Baltimore City Community College

Changing Lives...Building Communities

2008-2009 CATALOG

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Welcome to Baltimore City Community College!

I am pleased to share this Baltimore City Community College catalog, 2008-09 edition. Our College offers you a variety of courses throughout 34 degree and 25 certificate programs. This catalog provides information about course offerings, convenient campus locations, online courses and other learning options.

As the College's President, I want to convey a special "THANK YOU" for selecting BCCC as your institution of higher learning. By attending a community college, you join accomplished scholars, busy downtown professionals, returning adult students, savvy senior citizens, and quite possibly, someone you know. I, myself am proud to say that I am a community college graduate.

Community colleges play a major role in American higher education, exerting their presence both nationally and locally. The American Association of Community Colleges reports there are approximately 1,200 community college institutions in the United States, enrolling more than 11 million credit and noncredit students. Did you know this represents 46 percent of all U.S. college undergraduates? In addition, according to the Maryland Association of Community Colleges, nearly 62 percent of Maryland High School graduates who go on to Maryland colleges in the fall attend community colleges.

Founded as Baltimore Junior College in 1947, this dynamic institution has served as a gateway to higher education for more than 30,000 graduates since it was first established. BCCC is the only community college in the city of Baltimore and is Maryland's only statesponsored community college. Another key fact that distinguishes us is we enroll more Baltimore City residents as undergraduates than any other college or university in the state. Your academic and career success is the primary objective of everyone here. To this end, BCCC faculty and staff continuously strive to provide excellent teaching, and the quality programs and services needed to prepare you for transfer to a four-year college or university, or for immediate employment in your chosen career field.

Every day, we seek to make real our vision of being a leader in providing exceptional academic and career programs that respond to and exceed the expectations of a diverse community of learners. Our College's Strategic Plan, "Vision for Excellence," is designed to guide us in achieving our mission to provide outstanding educational, cultural, and social experiences to the residents of Baltimore City, the state of Maryland, and surrounding areas. We accomplish this while remaining accessible, affordable and sensitive to student needs.

I extend a warm BCCC welcome and invite you to avail yourself of the rich and varied learning experiences offered at the College. No matter where you are or what you would like to become, the team of dedicated faculty, staff and administrators at BCCC stand ready to help you get there!

I invite you to use this catalog as an easy guide to individual programs and courses of study at BCCC. If you have any questions, you may find additional information at our Web site: www.bccc.edu, or contact us at (410) 462-8300.
Sincerely,

Carolane Williams, Ph.D.
BCCC President

Disclaimer
While this catalog was prepared on the basis of the best information available at the time, Baltimore City Community College reserves the right to change any information, including statement of fees, course offerings and admission and graduation requirements, without notice or obligation, in keeping with the policies of the Board of Trustees and in conformance with the laws of the state of Maryland. This catalog is not a legal document and does not constitute a contract between Baltimore City Community College and the user.

Non-discrimination Policy
Baltimore City Community College is committed to a policy of eliminating unlawful discrimination based on grounds of race, color, religion, creed, gender, sexual orientation, marital status, age, ancestry, national origin, or disability in the administration of any of its educational programs, services, or activities, or with respect to employment.

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TELEPHONE DIRECTORY

MAIN TELEPHONE NUMBERS

General Information/Admissions Office/
Call Center 410-462-8300
MD Toll-Free 1-888-203-1261

ADDITIONAL INFORMATION

Academic Advisement 410-462-8555
Academic Affairs 410-462-7770
Administration Division 410-462-8383
Admissions, Recruitment and
Orientation 410-462-8300
Adult and Community
Education Programs 410-986-5444
Alumni Relations Office 410-986-5558
BCCC Foundation 410-986-5450
Bookstore Harbor 410-986-5454
Bookstore Liberty 410-462-8484
Business and Continuing
Education Division 410-986-3200
Call Center 410-462-8300
Career Services 410-462-8555
Cashier Harbor 410-986-5525
Cashier Liberty 410-462-8472
Center for Academic Achievement . . . 410-462-8011
Center for Teaching Excellence 410-462-7744
Clarence W. Blount
Child Development Center 410-462-7760
CITS Service Desk 410-462-7420
Computer-Assisted Labs
Reading CIA Lab 410-462-8024
IBM CAI Lab 410-462-7627
IVD CAI Lab 410-462-7641
Cooperative Education 410-986-5536
Disability Support Services 410-462-8585
Distance Learning 410-462-7625
Evening and Weekend
Student Service Center 410-462-8507
Facilities Help Desk 410-462-8530
Financial Aid Office 410-462-8500
Food Services 410-462-8460
Health and Wellness Center 410-462-8384
Honors Program 410-462-8223
Human Resources Office 410-462-8490
Institute for Intercultural
Understanding 410-462-7685
Intercollegiate Athletics 410-462-8320
Library Harbor 410-986-5490
Library Liberty 410-462-8400
Lost and Found Harbor 410-986-5500
Lost and Found Liberty 410-462-7700
Mathematics Learning Center 410-462-7641
Mentor Program/Positive People
Learning Community 410-462-8258
Office of Communications & Research . . 410-986-5450
Physical Education Center 410-462-7750
Phi Theta Kappa 410-462-8594
President's Office 410-462-7799
Preventive Dentistry Clinic 410-462-7712
Public Safety/Parking Harbor 410-986-5500
Public Safety/Parking Liberty 410-462-7700
Registrar's Office 410-462-7777
Reisterstown Plaza Center 410-580-2750
Science Resource and
Learning Center 410-462-9689
Shuttle Bus Service 410-462-8440
Student Accounting Office 410-462-8333
Student Affairs 410-462-7676
Student Government 410-462-8361
Student Activities Office 410-462-8385
Student Services
Harbor Campus 410-986-5599
Student Success Center 410-462-8555
Study Abroad 410-462-7402
Test Center, Liberty 410-462-7666
Test Center, Harbor 410-986-5588
Transfer Services 410-462-8555
TRIO/SSS-STAIRS Program
Student Support Services 410-462-8395
Talent Search 410-462-8405
Upward Bound 410-462-8560
Vocational Support Services 410-462-8341
WBJC-FM 410-580-8500

FALL SEMESTER 2008

FALL 2008	REGULAR FALL (16 Weeks)	ACCELERATED I (8 Weeks)	12 WEEK SESSION	ACCELERATED II (8 Weeks)
Early Registration	4/28 - 8/2	4/28 - 8/2	4/28 - 9/6	4/28 - 10/11
Last Day to Pay for Early Registration	8/2	8/2	9/6	10/11
General Registration *(Students must pay at time of Registration)*	8/4 - 8/23	8/4 - 8/23	9/8 - 9/15	10/13 - 10/18
August 14	Faculty Academy			
August 15 College-Wide Town Hall Meeting	***College Closed***			
Saturday General Registration	8/23	8/23	8/23	8/23
Seniors Registration (age 60 and over)	8/22 - 8/23	8/22 - 8/23	9/12 - 9/13	10/17 - 10/18
Last day to take ACCUPLACER Placement	8/23	8/23	9/13	10/18
Classes Begin	8/25	8/25	9/15	10/21
Add/Drop Period	8/25 - 8/30	8/25 - 8/26	9/15 - 9/16	10/21 - 10/22
August 30 – September 1 Labor Day Weekend	***College Closed***			
September 17	**Convocation**			
Mid-Term Exams Early Alerts	9/22 - 9/28	9/8 - 9/14	10/6 - 10/12	11/11 - 11/17
Last day to file for Graduation	9/28	9/28	9/28	9/28
November 4 Election Day	***College Closed***			
Last Day to Withdraw	11/15	10/4	11/15	12/1
November 27 - 30 Thanksgiving Holiday	***College Closed*** No Credit Classes in Session			
Last Day of Classes	12/14	10/13	12/14	12/14
Final Exams	12/15 - 12/21	10/14 - 10/20	12/15 - 12/21	12/15 - 12/21
Last Day of Fall Semester	12/21			
Final Grades Due	**12/16 - 12/23 12/23, Noon**	**10/23 Noon**	**12/23 Noon**	**12/23 Noon**
December 24, 2008 - January 1, 2009 Winter Recess	***College Closed***			

WINTER SESSION 2009	
November 24 - December 13, 2008	Early Registration for Winter Session 2009
December 13 - 20, 2008	General Registration for Winter Session 20 (payment due at time of registration)
January 1, 2009 **New Year's Day**	***College Closed***
January 3	Last day to pay for Early for Winter Session
January 2 - 3	Seniors Registration
January 5 **College-Wide Town Hall Meeting**	***College Closed***
January 6	Faculty Academy
January 7	Winter Session 2009 classes begin
January 7 - 8	Add/Drop Period for Winter Intersession 2009
January 19 **Martin Luther King's Birthday**	***College Closed***
January 20	Last day to withdraw without academic penalty from Winter Session 2009 classes
January 24	Winter Session 2009 classes end
January 22 - 24	**Final Grades Due - January 24, Noon**

SPRING SEMESTER 2009				
SPRING 2009	**REGULAR SPRING**	**ACCELERATED I**	**12 WEEK SESSION**	**ACCELERATED II**
Early Registration	11/9 – 12/23/08	11/9 - 12/23/08	11/9/08 - 2/7/09	11/9/08 - 3/14/09
Last Day to Pay for Early Registration	1/3/09	1/3/09	2/7/09	3/14/09
January 1 - New Year's Day	***College Closed***			
January 5 **College-Wide** **Town Hall Meeting**	***College Closed***			
January 6	Faculty Academy			
General Registration *(Students must pay at time of Registration)*	1/7 - 1/24	1/7 - 1/24	2/9 - 2/14	3/16 - 3/21
January 19 **Martin Luther King's Birthday**	***College Closed***			
Saturday General Registration	1/24	1/24	1/24	1/24
Seniors Registration (age 60 and over)	1/23 -1/24	1/23 - 1/24	2/13 - 2/14	3/20 - 3/21
Last day to take ACCUPLACER Placement	1/24	1/24	2/14	3/21
Classes Begin	1/26	1/26	2/16	3/23
Add/Drop Period	1/26 - 1/30	1/26 - 1/27	2/16 - 2/17	3/23 - 3/24
Mid-Term Exams Early Alerts	2/23 - 3/1	2/9 - 2/15	3/16 - 3/22	4/13 - 4/18
Last day to file for Graduation	2/27	2/27	2/27	2/27
April 6 - 12 **Spring Break**	**No Credit Classes in Session**			
April 10 **Good Friday Holiday**	***College Closed***			
Last Day to Withdraw	4/25	3/7	3/29	5/2
Last Day of Classes	5/15	3/15	5/15	5/15
Final Exams	5/16 - 5/22	3/16 - 3/22	5/16 - 5/22	5/16 - 5/22
Last Day of Fall Semester	5/22			
Final Grades Due	**5/26, Noon**	**3/26**	**5/26, Noon**	**5/26, Noon**
June 6	**Commencement**			

ACADEMIC CALENDAR

SUMMER SESSIONS 2009			
SUMMER 2009	**SUMMER I Five Weeks**	**SUMMER I Eight Weeks**	**SUMMER II Five Weeks**
Early Registration	4/20 - 5/30	4/20 - 5/30	4/20 - 7/6
General Registration (Students must pay at time of Registration)	6/1 - 6/6	6/1 - 6/6	7/7 - 7/13
Seniors Registration (age 60 and over)	6/4 - 6/5	6/4 - 6/5	7/11, 7/13
Last day to take ACCUPLACER Placement	6/5	6/5	7/13
Classes Begin	6/8	6/8	7/14
Add/Drop Period	6/8 - 6/9	6/8 - 6/9	7/14 - 7/15
July 5 July 4th Holiday Observed	***College Closed***		
Last Day to Withdraw	7/6	7/13	8/10
Last Day of Classes	7/13	8/3	8/19
Final Exams	Last Class Meeting	Last Class Meeting	Last Class Meeting
Last Day of Summer Session	7/13	8/3	8/18
Final Grades Due	**7/13 - 7/17 7/17, Noon**	**8/3 - 8/7 8/7, Noon**	**8/19 - 8/21 8/21, Noon**

FALL SEMESTER 2009				
FALL 2009	**REGULAR FALL**	**ACCELERATED I**	**12 WEEK SESSION**	**ACCELERATED II**
Early Registration	4/27 - 8/1	4/27 - 8/1	4/27 - 9/5	4/27 - 10/17
Last Day to Pay for Early Registration	8/1	8/1	9/5	10/17
August 13	Faculty Academy			
August 14 **College-Wide Town Hall Meeting**	***College Closed***			
General Registration *(Students must pay at time of Registration)*	8/3 - 8/22	8/3 - 8/22	9/8 - 9/12	10/19 - 10/21
Saturday General Registration	8/22	8/22	8/22	8/22
Seniors Registration (age 60 and over)	8/21 - 8/22	8/21 - 8/22	9/11 - 9/12	10/20 - 10/21
Last day to take ACCUPLACER Placement	8/22	8/22	9/12	10/21
Classes Begin	8/24	8/24	9/14	10/22
Add/Drop Period	8/24 - 29	8/24 - 25	9/14 - 15	10/22 - 23
September 5 - 7 **Labor Day Weekend**	***College Closed***			
September 16	**Convocation**			
Mid-Term Exams - Early Alerts	9/21 - 9/27	9/8 - 9/14	10/5 - 10/11	11/5 - 11/11
Last day to file for Graduation	9/25	9/25	9/25	9/25
Last Day to Withdraw	11/14	10/3	11/14	12/2
November 26 - 27 November 28 - 29 **Thanksgiving Holiday**	***College Closed*** *No Credit Classes in Session*			
Last Day of Classes	12/13	10/12	12/13	12/13
Final Exams	12/14 - 12/20	10/13 - 10/19	12/14 - 12/20	12/14 - 12/20
Last Day of Fall Semester	12/20	10/19	12/20	12/20
Final Grades Due **Noon, 12/22**	**12/15 - 12/22** **Noon**	**10/23** **Noon**	**12/22** **Noon**	**12/22** **Noon**
Dec. 24, 2009 - Jan. 1, 2010 **Winter Recess**	***College Closed***			

WINTER SESSION 2010	
November 30 - December 18, 2009	Early Registration for Winter Session 2010
December 21 - 23, 2009	General Registration for Winter Session 2010 (payment due at time of registration)
January 1, 2010 **New Year's Day**	***College Closed***
January 2	Last day to pay for Early for Winter Session
December 23; January 2	Seniors Registration
January 4 **College-Wide Town Hall Meeting**	***College Closed***
January 5	Faculty Academy
January 6	Winter Session 2010 classes begin
January 6 - 7	Add/Drop Period for Winter Intersession 2010
January 18 **Martin Luther King's Birthday**	***College Closed***
January 19	Last day to withdraw without academic penalty from Winter Session 2010 classes
January 23	Winter Session 2010 classes end
January 20 - 23	**Final Grades Due - January 23, Noon**

SPRING SEMESTER 2010				
SPRING 2010	**REGULAR SPRING**	**ACCELERATED I**	**12-WEEK SESSION**	**ACCELERATED II**
Early Registration	11/30 - 12/18	11/30 - 12/18	11/30 - 2/6	11/30 - 3/6
January 1 **New Year's Day**	***College Closed***			
Last Day to Pay for Early Registration	1/2	1/2	2/6	3/6
General Registration *(Students must pay at time of Registration)*	1/4 - 1/23	1/4 - 1/23	2/8 - 2/13	3/8 - 3/15
Saturday General Registration	1/23	1/23	1/23	1/23
January 4 **College-Wide Town Hall Meeting**	***College Closed***			
January 5	Faculty Academy			
January 18 **Martin Luther King's Birthday**	***College Closed***			
Seniors Registration (age 60 and over)	1/22 - 1/23	1/22 - 1/23	2/13 - 2/14	3/12 - 3/13
Last day to take ACCUPLACER Placement	1/23	1/23	2/14	3/13
Classes Begin	1/25	1/25	2/15	3/22
Add/Drop Period	1/25 - 1/26	1/25 - 1/26	2/15 - 2/16	3/22 - 3/23
Mid-Term Exams Early Alerts	1/22 - 1/28	1/8 - 1/14	2/15 - 2/21	4/13 - 4/19
Last day to file for Graduation	2/27	2/27	2/27	2/27
March 29 - April 4 Spring Break	No Credit Classes in Session			
April 2 **Good Friday**	***College Closed***			
Last Day to Withdraw	4/17	3/6	4/17	5/1
Last Day of Classes	5/14	3/14	5/14	5/14
Final Exams	5/15 - 5/21	3/15 - 3/21	5/15 - 5/21	5/15 - 5/21
Last Day of Spring Semester	5/21	3/21	5/21	5/21
Final Grades Due **Noon, 5/25**	**5/18 - 5/25** **5/25, Noon**	**3/25** **Noon**	**5/25** **Noon**	**5/25** **Noon**
June 5	**Commencement**			

ACADEMIC CALENDAR

SUMMER SESSIONS 2010			
SUMMER 2010	**SUMMER I** **Five Week**	**SUMMER I** **Eight Week**	**SUMMER II**
Early Registration	4/26 - 5/29	4/19 - 5/29	4/19 - 6/26
May 31 **Memorial Day**	***College Closed***		
General Registration *(Students must pay at time of Registration)*	6/1 - 6/5	6/1 - 6/5	6/28 - 7/2
Seniors Registration (age 60 and over)	6/4 - 6/5	6/4 - 6/5	7/10 - 7/12
Last day to take ACCUPLACER Placement	6/5	6/5	7/12
Classes Begin	6/7	6/7	7/13
Add/Drop Period	6/8 - 6/9	6/8 - 6/9	7/13 - 7/14
Last Day to Withdraw	7/2	7/19	8/9
July 5 **July 4th Holiday Observed**	***College Closed***		
Last Day of Classes	7/13	8/2	8/17
Final Exams	Last Class Session	Last Class Session	Last Class Session
Last Day of Summer Session	7/13	8/2	8/17
Final Grades Due	**7/12 - 7/16** **Noon, 7/16**	**7/29 - 8/5** **Noon, 8/5**	**8/16 - 8/19** **Noon, 8/19**

NOTE: This Academic Calendar is subject to periodic review and revision. Please check with the College Registrar to determine if changes have been made.

INTRODUCTION

Serving primarily the residents and business community of Baltimore, BCCC is a State-sponsored comprehensive two-year degreegranting college with two main campuses and satellite locations throughout the city. With its broad range of degree and certificate programs, affordable tuition, and extensive outreach, BCCC offers educational opportunities at all levels to the citizens of Baltimore and state of Maryland that enable students to obtain good jobs, transfer to four-year institutions, or take short-term training to upgrade skills or acquire new ones. BCCC offers continuing education programs such as General Educational Development (GED), which prepares students to take the Tests of General Educational Development administered by the Maryland State Department of Education in order to acquire a Maryland High School Diploma; English As a Second Language (ESL) training; and Adult Basic Education (ABE), which provides literacy skills. The College is committed to enhancing the economic prospects of Baltimore's citizens through computer and technology literacy aimed at 21st century employment.

The College's Business and Continuing Education Division (BCED) works in partnership with local business and industry, offering contract customized training, apprenticeships, and other industry-related programs both on campus and on-site. BCCC provides cost-effective, state-of-the-art employee training and other programs that contribute significantly to Baltimore's economic development initiatives.

BCCC is both an old and a young institution. The College dates its origins to Baltimore Junior College, founded as part of the Baltimore City Public Schools in 1947 to provide post high school education for returning World War II veterans.

In 1967, the College was renamed Community College of Baltimore and restructured as a department of the City of Baltimore. In the 1980s, city and state leaders recognized that shrinking city resources made it difficult for the city to operate a quality institution of higher education. On July 1, 1990, the Maryland General Assembly created a new institution, New Community College of Baltimore, funded by the state of Maryland. The College was granted permanent status in 1992 and renamed Baltimore City Community College.

CORE VALUES

BCCC's core values shape its day-to-day actions and identity. We hold ourselves accountable and responsible for adhering to these basic tenets as we seek to fulfill our vision and mission.

In this spirit, BCCC commits itself to the shared community imperatives of:

Integrity – unwavering adherence to a strict moral or ethical code;
Respect – showing genuine concern and regard for the dignity of others;
Diversity – recognizing, accepting, appreciating and supporting individual differences;
Quality – exhibiting excellence;
Learning – gaining knowledge, skills and understanding that are useful to the individual and college community by promoting intellectual curiosity;
Leadership – empowering, nurturing and inspiring individuals to be leaders in their own sphere

COLLEGE VISION

Baltimore City Community College strives to be the leader in providing quality education that responds to and meets the needs of a diverse population of learners, adding value to lives and the community. College Mission Baltimore City Community College provides outstanding educational, cultural, and social experiences to the citizens of Baltimore, the state of Maryland and surrounding areas. The College's accessible, affordable, comprehensive programs include college transfer and career preparation, technical training and life skills training. The College provides a variety of student services that meet the learning needs and support for an increasingly diverse student population. BCCC, a dynamic higher education institution, is responsive to the changing needs of its stakeholders: individuals, businesses, government, and educational institutions of the community at large.

ACCREDITATIONS AND MEMBERSHIPS

Baltimore City Community College is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104 (267-284-5000). The Middle States Commission on Higher Education is an instructional accrediting agency recognized by the U.S. Secretary of Education and Council for Higher Education Accreditation.

BCCC is nationally accredited by the Association of Collegiate Business Schools and Programs (ACBSP) for the offering of the following degree programs: Accounting, Business Administration Transfer, Business Management, Business Marketing, Computer Information Systems, Administrative Assistant, Legal Administrative Assistant, and Medical Administrative Assistant. The Dental Hygiene Program is accredited by the American Dental Association Commission on Dental Accreditation.

The Dietetic Technician Program is accredited by the Commission on Dietetic Registration of the American Dietetic Association (ADA). The Dietary Manager Certificate Program is approved by the Dietary Managers Association (DMA).

The Health Information Technology Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) in cooperation with the American Health Information Management Association's Commission on Accreditation.

The Nursing Programs are on the list of approved schools of nursing published by the Maryland Board of Nursing. Full accreditation of the Associate Degree in Nursing Program from the National League for Nursing Accrediting Commission (NLNAC) is maintained.

The Physical Therapist Assistant Program is approved by the Commission on Accreditation in Physical Therapy Education/American Physical Therapy Association (CAPTE/APTA).

The Respiratory Care Program has achieved Provisional Accreditation status as defined for new programs by the accreditation procedures of the Committee on Accreditation for Respiratory Care (CoARC).

The Surgical Technology Program is approved by the Accreditation Review Committee on Education in Surgical Technology (ARC-ST) and accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). Accreditation standards are established by CAAHEP, The American College of Surgeons, and The Association of Surgical Technologists.

The National Association of Radio and Telecommunication Engineers (NARTE) recognizes BCCC as an "Electronics and Telecommunications Technology Institution." Graduates of the Associate degree programs in Electronics Technology and in Telecommunications Technology are eligible without testing for Technician Class III Certification.

GRADUATE QUALITY ASSURANCE GUARANTEE

Student Success Center
Liberty Campus
Main Building, Room 020
410-462-8555

The Graduate Quality Assurance Guarantee is designed to assure students and employers that career program graduates will be competent in the performance of their work. First, if a graduate of a career program who is seeking employment does not have a full-time job within 90 days after graduation, the College will provide an additional 12 credits of coursework and other support services at no cost to the student. Second, if an employer is not satisfied with the quality of job performance of a career program graduate, BCCC will provide an additional 12 credits of instruction at no charge to the student or the employer.

NON-DISCRIMINATION POLICY

Baltimore City Community College is committed to a policy of eliminating unlawful discrimination on grounds of race, color, religion, creed, gender, sexual orientation, marital status, age, ancestry or national origin, or disability in the administration of any of its educational programs, services or activities, or with respect to employment. BCCC seeks to foster positive human relations among all groups within its community, to develop positive and creative human relations programs and educational activities, and to eliminate all forms of discrimination.

INCLEMENT WEATHER POLICY

Closing and delay information will be made available to the media not later than 5:00 a.m. (EST) for weather events affecting day operations and as soon as possible for weather events that arise during the course of daily operations. The following media will be notified:

WMAR TV 2	WBFF TV 45	WBJC 91.5 FM
WBAL TV 11	WJLA TV 7	WBAL 1090 AM
WJZ TV 13	WSMJ 104.3 FM	WTOP 1500 AM
WGMS 103.5 FM	WTOP 107.7	

www.baltimoresun.com www.wbal.com
www.wtopnews.com

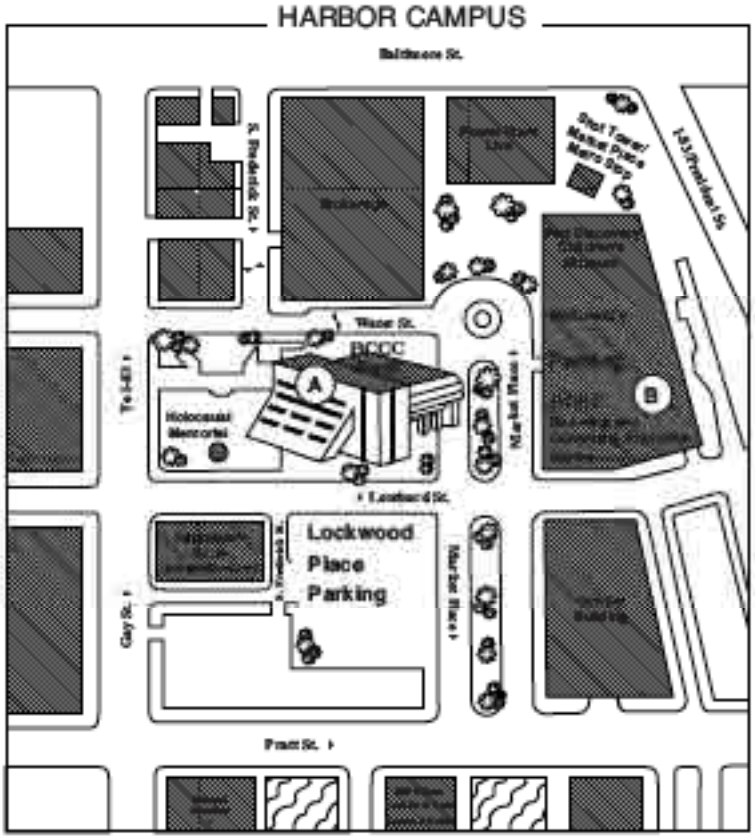
Messages will also be posted on the College website at www.bccc.edu and on the information line: 410-462-8300. Announcements for evening classes will start as soon as possible or by 3 p.m.

EMERGENCY TEXT MESSAGING SERVICE

Baltimore City Community Colleg announces e2Campus. BCCC has a new emergency text messaging service and it's free to register! Get added security and notification by registering through: www.bccc.edu or www.e2campus.com/my/bccc.

CAMPUS FACILITIES

Baltimore City Community College has campuses in Northwest Baltimore, the Inner Harbor, and several Business and Continuing Education sites. The Business and Continuing Education Division is located at 710 E. Lombard Street, across Market Place from the Harbor Bard Building. The Liberty Campus, located at 2901 Liberty Heights Avenue, is situated on 19 acres. Buildings on the Liberty Campus include the Main Building, Nursing Building, Life Sciences Building, Physical Education Center, Bard Library and Harper Hall. The Main Building, the oldest and largest facility, is undergoing a three-phase renovation—much of which is complete and already open—that will make it a state-of-theart instructional, administrative office, and student service complex. When fully completed, the building will house: Student Affairs-Admissions, Recruitment and Orientation, Registrar, Veterans Affairs, Student Activities, the Student Success Center; Financial Aid-Student Accounting, General Accounting, and Cashier; Facilities and Public Safety; Academic Affairs; and the President's office. The Main Building also houses classrooms, instructional labs, an open computer lab, faculty offices, a fine arts gallery, the Fine Arts Theater, cafeteria, student activities areas, bookstore, health center, game room, ATM, vending area, and telephones.



(A) Bard Building • 600 E. Lombard Street
(B) Business and Continuing Education Center • 710 E. Lombard Street

Renovation of the Main Building will continue through 2012. Phase I construction began in Fall 2001. Throughout the construction period, Harper Hall will temporarily house various offices, classrooms, and student service facilities as they are renovated. Each construction phase is expected to take approximately one and one half years to complete.

The newest Liberty Campus permanent structure is the Life Sciences Building, completed and dedicated at the College's 50th Anniversary Celebration in 1997. It houses state-of-theart mathematics, science, and allied health and life sciences labs, classrooms, and faculty offices, as well as the offices of the William Donald Schaefer Life Sciences Institute. The Nursing Building includes classrooms, labs, offices, the Gaare Auditorium, and the Clarence W. Blount Child Development Center. The campus also includes the Bard Library and the Physical Education Center (PEC). When not scheduled for regular classes, PEC facilities, such as the weight room for fitness and exercise, and the basketball court open gym, are available to all students and staff. The Liberty Campus has parking lots for students and staff surrounding the buildings.

The downtown Harbor Campus consists of two buildings. The Bard Building at 600 E. Lombard Street houses the Library/Learning Resources Center, classrooms—including a state-of-the-art video distance learning interactive classroom—labs, offices, an auditorium. The William V. Lockwood Forum, Student Services offices, and Bookstore. The Business and Continuing Education Division's main offices, Training Center, and Adult and Continuing Education Program offices are located at 710 E. Lombard Street, just across Market Place from the Bard Building.

Reisterstown Plaza Center (RPC), in northwest Baltimore, contains specialized multimedia classrooms, two computer labs, a conference room, study areas, and a comfortable student lounge. Both credit and non-credit courses are offered morning, noon and night, six days a week, to meet education and training needs at all levels.

Plenty of free parking is available with easy access to the Baltimore Beltway. RPC is easily reached by Metro and MTA.

BCCC is committed to providing accessibility to the physically challenged at all college facilities. Each new project or renovation is designed to comply with applicable Americans With Disabilities Act (ADA) regulations and life safety standards. Wherever barriers are encountered, BCCC takes appropriate action to implement barrierfree access. Ensuring that all persons are accommodated equally is of primary importance.

BCCC AT A GLANCE

BCCC is easily accessible by both public transportation and a free shuttle (for BCCC students, faculty and staff) between its two main campuses, the Liberty Campus in West Baltimore, and the Harbor Campus in downtown's Inner Harbor. Use of BCCC's facilities is open to community groups. Call 410-462- 8393 for more information. BCCC is a smoke-free, drug-free campus. See General Policies, pages 202 and 203 for full policies.

DIRECTIONS TO BALTIMORE CITY COMMUNITY COLLEGE

Harbor Campus

Bard Building
600 E. Lombard Street

Business and Continuing Education Division
710 E. Lombard Street

By MTA: Metro to Shot Tower/Market Place. Buses 7, 10 and 19.

From I-83: Take I-83 south until it becomes President Street. Cross Fayette Street and move into the right lane. Turn right on Lombard Street and go one block. Both BCCC Harbor Campus buildings are on your right.

From I-95: Follow signs to downtown (I-395). Bear right onto Conway Street. Go two blocks and turn left onto Charles Street. Go two blocks and turn right onto Pratt Street. Go seven blocks and turn left onto Market Place and go one block. BCCC Harbor Bard Building is on your left and BCED on your right.

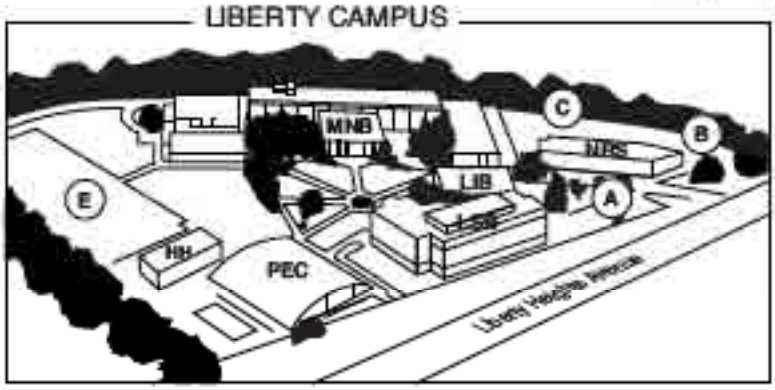
From I-295: Take the Russell Street exit past Camden Yards and turn right onto Pratt Street. Go 11 blocks and turn left onto Market Place and go one block. BCCC Harbor Bard Building is on your left and BCED on your right.

Parking: Harbor Park pay garage has entrances on both Lombard Street and Market Place. Paid parking is also available at the Lockwood Parking Garage directly across Lombard Street.

LIBERTY CAMPUS

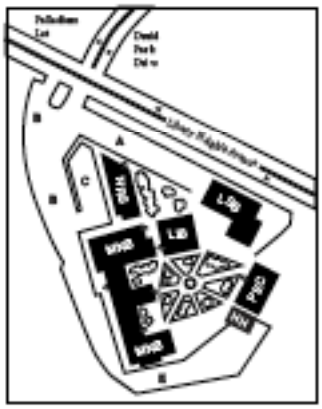
2901 Liberty Heights Avenue
Baltimore, MD 21215

By MTA: Metro to Mondawmin Mall, Shuttlebug to BCCC. Buses M1 and 22, Mondawmin Shuttle



PEC	Physical Education Center
LSB	Life Sciences Building
LIB	Bard Library
MNB	Main Building
	Fine Arts
	Administration
	Student Services
	Counseling & Career Services
	Financial Aid
HH	Harper Hall
	Admissions
	Registrar
NRS	Nursing Building
Parking Lots	

Note: Disability Parking is available on each Lot. Hangtags are required for all parking at the Liberty Campus.



From I-695: Take Lochearn (exit 18) which exits onto Liberty Road south. Travel for about 4.5 miles. Liberty Road becomes Liberty Heights Avenue. At Druid Park Drive turn right onto the BCCC campus.

From I-95: Take Caton Avenue north (exit 50) past Wilkens Avenue, bear left onto Hilton Street and travel about 4 miles. Turn right onto Liberty Heights Avenue and travel south for .5 miles. Turn right into the BCCC campus at Druid Park Drive.

Parking: There is reserved parking around the campus buildings and there is limited on-street parking. See p. 30 for more information on parking at the Liberty Campus.

From Harbor Campus to Liberty Campus: Take Lombard Street one block to Gay Street. Turn right and stay in the left lane. Pass Saratoga Street and take I-83 north. Take Exit 7A and bear left onto Druid Park Lake Drive. Follow Druid Park Lake Drive around Druid Hill Park. Turn left at Liberty Heights Avenue (a domed synagogue is on the corner). Follow Liberty Heights Avenue past Mondawmin Mall to the campus, which is on the left.

From Liberty Campus to Harbor Campus: From the main entrance at Liberty Campus, cross Liberty Heights Avenue onto Druid Park Drive. At the next stoplight, turn right onto Reisterstown Road. After 1/4 mile turn left onto Druid Park Lake Drive. Take I-83 south until it ends and becomes President Street. Cross Fayette Street and move into the right lane. Turn right on Lombard Street and go one block. BCED and the Bard Building are on your right.

OFF-CAMPUS COMMUNITY SITES

Reisterstown Plaza Center

By MTA: Metro to Reisterstown Plaza, Buses M9, M10 and 44.

From I-83: Take Northern Parkway west about 3 miles. Turn right onto Reisterstown Road and travel approximately 1.5 miles to Reisterstown Plaza. Turn left at Patterson Avenue. Turn right at the third entrance to Reisterstown Plaza and follow the road behind the buildings until you come to BCCC at 6764 A.

From I-695: Take Reisterstown Road (exit 20) south. Go 2 miles to Reisterstown Plaza and turn right at Patterson Avenue. Turn right at the third entrance to Reisterstown Plaza and follow the road behind the buildings until you come to BCCC at 6764 A.

Parking: There is ample free parking in the Plaza parking lot.
For more information, call BCCC at 410-462-8300.
For additional MTA information, call 410-539-5000.

NORTHWEST -

Reisterstown Plaza Center (RPC)
6764A Reisterstown Road • Baltimore, MD 21215

SOUTHEAST -

Patterson High School
100 Kane Street • Baltimore, MD 21224

ADMISSIONS AND REGISTRATION

ADMISSIONS

Harbor Campus
Bard Building, Room 101
410-986-5599

Liberty Campus
Main Building, Room 02
410-462-8300

Evening and Weekend Service Center
Liberty Campus, Main Building, Room 243-244
Harbor Campus, Bard Building, Room 101
(Office of Admissions, Recruitment and Orientation, Testing, Academic Advising/Counseling, Registration, Financial Aid, Student Accounting, and Cashier)
Monday - Thursday, 5–8 p.m.; Saturday 9 a.m.- 1 p.m.
410-462-8507/410-986-5599

ADMISSIONS REQUIREMENTS

BCCC has an open admissions policy. All high school graduates and holders of high school equivalency diplomas or certificates are eligible for admission. Adults not holding a high school diploma or equivalency or a GED diploma or equivalency become eligible for degree and certificate programs after successfully completing 15 college-level credits.

New students and returning students who have not been enrolled for two consecutive semesters (excluding summer sessions) must complete an Admissions Application.

HOW TO BE ADMITTED

To be admitted to BCCC the following steps must be completed as early as possible and well before the semester when admission is desired.

1. Submit an Admissions Application with the $10 application fee
2. Submit a Residency Verification form with appropriate proof of residency (see Statement of Residency p. 222)
3. Submit appropriate academic credentials
   - an official high school transcript indicating date of graduation or
   - General Equivalency Diploma indicating scores and date of completion
   - an official college transcript from each college attended (if applicable)
   - ACT and SAT scores (may exempt students from ACCUPLACER placement test)

4. Take ACCUPLACER Placement Test

Degree-Seeking Students must be age 16 or older.
Students under the age of 16 must contact the Director of Office of Admissions, Recruitment and Orientation, for special admissions requirements.
The admissions application and residency verification forms are available in the Office of Admissions, Recruitment and Orientation on each campus or on the BCCC website: www.bccc.edu.

FULL-TIME AND PART-TIME STATUS

Full-time students take a minimum of 12 credits each semester. Any student taking fewer than 12 credits is a part-time student.

Note: In order to complete the requirements for the associate degree in two years, students usually take 15-18 credits per semester, depending on the area of study.

THE TEST CENTER

Liberty Campus
Main Building, Room 04
410-462-7666

Harbor Campus
Bard Building, Room 105A
410-986-5588

ACCUPLACER PLACEMENT TESTING

Students attending BCCC for the first time and intending to enroll in a degree or certificate program must take the College's ACCUPLACER skills assessment test before being advised by an academic adviser and before registering for classes. Preparing for the ACCUPLACER test is one of the most important things you can do to ensure success in college. Your score on this test of reading, sentence skills, and mathematics skills determines whether you start college in a developmental course or go immediately into credit classes. Students who prepare for the ACCUPLACER traditionally score higher than those who do not attend review sessions.

Students may also review for and take the ACCUPLACER review on the Internet. For sample ACCUPLACER questions, visit the BCCC website at www.bccc.edu. Click on the following links: Enrollment/Test Center/Placement Test/ ACCUPLACER/sample questions. For review sessions online click on http://blackboard.bccc.edu. For more information, contact the Distance Learning Office at 410-462-7719/7625 or e-mail distancelearning@bccc.edu.

To schedule an ACCUPLACER test, contact the Test Center at 410-462-7666 (Liberty) or 410-986-5588 (Harbor).

The following students are exempt from taking the ACCUPLACER:

1. Students who score at least 550 in Math, 550 in Critical Reading, and 550 in Writing on the SAT or at least 21 in Math and 21 in Language on the ACT.
2. Students transferring credits in English and mathematics from other colleges, after their transcripts have been received and evaluated by BCCC's Office of Admissions, Recruitment and Orientation.
3. Students who are not seeking an Associate degree or a certificate and have not accumulated 15 or more credits;
4. Students who are seeking a certificate program that does not require English, Reading and Mathematics as a prerequisite.
5. Students who have a degree (AA/AS, BA/BS or higher) from an Accredited higher educational institution

LEOP PLACEMENT TESTING (ESL)

Foreign-born students whose first language is not English may be required to take the LOEP placement test at the Harbor Campus. For more information, call the English Language Institute at 410-986-5462.

CREDIT-BY-EXAMINATION

Credit-by-Examination is available through the College's own departmental exams and through the College Level Examination Program (CLEP) as alternatives to taking courses or to earn credits for other collegiate or "life" experiences. Contact the Test Center and individual academic departments about specific department exams or departmentally approved CLEP exams. The total number of credits earned through examination and/or transfer may not exceed 45. CLEP exams are given the fourth Tuesday of the month with registration required three weeks in advance. Students can download the CLEP registration form by visiting the BCCC website at www.bccc.edu. Click on Enrollment/Test Center/CLEP.

COMPUTER LITERACY TEST

The Test Center administers the Computer Literacy Test, which enables BCCC students to fulfill the computer literacy graduation requirement. Students must pass the test with a minimum grade of 70% and this test can be taken two times. The Computer Literacy Test is one of two ways to meet the computer literacy graduation requirement. The other way to meet the requirement is by taking one of the computer literacy graduation requirement courses. These courses are listed in this Catalog under Computer Literacy Requirements.

DISTANCE EDUCATION AND DEPARTMENTAL MAKE-UP EXAMS

The Test Center also administers departmental makeup examinations and distance learning examinations. Departmental make-up exams are given by the request of the instructor. Distance learning examinations are requested by students who are enrolled at colleges and universities in the United States and other countries. These examinations are administered by the Test Center staff. The Test Center administers examinations for on-line courses offered by the College. These can be taken online through Blackboard. Departmental make-up exams are also given by the request of the instructor. In addition, students who live close to the College and are enrolled in distance education courses at colleges and universities in the United States and other countries can request to take their examinations in the Test Center. For further details, please call 410-462-7666.

EARLY ENROLLMENT FOR HIGH SCHOOL STUDENTS

Liberty Campus
Main Building, Room 02
410-462-8300

BCCC's Early Enrollment Program enables you to take college courses and earn college credits while you're still in high school. Late afternoon, evening, and weekend classes are available for your convenience. Also, classes may be scheduled at your high school with the permission of a principal and with the participation of a sufficient number of students.

- Participants must test at the 82 level in two of the three areas of the Accuplacer Test (English, Reading and Mathematics).
- Participants must have a minimum grade point average of 2.5 for the preceding marking period (transcripts required).
- First-time participants may enroll in one course (1-4 credits) only during their initial enrollment.
- Early Enrollment 10th grade participants are eligible in the spring semester to enroll in a Pre-100 Academic Achievement course only.
- Returning 11th grade participants are eligible to enroll in a maximum of one course (2-4 credits) in each of the fall and spring semesters.
- Returning 12th grade participants are eligible to enroll in a maximum of two courses (6-8 credits) in each of the fall and spring semesters.
- Summer participants may only enroll in one course (3-4 credits); 25 slots will be available for summer participants.
- Early Enrollment program participants may earn a maximum of 30 credits.
- High schools will be allowed a maximum of 15 participants per school (excluding schools with specific program agreements).
- Program applications must be submitted to the Office of Admissions, Recruitment and Orientation two weeks prior to scheduled placement test.
- The deadlines for placement testing and registration for summer and fall enrollment are May 30 and December 15 for spring enrollment.
- Participants must register for classes with an Admissions Officer. Students who fail to register with their school's designated BCCC Admissions Officer will be responsible for any and all costs generated.
- Participants who modify their schedule after submission to the Office of Admissions, Recruitment and Orientation will be held responsible for payment of any and all fees incurred.
- Participants must attend a mandatory Early Enrollment Orientation session each semester.
- Participants who intend to drop or withdraw from classes must meet with the Admissions Officer for their school or the Director of Admissions, Recruitment and Orientation.

- Participants who do not complete a course with a grade of C or better will be responsible for payment in full for tuition, fees and books.
- Book awards are estimates. Students must be prepared to pay the difference up to $20.

GRANVILLE T. WOODS SCHOLARSHIP

Students must be high-achieving graduates of public, parochial or private high schools in Baltimore City with a minimum 3.0 GPA and excellent recommendations to be considered for the Woods scholarship. Candidates are required to submit an application, including an essay and SAT scores. Accuplacer Placement Test assessments and interview scores are also given consideration. College credit is also granted for qualifying scores from the College Board Advanced Placement Program. Applicants must enroll as fulltime students at BCCC, with a commitment to transfer to a four-year college. The scholarship package includes exceptional benefits: tuition, fees, textbooks, a laptop computer, seminars, cultural events, study abroad, and prestigious internship opportunities. Articulation arrangements are in place to transition to honors programs at well-regarded universities. For more information, contact the Director of Scholars Programs at 410-462-8223, in the Life Sciences Building, Room 218, at the Liberty Campus. Applications must be submitted by April 1.

REGINALD F. LEWIS SCHOLARSHIP

The Reginald F. Lewis scholarship is offered to high school graduates of the Baltimore City Public School System with a minimum 3.0 GPA. All applicants must be recommended by their counselor or principal. The application requires submission of an essay and Accuplacer Placement Test scores. The scholarship provides $1,000 per year for full-time enrollment and includes opportunities to participate in seminars and attend cultural events. Contact the Director of Scholars Programs at 410-462-8223, in the Life Sciences Bldg., Room 218, at the Liberty Campus. Applications must be submitted by May 1.

WILLIAM DONALD SCHAEFER HONORS PROGRAM

Applicants for the Honors Program Scholarship must have acquired a minimum of 20 college credits with a 3.25 GPA. The scholarship provides funds for tuition and a stipend for textbooks. Students must be enrolled in college-level courses and any non-credit prerequisites must be completed. Participants must take at least two honors classes per semester. Candidates may be enrolled as either full-time or part-time students. Applications must be submitted by May 30.

INTERNATIONAL STUDENTS

Liberty Campus
Main Building, Room 02
410-462-8319

Harbor Campus
Bard Building, Room 119
410-986-5491

BCCC follows the admissions standards for international students recommended by the American Association of College Registrars and Admissions Officers. International Students applying to BCCC must:

- Follow the regular admissions procedure.
- Direct all correspondence to the International Student Advisor.
- Submit the BCCC Statement of Financial Support and Address Verification Statement.
- Submit to the International Student Advisor complete, official, and translated transcripts and support materials from all secondary schools and universities. (All overseas college transcripts must be evaluated by an accredited evaluation service.)
- Submit proof of TOEFL score of 550 on the written or 213 on computerized TOEFL if applying for Allied Health programs. International students living in the United States must apply at least 60 days before the beginning of classes. Those living outside the United States must make application at least 90 days in advance.

International student applicants whose ACCUPLACER/Placement tests scores indicate a need for improved English language skills will be referred to BCCC's English Language Institute. International students enrolled in regular BCCC programs or in the English Language Institute must maintain a full-time course load (at least 12 credits).

VETERANS, RESERVE AND NATIONAL GUARD MEMBERS, AND DEPENDENTS

Records and Registration Office
Liberty Campus
Main Building, Room 02
410-462-7777

The Registrar's Office provides information on and the processing of educational benefits for eligible veterans, reservists, and veterans' dependents. Advisement and information on veteran work-study opportunities are also available. In order to establish and maintain eligibility, veterans must:

- Complete the admissions process, making certain that an official high school transcript or GED certification is on file
- Take the ACCUPLACER/Placement tests and/or submit official transcripts from colleges/universities previously attended
- Bring DD214 for new applicants or the DD2384 (NOBE) for reservists
- Enroll in an approved program

- Be prepared to pay by personal check, money order, cash, credit card, financial aid, advance payment, or deferred tuition loan (if available)
- Bring a copy of the paid bill to the Registrar's Office
- Report all program changes to the Registrar's Office
- Take only those courses required for completion of the chosen program
- Report withdrawal from any courses or from the College to the Registrar's Office
- Maintain satisfactory academic progress. Veterans' benefits are not available for repeating courses if a grade of D or better was earned.

Failure to follow these procedures will result in delays of VA certification and will place benefits in jeopardy.

STUDENTS TRANSFERRING TO BCCC

Harbor Campus
Bard Building, Room 101
410-986-5599

Liberty Campus
Main Building, Room 08
410-462-8300

BCCC welcomes transfer students. After the Admissions Application is received, the Office of Admissions, Recruitment and Orientation evaluates all courses which students seek to transfer to BCCC. Credit is granted for General Education Requirements and courses that are applicable to a BCCC associate degree or certificate program.

BCCC has transfer agreements with all Maryland two-year and four-year colleges. BCCC will accept a maximum of 47 credits (45 academic, 2 physical education) earned through examination or transfer. Grades of "C" or better in courses compatible with BCCC programs will be accepted. Grades of D will be accepted for General Education Requirement courses from other Maryland institutions if the student's overall grade point average is at least 2.0. The final 15 credits of any degree or certificate program must be earned at BCCC and may not include any credits earned by examination.

Students should read the Maryland Higher Education Commission General Education and Transfer Regulations in the General Policies section of this Catalog (p. 205).

TRANSFER TO HOME COLLEGE OR UNIVERSITY

Students currently enrolled at another college or university who wish to earn credits at Baltimore City Community College for transfer to that college or university should obtain advance written approval from the appropriate academic department of the college or university they now attend. Students should also bring official or unofficial copies of their transcripts to the Office of Admissions, Recruitment and Orientation to satisfy any prerequisite or corequisite requirements.

MANDATORY NEW STUDENT ORIENTATION

Admissions, Recruitment and Orientation
Liberty Campus
Main Building, Room 02
410-462-8300

All first-time full-time students attend a mandatory one-day New Student Orientation. This is the only time new, full-time students can register for classes. Students receive an introduction to the College, obtain their ACCUPLACER scores, meet their advisors, and register for classes.

REGISTRATION/REGISTRAR'S OFFICE

Harbor Campus
Bard Building, Room 101
410-986-5599

Liberty Campus
Main Building, Room 08
410-462-7777

The Registrar's Office is where students register for courses. An advisor's signature is required for walk-in registration prior to enrolling for classes. See the most recent Schedule of Credit Courses for registration dates, schedule adjustment dates, and procedures for registration. This office is also responsible for mailing transcripts, posting grades, maintaining students' academic histories, and processing graduation applications.

REGISTRATION GUIDELINES

- Students may register for credit classes during any regularly scheduled registration period. Information about registration periods is available in the Academic Calendar at the beginning of this Catalog, in each semester's Schedule of Credit Courses, at BCCC's website: www.bccc.edu, or by calling the Registrar's Office. BCCC does not have late registration.
- Students may register for non-credit courses during normal hours of operation.
- First-time full-time (12 credits or more) students register for courses during the Mandatory New Student Orientation.

FAX-IN AND MAIL-IN

Returning students who have an advisor's approval on a Credit Registration Form can fax or mail the form before the deadline date printed in the *Schedule of Classes*.

Fax to:
Office of the Registrar, 410-462-8523

Mail to:
Office of the Registrar, Main Building, Room 08
2901 Liberty Heights Avenue, Baltimore, MD 21215

TELEPHONE REGISTRATION

Returning students enrolled within the past year, in good academic standing, can register using the College's Touch-Tone Registration system. Follow the directions published in the Schedule of Classes.

ONLINE REGISTRATION

With online registration, students can enjoy the convenience of registering for their BCCC courses on their PC at home, at work, on campus, or anywhere that has a computer with an internet connection. Continuing BCCC students in good academic standing should be eligible to register online by following these six easy steps:

1. Go to Internet Explorer and type: https://portal.bccc.edu/regent/
2. At the Student Information Portal, select ***Registration*** and enter your Social Security number and PIN, which is your birth month and year (example: a July 1985 birthday would have a PIN of 0785), then click ***Submit information.***
3. Next click ***Continue,*** select appropriate semester/session (Fall 2008) and click ***Submit Information.***
4. After reading the top of the page, scroll down to the worksheet and add course index numbers and click ***Update Worksheet*** to show schedule. Repeat as necessary to add/drop courses.
5. On College Student Registration Worksheet, click ***Post Registration*** to finalize registration and generate a Registration/Confirmation, which includes tuition and fees.
6. To keep a copy for your records, click on printer icon or go to file and click ***Print.*** Click ***OK*** to exit registration.

This Web page will also allow students to view their bill, course schedule, and grades for previous sessions.

STUDENT RECORDS/REGISTRATION

Registrar's Office
Liberty Campus
Main Building, Room 08
410-462-7777

BCCC is in full compliance with the provisions of the Family Educational Rights and Privacy Act of 1974, Public Law 90- 247, as amended. A more detailed version of these rights is printed on p. 213 of this Catalog. Transcripts are available upon submission of a Transcript Request form in the Student Accounting office and payment of $5 per transcript to the Cashier. Transcripts will not be released if there is an outstanding financial obligation to the College.

As a student, you have the following rights with respect to your education records under the Family Educational Rights and Privacy Act (FERPA):

1. The right to inspect and review your education records.
2. The right to request amendment of your education records to ensure that the records are not inaccurate, misleading, or otherwise in violation of your privacy.
3. The right to consent to disclosures of personally identifiable information and education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to obtain a copy of Baltimore City Community College's Institutional Compliance Statement from the Records and Registration Office, Liberty Main Building 08.

SEMESTER GRADES

Students can obtain semester final grades after posting by visiting the BCCC website at: https://portal.bccc.edu/regent/

TUITION AND FEES

TUITION

Auditing.....same as tuition per credit hour
Maryland Residents.....$88/credit hour
Out-of-State and Foreign Non-Immigrant Residents.....$210/credit hour
(students from foreign countries who enter the College with a student or non-immigrant visa are classified as Out-of-State regardless of age or length of time at local residence)

FEES

THE FOLLOWING FEES ARE NON-REFUNDABLE

Application Fee
(paid by all students who apply).....$10
Graduation Fee
(paid by all applicants for graduation).....$25
Registration Fee
(paid by all students each semester).....$20

THE FOLLOWING FEES ARE REFUNDABLE PRIOR TO THE BEGINNING OF THE SEMESTER

Consolidated Fee Per Credit.....$12
Facilitis Capital Fee Per Semester.....$11

OTHER FEES

Credit by Examination Fees
College Level Examination Program.....$65
Test Center.....$25
Departmental.....$25-$35
Distance Education.....$25
Deferred Payment Fee.....$20
Parking Fees
Full-time students (per semester).....$25
Part-time students (per semester).....$15
Summer only student.....$15
Returned Check Fee.....$25
Transcript Fee.....$ 5

NOTE: Maryland residents age 60 and over
Credit courses: no tuition, $20 administrative fee, and other mandatory fees per course
Non-credit BCED courses: $10 fee plus other mandatory fees per course

*The College reserves the right to change tuition and fees, revise course content, cancel classes, and change instructor assignments without prior notice. Enrollment is not official until payment has been made.

TUITION WAIVERS

Baltimore City Community College waives 50% of the tuition rate for credit courses for members of the Maryland National Guard, provided that regularly scheduled course space is available, the member of the Maryland National Guard is enrolled at the College, and the Maryland Adjutant General has certified that the member has at least 24 months remaining to serve or has agreed in writing to serve for a minimum of 24 months.

SENIOR WAIVERS

Seniors add to the diversity of our learning community and are welcome at Baltimore City Community College. In accordance with Maryland State statute, all BCCC students aged 60 years and older are eligible for the BCCC Senior Citizen Tuition Waiver. This waiver exempts senior citizen students from the payment of tuition for classes. Senior students are eligible to register on a seats available basis for credit courses.

SENIOR CITIZEN TUITION WAIVER GUIDELINES

- The senior tuition waiver may be used on a space available basis only.
- Students may not pre-register for courses for which they plan to use a Senior Citizen Tuition Waiver.
- **Senior citizen students who choose to register earlier than the last two days of general registration may do so, and pay the full cost of tuition and fees by completing the Senior Citizen Payment Agreement Form located in the Records and Registration Office, Bard 101, RPC or Student Success Center at Liberty Campus.**

Senior citizen students should follow the procedures below for registration:

- See an advisor to approve and check availability of course(s)
- Register during the last two days of the general registration period for a given semester/session. (Check Schedule of Classes for dates)

For additional information about the Senior Citizen Tuition Waiver, please contact the Records and Registration Office at 410-462-7777.

WITHDRAWAL AND REFUND POLICIES

CREDIT COURSES

Students dropping or withdrawing from a credit course may be eligible for a tuition refund. Refund information appears on students' bills. The amount of refund is determined by the date on which the Add/Drop/Withdrawal form is received in the Registrar's Office, according to the following schedule for 15-week Fall and Spring regular semesters:

First week of the semester.....100% refund
Second week.....50% refund
Third week.....25% refund

No refunds are made after the third week of the semester.

The refund schedule for sessions shorter than the regular 15-week semester is as follows:

Second day.....100% refund
Third day.....50% refund
Fourth day.....25% refund

No refunds are made after the fourth day.

The complete refund policy is available in the Student Accounting Office.

Note: Students who are subject to the federal formula (pro-rata) refund calculation will have different withdrawal percentages. Details are available in the Financial Aid Office.

NON-CREDIT COURSES

If the College cancels a non-credit Continuing Education course, 100% of the tuition and fees will be refunded.

If a student formally withdraws from a non-credit course before the first class meeting, the College will refund 100% of the tuition and fees. Refunds are not possible from the first class meeting.

ADD/DROP/WITHDRAWAL PROCEDURE

Students dropping or withdrawing from courses must complete and file an ADD/DROP/Withdrawal Form. Failure to file will result in F grades and a bill for the courses. Stopping payment on a check, failure to pay the semester bill, or failure to attend classes does not constitute withdrawal.

ADD/DROP can be done during regular registration period office hours with a 100% tuition refund any time before classes begin. All fees are non-refundable, effective the first day of classes.

Pick up ADD/DROP/Withdrawal forms in the Student Success Center, Liberty Main 020; the Evening and Weekend Student Service Center, Liberty Main 244; or Student Services, Harbor Bard 101. Return completed ADD/DROP/Withdrawal forms to the Registrar's Office, Liberty Main Building 08, or Harbor Bard 101.

STUDENT DEBTS TO THE COLLEGE

Debts incurred during any semester must be paid before a student can register for a subsequent semester. BCCC will deny requests for academic transcripts or diplomas until all debts are cleared. Outstanding debts will be deducted from any refund due the student. After 90 days, uncollected debts are sent to the State's Central Collection Unit. Costs incurred in collecting delinquent accounts will be charged to the student. The collection fee is 17% of the unpaid balance plus any attorney and court costs.

BAD CHECK POLICY

Any person writing a bad check will not be allowed to pay any debt by check for six months; a certified check, money order, or cash must be used. Any person writing a second bad check will not be allowed to write checks to BCCC. After 90 days without payment, the debt will be referred to the State of Maryland's Central Collection Unit and a 17% Collection Fee will be added plus any attorney and court costs.

STUDENT ACCOUNT ADJUSTMENT REQUEST

The College permits adjustment to a student's account in the form of a refund based on the Withdrawal and Refund policies for credit courses. Additionally, a student's account may be adjusted for extraordinary circumstances causing exceptions to those policies. An Appeal Request for such exceptions must be submitted immediately, and no request will be considered 30 days beyond the semester in question. Forms may be obtained from the Student Accounting Office, Liberty Main 138, or Harbor Bard 104.

STATEMENT OF RESIDENCY

Baltimore City Community College assesses tuition on the basis of residence. A person who has been domiciled in the state of Maryland for a period of not less than three consecutive months prior to the date of enrollment at the College shall be considered a state resident. Domicile is defined as a person's permanent place of abode where physical presence and possessions are maintained and where the person intends to remain indefinitely. Additionally, the domicile of any student who received more than one-half of his or her financial support from others within the last 12 months is the domicile of the person contributing the greatest portion of support, without regard to whether the parties are related by blood or marriage and without regard to student's current address. A student under the age of 18 years of age may claim his/her residence as that of his/her parents or legal guardians.

Some non-immigrant visa types may not be eligible for instate tuition depending upon their United States Citizenship and Immigration Services (USCIS) visa status. For more information, contact the Office of Admissions, Recruitment and Orientation, or refer to the BCCC website– www.bccc.edu. A student failing to complete the Statement of Residency on the Admissions Application and provide appropriate documentation for residency classification will automatically be classified as an out-of-state resident for tuition purposes.

Military personnel and their dependents will be considered domiciled in the state of Maryland if they are domiciled in the state of Maryland at the time of entry into the service or if they are currently stationed in the state of Maryland and remain on active duty.

A foreign national admitted to the United States on a temporary student or visitor visa may not be considered a resident.

It is the responsibility of the student enrolling at the College to declare the proper residency status. Students are required to sign a statement verifying their residency. The burden of proof of domicile is upon the student who provided the documentation which substantiates his/her claim. A student who is discovered to have been improperly classified as a state resident will be reclassified as an out-of-state resident and will be required to pay the College the difference in tuition.

Misrepresentation of facts in order to evade payment of outof-state resident tuition may be considered cause for disciplinary action. The College requires students to provide proof of residency based on, but not limited to, one or more of the following:

- Maryland driver's license address
- Motor vehicle registration address
- Address on income tax documents
- Voter registration address
- Uninterrupted presence at home address, including months when the College is not in session
- Presence of possessions at the student's residence or home rental or ownership.

FINANCIAL AID

Harbor Campus
Bard Building, Room 101
410-986-5599

Liberty Campus
Main Building, Room 024
410-462-8500

BCCC Foundation, Inc.
Bard Building, Room 206
600 E. Lombard Street, Harbor Campus
410-986-5450

The Financial Aid Office is dedicated to helping students and their families remove the financial barriers that may discourage them from attending college. Student financial aid is any grant, scholarship, loan, benefit, or employment opportunity provided to help students meet their educational-related expenses. Aid is usually provided by private foundations, federal and state governments, and by colleges and universities. BCCC participates in most major federal and state programs. BCCC does not participate in the FFEL or Direct Loan Programs. BCCC will recognize and provide required information to providers of alternative student loans.

Through the BCCC Foundation, the College offers various scholarships and book awards, including the innovative Workforce Scholarship for working adults. Applications for Foundation Scholarships are available through the College's website at www.bccc.edu. The College also has a "Scholarship Matrix" publication that lists various scholarships along with their criteria and deadlines for application. The most up-to-date scholarship matrix can be found online at www.bccc.edu.

The amounts and types of financial aid are determined by federal, state, and local guidelines. Students and parents are expected to make a reasonable contribution toward educational expenses, based on the family's financial ability to contribute. Students are usually offered financial aid "packages" consisting of grants and employment. Grants and scholarships are regarded as "gift" assistance and need not be repaid. If aid is offered in the form of a job, the student is paid an hourly rate.

Federal and most state financial aid programs are based on need. Students must reapply each year for most of these programs. Awards are made on a first-come, first-served need basis. Students selected by the federal government for verification must submit the required documentation to the Financial Aid Office before eligibility is determined.

Students considering withdrawing from courses must see an academic counselor and a financial aid counselor. Course withdrawals may have a negative impact on the student's academic standing, and financial aid may be reduced or canceled. Financial aid recipients have the right to appeal financial aid decisions. Details are available from the Financial Aid Office.

DEADLINES - APPLY EARLY!

Students apply for financial aid each academic year starting January 1st. Most forms of financial aid require the Free Application for Federal Student Aid (FAFSA). Effective with the 2008-2009 academic year, paper FAFSAs will not be provided to the schools. Students are strongly encouraged to apply via "FAFSA on the web" at www.fafsa.ed.gov.

Applications are processed throughout the academic year, but the earlier you complete your application the better your chances of receiving aid. The best time to apply is in January or February before the fall semester of the year you plan to enroll. Please apply at least six weeks in advance of the following dates to ensure time for proper processing:

- Maryland State Scholarship: March 1
- BCCC Scholarships, Federal Work-Study, and Federal Supplemental Educational Opportunity Grant: June 1

ELIGIBILITY REQUIREMENTS

Being eligible does not guarantee you will receive an award.

To be eligible to receive financial aid, you must:

- Be a U.S. citizen or an eligible non-citizen
- Be a high school graduate or have earned an equivalent diploma
- Be enrolled as a regular student in an eligible program
- Be making satisfactory academic progress
- Not be in default on any federally insured student loan and not owe a refund on a Title IV grant
- Be registered with the Selective Service if required
- Have a valid Social Security number
- Have no convictions for the sale or possession of illegal drugs while receiving federal student aid

Financial assistance from federal programs is based on need. Your award, if you meet the eligibility requirements, depends on your and your family's ability to meet college costs based on Cost of Education minus Family Contribution equals Need. Cost of Education includes tuition, fees, room, board, books, supplies, transportation, child care, costs related to a disability, and miscellaneous expenses. Family Contribution is the amount you and your family reasonably could be expected to pay toward your college education, determined by a federal formula.

STEPS TO RECEIVING FINANCIAL AID

- Complete the Free Application for Federal Student Aid (FAFSA) or the renewal FAFSA, on the Web at www.fafsa.ed.gov. The Financial Aid Office staff is available to review your application and assist you in completing the FAFSA. Workshops are available periodically.
- Keep your copy of your Student Aid Report (SAR) for your files. Respond to all letters you receive from the Financial
- After receiving an electronic copy of your data, the Financial Aid Office will review your information. If the federal government or the college selects your application for verification, the Financial Aid Office will request additional information from you before awarding federal assistance.
- Even if you are not selected for federal verification, the Financial Aid Office can still request additional information from you.

Once the Financial Aid Office has determined that you are eligible for an award, it will do the following:

- Make an award to you based on your eligibility and availability of funds. Remember, no award is guaranteed.
- Mail you an award letter. This document lists the types and the amounts of aid you have been awarded. Keep the award letter for your files.
- Establish a book voucher for you in the Bookstore if your award is greater than your tuition and fees. If you need additional funds to purchase books, see a financial aid counselor.
- Credit your aid to your account, other than Work-Study, after the refund period. If you are due a refund for indirect educational expenses, a check will be mailed to your home after mid-semester.

The Financial Aid Office awards aid in the following order:

1. Private Scholarships/Benefits
2. Federal Pell Grant
3. Federal Supplemental Educational Opportunity Grants
4. Federal Work-Study
5. State Scholarship
6. BCCC Scholarships

OTHER FACTS ABOUT YOUR AWARD

- Your financial aid is only an estimated award until the aid is applied to your account.
- All awards are estimated, based on full-time status.
- The award amounts may change if you decrease the number of credits you are taking or if your eligibility changes.
- If you withdraw from all classes before 60% of the semester has elapsed, the federal government requires the College to do a recalculation of your financial aid. Details are available in the Financial Aid Office.
- The award you receive for an academic year will not carry over to the next academic year. You must re-apply annually for financial aid. The best time to apply is in January or February before the fall semester of the year you plan to enroll.
- You may use any federal Pell Grant funds not used during the regular academic year to pay for summer classes.
- If you have been awarded Federal Work-Study, you must work to earn the amount of your award. Approved Work-Study sites are located both on-and off-campus.

ACADEMIC STANDARDS FOR STUDENTS RECEIVING FINANCIAL AID

Academic "standing" and "progress" are measured differently. Students receiving financial aid must be in satisfactory standing and also must be making satisfactory progress in order to continue receiving financial aid in the form of a federal Pell Grant, federal Supplemental Educational Opportunity Grant, or Federal Work-Study.

The student's records will be reviewed at least once per year before any awards are made. The student's entire academic history at the College will be reviewed (regardless of how long ago the student attended) to determine academic eligibility for aid for the current year. This review applies whether or not the student previously received aid.

A copy of the complete satisfactory Academic Progress Policy is available in the Financial Aid Office. It is the student's responsibility to become familiar with the policy to avoid any possible loss of financial aid.
Note: Financial aid is not available for auditing or non-credit courses other than in Academic Development or English Language Institute Courses. Also, federal financial aid is not available to students to take additional academic development courses, once they have attempted more than 30 equivalent credits in academic development courses.There are no exceptions.

REPEATED COURSES

Students may not receive federal grants for courses that they have previously completed with a grade of "C" or better. A student that did not successfully complete a course may repeat that course only once and receive federal financial aid.

APPEAL PROCESS

Appeals regarding the lack of satisfactory academic progress must be made in writing to the Financial Aid Office. Reasons for appeals include:

- Personal illness or accident (physician verification required)
- Serious illness or death within immediate family
- Other extenuating circumstances

TAX CREDITS AND DEDUCTIONS FOR COLLEGE STUDENTS

There are several tax credit programs, including the Hope Tax Credit and Lifetime Learning Credit, which reduce the amount of taxes owed to the federal government, as opposed to a tax deduction reducing the amount of income subject to taxation.

ACADEMIC INFORMATION

DEGREES GRANTED

Associate of Arts (AA) - recognizes mastery in the liberal arts and in the fine arts and is intended for transfer to equivalent programs at four-year institutions.

Associate of Science (AS) - recognizes mastery in science or technology with a heavy emphasis on undergraduate mathematics or science and is intended for transfer to programs at four-year institutions.

Associate of Applied Science (AAS) - recognizes the mastery of vocational-technical occupation skills and is intended for those seeking immediate employment opportunities. Graduates with an AAS degree may transfer to a technical program such as a Bachelor's Technology degree or to non-technical courses at a four-year institution.

CERTIFICATES GRANTED

Certificates requiring up to 45 credits may be earned. A certificate, while less than a degree, is an accomplishment in itself; many certificate programs meet professional and government certification standards and/or requirements. Some certificate requirements are established by outside professional or government agencies.

FULL-TIME STUDY

Full-time students are those who register for a minimum of 12 credits per Fall or Spring semester. To complete the requirements for the Associate degree in two years, however, students will need to take 15 or sometimes as many as 18 credits per semester, depending upon the program of study. Students who want to take more than 18 credits must have a cumulative average of at least 3.0 and the permission of the Vice President for Student Affairs. This policy applies to all academic sessions including Summer.

DECLARATION OF PROGRAM ("MAJOR")

Students are encouraged to declare a "major" before completing 15 credits. Students who have not declared a "major" upon completing 15 credits are assigned to the General Studies Transfer Program (Code 008) and appointed an academic advisor. Upon declaration of a major, students are reassigned to an advisor in their field of study.

GRADUATION REQUIREMENTS

Degrees and certificates are awarded in December and May of each academic year. Applications for graduation are available in the Registrar's Office and must be submitted by the fourth week in September for December graduates and the second week in February for May graduates. Commencement is held once a year following the Spring semester.

Associate degrees are awarded to students who meet all of the following requirements:

- A minimum 60 academic credits plus two credits in Health and Life Fitness, effective Spring 2001. Any student who re-entered the College in Spring 1988 or later may not include credits earned in ENG 80, ENG 81, RDG 80, and/or RDG 81 as part of the required 60 academic credits
- Grade Point Average (GPA) of at least 2.0 (equivalent to a C average)
- Last 15 credits were earned at BCCC
- Completion of the General Education Requirements (30-36 credits for AA and AS degrees; 21-22 credits for AAS degree) in addition to Instructional Program requirements
- Demonstration of computer literacy by successful completion of approved computer literacy course or passing the computer literacy test administered by the Test Center
- Completion of PRE 100 by students who enter as firstsemester degree-seeking or certificate-seeking candidates. (Some instructional program "majors" have orientation courses that meet the PRE 100 requirement.)
- Successful completion of ENG 101 with a grade of "C" or better
- Meeting all requirements within 10 years of initial enrollment; re-entering students who have been away for two or more semesters (excluding summers) must meet any new program requirements.

No simultaneous certificates and degrees are awarded in the same specialization. A second Associate degree can be awarded if the student completes a minimum of 15 credits beyond the requirements for the first degree, and completes all requirements in the second specialization. Students majoring in the General Studies Transfer Program may not apply for a second Associate degree.

Certificates are awarded to students who meet all of the following requirements:

- 2.0 or better cumulative Grade Point Average (GPA)
- Completion of all College, program, and course requirements
- Completion of PRE 100 by students who enter as firstsemester certificate-seeking students (some instructional programs have orientation courses that exempt their students from PRE 100.)
- Demonstration of computer literacy by successful completion of approved computer literacy courses or passing the computer literacy test administered by the Test Center.

COMPUTER LITERACY REQUIREMENT

All BCCC students must meet the College's Computer Literacy requirement in order to receive a degree or a certificate. Students can meet this requirement in three ways:

1. By enrolling in one of the majors listed below.
2. By taking one of the computer courses listed below and passing the course with a "C" or better.
3. By passing the College's Computer Literacy Test with a minimum grade of 70%.

MAJORS THAT SATISFY THE COMPUTER LITERACY REQUIREMENT

- Accounting
- Administrative Assistant
- Business Administration
- Computer-Aided Drafting and Design
- Computer Information Systems
- Computer Science
- Fashion Design
- Health Information Technology
- PC Applications Specialist
- Word and Information Processing

COURSES THAT SATISFY THE COMPUTER LITERACY REQUIREMENT

- AT 202: Computer-Aided Pattern Design
- BUAD 112: Computers for Business Management
- BCA 104: Introduction to Operating Systems
- BCA 155: Word Processing for Business Applications
- CADD 101: Introduction to CADD
- CIS 109: Principles of Computer Information Systems
- CLT 100: Computer Literacy
- CSC108: Programming in C
- HIT 232: Computer Applications in Healthcare
- HIT 251: Healthcare Management and Supervision
- OFAD 119: Word Processing Applications I

The College's computer literacy test can be taken two times. The test is given Monday through Thursday at 10:00 a.m., 1:00 p.m., and 5:00 p.m. and on Friday at 10:00 a.m. and 1:00 p.m. and on Saturday at 10:00 a.m.

PRE-100 ORIENTATION COURSE

All first-time full- and part-time degree and certificate-seeking students are required to complete the PRE-100 course within the first six credits. Preparation for Academic Achievement is a one-credit required orientation course in which students focus on strategies for personal and academic success. Transfer and readmitted students who have completed 15 or more credits toward their degree or certificate can be exempted from this requirement.

ALTERNATIVES TO TRADITIONAL CLASSES

See also "Credits for Non-Traditional Learning," General Policies, p. 204.

DISTANCE LEARNING

Distance Learning Office
Liberty Campus
Life Sciences Building, Rooms 320 and 322
410-462-7625

Many BCCC courses offered on campus are also offered online. Thus, busy adults have the convenience of learning anytime, anywhere, and of reaching their educational goals while meeting job and family responsibilities. Students register for distance learning courses the same way they do traditional classes, provided they meet specific requirements for each delivery format, listed below.

Distance learning courses are suitable for mature, motivated and disciplined learners who appreciate the convenience and flexibility of this educational format. More information is available online at www.bccc.edu. Click on "Distance Learning."

ONLINE AND HYBRID COURSES

Online courses are taught via the Internet and comprise at least 80 percent of online semester contact hours. Students may be required to take exams on campus to ensure the integrity of the tests. Students communicate with their instructors and with one another asynchronously (not in real time) through Blackboard, the course management system used at the College. Course documents, assignments and projects are exchanged through Blackboard (http://blackboard.bccc.edu).

Hybrid courses are taught partly online, partly in the classroom. Students enrolled in hybrid courses must attend specific on-campus sessions and complete the rest of the coursework online. Check the *Schedule of Credit Courses* for specific dates, times, and locations for the on-campus sessions.

Students who wish to enroll in online or hybrid courses must have access to a Pentium-classed computer with at least 32MB RAM and a 56 kbpm modem, connected to the Internet. BCCC open lab computers can be used for online courses.

Students must have adequate computer skills in order to be able to successfully complete these courses. For a self-test of computer skills, access the BCCC website at http://www.bccc.edu. Under "Academics," click "Distance Learning" and then "Are online courses for you?"

ORIENTATION FOR STUDENTS ENROLLED IN ONLINE AND HYBRID COURSES

All students taking online or hybrid courses for the first time are required to attend a two-hour Online Student Orientation. During orientation, students learn about student and faculty expectations in online courses and are familiarized with Blackboard. Dates, times, and locations for the orientation sessions are available on the College's Web site (click on Distance Learning) and on Blackboard - http://blackboard.bccc.edu, and are also provided in the Schedule of Credit Courses. For more information, email distancelearning@bccc.edu.

EVENING AND WEEKEND STUDENT SERVICE CENTER

Liberty Campus	Harbor Campus
Main Building, Room 244	Bard 101
410-462-8507	410-986-5599

The Evening and Weekend Service Center had been discontinued, however evening services will be provided by actual departments. For example, for financial aid services, visit the Office of Financial Aid, etc. Also, the weekday hours have changed from 5:00 p.m.-8:00 p.m. to 5:00 p.m.-7:00 p.m. There are no changes to the services at the Harbor and Reisterstown Plaza Center except the hours of operation.

BCCC STATEWIDE PROGRAMS

Student Success Center
Main Building, Room 020
410-462-8555

In order to avoid duplication of specialized career program offerings, the Maryland Higher Education Commission (MHEC) designates specific programs at Maryland's community colleges as "Statewide Programs." The following are Statewide programs offered at Baltimore City Community College:

- Biotechnology
- Dental Hygiene
- Dietetics
- Health Information Technology
- Surgical Technology
- Physical Therapist Assistant
- Respiratory Care

BCCC GRADING SYSTEM

The grading system is based on the "grade point" of each letter grade; the student's Grade Point Average (GPA) is then calculated:

Letter	GP	Value
A	4	Excellent
B	3	Above Average
C	2	Average
D	1	Below Average but Passing
F	0	Failing

The following grades indicate non-completion of courses with a grade value of 0, but only F is counted in the GPA.

S Satisfactory

U Unsatisfactory

AU Audit

I Incomplete. By written agreement with the instructor, the student may have an additional six weeks to finish classwork or receive an F grade.

IP In Progress. IP does not affect GPA and is given in specifically approved English 101 courses.

W Withdrawal. Failure to withdraw officially may result in an F grade. See Add/Drop/Withdrawal Policy.

WX Withdrawal Due to Extenuating Circumstances. Documentation of illness or job change must be submitted to the Registrar's Office.

CL Credit earned through the College-Level Examination Program (CLEP).

EX Credit earned through Departmental examination or other evaluation.

Students will not receive grades until all financial obligations are met.

GRADUATION HONORS

Graduation Honors are awarded to students who qualify for the associate degree as follows:

- High Honors - Overall GPA of 3.75 and above
- Honors - Overall GPA of 3.25 to 3.749
- Scholastic Honors - GPA of 3.0 and above with minimum 12 credits that semester, no grade lower than D or S, all credits earned at BCCC
- Distinguished Scholar - Semester GPA 3.5 and above
- Meritorious Scholar - Semester GPA 3.0 to 3.499.

COURSE SUBSTITUTIONS AND EXEMPTIONS

Students are required to fulfill all program requirements. In exceptional cases, such as when a student is in his/her final term and the course he/she requires has not been scheduled, the student may be permitted to substitute another appropriate course that produces

similar competencies and involves similar areas of knowledge. A completed Course Substitution Form must be submitted to the Registrar's Office after it is approved by the Chair of the Department offering the course, the Coordinator of the student's program, and the Vice President for Academic Affairs. The code SB appears on the student's record.

A student may be granted an exemption from a required course or from a program requirement only when the Department offering the course or program has identified another course, credential, or other experience as meeting the stated requirement. Official documentation from the Department Chairperson and the course or Program Coordinator is required. The code XM appears on the student's record.

INDEPENDENT STUDY

Students are expected to complete their programs through the normal schedule of courses. However, students in their last term are permitted to apply for required courses as Independent Study, provided that all the following conditions have been met:

1. The student is in his/her last term.
2. The course is required by the student to complete a degree or certificate program.
3. The course is not being offered on the term schedule, or the time of the course conflicts with another course the student needs to take.
4. No appropriate course substitution can be found.
5. The Independent Study is approved on the Independent Study Form by the respective Dean and Vice President for Academic Affairs.

Each application of Independent Study will be carefully reviewed and approved by the Academic Chair, Dean and the Vice President for Academic Affairs. Students are advised, however, that the College is under no obligation to provide this option. When the Independent Study is approved, the student will meet with the faculty assigned on a weekly basis. A course taken as Independent Study will cover the same content as the regularly scheduled course and have the same requirements and evaluation as outlined in the course syllabus.

A student in his/her last semester may earn credit independent of a classroom setting for a specific course described in this Catalog when the course is not offered in the semester schedule but is required in order to complete a degree or certificate program. For more information, see p. 157.

Note: The College is under no obligation to provide this option.

INDIVIDUAL STUDY

Talented students may earn credit in certain disciplines through special projects, research, creative work, internships, or other means of independent academic pursuit without conforming to the restrictions of a traditional classroom setting. Individual Study credit may be earned only for a course that deals with content not included in an existing BCCC course. Individual Study is different from and should not be confused with Independent Study. For more information, see p. 157.

AUDITING

A student with the necessary prerequisites and the written approval of the Department Chair may audit a course on a space-available basis. Students who audit a course are not evaluated for a course grade and do not receive credit. The tuition and fees for an audited course are the same as those charged for a credit course. Financial Aid does not cover audited courses.

Students must indicate at registration that they are auditing a course. Students may change their status from audit to credit or from credit to audit only during the Add/Drop period. Since no credits are earned, audited courses are not computed in the student's grade point average. The grades report will show an audit in the grade column.

CLASS ATTENDANCE

All students are expected to attend all class sessions. Regular attendance on time at all classes is a minimum academic obligation and is considered by the College to be an integral and vital aspect of the learning process. Students who attend class regularly are more likely to earn satisfactory grades. Lateness or failure to attend class may seriously jeopardize a student's performance and academic standing. The student is responsible for the content presented and/or assigned even if class is missed because of late registration, illness, or any other factor. Class attendance is required for federal financial aid recipients.

CHILDREN IN CLASSROOMS/ LABORATORIES

To ensure the safety of children, those under the age of 16 must not be left unattended on college property. To prevent disruption of the learning process, children are not permitted in classrooms or laboratories when classes are in session. Faculty members may make exceptions in individual cases provided that the learning process is not disrupted.

REPEATING COURSES

Students are expected to make academic progress in all their courses. When students do not successfully complete a course, they are permitted to repeat it one time. The College believes that both students and the institution must act responsibly to ensure the effective use of their resources, time, and finances; therefore, students may not register to take a course for a third time (including class withdrawals) without visiting the Student Success Center. The grade received each time a student enrolls in a course is posted on the student's

official transcript; however, only the highest grade received in the course is computed in the student's Grade Point Average (GPA). For financial aid purposes, a student may repeat a course once and receive financial aid only if the student has not received a grade of "C" or better.

It shall be the policy of Baltimore City Community College to restrict students from continuously repeating courses for which they have received financial aid for payment of tuition and fees and for which they have received a grade of "C" or better. Therefore, students who receive a grade less than a "C" are permitted to repeat that course one time only. Withdrawals are not included in this policy.

However, if the student chooses to repeat a class which was twice paid for by financial aid, he or she must assume the cost of tuition and fees for the third attempt. This policy is consistent with the intent of the federal Satisfactory Academic Progress regulations.

EFFECT OF WITHDRAWAL ON ACADEMIC STANDING

Each semester the College establishes and publishes a course withdrawal deadline date. If for any reason you need to withdraw from a course, complete and submit to the Registrar's Office the Withdrawal form before the deadline date. By doing so, you will receive a W. Failure to take this action could result in a grade of F and a bill for the course(s). Grades of F, like grades of A, B, C, and D, are value weighted and are used to determine your Grade Point Average (GPA). W, on the other hand, does not affect GPA.

It is your responsibility to withdraw officially from any class that you will not be able to complete successfully. By taking this action, you will be helping to safeguard your immediate GPA, your permanent grade history, and possibly your financial aid. See Add/Drop/ Withdrawal Procedure.

ACADEMIC STANDING

Academic Good Standing at BCCC indicates that a student is progressing toward completion of a certificate or degree program. The College adheres philosophically to the concept of open admission; however, program completion and graduation require that students perform at a highlycompetitive level.

A student is placed on Academic Warning if he/she attempts six credits or more in a semester and:

- fails to complete 50% of the credit load in that semester (receives grades of W, F, U, I, or IP) or
- fails to maintain a Cumulative Grade Point Average (GPA) consistent with the College's minimum academic standards, as follows:

ASSOCIATE DEGREE PROGRAMS

Minimum Credits Attempted	GPA
6-11	.80
12-23	1.20
24-35	1.50
36-47	1.80
48	2.00

CERTIFICATE PROGRAMS

Minimum Credits Attempted	GPA
3-6	.80
7-12	1.20
13-17	1.50
18-23	1.80
24	2.00

Academic Warning is indicated by Academic Warning printed on the Student Inquiry Report in the Academic Status area. The student on Academic Warning is not permitted to participate in Early Registration until the grades for that current semester are available. A student in Academic Warning status must review his/her program plans with a Student Success Specialist, who will provide an assessment of future course load and corrective measures.

The academic load carried by a student on Academic Warning may be limited. At the end of the probationary semester, the student's record is reevaluated. If the problem persists, the student is subject to Academic Dismissal.

A student is academically dismissed from the College when he/she attempts six or more credits while on Academic Warning and:

- fails for a second consecutive semester to complete 50% of the credit load in that semester (receives grades of W, F, U, I or IP) or,
- fails for a second consecutive semester to maintain a Cumulative Grade Point Average (GPA) consistent with the minimum academic standards of the College.

Dismissal is indicated by Academic Dismissal printed on the Student Inquiry Report in the **Academic Status area.** The student is required by written notice from the College to attend a mandatory Student Success Workshop followed by a reinstatement hearing with a Student Success Specialist to formulate an educational plan for completion of coursework. A student who is denied reinstatement may appeal to the Director of the Student Success Center. The student must sit out of the College for a period of one semester. A student who has been academically dismissed will be eligible to return to the College according to the following schedule:

Academic Term	Eligible to Return
Dismissal Imposed	
2007 Fall Semester	2008 Fall Semester
2008 Spring Semester	2009 Spring Semester

A student who is reinstated is limited to no more than two to three courses totalling no more than a maximum of nine billable hours per semester. The reinstated student is not permitted to register for subsequent semesters until the initial semester's grades are available. At that time, the student attends a follow-up hearing to ensure that he/she can handle an increased load and is able to achieve Satisfactory Academic Progress.

ACADEMIC RENEWAL

Academic Renewal offers a student the opportunity to continue College studies without the disadvantages of an earlier weak GPA. A maximum 15 credits of D and/or F grades earned at least 5 years before the semester in which Academic Renewal is being requested may be excluded from the cumulative GPA. At least 12 credits with a minimum cumulative 2.5 GPA must have been earned since the last semester for which Academic Renewal is being requested. Academic Renewal is considered twice each year, in January and August.

Specific grades are removed from computation of GPA, but courses and the grades earned remain on the student's transcript. Grades of C or better earned during the period for which exclusion of grades is being requested are included in GPA computation. Academic renewal does not automatically satisfy academic progress standards for financial aid purposes. Courses approved for Academic Renewal do not count toward graduation or degree completion. The decision of the Academic Renewal Committee is final.

Academic Renewal Request Forms are available in the Student Success Center and the Registration Office.

ACADEMIC GRIEVANCES

FIRST STEPS

A student who has sufficient evidence that his/her grades have not been determined in accordance with the terms indicated in his/her instructor's syllabus, may seek resolution through the grievance process. The following steps must be followed when filing a grievance:

1. Attempt to resolve the matter with the instructor.
2. Complete form A of the Student Grievance Procedure, specifying the exact nature of the complaint and redress sought. The completed form A is forwarded to the Department Chairperson.
3. If dissatisfied with the decision rendered by the Department Chairperson, within five (5) working days after the receipt of the decision, forward a copy of the grievance and the Chairperson's decision to the respective Dean of the Department, who also has five (5) days to render a decision.
4. If no resolution is accomplished, seek the advice of the student advocate, the Director for Student Activities, or his or her designee, within five (5) working days of the student/instructor meeting.
5. If a satisfactory resolution has not been accomplished, submit the grievance to the Student/Faculty Judiciary Committee.
6. If the Judiciary Committee accepts the grievance, the student will then appear for a formal hearing of the case. The Student/Faculty Judiciary Committee must make a recommendation to the Vice President for Student Affairs. The Vice President for Student Affairs, in conjunction with the Vice President for Academic Affairs, will make the final disposition of the grievance.

IF THE GRIEVANCE IS REJECTED

If a student's grievance is rejected by the Student/Faculty Judiciary Committee, the student will receive written justification for the decision. The decision rendered by the vice presidents represents the final disposition of this process.

GUIDELINES FOR THE FORMAL GRIEVANCE PROCEEDINGS

The Committee will be the highest officially designated recommending agent for resolving and deciding student grievances concerning academic and curricular issues.

The Committee will be a year-long standing committee with the following members:

a. One administrator (and one alternate), designated by the College President, who will be the Chairperson of the Committee.

b. Two students (and two alternates), designated by the Student Governance Board.

c. Two faculty (and two alternates), designated by the Faculty Senate Executive Committee.

Each party may have an advocate and two witnesses at the hearing. The committee may call its own witnesses. The Committee will decide whether witnesses shall be present for the entire proceedings.

The Chairperson will identify, for the record, all persons present (and their roles) and present the case, giving the point of view of both sides. Each party will be allowed then to elaborate specifically and concisely. Committee members may then ask specific questions to gain concise answers from either party until the committee feels it has enough relevant information to make a decision.

The Committee will call an executive session (unrecorded) to discuss the information and render a decision, before calling back participants to receive the oral decision. The oral decision will be tape recorded, will give reasons for the decision, and will specifically state any redress to be taken, if any.

The Chairperson will, on the next working day, put the Committee's decision in writing to the Vice Presidents for Student Affairs and Academic Affairs, and the President. Copies will go to all parties involved. The Chairperson of the Committee will forward the hearing tapes to the Director for Student Activities, who will be responsible for housing all case related materials.

OPERATING RULES

The Grievance procedure is designed to offer due process and bring substantial justice within the context of the College community. It is not a court of law, and professional lawyers shall not be involved in the process. A resolution and/or decision agent may seek legal advice from the Attorney General's office, through the Executive Assistant to the President.

TRANSFERRING BCCC CREDITS TO FOUR-YEAR COLLEGES AND UNIVERSITIES

Student Success Center
Liberty Campus
Main Building, Room 020
410-462-8555

Students planning to transfer BCCC credits to another college or university are responsible for taking the courses required for admission to that institution. Students interested in identifying courses and programs that transfer to a particular college or university should contact a Student Success Specialist early in their academic career. Services include advice about relating personal goals to an academic program, selecting courses that are transferable, registering, applying for financial aid and transferring to a four-year college.

The Office of Articulation and Partnerships maintains articulation agreements with four-year colleges and universities in Maryland. The Maryland Higher Education Commission has developed Statewide Transfer Regulations for community colleges and public four-year colleges and universities. These regulations are designed to assure that students can progress from a community college to a four-year institution without loss of time or unnecessary duplication of effort. Transfer Regulations apply to all public institutions in Maryland. Students should read the complete text of the Maryland Higher Education Commission (MHEC) General Education and Transfer Regulations in the General Policies section of this Catalog, p. 206.

ARTICULATION AGREEMENTS

Baltimore City Community College has signed joint enrollment and articulation agreements with the colleges and universities listed below. These agreements ensure that students who complete their associate's degree can transfer with full junior standing in their programs at the transfer institution.

COLLEGE/UNIVERSITY	PROGRAM
Baltimore International College (BIC)	Hospitality Management
Capitol College	Electrical Engineering Technology Computer Science Telecommunication Engineering Technology Electrical Engineering Computer Engineering Technology Business Administration
DeVry University	Technical Management
Sojourner Douglass College	Accounting Allied Human Services Arts and Science Biotechnology Business Administration Law Enforcement and Correctional Administration General Studies Human Services Assistant Mental Health Technology Office Administration Professional Writing Public Policy
Strayer University	General Transfer
Towson University	Dental Hygiene Dietetic Technician Emergency Medical Services Health Information Technology Respiratory Care Surgical Technology
University of Baltimore	Business Correctional Justice Economic Development English Literature Professional Writing Real Estate Development Science to Forensic Studies
Statewide Agreement	Criminal Justice

TECH PREP

Articulation and Partnerships Department
Liberty Campus
Main Building, Room 241
410-462-8577

Baltimore City Public School System and BCCC have established a partnership to develop the Tech Prep Program, linking academic and occupational courses to prepare students for a two or four-year college or university, an apprenticeship program, or entry-level job. Tech Prep blends college preparatory courses with rigorous technical training.

Tech Prep begins in the ninth grade and prepares students for careers in high technology and advanced communications fields. By enrolling in a high school Tech Prep Program, a student can plan a career path, start college and career preparation early, learn marketable skills, and earn college credits.

CENTER FOR ACADEMIC ACHIEVEMENT

Liberty Campus
Main Building, Room 104
410-462-8555

The Center for Academic Achievement is a multi-disciplinary academic center providing free tutoring and support for all students. The Center recruits and trains student tutors in addition to coordinating all tutorial services to students, individually or in small groups. The Center is located at the Liberty, Harbor and Reisterstown Plaza Center campuses.

In addition to tutorial and academic support, the Center oversees the Preparation for Academic Achievement (PRE-100) program, a one-credit college orientation course designed to prepare entering freshmen for academic success and give students knowledge of what to expect in class.

The Center offers a variety of workshops, seminars and computer programs designed to maximize academic success, adhering to an uncompromising standard of student service in collaboration with all Academic and Student Affairs departments within the College.

STUDENT SUCCESS CENTER

Liberty Campus	**Harbor Campus**
Main Building, Room 020	**Bard Building, Room 101**
410-462-8555	**410-986-5599**

At the mandatory New Student Orientation, each student meets with a Student Success Specialist to plan and register for classes.

Student Success Specialist help students:

- design a personalized educational plan;
- understand the General Education and College requirements;
- select first-semester courses that contribute to long-range educational goals;
- access College administrative, academic, and student services; and,
- meet transfer requirements.

First-time, full-time students are assigned to Student Success Specialists until they accumulate 12 college credits. The Student Success Specialists meet with them throughout their initial semesters to insure that they have a smooth transition to college life and to introduce them to college resources that will help them to succeed at BCCC and in their future endeavors. The overall goal is to help students become self-directed learners as the result of n ongoing relationship between Student Success Specialists and students. The College expects students to take the initiative in seeking out their Student Success Specialist to set up regular meetings. The registration process requires the StudentSuccess Specialist's signature each semester.

After first-time, full-time students acquire 12 college credits, they are included with othr students who are assigned a Faculty Adviser in their area. The student keeps the same Faculty Adviser throughout his/her enrollment at the College unless the student changes programs or re-enters the College after a significant break in enrollment. The re-entering student is initially advised in the Student Success Center and is assigned a Faculty Adviser the following semester.

Throughout the academic year, Student Success Specialists are available to help students with academic, career, and personal concerns; interpret ACCUPLACER and other test scores; advise students on Academic Warning or Academic Dismissal status; assist students in making personal adjustments to college life; and guide them in the enhancement of their academic survival skills.

Workshops are offered in such areas as stress management, time management, test-taking skills, choosing a major, study skills, and motivation. Student Success Specialists help students develop a full awareness of career opportunities, and utilize computerized information systems in the career-planning process.

Student Success Specialists help students who wish to transfer to other institutions. The Student Success Center utilizes ARTSYS, a computerized articulation system for maintaining and presenting transfer-articulated courses to students and hosts "Transfer Days" featuring representatives of four-year institutions. In addition, Transfer Workshops are held and individual advising is provided in order to assist students with a seamless transfer.

The Student Success Center has a Career Services Coordinator who assists students in securing off-campus employment, provides access to State, national, and website employment information, and maintains a computerized resume/cover letter system. The Career

Services Coordinator helps career program graduates upon completion of the Associate degree; provides workshops on preparing resumes and developing job-search strategies; coordinates job fairs; conducts individualized counseling, employee seminars, and on-campus recruitment sessions; and maintains an employer information library and Job Book.

The Career Services Coordinator oversees our Cooperative Education and Internship programs. Cooperative Education and Internships integrate classroom study with paid or nonpaid, planned, and supervised work experiences in the public and private sectors. Cooperative Education and Internships are partnerships among students, employers, and the College. Students are provided the opportunity to apply their academic knowledge in positions related to their programs and may earn academic credit. For more information, the Career Services Coordinator can be contacted at 410-462-8594.

MENTOR PROGRAM

Liberty Campus
Harper Hall, Room 209
410-462-8258

BCCC employees volunteer to mentor new students from the time of their enrollment until graduation. Mentors develop and maintain ongoing personal relationships with student participants, providing encouragement and helpful information about College and community resources.

The objectives of the Mentor Project at BCCC are to identify students' academic needs, to assist students in developing problem-solving strategies and techniques, to inform students of available resources, and to be supportive in appropriate areas of students' lives.

LIBRARIES

Harbor Campus	Liberty Campus
Bard Building, Room 201	Bard Library
410-986-5490	410-462-8400

The BCCC Libraries are the centers for information resources at the College. Assisted by a dedicated staff, students may explore resources in diverse formats, including books, print and electronic periodicals, reference tools, and indexes. Audiovisual materials such as videotapes, CDs and DVDs are also available. Current holdings include 75,000 volumes with 150 periodical titles in print format. However, most magazines, journals, and newspapers are available in digital form, known as e-journals. Students have access to a catalog of print materials as well as digital access to 25 databases containing articles from 3,500 e-journals. Students can borrow materials using the BCCC ID card, and will need this card to access most databases through the Library section of the BCCC website.

The BCCC Libraries offer individual and group instruction on using and evaluating information resources and tools, as well as basic instruction in using computers for completing research and assignments. Training in basic Microsoft Office tasks are offered during each semester and instruction guides can be accessed on the library section of the BCCC website.

The BCCC Libraries are accessible to people with disabilities and contain devices to aid sight-impaired students. Patrons will also find coin-operated copiers and scanners at each library. The Bard Library at Liberty Campus houses strong collections in allied health, the social sciences, literature, African-American studies and multicultural education. The Bard Library offers students a variety of study spaces, including small-group study rooms and areas where audiovisual programs may be accessed. The Harbor Campus Library is located on the second floor of the Bard Building. The Library supports the instructional programs taught at the Harbor Campus with a focus on business and technology.

MEDIA SERVICES

Liberty Campus
Main Building, Room 116
410-462-8250

Media Services provides a variety of instructional and production services to the College and the community. Media Services staff members maintain audio-visual equipment and schedule its use. Services include setting up public address systems for large classrooms and auditoriums.

COMPUTER AND INFORMATION TECHNOLOGY SERVICES AND LABS

The College offers many free computer-related services to students and faculty. Registered students receive their own e-mail account which can be accessed from computers in the library and at the open computer labs. Knowledgeable staff members at these labs offer students technical assistance.

BCCC has instituted state-of-the-art multi-user and microcomputer-based applications utilizing various systems such as Windows 98, Windows NT, Windows 2000, Windows XP, UNIX, and MPE/ix. Nearly all of the College's existing computer labs have Internet access and connectivity to the College's data center through high-speed fiber optics cabling. The College's Instructional Technology Task Force (ITTF) makes regular recommendations that ensure the College is remaining on the cutting edge of information and instructional technology.

The Computer Technology Club, 410-986-5568, gives advice and guidance to students considering the purchase of their own PC, software installation, systems configuration and troubleshooting, programming techniques, and Web page design.

The **Business and Technology Open Lab** located in Bard 411 has 32 state-of-the-art computers available Monday-Friday, 9 a.m.-9 p.m., and Saturday, 9 a.m.-5 p.m.

The **Open Computer Lab** located in Liberty Main 053-055 has 62 Pentium IV computers available Monday-Thursday, 8 a.m. to 9 p.m.; Friday, 8 a.m. to 7 p.m.; and Saturday, 9 a.m. to 2 p.m.

The Department of Social and Behavioral Sciences operates the **Applied Social Science Research Laboratory**. This state-of-the-art 30-station lab supports computer-based social science research and provides self-paced lessons in social science disciplines. Students have the opportunity to conduct social science research on a variety of professional level software and data sets. The lab supports the disciplines of economics, history, political science, psychology, and sociology.

SCHOLARS AND HONORS PROGRAMS

Student Affairs Division
Liberty Campus
Main Building, Room 06D
410-462-8223

Scholars and Honors Programs offer many benefits to high achieving students who maintain a 3.0 or higher cumulative average. Programs include the Granville T. Woods and Reginald F. Lewis scholarships for graduating high school seniors from public, private or parochial schools. The William Donald Schaefer Honors Scholarship is available to current BCCC students who maintain a 3.25 cumulative average.

Scholars and Honors Programs promote high academic performance in challenging courses designed by a creative team of instructors. Program participants are engaged in culturally enriching experiences, including visits to museums, symphony halls and live theater. Students gain experiential learning through prestigious internships and a global perspective through study abroad.

Articulation agreements for scholars and honors students provide scholarships to transfer to honors programs at four year colleges and universities.

CENTER FOR TEACHING AND LEARNING EXCELLENCE

Liberty Campus
Main Building, Room 231
410-462-7726

The BCCC Center for Teaching Excellence (CTE) was developed in 2001 to coordinate educational and professional development programs for teachers, principals, paraprofessionals, administrators and students in the Baltimore City Public School System (BCPSS). CTE is responsible for the planning, development, implementation and evaluation of credit and non-credit coursework and training, providing BCPSS with quality professional development programs.

CTE developed the Pathway to Teacher Certification, a set of core courses offered in a convenient, accelerated format. The Pathway provides the courses necessary for Maryland State Teacher Certification in the areas of elementary, secondary and special education. CTE also prepares teachers for the Praxis I Exam and offers conditional teachers, those without a degree in education, an opportunity to earn their certification within the mandatory four-year time period.

The State of Maryland requires all teachers to have current coursework in the teaching of reading. Each BCCC reading course has been reviewed by the Maryland State Department of Education and is accepted for Teacher Certification purposes.

CTE provides a full program of courses in the fall, spring and summer academic sessions, including specialized courses necessary for certification in one's content area.

OFF CAMPUS CENTERS

Harbor Campus
Bard Building, Room 101
410-986-5599

The office provides essential student services in one convenient location. The following services are provided: admissions, advising, registration, career service (SIGI 3), FAFSA online (Free Application for Federal Student Aid), enrollment publications and forms for credit and non-credit courses.

Reisterstown Plaza Center
Room 114
410-580-2750

The office provides essential student services in one convenient location. The following services are provided: admissions, advising, registration, career service (SIGI 3), FAFSA online (Free Application for Federal Student Aid), enrollment publications, forms for credit and non-credit courses and a community computer lab.

PUBLIC SAFETY

Liberty Campus
Main Building, Room 058
410-462-7700

Harbor Campus
Bard Building Lobby
410-986-5500

The Public Safety Office is responsible for maintaining a safe and secure environment for the College community. The Public Safety Offices at both campuses are staffed 24 hours a day, seven days a week.

The Public Safety Office also issues college IDs and parking hangtags for the College community. Every BCCC student must have a valid College ID and present the ID to any College official upon request. ID services are available during Arena Registration at the Public Safety Office at the Liberty Campus, Monday through Thursday, 8:30 a.m. to 8 p.m., Friday, 8:30 a.m. to 4 p.m., and Registration Saturday, 8:30 a.m. to noon. At all other times, ID services are available from Monday, Tuesday, Thursday and Friday, 8:30 a.m. to 5 p.m., and Wednesday, 10:30 a.m. to 7 p.m. A copy of the student's paid bill and personal identification is required for a new ID or the validation of a returning student's ID.

Emergency telephones are placed in strategic locations around the Liberty and Harbor Campuses. All emergency phones direct-dial to the Department of Public Safety Office. Grey emergency phones are located in the lobbies of buildings at the Liberty and Harbor campuses. Emergency phones are located near parking and the outside of several building on the Liberty Campus.

In addition, the Public Safety Office maintains an escort service upon request.

Personal property found on campus is turned over to the Public Safety Office, where it can be claimed with proper identification.

PARKING

A parking permit is required to park on the Liberty Campus. Faculty, students, and staff who park on campus must obtain a parking hangtag by registering with the Public Safety Office. A current college ID and valid vehicle registration are required to purchase a hangtag.

The parking fee per semester is $25 for full-time students; $15 for part-time students; $45 for full-time faculty and staff; $30 for Skilled Service Staff; $25 for adjunct faculty and staff.

At the Harbor Campus, student parking is available at the Lockwood Place Garage, located at the southwest corner of Lombard Street and Market Place, across from the Bard Building, for a variety of parking plans. Details are available at the Public Safety counter in the Bard Building. Student parking is also available at the Harbor Park Garage located at the corner of Lombard Street and Market Place, above the Business and Continuing Education Division (BCED), from 4 to 11 p.m., Monday through Friday, and 7 a.m. to 5 p.m., Saturday, at the rate of $8 per day. Parking garage tickets must be validated at the Public Safety Office in the Bard Lobby or at BCED, 710 E. Lombard Street. A current College ID will be required to receive parking validation.

For more information, pick up the Parking Rules and Information booklet from Public Safety, Liberty Main 058, 410-462-7700, or Harbor Bard 103, 410-986-5500.

SHUTTLE

410-462-8440

The College operates a free shuttle service between the Liberty and Harbor Campuses on a regular hour and half hour schedule during the fall and spring semesters from 7 a.m. to 10 p.m. Modified hours are in effect when classes are not in session (for example, spring and winter recess). The shuttle schedule also changes for summer sessions.

CHILD CARE CENTER

The Clarence W. Blount Child Development Center
Liberty Campus
Nursing Building, Room 100B
410-462-7660

The Clarence W. Blount Child Development Center provides child care services during each semester for children of officially enrolled BCCC students. BCCC staff and faculty may also utilize the services offered through the center, which strives to promote quality and affordable child care to the families it serves. The Center employs professional staff members who are certified and trained to provide quality care to children in an educational environment. The center is licensed by the Maryland Child Care Administration and complies with all requirements for licensed child care facilities. Center enrollment requires advanced registration and submission of health forms.

Pre-School Program – ages 2-5 (toilet trained)

Daytime Child Care Service / Monday – Friday

The curriculum design follows monthly thematic units that are age-appropriate and offer children choices as they learn through playing in the classroom environment.

STUDENT ACTIVITIES OFFICE

Liberty Campus
Main Building, Room 09
410-462-8385

The Student Activities office provides a comprehensive cultural, social, recreational, health and wellness, and intellectual environment for the entire College community.

The focus of the Student Activities Office is on:

- assisting students to integrate formal classroom learning with informal learning in out-of-classroom learning experiences;
- providing opportunities for student involvement as planners, organizers, or leaders in a variety of programs, clubs and organizations, student publications, musical and theatrical events;
- providing a wide array of programs and services that satisfy the needs of a diverse multicultural student population; and,
- offering an activities program that contributes to the College's growth by attracting prospective students, providing services to members of the community, and retaining presently enrolled students.

In addition, Student Activities provides an opportunity for students' growth and development through leadership groups and a variety of clubs and organizations.

STUDENT GOVERNMENT

Student Governance Board
Liberty Campus
Main Building, Room 09
410-462-8361

The student body is known as the Associated Students of Baltimore City Community College. All registered students are members of the Associated Students and should exercise their rights as members. The 15-member executive group of the Associated Students is known as the Student Governance Board. Its purposes are to promote the academic, cultural, and social growth of the student body; provide experience in the principles and practices of democratic government; and appropriate monies supplied by the Student Activity Fee. Anyone interested in applying for a Board position should contact the Student Governance Board.

THE OFFICE OF VOCATIONAL SUPPORT SERVICES

Harbor Campus
Bard Building, Room 113
410-986-5582

Liberty Campus
Harper Hall Room 203
410-462-8341

This office provides vocational support services for students in Career, Technology and Education (CTE) programs. Retention Specialists offer individualized support services for economically and educationally disadvantaged students, including tutoring, academic workshops, personal counseling, academic advisement, and referral services to college and community resources. The Retention Specialists also provide academic and life skills development workshops, as well as study and test-taking skills instruction.

Vocational Support Services provides professional development opportunities for CTE instructional and other college support staff focusing on retention strategies and improving classroom teaching. Eligible students in CTE programs can be referred to the Office of Vocational Support Services for assistance.

TRIO: SSS/STAIRS PROGRAM

Liberty Campus
Main Building, Room 023
410-462-8395

The TRIO/SSS-STAIRS program is designed to improve the retention, graduation, and/or transfer rates of program-eligible students through services addressing their academic, personal, social, financial, career and other needs.

Specific services include the provision of academic/college survival skills, personal counseling, academic advice and assistance in course selection, individual and small group tutoring, mentoring, academic/cultural enrichment activities, career information/decision-making skills, transfer services, grant aid, financial aid counseling and program orientation.

In addition to being citizens or permanent residents of the United States, applicants must meet federal eligibility criteria for low-income, first generation college student status, or physical disability and academic need

TRIO: TALENT SEARCH PROGRAM

Liberty Campus
Main Building, Room 260
410-462-7456

The Talent Search Program is designed to assist youth and adults to complete secondary education and to pursue higher education, upon completion of high school or the GED. Specific services include postsecondary planning, GED and SAT preparation, tutoring, financial aid information and technical assistance in accessing money for college, college campus visitation, assistance in the college application process, study skills and self-development workshops, academic and personal counseling, and career exploration. Talent Search provides services to middle school and high school students, high school and college dropouts, as well as high school graduates who have never pursued college.

Applicants must be citizens or permanent residents or the United States residing in Baltimore City whose families meet the income guidelines for the program; additionally, an applicant must have a disabling condition (physical or learning) or be a member of a family in which neither parent/guardian has earned a baccalaureate degree.

TRIO: UPWARD BOUND PROGRAM

Liberty Campus
Main Building, Room 260
410-462-7435

Upward Bound is designed to increase the academic performance and motivation of disadvantaged minority high school students so that they can successfully complete postsecondary education. The program includes high school college-preparatory classes, tutoring, cultural/educational experiences, a summer residential session on a college campus, and academic, career, and personal counseling. The program aims to develop a positive attitude toward learning. Eligible participants in the program come from low-income families or from families in which neither parent has completed a four-year college degree, have an academic or counseling need for the program's services, and have potential and desire for postsecondary education. Students usually apply to the program after being referred by a high school counselor or community agency.

KAPPA BETA DELTA

Harbor Campus
Bard Building, Room 403F
410-986-5569

Kappa Beta Delta is the international business honor society for two-year institutions established by the Association of Collegiate Business Schools and Programs (ACBSP), the accreditation body for BCCC Business and Technology programs. ACBSP extended its prestigious 10-year renewal of accreditation to BCCC in fall 2004.

The Alpha Omicron Chapter of Kappa Beta Delta at BCCC invites members who:

- are enrolled in an accredited business associate degree program
- have a minimum GPA of 3.0
- have accumulated 15 credits at BCCC
- have accumulated a minimum of six credits in their particular business major

Membership in Kappa Beta Delta is lifetime. Members must stay active in chapter events.

PHI THETA KAPPA

Liberty Campus
Main Building, Room 06D
410-462-8223

Phi Theta Kappa is the international honor society founded in 1918 to promote scholarship, leadership, service, and fellowship. The society is recognized by the American Association of Community Colleges as the official international honor society for two-year colleges. BCCC's Theta Alpha Chapter is the oldest established chapter in Maryland. Students invited to membership must:

- be enrolled in an associate degree or certificate program
- have accumulated 24 credits at BCCC
- be of good moral character and possess recognized qualities of citizenship
- have a minimum cumulative GPA of 3.4
- have earned no grade lower than a D.

Members must be active in chapter events and maintain a minimum 3.33 cumulative GPA in order to continue membership.

CHI ALPHA EPSILON

Liberty Campus
Main Building, Room 251
410-462-7605

Chi Alpha Epsilon is a national honor society founded in 1990 to recognize the academic achievements of students admitted to colleges and universities through non-traditional criteria or who utilize developmental and educational support services. BCCC's Epsilon Beta Chapter is the first of its kind in Baltimore. Students invited to membership must:

- hold a 3.0 cumulative G.P.A.
- be enrolled for two consecutive full-time semesters or three to four consecutive part-time semesters with the required G.P.A.

- be admitted to the college via a developmental program

DISABILITY SUPPORT SERVICES CENTER

Liberty Campus
Main Building, Room 023
Voice: 410-462-8585; Fax: 410-462-8556;
TTY: 410-462-8584

The Disability Support Services Center (DSSC) provides students and faculty with assistance and information for meeting the requirements of Section 504 of the Rehabilitation Act of 1973 and integrating students with disabilities into Baltimore City Community College. The DSSC facilitates the implementation of resonable accomodations and services for students who self identify as having a documented disability. Documentation of a disability is required to determine the need for and what type of special aids or adaptations may be helpful on campus. Accomodations and services are rendered based on the students documented needs and are determined through an interactive process. Prospective students with disabilities are advised to contact the DSSC as early as possible to ensure timely provision of reasonable accommodations, which might include alternative testing arrangements, tape recording lectures, adaptive equipment, note-takers, interpreters, or specialized computer hardware and software. Services offered by the DSSC are academic advising, registration assistance, diagnostic testing, instructor consultation, and peer tutoring for developmental courses.

STUDENT NEWSPAPER

Liberty Campus
Main Building, Room 001B
410-462-8385

The official student publication is the *BCCC Crier*. Advised by faculty and staff and funded by the Student Activity Fee, the *Crier* is published quarterly during the calendar year, both in hard copy and on the BCCC Website at www.bccc.edu. The *Crier* is staffed solely by BCCC students.

INTERCOLLEGIATE ATHLETICS

Liberty Campus
PE Center, Room 116
410-462-8320

BCCC competes in the National Junior College Athletic Association (NJCAA) and is a member of the Maryland Junior College Athletic Conference (MDJUCO). BCCC fields competitive intercollegiate athletic teams in baseball, men's and women's basketball, and women's volleyball.

BOOKSTORES

Harbor Campus
Bard Building, Room 100
410-986-5454

Liberty Campus
Main Building, Room 013
410-462-8484

REGULAR HOURS
Monday, Thursday 8:30 a.m. - 5:00 p.m.
Tuesday, Wednesday 8:30 a.m. - 7:00 p.m.
Friday 8:30 a.m. - 4:00 p.m.

RUSH HOURS
Monday–Thursday 8:00 a.m. - 8:00 p.m.
Friday 8:00 a.m. - 4:00 p.m.
Saturday 9:00 a.m. - 1:00 p.m.
(first Saturday of each semester)

Hours are subject to change with prior notice.

The Bookstores accept new and used textbooks for refunds or exchanges during the first fifteen calendar days of each semester. Students must bring cash register receipts to obtain refunds. In addition to new and used textbooks, the Bookstores offer a selection of school supplies, convenience supplies, BCCC leisure wear, and sundry items. The Bookstore accepts cash, travelers' checks, and credit cards. Personal checks are accepted only with two forms of identification.

HEALTH SERVICES

Health and Wellness Center

Liberty Campus
Harper Hall, Room 114
410-462-8384

Harbor Campus
Bard Building, Room 107
410-986-5479

The Health and Wellness Center provides numerous health services to students, faculty, and staff. No insurance is needed to receive any of the services provided by the Center. Services include minor first-aid, management of health problems (acute and chronic), physical exams, vaccines, pregnancy testing, health counseling, referrals, and diagnostic testing. The Center also provides free condoms, literature, and health education programs. The Center is staffed by a full time registered nurse, a part-time physician, and other licensed medical personnel.

PREVENTIVE DENTISTRY CLINIC

Liberty Campus
Life Sciences Building, Room 110
410-462-7712

The Preventive Dentistry Clinic is available to all BCCC students, their families, and faculty as well as members of the community. It is staffed by students and professional faculty who provide dental cleanings, x-rays, and other preventive services for nominal fees. Head Start children and seniors from the community are routinely seen in the Clinic.

FOOD SERVICES

Liberty Campus
Main Building, Room 107
410-462-8460

At the BCCC Liberty Campus, the BCCC Café features a salad and soup bar, pizza, take-out dinners, and daily specials. Breakfast begins at 7:30 a.m., lunch at 11 a.m. and dinner at 5 p.m. during Fall and Spring semesters.

In addition to the Liberty Campus Café, vending machines are located at the Liberty Campus on the ground floor of the Main Building, the first floor of the Nursing Building, and the first floor of the PEC. At the Harbor Campus, vending machines are located on the third floor of the Bard Building. Beverages, snacks, and candies are available in the Bookstore at each campus.

RADIO STATION

6776 Reisterstown Road
Suite 202
410-580-5800

WBJC-FM 91.5—the "Classical Voice of Baltimore City Community College" and a primary affiliate of Public Radio International, is on the air 24 hours each day year-round, offering a program of classical music, news, and information. WBJC is the largest public radio station in Maryland, with a 50,000-watt capacity reaching listeners in six states and the District of Columbia.

ALUMNI RELATIONS

Harbor Campus
Bard Building, Room 206
410-986-5558

The College's Alumni Relations Office was established in Spring 1998 by action of the Board of Trustees with the primary goal of creating, preserving, and strengthening relationships between the College and its alumni through volunteer involvement, communication services, and events.

The Alumni Relations Office has responsibility for the establishment and on-going support of the Alumni Association of Baltimore City Community College. The Office ensures continued communication and programming to enhance loyalty and commitment to BCCC among alumni and friends of the College.

BUSINESS AND CONTINUING EDUCATION DIVISION (BCED)

Harbor Campus
710 E. Lombard Street
Baltimore, MD 21202
410-986-3200

The Business and Continuing Education Division (BCED) offers courses designed to create opportunities for personal growth and professional development. BCED works with businesses, government agencies, and professional associations to identify training needs for the people of Baltimore City. In addition, the College, along with six sister community colleges in the Baltimore region, collaborates with the Economic Alliance of Baltimore to form the Maryland Community Colleges' Business Training Network (MCCBTN). MCCBTN is focused on satisfying workforce training requirements in the Baltimore region. This partnership is an innovative approach strengthening our ability to provide state-of-the-art customized training for Maryland employers.

Both credit and non-credit courses are developed in close collaboration with professional groups and the College's academic departments. BCED courses are offered at the Liberty Campus, the Harbor Campus, Reisterstown Plaza Center, workplace sites, and more than 60 off-campus locations throughout Baltimore City.

BCED offers services in five primary areas: the Business and Industry Services, the Global Institute, the Entrepreneurship/Leadership Consortium, Community Education Services, and Adult and Community Education. The English Language Institute (page 138), part of Adult Education and English Language Services, prepares non-native English speaking students for academic success in their major field of study.

BUSINESS AND INDUSTRY SERVICES

Harbor Campus
BCED, Room 27 or RPC, Room 114A
410-986-3227 or 410-5802773

BCED offers an innovative alternative to traditional education through customized credit and non-credit training. Faculty and technical experts work closely with the Business and Industry Services team to develop performance improvement solutions to help private and public sector employees meet their business needs. BCED's customized training supports organizational goals, is cost effective, and meets the highest standards of excellence in teaching and course content.

BCED's customized services include on-site assessment of organizational needs, creative solutions to organizational challenges, measurable outcomes to track success, extensive resources to enhance programs, flexible class times, and industry experts as trainers. Current course offerings include, but are not limited to, the following topics:

- Business and Technical Writing
- Customer Service
- Food Service Sanitation (SERVSAFE)
- Healthcare Training
- Management Development and Supervisory Training
- Managing Cultural Diversity in the Workplace
- Information Technology Training
- Team Building
- Workplace Literacy/Intermediate Skills Enhancement
- Command Spanish
- Savvy Seniors Institute

COMMUNITY EDUCATION SERVICES

Harbor Campus
BCED, Room 23A
410-986-3200

BCED takes a proactive role in promoting workforce development throughout the City by offering opportunities for citizens to prepare for entry-level positions in existing and emerging industries. The College, through its Community Education Services effort, features short-term, non-credit courses to develop specific training skills. The College offers courses at convenient locations, day, evening, on weekends, and online.

Courses cover a wide range of interests, professions and occupations including: Management, Health Care, Information Technology, Child Care, Copper and Fiber Optic Cabling, Business, Language, and professional certification and licensure. Courses for each industry sector are designed to meet the specific demands of the industry.

The Healthcare Training courses help adults enter healthcare professions, upgrade their skills, or meet licensure and certification requirements. BCED's current Healthcare Training offerings include:

- First Aid
- Medical Billing and Coding
- Medical Terminology
- CPR Certification (all levels)
- EKG Technician
- EMT Training (Basic) Refresher
- Certified Nursing Assistant
- Pharmacy Technician
- Medicine Aide/Medicine Aide Update
- Venipuncture and Specimen Collection
- Multi-Skilled Medical Technician

BCED also offers regional continuing education courses for nurses. The offerings for contract hours are provided

by the Maryland Community College Association for Continuing Education and Training, which is accredited by the American Nurses Credentialing Center's Commission on Accreditation.

Information Technology Training meets the needs of both beginner and experienced computer users. Courses are offered in popular software applications, and hardware installation and design. Current offerings include:

Certification Preparation Courses

- Copper and Fiber Optic Cabling Installation
- Computer Repair Technician (A+)
- Network +
- Cisco Networking (CCNA)
- Microsoft Office Specialist
- Information Systems Security Officer (ISSO)
- Information Systems Security Manager (ISSOM)

Office Applications Courses

- Keyboarding
- Introduction to Personal Computers Windows, Word, Excel, Access, PowerPoint
- Internet Web Design
- Microsoft FrontPage
- HTML
- JavaScript

Licensure Preparation

- Bookkeeping
- Stationary Engineer
- Home Improvement
- Real Estate Salesperson
- Real Estate Appraisal
- Notary Public
- Food Service Sanitation
- Personal Fitness Trainer
- Construction
- Child Care

Personal Enrichment

- Art
- Boating
- Foreign Language
- Health and Wellness
- Personal Finance
- Photography

BCCC is a certified training facility for C-Tech Associates and provides C-Tech certification testing in both copper and coaxial cabling. BCCC is also a certified training and testing center for Fiber Optics Association (FOA) certification and provides FOA certification testing in fiber optic cabling. The cabling installation course is BiCSi approved for 28 credit hours toward RCDD and Installation registration.

Students who have a difficult time attending classes because of complicated schedules can take advantage of BCED's online courses offered in a variety of subjects. Students can study a lesson, complete assignments, and ask questions from the convenience of their home or office. These online self-paced continuing education courses are offered in six-week formats, available on BCCC's section of education2go at www.ed2go/baltccc.

Through the Community Education Services area, BCED offers participants the ability to enroll in selected credit classes under the Credit/Continuing Education Shared Courses option. The courses allow a student to enroll in selected credit classes without having to be admitted or meet the credit prerequisites. Participants select this option at the time of registration and can change to credit status only during the ADD/DROP period of registration. Changing the registration status may change the registration fees. Participants are exposed to the material and instruction in a credit class but do not receive grades or transcripts for the course. A course may be eligible for CEUs (Continuing Education Units) or certification from the Business and Continuing Education Division or accrediting agencies. The Credit/Continuing Education Shared Courses option is designed for the student seeking knowledge but not a degree.

ADULT EDUCATION AND ENGLISH LANGUAGE SERVICES

Harbor Campus
BCED, Room 18
410-986-5444

BCCC is a leader in helping adults achieve functional literacy and important life skills, and is the largest provider of literacy services in Baltimore City. By combining modern teaching technologies with a caring, committed, and innovative professional staff, BCED has achieved notable success in helping adults learn. Courses are either free or affordable, and can be customized for businesses, government agencies, non-profits, schools, churches, and community organizations either onsite, or at the Harbor Campus, Liberty Campus, or Reisterstown Plaza Center.

BCED offers four interrelated programs to individuals and employee groups: Pre-GED, GED and alternative high school preparation, English As a Second Language, and Youth Programs.

Classes in Adult Basic Education (ABE) provide classroom instruction in basic reading, writing, and

math, as well as basic life skills. Courses are free and are offered to adults on campus and at more than 30 sites throughout Baltimore City.

General Educational Development (GED) courses prepare adults to earn their Maryland High School Diploma by successfully completing the Tests of General Educational Development administered by the Maryland State Department of Education. GED provides training in the five areas tested by the State of Maryland: writing, social studies, science, literature, and mathematics.

As an alternative to GED preparatory classes for persons seeking a high school diploma, there is now the option of enrolling in an individualized online credit recovery program at the College. This program, known as NOVEL, is Internetbased and features a complete high school curriculum designed to meet students at different ability levels. This option provides flexibility in completing the requirements for a high school diploma as students work on their own schedule. Adults needing just a few credits for a diploma can complete those missing in just a short time and can work anywhere the Internet can be accessed, as well as attending class at the College a minimum of twice per week. Assignments and exams are completed electronically and students communicate with teachers via the academic site, as well as during class time. A recently added feature allows the student to begin the course by taking a pre-assessment test from questions randomly selected from throughout the course, and these results then determine what chapters the student still needs to complete to acquire that credit. The cost of the NOVEL program is equivalent to the GED program, and is based on the number of credits needed.

A series of English language learning programs is available to meet the diverse language needs of individuals for whom English is a foreign language.

The English Language Institute (ELI) provides instruction to immigrants, international students, and others. Courses are offered in grammar, reading, composition, oral skills, TOEFL preparation, and pronunciation at Intermediate, High Intermediate, and Advanced levels. Pre-ELI courses are for students with more limited English proficiency. Students seeking an American college or university degree take ELI courses to prepare for academic success. Other students enroll to develop language skills for employment or postgraduate opportunities. College-bound ELI students take a mandatory series of courses in core skill areas. Successful completion of ELI 82G and ELI 82W is required for English 101 entrance. Students not seeking college entrance may enroll in any ELI courses at their level. *For more information, see English in the course descriptions section or call the English Language Institute at 410-986-5462.*

The College works closely with immigrant communities and offers a range of classes and programs at locations throughout the community. Special programs for refugees offer English literacy, life skills and employment preparation skills in small and large group settings. Senior immigrants attend BCCC ESL classes at senior and community centers. An acculturation program for refugee youth offers academic as well as social and cultural assistance to newly arrived refugees by way of after-school tutorials and workshops.

In addition, the College offers Citizenship Test Preparation courses in U.S. History and Government, and Interview Skills within an ESL context. The College also partners with government and local settlement agencies to teach Basic English communication skills needed for immediate employment. An opportunity to upgrade job skills in the health care arena is available to immigrants via a specialized certified Nursing Assistant program.

INSTRUCTIONAL PROGRAMS

The chart on this and the next page lists in alphabetical order every program offered at BCCC, indicating whether the program is a degree or certificate program or both. When a number of programs fit a broad category, they are grouped alphabetically under one heading.

DEFINITIONS:

Associate Degree: awarded for successful completion of not less than 60 or more than 70 semester hours of academic credit in a planned sequence of learning experiences.

Option: a sequential arrangement of courses within an associate degree program.

Certificate: awarded for successful completion of at least 12 semester hours of academic credit in a single field or in an interdisciplinary or multidisciplinary field that provides a body of knowledge, methods of study, and practice appropriate to a subject area.

Track: a sequential arrangement of courses within a certificate program.

BCCC DEGREE AND CERTIFICATE INSTRUCTIONAL PROGRAMS

	Associate Degree Programs	Options within Degree Programs	Certificate Programs	Tracks within Certificate Programs	Page Number
Allied Human Services Transfer	**AA**				49
Allied Human Services Transfer	**AAS**		✔		49
Addiction Counseling		✔		✔	49
Cross-Cultural Services to the Elderly				✔	50
Developmental Disabilities and Human Development		✔			51
Gerontology		✔		✔	51
Human Services Aide				✔	53
Human Services Assistant		✔			52
Mental Health Technology		✔			53
Personal/Community Care Provider				✔	53
Arts and Sciences Transfer	**AA**				54
Arts and Sciences - Art		✔			54
Arts and Sciences - Humanities		✔			55
Arts and Sciences - Literature		✔			55
Arts and Sciences - Professional Writing		✔			56
Arts and Sciences - Psychology		✔			56
Arts and Sciences - Public Policy		✔			57
Arts and Sciences - Social and Behavorial Sciences		✔			58
Arts and Sciences - Spanish		✔			58
Arts and Sciences Transfer	**AS**				54
Arts and Sciences - Mathematics					56
Arts and Sciences - Science					57
Biotechnology	**AAS**				59
Accounting	**AAS**		✔		59
Accounting Certificate - Level I			✔		60
Accounting Certificate - Level II			✔		61
Business Administration Transfer	**AS**				61
Business	**AAS**				59
Business Management		✔			61
Business Marketing		✔			62
Entrepreneurship			✔		62
Management/Leadership			✔		63
Personal Financial Management			✔		63
Hospitality Management	**AAS**				63
Hospitality Management - Food Service Management		✔			63
Hospitality Management - Hotel/Restaurant		✔			64
Food and Beverage Management Certificate			✔		64
Hotel Management Certificate			✔		64
Global Hotel Management Certificate			✔		64
Computer-Aided Drafting and Design	**AAS**		✔		67
Computer-Aided Drafting and Design Graphics				✔	68
Computer-Aided Drafting and Design Graphics - Level 1				✔	68
Computer-Aided Drafting and Design Management				✔	68
Computer-Aided Drafting and Design Management- Level 1				✔	68
Computer-Aided Drafting and Design Operator				✔	68
Computer-Aided Drafting and Design Operator - Level 1				✔	68
Computer-Aided Drafting and Design for Architecture				✔	68
Computer-Aided Drafting and Design for Civil Engineering				✔	69
Computer-Aided Drafting and Design for Mech. Engineering				✔	69
Computer Information Systems	**AAS**				69
PC Applications Specialist		✔		✔	72
UNIX Systems Administration				✔	71

BCCC DEGREE AND CERTIFICATE INSTRUCTIONAL PROGRAMS

	Associate Degree Programs	Options within Degree Programs	Certificate Programs	Tracks within Certificate Programs	Page Number
Database System Administration			✔		70
Network Specialist			✔		71
Web Site Development			✔		73
Computer Science Transfer	**AS**				72
Construction Supervision	**AAS**		✔		65
Construction Supervision Certificate			✔		65
Construction Safety Certificate			✔		65
Construction Trade Certificate			✔		66
Law Enforcement and Correctional Administration	**AAS**		✔		89
Law Enforcement		✔		✔	90
Community Policing				✔	89
Correctional Administration		✔		✔	89
Dental Hygiene	**AAS**				74
Dietetic Technology	**AAS**				77
Dietetic Technician		✔			77
Dietary Manager	**AA**		✔		78
Early Childhood Education	**AAS**		✔		78
Maryland State Child Day Care Training Certification	**not a college degree or certificate program**				
Electronics Technology	**AAS**		✔		105
Telecommunications				✔	106
Emergency Medical Service	**AAS**	✔			80
Emergency Medical Technician Intermediate			✔		81
Emergency Medical Technician Basic			✔		80
Emergency Medical Technician Paramedic			✔		81
Engineering Transfer	**AS**				82
Environmental Science	**AAS**		✔		83
Fashion Design	**AAS**		✔		84
Fashion Patternmaking				✔	85
Fashion Retailing		✔			85
Fire Science Technology (Fire Academy Only)	**AAS**		✔		86
General Studies Transfer	**AA**				86
Health Information Technology	**AAS**				87
Coding Specialist			✔		88
Legal Assistant	**AAS**		✔		91
Legal Nurse Consulting	**AS**		✔		92
Nursing	**AS**				93
LPN Advanced Placement		✔			94
Practical Nursing			✔		94
Office Administration					95
Administrative Assistant		✔			95
Legal Administrative Assistant		✔			96
Medical Administrative Assistant		✔			97
Medical Transcriptionist		✔			98
Office Technology			✔		99
Word and Information Processing		✔		✔	99
Physical Therapist Assistant	**AAS**				99
Respiratory Care	**AAS**				100
Surgical Technologist/Technology	**AAS**				102
Teacher Education Transfer	**AA**				104
Teacher Education Transfer	**AS**	**not a college degree or certificate program**			
Teacher Education Math/Science		✔			104
Special Education Assistant			✔		103
Maryland Teacher Certification Pathway					102
Visual, Performing, and Communication Arts	**AAS**				107

Note: The descriptions of Instructional Programs, beginning on page 49, detail associate degree programs with semester-by-semester suggested sequences of courses and certificate programs with a list of required courses. When programs have both a degree and certificate option, the certificate program always immediately follows the degree program, even when they have different names. The number in parentheses following the program name is the Program Code number used on the College's admissions application.

GENERAL EDUCATION REQUIREMENTS

Every degree-seeking student must complete the College's General Education Requirements in addition to the requirements of his/her academic program. Through the College's General Education Requirements, students acquire basic knowledge of the disciplines in the areas of arts and humanities, social and behavioral sciences, biological and physical sciences, mathematics, and English composition.

Students must complete all requirements within 10 years of initial enrollment; re-entering students who have been away for two or more semesters (excluding summers) must meet any new program requirements. No simultaneous certificates and degrees are awarded in the same specialization. A second Associate degree can be awarded if the student completes a minimum of 15 credits beyond the requirements for the first degree, and completes all requirements in the second specialization. Students majoring in the General Studies Transfer Program may not apply for a second associate degree. An additional degree requires approval by the Vice President for Academic Affairs.

All BCCC students must meet the College's Computer Literacy requirement in order to receive a degree or a certificate. For additional information, see page 28.

All first-time full- and part-time degree and certificate seeking students are required to complete the PRE-100 course within the first six credits. For additional information, see page 28.

GENERAL EDUCATION REQUIREMENTS AND COURSES

Associate of Arts (AA) and Associate of Science (AS) programs require between 30 and 36 credits of General Education courses. Associate of Applied Science (AAS) programs require a minimum of 20 credits of General Education courses.

CATEGORY	TITLE	COURSES	AA AND AS DEGREES	AAS DEGREE
I	Arts and Humanities	Arts: ART 106, ART 113, ART 114, ART 122, ART 225, MUS 103, MUS 105, MUS 106 Humanities: ENG 200, ENG 201, ENG 202, ENG 205, ENG 207, ENG 208, ENG 210, SP 101, PHI 101, PHI 104	6 credits, including one literature course and one other three credit course	3 credits
II	Social and Behavioral Sciences	ECO 101, ECO 201, ECO 202, GEO 102, H 101, H 102, H 103, H 104, H 110, H 111, H 151, H 152, H 201,PS 101, PS 102, PS 201, PSY 101, PSY 104, PSY 120, SOC 101, SOC 108, SOC 120, SOC 205, SOC 210, SOC 223	6 credits	3 credits
III	Biological and Physical Sciences:	BIO 101, ES 110, ES 111, SCI 100, SCI 103, SCI 106 Biological Sciences with Labs: BIO 102, BIO 103, BIO 105, BIO 107, BIO 111, BIO 112, BIO 212 Physical Sciences with Labs: CHE 101, CHE 102, PHSC 110, PHSC 120, PHY 101, PHY 102, PHY 203, PHY 204, SCI 110	7 credits, including one 4-credit science lab	3-4 credits
IV	Mathematics	MAT 107, MAT 111, MAT 115, MAT 125, MAT 126, MAT 128, MAT 129, MAT 140, MAT 141, MAT 220	3 credits	3 credits
V	English Composition	ENG 101	3 credits	3 credits
VI (Optional, see individual program requirements)		CRJ 101, HLF 205, HUM 202, HUM 205, HUM 207, PHI 105, SOC 150, SOC 250	limited to 8 credits	limited to 8 credits
Other General Education Requirements (See individual program requirements)	General Education courses from any category	All BCCC students must meet the College's Computer Literacy requirement in order to receive a degree or a certificate. For additional information, see page 28. All first-time full- and part-time degree and certificate seeking students are required to complete the PRE-100 course within the first six credits. For additional information, see page 28.	5-11 credits	4-6 credits

HUMAN, PUBLIC AND LEGAL SERVICES PROGRAMS

Liberty and Harbor Campuses
Liberal Arts, Education, and Social Sciences Division
Public Services, Education and Social Sciences Department
410-462-7741

ALLIED HUMAN SERVICES TRANSFER DEGREE PROGRAM:
Options offered:
- Allied Human Services Transfer (125)
- Addiction Counseling (127)
- Developmental Disabilities and Human Development (071)
- Gerontology (092)
- Human Services Assistant (032)
- Mental Health Technology (031)

ALLIED HUMAN SERVICES CERTIFICATE PROGRAM:
Tracks offered in the Allied Human Services Certificate Program
- Addiction Counseling (128)
- Cross-Cultural Services to the Elderly (122)
- Gerontology (112)
- Human Services Aide (048)
- Personal/Community Care Provider (142)

The current trend toward comprehensive and unified delivery of human services and the need for workers who can function in a variety of human services situations are reflected in BCCC's combining classroom instruction and clinical/fieldwork experiences. Thus, students are able to bridge the gap between academic theory and the real world of social services work. The grouping of these options and tracks under the Allied Human Services umbrella meets workers' need for career mobility, provides service organizations with flexible sources of manpower, and enables students who wish to advance their education to transfer to four-year schools.

Every potential human services student is urged to look at each program's separate description in order to gain the full picture of opportunities available for BCCC training in Allied Human Services.

ADDICTION COUNSELING OPTION (127)
ALLIED HUMAN SERVICES TRANSFER DEGREE
The Addiction Counseling option is designed for students interested in careers in addiction counseling. Available to both full- and part-time students, this specialization includes four addiction-specific courses totaling 12 credit-hours. Students pursuing the Addiction Counseling option are also provided clinical/fieldwork in addiction agencies, allowing students to accumulate a total of almost 300 hours of direct experience working with drug and alcohol abusers in treatment.

This option is specifically designed to respond to the need for additional substance abuse counselors. The coursework provides career development opportunities and entry-level skills development in meeting State requirements for the Board of Professional Counselors and Therapists.

Addiction Counseling Option
Associate of Applied Science Degree in Allied Human Services Transfer
Suggested Sequence of Courses

**** All BCCC students must meet the College's Computer Literacy requirements in order to receive a degree or a certificate. All first-time, full- and part-time degree and certificate seeking students are required to complete the PRE 100 course within the first six credits.**

1st Semester		Credits
PRE 100	Preparation for Academic Achievement	1
ADC 106	Fundamentals of Chemical Dependency Treatment	3
ADC 108	Pharmacology of Chemical Dependency	3
AHS 100	Introduction to Human Services	4
ENG 101	English Writing	3
PSY 101	Introductory Psychology	3
	Total	17
2nd Semester		
ADC 201	Chemical Dependency Counseling Skills	3
AHS 101	Clinical/Fieldwork I: Human Services Individual Counseling	4
AHS 103	Group Dynamics: Small Group Analysis	3
HEA 102	First Aid and Safety*	1
HLF	Health and Life Fitness	1
SP 101	Fundamentals of Speech Communication	3
AHS 295	Professional Ethics in the Human Services	3
	Total	18
3rd Semester		
BIO 102	Principles of Biology	4
ADC 202	Assessment and Treatment Planning with Chemically Dependent Clients	3
AHS 102	Clinical/Fieldwork II: Human Services Group Counseling	5
HLF	Health and Life Fitness	1
SOC 101	Introduction to Sociology	3
	Total	16
4th Semester		
AHS 200	Clinical/Fieldwork III: Human Services Multicultural Counseling	6
MAT 107	Modern Elementary Statistics	
or		
MAT 128	Precalculus I: College Algebra	3-4
PSY 204	Introduction to Abnormal Psychology	3
	General Education Requirements: Choose any General Education course	3
	Total	15-16
	Program Total 66-67	

* A current American Red Cross CPR/First Aid card meets the HEA 102 requirement.

ADDICTION COUNSELING TRACK (128)
ALLIED HUMAN SERVICES TRANSFER CERTIFICATE

The Addiction Counseling track is specifically designed to prepare students and practicing professionals for entry-level positions as substance abuse counselors. This program is designed to provide career development opportunities to increase the number of credentialed counselors in the Baltimore region. This program also increases the skills of practicing entry-level Alcohol and Other Drug Abuse (AODA) counselors by providing skills training to help them meet requirements for certification and by providing internship opportunities for students desiring to work in this mental health specialization.

Priority for admission to this track goes to those planning to work in the Baltimore City area. Applicants must have a high school or GED equivalent education, no fewer than three years of AODA work experience, and no history of alcohol or other drug misuse or active dependency for a period of two years immediately prior to admission to this program. Please note that this academic certificate is not a substitute for certification through the Board of Professional Counselors and Therapists.

Courses		Credits
PRE 100	Preparation for Academic Achievement	1
ADC 106	Fundamentals of Chemical Dependency Treatment	3
ADC 108	Pharmacology of Chemical Dependency	3
ADC 201	Chemical Dependency Counseling Skills	3
ADC 202	Assessment and Treatment Planning with Chemically Dependent Clients	3
AHS 100	Introduction to Human Services	4
AHS 101	Clinical/Fieldwork I: Human Services Individual Counseling	4
AHS 102	Clinical/Fieldwork II: Human Services Group Counseling	5
	Certificate Total	**26**

ALLIED HUMAN SERVICES TRANSFER DEGREE (125)

Allied Human Services Transfer is tailor-made for students who plan to continue their education at four-year schools. These students study an Allied Human Services core in which they receive the special instruction and career foundation courses needed for such fields as social work, mental health, counseling, gerontology, social and behavioral sciences, law enforcement, government service, education, and community and social planning.

Students are advised by department faculty about transfer requirements at area four-year schools and the General Education courses that will best enhance their transfer preparation. It is recommended that students communicate early with both their BCCC advisers and four-year transfer institutions to ensure that all transfer requirements are met.

The BCCC course-of-study is designed to be flexible enough to fit each student's transfer and career goals.

Allied Human Services Transfer
Associate of Arts Degree Program
Suggested Sequence of Courses

**** All BCCC students must meet the College's Computer Literacy requirements in order to receive a degree or a certificate. All first-time, full- and part-time degree and certificate seeking students are required to complete the PRE 100 course within the first six credits.**

1st Semester		Credits
PRE 100	Preparation for Academic Achievement	1
AHS 100	Introduction to Human Services	4
BIO 102	Principles of Biology	4
ENG 101	English Writing	3
MAT 107	Modern Elementary Statistics	3
SP 101	Fundamentals of Speech Communication	3
	Total	18
2nd Semester		
AHS 103	Group Dynamics: Small Group Analysis	3
BIO 111	Anatomy and Physiology I	4
ENG 102	Introduction to the Term Paper and Research Methods	3
HLF	Health and Life Fitness	1
SOC 101	Introduction to Sociology	3
	Total	14
3rd Semester		
AHS 101	Clinical/Fieldwork I: Human Services Individual Counseling	4
ENG 200	Introduction to Literature	
or		
ENG 210	African American Literature	3
H 101	History of American Civilization I	3
HLF	Health and Life Fitness	1
PSY 101	Introductory Psychology	3
	General Education Requirements: Choose any General Education course	3
	Total	17
4th Semester		
AHS 102	Clinical/Fieldwork II: Human Services Group Counseling	5
H 102	History of American Civilization II	3
PHI 101	Introduction to Philosophy	3
PS 101	American Government	3
PSY 105	Behavior Modification (or any PSY course)	3
	Total	17
	Program Total	**66**

CROSS-CULTURAL SERVICES TO THE ELDERLY TRACK (122)
ALLIED HUMAN SERVICES TRANSFER CERTIFICATE

The track in Cross-Cultural Services to the Elderly trains students to provide geriatric services to elderly immigrants and refugees. Students learn about cultural differences and the special needs of the foreign-born elderly. Included in the training are courses related to culture, communication, family relationships, and language competence. Ethnic diversity is recognized through the granting of College credits in foreign language specialization; students without such

specialization in language are made aware of how to utilize other people with such skills.

Students earning the certificate have a knowledge of another culture's traditions, values, and lifestyles, an openness to cultural diversity, the ability to learn from clients and patients about their cultures and social interactions, familiarity with community resources, and a respect for the cultural integrity of the people being served.

Courses		Credits
PRE 100	Preparation for Academic Achievement	1
AG 101	Introduction to Gerontology	3
AG 110	The Physiology of Aging	3
AG 220	Aging In Other Cultures	3
AHS 101	Clinical/Fieldwork I: Human Services Individual Counseling	4
AHS 103	Group Dynamics: Small Group Analysis	3
AHS 104	Activity Therapies	3
AHS 213	Living, Coping, Dying	3
	Foreign Language Competence	6
	Certificate Total	**29**

DEVELOPMENTAL DISABILITIES AND HUMAN DEVELOPMENT OPTION (071)
ALLIED HUMAN SERVICES TRANSFER DEGREE

Students in this option prepare for responsible positions in facilities for the treatment of the developmentally disabled. Students completing the program receive an AAS degree. This option can be adapted to meet the specialized needs of public and private agencies.

Developmental Disabilities and Human Development Option
Associate of Applied Science Degree in Allied Human Services Transfer
Suggested Sequence of Courses

**** All BCCC students must meet the College's Computer Literacy requirements in order to receive a degree or a certificate. All first-time, full- and part-time degree and certificate seeking students are required to complete the PRE 100 course within the first six credits.**

1st Semester		Credits
PRE 100	Preparation for Academic Achievement	1
BIO 111	Anatomy and Physiology I	4
ENG 101	English Writing	3
MH 150	Introduction to Developmental Disabilities	3
PSY 101	Introductory Psychology	3
SOC 101	Introduction to Sociology	3
	Total	17
2nd Semester		
BIO 112	Anatomy and Physiology II	4
MH 151	Behavior Modification Practicum	5
MH 152	Clinical Training in Special Education	3
MH 153	Clinical Training in Speech and Hearing	3
PSY 105	Behavior Modification	3
	Total	18
3rd Semester		
AHS 103	Group Dynamics: Small Group Analysis	3
HEA 201	Personal and Community Health	3
MAT 107	Modern Elementary Statistics	
or		
MAT 128	Precalculus I: College Algebra	3-4
PSY 202	Psychology of Exceptionality	3
SP 101	Fundamentals of Speech Communication	3
	Total	15-16
4th Semester		
ENG 112	Medical Writing	3
MGMT 252	Supervision and Personnel Administration	3
MH 154	Clinical Training in Occupational Therapy	3
MH 155	Clinical Training in Physical Therapy	3
PSY 104	Developmental Psychology	3
	Total	15
	Program Total	**65-66**

GERONTOLOGY OPTION (092)
ALLIED HUMAN SERVICES TRANSFER DEGREE

As the proportion of the American population over the age of 65 continues to increase, so does the demand intensify for trained, caring personnel to deal with all the issues associated with the process of aging. Baltimore City Community College, as part of its continuing effort to serve the community, offers both an option within the Allied Human Services Transfer degree, and a track within the Allied Human Services Transfer certificate, in Gerontology, the study of aging and how to serve aging citizens. Graduates find employment with private or public human and social services agencies, community organizations, advocacy groups, and healthcare institutions. Many continue their studies at four-year institutions. In recent years, increasing numbers of older adults have enrolled as students, bringing invaluable perspective and experience to class discussions and to the care and protection of older Americans.

Gerontology Option
Associate of Applied Science Degree in Allied Human Services Transfer
Suggested Sequence of Courses

**** All BCCC students must meet the College's Computer Literacy requirements in order to receive a degree or a certificate. All first-time, full- and part-time degree and certificate seeking students are required to complete the PRE 100 course within the first six credits.**

1st Semester		Credits
PRE 100	Preparation for Academic Achievement	1
AHS 100	Introduction to Human Services	4
ENG 101	English Writing	3
HEA 102	First Aid and Safety*	1
HLF	Health and Life Fitness	1
PSY 101	Introductory Psychology	3
SOC 101	Introduction to Sociology	3
	Total	16

2nd Semester		Credits
AHS 101	Clinical/Fieldwork I: Human Services Individual Counseling	4
AHS 103	Group Dynamics: Small Group Analysis	3
BIO 102	Principles of Biology	4
HLF	Health and Life Fitness	1
MAT 107	Modern Elementary Statistics	
or		
MAT 128	Precalculus I: College Algebra	3-4
	Total	15-16
3rd Semester		
AG 104	Introduction to Gerontology	3
AHS 102	Clinical/Fieldwork II: Human Services Group Counseling	5
AHS 213	Living, Coping, Dying	3
	General Education Requirements: Choose any General Education course	3
SP 101	Fundamentals of Speech Communication	3
	Total	17
4th Semester		
AG 202	Institutional Care and Alternatives	3
AHS 104	Activity Therapies	3
AHS 200	Clinical/Fieldwork III: Human Services Multicultural Counseling	6
AHS 203	Advocacy in the New Millennium	3
AHS 295	Professional Ethics in the Human Services	2
	Total	17
	Program Total	**65-66**

* A current American Red Cross CPR/First Aid card meets the HEA/02 requirement.

GERONTOLOGY TRACK (112) ALLIED HUMAN SERVICES TRANSFER CERTIFICATE

The Gerontology track prepares paraprofessionals to work alongside professionals with broader training. Such paraprofessionals play an increasingly important role in the evaluation and treatment of older persons. BCCC trains these workers to assist in providing such services as individual counseling, activity group therapy, hospice services, case-finding and follow-up, screening of clients/patients, and helping people adjust to community or institutional life. An important new role for graduates of such training is the promotion of client self-help by involving clients in helping each other.

Courses		Credits
PRE 100	Preparation for Academic Achievement	1
AG 101	Introduction to Gerontology	3
AHS 100	Introduction to Human Services	4
	Gerontology Electives*	14
	Certificate Total	**22**
***Gerontology Electives**		
AG 110	The Physiology of Aging	3
AG 150	Primary Needs of Older Persons	3
AG 202	Institutional Care and Alternatives	3
AG 203	Historical, Legislative, and Political Issues in Gerontology	3
AG 204	Supportive Services for Older Persons	3
AG 205	Age Discrimination	3
AG 206	Administrative Procedures and Policies Affecting Gerontology	3
AG 207	Economic Aspects of Aging	3
AG 208	Organizations and Careers in Gerontology	3
AG 210	Counseling the Older Person	3
AG 211	Nursing Home Administration I	4
AG 212	Nursing Home Administration II	4
AG 220	Aging in Other Cultures	3
AHS 101	Clinical/Fieldwork I: Human Services Individual Counseling	4
AHS 102	Clinical/Fieldwork II: Human Services Group Counseling	5
AHS 103	Group Dynamics: Small Group Analysis	3
AHS 104	Activity Therapies	3
AHS 213	Living, Coping, Dying	3

HUMAN SERVICES ASSISTANT OPTION (032) ALLIED HUMAN SERVICES TRANSFER DEGREE

Graduates with the Human Services Assistant option are fully qualified for professional work in social welfare, government services, health, housing, and recreational agencies. Under the supervision of human services professionals, the human services assistant advises people about health, education, welfare, housing, and available community services.

Emphasis is placed on the student's developing the necessary human services analytical skills for any career choice. And while the option shares a methodology with virtually every Maryland human services program, the BCCC training maintains certain distinctive characteristics: a strong clinical program exposes students to the practical orientation of the human services/social work profession, and strong importance is attached to those skills necessary to providing services to such presently underserved populations as the elderly, the homeless, residents of public housing, and the urban poor. While most BCCC graduates move immediately to employment, others transfer to four-year institutions for further study.

Human Services Assistant Option Associate of Applied Science Degree in Allied Human Services Transfer Suggested Sequence of Courses

**** All BCCC students must meet the College's Computer Literacy requirements in order to receive a degree or a certificate. All first-time, full- and part-time degree and certificate seeking students are required to complete the PRE 100 course within the first six credits.**

1st Semester		Credits
PRE 100	Preparation for Academic Achievement	1
AHS 100	Introduction to Human Services	4
ENG 101	English Writing	3
HEA 102	First Aid and Safety*	1
HLF	Health and Life Fitness	1
PSY 101	Introductory Psychology	3
SOC 101	Introduction to Sociology	3
	Total	16

2nd Semester		Credits
AHS 101	Clinical/Fieldwork I: Human Services Individual Counseling	4
AHS 103	Group Dynamics: Small Group Analysis	3
HLF	Health and Life Fitness	1
MAT 107	Modern Elementary Statistics	
or		
MAT 111	Contemporary Mathematics	3
SP 101	Fundamentals of Speech Communication	3
	General Education Requirements: Choose any General Education course	3
	Total	17
3rd Semester		
AHS 102	Clinical/Fieldwork II: Human Services Group Counseling	5
AHS 213	Living, Coping, Dying	3
BIO 102	Principles of Biology	4
SWA 221	Social Welfare As a Social Institution	3
	Total	15
4th Semester		
AHS 104	Activity Therapies	3
AHS 200	Clinical/Fieldwork III: Human Services Multicultural Counseling	6
AHS 203	Advocacy in the New Millennium	3
SOC 210	The Urban Community	3
	Total	15
	Program Total	**63**

* A current American Red Cross CPR/First Aid card meets the HEA 102 requirement.

HUMAN SERVICES AIDE TRACK (048) ALLIED HUMAN SERVICES TRANSFER CERTIFICATE

The Human Services Aide track trains students to assist professionals in providing services such as interviewing clients, interpreting programs and services, participating in neighborhood programs and projects, case-finding and outreach activities, and providing daily services to meet the social and physical needs of clients or patients. The aide's own life experience and knowledge of people are the most important qualifications for admission to this track. Credits for this track may be used toward the Associate degree in Allied Human Services Transfer.

Courses		Credits
PRE 100	Preparation for Academic Achievement	1
AHS 100	Introduction to Human Services	4
AHS 101	Clinical/Fieldwork I: Human Services Individual Counseling	4
AHS 103	Group Dynamics: Small Group Analysis	3
AHS 104	Activity Therapies	3
HEA 102	First Aid and Safety*	1
	Certificate Total	**16**

* A current American Red Cross CPR/First Aid card meets the HEA 102 requirement.

MENTAL HEALTH TECHNOLOGY OPTION (031) ALLIED HUMAN SERVICES TRANSFER DEGREE

Students in this option acquire a broad and in-depth background in the humanities as well as in the biological, social, and behavioral sciences while developing those skills essential for working with mental health patients. Through classroom studies and more than 300 hours of fieldwork experience, students develop the necessary expertise in observation, interviewing, counseling, and recording information. In addition, students learn about group counseling, psychological testing, and statistical measurement.

Mental Health Technology Option Associate of Applied Science Degree in Allied Human Services Transfer Suggested Sequence of Courses

**** All BCCC students must meet the College's Computer Literacy requirements in order to receive a degree or a certificate. All first-time, full- and part-time degree and certificate seeking students are required to complete the PRE 100 course within the first six credits.**

1st Semester		Credits
PRE 100	Preparation for Academic Achievement	1
AHS 100	Introduction to Human Services	4
ENG 101	English Writing	3
HEA 102	First Aid and Safety*	1
HLF	Health and Life Fitness	1
PSY 101	Introductory Psychology	3
SOC 101	Introduction to Sociology	3
	Total	16
2nd Semester		
AHS 101	Clinical/Fieldwork I: Human Services Individual Counseling	4
AHS 103	Group Dynamics: Small Group Analysis	3
BIO 102	Principles of Biology	4
HLF	Health and Life Fitness	1
MAT 107	Modern Elementary Statistics	3
	Total	15
3rd Semester		
AHS 102	Clinical/Fieldwork II: Human Services Group Counseling	5
AHS 213	Living, Coping, Dying	3
PSY 103	Psychology of Personality	3
SP 101	Fundamentals of Speech Communication	3
	General Education Requirements: Choose any General Education course	3
	Total	17
4th Semester		
AHS 104	Activity Therapies	3
AHS 200	Clinical/Fieldwork III: Human Services Multicultural Counseling	6
AHS 203	Advocacy in the New Millennium	3
AHS 295	Professional Ethics in the Human Services	3
PSY 204	Introduction to Abnormal Psychology	3
	Total	18
	Program Total	**66**

* A current American Red Cross CPR/First Aid card meets the HEA102 requirement.

PERSONAL/COMMUNITY CARE PROVIDER CERTIFICATE TRACK (142)

The Personal/Community Care Provider Certificate Track is designed to emphasize graduates' expertise in the care needed by elderly people in either their own homes or community-based facilities. Special attention is paid to the development of social/health skills and

functions, safety, and the psycho-social approach to providing human services. Graduates provide care, understanding, and respect to clients, residents, and patients as individual human beings. The course-of-study is intended to produce personnel interested in immediate employment in this special area of human services.

Courses		Credits
PRE 100	Preparation for Academic Achievement	1
AH 110	Medical Jurisprudence and Ethics	2
AH 130	Medical Terminology	3
AH 135	Allied Health Pharmacology	2
AH 141	Evolution of Healthcare Industry	2
AHS 100	Introduction to Human Services	4
AHS 101	Clinical/Fieldwork I: Human Services Individual Counseling (Aging-related assignments)	4
AHS 104	Activity Therapies	3
AHS 213	Living, Coping, Dying	3
AG 101	Introduction to Gerontology	3
AG 110	The Physiology of Aging	3
HEA 102	First Aid and Safety*	1
	Certificate Total	**31**

* A current American Red Cross CPR/First Aid card meets the HEA 102 requirement.

ARTS AND SCIENCES TRANSFER PROGRAM

Liberty Campus
Liberal Arts, Education, and Social Sciences Division
Public Services, Education, and Social Sciences Department and English, Humanities, Visual and Performing Arts Department
410-462-7645

Increasingly, highly motivated students whose sights are set on careers in law, medicine, pharmacy, business, education, government service, journalism, the visual arts, music, the social sciences, languages, and other fields are finding that the most strongly recommended path to a bachelor's degree and professional school training is a liberal arts education. BCCC's Arts and Sciences Transfer Program is an excellent means to begin this path. In addition to offering an enriched liberal arts study, the program provides students with individual support by the Arts and Sciences Program Coordinator and the College's transfer counselor. Following initial advisement by the Program Coordinator, the entering student selects a specific program option:

ARTS AND SCIENCES TRANSFER DEGREE (ASSOCIATE OF ARTS)
- Art Option (170)
- Humanities Option (501)
- Literature Option (505)
- Professional Writing Option (506)
- Psychology Option (507)
- Public Policy Option (509)
- Social and Behavioral Sciences Option (502)
- Spanish Option (508)

ARTS AND SCIENCES TRANSFER DEGREE (ASSOCIATE OF SCIENCE)
- Mathematics Option (503)
- Science Option (504)

Following admission to the program, the student progresses at his/her own pace through the carefully selected courses designed to lay the foundation needed for advanced study leading to a bachelor's degree. At the appropriate point, each student is fully assisted in the process of transferring to a four-year college or university.

Art Option
Associate of Arts Degree in Arts and Sciences Transfer
Suggested Sequence of Courses

**** All BCCC students must meet the College's Computer Literacy requirements in order to receive a degree or a certificate. All first-time, full- and part-time degree and certificate seeking students are required to complete the PRE 100 course within the first six credits.**

1st Semester		Credits
PRE 100	Preparation for Academic Achievement	1
ART 101	Beginning Drawing	3
ENG 101	English Writing	3
or	MAT Choose one: MAT 107, MAT 128, MAT 129	3-4
PHI 104	Logic and Critical Thinking	3
SP 101	Fundamentals of Speech Communication	3
	Total	16-17
2nd Semester		
ART 102	Beginning Painting	3
ART 105	Fundamentals of Design	3
BIO 102	Principles of Biology	4
ENG 200	Introduction to Literature	3
HLF	Health and Life Fitness	1
MUS 103	Music Appreciation	3
	Total	17
3rd Semester		
ART 103	Graphic Design Materials and Methods	3
ART 113	History of Art I	3
ART 200	Intermediate Drawing	3
ART	ART Elective*	3
HLF	Health and Life Fitness	1
SOC 101	Introduction to Sociology	3
	Total	16
4th Semester		
ART 114	History of Art II	3
ART 201	Advanced Drawing I	3
ART	ART Elective*	3
PSY 101	Introductory Psychology	3
PHSC 110	Physical Science	4
	Total	16
	Program Total	**65-66**

*ART Electives		
ART 107	Basic Photography	3
ART 108	Intermediate Photography	3
ART 119	Anatomy and Life	3
ART 121	Arts and Crafts	3
ART 122	Introduction to African American Visual Arts	3

ART 125	Basic Jewelry	3
ART 130	Introduction to Computer Graphics	3
ART 199	Individual Study in Art	3
ART 202	Advanced Drawing II	3
ART 205	Sculpture	3
ART 207	Basic Ceramics	3
ART 208	Basic/Intermediate Ceramics	3
ART 209	Printmaking	3
ART 217	Advanced Painting	3

Humanities Option
Associate of Arts Degree in
Arts and Sciences Transfer
Suggested Sequence of Courses

**** All BCCC students must meet the College's Computer Literacy requirements in order to receive a degree or a certificate. All first-time, full- and part-time degree and certificate seeking students are required to complete the PRE 100 course within the first six credits.**

1st Semester		**Credits**
PRE 100	Preparation for Academic Achievement	1
BIO 102	Principles of Biology	4
ENG 101	English Writing	3
H 151	World History I	3
HLF	Health and Life Fitness	1
MAT 107	Modern Elementary Statistics	
MAT 128	Precalculus I: College Algebra	
or		
MAT 129	Precalculus II: Trigonometry and Analytic Geometry	3-4
SP 101	Fundamentals of Speech Communication	3
	Total	18-19
2nd Semester		
BIO 103	General Biology	
or		
BIO 111	Anatomy and Physiology I	
or		
CHE 101	General Chemistry I	4
ENG 102	Introduction to the Term Paper and Research Methods	3
ENG 200	Introduction to Literature	3
H 152	World History II	3
HLF	Health and Life Fitness	1
MAT	Next MAT in sequence	3-4
	Total	17-18
3rd Semester		
ART 113	History of Art I	
or		
ART 114	History of Art II	3
ENG	Any 200-level ENG course	3
MUS 103	Music Appreciation	3
PS 101	American Government	3
	Foreign Language I	3
	Total	15
4th Semester		
ART 225	Introduction to Film	
or	Approved Elective	3
HUM	Any 200-level HUM course	3
PHI 101	Introduction to Philosophy	3
PSY 101	Introductory Psychology	3
	Foreign Language II	3
	Total	15
	Program Total	**65-67**

Literature Option
Associate of Arts Degree in
Arts and Sciences Transfer
Suggested Sequence of Courses

**** All BCCC students must meet the College's Computer Literacy requirements in order to receive a degree or a certificate. All first-time, full- and part-time degree and certificate seeking students are required to complete the PRE 100 course within the first six credits.**

1st Semester		**Credits**
PRE 100	Preparation for Academic Achievement	1
BIO 102	Principles of Biology	4
ENG 101	English Writing	3
HLF	Health and Life Fitness	1
MAT	Choose one: MAT 107, MAT 128,	
or	MAT 129 3-4	
SP 101	Fundamentals of Speech Communication	3
	Total	15-16
2nd Semester		
BIO	Biology Elective: choose BIO 103 or BIO 105	4
ENG 102	Introduction to the Term Paper and Research Methods	3
ENG 200	Introduction to Literature	3
PHI 104	Logic and Critical Thinking	3
PSY 101	Introductory Psychology	3
	Total	16
3rd Semester		
ENG 207	Survey of American Literature I	
or		
ENG 208	Survey of American Literature II	3
ENG 210	African American Literature	3
H 151	World History I	3
HLF	Health and Life Fitness	1
SOC	Sociology Elective: choose SOC 101 or SOC 102	3
	General Education Requirements: Interdisciplinary and Emerging Issues	3
	Total	16
4th Semester		
ART 106	Art in the Culture	3
ENG 201	Survey of English Literature I	
or		
ENG 202	Survey of English Literature II	3
ENG 212	Survey of Contemporary African American Literature	3
H 111	History of African American Civilization I	3
H 152	World History II	3
	Total	15
	Program Total	**62-63**

Mathematics Option
Associate of Science Degree in Arts and Sciences Transfer
Suggested Sequence of Courses

**** All BCCC students must meet the College's Computer Literacy requirements in order to receive a degree or a certificate. All first-time, full- and part-time degree and certificate seeking students are required to complete the PRE 100 course within the first six credits.**

1st Semester		Credits
PRE 100	Preparation for Academic Achievement	1
ENG 101	English Writing	3
HLF	Health and Life Fitness	1
MAT 140	Calculus I	4
PHI 104	Logic and Critical Thinking	3
SP 101	Fundamentals of Speech Communication	3
	Total	15

2nd Semester		
CSC 108	Programming in C	3
ECO 201	The American Economy I: Macroeconomic Theory	3
ENG 200	Introduction to Literature	3
MAT 141	Calculus II	4
MAT 220	Discrete Mathematics I	3
	Total	16

3rd Semester		
CSC 120	Introduction to Computer Science I	4
HLF	Health and Life Fitness	1
MAT 210	Advanced Calculus	4
MAT 221	Discrete Mathematics II	3
PHY 203	General Physics I	5
	Total	17

4th Semester		
H 101	History of American Civilization I	
or		
H 151	World History I	3
MAT 211	Differential Equations	4
MAT 212	Linear Algebra	4
PHY 204	General Physics II	5
	Total	16
	Program Total	**64**

Professional Writing Option
Associate of Arts Degree in Arts and Sciences Transfer
Suggested Sequence of Courses

**** All BCCC students must meet the College's Computer Literacy requirements in order to receive a degree or a certificate. All first-time, full- and part-time degree and certificate seeking students are required to complete the PRE 100 course within the first six credits.**

1st Semester		Credits
PRE 100	Preparation for Academic Achievement	1
ENG 101	English Writing	3
HLF	Health and Life Fitness	1
PHIL 104	Logic and Critical Thinking	3
SP 101	Fundamentals of Speech Communication	3
	General Education Requirements: Mathematics	3-4
	Total	14-15

2nd Semester		Credits
ART 106	Art in the Culture	3
BCA 104	Introduction to Operating Systems: DOS/Windows	3
ENG 102	Introduction to the Term Paper and Research Methods	3
HUM 202	Survey of Art, Literature, and Music	3
	General Education Requirements: Biological and Physical Sciences	3-4
	Total	15-16

3rd Semester		
BUAD 100	Introduction to Business	3
BCA 241	Desktop Publishing: Graphics II	3
ENG 113	Business Writing	3
FR 101	French Elements I	
or		
SPA 101	Spanish Elements I	3
HLF	Health and Life Fitness	1
SOC 120	Introduction to the Science of Sociology	4
	Total	17

4th Semester		
ENG 112	Medical Writing	
or		
ENG 114	Technical Writing	
or		
ENG 175	Writing for Teachers	3
ENG 200	Introduction to Literature	3
FR 102	French Elements II	
or		
SPA 102	Spanish Elements II	3
	General Education Requirements: Biological and Physical Sciences	4
PSY 101	Introductory Psychology	3
	Total	16
	Program Total	**62-64**

Psychology Option
Associate of Arts Degree in Arts and Sciences Transfer
Suggested Sequence of Courses

**** All BCCC students must meet the College's Computer Literacy requirements in order to receive a degree or a certificate. All first-time, full- and part-time degree and certificate seeking students are required to complete the PRE 100 course within the first six credits.**

1st Semester		Credits
PRE 100	Preparation for Academic Achievement	1
CHE 101	General Chemistry	4
ENG 101	English Writing	3
HLF	Health and Life Fitness	1
MAT 107	Modern Elementary Statistics	3
PHI 104	Logic and Critical Thinking	3
	Total	15

2nd Semester		Credits
BIO 102	Principles of Biology	
or		
BIO 107	Anatomy and Physiology	4
ENG 200	Introduction to Literature	3
H 101	History of American Civilization I	
or		
H 151	World History I	3
HLF	Health and Life Fitness	1
PSY 120	Introduction to Scientific Psychology	4
SOC 101	Introduction to Sociology	3
	Total	18
3rd Semester		
H 102	History of American Civilization II	
or		
H 152	World History II	3
PSY 103	Psychology of Personality	3
PSY 104	Developmental Psychology	3
SOC 150	Cultural Diversity in the Workplace	3
	General Education Requirements: Social and Behavioral Sciences	3
	Total	15
4th Semester		
PSY 105	Behavioral Modification	3
PSY 204	Introduction to Abnormal Psychology	3
PSY	Psychology Electives: choose 2 courses: PSY 119, PSY 201, PSY 202, PSY 203, PSY 205, PSY 206	6
SP 101	Fundamentals of Speech Communication	3
	Total	15
	Program Total	**63**

Public Policy Option
Associate of Arts Degree in Arts and Sciences Transfer
Suggested Sequence of Courses

**** All BCCC students must meet the College's Computer Literacy requirements in order to receive a degree or a certificate. All first-time, full- and part-time degree and certificate seeking students are required to complete the PRE 100 course within the first six credits.**

1st Semester		Credits
PRE 100	Preparation for Academic Achievement	1
BIO 102	Principles of Biology	4
ENG 101	English Writing	3
HLF	Health and Life Fitness	2
PHI 104	Logic and Critical Thinking	3
SP 101	Fundamentals of Speech Communication	3
	Total	16
2nd Semester		
CLT 100	Computer Literacy	2
ENG 102	Introduction to the Term Paper and Research Methods	3
MUS 103	Music Appreciation	3
PS 101	American Government	3
PS 102	State and Local Government	3
SOC 101	Introduction to Sociology	3
	Total	17
3rd Semester		**Credits**
ECO 201	The American Economy I: Macroeconomic Theory	3
ES 110	Environmental Science	3
H 101	History of American Civilization I	3
PS 203	Public Policy Analysis	3
PSY 101	Introductory Psychology	3
	Total	15
4th Semester		
ECO 202	The American Economy II: Microeconomic Theory	3
MAT 107	Modern Elementary Statistics	3
PS 204	Public Policy Seminar	3
PS 207	International Relations	3
SOC 104	The Community and Its Organization	3
SOC 150	Cultural Diversity in the Workplace	3
	Total	18
	Program Total	**66**

Science Option
Associate of Science Degree in Arts and Sciences Transfer
Suggested Sequence of Courses

**** All BCCC students must meet the College's Computer Literacy requirements in order to receive a degree or a certificate. All first-time, full- and part-time degree and certificate seeking students are required to complete the PRE 100 course within the first six credits.**

1st Semester		Credits
PRE 100	Preparation for Academic Achievement	1
CHE 101	General Chemistry I	4
ENG 101	English Writing	3
HLF	Health and Life Fitness	1
MAT 128	Precalculus I	4
PHI 104	Logic and Critical Thinking	3
	Total	16
2nd Semester		
BIO	Biology Elective: choose BIO 102, BIO 103, or BIO 105	4
CHE 102	General Chemistry II	4
ENG 102	Introduction to the Term Paper and Research Methods	3
ENG 200	Introduction to Literature	3
	General Education Requirements: Social and Behavioral Sciences	3
	Total	17
3rd Semester		
CHE 203	Organic Chemistry I	5
MAT 129	Precalculus II	4
	General Education Requirements: Interdisciplinary and Emerging Issues	3
	Science Elective: choose any except BIO 101 and CHE103	3-5
	Total	15-17

4th Semester		Credits
CHE 204	Organic Chemistry II	5
HLF	Health and Life Fitness	1
MAT 107	Modern Elementary Statistics	
or	Science Elective except BIO 101 and CHE 103	3-5
MAT 140	Calculus I	4
	General Education Requirements:	
	Social and Behavioral Sciences	3
	Total	16-18
	Program Total	**64-68**

Social and Behavioral Sciences Option
Associate of Arts Degree in
Arts and Sciences Transfer
Suggested Sequence of Courses

**** All BCCC students must meet the College's Computer Literacy requirements in order to receive a degree or a certificate. All first-time, full- and part-time degree and certificate seeking students are required to complete the PRE 100 course within the first six credits.**

1st Semester		Credits
PRE 100	Preparation for Academic Achievement	1
BIO 102	Principles of Biology	4
ENG 101	English Writing	3
H 151	World History I	3
HLF	Health and Life Fitness	1
MAT 107	Modern Elementary Statistics	3
SP 101	Fundamentals of Speech Communication	3
	Total	18

2nd Semester		
BIO 103	General Botany	
or		
BIO 111	Anatomy and Physiology	I
or		
CHE 101	General Chemistry I	4
ENG 102	Introduction to the Term Paper and Research Methods	3
ENG 200	Introduction to Literature	3
H 152	World History II	3
HLF	Health and Life Fitness	1
MAT 125	Finite Mathematics	
or		
MAT 128	Precalculus I: College Algebra	
or		
MAT 129	Precalculus II: Trigonometry and Analytical Geometry	3-4
	Total	17-18

3rd Semester		Credits
ART 113	History of Art I	
or		
ART 114	History of Art II	
or		
MUS 103	Music Appreciation	3
	CIS Computer Information Systems: choose any programming language	3
	ECO 201 The American Economy I: Macroeconomic Theory	
or		
H 101	History of American Civilization I	3
PS 101	American Government	3
	Foreign Language I	
or	Approved Elective	3
	Total	15

4th Semester		
ECO 202	The American Economy II: Microeconomic Theory	
or		
H 102	History of American Civilization II	3
	HUM Any 200-level HUM course	3
PHI 101	Introduction to Philosophy	3
PSY 101	Introductory Psychology	3
	Foreign Language II	
or	Approved Elective	3
	Total	15
	Program Total	**65-66**

Spanish Option
Associate of Arts Degree in
Arts and Sciences Transfer
Suggested Sequence of Courses

**** All BCCC students must meet the College's Computer Literacy requirements in order to receive a degree or a certificate. All first-time, full- and part-time degree and certificate seeking students are required to complete the PRE 100 course within the first six credits.**

1st Semester Credits		Credits
PRE 100	Preparation for Academic Achievement	1
ENG 101	English Writing	3
PHI 104	Logic and Critical Thinking	3
SPA 101	Spanish Elements I	3
SP 101	Fundamentals of Speech Communication	3
	General Education Requirements: Mathematics	3-4
	Total	16-17

2nd Semester		
ENG 200	Introduction to Literature	3
HUM 202	Survey of Art, Literature, and Music	3
MUS 103	Music Appreciation	3
SPA 102	Spanish Elements II	3
	General Education Requirements: Biological and Physical Sciences	3-4
	Total	15-16

3rd Semester		Credits
ART 106	Art in the Culture	3
CLT 100	Computer Literacy	2
EDU 200	Introduction to Education	3
HLF	Health and Life Fitness	1
SOC 101	Introduction to Sociology	3
SPA 201	Intermediate Spanish	3
	Total	15
4th Semester		
HLF	Health and Life Fitness	1
PSY 101	Introductory Psychology	3
SOC 150	Cultural Diversity in the Workplace	3
SPA 202	Intermediate Spanish	3
	General Education Requirements: Biological and Physical Sciences	4
	Total	14
	Program Total	**60-62**

BIOTECHNOLOGY PROGRAM

Liberty Campus
Business, Health, Sciences and Mathematics Division
Computers. Mathematics, Engineering and Sciences Department
410-462-7645

BIOTECHNOLOGY DEGREE (145)
Students develop science laboratory technical skills in preparation for employment under the supervision of professional scientists in a variety of laboratory settings. The program can also serve as the first two years of preparation for a four-year school with a major in physical or biological sciences.

The second year prepares students for employment in chemical, medical, or scientific labs and/or aquariums and zoos. On-the-job experiences are often available. The Biotechnology Program includes a state-of-the-art technical research experience provided by local biotechnology institutes and research facilities such as the University of Maryland Biotechnology Institute in Baltimore's Inner Harbor.

Biotechnology
Associate of Applied Science Degree Program
Suggested Sequence of Courses

**** All BCCC students must meet the College's Computer Literacy requirements in order to receive a degree or a certificate. All first-time, full- and part-time degree and certificate seeking students are required to complete the PRE 100 course within the first six credits.**

1st Semester		Credits
PRE 100	Preparation for Academic Achievement	1
BTC 101	Special Topics in Biotechnology I	2
CHE 101	General Chemistry I	4
ENG 101	English Writing	3
MAT 128	Precalculus I: College Algebra	4
	General Education Requirements: Social and Behavioral Sciences	3-4
	Total	17-18

2nd Semester		Credits
BIO 102	General Biology	4
BTC 102	Special Topics in Biotechnology II	2
CHE 102	General Chemistry II	4
ENG 102	Introduction to the Term Paper and Research Methods	3
MAT 107	Modern Elementary Statistics	3
	Total	16
Summer		
BIO 199	Individual Study in Biology	4-6
3rd Semester		
BIO 212	Microbiology	4
BTC 105	Techniques for Instrumentation for Biotechnology	4
HLF	Health and Life Fitness	1
HUM 205	Literature and Healing: Moral, Ethical, and Legal Implications	3
	Biotechnology Elective*	4-5
	Total	16-17
4th Semester		
BIO 207	Genetics	4
BUAD 112	Computers for Business Management	3
HLF	Health and Life Fitness	1
	General Education Requirements: Arts and Humanities	3
	Social and Behavioral Sciences	3-4
	Total	14-15
	Program Total	**67-72**

*Biotechnology Electives:		
CHE 203	Organic Chemistry	5
PHY 101	Fundamentals of Physics I	4

BUSINESS PROGRAMS

Liberty and Harbor Campuses
Business, Health, Sciences and Mathematics Division
Business, Management and Technology Department
Liberty 410-462-7690
Harbor 410-986-5575

- Accounting Degree (001)
- Accounting Certificate Level I (M229)
- Accounting Certificate Level II (211)
- Business Administration Transfer Degree (004)
- Business Degree
- Business Management Option (013)
- Business Marketing Option (055)
- Construction Supervision Degree (400)
- Construction Supervision Certificate (401)
- Entrepreneurship Certificate (236)
- Hospitality Management Degree
- Food Service Management Option (193)
- Hotel/Restaurant Management Option (058)
- Management/Leadership Certificate (225)
- Personal Financial Management Certificate (179)

ACCOUNTING DEGREE (001)
All businesses—from small shops to giant international conglomerates—report tax-related and other information to local, state, and federal agencies whose constantly increasing regulations create a demand for people thoroughly trained in accounting procedures

and policies. BCCC's Accounting Program prepares its graduates for employment as junior accountants, accounting clerks, or management trainees. Many graduates transfer their BCCC credits to fouryear colleges and universities, in part to prepare for CPA examinations. Prospective transfer students should contact their preferred transfer institutions concerning course requirements before discussing their sequence of courses with their BCCC faculty advisers and should take MAT 126 instead of ACCT 261. Early and informed communication among the student, his/her BCCC adviser, the Transfer Counselor, and the four-year institution will facilitate transfer.

TRANSFER ADAPTATIONS

Students planning to transfer to four-year institutions should modify this program as indicated below. It is the students' responsibility to inform both their BCCC advisers and the upper-level college of their choice. The earlier these communications take place, the easier the transfer will be.

- MAT 126 for ACCT 261
- Recommended Electives: Biological or Physical Sciences with a lab

The Accounting degree program is accredited by the Association of Collegiate Business Schools and Programs (ACBSP).

Accounting
Associate of Applied Science Degree Program
Suggested Sequence of Courses

**** All BCCC students must meet the College's Computer Literacy requirements in order to receive a degree or a certificate. All first-time, full- and part-time degree and certificate seeking students are required to complete the PRE 100 course within the first six credits.**

1st Semester		**Credits**
PRE 100	Preparation for Academic Achievement	1
ACCT 201	Accounting Principles I	4
BUAD 100	Introduction to Business	3
ENG 101	English Writing	3
HLF	Health and Life Fitness	1
MAT 125	Finite Mathematics	3
	General Education Requirements: Social and Behavioral Sciences	3-4
	Total	18-19
2nd Semester		
ACCT 202	Accounting Principles II	4
BUAD 112	Computers for Business Management	3
HLF	Health and Life Fitness	1
MGMT 180	Personal Financial Management	3
MAT 107	Modern Elementary Statistics	3
SP 101	Fundamentals of Speech Communication	3
	Total	17
3rd Semester		**Credits**
ACCT 230	Intermediate Accounting I	3
ACCT 235	Cost Accounting	3
ECO 201	The American Economy I: Macroeconomic Theory	3
	General Education Requirements Arts and Humanities	3
	Biological and Physical Sciences	3-4
	Total	15-16
4th Semester		
ACCT 231	Intermediate Accounting II	3
ACCT 261	Accounting Applications on the Microcomputer II	3
ACCT 265	Income Tax Accounting	3
ACCT 241 or COP 200	Auditing Concepts / Cooperative Education	3
BUAD 207	Business Law I	3
ECO 202	The American Economy II: Microeconomic Theory	3
	Total	18
	Program Total	**68-70**
	(Elective: ACCT 241 or COP 200)	

ACCOUNTING CERTIFICATE LEVEL 1 (M229)

The Accounting Certificate is designed for people seeking entry-level employment in bookkeeping or accounting who choose not to pursue an associate degree or have previously earned that or another degree.

Courses		**Credits**
PRE 100	Preparation for Academic Achievement	1
ACCT 201	Accounting Principles I	4
ACCT 202	Accounting Principles II	4
ACCT 261	Accounting Applications on the Microcomputer II	3
BUAD 112	Computers for Business Management	3
	Elective*	3
	Elective*	3
	Certificate Total	**21**

ELECTIVES - Select any 2 courses from the following (one must be ACCT):

Courses		**Credits**
ACCT 230	Intermediate Accounting I	3
ACCT 231	Intermediate Accounting II	3
ACCT 235	Cost Accounting	3
ACCT 241	Auditing Concepts	3
ACCT 265	Income Tax Accounting	3
BUAD 100	Introduction to Business	3
MGMT 222	Principles of Business Management	3
MGMT 180	Personal Financial Management	3
MGMT 280	Electronic Commerce	3

ACCOUNTING CERTIFICATE LEVEL 2 (211)

The Accounting Certificate is designed for people seeking entry-level employment in bookkeeping or accounting who choose not to pursue an associate degree or have previously earned that or another degree.

Courses		Credits
PRE 100	Preparation for Academic Achievement	1
ACCT 201	Accounting Principles I	4
ACCT 202	Accounting Principles II	4
ACCT 230	Intermediate Accounting I	3
ACCT 231	Intermediate Accounting II	3
ACCT 261	Accounting Applications on the Microcomputer II	3
ACCT 265	Income Tax Accounting	3
BUAD 112	Computers for Business Management	3
COP 200	Cooperative Education	3
ENG 101	English Writing	3
ENG 113	Business Writing	3
MGMT 103	Business Mathematics	3
OFAD 116	Keyboarding	2
	Certificate Total	**38**

BUSINESS ADMINISTRATION TRANSFER DEGREE (004)

BCCC's program is designed for students who plan to transfer to an upper-level institution to obtain a Bachelor's degree in Business Administration. Students are urged to communicate with both their BCCC advisers and the upper-level schools of their choice to determine early and accurately the transfer school's expectations and requirements. The BCCC Business Administration graduate will be fully prepared to pursue such four-year programs as accounting, advertising, banking and finance, economics, human resources management, marketing, management, and real estate.

The Business Administration Transfer Program is accredited by the Association of Collegiate Business Schools and Programs (ACBSP).

Business Administration Transfer Associate of Science Degree Program Suggested Sequence of Courses

**** All BCCC students must meet the College's Computer Literacy requirements in order to receive a degree or a certificate. All first-time, full- and part-time degree and certificate seeking students are required to complete the PRE 100 course within the first six credits.**

1st Semester		Credits
PRE 100	Preparation for Academic Achievement	1
BUAD 100	Introduction to Business	3
BUAD 112	Computers for Business Management	3
ENG 101	English Writing	3
MAT 128	Pre-Calculus I: College Algebra	4
SP 101	Fundamentals of Speech Communication	3
	Total	17

2nd Semester		Credits
ECO 201	The American Economy I: Macroeconomic Theory	3
	General Education Requirements:	
	Social and Behavioral Sciences	3
	Biological Sciences with Lab	4
	Arts and Humanities	3
	Total	13

3rd Semester		
ACCT 201	Accounting Principles I	4
ECO 202	The American Economy II: Microeconomic Theory	3
HLF	Health and Life Fitness Elective	1
MGMT 222	Principles of Business Management	3
MKTG 223	Marketing	3
	General Education Requirements:	
	Social and Behavioral Sciences	3
	Total	17

4th Semester		
ACCT 202	Accounting Principles II	4
BUAD 207	Business Law I	3
HLF	Health and Life Fitness Elective	1
MAT 107	Modern Elementary Statistics	3
	General Education Requirements:	
	Physical Sciences	3-4
	*Business Elective	
	Any ACCT, BUAD, MGMT or MKTG three-credit course	3
	Total	17-18
	Program Total	**64-65**
	*MGMT 219 Recommended	

BUSINESS MANAGEMENT OPTION (013) BUSINESS DEGREE

Business Management is structured as a career program. It assists BCCC students in developing the knowledge, skills, and attitudes necessary for entry-level management trainee positions in business, industry, government, and service fields. Entrepreneurship is also a career option for graduates of this discipline. Team development and performance, worker empowerment, and customer satisfaction through continuous improvement are topics covered in all management courses.

Some specialized courses in the Management Option may not transfer to some four-year colleges. Students who are interested in transferring to a four-year college or university should take the Business Administration Transfer Program. This option is designed for persons who are first-time managers or for persons seeking entry-level management trainee positions.

The Business Management Degree Option is accredited by the Association of Collegiate Business Schools and Programs (ACBSP).

Business Management Option
Associate of Applied Science Degree in Business
Suggested Sequence of Courses

**** All BCCC students must meet the College's Computer Literacy requirements in order to receive a degree or a certificate. All first-time, full- and part-time degree and certificate seeking students are required to complete the PRE 100 course within the first six credits.**

1st Semester		Credits
PRE 100	Preparation for Academic Achievement	1
BUAD 100	Introduction to Business	3
BUAD 112	Computers for Business Management	3
ENG 101	English Writing	3
MGMT 103	Business Mathematics	3
SP 101	Fundamentals of Speech Communication	3
	Total	16
2nd Semester		
ENG 113	Business Writing	3
MGMT 102	Principles of Supervision	3
MGMT 170	Small Business Management	3
MAT 107	Modern Elementary Statistics	3
PSY 101	Introductory Psychology	3
	General Education Requirements: Arts and Humanities	3
	Total	18
3rd Semester		
ACCT 201	Accounting Principles I	4
BUAD 207	Business Law I	3
MGMT 222	Principles of Management	3
MKTG 223	Marketing	3
	General Education Requirements: Biological and Physical Sciences	3-4
	Total	16-17
4th Semester		
ACCT 202	Accounting Principles II	4
ECO 201	The American Economy I: Macroeconomic Theory	3
HLF	Health and Life Fitness	2
MGMT 180	Personal Financial Management	3
MGMT 219	Human Resource Management	3
MGMT 229	Principles of Leadership	3
	Total	18
	Program Total	**68-69**

BUSINESS MARKETING OPTION (055)
BUSINESS DEGREE

Business Marketing is structured as a career program. It assists BCCC students in developing the knowledge, skills, and attitudes necessary for entry-level marketing trainee positions in business, industry, government, and service fields. Entrepreneurship is also a career option for graduates of this discipline. Team development and performance, worker empowerment, and customer satisfaction through continuous improvement are topics covered in all management/marketing courses.

Some specialized courses in the Marketing Option may not transfer to some four-year colleges. Students who are interested in transferring to a four-year college or university should take the Business Administration Transfer Program. This program is designed for persons who are seeking entrylevel marketing trainee positions.

The Business Marketing Degree Option is accredited by the Association of Collegiate Business Schools and Programs (ACBSP).

Business Marketing Option
Associate of Applied Science Degree in Business
Suggested Sequence of Courses

**** All BCCC students must meet the College's Computer Literacy requirements in order to receive a degree or a certificate. All first-time, full- and part-time degree and certificate seeking students are required to complete the PRE 100 course within the first six credits.**

1st Semester		Credits
PRE 100	Preparation for Academic Achievement	1
BUAD 100	Introduction to Business	3
BUAD 112	Computers for Business Management	3
ENG 101	English Writing	3
MGMT 103	Business Mathematics	3
SP 101	Fundamentals of Speech Communication	3
	Total	16
2nd Semester		
ENG 113	Business Writing	3
MGMT 102	Principles of Supervision	3
MGMT 170	Small Business Management	3
MAT 107	Modern Elementary Statistics	3
PSY 101	Introductory Psychology	3
	General Education Requirements: Arts and Humanities	3
	Total	18
3rd Semester		
ACCT 201	Accounting Principles	4
BUAD 207	Business Law I	3
MGMT 222	Principles of Management	3
MKTG 223	Marketing	3
	General Education Requirements: Biological and Physical Sciences	3-4
	Total	16-17
4th Semester		
ACCT 202	Accounting Principles II	4
ECO 201	The American Economy I: Macroeconomic Theory	3
HLF	Health and Life Fitness	2
MKTG 210	Retailing	3
MKTG 211	Advertising	3
MKTG 212	Principles of Selling	3
	Total	18
	Program Total	**68-69**

ENTREPRENEURSHIP CERTIFICATE (236)

This certificate program is designed for those individuals interested in starting and managing their own business through the traditional operating format or online (e-commerce). Each of the courses will emphasize the knowledge, skills, attitudes and problem solving abilities necessary to achieve business success. Preparation of the business plan, marketing, methods of financing, management techniques, e-commerce, and customer satisfaction are covered in detail.

Courses		Credits
PRE 100	Preparation for Academic Achievement	1
BUAD 112	Computers for Business Management	3
MGMT 170	Small Business Management	3
MKTG 223	Marketing	
or		
MKTG 282	Electronic (e) Marketing	3
MGMT 229	Principles of Leadership	3
MGMT 280	Electronic (e) Commerce	3
	Certificate Total	**16**

MANAGEMENT/LEADERSHIP CERTIFICATE (225)

This certificate program is designed to help working individuals who would like to improve their management skills, or those who aspire to become managers, develop the skills, qualities, and leadership traits necessary to achieve success. All of the courses in this program may be taken online or in a combination of online and traditional classroom instruction.

**** All BCCC students must meet the College's Computer Literacy requirements in order to receive a degree or a certificate. All first-time, full- and part-time degree and certificate seeking students are required to complete the PRE 100 course within the first six credits.**

Courses		Credits
PRE 100	Preparation for Academic Achievement	1
MGMT 102	Principles of Supervision	3
MGMT 219	Human Resource Management	3
MGMT 222	Principles of Business Management	3
MGMT 229	Principles of Leadership	3
	Certificate Total	**13**

PERSONAL FINANCIAL MANAGEMENT CERTIFICATE (179)

Students completing this certificate program are prepared to assist professional financial planners who help clients establish financial plans to achieve short- and long-term financial goals. Personal financial planning is one of the fastest growing careers in the field of finance. This program also assists persons interested in taking charge of their own financial planning.

**** All BCCC students must meet the College's Computer Literacy requirements in order to receive a degree or a certificate. All first-time, full- and part-time degree and certificate seeking students are required to complete the PRE 100 course within the first six credits.**

Courses		Credits
PRE 100	Preparation for Academic Achievement	1
BUAD 112	Computers for Business Management	3
MGMT 180	Personal Financial Management	3
MGMT 224	Investment Analysis and Portfolio Management	3
MGMT 228	Risk Management and Insurance	3
	Certificate Total	**13**

HOSPITALITY MANAGEMENT DEGREE

- Food Service Management Option (193)
- Hotel/Restaurant Management Option (058)

The Hospitality Management Program is an Associate of Applied Science degree program with two options: Food Service Management and Hotel/Restaurant Management. Hospitality Management is concerned with the direction and supervision of employees in the hospitality industry. The hospitality industry is comprised of several kinds of businesses, including but not limited to, hotels, motels, travel and tourism, restaurants, and catering services. Students acquire knowledge of the principles, theories, and practices of Hospitality Management. BCCC graduates have well-rounded and in-depth business knowledge and skills in operations and management and are prepared for supervisory and middle-management positions.

Employment for Hospitality Management graduates is expected to grow faster than the average for all occupations through the year 2000 as the U.S. economy becomes more service-oriented.

Program students can choose one of two career tracks. Food Service Management, in which the courses help students develop the skills necessary for the successful operation of a food service facility; and Hotel/Restaurant Management, in which courses focus on developing the management skills necessary to successful hotel and restaurant management.

HOSPITALITY MANAGEMENT–FOOD SERVICE MANAGEMENT OPTION

Associate of Applied Science Degree in Hospitality Management
Suggested Sequence of Courses

**** All BCCC students must meet the College's Computer Literacy requirements in order to receive a degree or a certificate. All first-time, full- and part-time degree and certificate seeking students are required to complete the PRE 100 course within the first six credits.**

1st Semester		Credits
PRE 100	Preparation for Academic Achievement	1
HIM 100	Introduction to the Hospitality Industry	3
AH 116	Food Service Sanitation Management	1
DNT 113	Food Service Management I	3
DNT 114	Foods	3
ENG 101	English Writing	3
MAT 107	Modern Elementary Statistics	3
	Total	17
2nd Semester		
HIM 295	Hotel Front Office Operation	3
BUAD 100	Introduction to Business	3
BUAD 112	Computers for Business Management	3
DNT 123	Food Service Management II	3
ENG 113	Business Writing	3
SP 101	Fundamentals of Speech Communication	3
	Total	18
3rd Semester		
HIM 196	Hospitality Industry Internship	3
HIM 297	Hospitality Law 3	3
ACCT 201	Accounting Principles I	4
DNT 233	Food Service Management III	3
HLF	Health and Life Fitness	1
	General Education Requirements:	
	Choose any General Education course	3
	Total	17

4th Semester		Credits
HIM 298	Hospitality and Restaurant Management	3
HIM 299	Hospitality Service Quality Management	3
ECO 201	The American Economy I: Macroeconomic Theory	3
HLF	Health and Life Fitness	1
	General Education Requirements:	
	Biological and Physical Sciences	3-4
	Choose any General Education course	3
	Total	16-17
	Program Total	**68-69**

HOSPITALITY MANAGEMENT–HOTEL/RESTAURANT MANAGEMENT OPTION

Associate of Applied Science Degree in Hospitality Management
Suggested Sequence of Courses

**** All BCCC students must meet the College's Computer Literacy requirements in order to receive a degree or a certificate. All first-time, full- and part-time degree and certificate seeking students are required to complete the PRE 100 course within the first six credits.**

1st Semester		Credits
HIM 100	Introduction to the Hospitality Industry	3
PRE 100	Preparation for Academic Achievement	1
AH 116	Food Service Sanitation Management	1
DNT 113	Food Service Management I	3
DNT 114	Foods	3
ENG 101	English Writing	3
MAT 107	Modern Elementary Statistics	3
	Total	17
2nd Semester		
HIM 295	Hotel Front Office Management	3
BUAD 100	Introduction to Business	3
BUAD 112	Computers for Business Management	3
ECO 201	The American Economy I: Macroeconomic Theory	3
ENG 113	Business Writing	3
SP 101	Fundamentals of Speech Communication	3
	Total	18
3rd Semester		
HIM 196	Hospitality Industry Internship	3
HIM 297	Hospitality Law	3
HLF	Health and Life Fitness	1
HLF	Health and Life Fitness	1
MGMT 219	Human Resource Management	3
	General Education Requirements:	
	Biological and Physical Sciences	3-4
	Choose any General Education course	3
	Total	17-18
4th Semester		
HIM 298	Hotel and Restaurant Management	3
HIM 299	Hospitality Service Quality Managemnt	3
ACCT 201	Accounting Principles I	4
MKTG 223	Marketing	3
	General Education Requirements:	
	Choose any General Education Course	3
	Total	16
	Program Total	**68-69**

HOSPITALITY MANAGEMENT CERTIFICATES

These certificates enable graduates to enter the specialized area of their choice. The duration of these certificates normally requires two semesters of study. The curriculum is industry driven and competency based with a theme of leadership and service quality. The curriculum focus is on operational issues and best practices. Students have the opportunity to obtain membership in various professional organizations and participate with on-campus clubs. The course credits may be transferred to the AAS degree in Hospitality Management. In the AAS Hospitality management degree students may select to study either Hotel/ Restaurant Management or Food Service Management. The educational objective of the program is to educate aspiring hospitality students to be productive global citizens while meeting industry needs.

**** All BCCC students must meet the College's Computer Literacy requirements in order to receive a degree or a certificate. All first-time, full- and part-time degree and certificate seeking students are required to complete the PRE 100 course within the first six credits.**

Food and Beverage Management Certificate		Credits
PRE 100	Preparation for Academic Achievement	1
HIM 100	Introduction to the Hospitality Industry	3
AH 116	Food Service Sanitation Management	1
DNT 113	Food Service Management I	3
DNT 114	Foods	3
	Elective: Any course from Business Administration, Accounting, Hospitality Management, Management, Marketing	3
	Total	14

Hotel Management Certificate		Credits
PRE 100	Preparation for Academic Achievement	1
HIM 100	Introduction to the Hospitality Industry	3
HIM 295	Hotel Front Office Management	3
HIM 298	Hotel and Restaurant Management	3
	Elective: Any course from Business Administration, Accounting, Hospitality Management, Management, Marketing	3
	Total	13

Global Hotel Management Certificate		Credits
PRE 100	Preparation for Academic Achievement	1
HIM 100	Introduction to the Hospitality Industry	3
HIM 295	Hotel Front Office Management	3
BUAD 100	Introduction to Business	3
BUAD 270	International Business	3
	Total	13

CONSTRUCTION SUPERVISION PROGRAM

Harbor Campus
Business, Health, Sciences and Mathematics Division
Business, Management and Technology Department
410-986-5533

- Construction Supervision Degree (400)
- Construction Supervision Certificate (401)

Construction supervision provides the critical link between project management and skilled workers who perform building tasks. The Construction Supervision program prepares students to step into the position of assistant project manager, supervisor or independent business owner. The program provides experience and instruction in safety (OSHA regulations), blueprint reading, construction methods, estimating, scheduling, operational procedures, effective communication, procurement, and fiscal and business management. Graduates are prepared to work as supervisors on both residential and commercial projects.

CONSTRUCTION SUPERVISION DEGREE (400)

The program is designed to educate students with no prior knowledge of the construction trades and to enhance the understanding of experienced tradespeople.

Construction Supervision
Associate of Applied Science Degree Program
Suggested Sequence of Courses

**** All BCCC students must meet the College's Computer Literacy requirements in order to receive a degree or a certificate. All first-time, full- and part-time degree and certificate seeking students are required to complete the PRE 100 course within the first six credits.**

1st Semester		Credits
PRE 100	Preparation for Academic Achievement	1
BUAD 112	Computers for Business Management	3
CON 101	Introduction to Construction	3
CON 104	Construction Methods and Materials	3
CON 107	Blueprint Reading	3
ENG 101	English Writing	3
	Total	16

2nd Semester		
CON 111	Occupational Safety and Loss Prevention	3
ECO 201	The American Economy I: Macroeconomic Theory	3
ENG 102	Introduction to Term Paper and Research Methods	3
MAT 128	Precalculus I: College Algebra	4
	(Category II Social and Behavioral Science Course)	3
	Total	16

Summer		
HLF	(Health and Life Fitness Course)	2
	Total	2

3rd Semester		Credits
ACCT 201	Accounting Principles I	4
CON 210	Construction Estimating	3
ECO 202	The American Economy II: Microeconomic Theory	3
EGR 212	Surveying	3
MGMT 102	Principles of Supervision	3
	Total	16

4th Semester		
CON 222	Scheduling, Planning and Cost Control	3
CON 224	Construction Contracts and Documents	3
CON 250	Construction Internship	3
CON 215	Computer Applications in Construction	1
	(Category III Biological and Physical Sciences Course with Lab)	4
SP 101	Fundamentals of Speech Communications	3
	Total	17
	Program Total	**67**

CONSTRUCTION SUPERVISION CERTIFICATE (401)

The certificate is oriented towards workers who wish to sharpen their existing skills or move up to supervisor, or the small business owner who wishes to brush up in a specific area.

**** All BCCC students must meet the College's Computer Literacy requirements in order to receive a degree or a certificate. All first-time, full- and part-time degree and certificate seeking students are required to complete the PRE 100 course within the first six credits.**

Courses		Credits
BUAD 112	Computers for Business Management	3
CON 101	Introduction to Construction	3
CON 104	Construction Methods and Materials	3
CON 107	Blueprint Reading	3
CON 210	Construction Estimating	3
CON 215	Computer Application in Construction	1
CON 222	Scheduling, Planning, and Cost Control	3
CON 224	Construction Contracts and Documents	3
ENG 101	English Writing	3
ENG 102	Introduction to Term Paper and Research Methods	3
EGR 212	Surveying	3
MGMT 102	Principles of Supervision	3
MAT 128	Precalculus I: College Algebra	4
	Certificate Total	**38**

CONSTRUCTION SAFETY CERTIFICATE

This certificate is aimed at construction professionals who require formal education and industry specific knowledge of occupational safety and loss prevention, safety rules and State standards for accident prevention and reporting on the jobsites.

Courses		Credits
PRE100	Preparation for Academic Achievement	3
ENG 101	English Writing	3
CON 101	Introduction to Construction	3
CON 104	Construction Methods and Materials	3
CON 107	Blueprint Reading	3
CON 111	Occupational Safety and Loss Prevention	3
	Certificate Total	**16**

CONSTRUCTION TRADE CERTIFICATE

Upon completion of this certificate program, graduates will be able to read and interpret blueprints, estimate construction materials using the current industry methods of take-offs and material pricing, and demonstrate abilities to complete construction projects using various applications currently utilized in the industry.

**** All BCCC students must meet the College's Computer Literacy requirements in order to receive a degree or a certificate. All first-time, full- and part-time degree and certificate seeking students are required to complete the PRE 100 course within the first six credits.**

Courses		Credits
PRE100	Preparation for Academic Achievement	3
ENG 101	English Writing	3
MAT 128	Precalculus I: College Algebra	4
CON 101	Introduction to Construction	3
CON 104	Construction Methods and Materials	3
CON 107	Blueprint Reading	3
CON 210	Construction Estimating	3
	Certificate Total	**20**

COMPUTER AND INFORMATION TECHNOLOGY PROGRAMS

Computer-Aided Drafting and Design (CADD)
- CADD Degree (180)
- CADD Certificate
  - CADD Operator Track (181)
  - CADD Management Track (182)
  - CADD Graphics Track (183)

Computer Information Systems
- Computer Information Systems Degree (021)
  - PC Applications Specialist Option (223)
- Computer Information Systems Certificate (201)
  - PC Applications Specialist Track (224)
  - UNIX Systems Administration Track (207)
- Database Systems Administration Certificate (228)
- Network Specialist Certificate (227)
- Web Site Development Certificate (226)
- Computer Science Transfer Degree (096)

COMPUTER-AIDED DRAFTING AND DESIGN (CADD)

Harbor Campus
Business, Health, Sciences and Mathematics Division
Business, Management and Technology Department
410-986-5553

CADD DEGREE (180)

Over the last few decades, the drafting, design, and manufacturing industries have become heavily computerized. The Computer-Aided Drafting and Design (CADD) programs offered by BCCC are structured to prepare a segment of the workforce to compete for jobs in these industries. Large and stable CADD-related job markets exist both nationwide and in the Baltimore/Washington region. The CADD associate degree, CADD certificates, and/or CADD experiences are increasingly important parts of the required qualifications for many job titles: engineers (all branches), designers, drafters, manufacturers, assemblers and fabricators, graphics designers and artists, interior designers, technical illustrators, ship-builders, map-makers, animators, CADD system managers, CADD programmers, and others.

The CADD AAS degree program offers a balanced course of study in drafting and design with the aid of state-of-the-art software, computers, and input/output devices. Students are prepared to qualify for jobs where CADD associates work as the important CADD link in the modern design process with engineers and architects on one hand and detail drafters and manufacturers on the other hand. Emphasis is on engineering drawing, architectural drawing, engineering design, and realistic 3D modeling.

CADD
Associate of Applied Science Degree Program
Suggested Sequence of Courses

**** All BCCC students must meet the College's Computer Literacy requirements in order to receive a degree or a certificate. All first-time, full- and part-time degree and certificate seeking students are required to complete the PRE 100 course within the first six credits.**

1st Semester		Credits
PRE 100	Preparation for Academic Achievement	1
CADD 101	Introduction to CADD	3
CADD 105	Intermediate CADD	3
ENG 101	English Writing	3
MAT 128	Precalculus I: College Algebra	4
	General Education Requirements: Social and Behavioral Sciences	3
	Total	17
2nd Semester		
CADD 111	CADD Applications	3
CADD 112	CADD Architectural Applications	3
CADD 140	CADD 3D Modeling	3
MAT 129	Precalculus II: Trigonometry and Analytical Geometry	4
SP 101	Fundamentals of Speech Communication	3
	Total	16
3rd Semester		
CADD 151	Technical Graphics	3
CADD 200	Geographic Information Systems Applications	3
CADD 205	CADD Engineering Drawing I	3
EGR 113	Statics and Dynamics	3
	HLF Health and Life Fitness	2
	General Education Requirements: Biological or Physical Sciences	3
	Total	17
4th Semester		
CADD 206	CADD Engineering Drawing II	3
CADD 208	CADD Mechanical Applications	3
CADD 211	CADD Civil Applications	3
CADD 222	CADD Architectural Applications II	3
COP 100	Cooperative Education	1
EGR 116	Strength of Materials	3
EGR 214	Architectural Design	3
	Total	19
	Program Total	**69**

Technical Electives		Credits
CON 107	Blueprint Reading	3
EGN 101	Engineering Graphics	3
EGR 212	Surveying	3
EGR 215	Specifications, Contracts, and Estimating	3

CADD OPERATOR TRACK (181)
CADD CERTIFICATE PROGRAM

The CADD Operator certificate program is designed to prepare technologists to develop clear, complete, and accurate work plans and detailed drawings from the rough sketches, specifications, and calculations of engineers, architects, and designers.

Courses		Credits
PRE 100	Preparation for Academic Achievement	1
CADD 101	Introduction to CADD	3
CADD 105	Intermediate CADD	3
CADD 111	CADD Applications	3
CADD 200	Geographic Information Systems Applications	3
CADD 205	CADD Engineering Drawing I	3
CADD 206	CADD Engineering Drawing II	3
CADD 208	CADD Mechanical Applications	3
CADD 211	CADD Civil Applications	3
	Certificate Total	**25**

CADD OPERATOR CERTIFICATE- LEVEL 1
CADD CERTIFICATE PROGRAM

Courses		Credits
PRE 100	Preparation for Academic Achievement	1
CADD 101	Introduction to CADD	3
CADD 105	Intermediate CADD	3
CADD 111	CADD Applications	3
CADD 205	CADD Engineering Drawing I	3
CADD 206	CADD Engineering Drawing II	3
	Certificate Total	**16**

CADD MANAGEMENT TRACK (182)
CADD CERTIFICATE PROGRAM

The CADD Management certificate program is structured to prepare technologists for supervision and management of designers and drafters working in a CADD environment.

Courses		Credits
PRE 100	Preparation for Academic Achievement	1
BUAD 100	Introduction to Business	3
CADD 101	Introduction to CADD	3
CADD 105	Intermediate CADD	3
CADD 111	CADD Applications	3
CADD 112	CADD Architectural Applications I	3
CIS 109	Principles of Computer Information Systems	3
MGMT 102	Principles of Supervision	3
TEL 100	Introduction to Business Telecommunications	3
	Certificate Total	**25**

CADD MANAGEMENT CERTIFICATE - LEVEL 1

Courses		Credits
PRE 100	Preparation for Academic Achievement	1
CADD 101	Introduction to CADD	3
CADD 105	Intermediate CADD	3
CADD 111	CADD Applications	3
CADD 112	CADD Architectural Applications I	3
MGMT 102	Principles of Supervision	3
	Certificate Total	**16**

CADD GRAPHICS TRACK (183)
CADD CERTIFICATE PROGRAM

This certificate program is structured to prepare technologists for the exciting graphics design world. The program covers computer-aided artistic illustrations, realistic 3D rendering, technical graphics, and graphic design for desktop publishing and advertising.

Courses		Credits
PRE 100	Preparation for Academic Achievement	1
ART 103	Graphic Design Materials and Methods	3
BCA 104	Introduction to Operating Systems: DOS/Windows	3
BCA 241	Desktop Publishing: Graphics II	3
BCA 245	Introduction to Multimedia Presentations	3
BCA 260	Introduction to Web Page Design	3
CADD 101	Introduction to CADD	3
CADD 111	CADD Applications	3
CADD 151	Technical Graphics	3
	Certificate Total	**25**

CADD GRAPHICS CERTIFICATE - LEVEL 1

Courses		Credits
PRE 100	Preparation for Academic Achievement	1
BCA 260	Introduction to Web Page Design	3
CADD 101	Introduction to CADD	3
CADD 111	CADD Applications	3
CADD 151	Technical Graphics	3
CADD 200	Geographic Information Systems Applications	3
	Certificate Total	**16**

CADD FOR ARCHITECTURE TRACK
CADD CERTIFICATE PROGRAM

The CADD for Architecture certificate program is designed to prepare students with the skills necessary to become an architectural drafter and to work with architects.

CADD FOR ARCHITECTURE CERTIFICATE

Courses		Credits
PRE 100	Preparation for Academic Achievement	1
CADD 101	Introduction to CADD	3
CADD 105	Intermediate CADD	3
CADD 111	CADD Applications	3
CADD 112	CADD Architectural Applications I	3
CADD 222	CADD Architectural Applications II	3
	Certificate Total	**16**

CADD FOR CIVIL ENGINEERING TRACK
CADD CERTIFICATE PROGRAM

The CADD for civil engineering certificate program is designed to prepare students with the skills necessary to become a civil engineering technician and to work with engineers and surveyors.

CADD FOR CIVIL ENGINEERING CERTIFICATE

Courses		Credits
PRE 100	Preparation for Academic Achievement	1
CADD 101	Introduction to CADD	3
CADD 111	CADD Applications	3
CADD 140	CADD 3D Modeling	3
CADD 200	Geographic Information Systems Applications	3
CADD 211	CADD Civil Applications	3
	Certificate Total	**16**

CADD FOR MECHANICAL ENGINEERING TRACK
CADD CERTIFICATE PROGRAM

The CADD for mechanical engineering certificate program is designed to prepare students with the skills necessary to become a mechanical designer and to work with mechanical engineers.

CADD FOR MECHANICAL ENGINEERING CERTIFICATE

Courses		Credits
PRE 100	Preparation for Academic Achievement	1
CADD 101	Introduction to CADD	3
CADD 140	CADD 3D Modeling	3
CADD 205	CADD Engineering Drawing I	3
CADD 206	CADD Engineering Drawing II	3
CADD 208	CADD Mechanical Applications	3
	Certificate Total	**16**

COMPUTER INFORMATION SYSTEMS

Harbor Campus
Business, Health, Sciences and Mathematics Division
Business, Management and Technology Department
410-986-5568

COMPUTER INFORMATION SYSTEMS DEGREE (021)

The Computer Information Systems Degree Program at BCCC emphasizes business computer program design and development. Practical experience is gained in networking, databases, and programming applications utilizing various system environments such as UNIX, NOVELL, Microsoft Windows, and other state-of-the-art multi-user/ microcomputer-based operating systems. CIS-approved electives offer students the flexibility to acquire additional training within an area of personal interest. Many of the program's graduates pursue advanced studies at four-year colleges and universities while others move directly into employment with banks, financial companies, government, and other businesses.

The Computer Information Systems Program is accredited by the Association of Collegiate Business Schools and Programs (ACBSP).

Certificates are also available in Computer Information Systems, Database Systems Administration, Network Specialist, and UNIX Systems Administration. A UNIX Systems Administration track can be pursued under the Computer Information Systems Certificate.

Computer Information Systems
Associate of Applied Science Degree Program
Suggested Sequence of Courses

**** All BCCC students must meet the College's Computer Literacy requirements in order to receive a degree or a certificate. All first-time, full- and part-time degree and certificate seeking students are required to complete the PRE 100 course within the first six credits.**

1st Semester		Credits
PRE 100	Preparation for Academic Achievement	1
BCA 104	Introduction to Operating Systems: DOS/Windows	3
CIS 109	Principles of Computer Information Systems	3
CIS 116	Structured Design	3
CIS 105	Introduction to UNIX: The Operating System	3
ENG 101	English Writing	3
	Total	16
2nd Semester		
BCA 136	Database Management Systems	3
CIS 118	Programming with VISUAL BASIC	3
MAT 125	Finite Mathematics	3
SP 101	Fundamentals of Speech Communication	3
TEL 100	Introduction to Business Telecommunications	3
	CIS-Approved Elective*	3
	Total	18
3rd Semester		
CIS 119	Advanced Visual Basic Programming	3
CIS 228	Object Oriented Programming for Business Applications in C ++	3
CIS 241	Database Programming	3
TEL 140	PC Local Area Networks	3
	General Education Requirements: Choose any General Education course	3
	CIS-Approved Elective* 3	
	Total	18
4th Semester		
CIS 201	Systems Analysis and Design	3
ECO 201	The American Economy I: Macroeconomic Theory	3
MAT 107	Modern Elementary Statistics	
or		
MAT 126	Calculus for Business Applications	3
	CIS-Approved Elective*	3
	Any ACCT, BUAD, MGMT, MKTG three-credit course	3
	General Education Requirement: Biological or Physical Science	3
	Total	18
	Program Total	**70**

*CIS-Approved Electives		Credits
BCA 250	Internet Applications for Business	3
BCA 252	Introduction to JavaScript	3
BCA 260	Introduction to Web Page Design	3
BCA 265	Website Design and Development for E-Commerce	3
BCA 267	Active Server Pages	3
BCA 270	Introduction to Help Desk Support	3
CIS 108	Programming in C	3
CIS 111	Systems Documentation	3
CIS 211	Programming in COBOL I	3
CIS 212	Programming in COBOL II	3
CIS 229	Advanced Object Oriented Programming for Business Applications in C ++	3
CIS 231	JAVA Programming for Business Applications	3
CIS 235	Networking with TCP/IP	3
CIS 244	SQL Server Solutions	3
CIS 246	Database Systems Administration I	3
CIS 247	Database Systems Administration II	3
CIS 250	UNIX System Administration I	4
CIS 251	UNIX System Administration II	4
CIS 255	Information Systems Security	3
CIS 265	Windows Systems Administration	3
ELC 111	AC/DC Fundamentals	3
ELC 255	PC Servicing	3
TEL 200	Telecommunications Management	3

COMPUTER INFORMATION SYSTEMS CERTIFICATE (201)

Courses in this certificate program are offered once in the following Summer/Fall/Spring rotating sequence:

Summer		Credits
PRE 100	Preparation for Academic Achievement	1
CIS 105	Introduction to UNIX: the Operating System	3
CIS 109	Principles of Computer Information Systems	3
	Total	7
Fall		
BCA 104	Introduction to Operating Systems: DOS/Windows	3
BCA 136	Database Management Systems	3
CIS 116	Structured Design	3
CIS 201	Systems Analysis and Design	3
MAT 125	Finite Mathematics	3
	Total	15
Spring		
CIS 118	Programming with VISUAL BASIC	3
CIS 231	JAVA Programming for Business Application	3
CIS 228	Object-Oriented Programming for Business Applications in C++	3
	Any ACCT, BUAD, MGMT, or MKTG three-credit course	3
	CIS-Approved Elective*	3
	Total	15
	Certificate Total	**37**

*CIS-Approved Electives		Credits
BCA 250	Internet Applications for Business	3
BCA 270	Introduction to Help Desk Support	3
CIS 111	Systems Documentation	3
CIS 212	Programming in COBOL II	3
CIS 119	Advanced VISUAL BASIC Programming	3
CIS 231	JAVA Programming for Business Applications	3
CIS 235	Networking with TCP/IP	3
CIS 244	SQL Server Solutions	3
CIS 250	UNIX System Administration I	4
CIS 251	UNIX System Administration II	4
CIS 255	Information Systems Security	3
CIS 264	Windows NT Administration	3
ELC 111	AC/DC Fundamentals	3
TEL 200	Telecommunications Management	3

DATABASE SYSTEMS ADMINISTRATION CERTIFICATE (228)

The Database Systems Administration Certificate offers students skills necessary for designing, using, implementing and managing traditional and non-traditional multi-user database systems and applications. Practical experience is gained in utilizing various database management systems (DBMS) environments such as Oracle, Microsoft SQL Server, and Microsoft Access running on UNIX or Microsoft Windows platforms. Database Systems Administration is designed to prepare students for various vendor certifications such as Oracle and in careers such as Database Analyst, Database Manager, Database Developer, Data Modeler, Data Architect, and Database Administrator.

Summer Session		Credits
PRE 100	Preparation for Academic Achievement	1
BCA 104	Introduction to Operating Systems (DOS/Windows)	3
BCA 136	Database Management Systems	3
	Total	7
Fall Session		
CIS 105 I	ntroduction to UNIX Operating Systems	3
CIS 109	Principles of Computer Information Systems	3
CIS 116	Structured Design	3
CIS 241	Database Programming	3
CIS 246	Database System Administration I	3
	Total	15
Spring Session		
CIS 244	SQL Server Solutions	3
CIS 247	Database System Administration II	3
CIS 118	Programming with VISUAL BASIC	3
CIS 201	Systems Analysis and Design	3
	Any CIS-Approved Elective *	3
	Total	15
	Certificate Total	**37**

*CIS-Approved Electives		Credits
CIS 111	Systems Documentation	3
CIS 119	Advanced Visual Basic	3
CIS 228	Object-Oriented Programming for Business Applications in C++	3
CIS 229	Advanced Object-Oriented Programming for Business Applications in C++	3
CIS 231	Java Programming for Business Applications	3
CIS 250	UNIX Systems Administration I	3
CIS 251	UNIX Systems Administration II	3
CIS 255	Information Systems Security	3
CIS 265	Windows Systems Administration	3

NETWORK SPECIALIST CERTIFICATE (227)

The Network Specialist Certificate offers students skills to analyze, operate, maintain, test, implement, and troubleshoot network interconnections of devices, systems and/or communication services to meet functional objectives of the business. Practical experience is gained in networking, utilizing various systems environments, such as Microsoft Windows, NOVELL, UNIX, and other state-of-theart multiuser/PC-based operating systems. CIS-approved electives offer students the flexibility to acquire additional training within an area of personal interest. The Network Specialist Certificate prepares students for network certification exams while working as Network Specialist, Network Security Analyst, Network Operations Analyst, Communications Analyst, etc.

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Summer Session		Credits
PRE 100	Preparation for Academic Achievement	1
BCA 104	Introduction to Operating Systems: DOS/Windows	3
	Total	4
Fall Session		
CIS 105	Introduction to UNIX: The Operating System	3
CIS 109	Principles of Computer Information Systems	3
ELC 154	PC Configuration and Local Area Networks	
or		
TEL 140	PC Local Area Networks	3
TEL 100	Introduction to Business Telecommunications	3
	CIS-Approved Elective*	3
	Total	15
Spring Session		
BCA 270	Introduction to Help Desk Support	3
CIS 201	Systems Analysis and Design	3
CIS 235	Networking with TCP/IP	3
CIS 255	Information Systems Security	3
CIS 265	Windows Systems Administration	3
	Total	15
	Certificate Total	**34**

*CIS-Approved Electives		
CIS 111	Systems Documentation	3
CIS 118	Programming with Visual Basic	3
CIS 119	Advanced VISUAL BASIC Programming	3
CIS 250	UNIX System Administration I	4
ELC 111	AC/DC Fundamentals	3
ELC 151	Digital Fundamentals	3
ELC 255	PC Servicing	3
TEL 200	Telecommunications Management	3

UNIX SYSTEMS ADMINISTRATION TRACK (207)
COMPUTER INFORMATION SYSTEMS CERTIFICATE

The UNIX track trains students for employment as administrators of UNIX computer systems. Other possible occupations are UNIX applications system designer/developer and UNIX programmer. Students are provided with an introduction to computing, programming, data communications, security and other principle aspects of a typical UNIX systems administrator job. This program provides hands-on training.

Courses in this track will be offered once in the following Summer/Fall/Spring rotating sequence:

Summer Session		Credits
PRE 100	Preparation for Academic Achievement	1
CIS 105	ntroduction to UNIX: The Operating System	3
TEL 100	Introduction to Business Telecommunications	3
	Total	7
Fall Session		
CIS 109	Principles of Computer Information Systems	3
CIS 235	Networking with TCP/IP	3
CIS 250	UNIX System Administration I	4
	CIS-Approved Elective*	3
	Total	13
Spring Session		
CIS 201	Systems Analysis and Design	3
CIS 251	UNIX System Administration II	4
CIS 255	Information Systems Security	3
	Any CIS-Approved Programming Language	3
	Total	13
	Certificate Total	**33**

*CIS-Approved Electives for UNIX Systems Administration		
BCA 250	Internet Applications for Business	3
BCA 252	Introduction to JavaScript	3
BCA 265	Website Design and Development for E-Commerce	3
BCA 267	Active Server Pages	3
BCA 270	Introduction to Help Desk Support	3
CIS 111	Systems Documentation	3
CIS 244	SQL Server Solutions	3
CIS 246	Database System Administration I	3
CIS 247	Database System Administration II	3
CIS 265	Windows Systems Administration	3
ELC 111	AC/DC Fundamentals	3
TEL 200	Telecommunications Management	3

*CIS-Approved Programming Languages		
CIS 108	Programming in C	3
CIS 118	Programming with VISUAL BASIC	3
CIS 119	Advanced Visual Basic Programming	3
CIS 231	JAVA Programming for Business Applications	3
CIS 228	Object Oriented Programming for Business Applications in C ++	3
CIS 229	Advanced Object Oriented Programming for Business Applications in C ++	3

COMPUTER SCIENCE TRANSFER

Liberty Campus
Business, Health, Sciences and Mathematics Division
Computers, Mathematics, Engineering and Sciences Department
410-462-7638

COMPUTER SCIENCE TRANSFER DEGREE (096)
The Computer Science Transfer Degree Program is tailored for students planning to transfer to four-year institutions to study computer science in preparation for careers in research centers, laboratories, and engineering companies. This program, which utilizes the C++ programming language, requires skills in reasoning and logical thinking. Students gain practical experience on the College's UNIX system and PCs.

Courses may be taken in any sequence so long as course prerequisites are met. See the Course Descriptions section of this Catalog for prerequisites to each course.

Computer Science
Associate of Science Degree in
Computer Science Transfer
Suggested Sequence of Courses

**** All BCCC students must meet the College's Computer Literacy requirements in order to receive a degree or a certificate. All first-time, full- and part-time degree and certificate seeking students are required to complete the PRE 100 course within the first six credits.**

1st Semester		Credits
PRE 100	Preparation for Academic Achievement	1
CSC 105	Introduction to the UNIX System	3
CSC 107	Programming in Pascal	
or		
CSC 108	Programming in C	3
ENG 101	English Writing	3
HLF	Health and Life Fitness	1
MAT 140	Calculus I	4
	Total	15

2nd Semester		
CSC 120	Introduction to Computer Science I (using C++)	4
MAT 141	Calculus II	4
MAT 220	Discrete Mathematics I	3
SP 101	Fundamentals of Speech Communication	3
	General Education Requirements:	
	Social and Behavioral Sciences	3-4
	Total	17-18

3rd Semester		
CSC 221	Introduction to Computer Science II (Using C++)	4
MAT 210	Advanced Calculus	
or		
MAT 212	Linear Algebra	4
MAT 221	Discrete Mathematics II	3
	General Education Requirements:	
	Biological and Physical Sciences with lab	4
	Total	15

4th Semester		Credits
CSC 206	Assembly Language Programming	4
HLF	Health and Life Fitness	1
	General Education Requirements:	
	Biological and Physical Sciences with lab	4
	Social and Behavioral Sciences	3-4
	Arts and Humanities	3
	Total	15-16
	Program Total	**62-64**

PC APPLICATIONS SPECIALIST PROGRAMS

Liberty and Harbor Campuses
Business, Health, Sciences and Mathematics Division
Business, Management, and Technology Department
410-462-7638

PC APPLICATIONS SPECIALIST OPTION (223)
COMPUTER INFORMATION SYSTEMS DEGREE
The highly specialized PC Applications Specialist option trains students to function as support personnel to PC endusers in business and industry. Students are trained in a variety of PC applications as well as in computer installation, maintenance, troubleshooting, and repair and in installing and maintaining local area networks (LANs). Graduates are knowledgeable about developing presentation materials, purchasing hardware and software, and creating speciallytailored office applications and databases. This program includes aspects of the field not included in traditional computer science studies.

PC Applications Specialist Option
Associate of Applied Science Degree in
Computer Information Systems
Suggested Sequence of Courses

**** All BCCC students must meet the College's Computer Literacy requirements in order to receive a degree or a certificate. All first-time, full- and part-time degree and certificate seeking students are required to complete the PRE 100 course within the first six credits.**

1st Semester		Credits
PRE 100	Preparation for Academic Achievement	1
BCA 104	Introduction to Operating Systems: DOS/Windows	3
CIS 109	Principles of Computer Information Systems	3
ECO 201	The American Economy I: Macroeconomic Theory	3
ENG 101	English Writing	3
HLF	Health and Life Fitness Elective	2
OFAD 116	Keyboarding	2
	Total	17

2nd Semester		
BCA 126	Comprehensive Spreadsheets	3
BCA 136	Database Management Systems	3
BCA 155	Word Processing I for Business Applications	3
BCA 250	Internet Applications for Business	3
	General Education Requirements:	
	Mathematics	3
TEL 100	Introduction to Business Telecommunications	3
	Total	18

3rd Semester		Credits
BCA 170	Desktop Publishing: Graphics I	2
BCA 245	Introduction to Multimedia Presentations	3
CIS 241	Database Programming	3
COP 200	Cooperative Education**	
or		
	Approved Elective*	3
SP 101	Fundamentals of Speech Communication	3
	Total	14
4th Semester		
BCA 241	Desktop Publishing: Graphics II	3
BCA 270	Introduction to Help Desk Support	3
	General Education Requirements: Biological and Physical Sciences	3
CIS 265	Windows Systems Administration	3
	Choose two General Education Courses	6
	Total	18
	Program Total	**67**

*Approved Electives		
BCA 260	Introduction to Web Page Design	3
CIS 105	Introduction to UNIX: The Operating System	3
CIS 111	Systems Documentation	3
CIS 116	Structured Design	3
CIS 118	Programming with VISUAL BASIC	3
ELC 255	PC Servicing	3
MGMT 170	Small Business Management	3
TEL 140	PC Local Area Networks	3
TEL 200	Telecommunications Management	3

*Some approved electives may have prerequisite requirements.
**Approval of Coordinator required.

PC APPLICATIONS SPECIALIST TRACK (224) COMPUTER INFORMATION SYSTEMS CERTIFICATE

The PC Applications Specialist track is for students who are interested in business, desktop publishing, database management, word processing, and Internet computer software and applications.

PC Applications Specialist Track Computer Information Systems Certificate Suggested Sequence of Courses

1st Semester		Credits
PRE 100	Preparation for Academic Achievement	1
BCA 104	Introduction to Operating Systems: DOS/Windows	3
BCA 155	Word Processing I for Business Applications	3
CIS 109	Principles of Computer Information Systems	3
ENG 101	English Writing	3
OFAD 116	Keyboarding	2
	Total	15
2nd Semester		
BCA 136	Database Management Systems	3
BCA 126	Comprehensive Spreadsheets	3
BCA 170	Desktop Publishing: Graphics I (Using Microsoft Word)	2
BCA 241	Desktop Publishing: Graphics II (Using PageMaker)	3
BCA 245	Introduction to Multimedia Presentations	3
BCA 250	Internet Applications for Business	3
	Total	17
	Certificate Total	**32**

WEB SITE DEVELOPMENT CERTIFICATE (226)

This certificate program presents the principles of planning, design, development, maintenance, and support of Web sites and their servers. A wide array of skills needed to build and maintain successful websites are explored including Web site design competency, and programming proficiency. Electives offer the flexibility to acquire additional skills in an area of personal interest.

Web Site Development Certificate Suggested Sequence of Courses

Summer Session		Credits
PRE 100	Preparation for Academic Achievement	1
BCA 104	Introduction to Operating Systems	3
CIS 116	Structured Design	3
	Total	7
Fall Session		
CIS 109	Principles of Information Systems	3
BCA 136	Database Management Systems	3
BCA 250	Internet Applications for Business (HTML)	3
BCA 252	Introduction to JavaScript	3
	Total	12
Spring Session		
BCA 260	Introduction to Web Page Design	3
BCA 265	Web Site Design and Development for E-Commerce	3
BCA 267	Introduction to Active Server Pages	3
	Approved Elective *	3
	Total	12
	Certificate Total	**31**

*Approved Electives		Credits
BCA 155	Word Processing I for Business Applications	3
BCA 170	Desktop Publishing Graphics I	2
BCA 241	Desktop Publishing Graphics II	3
BCA 245	Introduction to Multimedia Presentations	3
CIS 105	ntroduction to the UNIX: The Operating System	3
CIS 108	Programming in C	3
CIS 118	Programming with VISUAL BASIC	3
CIS 119	Advanced VISUAL BASIC Programming	3
CIS 228	Object-Oriented Programming for Business Applications in C ++	3
CIS 231	Java Programming for Business Applications	3
CIS 255	Information Systems Security	3
OFAD 116	Keyboarding	2

DENTAL HYGIENE PROGRAM

Liberty Campus
Business, Health, Sciences and Mathematics Division
Nursing and Allied Health Department
410-462-7713

DENTAL HYGIENE DEGREE (070)

BCCC's two-year Associate degree program in Dental Hygiene prepares students to work as dental hygienists in private dental offices, hospital clinics, military installations, public schools, industrial clinics, dental auxiliary schools, and public health facilities.

Dental Hygienists educate patients about the importance of proper dental care and the maintenance of good oral health. Working under the general supervision of a licensed dentist, hygienists remove stains and deposits from teeth, take x-rays, apply preventive agents to teeth, provide patient education, and prepare tests for interpretation and evaluation by the dentist.

In the final semester of didactic and clinical experience, students become eligible for the National Board Examination and the Northeast Regional Board Examination, which are required for licensure. By law the State Board of Dental Examiners may deny licensure for a variety of reasons. These include conviction of a felony or a crime involving moral turpitude if the nature of the offense bears directly on the fitness of the person to practice Dental Hygiene. The BCCC Program is accredited by the Commission on Dental Accreditation of the American Dental Association and is designated a Statewide program by the Maryland Higher Education Commission.

Students considering the Dental Hygiene Program should be aware that in addition to the usual tuition and book expenses, there are also uniforms, instruments, and materials to be purchased for the clinical aspects of the program. In order to progress through the course and semester sequence, students must maintain a grade of "C" or better in each dental and related science course.

Interested applicants must hold a high school diploma or its equivalent and have completed high school biology, chemistry, algebra, and a second math with a grade of "C" or higher; BCCC equivalents of high school biology, chemistry, algebra and a second math can also be used to satisfy this requirement. Please see the admission requirements below and visit the Dental Hygiene webpage at www.bccc.edu.

Students must maintain a minimum cumulative GPA of 2.5 to be considered for admission. Students must take the College ACCUPLACER test. Enrollment is limited by the number of laboratory stations and clinical units, and admission is highly competitive.

Prospective students should contact the Office of Admissions, Recruitment and Orientation for detailed information on the special academic, medical, and insurance requirements for admission to and continued enrollment in this program.

Due to computerization of the dental clinic, all students should be computer literate before entering the program.

PRE-DENTAL HYGIENE/DENTAL HYGIENE ADMISSIONS CRITERIA/RANKING SYSTEM

Students must be admitted to the Pre-Dental Hygiene Curriculum prior to admission to the Dental Hygiene Curriculum.
Requirements for Admission to Pre-Dental Hygiene:

1. Students must have completed a BCCC Application
2. Students must have a high school diploma or equivalent and college transcripts on file
3. Students must have completed high school academic biology, algebra, chemistry and a second math with a minimum grade of "C" or better; BCCC equivalents of high school biology, chemistry, algebra and a second math can also be used to satisfy this requirement
4. Students must have college-level math proficiency demonstrated through the BCCC College Placement Exam or college coursework

DENTAL HYGIENE ADMISSION: MINIMUM REQUIREMENTS FOR RANKING

The following requirements must be completed prior to the Spring Semester preceding Fall Pre-Clinical admission:

1. All developmental coursework (math, reading and writing sequence; all prerequisites for ENG 101, BIO 107, BIO 212 and CHE 105) with a grade of "C" or better
2. Completion of PRE 100, ENG 101, BIO 107, BIO 212, and CHE 105
3. An overall G.P.A. of 2.5 or greater on a 4.0 scale
4. A grade of "C" or better must be achieved in all science courses. Science courses must be completed within five (5) years of admission to the Dental Hygiene Program.
5. For students having neither previous dental office employment nor vocational-technical exposure to the dental profession, documentation of 15 hours of shadowing in a dental practice/clinic/hospital setting is required. Shadowing hours can be distributed among several dental offices. Students are encouraged to observe a variety of office operations and procedures. Documentation forms are available through the Selective Admissions Counselor's Office in Liberty Main 101.

6. One of the following:
   - ACT (American College Testing Program) composite score of 18 or above.
   - SAT (Scholastic Aptitude Test) combined math/verbal score of 900 or above.
   - Completion of the 30 non-clinical DH or DS curriculum course credits in the Sequence of Courses beyond the developmental level including the following: PRE 100, ENG 101, BIO 107, BIO 212 and CHE 105.
7. An interview must be scheduled with the Selective Admissions Counselor or a designate.
8. Computer Literacy is required prior to admission to the program through the testing center or college-level course work. Computers are used throughout the dental hygiene clinical coursework.
9. Complete and submit the results of the health examination (form may be obtained through the Health and Wellness Center in Harper Hall).

Upon acceptance into the Dental Hygiene Program, students:

- Are required to carry health insurance as long as they are in the program.
- Will incur expenses for books, tuition, uniforms, instruments and clinical materials, etc. as stated in the Dental Hygiene Student Handbook.
- Must maintain a minimum of "C" in each dental and dental related science course to progress through the course and semester sequence.

RANKING SYSTEM FOR ADMISSION TO DENTAL HYGIENE PROGRAM (BASED ON POSSIBLE MAXIMUM SCORE OF 110 POINTS.)

Ranking for entrance into the Fall Dental Hygiene class will be completed following mid semester of the preceding Spring session. Points will be allocated based on the following criteria.

1. Science G.P.A.:
   (Minimum of "C" required in each course)

3.8 – 4.00	37 points
3.6 – 3.79	33 points
3.4 – 3.59	29 points
3.2 – 3.39	25 points
3.0 – 3.19	21 points
2.8 – 2.99	17 points
2.6 – 2.79	13 points
2.5 – 2.59	9 points

2. Cumulative G.P.A.:

3.8 – 4.00	18 points
3.6 – 3.79	16 points
3.4 – 3.59	14 points
3.2 – 3.39	12 points
3.0 – 3.19	0 points
2.8 – 2.99	8 points
2.6 – 2.79	6 points
2.5 – 2.59	4 points

3. Completed Courses:

   Eight points will be granted for each of the following courses completed at BCCC. Five points will be granted for transfer courses:
   BIO 212 Microbiology
   BIO 107 Allied Health Anatomy and Physiology
   CHE 105 Biochemistry

   Three points will be granted for each of the following courses completed at BCCC. One point will be granted for transfer courses.
   ENG 101 English Composition
   PRE 100 Preparation for Academic Achievement
   DNT 200 Nutrition for Health Sciences
   PSY 101 Introduction to Psychology
   MAT 107 Modern Elementary Statistics
   SOC 120 Introduction to Sociology
   SP 101 Fundamentals of Speech Communications
4. Ranked Application from Previous Year: 10 points
   Any courses with D or F grades will not be accepted.

** BCCC reserves the right to modify the above regulations/requirements and point designations at anytime in the student's enrollment. The outlined point system should not be deemed an irrevocable contract between Pre-Dental Hygiene Students and Baltimore City Community College.

Dental Hygiene
Associate of Applied Science Degree Program
Suggested Sequence of Courses

**** All BCCC students must meet the College's Computer Literacy requirements in order to receive a degree or a certificate. All first-time, full- and part-time degree and certificate seeking students are required to complete the PRE 100 course within the first six credits.**

Prerequisites		**Credits**
PRE 100	Preparation for Academic Achievement	1
BIO 107	Anatomy and Physiology	4
ENG 101	English Writing	3
BIO 212	Microbiology	4
CHE 105	Introduction to Biochemistry	2
	Total	14
1st Semester		
DNT 200	Nutrition for Health Science	3
DH 142	Histologyand Embryology	2
DH 143	Fundamentals of General Pathology	1
DH 150	Pre-Clinical Dental Hygiene	4
DS 100	Oral Anatomy	3
PSY 101	Introduction to Psychology	3
	Total	16
2nd Semester		
DH 136	Periodontics	2
DH 151	Clinical Dental Hygiene I	3
DS 110	Oral Radiology	3
MAT 107	Modern Elementary Statistics	3
	Total	11

3rd Semester		Credits
DH 130	Dental Materials	3
DH 230	Oral Pathology	3
DH 231	Pharmacology	2
DH 242	Dental Public Health	3
DH 250	Clinical Dental Hygiene II	4
	Total	15
4th Semester		
DH 237 Ethics and Jurisprudence 1		
DH 251	Clinical Dental Hygiene III	5
SOC 120	Introduction to Sociology	3
SP 101	Fundamentals of Speech Communication	3
	Total	12
	Program Total: 54+14 Prerequisites	**68**

NOTE: In addition to the above requirements:

- CLT or computer literacy equivalent must be completed by all students prior to acceptance into the Dental Hygiene Program
- Two credits of PE and/or HLF are also college requirements for graduation.

It is strongly recommended that students complete all non- DH/DS courses prior to acceptance into the Dental Hygiene Program even if they meet the ACT or SAT required scores.

DIETETIC TECHNICIAN PROGRAM

Liberty Campus
Business, Health, Sciences and Mathematics Division
Nursing and Allied Health Department
410-462-7724

- Dietetic Technician Degree (082)
- Dietary Manager Certificate (079)

Dietetic Technicians are part of a team of dedicated professionals who oversee the provision of nutritional lifesustaining food. They perform the initial screening that identifies the nutritional status of patients. Under the supervision of the Registered Dietician, these professionals provide direct care to nutritionally deprived patients. Dietetic Technicians are also specialists in food service management; their work can include menu planning, procurement of food and supplies, and employee supervision. Hospitals, long-term care facilities, schools, assisted living facilities, agriculture and welfare agencies, and many private industries seek qualified and caring, dietetic technicians.

Graduates of the BCCC program are fully qualified for technician membership in the American Dietetic Association, and the Dietary Manager Association. They become eligible to take the national registration examination for dietetic technicians, administered by the Commission on Dietetic Registration, the credentialing agency for the American Dietetic Association; (120 South Riverside Plaza, Suite 2000, Chicago, Illinois 60606-6995, Phone: 312-899-0040). Students must maintain a minimum grade of "C" in each dietetic technician course.

Prospective students should contact the Office of Admissions, Recruitment, and Orientation for detailed information on the special academic requirements, for admission to, and continued enrollment in this program. An option exists for students with a "C" or better average, and successful completion of the general education courses, to complete the course of study in two years with permission of the program head.

DIETETIC TECHNICIAN DEGREE PROGRAM (082)

The Dietetic Technician Program is based on the standards established by the Commission on Accreditation for Dietetic Education of the American Dietetics Association. The Commission is located at 120 South Riverside Plaza, Suite 2000, Chicago, Illinois 60606-6995, (Phone: 312-899-0040 ext. 5400), and is accredited by that organization.

The mission of the program is to provide outstanding foodservice and nutritional education to the residents of Baltimore and the surrounding areas. The programs are accessible and affordable. The programs seek a diverse student body, which it supports with a variety of services. These dynamic programs respond to the changing needs of its stakeholders, individuals, healthcare providers, government, and community.

Upon acceptance into the Program, students:

1. Must complete and American Heart Association or American Red Cross CPR course. A copy of both sides of the card must be provided on the first day of class.
2. Are required to carry health insurance as long as they are in the program or sign a medical waiver accepting responsibility for their own health and safety in the classrooms and clinical areas to which they are assigned.
3. Must show proof of currrent health status by physical exam less than a year old (form may be obtained through the Health and Wellness Center).
4. Have up-to-date immunization/titres:
   a. The Purified Protein Derivative (PPD) must be done annually
   b. Rubella, Rubeola and Mumps titre and immunization, if necessary
   c. Varicella (chicken pox) titre and immunization, if necessary
   d. Hepatitis B screening, vaccine if necessary, or written waiver
5. May be required to have a criminal background check and a drug screen at their own expense. Information on how to obtain a criminal background check will be provided. Criminal background checks are/may be required by the clinical placement site.
6. Must maintain a minimum of "C" in each course to progress through the course and semester sequence.

In addition, students:

1. Will incur expenses for books, tuition, etc.
2. Are responsible for their own transportation to and from clinical practicums.

The goals of the Dietetic Technician Program are:

1. To prepare graduates to meet their personal goals of becoming competent dietetic technicians, or other food, nutrition or foodservice related professionals.
2. To offer a basic education for dietetic students who wish to transfer to a four-year institution.
3. To offer a flexible curriculum schedule for students, (particularly those who must attend college while working full or part-time, have family obligations, and time limitations).

These courses must be completed prior to entry to the fifth semester:

Courses		Credits
ENG 101	English Writing	3
HLF	Health and Life Fitness	2
SOC 101	Introduction to Sociology	3
PSY 101	Introductory Psychology	3
SP 101	Fundamentals of Speech Communication	3
	Math elective	3-4
	Total	17-18

Dietetic Technician
Associate of Applied Science Degree Program
Suggested Sequence of Courses

**** All BCCC students must meet the College's Computer Literacy requirements in order to receive a degree or a certificate. All first-time, full- and part-time degree and certificate seeking students are required to complete the PRE 100 course within the first six credits.**

1st Semester		Credits
AH 116	Food Service Sanitation Management	1
DNT 110*	Orientation to Dietetics	1
DNT 113	Food Service Management I	3
DNT 114	Foods	3
	Total	8

*In this program, DNT 110 fulfills the PRE 100 requirement.

2nd Semester		
DNT 121	Dietetic Field Experience I	2
DNT 123	Food Service Management II	3
DNT 124	Normal Nutrition	3
	Total	8

3rd Semester		
BIO 111	Anatomy and Physiology I	4
DNT 232	Dietetic Field Experience II	2
DNT 233	Food Service Management III	3
	Total	9

4th Semester		Credits
BIO 112	Anatomy and Physiology II	4
DNT 234	Applied Nutrition	3
DNT 242	Dietetic Field Experience III	2
	Total	9

5th Semester		
AH 130	Medical Terminology	3
DNT 244	Medical Nutrition Therapy	3
DNT 252	Dietetic Field Experience IV	2
	Total	8

6th Semester		
DNT 240	Dietetic Seminar	1
DNT 243	Food Service Management IV	3
DNT 262	Dietetic Field Experience V	2
HIT 251*	Healthcare Management and Supervision	3
	Total	9
	Program Total	**68-69**

*** HIT 251 meets the College computer literacy requirement.**

DIETARY MANAGER CERTIFICATE (079)
Enrollment in BCCC's one-year Dietary Manager certificate program is limited to those people, with qualified preceptors, already working in foodservice departments of healthcare facilities. The course of study includes two semesters of theory and clinical work in which students must maintain a grade of "C" or better. Upon completing the program, students are eligible to take the national certification examination for dietary managers, and are qualified for membership in the Dietary Managers Association. The students will also have completed the SERVSAFE sanitation course.

The mission of the program is to provide outstanding foodservice and nutritional education to the residents of Baltimore and the surrounding areas. The programs are accessible and affordable. The programs seek a diverse student body, which it supports with a variety of services. These dynamic programs respond to the changing needs of its stakeholders, individuals, healthcare providers, government, and community.

The goals of the Dietary Manager Program are:

1. To prepare graduates to meet their personal goals of becoming competent dietary managers, or other food, nutrition, and foodservice related professionals.
2. To offer a flexible curriculum schedule for students, (particularly those who must attend college while working full or part-time, have family obligations, and time limitations).

1st Semester		Credits
AH 116	Food Service Sanitation Management	1
DNT 100	Dietary Manager Practicum I	2
DNT 102	Nutrition for Dietary Managers	4
DNT 110*	Orientation to Dietetics	1
	Total	8

***In this program, DNT 110 fulfills the PRE 100 requirement.**

2nd Semester		
DNT 101	Dietary Manager Practicum II	2
DNT 103	Dietary Management	3
HIT 251*	Healthcare Management and Supervision	3
	Total	8
	Certificate Total	**16**

*** HIT 251 meets the College computer literacy requirement.**

EARLY CHILDHOOD EDUCATION PROGRAMS

Liberty Campus
Liberal Arts, Education, and Public Services Division
Public Services, Education, and Social Sciences Department
410-462-7742

- Early Childhood Education Degree (051)
- Early Childhood Education Certificate (251)
- Maryland State Child Day Care Training Certification (253)

EARLY CHILDHOOD EDUCATION DEGREE (051)
Graduates of BCCC's Early Childhood Education Program are fully qualified for certification as directors, or senior staff members of child-care programs. They may also work as paraprofessionals in public schools, in hospital child-life programs, and as teachers or assistant teachers in several federal programs.

Students are able to expand their job opportunities by earning a certificate in Special Education Assistant, in addition to the Associate's degree in Early Childhood Education.

The course of study includes: theories of child development and programming for children, theoretical coursework, supervised field placement, and observation. Students are encouraged to develop their skills and techniques, for working with small groups of children in activities such as music, art, storytelling, science, and mathematics. Students learn to create and plan instruction based on individual and group needs, and have the opportunity to work with different staff members and groups.

NOTE: ECE students who have taken ECE 112 (Child Growth and Development) and ECE 113 (Activities and Materials) are exempt from ECE 100 (Introduction to Child Development) only; they are required to enrolled in ECE 101. The prerequisites for ECE 101 is English 101.

Early Childhood Education
Associate of Applied Science Degree Program
Suggested Sequence of Courses

**** All BCCC students must meet the College's Computer Literacy requirements in order to receive a degree or a certificate. All first-time, full- and part-time degree and certificate seeking students are required to complete the PRE 100 course within the first six credits.**

1st Semester		Credits
PRE 100	Preparation for Academic Achievement	1
ECE 100	Introduction to Child Development	3
ENG 101	English Writing	3
HLF	Health and Life Fitness	1
SP 101	Fundamentals of Speech Communication	3
	General Education Requirements:	
	Arts and Humanities	3
	Mathematics	3-4
	Total	17-18
2nd Semester		
ECE 101	Principles of Early Childhood Education	4
ECE 102	Observing and Recording Children's Behavior	3
ENG 102	Introduction to the Term Paper and Research Methods	3
HLF	Health and Life Fitness	1
PSY 101	Introductory Psychology	3
SED 220	Special Education: An Overview	3
	Total	17
3rd Semester		
AHS 103	Group Dynamics: Small Group Analysis	3
ECE 109	An Introduction to School-Age Group Day Care	4
ECE 200	Activities and Materials for Children	5
ECE 201	Nutrition, Health, and Safety for Children	2
PSY 205	Psychology of Early Childhood	3
	Total	17
4th Semester		
ECE 202	The Child As a Learner	5
ECE 203	Parent, Child, School, and Community Relationships	3
	General Education Requirements:	
	Arts and Humanities	3
	Biological and Physical Sciences	3-4
	Social and Behavioral Sciences	3-4
	Total	17-19
	Program Total	**68-71**

EARLY CHILDHOOD EDUCATION CERTIFICATE (251)

This interdisciplinary certificate is designed to prepare students to administer programs for children in day care; work in government service; and work in housing, recreational, health, and social service agencies, where a basic understanding of the nature of children is combined with human services skills.

Graduates are fully qualified to manage programs based on a foundation of theory and practical application. The course of study provides training opportunities for those with an associate's or bachelor's degree, who seek additional credits for upgrading their employment.

Courses		Credits
PRE 100	Preparation for Academic Achievement	1
AHS 100	Introduction to Human Services	4
AHS 101	Clinical/Fieldwork I: Human Services Individual Counseling	4
AHS 102	Clinical/Fieldwork II: Human Services Group Counseling	5
AHS 103	Group Dynamics: Small Group Analysis	3
ECE 100	Introduction to Child Development	
or		
ECE 112	Maryland State Child Day Care Training Certification: Child Growth and Development, Part I	3
ECE 101	Principles of Early Childhood Education	
or		
ECE 113	Maryland State Child Day Care Training Certification: Programs and Activities, Part II	3-4
ECE 217	Planning and Administering Programs for Children	3
	Early Childhood/Special Education Electives: choose 2 courses*	6-8
	Certificate Total	**32-35**

*Early Childhood Education Electives		Credits
ECE 102	Observing and Recording Children's Behavior	3
ECE 109	An Introduction to School-Age Group Day Care	4
ECE 110	Guiding the At-Risk Child	3
ECE 114	Caring for Infants and Toddlers	3
ECE 201	Nutrition, Health, and Safety for Children	2
ECE 203	Parent, Child, School, and Community Relationships	3
SED 220	Special Education: An Overview	3
SED 223	Caring for Infants and Toddlers with Disabilities	3

MARYLAND STATE CHILD DAY CARE CERTIFICATION (253)

This two-course certification is NOT a college degree or certificate program. These two courses meet the requirements for the 90 clock-hours required for Maryland State Child Care Certification (minimum grades of "C" are required):

Course		Credits
ECE 112	Maryland State Child Day Care Training Certification: Child Growth and Development, Part I	3
ECE 113	Maryland State Child Day Care Training Certification: Programs and Activities, Part II	3

EMERGENCY MEDICAL SERVICES PROGRAMS

Liberty Campus
Business, Health, Sciences and Mathematics Division
Nursing and Allied Health Department
410-462-7736

- Emergency Medical Technician-Basic Certificate (M238)
- Emergency Medical Technician-Intermediate Certificate (M230)
- Emergency Medical Technician-Paramedic Certificate (M237)
- Emergency Medical Services Degree (M069)

BCCC's four Emergency Medical Service Programs (EMSP) provide students with various levels of preparation for a career in the EMS field ranging from an Emergency Medical Technician-Basic Certificate, through Emergency Medical Technician-Intermediate and Emergency Medical Technician-Paramedic Certificates to an Associate of Applied Science degree in Emergency Medical Service.

The College's EMS programs are career programs preparing students to work in the EMS field, and/or to continue their studies at four-year institutions offering EMS-related coursework. The programs meet or exceed current Maryland State and U.S. Department of Transportation, National Highway Traffic Safety Administration (DOT/NHTSA) guidelines.

To be accepted into the programs, students must take the College's ACCUPLACER Test, or show transcript proof of completion of RDG 81 and MAT 81 or their equivalents at another accredited college or university.

Developmental courses recommended as a result of taking the College's ACCUPLACER Test may be taken concurrently with EMSP 103, and EMSP 108; however all required developmental courses must be satisfactorily completed prior to entrance into any other EMSP course.

EMS students must have written permission of the Program Coordinator to take any EMSP course other than EMSP 103, and EMSP 110.

Students must be aware of the intense commitment of time required for successful completion of the EMS Program coursework.

To enter the Emergency Medical Technician-Basic Course (EMSP 103), a student must be 18 years of age or 16 years of age, with written parental permission.

Students who enter the Emergency Medical Technician-Intermediate Certificate, or the AAS in Emergency Medical Service Degree Program must satisfy the current Maryland State requirements for entry into an Advanced Life Support (ALS) program, as established by the Maryland Institute for Emergency Medical Services Systems (MIEMSS). These requirements include being a Maryland Certified Emergency Medical Technician-Basic, and at least 18 years of age prior to beginning the coursework. To be eligible to take the National Certification and State Licensing examinations after completing the program, students must have been a Maryland Certified Emergency Medical Technician-Basic for at least one full year, or provide documentation of completion of 150 emergency runs and provide documentation of affiliation with a MIEMSS-approved advanced life-support provider.

Upon acceptance into the Program, students:

1. Must complete and American Heart Association or American Red Cross CPR course. A copy of both sides of the card must be provided on the first day of class.
2. Are required to carry health insurance as long as they are in the program or sign a medical waiver accepting responsibility for their own health and safety in the classrooms and clinical areas to which they are assigned.
3. Must show proof of currrent health status by physical exam less than a year old (form may be obtained through the Health and Wellness Center).
4. Have up-to-date immunization/titres:
   a. The Purified Protein Derivative (PPD) must be done annually
   b. Rubella, Rubeola and Mumps titre and immunization, if necessary
   c. Varicella (chicken pox) titre and immunization, if necessary
   d. Hepatitis B screening, vaccine if necessary, or written waiver
5. Are required to have a criminal background check and possibly a drug screen at their own expense. Information on how to obtain a criminal background check will be provided. Criminal background checks are/may be required by the clinical placement site.
6. Must maintain a minimum of "C" in each course to progress through the course and semester sequence.

In addition students:

1. Will incur expenses for books, tuition, etc.
2. Are responsible for their own transportation to and from clinical practicums.

Students who enter the programs with current EMT-B, EMT-I or EMT-P certification, and complete graduation requirements for a certificate or the AAS Degree, may be exempted from taking the EMS courses equivalent to their certification level at the completion of the certification of degree program.

To receive approval to take the National Registry of Emergency Medical Technicians certification examinations for Emergency Medical Technician-Intermediate, or Emergency Medical Technician-Paramedic, students must successfully complete the appropriate national registry examination preparation portion of their final Field Internship course.

The College reserves the right to amend course listings and program requirements as changes occur within BCCC, MIEMSS or DOT guidelines.

EMERGENCY MEDICAL SERVICES DEGREE

**** All BCCC students must meet the College's Computer Literacy requirements in order to receive a degree or a certificate. All first-time, full- and part-time degree and certificate seeking students are required to complete the PRE 100 course within the first six credits.**

Prerequisites		Credits
	Recommended Developmental Courses	

First Year (EMT Intermediate)

1st Semester	Fall	Credits
PRE 100	Preparation for Academic Achievement	1
BIO 102	Principles of Biology	4
EMSP 110	Introduction to Emergency Medical Services	1
EMSP 111	EMT-Intermediate Fundamentals of Advanced Patient Care	1
EMSP 112	EMT-Intermediate Traumatic Emergencies	3
EMSP 113	Emergency Care Pharmacology	2
EMSP 114	EMT-Intermediate Patient Assessment	3
	Semester Total	15
2nd Semester	**Spring**	
BIO 107	Anatomy and Physiology	4
EMSP 120	EMT-Intermediate Medical Emergencies	5
EMSP 121	Obstetrics / Gynecology /Neonatology	2
EMSP 122	Pediatric Emergency Care	2
EMSP 128	EMT-Intermediate Clinical Rotations	3
	Semester Total	16
EMSP 130	Behavioral and Psychiatric Emergencies	1
EMSP 131	EMT-Intermediate Field Internship	3
HLF	Health and Life Fitness Elective (s)	2
	Semester Total	6

Second Year (EMT Paramedic)

1st Semester	Fall	Credits
EMSP 200	Paramedic Medical Care	4
EMSP 202	Emergency Medical Services Operations	3
EMSP 208	Paramedic Clinical Rotations and Field Internship I	3
ENG 101	English Writing	3
PSY 101	Introduction to Psychology	3
	Semester Total	16
2nd Semester	**Spring**	
SP 101	Fundamentals of Speech Communication	3
EMSP 210	Paramedic Advanced Patient Care	5
EMSP 211	Assessment Based Management	1
EMSP 218	Paramedic Clinical Rotations and Field Internship II	3
	MAT Mathematics Elective	3
	Semester Total	15
	Total Degree Credits	**68**

EMERGENCY MEDICAL SERVICES

Proposed Sequence of Courses
EMT Basic Certificate

1stSemester		Credits
PRE 100	Preparation for Academic Achievement	4
BIO 102	Principles of Biology	3
EMSP 103	Emergency Medical Technician – Basic 7	12
2nd Semester		
BIO 107	Anatomy and Physiology	4
EMSP 108	Fieldwork in EMS or 1 year experience as EMT-Basic	4
	Certificate Total	**19**

EMT-INTERMEDIATE CERTIFICATE

Suggested Sequence of Courses

Prerequisites		Credits
	Reading 81 and/or Math 81 if recommended	
Fall		
PRE 100	Preparation for Academic Achievement	1
BIO 102	Principles of Biology	4
EMSP 110	Introduction to Emergency Medical Services	1
EMSP 111	EMT-Intermediate Fundamentals of Advanced Patient Care	1
EMSP 112	EMT-Intermediate Traumatic Emergencies	3
EMSP 113	Emergency Care Pharmacology	2
EMSP 114	EMT-Intermediate Patient Assessment	3
	Semester Total	15
Spring		
BIO 107	Anatomy and Physiology	4
EMSP 120	EMT-Intermediate Medical Emergencies	5
EMSP 121	Obstetrics / Gynecology /Neonatology	2
EMSP 122	Pediatric Emergency Care	2
EMSP 128	EMT-Intermediate Clinical Rotations	3
	Semester Total	16
Summer		
EMSP 130	Behavioral and Psychiatric Emergencies	1
EMSP 131	EMT-Intermediate Field Internship	3
	Semester Total	4
	Certificate Total	**35**

EMT PARAMEDIC CERTIFICATE

Suggested Sequence of Courses

Prerequisites		Credits
	Reading 81 and/or Math 81 if recommended	
PRE 100	Preparation for Academic Achievement	1
BIO 102	Principles of Biology	4
BIO 107	Anatomy and Physiology	4
	Completion of EMT-Intermediate, Nationally Registered EMT-I or Maryland Licensed CRT-I	
	Pre-requisite Total	9
Fall		
EMSP 200	Paramedic Medical Care	4
EMSP 202	Emergency Medical Services Operations	3
EMSP 208	Paramedic Clinical Rotations and Field Internship I	3
	Semester Total	10

Spring		Credits
EMSP 210	Paramedic Advanced Patient Care	5
EMSP 211	Assessment Based Management	1
EMSP 218	Paramedic Clinical Rotations and Field Internship II	3
	Semester Total	9
	Total Certificate Credits	**28**

ENGINEERING TRANSFER PROGRAM

Liberty Campus
Business, Health, Sciences and Mathematics Division
Computers, Mathematics, Engineering and Sciences Department
410-462-7638

ENGINEERING TRANSFER DEGREE (023)
This degree program provides a strong general engineering background for students who wish to transfer to the third year of a specialized engineering college. Because it is not possible to satisfy the requirements of all engineering colleges, some students may need additional courses. Students are urged to consult the program head and/or their advisers before planning each semester schedule.

ENGINEERING TRANSFER
Associate of Science Degree Program
Suggested Sequence of Courses

**** All BCCC students must meet the College's Computer Literacy requirements in order to receive a degree or a certificate. All first-time, full- and part-time degree and certificate seeking students are required to complete the PRE 100 course within the first six credits.**

1st Semester		Credits
PRE 100	Preparation for Academic Achievement	1
CHE 101	General Chemistry I	4
EGN 101	Engineering Graphics	3
ENG 101	English Writing	3
MAT 140	Calculus I	4
SP 101	Fundamentals of Speech Communication	3
	Total	18

2nd Semester		
CHE 102	General Chemistry II	4
CSC 108	Programming in C	3
	HLF Health and Life Fitness*	1-2
MAT 141	Calculus II	4
	General Education Requirements:	
	Arts and Humanities:	
	ENG 200 or ENG 205	3
	Total	15

*Students intending to transfer to MSU take HLF 210 (2 credits)

3rd Semester		Credits
EGN 102	Statics	3
H 101	History of American Civilization I	
or		
H 151	World History I	3
HLF	Health and Life Fitness*	1
MAT 210	Advanced Calculus	4
PHY 203	General Physics I	5
	Total	16

*Students intending to transfer to MSU take HLF 210 (2 credits)

4th Semester		
ECO 201	The American Economy I: Macroeconomic Theory	3
EGN 201	Dynamics	3
MAT 211	Differential Equations	4
PHY 204	General Physics II	5
	Total	15
	Program Total	**64**

ENGLISH LANGUAGE INSTITUTE

Harbor Campus
Business and Continuing Education Division
Adult Education and English Language Services
410-986-5433

ENGLISH LANGUAGE INSTITUTE
The English Language Institute (ELI) prepares non-native, English-speaking students for academic success in their major field of study. ELI is designed to meet the specific needs of college-bound students whose first language is not English.

Non-native, English-speaking students who want to enter an academic program at Baltimore City Community College, should first take the College Placement Test (Accuplacer). A high Accuplacer English score qualifies a student for English 101. Students with lower Accuplacer test scores are referred to ELI.

Based on ELI test results, students are placed in ELI Academic Track courses in Grammar, Reading, and Composition. Each course is offered at three levels: Intermediate, High Intermediate, and Advanced. Successful completion of all Academic Track courses, including CSS 111 (College Success Seminar for ESL Students) qualifies students for entrance into English 101.

ELI Support courses complement Academic Track courses. Enrollment in Support courses is recommended to accelerate a student's language development.

ELI ACADEMIC TRACK

Intermediate Course		Semester Hours
ELI 80W	Grammar and Writing	6
ELI 80R	Reading and Vocabulary	3
	Total semester hours	9

High Intermediate Course		Semester Hours
ELI 81G	Grammar	3
ELI 81W	Reading and Writing	6
	Total semester hours	9

Advanced Course		Semester Hours
ELI 82G	Grammar	3
ELI 82W	Reading and Writing	6
CSS 111	(College Success Seminar)	3
	Total semester hours	12

ELI SUPPORT COURSES

Intermediate (ELI 80 Level) Course	Credit Hours
Comprehension and Presentation	3
Pronunciation	3
Vocabulary Development	3

High Intermediate (ELI 81 Level) Course	Credit Hours
Comprehension and Presentation	3
Pronunciation	3
Grammar Lab	3
Vocabulary Development	3

Advanced (ELI 82 Level) Course	Credit Hours
Comprehension and Presentation	3
Fluency	3
Grammar Lab	3
Vocabulary Development	3

For additional information about the English Language Institute and the Business and Continuing Education Division, see page 42.

ENVIRONMENTAL SCIENCE PROGRAM

Liberty Campus
Business, Health, Sciences and Mathematics Division
Computers, Mathematics, Engineering and Sciences Department
410-462-7651

Baltimore City Community College's Environmental Science Program allows students to receive academic and technical training in the classroom, as well as with potential employers. The ESP will enhance skills such as reading and writing documents, so that students can develop critical thinking skills, and increase their chances of gaining employment as Environmental Science Technicians. Students will learn to monitor and sample environmental materials, use the computer to solve environmental problems and research environmental policies and technologies. This Environmental Science Program treats environmental science as an interdisciplinary study, combining ideas and information from natural sciences, (such as biology, chemistry, and geology), mathematics, English, and social sciences, (such as economics, politics, and ethics), thus demonstrating the interconnections of the various academic divisions of the College.

ENVIRONMENTAL SCIENCE
Asssociate of Applied Science Degree
Suggested Sequence of Courses

**** All BCCC students must meet the College's Computer Literacy requirements in order to receive a degree or a certificate. All first-time, full- and part-time degree and certificate seeking students are required to complete the PRE 100 course within the first six credits.**

1st Semester		Credits
PRE 100	Preparing for Academic Achievement	1
BIO 102	Principles of Biology	4
ENG 101	English Writing	3
ES 111	Environmental Science	4
MAT 125	Finite Mathematics	3
	Total	15
2nd Semester		
CHE 103	Allied Health Chemistry	4
ENG 114	Technical Writing	3
ES 140	Environmental Law and Regulations	3
ES 150	Hydrology	3
GEO 102	Elements of Cultural Geography	3
	Total	16
3rd Semester		
BAUD 112	Computers for Business Management	3
BIO 115	Principles of Ecology	3
ES 180	Environmental Monitoring, Sampling and Analysis I	4
MAT 107	Modern Elementary Statistics	3
SP 101	Fundamentals of Speech Communication	3
	Total	16
4th Semester		**Credits**
CON 111	Occupational Safety and Loss Prevention	3
ES 160	Introduction to Soils	4
ES 170	Environmental Management	3
ES 190	Environmental Monitoring, Sampling and Analysis II	4
HLF 201	Personal and Community Health	
or		
HLF 210	Physical Fitness and Health	2 - 3
	Total	16-17
	Program Total	**63-64**

ENVIRONMENTAL SCIENCE CERTIFICATE
Suggested Sequence of Courses

1st Semester		
BAUD 112	Computers for Business Management	3
CON 111	Occupational Safety and Loss Prevention	3
ENG 101	English Writing	3
ENG 114	Technical Writing	3
ES 110	Environmental Science	4
ES 140	Environmental Law and Regulations	3
ES 180	Environmental Monitoring, Sampling, and Analysis I	4
ES 190	Environmental Monitoring, Sampling, and Analysis II	4
MAT 107	Modern Elementary Statistics	3
MAT 125	Finite Mathematics	3
	Certificate Total	**33**

FASHION DESIGN PROGRAMS

Harbor Campus
Liberal Arts, Education, and Public Services Division
English, Humanities, Visual and Performing Arts Department
410-986-5522

- Fashion Design Degree (185)
- Fashion Retailing Option (187)
- Fashion Design Certificate (186)
- Apparel Patternmaking Track (240)

BCCC offers several options in the area of Fashion Design: two different two-year courses of study leading to the Associate of Applied Science Degree in Fashion Design (or a Fashion Retailing option within that degree); a 43-46 credit Certificate in Fashion Design, and a 16 credit track in Apparel Patternmaking.

Students who choose the Fashion Design Degree, will receive a technical background in illustrating original designs, patternmaking, and clothing construction to transform their designs into finished garments. Students in the Fashion Merchandising option, take selected business and fashion courses as they prepare for challenging careers in the retail management sector of the fashion industry. The Fashion Design Certificate emphasizes the procedures and techniques needed to start a fashion design business or to upgrade skills. The Apparel Patternmaking track (within the Fashion Design Degree and Fashion Design Certificate); provides the opportunity for training in the specialized area of pattern development for apparel design.

Through classroom and hands-on experience, students develop skills in operating a small business, merchandising, management, display techniques, costuming, patternmaking, and fashion show production. Freelance and entrepreneurial aspects are stressed. The program was cited for teaching excellence and innovative curriculum design by the Textile Manufacturers Institute.

Students whose placement testing indicates a need for skill development in reading, writing or mathematics will be required to take developmental courses.

FASHION DESIGN DEGREE (185)

(Formerly called the Apparel Design Degree)

The Fashion Design Degree is structured for the student who plans to pursue freelance and entrepreneurial careers in the fashion field, or is seeking immediate entry into the fashion industry. Students prepare for careers as designers, assistant designers, computer designers, patternmakers, tailors, fashion stylists, and in the area of specialized design services.

Fashion Design
Associate of Applied Science Degree Program
Suggested Sequence of Courses

**** All BCCC students must meet the College's Computer Literacy requirements in order to receive a degree or a certificate. All first-time, full- and part-time degree and certificate seeking students are required to complete the PRE 100 course within the first six credits.**

1st Semester		**Credits**
PRE 100	Preparation for Academic Achievement	1
ART 113	History of Art I	
or		
ART 114	History of Art II	3
ENG 101	English Writing	3
FASH 101	Fashion Design	
or		
FASH 200	Advanced Fashion Design	3
FASH 103	Fashion Design Concepts	3
FASH 108	Survey of Textiles	3
	Total	16
2nd Semester		
ART 101	Beginning Drawing	3
FASH 102	Historic Costume and Textile Development	3
FASH 104	Flat Pattern Design	3
FASH 105	Visual Merchandising	3
SP 101	Fundamentals of Speech Communication	3
	General Education Requirements: Mathematics	3
	Total	18
Optional Elective		
COP 100	Cooperative Education	1
3rd Semester		
FASH 201	Technical Fashion Illustration	3
FASH 202	Computer-Assisted Pattern Design	3
FASH 203	Design by Draping I	3
HUM 202	Survey of Art, Literature, and Music	3
	General Education Requirement: Social and Behavioral Sciences	3
	Total	15
4th Semester		
FASH 204	Design by Draping II	3
FASH 205	Tailoring Techniques	3
FASH 206	Fashion Entrepreneurship	3
FASH 207	Fahion Show Production	3
HLF	Health and Life Fitness	2
	General Education Requirement: Biological and Physical Sciences	3-4
	Total	17-18
	Program Total	**66-67**
	Program Total (with optional 1)	**67-68**

FASHION DESIGN CERTIFICATE (186)

(Formerly called the Apparel Design Certificate)

The Fashion Design Certificate is intended for students who are seeking entrepreneurial careers in the fashion industry, or for the professional seeking to upgrade skills. These students either choose not to pursue an associate's degree, or already have degrees in a related field. Students study apparel construction,

patternmaking, draping, tailoring and other related fashion courses.

Fashion Design Certificate
Suggested Sequence of Courses

**** All BCCC students must meet the College's Computer Literacy requirements in order to receive a degree or a certificate. All first-time, full- and part-time degree and certificate seeking students are required to complete the PRE 100 course within the first six credits.**

1st Semester		Credits
PRE 100	Preparation for Academic Achievement	1
FASH 101	Fashion Design	
or		
FASH 200	Advanced Fashion Design	3
FASH 103	Fashion Design Concepts	3
FASH 108	Survey of Textiles	3
	Total	10
2nd Semester		
FASH 102	Historic Costume and Textile Development	3
FASH 104	Flat Pattern Design	3
FASH 105	Visual Merchandising	3
	Total	9
Optional Elective		
COP 100	Cooperative Education	1
3rd Semester		
FASH 201	Technical Fashion Illustration	3
FASH 202	Computer-Assisted Pattern Design	3
FASH 203	Design by Draping I	3
	Total	9
4th Semester		
FASH 204	Design by Draping II	3
FASH 205	Tailoring Techniques	3
FASH 206	Fashion Entrepreneurship	3
FASH 207	Fashion Show Production	3
	Total	12
	Certificate Total	**40**
	Certificate Total (with optional 1)	**41**

FASHION RETAILING OPTION (187)
FASHION DESIGN DEGREE
(Formerly called the Apparel Retailing Degree Option)

The Fashion Retailing option is available to students seeking employment in the retail sector of the industry. Students pursue careers in management, retailing, merchandising, purchasing, selling, fashion coordination, advertising, marketing and related areas.

Fashion Retailing Option
Associate of Applied Science Degree in Fashion Design
Suggested Sequence of Courses

1st Semester		Credits
PRE 100	Preparation for Academic Achievement	1
ART 113	History of Art I	
or		
ART 114	History of Art II	3
BUAD 100	Introduction to Business	3
ENG 101	English Writing	3
FASH 103	Fashion Design Concepts	3
FASH 108	Survey of Textiles	3
	Total	16
2nd Semester		**Credits**
BUAD 112	Computer for Business Management	3
FASH 105	isual Merchandising	3
MGMT 102	Principles of Supervision	3
MKTG 223	Marketing	3
SP 101	Fundamentals of Speech Communication	3
	General Education Requirement: Mathematics	3
	Total	18
Optional Elective		
COP 100	Cooperative Education	1
3rd Semester		
FASH 106	Apparel Buying and Retailing	3
HUM 202	Survey of Art, Literature, and Music	3
MGMT 222	Principles of Business Management	3
MKTG 211	Advertising	3
	General Education Elective: Social and Behavioral Sciences	3
	Total	15
4th Semester		
FASH 107	Survey of Apparel Retailing	3
FASH 206	Fashion Entrepreneurship	3
FASH 207	Fashion Show Production	3
MKTG 212	Principles of Selling	3
HLF	Health and Life Fitness	2
	General Education Elective: Biological and Physical Sciences	3-4
	Total	17-18
	Program Total	**66-67**
	Program Total (with optional 1)	**67-68**

FASHION PATTERNMAKING TRACK (240)
FASHION DESIGN CERTIFICATE PROGRAM

The Fashion Patternmaking track offers students the opportunity for training and retraining, in the technical field of pattern development for apparel design. Students will take selected Fashion Design courses to prepare for careers as patternmakers, CAD specialists, and stylists.

Courses		Credits
PRE 100	Preparation for Academic Achievement	1
FASH 100	Fashion Design	
or		
FASH 200	Advanced Fashion Design	3
FASH 104	Flat Pattern Design	3
FASH 202	Computer-Assisted Pattern Design	3
FASH 203	Design by Draping I	3
FASH 204	Design by Draping II	3
	Certificate Total	**16**

FIRE SCIENCE TECHNOLOGY PROGRAM

Liberty Campus
Business, Health, Sciences and Mathematics Division
Nursing and Allied Health Department
410-462-7736

The following fire Science Technology degree program courses are offered for college credit to Fire Department personnel in conjunction with Baltimore metropolitan area Fire Academies and the Maryland Fire and Rescue Institute (MFRI). Courses for city fire department employees are taught at the Baltimore City Fire Academy. Courses are also taught at other MFRI-approved locations throughout the State of Maryland.

*There is no suggested sequence of courses.

FIRE SCIENCE TECHNOLOGY CERTIFICATE (411)

Courses		Credits
EMSP 103	Emergency Medical Technician - Basic	7
FST 110	Fire Fighter I	3
FST 145	Aerial Apparatus Operator	1
FST 150	Hazardous Materials Operations	1
FST 152	Hazardous Materials Technician	3
FST 160	Pump Operator	2
FST 202	Rescue Technician	4
FST 210	Fire Fighter II	2
	Certificate Total	**23**

**** Also requires passing the College's computer literacy exam or completion of a computer literacy course (CLT 100).**

AAS DEGREE (410)

Requires completion of all certificate courses plus:
Prerequisites: Recommended developmental courses.

Courses		Credits
PRE 100	Preparation for Academic Achievement	1
ENG 101	English Writing	3
ES 110	Environmental Science	3
HLF 201	Personal and Community Health	3
MAT 111	Contemporary Mathematics	3
PHI 105	Introduction to Professional Ethics	3
PSY 101	Introductory Psychology	3
SOC 223	Racial and Ethnic Relations	3
SP 101	Fundamentals of Speech Communications	3
	General Education Total	**25**
Additional Degree Courses		**Credits**
FST 130	Building Construction: Non-combustible and Fire Resistive	1
FST 140	Building Construction: Principles - Wood and Ordinary Construction	1
FST 170	Engine Company Fireground Operations	1
FST 180	Truck Company Fireground Operations	1
FST 200	Firefighter Safety and Survival	1
FST 201	Incident Command System	1
FST 212	Fire Officer I	4
FST 214	Instructor I	2
FST 220	Fire Officer II	3
FST 230	Fire Inspector I	3
	Additional Course Total	**18**
	Degree Total	**66**

* FST courses are taught by MFRI or the Fire Academies and must have been completed after approval of the date approved by the American Council on Education, College Credit Recommendation Service.

GENERAL STUDIES TRANSFER PROGRAM

Liberty Campus
Liberal Arts, Education, and Social Sciences Division
Public Services, Education and Social Sciences Department
410-462-8335

GENERAL STUDIES TRANSFER DEGREE (008)

The General Studies degree program provides a flexible, yet academically sound framework for the student who is exploring career and academic opportunities; or for the student whose interests, aptitude, and career goals do not conform with other programs offered by the College.

In the first year, the student's academic program consists of those courses which meet the College's General Education Requirements, and elective courses which may be for career or academic exploration. This first year affords the student the opportunity to participate in the breadth of the academic offerings of the College.

At the end of the first year, or upon completion of 30 to 34 credits, the student and his/her academic adviser then develop an academic plan for a career or technical program.

GENERAL STUDIES TRANSFER PROGRAM
Liberal Arts, Education, and Social Sciences Division
Public Services, Education and Social Sciences Department

**** All BCCC students must meet the College's Computer Literacy requirements in order to receive a degree or a certificate. All first-time, full- and part-time degree and certificate seeking students are required to complete the PRE 100 course within the first six credits.**

1st Semester		Credits
PRE 100	Preparation for Academic Achievement	1
ENG 101	English Writing	3
H 101	History of American Civilization I*	
or		
H 110	History of African American Civilization I*	
or		
H 151	World History I*	3
SP 101	Fundamentals of Speech Communication	3
	General Education Requirements:	
	Arts and Humanities	3
	Mathematics	3-4
	Total	16-17

*These history courses cannot also be counted toward the General Education Requirements. Also, students must select Parts I and II of the same sequence: H 102

must follow H 101, H 111 must follow H 110, and H 152 must follow H 151.

2nd Semester		Credits
ENG 102	Introduction to the Term Paper and Research Methods	3
H 102	History of American Civilization II*	
or		
H 111	History of African American Civilization II*	
or		
H 152	World History II*	3
HLF	Health and Life Fitness	1
	General Education Requirements:	
	Biological and Physical Sciences with lab	4
	Social and Behavioral Sciences	3-4
	Choose any course	3
	Total	17-18
3rd Semester		
HLF	Health and Life Fitness	1
PHI 101	Introduction to Philosophy	3
	General Education Requirements:	
	Social and Behavioral Sciences	3-4
	Biological and Physical Sciences	3-4
	Choose any 2 courses	6
	Total	16-18
4th Semester		
	General Education Requirements:	
	Choose 2 Interdisciplinary and Emerging Issues courses	6
	Arts and Humanities (Literature required)	3
	Choose any General Education course	3
	Choose any course	3-4
	Total	15-16
	Program Total	**64-69**

HEALTH INFORMATION TECHNOLOGY PROGRAMS

Liberty Campus
Business, Health, Sciences and Mathematics Division
Nursing and Allied Health Department
Office: 410-462-7709 Lab: 410-462-7735

- Health Information Technology Degree (025)
- Coding Specialist Certificate (205)

HEALTH INFORMATION TECHNOLOGY DEGREE (025)

BCCC's Health Information Technology (HIT) graduates perform a variety of technical, health information management functions including organizing, analyzing, and technically evaluating health information; compiling administrative and health statistics; and coding diseases, operations, and other procedures. Responsibilities also include maintaining and using a variety of health information indices, special registries, storage and retrieval systems; inputting and retrieving computerized health data, and controlling the release of health information. The majority of health information practitioners work in acute care hospitals, ambulatory, long-term, and mental health facilities, state and federal agencies, and at insurance companies, and colleges. Some are self-employed in businesses such as transcription services and consulting.

Graduates are eligible to take the certification examination administered by the American Health Information Management Association. Passing the examination entitles a person to use the initials RHIT (Registered Health Information Technician) after his/her name. This national exam is offered once a quarter.

BCCC's HIT program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

Students must score 35 or higher on the science placement test to be exempt from BIO 101 or BIO 102.

Transfer and returning students may be required to pass a challenge exam, in order not to have to repeat AH and HIT courses whose credits are more than three years old. Students must earn "C" or better in BIO 111/112, BUAD112, and all AH and HIT courses. No course may be repeated more than once. For additional information regarding admission and/or continued enrollment in the program, contact the program coordinator.

Upon acceptance into the Program, students:

1. Must complete and American Heart Association or American Red Cross CPR course. A copy of both sides of the card must be provided on the first day of class.
2. Are required to carry health insurance as long as they are in the program or sign a medical waiver accepting responsibility for their own health and safety in the classrooms and clinical areas to which they are assigned.
3. Must show proof of currrent health status by physical exam less than a year old (form may be obtained through the Health and Wellness Center).
4. Have up-to-date immunization/titres:
   a. The Purified Protein Derivative (PPD) must be done annually
   b. Rubella, Rubeola and Mumps titre and immunization, if necessary
   c. Varicella (chicken pox) titre and immunization, if necessary
   d. Hepatitis B screening, vaccine if necessary, or written waiver
5. Are/may be required to have a criminal background check and a drug screen at their own expense. Information on how to obtain a criminal background check will be provided. Criminal background check are/may be required by the clinical placement site.
6. Must maintain a minimum of "C" in each course to progress through the course and semester sequence.

In addition students:

1. Will incur expenses for books, tuition, etc.
2. Are responsible for their own transportation to and from clinical practicums.

Health Information Technology
Associate of Applied Science Degree Program
Suggested Sequence of Courses

**** All BCCC students must meet the College's Computer Literacy requirements in order to receive a degree or a certificate. All first-time, full- and part-time degree and certificate seeking students are required to complete the PRE 100 course within the first six credits.**

Prerequisites		Credits
PRE 100	Preparation for Academic Achievement	1
BUAD 112	Computers for Business Management	3
ENG 101	English Writing	3
	Total	7
1st Semester		
AH 130	Medical Terminology	3
AH 141	Organization of Healthcare Industry	2
BIO 111	Anatomy and Physiology I	4
HIT 120	Health Information Systems	4
MAT 107	Modern Elementary Statistics	3
	Total	16
2nd Semester		
AH 230	Study of Disease Process	3
BIO 112	Anatomy and Physiology II	4
ENG 102	Introduction to the Term Paper and Research Methods	
or		
ENG 113	Business Writing	3
HIT 130	Health Information Practicum I	2
HIT 232	Computer Applications in Healthcare	2
PSY 101	Introductory Psychology	3
	Total	17
3rd Semester		
AH 110	Medical Jurisprudence and Ethics	2
AH 135	Allied Health Pharmacology	2
HIT 123	ICD-9-CM Coding Principles and Practice	4
HIT 221	Health Statistics	3
HIT 231	Health Information Practicum II	1
HIT 251	Healthcare Management Supervision	3
	Total	15
4th Semester		**Credits**
HIT 132	CPT-4 Coding Principles and RVUs/APGs	2
HIT 240	Advanced ICD-9-CM Coding/DRGs and DSM-IV	2
HIT 242	Health Information Practicum III	2
HIT 252	Clinical Quality Assurance and CQI	3
HIT 262	Health Information Practicum IV	2
HLF	Health and Life Fitness	1
SP 101	Fundamentals of Speech Communication	3
	Total	15
	Program Total 63 + Prerequisites	**70**

CODING SPECIALIST CERTIFICATE (205)
(This certificate is under consideration to become an Associate degree program called Coding and Billing Specialist. Students should see the program head for additional information.)

This certificate course of study prepares a graduate for employment in a hospital, or a related healthcare setting, analyzing charts in order to assign codes using the ICD-9-CM, CPT-4, and DSM-IV classification systems. Graduates are also able to use computer software encoders to obtain codes; the Medicare DRG, APR groupers for inpatients; and the APC grouper for assigning APCs for reimbursement. Students gain practice in coding a variety of medical specialties and problems, of acute care, ambulatory, and long-term care patients. This practice requires additional time in the lab during OPEN LAB time. This program can be completed by taking courses in the evenings and on Saturday.

While this certificate requires only 38 credits, it takes three or four semesters to complete, because of course prerequisites. Students who complete the requirements earn the certificate as a Coding Specialist. Graduates are eligible to take the certification examinations administered by the American Health Information Management Association. Following graduation, the student may take an exam. Passing the exam entitles the student to use the initials CCA, (Certified Coding Associate). After coding for three years the graduate may take examinations to be recognized as a CCS, (Certified Coding Specialist), or a CCS-P, (Certified Coding Specialist- Physician Based), depending on whether the hospital or physician's office certification exam is taken.

Students must score 35 or higher on the science placement test to be exempt from BIO 101 or BIO 102. Students must take BUAD 112, before taking any HIT course. Transfer and returning students may be required to pass a challenge exam in order not to have to repeat an AH or HIT course whose credits are more than three years old. Students must earn a "C" or better in all credit courses applied toward graduation requirements. No course may be repeated more than once. For additional information regarding admission and/or continued enrollment in the program, students should contact the program head.

Courses		Credits
PRE 100	Preparation for Academic Achievement	1
AH 130	Medical Terminology	3
AH 135	Allied Health Pharmacology	2
AH 230	Study of Disease Process	3
BUAD 112	Computers in Business Management	3
BIO 111	Anatomy and Physiology I	4
BIO 112	Anatomy and Physiology II	4
ENG 101	English Writing	3
HIT 120	Health Information Systems	4
HIT 123	ICD-9-CM Coding Principles and Practice	4
HIT 132	CPT-4 Coding Principles and RVUs/APGs	2
HIT 226	Coding Practicum II	3
HIT 240	Advanced ICD-9-CM Coding/DRGs and DSM-IV	2
	Certificate Total	**38**

LAW ENFORCEMENT AND CORRECTIONAL ADMINISTRATION

Harbor Campus
Liberal Arts, Education, and Social Sciences Division
Public Services, Education and Social Sciences Department

Law Enforcement and Correctional Administration Degree Program
- Law Enforcement Option (022)
- Correctional Administration Option (081)

Law Enforcement and Correctional Administration Certificate Program
- Correctional Administration Track (188)
- Law Enforcement Track (095)
- Community Policing Track (215)

Law Enforcement and Correctional Administration consists of two primary areas: Law Enforcement and Correctional Administration. In partnership with the Baltimore City Police Department, the options and tracks provide people enrolled in the Police Academy with instruction and college credit. Basic and expanded criminal justice course sequences are available to police officer trainees. On-site courses are offered to in-service Baltimore City Police Department personnel at the Education and Training Division. A Community Policing track is available to students seeking in-depth knowledge of the theory and practice of community policing.

The Law Enforcement and Correctional Administration program focuses on providing continuing education for law enforcement, correctional officers, and other criminal justice professionals already employed in the field, and preparing new students for entry into the field. A wide range of courses is taught by experts in their fields. The programs enhance professional skills and prepare graduates for promotion or entry into many professional and administrative positions, within law enforcement, corrections, parole and probation, intake, counseling, youth services, pre-law, and others.

Many graduates of BCCC's Law Enforcement and Correctional Administration programs transfer to upperdivision or four-year institutions. To fully understand all requirements and prerequisites, students interested in transfer should consult early with the program head, the College's Transfer Counselor, and the intended four-year institution.

The Community Policing track provides a strong background in the social and behavioral science,s with specific courses in law enforcement, community policing, sociology, and group dynamics.

The Correctional Administration option and certificate are designed to upgrade the knowledge and skills, of personnel in the treatment and correction of both juvenile and adult offenders. These programs prepare students for employment in correctional and related agencies and/or institutions.

The Law Enforcement Option and Certificate programs are designed to upgrade the knowledge and skills of law enforcement professionals and people seeking employment in the field. Law enforcement courses incorporate recent developments in many disciplines, and present them in a manner appropriate for practitioners and students.

COMMUNITY POLICING TRACK (215)
LAW ENFORCEMENT AND CORRECTIONAL ADMINISTRATION CERTIFICATE

Courses		Credits
PRE 100	Preparation for Academic Achievement	1
AHS 100	Introduction to Human Services	4
AHS 103	Group Dynamics: Small Group Analysis	3
CRJ 101	Introduction to Criminal Justice	3
CRJ 104	Fundamentals of Law Enforcement	3
CRJ 201	Management Concepts	3
CRJ 231	Community Policing I	3
CRJ 232	Community Policing II	3
CRJ 233	Interviewing	3
SOC 104	The Community and Its Organization	3
	Electives: choose 2 courses: CRJ 115, CRJ 211, SOC 101, SOC 209, SOC 210	6
	Certificate Total	**35**

CORRECTIONAL ADMINISTRATION OPTION (081)
LAW ENFORCEMENT AND CORRECTIONAL ADMINISTRATION DEGREE

The option in Correctional Administration combines professional development with an academic degree. The option requires 64-68 credits, slightly more than half of which, are criminal justice and correctional courses. In addition, students are required to complete the General Education Requirements for AAS programs.

Correctional Administration Option
Associate of Applied Science Degree in
Law Enforcement and Correctional Administration
Suggested Sequence of Courses

**** All BCCC students must meet the College's Computer Literacy requirements in order to receive a degree or a certificate. All first-time, full- and part-time degree and certificate seeking students are required to complete the PRE 100 course within the first six credits.**

1st Semester		Credits
PRE 100	Preparation for Academic Achievement	1
CRJ 101	Introduction to Criminal Justice	3
CRJ	Program Elective: choose any CRJ course not already listed in a semester sequence	3
ENG 101	English Writing	3
HLF	Health and Life Fitness	1
	General Education Requirements:	
	Arts and Humanities	3
	Social and Behavioral Sciences	3-4
	Total	**17-18**

2nd Semester		Credits
CRJ 102	Report Writing for Criminal Justice Personnel	3
CRJ 106	Fundamentals of Corrections	3
HLF	Health and Life Fitness	1
SP 101	Fundamentals of Speech Communication	3
	General Education Requirements: Biological and Physical Sciences	3-4
	Computer Elective: Choose BCA 104, BUAD 112, CIS 109 or CLT 100	2-3
	Total	15-17
3rd Semester		
CRJ 107	Institutional Treatment of Offenders	3
CRJ 201	Management Concepts	3
CRJ 210	Investigative Principles and Concepts	3
CRJ 214	Practical Law for Correctional Personnel	3
	General Education Requirements: Mathematics	3-4
	Total	15-16
4th Semester		
CRJ 209	Probation and Parole	3
CRJ 292	Fieldwork in Administration of Justice and Public Safety	4
	CRJ Program Elective: choose any two CRJ courses not already listed in a semester sequence	6
	General Education Requirements: Social and Behavioral Sciences	3-4
	Total	16-17
	Program Total	**63-68**

CORRECTIONAL ADMINISTRATION TRACK (188)
LAW ENFORCEMENT AND CORRECTIONAL ADMINISTRATION CERTIFICATE

The Correctional Administration certificate is a professional development program, which focuses almost exclusively on the criminal justice program and correctional courses. In addition, students are required to complete PRE 100, SOC 101, and SOC 205.

**** All BCCC students must meet the College's Computer Literacy requirements in order to receive a degree or a certificate. All first-time, full- and part-time degree and certificate seeking students are required to complete the PRE 100 course within the first six credits.**

Courses		Credits
PRE 100	Preparation for Academic Achievement	1
CRJ 101	Introduction to Criminal Justice	3
CRJ 106	Fundamentals of Corrections	3
CRJ 107	Institutional Treatment of Offenders	3
CRJ 108	Introduction to Juvenile Justice	3
CRJ 201	Management Concepts	3
CRJ 214	Practical Law for Correctional Personnel	3
	CRJ Program Electives: choose any three CRJ courses not already listed in a semester sequence	9
SOC 101	Introduction to Sociology	3
SOC 205	Criminology	3
	Certificate Total	**34**

LAW ENFORCEMENT OPTION (022)
LAW ENFORCEMENT AND CORRECTIONAL ADMINISTRATION DEGREE

The Law Enforcement option within the Associate of Applied Science degree, combines professional development with an academic degree. The option requires 64-68 credits, slightly more than half of which are criminal justice and law enforcement courses. In addition, students are required to complete the General Education Requirements for AAS programs.

Law Enforcement Option
Associate of Applied Science Degree in Law Enforcement and Correctional Administration
Suggested Sequence of Courses

**** All BCCC students must meet the College's Computer Literacy requirements in order to receive a degree or a certificate. All first-time, full- and part-time degree and certificate seeking students are required to complete the PRE 100 course within the first six credits.**

1st Semester		Credits
PRE 100	Preparation for Academic Achievement	1
CRJ 101	Introduction to Criminal Justice	3
	CRJ Program Elective: choose any CRJ course not already listed in a semester sequence	3
ENG 101	English Writing	3
HLF	Health and Life Fitness	1
	General Education Requirements: Arts and Humanities	3
	Social Behavioral Sciences	3-4
	Total	17-18
2nd Semester		
CRJ 102	Report Writing for Criminal Justice Personnel	3
CRJ 104	Fundamentals of Law Enforcement	3
HLF	Health and Life Fitness	1
SP 101	Fundamentals of Speech Communication	3
	General Education Requirements: Biological and Physical Sciences	3-4
	Computer Elective: choose BUAD 112, BCA 104, CIS 109, or CLT 100	2-3
	Total	15-17
3rd Semester		
CRJ 201	Management Concepts	3
CRJ 210	Investigative Principles and Concepts	3
CRJ 211	Criminal Procedural Law	3
CRJ 213	Criminal Substantive Law	3
	General Education Requirements: Mathematics 3-4	
	Total	15-16
4th Semester		
CRJ 202	Organizational Dynamics	3
CRJ 220	Criminalistics	3
CRJ 292	Fieldwork in Administration of Justice and Public Safety	4
	CRJ Program Elective: choose any CRJ course not already listed in a semester sequence	3
	General Education Requirements: Social and Behavioral Sciences	3-4
	Total	16-17
	Program Total	**63-68**

LAW ENFORCEMENT TRACK (095)
LAW ENFORCEMENT AND CORRECTIONAL ADMINISTRATION CERTIFICATE

The Law Enforcement certificate is a professional development program, that focuses almost exclusively on criminal justice and law enforcement courses. In addition, students are required to complete PRE 100 and SOC 101.

Courses		Credits
PRE 100	Preparation for Academic Achievement	1
CRJ 101	Introduction to Criminal Justice	3
CRJ 104	Fundamentals of Law Enforcement	3
CRJ 108	Introduction to Juvenile Justice	3
CRJ 201	Management Concepts	3
CRJ 210	Investigative Principles and Concepts	3
CRJ 213	Criminal Substantive Law	3
	CRJ Program Electives: choose any 4 CRJ courses not already listed	12
SOC 101	Introduction to Sociology	3
	Certificate Total	**34**

LEGAL PROGRAMS

Harbor Campus
Liberal Arts, Education and Public Services Division
Public Services, Education and Social Sciences Department
410-986-5580

- Legal Assistant Degree (067)
- Legal Assistant Certificate (094)
- Legal Nurse Consultant Certificate (209)

The Legal Assistant, also referred to as a Paralegal, provides a variety of invaluable services in private law firms, banks, insurance companies, corporations, governmental agencies, and offices. Job duties often include conducting legal research, writing correspondence, drafting legal documents, and managing a law office. Paralegals may also investigate cases, interview clients and witnesses, and generally aid attorneys in preparing for trials and hearings.

BCCC offers an AAS degree program, as well as a certificate course of study. The AAS degree may be earned in one of three legal disciplines: Business, Litigation, or General Law. Some paralegals advance their career beyond the associate or bachelor's degree by entering law school.

Program Objectives:

1. To provide a basic understanding of legal concepts and terminology.
2. To develop strong analytical, research and writing skills.
3. To develop an understanding of legal ethics and professional responsibility.
4. To develop practical skills that will enable the paralegal to competently assist an attorney in the practice of law.

Students should note that a paralegal can only perform legal work under the direct supervision of an attorney, and are prohibited from independently engaging in the practice of law.

In the first level courses, students study principles of law, legal research, writing, ethics, and office procedures. At the advanced level, students take specialty courses, such as litigation, criminal procedure, real estate, business organization, and family law. Further specialization is available in courses such as estates and trusts, communications law, and environmental law. To gain experience, students are required to complete a minimum of 90 hours of work under the supervision of an attorney.

Students must complete the following courses with a grade of "B" or better to continue in the program: ENG 101 (or its equivalent) and PLA 101 and/or with the permission of the Coordinator.

Note: Not all electives are offered each semester; please check with your adviser.

LEGAL ASSISTANT (067)
Associate of Applied Science Degree Program
Suggested Sequence of Courses

**** All BCCC students must meet the College's Computer Literacy requirements in order to receive a degree or a certificate. All first-time, full- and part-time degree and certificate seeking students are required to complete the PRE 100 course within the first six credits.**

1st Semester		Credits
PRE 100	Preparation for Academic Achievement	1
ENG 101	English Writing	3
HLF	Health and Life Fitness	1
PLA 101	General Law I	3
	General Education Requirements:	
	Arts and Humanities	3
	Mathematics	3-4
	Total	14-15
2nd Semester		
BUAD 112	Computers for Business Management	
or		
BCA 155	Word Processing I for Business Applications	
or		
CIS 110	Computers and Society	3
HLF	Health and Life Fitness	1
PLA 102	Legal Research and Bibliography	3
PLA 107	Office Practice and Ethics	3
SP 101	Fundamentals of Speech Communication	3
PLA 106	Legal Writing	3
	Total	16
3rd Semester		
	PLA Program Electives: **choose 3 courses from selected Track	9-10
	PLA Special Topics: *choose 1 course from the 190 series	2
	General Education Requirements: Biological and Physical Sciences	3-4
	Total	14-16

4th Semester		Credits
PLA 203	Practicum	3
or		
PLA 209	Community Law Clinic	
PLA 204	General Law II	3
	PLA Program Electives:** choose 2 courses from selected Track	6
	PLA Special Topics:* choose 1 course from the 190 series	2
	General Education Requirements: Social and Behavioral Sciences	3-4
	Total	17-18
	Program Total	**61-64**

***Special Topics 190 series**

Not every Special Topic will be offered during each semester. The availability of particular Special Topics will depend upon student interest and the availability of faculty. However, subject to the general enrollment requirements, there will be at least one Special Topic offered during each Fall and Spring semester.

- Bankruptcy
- Communications Law
- Community Law
- Constitutional Law
- Consumer Law
- Elder Law
- Employment Law
- Environmental Law
- Immigration Law
- Intellectual Property Law
- Social Security Disability Law

****Program Electives**

Business		
PLA 257	Litigation	3
PLA 259	Estates and Trusts	3
PLA 260	Business Organizations	3
PLA 261	Real Property	3
	Choose 1 of the following:	3
	PLA 254 Administrative Law	
	PLA 265 Computer-Assisted Legal Research	
	PLA 262 Mediation and Arbitration	

Litigation		
PLA 248	Torts	3
PLA 249	Criminal Procedure for the Legal Assistant	3
PLA 257	Litigation	3
PLA 265	Computer-Assisted Legal Research	3
	Choose one of the following:	3
	PLA 254 Administrative Law	
	PLA 256 Family Law	
	PLA 262 Mediation and Arbitration	
	PLA 267 Maryland Pleadings and Practice	

**** All BCCC students must meet the College's Computer Literacy requirements in order to receive a degree or a certificate. All first-time, full- and part-time degree and certificate seeking students are required to complete the PRE 100 course within the first six credits.**

General Law		Credits
PLA 248	Torts	3
PLA 249	Criminal Procedure for the Legal Assistant	3
PLA 257	Litigation	3
PLA 267	Maryland Pleadings and Practice	3
	Choose 1 of the following:	3
	PLA 254 Administrative Law	
	PLA 256 Family Law	
	PLA 259 Estates and Trusts	
	PLA 260 Business Organizations	
	PLA 261 Real Property	
	PLA 262 Mediation and Arbitration	
	PLA 265 Computer-Assisted Legal Research	

LEGAL ASSISTANT CERTIFICATE (094)

Students entering the certificate program must either possess an associate or bachelor's degree or have substantial legal experience.

Courses		Credits
PRE 100	Preparation for Academic Achievement	1
ENG 101	English Writing	3
PLA 101	General Law I	3
PLA 102	Legal Research and Bibliography	3
PLA 106	Legal Writing	3
PLA 107	Office Practice and Ethics	3
PLA 203	Practicum	3
PLA 248	Torts	3
PLA 249	Criminal Procedures for the Legal Assistant	3
PLA 257	Litigation	3
PLA 267	Maryland Pleadings and Practice	3
	Choose 1 of the following:	3
	PLA 254 Administrative Law	
	PLA 256 Family Law	
	PLA 259 Estates and Trusts	
	PLA 260 Business Organizations	
	PLA 261 Real Property	
	PLA 262 Mediation and Arbitration	
	Certificate Total	**34**

LEGAL NURSE CONSULTANT CERTIFICATE (209)

This program prepares specialized consultants to become part of a litigation team. Completion of the program of study enables registered nurses to evaluate, analyze, and render informed opinions in malpractice and personal injury situations. Legal Nurse Consultants (LNCs) are qualified to collaborate with attorneys, and provide expert advice in occupational and healthcare related cases.

Admission Requirements: current registered nurse license, minimum of an associate's degree in Nursing, and at least 2,000 hours of nursing practice.

Courses		Credits
LNC 111	Introduction to Legal Nurse Consulting	3
LNC 112	Legal Nurse Consulting II: Business Principles	3
LNC 208	Legal Nurse Consulting: Practicum	3
PLA 248	Torts	3
PLA 257	Legal Specialty: Litigation	3
PLA 265	Computer-Assisted Legal Research	3
or		
LNC 266	Computer-Assisted Medical Research	
	Certificate Total	**18**

NURSING PROGRAMS

Liberty Campus
Business, Health, Sciences and Mathematics Division
Nursing and Allied Health Department
410-462-7765

- Nursing (016)
- LPN Advanced Placement
- Practical Nursing Certificate (216)

Nurses function as caregivers and patient advocates in the promotion and restoration of health, and the prevention of disease. The practice of nursing requires substantial specialized knowledge, critical thinking abilities, and technical skills based on physiological and psycho-social sciences, and the growing body of nursing concepts/knowledge. Nursing encompasses caring for a multicultural client population across the life span of individuals in any setting where healthcare is needed.

Courses in the humanities contribute to the knowledge used when providing services to the whole person, in a caring, compassionate manner, while courses in the social, psychological, and biological sciences, give nurses a scientific basis for practice. BCCC's Nursing programs provide individual attention and flexible scheduling, to meet the needs of a diverse group of students, including: recent high school graduates, homemakers, and people already employed in other fields. To help students acquire and develop their skills, the programs provide a simulation laboratory, and a media center, equipped with video and interactive computer programs.

Before admission to any nursing course/program, all the sciences must be completed with a grade of "C" or better, and be no more than five years old at the time of entry into the Nursing Program. The General Education Requirements may be taken in any order, as agreed upon by the student and his/her Program Adviser. Students have the opportunity to practice their nursing skills and apply their classroom-learned theory at a variety of local hospitals, clinics, day care centers, and other community-based settings. During the course of study, students care for adult clients, clients with mental illnesses, children, and parents during child-bearing years. Students will be required to take nationally normed tests throughout the curriculum. In the last semester, students will be required to meet end of program completion requirements, and achieve a satisfactory score on a comprehensive exam prior to taking the licensing exam.

Application for Admission: All interested applicants must hold a high school diploma or its equivalent; must demonstrate adequate knowledge of high school biology and chemistry by appropriate placement test scores, or passing equivalent courses; and must be fluent in spoken and written English. CHE 103 (grade of "C") and BIO 101 or BIO 102, satisfy the requirements for high school chemistry and biology. Foreign students must achieve a satisfactory score on the written section of the TOEFL. Applicants must also successfully complete all developmental courses in mathematics, reading and English, as identified by the College ACCUPLACER Test. Students must successfully complete PRE 100, BIO 111, BIO 112 and BIO 212, before entering the program. In these sciences, including CHE 103, the student must have a grade of "C" or better, and the grade must be no more than five years old at time of entry into the Nursing Program. Students must maintain a cumulative GPA of 2.5 or better to be considered for admission.

Because the Nursing programs have special entrance requirements, prospective applicants must meet with the Nursing Admissions Counselor in the Office of Admissions, Recruitment and Orientation. Students must meet the entry requirements as published by the Nursing Department when applying for admission to the Nursing program.

Eligibility for Licensure: Eligibility for admission to and continued enrollment in the Nursing programs, are conditional on an applicant's eligibility for licensure by the Maryland Board of Nursing. Under Maryland law, the Maryland Board of Nursing may deny a license to any applicant for reasons that include: but are not limited to, an applicant's conviction or pleading guilty or nolo contendere to a felony, or to a crime involving moral turpitude, (whether or not any appeal or other proceeding is pending), to have the conviction or plea set aside. The Maryland Board of Nursing mandates that new graduates submit to a criminal background check and fingerprinting prior to licensure.

All Nursing students must submit to a criminal background check. If an applicant for admission or an enrolled student has an unexpunged conviction, or is convicted at any time prior to admission or enrollment into the Nursing programs, or during participation in the Nursing course sequence, the applicant or enrolled student must immediately notify the Nursing Department. Failure to disclose an arrest or conviction may result in ineligibility for admission to, or suspension or termination from Nursing programs.

Upon acceptance into the Program, students:

1. Must complete and American Heart Association or American Red Cross CPR course. A copy of both sides of the card must be provided on the first day of class.
2. Are required to carry health insurance as long as they are in the program or sign a medical waiver accepting responsibility for their own health and safety in the classrooms and clinical areas to which they are assigned.
3. Must show proof of currrent health status by physical exam less than a year old (form may be obtained through the Health and Wellness Center).
4. Have up-to-date immunization/titres:
   a. The Purified Protein Derivative (PPD) must be done annually

b. Rubella, Rubeola and Mumps titre and immunization, if necessary
c. Varicella (chicken pox) titre and immunization, if necessary
d. Hepatitis B screening, vaccine if necessary, or written waiver

5. Are required to have a criminal background check and a drug screen at their own expense. Information on how to obtain a criminal background check will be provided.
6. Must maintain a minimum of "C" in each course to progress through the course and semester sequence.

In addition students:

1. Will incur expenses for books, tuition, etc.
2. Are responsible for their own transportation to and from clinical practicums.

NURSING DEGREE (016)

The Associate Degree Nursing (ADN) Program prepares its graduates to take the licensing examination (NCLEX-RN) to become registered nurses in the State of Maryland. The ADN program participates in the revised Nursing Articulation Agreement that became effective in July 2003. The ADN program is accredited by the National League for Nursing Accrediting Commission, (61 Broadway, New York, NY 10006, 212-363-5555).

NURSING

Associate of Science Degree Program
Suggested Sequence of Courses

**** All BCCC students must meet the College's Computer Literacy requirements in order to receive a degree or a certificate. All first-time, full- and part-time degree and certificate seeking students are required to complete the PRE 100 course within the first six credits.**

Pre-Program Entry		Credits
PRE 100	Preparation for Academic Achievement	1
BIO 111	Anatomy and Physiology I	4
BIO 112	Anatomy and Physiology II	4
BIO 212	Microbiology	4
	Total	13
1st Semester		
ENG 101	English Writing	3
NUR 111	Calculation of Medications in Nursing	1
NUR 120	Introduction to Nursing Practice	8
PSY 101	Introductory Psychology	3
	Total	15
2nd Semester		
NUR 122	Medical-Surgical Nursing of Adults I	8
PSY 104	Developmental Psychology	3
SOC 101	Introduction to Sociology	3
	Total	14
3rd Semester		
NUR 218	Maternal and Child Health Nursing	6
NUR 222	Care of the Client with Mental Health Problems	4
SP 101	Fundamentals of Speech Communication	3
	Total	13
4th Semester		**Credits**
NUR 220	Medical-Surgical Nursing of Adults II	8
NUR 216	Perspectives and Issues in Nursing	1
MAT 107	Modern Elementary Statistics 3	
	General Education Requirements:	
	Arts and Humanities:	
	Literature Elective	3
	Total	15
	Program Total	**70**

LPN ADVANCED PLACEMENT

Students who are already LPNs may challenge by examination, first-semester nursing (NUR) courses. The first semester courses that may be challenged are:

1. NUR 111 (Calculations of Medications in Nursing). Passing grade is a minimum of 90%.
2. NUR 120 (Introduction to Nursing Practice). Passing grade is a minimum of 75%.

Additional Admission Requirements:

1. Successful completion of PRE 100, BIO 111, BIO 112, and BIO 212, before entering the program. In these sciences, including CHE 103, the student must have a grade of "C" or better, and the grade must be no more than five years old at the time of entry into the Nursing Program.
2. Cumulative GPA of 2.5 or better to be considered for admission.
3. Graduation from an approved LPN program.
4. Current Mayland LPN license.
5. Minimum of one year of experience in a skilled or acute care nursing facility involving medical surgical care.

The LPN who meets all the College and Nursing admission requirements and passes the challenge exams, will enter the second semester Nursing course.

Courses		Credits
PRE 100	Preparation for Academic Achievement	1
BIO 111	Anatomy and Physiology I	4
BIO 112	Anatomy and Physiology II	4
BIO 212	Microbiology	4
ENG 101	English Writing	3
MAT 107	Modern Elementary Statistics	3
PSY 101	Introductory Psychology	3
PSY 104	Developmental Psychology	3
SOC 101	Introduction to Sociology	3
SP 101	Fundamentals of Speech Communication	3
	General Education Requirements:	
	Arts and Humanities:	
	ENG 200-level course	3
	Total	**34**

PRACTICAL NURSING CERTIFICATE (216)

The Practical Nursing certificate is a one-year program that prepares graduates to take the licensing examination, (NCLEX-PN). Prospective students may select the program either on admission to the College, or

after completing core courses: NUR 111: Calculation of Medications in Nursing, and NUR 120: Introduction to Nursing Practice. Licensed Practical Nurses function under the direction and supervision of a Registered Nurse, and/or a physician, to provide care for clients in a variety of healthcare settings. The LPN works in a team relationship with other healthcare providers.

**** All BCCC students must meet the College's Computer Literacy requirements in order to receive a degree or a certificate. All first-time, full- and part-time degree and certificate seeking students are required to complete the PRE 100 course within the first six credits.**

Prerequisites		Credits
PRE 100	Preparation for Academic Achievement	1
BIO 111	Anatomy and Physiology I	4
BIO 112	Anatomy and Physiology II	4
BIO 212	Microbiology	4
	Total	13
1st Semester (Fall only)		
ENG 101	English Writing	3
PSY 101	Introductory Psychology	3
NUR 111	Calculation of Medications in Nursing	1
NUR 120	Introduction to Nursing Practice	8
	Total	15
2nd Semester (Spring only)		
PNUR 101	Adult Health Nursing I	5
PNUR 105	Adult Health Nursing II	5
	Total	10
3rd Semester (Summer only)		
PNUR 110	Nursing in Child-Bearing and Child-Rearing Families	6
PNUR 115	Seminar in Practical Nursing Issues	1
	Total	7
	Certificate Total	**45**

OFFICE ADMINISTRATION/OFFICE TECHNOLOGY PROGRAMS

Liberty and Harbor Campuses
Business, Health, Sciences and Mathematics Division
Business, Management and Technology Department
410- 986-5533

OFFICE ADMINISTRATION DEGREE PROGRAM
- Administrative Assistant Option (259)
- Legal Administrative Assistant Option (258)
- Medical Administrative Assistant Option (011)
- Medical Transcriptionist Option (257)
- Word and Information Processing Option (086)

OFFICE TECHNOLOGY CERTIFICATE PROGRAM (164)
- Word and Information Processing Track (202)

Office Administration Programs focus on office occupational courses, that allow students to develop, or, refine job skills, which contribute to the overall quality and productivity goals of business and industry. At the same time, students are permitted to select a specialty from a variety of career programs. In addition to a common core of office administration courses, and courses specific to a student's area of interest, each program includes courses that address the non-technical skills necessary for a staff member to become part of the office team. Further, students develop skills in a balanced manner, which allows them to pursue realistic employment opportunities at the end of any semester of study.

Office Administration Programs provide a strong academic basis for a lifetime of growth within the profession. In addition to acquiring highly specialized skills and optional certification in specific areas, students may transfer a significant number of credits toward business programs at four-year colleges and universities.

Office personnel are employed in organizations of every description. Therefore, employment is not dependent on the fortunes of any single sector of the economy. According to the U.S. Department of Labor, in its Occupational Outlook Handbook, employment is expected to grow about as fast as the average, for all occupations through the year 2005, in line with the general growth of the economy. Well-qualified and experienced office staff, will continue to be in great demand and should find many job opportunities.

Office Technology certificate holders pursue jobs as skilled office personnel, who in modern offices are assuming more responsibilities and performing more duties that historically used to be associated with managerial staff.

ADMINISTRATIVE ASSISTANT OPTION (259) OFFICE ADMINISTRATION DEGREE

This option is designed to provide graduates with the expertise necessary to function as top-notch administrative support personnel. Students pursuing this major may sit for the nationally recognized, Certified Professional Secretary's (CPS) examination, after accumulating at least three years' work experience in the field.

The Administrative Assistant Program offers courses in six disciplines covered on the CPS examination. Students interested in pursuing certification, are advised about the specific general education courses necessary to prepare for this examination.

The Administrative Assistant Program is accredited by the Association of Collegiate Business Schools and Programs (ACBSP).

ADMINISTRATIVE ASSISTANT OPTION

Associate of Applied Science Degree in Office Administration
Suggested Sequence of Courses

**** All BCCC students must meet the College's Computer Literacy requirements in order to receive a degree or a certificate. All first-time, full- and part-time degree and certificate seeking students are required to complete the PRE 100 course within the first six credits.**

1st Semester		Credits
PRE 100	Preparation for Academic Achievement	1
BCA 104	Introduction to Operating Systems: DOS/Windows	3
ENG 101	English Writing	3
HLF	Health and Life Fitness	2
OFAD 100	Office Procedures	3
OFAD 117	Records Management	3
OFAD 123	Document Formatting I	3
	Total	18
2nd Semester		
ECO 201	The American Economy I: Macroeconomic Theory	3
MGMT 103	Business Mathematics	3
OFAD 119	Word Processing Applications I	3
OFAD 124	Document Formatting II	3
SP 101	Fundamentals of Speech Communication	3
	General Education Requirements: Biological and Physical Sciences	3
	Total	18
3rd Semester		
BUAD 100	Introduction to Business	3
ENG 113	Business Writing	3
	General Education Requirements: Choose any General Education course	3
MAT 107 or MAT 125	Modern Elementary Statistics or Finite Mathematics	3
OFAD 121	Word Processing Applications II	3
OFAD 125	Document Production	3
	Total	18
4th Semester		
ACCT 201	Accounting Principles I	4
COP 200 or OFAD 250	Cooperative Education or Office Administration/Technology Internship	3
	General Education Requirements: Choose any General Education course	3
BCA 245	Introduction to Multimedia Presentations	3
OFAD 215	Office Management	3
	Total	16
	Program Total	**70**

Recommended General Education Courses for CPS Exam Preparation:

2nd Semester: Students may choose PSY 101 as a General Education Requirements course.

4th Semester: Students may choose PHI 101 as the Social and Behavioral Sciences course.

Additional Courses for CPS Exam Preparation:

ACCT 202	Accounting Principles II	4
BCA 136	Database Management Systems I	3
BCA 241	Desktop Publishing/Graphics II (Using PageMaker)	3
MGMT 222	Principles of Business Management	3
OFAD 117	Records Management	3

LEGAL ADMINISTRATIVE ASSISTANT OPTION (258)
OFFICE ADMINISTRATION DEGREE

The Legal Administrative Assistant option focuses on office occupational courses, that allow students to develop skills essential for performing secretarial administrative duties in law offices. Courses in general law, office ethics and procedures, and legal machine transcription are included. Legal Administrative Assistant majors may sit for the Certified Professional Legal Secretary's (PLS) examination upon completion of three years' experience in the field, and, preferably, upon successful completion of the Legal Administrative Assistant Program. This program includes all courses necessary to prepare for this nationally-recognized examination.

The Legal Administrative Assistant Program is accredited by the Association of Collegiate Business Schools and Programs (ACBSP).

LEGAL ADMINISTRATIVE ASSISTANT OPTION

Associate of Applied Science Degree in Office Administration
Suggested Sequence of Courses

**** All BCCC students must meet the College's Computer Literacy requirements in order to receive a degree or a certificate. All first-time, full- and part-time degree and certificate seeking students are required to complete the PRE 100 course within the first six credits.**

1st Semester		Credits
PRE 100	Preparation for Academic Achievement	1
BCA 104	Introduction to Operating Systems: DOS/Windows	3
ENG 101	English Writing	3
HLF	Health and Life Fitness	2
OFAD 100	Office Procedures	3
OFAD 117	Records Management	3
OFAD 123	Document Formatting I	3
	Total	18
2nd Semester		
ECO 201	The American Economy I: Macroeconomic Theory	3
	General Education Requirements: Biological and Physical Sciences	3
MGMT 103	Business Mathematics	3
OFAD 119	Word Processing Applications I	3
OFAD 124	Document Formatting II	3
SP 101	Fundamentals of Speech Communication	3
	Total	18

3rd Semester		Credits
BUAD 100	Introduction to Business	3
MAT 107	Modern Elementary Statistics	
or		
MAT 125	Finite Mathematics	3
OFAD 121	Word Processing Applications II	3
OFAD 125	Document Production	3
PLA 101	General Law I	3
	General Education Requirements:	
	Choose any General Education course	3
	Total	18
4th Semester		
ACCT 201	Accounting Principles I	4
COP 200	Cooperative Education	
or		
OFAD 250	Office Administration/Technology Internship	3
	General Education Requirements:	
	Choose any General Education course	3
OFAD 206	Legal Document Production and Transcription	3
PLA 107	Legal Office Practice and Ethics	3
	Total	16
	Program Total	**70**

Additional Courses Recommended for PLS Preparation:

PLA 102	Legal Research/Bibliography	3
PLA 106	Legal Writing	3

MEDICAL ADMINISTRATIVE ASSISTANT OPTION (011) OFFICE ADMINISTRATION DEGREE

The Medical Administrative Assistant option focuses on office occupational courses, that allow students to develop competencies essential for performing administrative duties in the health information field. Courses in medical jurisprudence and ethics, medical terminology, the health professions, and biology are included.

The Medical Administrative Assistant program is accredited by the Association of Collegiate Business Schools and Programs (ACBSP).

MEDICAL ADMINISTRATIVE ASSISTANT OPTION

Associate of Applied Science Degree in Office Administration

Suggested Sequence of Courses

1st Semester		Credits
PRE 100	Preparation for Academic Achievement	1
AH 130	Medical Terminology	3
BCA 104	Introduction to Operating Systems: DOS/Windows	3
ENG 101	English Writing	3
OFAD 100	Office Procedures	3
OFAD 117	Records Management	3
OFAD 123	Document Formatting I	3
	Total	19

2nd Semester		Credits
BIO 102	Principles of Biology	4
ECO 201	The American Economy I: Macroeconomic Theory	3
MGMT 103	Business Mathematics	3
OFAD 119	Word Processing Applications I	3
OFAD 124	Document Formatting II	3
SP 101	Fundamentals of Speech Communication	3
	Total	19
3rd Semester		
BUAD 100	Introduction to Business	3
BIO 107	Anatomy and Physiology	4
HLF	Health and Life Fitness	2
MAT 107	Modern Elementary Statistics	
or		
MAT 125	Finite Mathematics	3
OFAD 121	Word Processing Applications II	3
OFAD 125	Document Production	3
	Total	18
4th Semester		
ACCT 201	Accounting Principles I	4
COP 200	Cooperative Education	
or		
OFAD 250	Office Technology Internship	3
HIT 120	Health Information Systems	4
OFAD 111	Medical Document Production and Transcription	3
	Total	14
	Program Total	**70**

Additional Recommended Course

HIT 123	ICD-9-CM Coding Principles and Practice	4

MEDICAL TRANSCRIPTIONIST OPTION (257) OFFICE ADMINISTRATION DEGREE

The Medical Transcriptionist option is highly specialized, and designed to train students for entry-level employment in health facilities, and for work at home, as self-employed medical transcriptionists. Many medical transcriptionists are able to earn excellent income working at home, making this program of interest to homemakers, disabled persons, retired persons, and others in similar situations. The duties of a medical transcriptionist involve translating the dictation of physicians and other healthcare professionals, into comprehensive typed records of patient care and treatment. Students must possess superior skills in English grammar, spelling, and vocabulary before taking any of the Medical Transcriptionist courses.

Additional Prerequisites: Typing speed of not less than 40 net words per minute; completion of the Science Placement Test; completion of BIO 111, AH 130, and ENG 101. Majors in the Medical Transcriptionist option may apply to sit for the national medical certification examination, sponsored by the American Association for Medical Transcription (AAMT). After three years' professional experience as a medical transcriptionist, preferably in a hospital medical records department, one may apply to sit for the examination. A person who successfully completes the examination earns the status of Certified Medical Transcriptionist (CMT).

MEDICAL TRANSCRIPTIONIST OPTION

Associate of Applied Science Degree in Office Administration

Suggested Sequence of Courses

**** All BCCC students must meet the College's Computer Literacy requirements in order to receive a degree or a certificate. All first-time, full- and part-time degree and certificate seeking students are required to complete the PRE 100 course within the first six credits.**

1st Semester		Credits
PRE 100	Preparation for Academic Achievement	1
AH 130	Medical Terminology	3
BIO 111	Anatomy and Physiology I	4
ENG 101	English Writing	3
HLF	Health and Life Fitness	2
OFAD 119	Word Processing Applications I	3
OFAD 210	Typing Speed and Accuracy I	2
	Total	18
2nd Semester		
AH 135	Pharmacology for Allied Health	2
AH 230	Study of Disease Process	3
BIO 112	Anatomy and Physiology II	4
OFAD 121	Word Processing Applications II	3
OFAD 211	Typing Speed and Accuracy II	2
OFAD 225	Medical Machine Transcription I	4
	Total	18
3rd Semester		
ENG 112	Medical Writing	3
HIT 120	Health Information Systems	4
OFAD 226	Medical Machine Transcription II	4
SP 101	Fundamentals of Speech Communication	3
	General Education Requirements: Social and Behavioral Sciences	3
	Total	17
4th Semester		
COP 200	Cooperative Education	
or		
OFAD 250	Office Administration/Technology Internship	3
MGMT 103	Business Mathematics	3
OFAD 227	Medical Machine Transcription III	4
	General Education Requirements: Mathematics	3
	Total	13
	Program Total	**66**

WORD AND INFORMATION PROCESSING OPTION (086)

OFFICE ADMINISTRATION DEGREE

The Word and Information Processing option is designed to reflect the new multifunctional role of the office worker. Courses reflect the latest technology and prepare graduates for jobs in today's high-tech offices.

WORD AND INFORMATION PROCESSING OPTION

Associate of Applied Science Degree in Office Administration

Suggested Sequence of Courses

**** All BCCC students must meet the College's Computer Literacy requirements in order to receive a degree or a certificate. All first-time, full- and part-time degree and certificate seeking students are required to complete the PRE 100 course within the first six credits.**

1st Semester		Credits
PRE 100	Preparation for Academic Achievement	1
BCA 104	Introduction to Operating Systems: DOS/Windows	3
ENG 101	English Writing	3
HLF	Health and Life Fitness	2
OFAD 100	Office Procedures	3
OFAD 117	Records Management	3
OFAD 123	Document Formatting I	3
	Total	18
2nd Semester		
ECO 201	The American Economy I: Macroeconomic Theory	3
MGMT 103	Business Mathematics	3
OFAD 119	Word Processing Applications I	3
OFAD 124	Document Formatting II	3
SP 101	Fundamentals of Speech Communication	3
	General Education Requirements: Biological and Physical Sciences	3
	Total	18
3rd Semester		
BUAD 100	Introduction to Business	3
MAT 107	Modern Elementary Statistics	
or		
MAT 125	Finite Mathematics	3
OFAD 121	Word Processing Applications II	3
OFAD 125	Document Production	3
	General Education Requirements: Choose any 2 General Education courses	6
	Total	18
4th Semester		
BCA 126	Comprehensive Spreadsheets	3
BCA 136	Database Management Systems	3
BCA 241	Desktop Publishing: Graphics II	3
BCA 245 I	Introduction to Multimedia Presentations	3
COP 200	Cooperative Education	
or		
OFAD 250	Office Administration/Technology Internship	3
	Total	15
	Program Total	**69**

OFFICE TECHNOLOGY CERTIFICATE (164)

The Office Technology Certificate Program is designed to equip students with entry-level office skills. Graduates of this program may assist administrative personnel or become employed as general office clerks.

Courses		Credits
PRE 100	Preparation for Academic Achievement	1
MGMT 103	Business Mathematics	3
BCA 104	Introduction to Operating Systems: DOS/Windows	3
BCA 126	Comprehensive Spreadsheets	3
ENG 101	English Writing	3
OFAD 100	Office Procedures	3
OFAD 117	Records Management	3
OFAD 119	Word Processing Applications I	3
OFAD 121	Word Processing Applications II	3
OFAD 123	Document Formatting I	3
OFAD 124	Document Formatting II	3
OFAD 210	Typing Speed and Accuracy I	2
	Certificate Total	**33**

WORD AND INFORMATION PROCESSING TRACK (202)
OFFICE TECHNOLOGY CERTIFICATE

The Word and Information Processing Certificate fills an essential need for the student who wants intensive training to prepare for an entry-level position in an electronic office.

Courses		Credits
PRE 100	Preparation for Academic Achievement	1
BCA 104	Introduction to Operating Systems: DOS/Windows	3
BCA 126	Comprehensive Spreadsheets	3
ENG 101	English Writing	3
OFAD 100	Office Procedures	3
OFAD 117	Records Management	3
OFAD 119	Word Processing Applications I	3
OFAD 121	Word Processing Applications II	3
OFAD 123	Document Formatting I	3
OFAD 124	Document Formatting II	3
OFAD 125	Document Production	3
OFAD 210	Typing Speed and Accuracy I	2
	Certificate Total	**33**

PHYSICAL THERAPIST ASSISTANT PROGRAM

Liberty Campus
Business, Health, Sciences and Mathematics Division
Nursing and Allied Health Department
410-462-7727 or 7720

PHYSICAL THERAPIST ASSISTANT DEGREE (039)

The Physical Therapist Assistant (PTA) Program is a 2-year course of study leading to an Associate of Applied Sciences (AAS) degree. Students combine academic study in physical therapist assisting procedures, anatomy, kinesiology, medical conditions, and professionalism with clinical education and practice.

Graduates work under the supervision of professional physical therapists and are successfully employed in hospitals, rehabilitation centers, extended care and sub-acute facilities, schools and pediatric centers, private PT practices, and out-patient clinics. They are trained to treat patients suffering from physical disabilities related to disease or injury or needing post-surgical rehabilitation using various procedures and modalities, therapeutic exercises, mobility training, cardiopulmonary rehabilitation, general conditioning, posture and body mechanics instruction, and other patient education.

The Physical Therapist Assistant Program is accredited by the Commission on Accreditation in Physical Therapy Education. BCCC's PTA Program has been designated as Statewide by the Maryland Higher Education Commission.

Graduates of the program are fully qualified to take the national licensing examination administered by the Federation of State Boards of Physical Therapy (FSBPT). It is required to be eligible for licensure in Maryland and most other states.

Prospective applicants should contact the Selective Admissions Counselor at the College's Admissions, Recruitment and Orientation Office for detailed information on the special academic, observation/volunteer hours, and application requirements for selective admission and continued enrollment in the PTA Program. Applicants are accepted into the program for the fall semester and must take all PTT courses in sequence as designated, while maintaining a minimum grade of "C" in each PTT course.

Upon acceptance into the Program, students:

1. Must complete and American Heart Association or American Red Cross CPR course. A copy of both sides of the card must be provided on the irst day of class.
2. Are required to carry health insurance as long as they are in the program or sign a medical waiver accepting responsibility for their own health and safety in the classrooms and clinical areas to which they are assigned.

3. Must show proof of currrent health status by physical exam less than a year old (form may be obtained through the Health and Wellness Center).
4. Have up-to-date immunization/titres:
   a. The Purified Protein Derivative (PPD) must be done annually
   b. Rubella, Rubeola and Mumps titre and immunization, if necessary
   c. Varicella (chicken pox) titre and immunization, if necessary
   d. Hepatitis B screening, vaccine if necessary, or written waiver
5. Are required to have a criminal background check and a drug screen at their own expense. Information on how to obtain a criminal background check will be provided.
6. Must maintain a minimum of "C" in each course to progress through the course and semester sequence.

In addition students:

1. Will incur expenses for books, tuition, etc.
2. Are responsible for their own transportation to and from clinical practicums.

Physical Therapist Assistant
Associate of Applied Science Degree Program
Suggested Sequence of Courses

**** All BCCC students must meet the College's Computer Literacy requirements in order to receive a degree or a certificate. All first-time, full- and part-time degree and certificate seeking students are required to complete the PRE 100 course within the first six credits.**

Prerequisites		Credits
PRE 100	Preparation for Academic Achievement	1
BIO 111	Anatomy and Physiology I	4
BIO 112	Anatomy and Physiology II	4
ENG 101	English Writing	3
MAT 107	Modern Elementary Statistics	
or		
MAT 128	Precalculus I: College Algebra	3-4
PSY 101	Introductory Psychology	3
	Total	18-19

Note: The above Prerequisites meet the College's General Education Requirements.

1st Semester		Credits
HLF	Health and Life Fitness	1
PTT 112	Introduction to Physical Therapist Assisting	2
PTT 120	Physical Therapist Assisting Procedures I	5
SOC 101	Introduction to Sociology	3
SP 101	Fundamentals of Speech Communication	3
	Total	14
2nd Semester		
HLF	Health and Life Fitness	1
PSY 104	Developmental Psychology	3
PTT 140	Medical Lectures	4
PTT 150	Physical Therapist Assisting Procedures II	5
	Total	13
Summer		**Credits**
PTT 215	Pediatric/Adult Rehabilitation Procedures	2
3rd Semester		
PTT 240	Physical Therapist Assisting Procedures III	5
PTT 260	Clinical Education I	3
	Total	8
4th Semester		
PTT 210	Physical Therapist Assisting Seminar	2
PTT 213	Clinical Education II (5 weeks)	4
PTT 214	Clinical Education III (6 weeks)	4
PTT 250	Physical Therapist Assisting Procedures IV	4
	Total	14
	Program Total + Prerequisites	**69-70**

RESPIRATORY CARE PROGRAM

Liberty Campus
Business, Health, Sciences and Mathematics Division
Nursing and Allied Health Department
410-462-7746

RESPIRATORY CARE DEGREE (220)

A respiratory care practitioner provides quality healthcare by delivering medical gases, aerosol and humidity therapies, pulmonary hyperinflation care, patient education, health promotion, mechanical ventilation, and care for artificial airways. In addition, the respiratory care practitioner provides diagnostic and rehabilitation services to the cardiopulmonary patient. Graduates of the respiratory care program are academically qualified to provide respiratory care under the direction of a licensed physician, to patients in acute care hospitals, skilled nursing facilities, long-term care centers, physicians' offices, and home care agencies.

Program graduates are eligible to take the NBRC Entry-Level Examination, and earn the credential of Certified Respiratory Therapist (CRT), a requirement for State licensure and the practice of respiratory care in the State of Maryland. Those who are successful on the Entry-Level exam, are eligible to take the Advanced Respiratory Care Practitioner Examination sequence to earn the credential of Registered Respiratory Therapist (RRT) as awarded by the National Board for Respiratory Care (NBRC). Graduates of the Respiratory Care Program must be eligible for Maryland State Licensure as Respiratory Care practitioners in order to seek employment in the State of Maryland. The Physician Board of Quality Assurance is the State agency responsible for issuing the respiratory care license. An applicant for State licensure must disclose any arrest records, or a record of convictions to the licensing board. Any student with a history of criminal activity should seek clarification from the Physician's Board of Quality Assurance concerning eligibility for licensure.

Admission Requirements: A minimum 2.5 GPA with a "C" in the required prerequisite courses; completion of all prerequisites within the last five years before

admission to the program; current American Heart Association, CPR Course C for healthcare providers; a score of 213 or higher on the TOEFL, if English is the applicant's second language; completion of eight hours of Respiratory Care observation.

Upon acceptance into the Program, students:

1. Must complete and American Heart Association or American Red Cross CPR course. A copy of both sides of the card must be provided on the irst day of class.
2. Are required to carry health insurance as long as they are in the program or sign a medical waiver accepting responsibility for their own health and safety in the classrooms and clinical areas to which they are assigned.
3. Must show proof of currrent health status by physical exam less than a year old (form may be obtained through the Health and Wellness Center).
4. Have up-to-date immunization/titres:
   a. The Purified Protein Derivative (PPD) must be done annually
   b. Rubella, Rubeola and Mumps titre and immunization, if necessary
   c. Varicella (chicken pox) titre and immunization, if necessary
   d. Hepatitis B screening, vaccine if necessary, or written waiver
5. Are/may be required to have a criminal background check and a drug screen at their own expense. Information on how to obtain a criminal background check will be provided. Criminal background check may be required by the clinical placement site.
6. Must maintain a minimum of "C" in each course to progress through the course and semester sequence.

In addition students:

1. Will incur expenses for books, tuition, etc.
2. Are responsible for their own transportation to and from clinical practicums.

Students should consult the Office of Admissions, Recruitment and Orientation for detailed information about the special academic, insurance, and medical requirements for admission to, and continued enrollment in this program.

Respiratory Care
Associate of Applied Science Degree Program
Suggested Sequence of Courses

**** All BCCC students must meet the College's Computer Literacy requirements in order to receive a degree or a certificate. All first-time, full- and part-time degree and certificate seeking students are required to complete the PRE 100 course within the first six credits.**

Program Prerequisites		Credits
PRE 100	Preparation for Academic Achievement	1
BIO 111	Anatomy and Physiology I	4
BIO 112	Anatomy and Physiology II	4
ENG 101	English Writing	3
MAT 128	Precalculus I: College Algebra	4
PSY 120	Introduction to Scientific Psychology	4
	Total	20
1st Semester		
BIO 212	Microbiology	4
RC 111	Cardiorespiratory Science I	2
RC 112	Cardiorespiratory Equipment I	1
RC 113	Cardiorespiratory Anatomy and Physiology	3
RC 115	Clinical Practicum I	2
	Total	12
2nd Semester		
RC 121	Cardiorespiratory Science II	3
RC 122	Cardiorespiratory Equipment II	1
RC 123	Manifestations of Cardiorespiratory Diseases	3
RC 125	Clinical Practicum II	4
RC 127	Cardiorespiratory Pharmacology	3
	Total	14
Summer		
RC 135	Clinical Practicum III	4
3rd Semester		**Credits**
RC 211	Cardiorespiratory Science III	2
RC 212	Cardiorespiratory Equipment III	1
RC 213	Cardiorespiratory Diagnostics	2
RC 214	Cardiorespiratory Diagnostics Laboratory	1
RC 215	Clinical Practicum IV	4
	Total	10
4th Semester		
RC 221	RC Seminar	1
RC 223	Rehabilitation and Continuing Care	2
RC 225	Clinical Practicum V	4
SP 101	Fundamentals of Speech Communication	3
	Total	10
	Program Total	**70**

SURGICAL TECHNOLOGY PROGRAM

Liberty Campus
Business, Health, Sciences and Mathematics Division
Nursing and Allied Health Department
410-462-7722

- Surgical Technologist Degree (208)

SURGICAL TECHNOLOGIST DEGREE (208)

This two-year, 70-credit AAS degree program prepares students for successful employment in an operating room, assisting the surgeon and other members of the professional staff with patient care before, during, and after surgery. Through classroom study and clinical fieldwork in area hospitals, students learn surgical asepsis, and the preparation and use of instrumentation and equipment. Students completing the program are eligible to take the certifying examination given by the Association of Surgical Technologists. Prospective SGT students should consult with the Office of Admissions, Recruitment and Orientation about the insurance, course sequence, and grade standards that must be maintained. Students must be eligible for all college-level courses to be eligible for admission to the program.

Surgical Technologist
Associate of Applied Science Degree Program
Suggested Sequence of Courses

**** All BCCC students must meet the College's Computer Literacy requirements in order to receive a degree or a certificate. All first-time, full- and part-time degree and certificate seeking students are required to complete the PRE 100 course within the first six credits.**

Prerequisites		Credits
PRE 100	Preparation for Academic Achievement	1
ENG 101	English Writing	3
MAT 128	Precalculus I: College Algebra	4
SP 101	Fundamentals of Speech Communication	3
	Total	11
1st Semester		
AH 130	Medical Terminology	3
BIO 111	Anatomy and Physiology I	4
SOC 101	Introduction to Sociology	3
SGT 101	Instrumentation	3
SGT 102	History of Surgery	1
	Total	14
2nd Semester		
AH 230	Study of Disease Process	3
BIO 112	Anatomy and Physiology II	4
SGT 103	Introduction of Surgical Technology	5
SGT 104	Basic Surgical Procedures	3
	Total	15
Summer		
SGT 105	Hospital Clinical I	5
3rd Semester		
AH 135	Allied Health Pharmacology	2
BIO 212	Microbiology	4
SGT 201	Hospital Clinical II	4
SGT 205	More Advanced Surgical Procedures	3
	Total	13
4th Semester		**Credits**
AH 110	Medical Jurisprudence and Ethics	2
SGT 210	Hospital Clinical III	4
SGT 215	Advanced and Specialized Procedures	3
PSY 101	Introductory Psychology	3
	Total	12
	Program Total	**70**

TEACHER PREPARATION PROGRAMS

Liberty Campus
Liberal Arts, Education and Public Services Division
Public Services, Education and Social Sciences Department
410-580-2773 or 410-462-7740

- Maryland Teacher Certification Pathway
- Special Education Assistant Certificate (116)
- Substitute Teacher Certificate (260)
- Teacher Education Math/Science Option (141)
- Teacher Education Transfer Degree (019)

BCCC also offers State-approved courses that meet Maryland State certification requirements. For more information, call 410-580-2773 or 2750.

MARYLAND TEACHER CERTIFICATION PATHWAY

The Maryland Teacher Certification Pathway is a non-degree, non-certificate conferring course of study. It is offered through Baltimore City Community College's Center for Teaching Excellence, to individuals who already possess a Bachelor's Degree and are interested in meeting Maryland State Department of Education (MODE) teacher certification requirements. MODE recognizes courses taken at Baltimore City Community College as meeting state certification requirements. Since certification requirements differ, based on specialty area and differences in specific student educational histories, all students are strongly urged to seek advisement from the Director or Program Manager of the Center for Teaching Excellence before registering for courses. For more information on the teacher certification process, prospective students are urged to contact the MODE Division of Teacher Certification at 410-767-0412 or visit their Web site at www.msde.state.md.us.

PROFESSIONAL EDUCATION COURSES

Certification Courses Required for All Areas of Certification:

Courses		Credits
EDU 255	Educational Assessment	3
PSY 207	Psychology of Human Learning and Behavior	3
SED 220	Special Education: An Overview	3

Additional Teacher Certification Courses for Early Childhood Elementary (K-3), Elementary Education (1-6) and Middle School:

		Credits
ECE 100	Introduction to Child Development	3
EDU 215	Developmental Processes and the Acquisition of Reading Competency	3
EDU 220	Instruction of Reading Competency	3
EDU 225	Effective Assessment and the Teaching of Reading	3
EDU 230	Selection, Evaluation, and Utilization of Materials and Technology to Teach Reading	3
EDU 250	Introduction to Effective Elementary Methods	3

Additional Teacher Certification Courses for Secondary and Content Area Specification (N-12)(7-12):

PSY 104	Developmental Psychology	
or		
PSY 208	Psychology of Adolescent Development	3
EDU 235	Methods of Teaching Reading in Secondary Content Areas, Part I	3
EDU 240	Methods of Teaching Reading in Secondary Content Areas, Part II	3
EDU 260	Introduction to Effective Teaching Methodology in Secondary/Specific Content Area	3

Additional Teacher Certification Courses for General Special Education—Elementary Education and Middle School (K-8):

ECE 100	Introduction to Child Development	3
PSY 104	Developmental Psychology	3
SED 230	Curriculum and Elementary Methods of Instruction for Children with Mild to Moderate Disabilities	3
SED 240	Methods of Assessment in the Education of Children with Mild to Moderate Disabilities	3
SED 255	Successful Inclusive Teaching Methods: Teaching and Managing Students with Disabilities in the Regular Classroom	3
SED 260	Communication and Consultation in the Implementation of Special Education	3

Additional Teacher Certification Courses for General Special Education—Secondary Education (6-12):

PSY 104	Developmental Psychology	3
PSY 208	Psychology of Adolescent Development	3
SED 225	Curriculum and Secondary Methods of Instruction for Adolescents with Mild to Moderate Disabilities	3
SED 235	Methods of Assessment in the Education of Adolescents with Mild to Moderate Disabilities	3
SED 238	Diagnostic and Prescriptive Techniques in IEP Development and Implementation	3
SED 245	Prevocational and Vocational Planning and Methods of Instruction for Students with Mild to Moderate Disabilities	3
SED 260	Communication and Consultation in the Implementation of Special Education	3

Reading Courses — **Credits**

(use the set appropriate for your area of specialization)

EITHER:

Elementary Education Set of Reading Courses:

EDU 215	Developmental Process and the Acquisition of Reading Competency	3
EDU 220	Instruction of Reading Competency	3
EDU 225	Effective Assessment and the Teaching of Reading	3
EDU 230	Selection, Evaluation, and Utilization of Materials and Technology to Teach Reading	3

OR:

Secondary Education Set of Reading Courses

EDU 235	Methods of Teaching Reading in Secondary Content Areas, Part I	3
EDU 240	Methods of Teaching Reading in Secondary Content Areas, Part II	3

SPECIAL EDUCATION ASSISTANT CERTIFICATE (116)

Students in the Special Education Assistant Certificate Program, prepare for careers working with exceptional children in Baltimore City and area schools, hospitals, and clinics. Students acquire a foundation in human development, and become experienced in working with exceptional children in educational settings, providing practical fieldwork. Many students in the Early Childhood Education degree program also earn this Special Education certificate in order to expand their job opportunities.

Courses		Credits
PRE 100	Preparation for Academic Achievement	1
ECE 100	Introduction to Child Development	3
ECE 101	Principles of Early Childhood Education	4
ECE 102	Observing and Recording Children's Behavior	3
ENG 101	English Writing	3
PSY 101	Introductory Psychology	3
PSY 202	Psychology of Exceptionality	3
PSY 205	Psychology of Early Childhood	3
SED 220	Special Education: An Overview	3
SED 222	Teaching Children with Disabilities	3
SED 223	Caring for Infants and Toddlers with Disabilities	3
SED 250	Student Practicum in Special Education	3
SP 101	Fundamentals of Speech Communication	3
	Certificate Total	**38**

SUBSTITUTE TEACHER CERTIFICATE (260)

The Substitute Teacher Certificate is designed to provide minimum entry-level skills and competencies, to meet the substitute teacher's ongoing need for continuing education and professional growth experiences. This certificate provides the 30 credits required by the Baltimore City Public School System.

In addition to enhanced employment opportunities, this certificate offers a first step towards an Associate's degree in the Teacher Education Transfer Program. This first-level certification prepares a student to substitute in Pre-K and elementary school. Those seeking secondary-level Substitute Teacher Certification must choose

an additional six credits from the Program Electives, and/or Secondary-level Electives appropriate to their area of secondary specialization.

**** All BCCC students must meet the College's Computer Literacy requirements in order to receive a degree or a certificate. All first-time, full- and part-time degree and certificate seeking students are required to complete the PRE 100 course within the first six credits.**

1st Semester		Credits
PRE 100	Preparation for Academic Achievement	1
ECE 100	Introduction to Child Development	3
or		
PSY 208	Adolescent Development	
EDU 200	Introduction to Education	3
ENG 101	English Writing	3
MAT 128	Precalculus I: College Algebra	4
SP 101	Fundamentals of Speech Communication	3
	Total	17
2nd Semester		
ECE 202	The Child As a Learner	5
PSY 101	Introductory Psychology	3
SED 220	Special Education: An Overview	3
	Program Elective*	3
	Total	14
	Certificate Total	**31**
***Program Electives**		
AHS 103	Group Dynamics	3
ECE 102	Observing and Recording Children's Behavior	3
ECE 203	Parents, Child, School, and Community Relationships	3
PSY 201	Educational Psychology	3
SED 250	Student Practicum in Special Education	3
SOC 223	Racial and Ethnic Relations	3
***Secondary-Level Content Area Electives**		
	English	6
	Humanities	6
	Mathematics	6
	Music/Art	6
	Science	6
	Social and Behavioral Sciences	6

TEACHER EDUCATION MATH/SCIENCE OPTION (141)
TEACHER EDUCATION TRANSFER DEGREE

This option is structured as preparation for those who expect to teach in the math and science areas. It is designed to address the transfer needs of students planning to attend the University of Maryland College Park, Towson University, Frostburg State University, Salisbury State University, and/or any other four-year college within the Maryland Collaborative for Teacher Preparation.

Teacher Education Math/Science Option Associate of Science Degree in Teacher Education Transfer Suggested Sequence of Courses

**** All BCCC students must meet the College's Computer Literacy requirements in order to receive a degree or a certificate. All first-time, full- and part-time degree and certificate seeking students are required to complete the PRE 100 course within the first six credits.**

1st Semester		Credits
PRE 100	Preparation for Academic Achievement	1
ENG 101	English Writing	3
MAT 107	Modern Elementary Statistics	3
MUS 103	Music Appreciation	3
PSY 101	Introductory Psychology	3
PHSC 110	Physical Science	4
	Total	17
2nd Semester		
BIO 102	Principles of Biology	4
ENG 102	Introduction to the Term Paper and Research Methods	3
MAT 115	Dynamic Geometry	4
PSY 201	Educational Psychology	3
SP 101	Fundamentals of Speech Communication	3
	Total	17
3rd Semester		
CHE 101	General Chemistry I	
or		
PHSC 120	Contemporary Chemistry/Physical Science	4
	ENG Choose any ENG 200 course	3
H	Choose H 101, or H 110, or H 151	3
MAT 128	Precalculus I: College Algebra	4
SOC 101	Introduction to Sociology	3
	Total	17
4th Semester		
ART 106	Art in the Culture	3
EDU 200	Introduction to Education	3
GEO 102	Elements of Cultural Geography	3
H	Next course in student's history sequence	
or		
HLF 201	Personal and Community Health	3
SCI 100	Elements of Earth Science	3
SED 220	Special Education: An Overview	3
	National Teacher Examination- PRAXIS I	0
	Total	18
	Program Total	**69**

TEACHER EDUCATION TRANSFER DEGREE (019)

The Teacher Education Transfer Program prepares students interested in transferring to a four-year college program. Students in this program begin training to become teachers, and have opportunities to explore the diverse world of education and ways to work effectively within it. The program is built on a foundation of general education courses inclusive of the humanities, fine arts, mathematics, social and natural sciences, and health and life fitness. It provides opportunities for students to acquire beginning professional skills, and general knowledge, and understanding. Students

work closely with their advisers, and the BCCC Transfer Counselor to examine the most appropriate four-year programs. Transfer concentrations can include Elementary Education, Special Education, Urban Recreation, Foreign Languages, Social Studies, Science/Mathematics, Health and Life Fitness, or Early Childhood Education. The program requires minimum grades of "C" in all courses.

Candidates for graduation in this program must pay for and take the ETS National Teacher Examination: PRAXIS I test before graduation. PRAXIS is offered several times during the year. Students should see their academic advisers or the program head for more information.

Teacher Education Transfer
Associate of Arts Degree Program
Suggested Sequence of Courses

1st Semester		**Credits**
PRE 100	Preparation for Academic Achievement	1
BIO 102	Principles of Biology	4
ENG 101	English Writing	3
PSY 101	Introductory Psychology	3
SOC 101	Introduction to Sociology	3
SP 101	Fundamentals of Speech Communication	3
	Total	17
2nd Semester		
ART 106	Art in the Culture	
or		
MUS 103	Music Appreciation	3
ENG 102	Introduction to the Term Paper and Research Methods	3
HLF	Health and Life Fitness	1
MAT 107	Modern Elementary Statistics	
or		
MAT 115	Dynamic Geometry	3-4
PSY 201	Educational Psychology	3
PHSC 110	Physical Science	
or		
PHSC 120	Contemporary Chemistry/ Physical Science	4
	Total	17-18
3rd Semester		
CLT 100	Computer Literacy	2
EDU 200	Introduction to Education	3
H 101	History of American Civilization	I
or		
H 151	World History I	3
HLF	Health and Life Fitness	1
	Program Electives*	9
	Total	18
4th Semester		
ENG	Literature Elective	3
H	Next course in history sequence	3
HUM 202	Survey of Art and Music	3
	Program Electives*	9
	National Teacher Examination: PRAXIS I	0
	Total	18
	Program Total	**70-71**

***Program Electives:**		**Credits**
ADC 106	Fundamentals of Chemical Dependency Treatment	3
AHS 103	Group Dynamics: Small Group Analysis	3
ECE 100	Introduction to Child Development	3
ECE 220	Introduction to Literature for Children	3
GEO 102	Elements of Cultural Geography	3
HLF 201	Personal and Community Health	3
MAT 111	Contemporary Mathematics	3
MUS 103	Music Appreciation	3
SCI 100	Elements of Earth Science	4
SOC 223	Racial and Ethnic Relations	3
SED 220	Special Education: An Overview	3

TECHNOLOGY PROGRAMS

Harbor Campus
Business, Health, Sciences and Mathematics Division
Business, Management and Technology Department
410-986-5553

- Electronics Technology Degree (007)
- Electronics Technology Certificate (171)
- Telecommunications Technology Option (210)
- Telecommunications Technology Track (190)

ELECTRONICS TECHNOLOGY DEGREE (007)

This program prepares students for job entry, career changes, transfer to four-year institutions, and/or professional advancement. In addition to electronics courses, the program includes courses in mathematics; computer interfacing and repair; networking, physics and telecommunications; radio communications; and technical applications. The program emphasizes diagram reading, electrical assembly, and test tool applications.

Graduates of the program are fully qualified to compete for positions in electrical technology. Possible positions are in manufacturing, communications, transportation, construction, government agencies, hospitals and medical centers (equipment calibration and repair personnel), component specialists, test and field engineering assistants, education, and installers of equipment, systems, and networks. Students are taught to repair and service electrical circuits; build prototypes; and work with engineers in circuit analysis, design, and testing. They also may continue their education by transferring credits to four-year institutions. Many four-year schools accept transfer of up to 60 credits toward a bachelor's degree in electrical engineering technology.

Electronics Technology
Associate of Applied Science Degree Program
Suggested Sequence of Courses

**** All BCCC students must meet the College's Computer Literacy requirements in order to receive a degree or a certificate. All first-time, full- and part-time degree and certificate seeking students are required to complete the PRE 100 course within the first six credits.**

1st Semester		Credits
PRE 100	Preparation for Academic Achievement	1
BCA 104	Introduction to Operating Systems: DOS/Windows	3
ELC 101	Mathematics for Electronics I	3
ELC* 120	DC Circuits Analysis	3
ENG 101	English Writing	3
	General Education Requirements: Arts and Humanities	3
	Total	16
2nd Semester		
ELC 121	AC Circuits Analysis	3
ELC 151	Digital Fundamentals	3
MAT 128	Precalculus I: College Algebra	4
SP 101	Fundamentals of Speech Communication	3
TEL 142	Electronic Communications I	3
	Total	16
3rd Semester		
ELC 131	Semiconductor Devices	3
HLF	Health and Life Fitness	2
PHY 101	Fundamentals of Physics I	4
TEL 135	Introduction to Data Communications	3
TEL 242	Electronic Communications II	4
	Total	16
4th Semester		
ELC 132	Semiconductor Circuits	3
ELC 251	Digital Systems	3
ELC 255	PC Servicing	3
MAT 129	Precalculus II: Trigonometry and Analytical Geometry	4
	General Education Requirements: Social and Behavioral Sciences	3
	Technical Elective**	3
	Total	19
	Program Total	**67**

*ELC 111: AC/DC Fundamentals is a prerequisite to ELC 120: DC Circuits Analysis for students with no prior technical training or equivalent

****Technical/Mathematics Electives**		**Credits**
CIS 260	Network Administration	3
TEL 100	Introduction to Business Telecommunications	3
TEL 140 PC	Local Area Networks	3
TEL 210	Telecommunications Wiring and Equipment	3

ELECTRONICS TECHNOLOGY CERTIFICATE (171)

Courses		**Credits**
BCA 104	Introduction to Operating Systems: DOS/Windows	3
COP 200	Cooperative Education	3
ELC 101	Mathematics for Electronics I	3
ELC 120	DC Circuits Analysis	3
ELC 121	AC Circuits Analysis	3
ELC 131	Semiconductor Devices	3
ELC 132	Semiconductor Circuits	3
ELC 151	Digital Fundamentals	3
ELC 251	Digital Systems	3
ELC 255	PC Servicing	3
TEL 100	Introduction to Business Telecommunications	3
TEL 140	PC Local Area Networks	3
	Certificate Total	**36**

TELECOMMUNICATIONS TECHNOLOGY OPTION (210)
ELECTRONICS TECHNOLOGY DEGREE

An option within the two-year Associate's degree program and a one-year certificate program are offered in Telecommunications Technology. These courses of study prepare students for possible career changes, professional advancement, and/or transfer to four-year institutions.

Graduates of the degree program are fully qualified to compete for positions in the rapidly changing world of telecommunications. Positions may be located in manufacturing, communications (commercial radio, TV, advertisement), transportation, construction, government agencies, component specialist, test and field engineering assistants, education, installation of systems, and network administrators and engineers. As a result of contributions of equipment from various companies and the continual upgrading and refinement of existing program content, BCCC Telecommunications programs state-of-the-art digital and fiber-optic equipment, to prepare students for the latest needs of local industry. With the assistance of local companies, students are focused on the newest technical developments as they study key technologies in the field— Integrated Services Digital Networks (ISDN), Synchronous Optical Networks (SONET/SDH), Common Channel Signaling (CCS), Digital Cross-Connect Systems (DCS), Satellite Communications, and different types of modulation.

Telecommunications Technology Option
Associate of Applied Science Degree in Electronics Technology
Suggested Sequence of Courses

**** All BCCC students must meet the College's Computer Literacy requirements in order to receive a degree or a certificate. All first-time, full- and part-time degree and certificate seeking students are required to complete the PRE 100 course within the first six credits.**

1st Semester		Credits
PRE 100	Preparation for Academic Achievement	1
BCA 104	Introduction to Operating Systems: DOS/Windows	3
ELC 101	Mathematics for Electronics I	3
ELC 120	DC Circuits Analysis*	3
	General Education Requirements: Arts and Humanities	3
ENG 101	English Writing	3
	Total	16
2nd Semester		
ELC 121	AC Circuits Analysis	3
ELC 151	Digital Fundamentals	3
HLF	Health and Life Fitness	2
MAT 128	Precalculus I: College Algebra	4
SP 101	Fundamentals of Speech Communication	3
TEL 142	Electronic Communications I	3
	Total	18
3rd Semester		
ELC 131	Semiconductor Devices	3
PHY 101	Fundamentals of Physics I	4
TEL 135	Introduction to Data Communications	3
TEL 200	Telecommunications Management	3
TEL 242	Electronic Communications II	4
	Total	17
4th Semester		
MAT 129	Precalculus II: Trigonometry and Analytical Geometry	4
TEL 235	Data Communication Systems Configuration	3
TEL 255	Satellite Communications	3
TEL 265	Analog and Digital Telephony	3
	Technical Elective**	3
	General Education Requirements: Social and Behavioral Sciences	3
	Total	19
	Program Total	70

*ELC 111: AC/DC Fundamentals is a prerequisite to ELC 120 for students with no prior technical training or equivalent.

**Technical Electives		
CIS 265	Windows Systems Administration	3
TEL 140	PC Local Area Networks	3
TEL 210 T	elecommunications Wiring and Equipment	3
TEL 245	Telecommunications Protocol	3
TEL 260	Advanced Telecommunications Facilities and Equipment	3

TELECOMMUNICATIONS TRACK
ELECTRONICS TECHNOLOGY CERTIFICATE (190)

Courses		Credits
BCA 104	Introduction to Operating Systems: DOS/Windows	3
COP 200	Cooperative Education	3
ELC 101	Mathematics for Electronics I	3
ELC 120	DC Circuits Analysis	3
ELC 121	AC Circuits Analysis	3
ELC 151	Digital Fundamentals	3
TEL 100	Introduction to Business Telecommunications	3
TEL 135	Introduction to Data Communications	3
TEL 142	Electronic Communications I	3
TEL 255	Satellite Communications	3
TEL 265	Analog and Digital Telephony	3
	Technical Elective**	3
	Certificate Total	**36**

**Technical Electives		
CIS 265	Windows Systems Administration	3
TEL 140	PC Local Area Networks	3
TEL 210	Telecommunications Wiring and Equipment	3
TEL 245	Telecommunications Protocol	3
TEL 260	Advanced Telecommunications Facilities and Equipment	3

VISUAL, PERFORMING AND COMMUNICATION ARTS (VPCA) PROGRAM

Liberty Campus
Liberal Arts, Education and Public Services Division
English, Humanities, Visual and Performing Arts Department
410-462-7643

The Department of Visual and Performing Arts currently offers an Associate of Arts degree in Visual, Performing and Communication Arts. There are presently two options that students can explore: Music Performance (603) and Theatre Performance (606). The VPCA program enables students to participate in an intensive performance-based experience, and/or gain studio experience or in a comprehensive liberal arts education. Students must attain a minimum grade of C (2.0) in performance-based coursework, for it to count towards the degree. All necessary pre-requisites must be met before attempting the required VPCA course sequences, unless permission is granted in writing by the chair of the Department of Visual and Performing Arts.

Generally, performance-based programs are rigorous, physically and creatively demanding, and fun. The program requires student commitment to the exploration and development of innate talent, or an aptitude for synthesizing theoretical and practical applications, as well as strengthening vocal and physical endurance, purposeful self-direction, and effective time management. Majors are required to participate in evening and weekend departmental productions and/or recitals.

Students enrolled in the VPCA Program can choose from one of two degree options, offering academic and experiential training. The music performance (vocal and instrumental) and theatre performance (acting for stage) options are as follows:

MUSIC PERFORMANCE TRACK (603)
Suggested Sequence of Courses

**** All BCCC students must meet the College's Computer Literacy requirements in order to receive a degree or a certificate. All first-time, full- and part-time degree and certificate seeking students are required to complete the PRE 100 course within the first six credits.**

1st Semester		Credits
PRE 100	Preparation for Academic Achievement	1
ENG 101	English Writing	3
MAT 111	Contemporary Mathematics	3
MUS 100	Introduction to Music Fundamentals	3
MUS 191	Ear Training I	1
MUS 101	Theory of Music I	3
MUS 140	Applied Music I	2
MUS 128	Choir I	1
or		
MUS 132	Band I	
HLF	Health Life Fitness	1
	Total	18

2nd Semester		
SP 101	Fundamentals of Speech Communication	3
SCI 100	Elements of Earth Science	3
MUS 123	Piano I	2
MUS 192	Ear Training II	1
MUS 102	Theory of Music II	3
MUS 200	Applied Music II	2
MUS 129	Choir II	1
or		
MUS 133	Band II	
H 101 or	151	3
	Total	18

3rd Semester		
	General Education Requirements: Biological and Physical Sciences	4
	Social and Behavioral Sciences	3
MUS 273	Piano II	2
MUS 230	Ear Training III	1
MUS 291	Theory of Music III	3
MUS 292	Applied Music III	2
MUS 130	Choir III	
or		
MUS 134	Band III	1
HLF	Health Life Fitness	1
	Total	17

4th Semester		
	General Education Requirements: Arts and Humumanities	3
MUS 240	Ear training IV	1
MUS 294	Theory of Music IV	3
MUS 131	Choir IV	
or		
MUS 135	Band IV	1
MUS 296	Applied Music IV	2
	General Education Requirements: Social and Behavioral Sciences	3
ENG 200		3
	Total	16

THEATRE PERFORMANCE TRACK (606)
Suggested Sequence of Courses

**** All BCCC students must meet the College's Computer Literacy requirements in order to receive a degree or a certificate. All first-time, full- and part-time degree and certificate seeking students are required to complete the PRE 100 course within the first six credits.**

1st Semester		Credits
PRE 100	Preparation for Academic Achievement	1
ART 106	Art in the Culture	3
ENG 101	English Writing	3
SP 101	Fundamentals of Speech Communication	3
MAT 111	Contemporary Mathematics	3
THEA 101	Introduction to the Theatre	3
	Total	16

2nd Semester		
BIO 102	Principles of Biology	4
H 101	History of American Civilization I	3
HLF	Life Fitness and Health	1
THEA 107	Script Analysis	3
THEA 111	Acting I (for the Major)	3
MUS 117, 123 or 151	2	
	Total	16

3rd Semester		
ENG 200	Introduction to Literature	3
	General Education Requirements: Biological and Physical Sciences	3
THEA 112	Movement for the Stage Actor	3
THEA 113	Vocal Training for the Actor	3
THEA 200	History of Theatre I	3
	Total	15

4th Semester		
	General Education Requirement: Social and Behavioral Sciences	3
	Any Category	3
HLF	Life Fitness and Health	1
THEA 201	History of the Theatre II	3
THEA 210	Acting II	3
THEA 250	Theatre Production	3
	Total	16
	Program Total	**63**

COURSE DESCRIPTIONS

This section provides descriptions of every credit course offered at BCCC. The courses are listed alphabetically by name (not prefix) in the chart below and in the following pages.

Note: Many courses have **prerequisites,** which are courses or other requirements that must be satisfied before enrollment in a particular course or program. Some courses have **corequisites,** which are courses or other requirements that must be satisfied either before, or concurrently with, (in the same semester) enrollment in a particular course or program.

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ACCOUNTING ACCT

ACCT 201: Accounting Principles I (4 credits)

60 lecture hours

Prerequisite: MAT 81 or satisfactory ACCUPLACER score

The basic concepts of accounting are studied with emphasis on accumulating and reporting the financial results of operations and financial position to investors, managers, and other interested parties. The principles involved are applicable to all businesses, large and small. Students are introduced to the use of microcomputers, and selected accounting problems are solved by using specially designed accounting software.

ACCT 202: Accounting Principles II (4 credits)

60 lecture hours

Prerequisite: ACCT 201

ACCT 202 is a continuation of ACCT 201, emphasizing the corporate business form, earnings determination, internal accounting for management, and financial statement analysis. Students use the computer to solve problems.

ACCT 230: Intermediate Accounting I (3 credits)

45 lecture hours

Prerequisite: ACCT 202

A comprehensive study of theory and concepts applied to financial accounting is provided. Emphasis is placed on the analysis of special problems that may arise in the valuation of current assets, current liabilities, plant and equipment, and intangible assets. Excel templates are used to solve a number of accounting problems.

ACCT 231: Intermediate Accounting II (3 credits)

45 lecture hours

Prerequisite: ACCT 230

Accounting theory and concepts applied to stockholders' equity, long-term liabilities, long-term investments, statements from incomplete records, and analysis of cash flows are emphasized. The course concludes with an analysis of financial statements. Excel templates are used to solve a number of accounting problems.

ACCT 235: Cost Accounting (3 credits)

45 lecture hours

Prerequisite: ACCT 202

The various cost accounting methods used in manufacturing and service enterprises are studied with special emphasis on the use of cost information in administration and control. Job order, process, and standard cost procedures are included along with some budgeting and direct costing. Excel templates are used to solve a number of cost problems.

ACCT 241: Auditing Concepts (3 credits)

45 lecture hours

Prerequisites: ACCT 230

This course is designed for students who are majoring in accounting and for non-accounting majors who have less than one year of auditing experience. It describes the philosophy of auditing and the environment in which the auditing professional operates. Students develop methods and skills that can be used to conduct audits. Special emphasis is on the Statement of Auditing Standards issued by the American Institute of Certified Public Accountants.

ACCT 261: Accounting Applications on the Microcomputer (3 credits)

45 lecture hours

Prerequisite: ACCT 202

Students are introduced to electronic spreadsheet concepts on Windows XP and work with commercial accounting software. ACCT 261 reinforces basic accounting principles. The hands-on approach is utilized to provide learning experiences with financial applications representing realistic business situations. Emphasis is placed on the extensive and increasing impact of the computer in financial and managerial accounting.

ACCT 265: Income Tax Accounting (3 credits)

45 lecture hours

Prerequisite: ACCT 201

Classes are held in the Accounting Computer Lab. The Federal Income Tax is studied with emphasis on the determination of taxable income and the computation of the tax liability of individuals and proprietorships. There is also some discussion of partnership and corporate tax law. Students will have hands-on exposure to tax accounting software.

ADDICTIONS COUNSELING ADC

ADC 106: Fundamentals of Chemical Dependency Treatment (3 credits)

45 contact hours

ADC 106 is a foundation course for all addiction counselors and other caregivers treating the substance-dependent population. Drug use and the abuse spectrum, definition and perceptions, characteristics of addiction and dependency, patterns of use, disease model, and treatment modalities are reviewed.

ADC 108: Pharmacology of Chemical Dependency (3 credits)

45 contact hours

Students are assisted in learning the pharmacological actions and behavioral effects of alcohol, other sedative/hypnotics, narcotics, hallucinogens, and stimulants. Special focus is given to the classification of drugs, metabolism, drug interactions, behavioral pharmacology, tolerance, and medical emergencies.

ADC 201: Chemical Dependency Counseling Skills (3 credits)

45 contact hours

Prerequisites: ADC 106; ADC 108

Students are prepared to be addiction counselors, placing

special emphasis on establishing and maintaining a therapeutic relationship that enables the client to abstain from substance use and abuse and achieve a healthy life. Training focuses on the skills of interviewing, active listening, confrontation, defense mechanisms, communications skills, transference, transitions in the counseling relationship, and increasing client responsibility.

ADC 202: Assessment and Treatment Planning with Chemically Dependent Clients (3 credits)

45 contact hours

Prerequisites: ADC 106; ADC 108

Students are prepared to begin developing the skills required to perform the core functions of screening, intake, orientation, assessment, and treatment planning. Areas covered include determining eligibility for service, diagnostic criteria, required documentation, orientation to program and client responsibilities, focused interviews, and treatment planning.

ALLIED HEALTH AH

AH 110: Medical Jurisprudence and Ethics (2 credits)

30 lecture hours

Legal and ethical aspects of healthcare delivery are studied. Topics include confidentiality, records, medical evidence, release of information, malpractice, negligence, and licensure. Also discussed are development and application of professional ethics codes.

AH 116: Food Service Sanitation Management (1 credit)

15 lecture hours

AH 116 is for present and future food service managers who wish to become eligible for national certification in food sanitation. Especially emphasized are basic food service sanitation and safety standards for the prevention of food-borne illness and injury. Development of good sanitation standards and familiarity with government regulations for food service establishments are major goals. Upon completion of the course, students take the National Certification Examination in food sanitation.

AH 130: Medical Terminology (3 credits)

45 lecture hours

Prerequisites: ENG 82 or ELI 82W

Students become acquainted with the language of medicine including the elements of words: prefixes, suffixes, and roots; pronunciation of terms for each human body system; and other specialized areas of medical terminology.

AH 135: Allied Health Pharmacology (2 credits)

30 lecture hours

Prerequisite: AH 130

Students learn trade, generic, and chemical names of medications, classes of medications, routes of administration, forms, indications for giving medication, contra-indications, drug interactions, and systems of measurement.

AH 141: Evolution of Healthcare Industry (2 credits)

30 lecture hours

The evolutionary design of the healthcare industry from acute care hospital and physician's office through current proposals for healthcare reform is studied. The clinical, financial, and health information management implications of the various models in healthcare are targeted, including health, ambulatory care, HMOs, and managed care. At the conclusion of the course, students have a practical knowledge of the various models of the healthcare delivery system and can apply this knowledge to future innovations.

AH 230: Study of Disease Process (3 credits)

45 lecture hours

Prerequisites: AH 130; BIO 111

Corequisite: BIO 112

Students learn about certain elements of human diseases presented according to organ and body system, manifestations and pathological processes, frequency and significance of diagnostic and therapeutic approach. Multisystem diseases are also reviewed.

ALLIED HUMAN SERVICES AHS

AHS 100: Introduction to Human Services (4 credits)

45 lecture hours; 30 fieldwork hours

This course is fundamental for students majoring in Gerontology, Mental Health Technology, and Human Services Assistant. The focus is on concepts and strategies that have an impact on human, social, and mental problems. Core concepts, values, and generic approaches to helping people, groups, and community are examined. Students are assigned as volunteers to an agency or organization in their potential academic/career choice.

AHS 101: Clinical/Fieldwork I: Human Services Individual Counseling (4 credits)

30 lecture hours; 60 clinical/fieldwork hours

Prerequisite: AHS 100

The characteristics of an effective helper from the viewpoints of the client and the helper are examined. Clinical/fieldwork gives the student first-hand experience with human services concerns and the realities of careers in human services.

AHS 102: Clinical/Fieldwork II: Human Services Group Counseling (5 credits)

30 lecture hours; 90 clinical/fieldwork hours

Prerequisite: AHS 101

Not only does AHS 102 extend the skills learned in AHS 101: Clinical/ Fieldwork I, but also it explores many new techniques including group dynamics, assertiveness training, behavior modification, self-assessment, identifying resources, learning to work with other

disciplines and departments, and goal reorientation.

AHS 103: Group Dynamics: Small Group Analysis (3 credits)

45 seminar hours

Students are given an opportunity to develop an understanding of group functions and interpersonal relations within the group. Techniques of role-play, psychodrama, sociodrama, and conflict management are practiced. During the lab experience, the group studies itself and puts communication and sensitivity skills to work. Information on the nature of small group-pressures and operations of group standards is included.

AHS 104: Activity Therapies (3 credits)

45 lecture hours; 15 lab hours

Prerequisites: AHS 101; AHS 103

Lab fee

Techniques and functions of recreational and occupational art, music, dance, and bibliotherapy are examined. The lab period provides practical experience in the various forms of therapy.

AHS 200: Clinical/Fieldwork III: Human Services Multicultural Counseling (6 credits)

30 lecture hours; 120 clinical/fieldwork hours

Prerequisite: AHS 102

Students focus on one basic area of clinical/fieldwork practice in order to identify each student's own philosophy of helping and to demonstrate the ability to use this philosophy in day-to-day direct service with multicultural clients, residents, or patients.

AHS 203: Advocacy in the New Millennium (3 credits)

45 lecture hours

The course is a second-year elective for human services students, paraprofessionals, and professionals. It includes an overview of skid-row populations and environments along with a description of advocacy as a human services concept and an examination of advocacy counseling.

AHS 213: Living, Coping, Dying (3 credits)

45 lecture hours

The course studies various ways that dying people, their spouses, families, friends, physicians, and other professionals deal with death.

AHS 295: Professional Ethics in Human Services (3 credits)

45 lecture hours

Prerequisite: AHS 101

This course is a survey of the ethical, legal, and professional issues facing the human services worker. It is designed to teach the process of ethical decision-making as well as to increase awareness of the complexities of clinical practice. Special attention is given to the unique laws and ethical considerations of the chemical dependency counselor.

ART ART

ART 101: Beginning Drawing (3 credits)

15 lecture hours; 30 hours combined lecture and studio

Both representational and interpretive approaches are emphasized, while the importance of composition is stressed in projects involving still life, figure, and landscape themes. Among the media used are pencil, charcoal, pastel, and ink.

ART 102: Beginning Painting (3 credits)

15 lecture hours; 30 hours combined lecture and studio

This course encourages working from a variety of subjects both within the studio and outdoors. Instruction focuses on traditional painting techniques such as glazing, underpainting, and impasto. Special consideration is given to the development of skills affecting the successful use of design and color. Opportunities are provided for the student to explore various media such as pastels, acrylics, and oils.

ART 103: Graphic Design Materials and Methods (3 credits)

15 lecture hours; 30 hours combined lecture and studio

Prerequisite: ART 101

This course introduces students to the tools, materials, and methods utilized in advertising design. The computer is used as a design tool. Students learn the various principles and elements of graphic design and are exposed to design activities such as illustration, layout and paste-up through a variety of creative problem-solving projects. The course also exposes students to various career options in visualcommunication. In addition to acquiring skills in using design tools, students develop proficiency in the presentation of comps and in developing portfolios.

ART 105: Fundamentals of Design (3 credits)

15 lecture hours; 30 hours combined lecture and studio

The basic elements and underlying principles of design vital to skilled work in the visual arts–including graphic design, painting, and fashion design–are introduced. Various media are employed in exploring line, color, texture, and shape, and the forces of balance, rhythm, and contrast. Projects are largely two-dimensional with opportunities for threedimensional work.

ART 106: Art in the Culture (3 credits)

Meets Category I General Education Requirements

45 lecture hours

Prerequisite: ENG 82 (for ESL: ELI 82W)

Students are introduced to a cross-section of the visual arts in current Western culture including works created within the Baltimore and Maryland region. Consideration is given to artists working within and outside the ethnic and racial mainstreams of our time. A selection of two- and three-dimensional projects plays a key role in supporting the development of skills and the understanding of course material.

ART 107: Basic Photography (3 credits)

15 lecture hours; 30 hours combined lecture and studio
Students must have a 35mm camera.
Lab fee

Beginners are introduced to both camera and basic darkroom techniques. Areas of involvement include camera operations, principles of exposure, film development, and printing. Lectures, demonstrations, and hands-on practice are designed to illustrate the technical aspects of photography. Other topics include film selection, choice of subject matter, composition, lighting, and portraiture. Lab hours are scheduled each semester.

ART 108: Intermediate Photography (3 credits)

15 lecture hours; 30 hours combined lecture and studio
Students must have a 35mm camera.
Prerequisite: ART 107
Lab fee

This course offers students an opportunity to refine and explore the techniques and ideas presented in ART 107. Emphasis is on enhancing darkroom skills and understanding relationships among exposure, film development, and the finished print. Students explore such methods and techniques as the zone system, solarization, multiple images, Kodalith, hand-coloring of prints, toning, and lighting for still photography. The course concludes with demonstrations on the selection of archival materials, mat cutting, and framing.

ART 111: Calligraphy (3 credits)

15 lecture hours; 30 hours combined lecture and studio

This course is for students who wish to develop skills in the art of beautiful writing. Emphasis is on pen-and-ink lettering experiences based on classic and contemporary calligraphic letter forms. Instruction covers principles of letter formation, penmanship, and the development of concepts related to the use of calligraphy in design and page composition.

ART 113: History of Art I (3 credits)

Meets Category I General Education Requirements
45 lecture hours
Prerequisites: ENG 82 (for ESL: ELI 82W)

This course is the first of a two-semester sequence featuring slides, films, and printed materials for the study of developments in art from prehistoric times through the Middle Ages.

ART 114: History of Art II (3 credits)

Meets Category I General Education Requirements
45 lecture hours
Prerequisites: ENG 82 (for ESL: ELI 82W)

This course continues ART 113, tracing the development of art from the Renaissance to modern times. Major artists and art movements are examined, including a brief survey of contemporary trends and art contributions of selected African Americans and other minority groups.

ART 119: Anatomy and Life (3 credits)

15 lecture hours; 30 hours combined lecture and studio

The structure, rhythm, and proportions of the human figure are the focus of this introductory course. Drawing skills and anatomical knowledge are developed in the process of creating figure and portrait studies from a posed model. Opportunities are also provided for three-dimensional work.

ART 121: Arts and Crafts (3 credits)

15 lecture hours; 30 hours combined lecture and studio

A variety of materials to create artistic and functional objects is used in this course. Students explore creative possibilities with paper, wire, wood, leather, and other media.

ART 122: Introduction to African American Visual Arts (3 credits)

Meets Category I General Education Requirements
45 lecture hours
Prerequisites: ENG 82 (for ESL: ELI 82W)

Students are introduced to African American arts and crafts from Colonial times to the present. The course briefly covers the evolution of the visual arts as a means of expression among this group of Americans, focusing on artistic form, functional application, and aesthetic merit. The impact of economic, political, and racial issues will be addressed as several influential forces that helped shape African American artistic creativity. Slides, lectures, discussion, gallery and museum visitations, written and appropriate art studio projects are all components of this course.

ART 125: Basic Jewelry (3 credits)

15 lecture hours; 30 hours combined lecture and studio

Students work with silver, brass, copper, and other metals to make rings, pendants, and bracelets including the design as well as the practical techniques of metalworking.

ART 130: Introduction to Computer Graphics (3 credits)

Prerequisites: ART 101 and/or ART 105 and ART 103 or permission of the instructor.

Students are introduced to a wide range of computer applications in art. Fundamentals of computer graphics hardware and software are covered as well as the terminology and artistic strategies used in computer-aided image generation. Both the practical and theoretical aspects of using computers are considered in addition to a variety of painting, drawing, design layout, and word processing programs. Students solve visual art problems that demonstrate creative and technical skill. PowerPoint, CorelDraw, and PageMaker are typical of the various software pages to be explored.

ART 199: Individual Study in Art (3 credits)

See IS-Individual Study, p. 159.

ART 200: Intermediate Drawing (3 credits)

Prerequisite: ART 101

15 lecture hours; 30 hours studio

A wide range of topics, including shading, composition, perspective, color, and new directions in using media are explored. Individual approaches are encouraged in developing skills. Extended projects afford each student the opportunity to pursue goals and to establish a portfolio.

ART 201: Advanced Drawing I (3 credits)

15 lecture hours; 30 hours combined lecture and studio

Prerequisites: ART 101 or permission of the instructor

Techniques in shading, perspective, and composition are explored. Both dry and wet media are employed in the development of creative portrayals of subjects ranging from animals and figures to landscapes and still life. Students are encouraged to pursue individual approaches with regard to their interests.

ART 202: Advanced Drawing II (3 credits)

15 lecture hours; 30 hours combined lecture and studio

Prerequisites: ART 201 or permission of the instructor

This course extends ART 201: Advanced Drawing I. It stresses the attainment of highly developed skills in media use, design, and rendering approaches. Students consult with the instructor in selecting short- and long-range projects related to individual goals. Portfolio development is an important consideration.

ART 205: Sculpture (3 credits)

15 lecture hours; 30 hours combined lecture and studio

This course follows-up ART 105's three-dimensional experience in both traditional and contemporary approaches. Modeling, carving, and constructing techniques are studied using ordinary materials such as clay, plaster, wood, tin, paper, and fiber.

ART 207: Basic Ceramics (3 credits)

15 lecture hours; 30 hours combined lecture and studio

The basic materials, techniques, and vocabulary associated with clay work are surveyed. Emphasis is placed on handbuilding with an introduction to the pottery wheel. Instruction includes lecture and demonstrations. Oxidation kiln firing is available.

ART 208: Basic/Intermediate Ceramics (3 credits)

15 lecture hours; 30 hours combined lecture and studio
This course continues basic ceramics but also introduces intermediate-level processes. Students are encouraged to demonstrate growth and self-direction in designing, creating, and decorating ware. Additional emphasis is placed on exploring nonfunctional clay products, loading and firing electric kilns, and formulating clay bodies and glazes.

ART 209: Printmaking (3 credits)

15 lecture hours; 30 hours combined lecture and studio

This course introduces basic approaches to printmaking, focusing on both the traditional and the contemporary. The techniques of woodcut, etching, collograph, and monoprint are explored. Guidelines are given for achieving good designs and careful workmanship.

ART 217: Advanced Painting (3 credits)

15 lecture hours; 30 hours combined lecture and studio

Prerequisite: ART 102 or permission of the instructor

Traditional and contemporary techniques of painting are explored within the framework of studying procedures of established artists. The use of acrylics, watercolors, and pastels are demonstrated, and students investigate these and other media as a means to develop their creative skills with respect to individual goals.

ART 225: Introduction to Film (3 credits)

Meets Category I General Education Requirements

45 lecture hours

Prerequisite: ENG 82 (for ESL: ELI 82W) or appropriate ACCUPLACER scores

The history of cinema from silent films to the present is reviewed. Movies–a combination of big business, cultural myth, and technical artistry–provide cogent insight into modern culture and its beliefs, values, and morals. This course explores that insight. Important films are viewed and then followed by oral or written activity.

BIOLOGY BIO

BIO 100: Plant Propagation Techniques (1 credit)

15 lab hours

Lab fee

Prerequisites: MAT 80 and ENG 82 (for ESL: ELI 82W) or appropriate ACCUPLACER scores

A hands-on introduction is provided to the basic techniques used in horticulture to propagate plants. The propagating techniques of stem cuttings, seed germination, leaf cuttings, divisions, bulbs, root cuttings, and air-layering are studied; the growth factors of light, soils, moisture, temperature, and fertilizers are studied in a discussion format. Students may use the facilities of the College greenhouse for their projects, and all plants successfully propagated may be taken home at the end of the course.

BIO 101: General Biology (3 credits)

Meets Category III General Education Requirements

45 lecture hours

Prerequisites: MAT 80 and ENG 82 (for ESL: ELI 82W) or appropriate ACCUPLACER scores

This introductory survey course covers the chemistry of life, cells, membrane transport, cellular respiration, and photosynthesis as well as major organ systems in humans. This course is intended for students who need a basic course prior to taking a higher-level biology course.

BIO 102: Principles of Biology (4 credits)

Meets Category III General Education Requirements

45 lecture hours; 45 hours laboratory work

Prerequisites: MAT 81 and ENG 82 (for ESL: ELI 82W) or appropriate ACCUPLACER scores

Lab fee

This is a competency-based one semester lecture/laboratory course covering the major principles of biology. Topics include biochemistry, cell biology, respiration, photosynthesis, genetics, evolution, ecology, reproduction, and energetics. Recommended for non-science majors who plan to transfer to four-year institutions.

BIO 103: General Botany (4 credits)

30 lecture hours; 60 lab hours

Prerequisites: MAT 80 and ENG 82 (for ESL: ELI 82W) or appropriate ACCUPLACER scores

Lab fee

The basic structure of plant life is explored with plant nomenclature studied early in the course, followed by a study of botanical terminology and the functions of each plant organ. In this survey of the plant kingdom, the evolution and ecology of plants and their place in the biosphere are studied. In addition to the conventional laboratory exercises, there are field excursions to observe Maryland's flora and their habitats.
Note: This course meets the educational needs of majors transferring science credits in physical or biological sciences.

BIO 105: General Zoology (4 credits)

Meets Category III General Education Requirements

30 lecture hours; 60 lab hours

Prerequisites: MAT 81 and ENG 82 (for ESL: ELI 82W) or appropriate ACCUPLACER scores

Lab fee

The diversity of form and function in the major groups of animals and some of the factors responsible for this variety are introduced. In this survey of the animal kingdom, the major concerns are with the structure, nutrition, metabolism, and behavior of animals as well as their evolution and place in the biosphere. In addition to the conventional laboratory exercises, there will be field excursions to observe Maryland's animals and their habitats.
Note: This course meets the educational needs of majors transferring science credits in physical or biological sciences.

BIO 107: Anatomy and Physiology (4 credits)

Meets Category III General Education Requirements

45 lecture hours; 45 lab hours

Prerequisites: MAT 81 and ENG 82 (for ESL: ELI 82W) or appropriate ACCUPLACER scores; BIO 101 or BIO 102

Lab fee

A comprehensive study of the human body is provided from its biochemical and sub-cellular aspects through tissues,organ systems, and their integration. Skeletal, muscular, and nervous systems, including special sense organs, are studied. Circulatory, respiratory, digestive, urinary, and reproductive systems are considered. A survey of embryology and development is included. Specifics and principles of neuroendocrine control and reticula-endotheliallymphatic defense and autoimmune mechanisms are interwoven. This course is designed primarily for students in allied health programs or desiring a four-credit transfer science elective.

BIO 111: Anatomy and Physiology I (4 credits)

Meets Category III General Education Requirements

45 lecture hours; 45 lab hours

Prerequisites: BIO 101 or BIO 102

Lab fee

This course provides a study of the structure and function of the human body. It covers in detail the human body from its biochemical and sub-cellular aspects through tissues. Special emphasis is on the integumentary, skeletal, muscular, nervous, and endocrine systems. The lecture and laboratory are correlated to provide an overview of the interrelationships of normal human anatomy and physiology.
Note: Students who are proficient in anatomy and physiology may take a Departmental Challenge Exam for course credit.

BIO 112: Anatomy and Physiology II (4 credits)

Meets Category III General Education Requirements

45 lecture hours; 45 lab hours

Prerequisites: BIO 111

Lab fee

This course provides a continuation of BIO 111 designed to provide up-to-date principles of the cardiovascular, lymphatic, respiratory, digestive, excretory (urinary), and reproductive (male and female) systems. Embryology, genetics, and immunology are included. A consideration of the effects of stress on normal anatomy and physiology is interwoven throughout the course.

BIO 115: Principles of Ecology (3 credits)

45 lecture hours

The science of ecology is introduced with the major components of an eco-system examined. Energy, biogeochemical cycles, and ecosystem structures and relationships are studied in both lecture and field components. Current environmental issues are also considered.

BIO 199: Individual Study in Biology (3 credits)

See IS-Individual Study, p. 159.

BIO 207: Genetics (4 credits)

45 lecture hours; 45 lab hours

Prerequisites: BIO 101; BIO 102; and BIO 103; or BIO 105; BIO 212; and CHE 101

Lab fee

The field of genetics is introduced and both classical and molecular topics are encompassed. The lecture and laboratory components stress analysis and problem solving and strive to develop the student's critical

thinking abilities. Recent genetic technologies in molecular cloning are applied in the laboratory.

BIO 212: Microbiology (4 credits)

Meets Category III General Education Requirements

45 lecture hours; 45 lab hours

Prerequisite: 6-8 credits in biology and/or chemistry

Lab fee

This course includes topics in morphology, physiology, genetics, control, culture and identification of microorganisms along with a separate unit focusing on immunology. Emphasis is placed on the role of microorganisms in health and diseases.

BIOTECHNOLOGY BTC

BTC 101: Special Topics in Biotechnology I (2 credits)

30 lecture hours

Students are introduced to the field of biotechnology with a preview of basic research and development techniques, laboratory safety, and career awareness. Lectures and guest speakers are used in this course.

BTC 102: Special Topics in Biotechnology II (2 credits)

30 lecture hours

Students are prepared for responsible positions in research laboratories focusing on biotechnology. Topics cover a wide range, such as the manipulation of DNA in several hosts and the application and impact of this technique on human lives.

BTC 105: Techniques of Instrumentation for Biotechnology (4 credits)

45 lecture hours; 45 field/lab hours

Prerequisites: CHE 101; BTC 101; BIO 102

Lab fee

Students are introduced to instruments commonly used in biotechnology. Theoretical as well as practical experiences are included in the following areas: chromatography (PC, TLC, HPLC), electrophoresis, fluorescence, microscopy, tissue culture, PCR, and other specialized instruments. The students are also oriented to techniques that include maintenance, calibrations, and equipment logs.

BUSINESS ADMINISTRATION BUAD

BUAD 100: Introduction to Business (3 credits)

45 lecture hours

Prerequisite: ENG 82 (for ESL: ELI 82W)

The purposes and functions of the main business disciplines are reviewed. Use of lectures, case studies, and/or computerized learning guides aid the student in developing an awareness of the relationships among business functions. The content aids in choosing a vocation, helps business majors select a field of concentration, and gives students a familiarity with business practices and terms.

BUAD 112: Computers for Business Management (3 credits)

45 lecture hours

Prerequisite: ENG 82 (for ESL: ELI 82W)

Passing this course with a "C" or better fulfills the College's Computer Literacy Requirement.
An introduction to the use of desktop, stand-alone computers, and computer terminals for nonprofessional users is provided. The theory of operation and the history of computers are studied to the degree needed to understand operational procedures encountered in the workplace. Emphasis is placed on the use of applications programs rather than the writing of new programs. Both user-friendly, menu-driven programs and the more elaborate spreadsheet, PowerPoint, database, and word processing programs are actually operated by the student. This course is designed to make the average citizen computer literate.

BUAD 207: Business Law (3 credits)

45 lecture hours

Prerequisites: ENG 101 and sophomore standing (30 credits or more)

This course provides an introduction to law and the manner in which it regulates business activity. Topics include statutory and case law, legal rights, contracts, and sales.

BUAD 270 : International Business (3 credits)

45 lecture hours

Prerequisite: BUAD 100 or permission of instructor

Students are provided with an overview of international trade practices and future international trade and its importance. An introduction is provided to exporting, licensing, franchising, joint venturing, technical contracting, and subsidiary investments. Students also learn about shipping alternatives, payment collections, international trade procedures, laws and treaties, tariff structures, GATT, and MFN.

BUSINESS COMPUTER APPLICATIONS BCA

Note: Software changes in BCA courses will be made as new software becomes available and when new standards develop in business. Textbooks used have been approved by Microsoft as courseware for the Microsoft Office Specialist program where applicable.

BCA 104: Introduction to Operating Systems: DOS/Windows (3 credits)

30 lecture hours; 30 lab hours

Lab fee

No previous experience is necessary. The ability to touch-type is recommended.

Passing this course with a "C" or better fulfills the College's Computer Literacy Requirement.

Students are introduced to the Disk Operating System

(DOS), the Windows Operating Environment, and the UNIX Operating System. Students learn some of the most important topics of the MS-DOS Command line, including opening DOS sessions, displaying directories, working with files and using directories and subdirectories. The Windows features presented include working on the Windows desktop; file, document and folder management, Windows Explorer, modifying the desktop environment, customizing toolbars and folders, using the Help troubleshooter, customizing the computer using the Control Panel, searching for information with Internet Explorer, and setting up a computer to use offline files. Students also acquire an introduction to creating and manipulating directories and files using the UNIX Operating System.

BCA 126: Comprehensive Spreadsheets (3 credits)

30 lecture hours; 30 lab hours

Prerequisite or corequisite: BCA 104 or permission of the PC Applications Specialist program head

A working knowledge of personal computers and the ability to touch-type are recommended.

Lab fee

Students develop the skills necessary to plan, build, test, and document spreadsheets. The power of the Microsoft Excel features used for calculating, charting, and managing data is emphasized. Students learn advanced tasks such as analyzing "what if" alternatives, combining worksheet results, pasting worksheet solutions into other Windows applications, auditing, data validation, and solving complex problems. Case problems provide students opportunities to apply what they have learned to solve realistic business problems.

BCA 136: Database Management Systems (3 credits)

30 lecture hours; 30 lab hours

Prerequisite or Corequisite: BCA 104 or permission of the PC Applications Specialist program head. A working knowledge of personal computers and the ability to touch- type are recommended.

Lab fee

This course introduces the concept of managing a database using a current version of database software. It covers beginning through advanced database skills. Topics include maintaining and querying a database, designing forms and reports, filtering, and creating charts and PivotTable forms from databases. Additional features presented include creating custom toolbars and menus, using workgroup features such as database replication, and writing Visual Basic code. Students are introduced also to Web features emphasizing the seamless integration between data source and Web pages. The text used is approved by Microsoft as Courseware for the Access Expert level Microsoft Office Specialist Certification Examination. (Currently Using Microsoft Access 2000).

BCA 155: Word Processing I for Business Applications (3 credits)

30 lecture hours; 30 lab hours

Prerequisite or corequsite: BCA 104 or permission of the PC Applications Specialist program head

The ability to touch-type is highly recommended.

Lab fee

Passing this course with a "C" or better fulfills the College's Computer Literacy Requirement.
This course is designed to teach students how to use word processing software within a realistic business context. It offers "hands-on" instruction in the use of Microsoft Word, leading word processing software. The major features are presented and used in producing business documents. Features presented include character and paragraph formatting, creation of headers, footers, footnotes, and endnotes, and use of the speller, thesaurus, and grammar checker. Some of the additional features presented are indents, bullets, symbols, find and replace, revision marks, annotations, bookmarks, mail merges, envelopes, labels and printing techniques.

BCA 170: Desktop Publishing: Graphics I (2 credits)

15 lecture hours; 30 lab hours

Prerequisites: BCA 104 or permission of the PC Applications Specialist program head and BCA 155

The ability to touch-type is highly recommended.

Lab fee

This course is designed for students who are proficient in Microsoft Word. Students learn to integrate basic layout and design concepts to enhance business and personal documents such as letterheads, business cards, flyers, brochures, specialty promotional documents, and newsletters. Upon completion of this course, students should be able to produce business documents with variable page layouts using standardized type and graphic design techniques and to publish Word documents in a variety of formats, including PowerPoint presentations and Web pages.

BCA 241: Desktop Publishing: Graphics II (3 credits)

30 lecture hours; 30 lab hours

Prerequisite: BCA 104 or permission of the PC Applications Specialist program head

The ability to touch-type is highly recommended.

Lab fee

Students develop skills in the creation, production, and distribution of printed publications using a comprehensive desktop publishing program, Adobe PageMaker, which is used for business, government, and personal applications. Students integrate graphic design with the efficiency of a computer, which provides the user speed in producing camera-ready material and the capability to experiment with publication page layout. Advanced features presented include creating a PageMaker document with hyperlinking and exporting a PageMaker publication as an HTML document.

BCA 245: Introduction to Multimedia Presentations (3 credits)

30 lecture hours; 30 lab hours

Prerequisite: BCA 104 or permission of the PC Applications Specialist program head

The ability to touch-type is highly recommended.

Lab fee

This course introduces students to one of the latest tools

for creating professional management presentations, Microsoft PowerPoint. This comprehensive course includes such features as using a design template and auto layouts and using Outline View, clip art and embedded visuals to enhance a slide show. Students become familiar with creating a presentation containing interactive OLE documents and creating a self-running presentation using animation effects. Web features introduced include creating a presentation on the Web and distributing presentations to remote audiences.

BCA 250: Internet Applications for Business (3 credits)

30 lecture hours; 30 lab hours

Prerequisite: A working knowledge of current version of Windows

Lab fee

This comprehensive course introduces students to the Internet and the tools necessary to surf the Internet. Topics explored include using browsers, search tools, search engines and File Transfer Protocol. Extensive hands-on activities and projects in web-based construction and design using HTML are included. Students learn how to write a simple JavaScript program, insert it into an HTML file, and create a multimedia Web page enhanced with sound, video, and Java applets.

BCA 252: Introduction to JavaScript (3 credits)

30 lecture hours/30 lab hours

Prerequisites: BCA 104 or permission of the PC Applications Specialist Program Head.

Prerequisites or Corequisites: BCA 250 or permission of the PC Applications Specialist Program Head.

Lab Fee

This course introduces the users to the basic JavaScript programming concepts and the syntax to implement them. Users will have the tools and skills that provide a fundamental knowledge of scripting whether they continue to learn more about the Javascript language or go on to learn other scripting languages or object-oriented languages. Students will learn to create dynamic Web pages, instead of HTML documents which are static, in order to create visual effects such as animation, and to control the Web browser window itself.

BCA 260: Introduction to Web Page Design (3 credits)

30 lecture hours; 30 lab hours

Prerequisites: BCA 104 and BCA 250 or permission of PC Applications Specialist Coordinator

Lab Fee

This course introduces web page design using popular web design software such as Microsoft FrontPage. Students learn web page design in a What-You-See-Is-What-You-Get (WYSIWYG) environment. There is a case-based approach to web design as students build a functioning web site for a small business. Students are exposed to advanced webdesign concepts such as tables, frames, web themes, and form applications. An indirect objective of this course is to assist students and professionals to prepare to take the Microsoft Office Specialist test for Microsoft FrontPage.

BCA 265: Web Site Design and Development for E-Commerce (3 credits)

30 lecture hours; 30 lab hours

Prerequisites: BCA 104, BCA 250, and CIS 118 or permission of PC Applications Specialist Program Head

Prerequisite or corequisite: CIS 231 or permission of PC Applications Specialist Head

Lab Fee

This hands-on course introduces students to electronic commerce Web site design and development from a technology perspective. Through the use of a current version of Web design software and cutting-edge programming techniques, students will learn to plan and create custom electronic commerce Web sites. A wide array of skills needed to build and maintain successful E-Commerce Web sites are explored including Web site design competency and programming proficiency, the use of database management systems, and server configuration.

BCA 267: Introduction to Active Server Pages (3 credits)

30 lecture hours; 30 lab hours

Prerequisites: BCA 104, BCA 250, BCA 252 or permission of PC Applications Specialist program head

Prerequisites or corequisite: BCA 265 or permission of PC Applications Specialist program head

Lab fee

This course introduces Active Server Pages (ASP), a technology developed by Microsoft to create powerful and dynamic Web pages and sophisticated Web applications.

With Active Server Pages technology, it is possible to create applications that are hosted on Web sites and are accessed by a web browser. The ASP pages can be used to make information stored in a database available to the users who visit your Web site. Active Server Pages increases security because the user cannot access the source code.

BCA 270: Introduction to Help Desk Support (3 credits)

30 lecture hours; 30 lab hours

Prerequisites: BCA 104 and successful completion of a minimum 12 credit hours of BCA and/or CIS courses or permission of Coordinator

Lab Fee

This course is an introduction to the popular and evolving field of Help Desk Support. Students learn about technical as well as customer service issues related to help desk support. Topics covered include end user computing, computer user support, product evaluation strategies and standards, user needs analysis and assessment, installation of end user computer systems, training computer users, documentation for end users, computer facilities management, help desk operation, customer service skills for user support, troubleshooting computer problems, common support problems, and information resources for user support. Students are also introduced to leading help desk support software.

CHEMISTRY CHE

CHE 101: General Chemistry I (4 credits)

Meets Category III General Education Requirements
45 lecture hours; 45 lab hours
Prerequisites: MAT 82 and ENG 82 (for ESL: ELI 82W) or appropriate ACCUPLACER scores
Lab fee

The fundamental principles, laws, and theories of chemistry are introduced. Topics include the nature of chemistry, matter and thermochemistry, physical and chemical change, states of matter, measurement, heat and temperature, density, stoichiometry, inorganic nomenclature, atomic structure, historical development of the atom, the periodic table, and gases.
Note: Students without high school chemistry are urged to take CHE 103 before attempting this course. Placement tests are available to assess the skills of prospective students.

CHE 102: General Chemistry II (4 credits)

45 lecture hours; 45 lab hours
Prerequisite: CHE 101 or equivalent
Lab fee

This course is a continuation of CHE 101: General Chemistry I for those students whose programs require a full year of general inorganic chemistry. Topics covered are nuclear chemistry, thermodynamics, electrochemistry, chemical bonding, solutions, reaction kinetics, equilibria, acids and bases, ionic equilibria, qualitative inorganic analysis, and an introduction to organic chemistry.

CHE 103: Allied Health Chemistry (4 credits)

45 lecture hours; 30 lab hours
Prerequisites: satisfactory score on mathematics placement test or successful completion of MAT 81 and ENG 82 (for ESL: ELI 82W) or appropriate scores on the ACCUPLACER test
Lab fee

The basic concepts of inorganic, organic, and elementary biochemistry are examined. This course is recommended for those students who have never studied chemistry in high school, are under-prepared and wish to enter an allied health program, or are planning eventually to pursue a scientifically oriented career requiring the more rigorous CHE 101-102 sequence.
Note: Students who are proficient in Chemistry may take the Chemistry Placement Test for course credit.

CHE 105: Introduction to Biochemistry (2 credits)

30 lecture hours
Prerequisite: CHE 103 or equivalent

The basics of organic chemistry and biochemistry are surveyed. Topics include the nature of organic compounds, functional groups, carbohydrates, lipids, proteins, enzymes, vitamins, hormones, drugs, and nucleic acids. This course is primarily for students enrolled in the Dental Hygiene Program but is open to others. This course does not have a laboratory component.

CHE 199: Individual Study in Chemistry

See IS-Individual Study, p. 159.

CHE 203: Organic Chemistry I (5 credits)

45 lecture hours; 90 lab hours
Prerequisite: CHE 101; CHE 102 recommended
Lab fee

A formal study of carbon compounds is presented with emphasis placed on the correlation of structure and chemical reactivity. This course is the first of a two-semester sequence in organic chemistry normally taken by pre-medical, biotechnology, physician assistant, nursing, pre-pharmacy, biology, biochemistry or chemistry, pre-dental, and prechemical engineering majors. Topics normally treated during the first semester are a review of general chemistry, bonding, and Lewis structures. Techniques are emphasized in the laboratory.

CHE 204: Organic Chemistry II (5 credits)

45 lecture hours; 90 lab hours
Prerequisite: CHE 203 or equivalent
Lab fee

This course continues CHE 203: Organic Chemistry I. It involves further study of the structure and reactivity of organic compounds. This course is the second of a twosemester sequence in organic chemistry for some biotechnology, premedical, pre-pharmacy, pre-dental, biology, chemistry, biochemistry, pre-chemical engineering students, etc. Topics normally treated during the second semester are stereochemistry, optical activity, alcohols, carboxylic acids and their derivatives, organic nitrogen compounds, aromatic chemistry, organic synthesis, and the qualitative identification of unknowns. Techniques learned during the first semester are put to practical use during the second semester.

COLLEGE SUCCESS SEMINAR CSS

CSS 110: College Success Seminar I (3 credits)

45 lecture hours
This course meets the College's Orientation requirement and can be taken instead of PRE 100: Preparation for Academic Achievement.

CSS 110 provides an opportunity for students to learn and apply strategies shown to promote success in college and in life. It is recommended for students new to the College and for all students who would like to learn techniques for achieving greater personal effectiveness. Topics covered include essential life skills (taking charge of one's life, setting motivating goals, managing time, understanding the learning process, reducing stress, developing high self-esteem) and important academic skills (note-taking, memorizing, test-taking, essay writing). Students also learn about support services offered by the College. Topics are presented using lectures, class discussions, guest speakers, films, and panel discussions.

CSS 111: College Success Seminar for ESL Students (3 credits)

45 lecture hours; satisfies graduation requirement

This course introduces High Intermediate and Advanced nonnative speakers to the nature of U.S. higher education. Students learn about their responsibilities and appropriate interaction patterns in the American college classroom. Study skills including note-taking practice and test-taking strategies are presented and developed. Students receive an orientation to BCCC academic programs and support services in preparation for enrollment in academic programs.

COMPUTER-AIDED DRAFTING AND DESIGN CADD

CADD 101: Introduction to CADD (3 credits)

30 lecture hours; 30 lab hours

Prerequisite: Permission of the Computer-Aided Drafting and Design Programs Coordinator

Passing this course with a C or better fulfills the College's Computer Literacy Requirement.

This beginner's CADD course exposes students to basic computer-aided drafting and design skills. Topics include manufacturing processes, engineering design processes, freehand sketching, descriptive geometry, and AutoCAD software. Emphasis is on the use of drawing tools to construct simple two-dimensional objects typically found in mechanical, electrical, and civil engineering and in architecture.

CADD 105: Intermediate CADD (3 credits)

30 lecture hours/30 lab hours

Prerequisites: CADD101 or permission of CADD program head.

Lab fee

This intermediate CADD course is intended for students who have completed the CADD 101 course or have substantial practical experience in two-dimensional CADD. Topics include three-dimensional CADD applications, the AutoCAD design center, external references, assigning attributes and generating bill of materials, isometric drawing, and dimension styles. The course uses the current AutoCAD software and commands to create architectural, civil, and mechanical drawings.

CADD 111: CADD Applications (3 credits)

30 lecture hours; 30 lab hours

Prerequisites: Permission of the Computer-Aided Drafting and Design Programs Coordinator

Lab fee

This introductory CADD course is a survey of CADD applications. It introduces students to MicroStation software and commands using digitizing and scanning to create mechanical, electronic, architectural, and civil drawings.

CADD 112: CADD Architectural Applications (3 credits)

30 lecture hours; 30 lab hours

Prerequisite: CADD 101

Lab fee

This intermediate CADD course is a survey of architectural-related CADD applications. It continues the use of AutoCAD 2000 (or higher) software and commands to create architectural, facility management, and civil drawings.

CADD 140: CADD 3D Modeling (3 credits)

Prerequisites: CADD 101 or permission of CADD program head

Lab fee

This advanced CADD course is designed to provide the student with three-dimensional (3D) CADD techniques and applications to increase productivity in the creation and editing of 3D models. Topics include 3D coordinate systems, wire frame modeling, surface modeling, solid modeling, rendering, 3D primitive solids, and plotting 3D models.

CADD 151: Technical Graphics (3 credits)

30 lecture hours; 30 lab hours

Prerequisite: CADD 101

Lab fee

Technical Graphics is an introductory course in the use of computers to produce presentations for business, engineering, architectural, technical, and sales. Topics include 3D modeling, animation, rendering, ray tracing, texture mapping, and lighting. Post-production techniques to store and present results are included. The 3D Studio Max software is used for this course.

CADD 200:Geographic Information Systems Applications (3 credits)

30 lecture hours/30 lab hours

Prerequisites: CADD 101 or CADD 111

Lab fee

This course is designed to expose students to the Geographic Information Systems (GIS) applications, concepts, and principles. It uses the ArcView GIS software for visualizing, analyzing, creating, and managing data with a geographic component. Applications of GIS methodologies in real world problems from various disciplines will also be presented.

CADD 205: CADD Engineering Drawing I (3 credits)

30 lecture hours; 30 lab hours

Prerequisite: CADD 101

Lab fee

This intermediate-level CADD course emphasizes the fundamentals of technical or engineering drawing using AutoCAD software. Topics include 2D constructions, orthographic projection, drawing sectional and auxiliary views, and dimensioning. Applications are made to mechanical, civil, and electrical engineering and to commercial art and architecture.

CADD 206: CADD Engineering Drawing II (3 credits)

30 lecture hours; 30 lab hours

Prerequisite: CADD 101

Lab fee

This course continues the fundamentals of technical or engineering drawing using AutoCAD software. Topics include coordinate and geometric tolerances, threads and fasteners, working drawings, gears, bearings, cam development, and descriptive geometry.

CADD 208: CADD Mechanical Applications (3 credits)

30 lecture hours; 30 lab hours

Prerequisite: CADD 105

Lab fee

This advanced CADD course introduces some of the advanced features of the Mechanical Desktop software. Topics include 3D coordinate systems, surface modeling, solid modeling, rendering, viewing, manipulating 3D objects, dimensioning, and design in 3D.

CADD 211: CADD Civil Applications (3 credits)

30 lecture hours/30 lab hours

Prerequisites: CADD 101 or CADD 111

Lab fee

This advanced course explores CADD civil engineering, surveying and land development applications. To increase productivity in designing civil engineering structures the software package from MicroStation and / or AutoDesk's civil design package is used for the course. Topics include structure design, earthwork quantities, design of roads, drainage, bridges, water mains, and cost estimation.

CADD 222: CADD Architectural Applications II (3 credits)

30 lecture hours/30 lab hours

Prerequisites: CADD 112 or permission of CADD program head.

Lab fee

This advanced course is a survey of architectural-related CADD applications. The course is designed to aid the architect, designer, and drafter through all phases of construction document creation. It uses the current architectural desktop software and commands to create architectural drawings, models and facility management.

COMPUTER INFORMATION SYSTEMS CIS

CIS 105: Introduction to UNIX: The Operating System (3 credits)

This is a dual offering with CSC 105.

30 lecture hours; 30 lab hours

Prerequisite: completion of all required developmental courses

Corequisite: ENG 101

Lab fee

A basic overview of the UNIX operating system is provided. Topics include file managing, text file utilities, text-editing with Vi and EMACS, shell programming, ways to communicate including electronic mail, and various UNIX utilities.

CIS 108: Programming in C (3 credits)

This is a dual offering with CSC 108.

30 lecture hours; 30 lab hours

Prerequisites: CSC 105; CIS 116; MAT 125 or MAT 128

Lab fee

Students learn step-by-step explanations of how to write, compile, and execute C programs and how to write applications on the PC or on a multi-user platform. Emphasis in the course is on the portability of the language and systematic development of programs.

CIS 109: Principles of Computer Information Systems (3 credits)

30 lecture hours; 30 lab hours

Prerequisite: completion of all required developmental courses

Passing this course with a "C" or better fulfills the College's Computer Literacy Requirement.

Students are introduced to the world of computers. Concepts related to interaction with computers, fundamental hardware, software, communication concepts, and going on-line are examined. The course provides exercises and lab assignments that allow students to interact with a computer and actually learn by using the computer and the World Wide Web.

CIS 111: Systems Documentation (3 credits)

30 lecture hours; 30 lab hours

Prerequisite: completion of all required developmental courses

Lab fee

Students learn how to consider their purpose and audience when documenting an existing computer system or a proposed new computer system. This course emphasizes general strategies for the writing process such as generating ideas, stating problems, constructing arguments, drafting and word processing reports (such as progress and feasibility reports) and proposals, and testing and revising such reports.

Selecting and creating visual elements for impact purposes and oral presentations, business meetings, and negotiations are discussed in detail.

CIS 116: Structured Design (3 credits)

30 lecture hours; 30 lab hours

Prerequisite: completion of all required developmental courses

Problem-solving skills using structured programming concepts are introduced and/or enhanced. Upon completion of the course, students are able to systematically analyze computer problems of any complexity through many methods, including pseudo-code, data-flow diagrams, flow charts, algorithms, and walk-through. Students are exposed to software tools that enhance understanding in any problem-solving situation.

CIS 118: Programming with VISUAL BASIC (3 credits)

30 lecture hours; 30 lab hours

Prerequisites: completion of all required developmental courses, BCA 104; CIS 116

Lab fee

VISUAL BASIC is an object-oriented, event-driven programming language designed to provide students with an interactive approach to programming that fully exploits the graphical user interface mode. Students are able to create their own graphical user interface applications and the codes to control the graphics for the application.

CIS 119: Advanced VISUAL BASIC Programming (3 Credits)

30 lecture hours; 30 lab hours

Prerequisites: CIS 118

Lab fee

The course is a continuation of CIS 118 and develops additional programming skills in Visual Basic. Students learn to develop programming applications that include such advanced Visual Basic topics as sequential and random file access techniques, error handling, debugging techniques, graphics, multi-media, programming for Internet applications and techniques for distributing applications. Lab exercises include hands-on experiences.

CIS 201: Systems Analysis and Design for Programmers (3 credits)

45 lecture hours

Prerequisites: CIS 109 and competence in a programming language

Programmers are given an overview of the role of the analyst in the development of an entire system and on-the-project team. Topics include use of system flow charts, decision tables, and process flow charts to promote standards for documentation. Techniques for project management used by the analyst are included along with CASE tools.

CIS 211: Programming in COBOL I (3 credits)

30 lecture hours, 30 lab hours

Prerequisites: CIS 105; CIS 116

Emphasis is on the fundamentals of structured program design, development, testing, implementation, and documentation using COBOL to solve business computer application problems.

CIS 212: Programming in COBOL II (3 credits)

30 lecture hours; 30 lab hours

Prerequisite: CIS 211

Lab fee

Extensive work in the solution of business applications using COBOL is involved. A practical understanding of proper programming strategies and techniques covering skills in the area of control break processing, table handling and array processing, and file maintenance operations, such as sequential file processing, indexed file processing, and relative file processing. File updating procedures such as additions, deletions, and change operations, and file processing operations such as sorting, searching, and merging files are covered in detail.

CIS 228: Object-Oriented Programming for Business Applications in C++ (3 credits)

30 lecture hours; 30 lab hours

Prerequisites: BCA 104; CIS 116

Lab fee

This course builds from the students' knowledge of structured procedural programming, introducing Object-Oriented programming and applying it to business. Topics include string-oriented output, data design, data types, structures, class inheritance, objects, dynamic variables, linked lists, stacks, queues, and trees.

CIS 229: Advanced Object-Oriented Programming for Business Applications in C++ (3 credits)

30 lecture hours; 30 lab hours

Prerequisite: CIS 228

Lab Fee

CIS 229 teaches the skills necessary to create applications in the dynamic Visual C++ development environment. This course takes the C++ language one step beyond being an object-oriented extension of C language by working with Windows API and showing how to access objects contained in Microsoft Foundation Classes (MFCs), the building blocks for Windows applications. Additionally, students will learn how to create and work with dialog-based and documentbased applications, create visual interface components and work with databases.

CIS 231: JAVA Programming for Business Applications (3 credits)

30 lecture hours; 30 lab hours

Prerequisites: BCA 104; CIS 116; permission of the Computer Information Systems program head

Lab fee

Students learn how to use JAVA to run applications over Wide Area Networks and animation in JAVA to make web pages more alive. Using JAVA, users deliver distributed object-oriented applications to many web users. Students are able to dynamically download programs from web servers and execute applets within a JAVA-enabled web browser.

CIS 235: Networking with TCP/IP (3 credits)

45 lecture hours

Prerequisite: TEL 100

Students are introduced to computer communications protocols. Principles such as architecture, layering, multiplexing, address mapping, and routing are discussed along with such topics as Internet protocols and subnet and supernet extensions. This course prepares students for the professional world of computer communications.

CIS 241: Database Programming (3 credits)

30 lecture hours; 30 lab hours

Prerequisites: BCA 104; BCA 136

Lab fee

This course explores customizing database systems to meet the needs of business and industry. Students learn how to design, implement, and write application programs. The course teaches students to perform common file processing operations such as searching; sorting; indexing and merging; and file updating operations such as additions, deletions, and changes on existing stored data. Current database versions are used in instruction.

CIS 244: SQL Server Solutions (3 credits)

30 lecture hours; 30 lab hours

Lab fee

CIS 244 offers database programmers sophisticated relational tools. The administrative capabilities of SQL Servers such as replications, declarative referential integrity (DRI), and distributed transactions are covered. The details of the object model and how applications interact with OLE Automation objects in general are discussed.

CIS 246: Database Systems Administration I (3 credits)

30 lecture hours; 30 lab hours

Prerequisites: BCA 104, BCA 136

Lab fee

This course draws upon the students' knowledge of basic database concepts and expands to include working with multi-user platforms such as Oracle. Students will learn how to build a database, enforce integrity, and improve performance with conceptual modeling techniques used in database systems. The basics of database design, SQL, and PL/SQL will be introduced as well as the concepts of cursors, subprograms, and triggers.

CIS 247: Database Systems Administration II (3 credits)

30 lecture hours; 30 lab hours

Prerequisite: CIS 246

Lab fee

This course discusses techniques used in implementing database management systems and introduces students to DBMS systems architectures, which includes centralized and client-server architectures. Students learn how to create Oracle Forms using blocks, graphics, and GUI objects; maintain data security; use DBMS development applications to customize the database through programming to optimize system resources; and improve user response time.

CIS 250: UNIX System Administration I (4 credits)

45 lecture hours; 30 lab hours

Prerequisite: CIS 105

Lab fee

CIS 250 leads students through the beginning tasks they need to perform as UNIX System Administrators. Lab time gives students practice in the beginning duties of UNIX System Administrator.

CIS 251: UNIX System Administration II (4 credits)

45 lecture hours; 30 lab hours

Prerequisite: CIS 250

Lab fee

CIS 251 continues CIS 250: Students learn how to manage a networked UNIX System. Topics include networking hardware, sharing file systems, the Internet, electronic mail, network management, security, printing, disk space management, hardware maintenance, accounting, performance analysis, daemons, policy and procedure.

CIS 255: Information Systems Security (3 credits)

45 lecture hours

Prerequisite: CIS 109 or permission of instructor

Systems administrators are provided with knowledge of the approaches intruders use to gain access to the system. Concepts of vulnerability of the system exploited by the intruder through threats of interruption, interception, modification, and fabrication are discussed. The use of firewalls and other preventive approaches to the security of a UNIX-based network environment are examined in detail.

CIS 265: Windows Systems Administration (3 credits)

30 lecture hours; 30 lab hours

Prerequisites: BCA 104; CIS 109

Lab fee

Windows Network Operating Systems is one of the most dynamic and popular network operating systems on which to build the services that are essential to today's business. As a result, there is significant and growing demand for people with Windows systems server expertise. The primary aim of the CIS 265 course is to help a student become a network or server manager who is able to install and manage any Windows systems server product on a local area network. A second purpose of this course is to help prepare those interested in Microsoft certification exams.

COMPUTER LITERACY CLT

CLT 100: Computer Literacy (2 credits)

30 lecture hours

Lab fee

Passing this course with a "C" or better fulfills the College's Computer Literacy Requirement.

This hands-on course is recommended for students who need assistance in meeting the College's Computer Literacy Graduation Requirement. Students develop basic computer skills in Windows-based operating systems, word processing, spreadsheet, database management, and presentation graphics.

COMPUTER SCIENCE TRANSFER
CSC

CSC 105: Introduction to UNIX Operating Systems (3 credits)

This course is a dual offering with CIS 105.
30 lecture hours; 30 lab hours
Prerequisites: MAT 82; ENG 82 (for ESL: ELI 82W)
Corequisite: ENG 101
Lab fee

A basic overview of the UNIX operating system is provided in this course. Topics include file managing, text file utilities, text editing with Vi and EMACS, shell programming, ways to communicate including electronic mail, and various UNIX utilities.

CSC 107: Programming in PASCAL (3 credits)

30 lecture hours; 30 lab hours
Prerequisite: MAT 128
Lab fee

CSC 107 is a course in problem-solving and the design of algorithms taught concurrently with the syntax and semantics of PASCAL with emphasis on structured programming. Students solve a variety of problems that employ input/output operations, character manipulation, arrays, subroutines and functions, and structured data types.

CSC 108: Programming in C (3 credits)

This course is a dual offering with CIS 108.
30 lecture hours; 30 lab hours
Prerequisites: ENG 82 (for ESL: ELI 82W); MAT 125 or MAT 128; CIS 116; CSC 105
Lab fee
Passing this course with a "C" or better fulfills the College's Computer Literacy Requirement.

Step-by-step explanations of how to write, compile, and execute C programs and how to write applications on the computer are provided. Emphasis is on the portability of the language and systematic development of programs.

CSC 120: Introduction to Computer Science I (Using C++) (4 credits)

45 lecture hours; 30 lab hours
Prerequisite: CSC 107 or CSC 108
Corequisites: MAT 140; MAT 220
Lab fee

This course is the first in a sequence of two courses in introductory computer science utilizing the syntax and semantics of the object-oriented C++ programming language. This course provides an introduction to the principles of design and development using procedural and data abstraction and an introduction to program testing; it also introduces elementary C++ programming.

CSC 206: Assembly Language (4 credits)

45 lecture hours; 30 lab hours
Prerequisite: CSC 221
Lab fee

An advanced understanding of assembly language programming is provided. Emphasis is on writing and running programs using input/output operations, data management concepts via the use of macro instructions, establishing data areas and fields, editing numeric data, table handling, and a wide range of decimal, logic, and binary instructions. Students are expected to develop proficiency in logical program flow-charting and program-debugging techniques.

CSC 221: Introduction to Computer Science II (Using C++) (4 credits)

45 lecture hours; 30 lab hours
Prerequisites: CSC 120; MAT 140; MAT 220
Corequisites: MAT 141; MAT 221
Lab fee

This course is the second in a sequence of two courses in introductory computer science utilizing the syntax and semantics of the object-oriented C++ programming language. Topics include classes, dynamic data structures, inheritance, and file processing.

CONSTRUCTION SUPERVISION
CON

CON 101: Introduction to Construction (3 credits)

45 lecture hours
Prerequisite: ENG 82 or appropriate ACCUPLACER scores
Corequisites: CON 104; CON 107; ENG 101

This course explores the properties of various materials used in construction such as wood, steel, brick, concrete, plastic, glass, soils, and other materials. It also explores the relationships and roles of the participants in the construction process, from architect to subcontractor. The effect of construction management on manpower, equipment, material, time, and money is covered. Also presented are the role of computer software in the construction industry and an overview of construction equipment and machinery.

CON 104: Construction Methods and Materials (3 credits)

30 lecture hours; 15 lab hours
Prerequisite: ENG 82 or appropriate ACCUPLACER scores
Corequisites: CON 101; CON 107; ENG 101

The class reviews commonly used materials in the construction industry, how they are typically installed, and common mistakes. Students also study and analyze work methods, materials, equipment, safety methods, and tools used on commercial and residential construction projects. The lab portion of the class uses a hands-on approach to test some of the materials discussed.

CON 107: Blueprint Reading (3 credits)

45 lecture hours

Prerequisite: ENG 82 or appropriate ACCUPLACER scores

Corequisites: CON 101; CON 104; ENG 101

This course is an introduction to architectural planning and blueprint reading in commercial and residential construction. The class covers basic concepts such as reading and using different types of scales, symbols, and lines. Students analyze blueprints of electrical, structural, site work, foundation, and piping, and discuss the meaning of the details. The class also reviews several types of specification and contract documents.

CON 111: Occupational Safety and Loss Prevention (3 credits)

45 lecture hours

Prerequisites: CON 101; CON 104; CON 107

This is a study and evaluation of OSHA and MOSH standards and regulations as they relate to the construction industry. Safety requirements of various construction operations will be analyzed and discussed. Students learn the principles of safety management, accident prevention, and safety program development methods. Students discuss environmental regulations and the implementation of compliance procedures. Topics included are job site safety, OSHA and MOSH safety regulations, MDE environmental regulations, sediment and erosion control, storm water management, oil spillage control, hazardous materials, and waste management.

CON 210: Construction Estimating (3 credits)

45 lecture hours

Prerequisites: CON 101; CON 104; CON 107; ENG 101; MAT 128

This course analyzes and determines costs of construction operations. It introduces the estimating process for light and heavy construction, including the major components of labor, materials, equipment, overhead, and profit. Different scenarios enable the students to learn various construction processes. A logistical review of project organization explores the different phases and sequencing of the construction process. A final project tests the student's ability to develop an estimate from general guidelines and detail drawings.

CON 215: Computer Applications for Construction (1 credit)

30 lab hours

Lab Fee

Prerequisites: BUAD 112; CON 210

This course provides an overview of computer systems and software used in the construction industry. Spreadsheet software, database management, construction take-off, estimating, cost control, and scheduling programs are explained and explored in a lab setting. Students are required to run software tutorials, complete class projects and develop estimating and cost control spreadsheet programs.

CON 222: Scheduling, Planning, and Cost Control (3 credits)

45 lecture hours

Prerequisite: CON 210

This course studies the application of planning and scheduling techniques of commercial and residential construction projects. Use of charts and critical path method (CPM) are emphasized as well as cost allocation, resource leveling, scheduling and scheduling updating, and computer application. Examples of these processes are applied to workplace scenarios.

CON 224: Construction Contracts and Documents (3 credits)

45 lecture hours

Prerequisite: CON 210

This course focuses on the contracting process for the construction industry. Emphasis is on documents involved, from invitation to bid to final punch list. Students closely examine the specifications for projects using general and special condition examples. It also examines construction law in regards to building, bidding process, and contracts.

CON 250: Construction Internship (3 credits)

150 work experience hours

Prerequisite: Permission from the Construction Supervision program head

This course enables students to acquire hands-on work experience as interns with contractors in the construction industry. Students apply what they have learned over the past semesters under the guidance of an experienced construction supervisor. The internship sponsor and the program head evaluate each student's performance at the conclusion of the apprenticeship. Students with three or more years of documented experience may receive credit under this course listing. Verification will be obtained by the College before credit is given.

COOPERATIVE EDUCATION COP

COP 100: Cooperative Education (1 credit)

Prerequisites: 2.0 G.P.A.; completion of 15 credits; completion of specific courses in the student's program; permission of the student's program head and the Co-Op Coordinator

Students are provided with the opportunity to apply knowledge in a supervised work environment related to their academic programs or career interests. One hundred hours of paid work and 15 classroom hours are required.

COP 200: Cooperative Education (3 credits)

Prerequisites: 2.0 G.P.A.; completion of 15 credits; completion of specific courses in the student's program; permission of the student's program head and the Co-Op Coordinator

Students have the opportunity to apply knowledge in a supervised work environment related to their academic programs or career interests. Three hundred hours of paid

work and 16 classroom hours are required. Career exploration and work readiness skills are covered in the classroom.

CRIMINAL JUSTICE CRJ

CRJ 101: Introduction to Criminal Justice (3 credits)

45 lecture hours

Students are given an overview of the field of criminal justice in the context of our social, cultural, political, and economic system. The course introduces students to the history of and social response to crime. It examines the origins of and fundamental concepts associated with law enforcement and corrections. The structure and functions of State and Federal courts are reviewed and current issues in criminal justice are explored. CRJ 101 provides law enforcement and correctional administration students a solid foundation for future coursework, research, and practice in the field. It is an excellent opportunity for interested students in other fields of study to familiarize themselves with the criminal justice system and its far-ranging impact on society.

CRJ 102: Report Writing for Criminal Justice Personnel (3 credits)

45 lecture hours

Criminal justice students are introduced to the various forms and reports they will encounter on the job. Emphasis is placed on thinking and writing clearly as well as on content and structure; computerized forms are introduced.

CRJ 104: Fundamentals of Law Enforcement (3 credits)

45 lecture hours

This course is the initial professional development course required of law enforcement students. It begins with a discussion of the history and philosophy of public policing and the scope and function of the police. Police organization, operations, functional roles, professionalism, discretion, use of force, and ethical issues are examined in detail. The changing roles and career paths of the law enforcement officer are addressed.

CRJ 105: Introduction to Private Security (3 credits)

45 lecture hours

Students are introduced to the fundamental principles and concepts of private security. Subject matter is drawn from a variety of disciplines including but not limited to criminal law and procedure, civil liability, customer service and human relations, professional ethics, basic security patrol, investigative techniques, and report writing.

CRJ 106: Fundamentals of Corrections (3 credits)

45 lecture hours

Correctional administration students are introduced to corrections and correctional administration including the history of incarceration, early forms of punishment, and theories of sentencing and rehabilitation. Correctional organization, operations, community corrections, professional and ethical issues, and inmate management are discussed.

CRJ 107: Institutional Treatment of Offenders (3 credits)

45 lecture hours

The growth and development of U.S. correctional institutions are explored in relation to theories of institutionalization of offenders. Inmate management and rehabilitation programs are examined in detail. Functions of personnel, research and evaluation methodologies, and prediction tables are covered.

CRJ 108: Juvenile Delinquency (3 credits)

45 lecture hours

This course introduces students to the origins of juvenile law and procedures and subsequent changes to those processes. It identifies key court decisions illustrating the current Maryland Juvenile Court process and the general handling of juveniles within the juvenile justice system.

CRJ 110: Maryland Criminal Code (3 credits)

45 lecture hours

The Annotated Code of Maryland is examined with particular emphasis on the analysis, interpretation, and use of the code as it applies to criminal law of the State. Procedural and substantive legal issues are examined and understood in the context of judicial interpretation of legal requirements for citizens and criminal justice officials. Sources of judicial authority and the growth and development of statutory and common laws are examined. This course is offered in conjunction with the Education and Training Division of the Baltimore City Police Department and is available to officers concurrent with their entrance level and field training.

CRJ 111: Maryland Traffic Code (3 credits)

45 lecture hours

The Motor Vehicle Code of the State of Maryland and related traffic laws are examined in detail. Instruction in methods of traffic enforcement in Baltimore City and the State of Maryland is provided and techniques of accident investigation are presented. This course is offered in conjunction with the Education and Training Division of the Baltimore City Police Department and is available to officers concurrent with their entrance level and field training.

CRJ 115: People's Law (3 credits)

45 lecture hours

This course reviews and explains what everyone needs to know about the law from a practical perspective. Team-taught by the Criminal Justice/Public Safety and Legal Assistant program heads and faculty, the course addresses criminal and juvenile procedures, consumer law, family law, housing law, employment law, and many special interest issues. Basic trial preparation and presentation of a small claim are examined, and students are encouraged to present a small claim of their own. Guest experts are featured.

CRJ 140: Introduction to Fire Protection and Suppression (3 credits)

45 lecture hours
Offered only through the Training Academy of the Baltimore City Fire Department, the course surveys the philosophy and history of fire protection including relationships with the insurance industry and other agencies. It includes a study of the basic concepts of suppression, fire behavior, evaluation, and use of equipment.

CRJ 145: Police Discipline and Organization (1 credit)

15 lecture hours

Basic military-style discipline and protocol required in police organizations are covered. Topics include military close order drill, rank, organizational structure, chain-of-command, military courtesy, and police disciplinary procedure. This course is offered in conjunction with the Education and Training Division of the Baltimore City Police Department and is available to officers concurrent with their entrance level and field training.

CRJ 146: Patrol Operations (3 credits)

45 lecture hours

Line activities of uniformed police officers with emphasis on patrol are examined. Areas of study include automotive and foot patrol, enforcement strategies, approaches to community service, dispute resolution, investigation, and juvenile crime. This course is offered in conjunction with the Education and Training Division of the Baltimore City Police Department and is available to officers concurrent with their entrance level and field training.

CRJ 148: Officer Survival Tactics I (3 credits)

30 lecture hours; 15 laboratory hours
Lab fee

Topics are covered as mandated by the Maryland Police Training Commission for the certification of sworn law enforcement officers. Topics include use of force and baton, arrest tactics, and handling domestic violence. This course is offered in conjunction with the Education and Training Division of the Baltimore City Police Department and is available to officers concurrent with their entrance level and field training.

CRJ 149: Officer Survival Tactics II (3 credits)

45 lecture hours

This course continues CRJ 148. Topics include the arrest, search, and securing of suspects; traffic stops; and officer safety and survival. This course is offered in conjunction with the Education and Training Division of the Baltimore City Police Department and is available to officers concurrent with their entrance level and field training.

CRJ 201: Management Concepts (3 credits)

45 lecture hours

An overview is presented of the principles, theories, functions, and concepts of management as they relate to law enforcement and public safety agencies. Emphasis is on the development of management thought, rational, natural and open systems theory; the distinction between leadership and management, group dynamics and teamwork, influence processes and power, and the fundamentals of human resource management.

CRJ 202: Organizational Dynamics (3 credits)

45 lecture hours

This course is usually taken in sequence with and immediately following CRJ 201. Together, these courses provide students with an in-depth examination of frequently encountered management and organizational issues and provide a solid theoretical foundation for further study and/or practice. Organizational dynamics address issues of decision-making; problem-solving; strategic, operational and tactical planning; community policing; critical topics in operations; human resource management; training; and organizational culture and change.

CRJ 209: Probation and Parole (3 credits)

45 lecture hours

The history and theories of probation and parole including the organization, policies, procedures, and practices of Federal, State, and local parole and probation systems are addressed. Emphasis is placed on trends in the distribution and delivery of correctional services in the community.

CRJ 210: Investigative Principles and Concepts (3 credits)

45 lecture hours

Students are introduced to criminal investigation: basic investigative techniques, preliminary investigation, crime scene protection and search, collection of physical evidence, documentary evidence, interviews and interrogations, and operations such as raids and undercover work.

CRJ 211: Criminal Procedural Law (3 credits)

45 lecture hours
Prerequisite: CRJ 101

Students are introduced to basic individual rights protected under the United States Constitution and the relationships among these rights, maintenance of public order, and enforcement of Federal and State criminal laws. This course gives an overview of the criminal court system and explores the exclusionary rule, privacy, probable cause, and reasonable suspicion. A significant portion of the course deals with rights guaranteed by the Fourth, Fifth, and Sixth Amendments and how these rights affect the prevention, detection, investigation, and prosecution of crime. Students focus upon the laws of arrest, search and seizure, confession, and pretrial identification.

CRJ 213: Criminal Substantive Law (3 credits)

45 lecture hours
Prerequisite: CRJ 101

Students are introduced to the origins, sources, and structure of criminal substantive law. The course focuses on the various elements and sub-elements of proof for

common law and statutory crimes against persons, property, and the public peace. Maryland law is covered in depth. Current issues in criminal law including, but not limited to, recent trends in the criminal justice system, defenses of crime, sentencing, and substance abuse are discussed. Evidence in criminal cases and case preparation are also addressed.

CRJ 214: Practical Law for Correctional Personnel (3 credits)

45 lecture hours
Prerequisite: CRJ 106
This course is a practical law course for correctional officers, staff, and administrators. It focuses on civil liability; inmate rights; grievance procedures; inmate litigation; provision of legal services to inmates; administrative process and procedures; and protection of the institution, administrator, and worker from the errors, excesses, and abuses that may arise in a correctional setting.

CRJ 215: Practical Law for Security Personnel (3 credits)

45 lecture hours

Private Security officers are offered this special combination of criminal substantive law and criminal procedure especially designed for them. The substantive criminal law portion of the course provides an overview of criminal substantive law and focuses upon the various elements and sub-elements of proof of crimes against persons, property, and the public peace. Maryland statutory and common law are covered. The criminal procedure portion of the course introduces the student to individual rights guaranteed by the Fourth, Fifth, and Sixth Amendments of the U.S. Constitution, which constitute the heart of criminal procedure law. The significance of these Amendments is explored in the context of law enforcement. Once basic concepts of the exclusionary rule, privacy, probable cause, and reasonable suspicion are understood, they are applied to arrest, search and seizure, interview, and pretrial identification situations. Civil liability issues are explained in detail.

CRJ 220: Criminalistics (3 credits)

45 lecture hours

Prerequisite: CRJ 210

This course focuses on physical and trace evidence, careful crime scene processing, collection, preservation, and analysis of physical evidence. Methods for analyzing soil, tire and tool marks, paints, broken glass, blood, body fluids, and fingerprints are examined. DNA testing and other forensic investigative and advanced techniques are explored.

CRJ 221: Special Topics in Correctional Administration (3 credits)

45 lecture hours

Prerequisite: CRJ 106

Advanced issues for Correctional Administration students are explored in detail. Corrections as an industry and career path in corrections are covered. The course addresses concepts in inmate services and control, special operations, and problems such as riots and emergencies.

CRJ 231: Community Policing I (3 credits)

45 lecture hours

The law enforcement professional is introduced to the theory and practice of community policing in the U.S. and overseas. The history, philosophy, programs, and techniques of community policing are addressed in detail. The interaction between the community and the law enforcement officer is explored at the individual, group, and organizational levels. Diversity issues are examined in depth.

CRJ: 232 Community Policing II (3 credits)

45 lecture hours

Students participating in this seminar analyze the most recent community policing research and information. Critical issues are examined and explored by the group.

CRJ 233: Interviewing (3 credits)

45 lecture hours

Interview and interrogation techniques are examined in detail. Legal and practical aspects of interviews and interrogations are covered.

CRJ 234: Advanced Issues in Law Enforcement (3 credits)

45 lecture hours

Advanced concepts in law enforcement are presented in a seminar format. Topics include special operations, management, ongoing research, ethics, evaluation, and diversity.

CRJ 244: Fire and Arson Investigation (3 credits)

45 lecture hours

Prerequisite: CRJ 101 or permission of the instructor.

The fundamentals of fire and arson investigation are examined. Topics include determination of cause, identification of origin, behavioral characteristics, chemical extension of patterns, paths of fire travel, recognition and preservation of evidence, interviewing witnesses, interrogation of suspects, taking statements, preparation of cases, court demeanor, and presentation of testimony.

CRJ 245: Advanced Fire and Arson Investigation (3 credits)

45 lecture hours

This course is a continuation of CRJ 244: Fire and Arson Investigation. Advanced issues in fire and arson investigation are examined in detail. Aspects of arson-related forensic examination and expert testimony are explored.

CRJ 291: Juvenile Services Fieldwork (3 credits)

Prerequisites: sophomore status (30 credits or more); minimum 2.5 GPA; permission of the Criminal Justice/Public Safety Programs Coordinator

Corequisite: CRJ 292

The non-practitioner student is provided with field placement in a juvenile justice or related agency. Assignments include observation of agency and staff functions, staff-client interaction, observing and recording data, and analysis of the agency. A weekly seminar supplements fieldwork.

CRJ 292: Fieldwork in Administration of Justice and Public Safety (3-4 credits)

30 lecture hours plus required fieldwork

Prerequisites: sophomore status (30 credits or more) and permission of the Criminal Justice/Public Safety Programs Coordinator

Corequisite: CRJ 291

This course is for non-practitioner students, who are assigned to an agency by the academic adviser and the fieldwork coordinator. Assignments include observation of agency and staff functions, staff-client interaction, observing and recording data, and analysis of the agency. A weekly seminar supplements fieldwork.

DANCE DAN

DAN 111: Tap Dance I (2 credits)

10 Lecture Hours; 20 studio hours

This course is a beginning study of technical fundamentals of tap dance techniques. An opportunity to develop coordination, rhythm, and performance skills is also provided. Some history of tap will be included. May be repeated for a total of four credits.

DAN 250: Dance Production Workshop (3 credits)

90-120 practicum hours

Prerequisite: Permission of the instructor via audition and/or interview

This course is an intense practicum focused on the art and craft of dance design and production. The course will provide students with the opportunity to participate in faculty-directed, department-sponsored productions. A typical rehearsal process requires approximately three hours rehearsal, three to five nights per week, for six to eight weeks, plus six performances. Participation will be defined as dance performance as well as dance design and production, including choreography, costume, lighting, make-up, management, scenery, safety, sound, and rigging techniques and practices. Students will work toward the creation of one substantial production with all the supportive elements necessary to stage a performance for public presentation. Students will not be permitted to earn concurrent credit for THEA 250 and DAN 250 when participating in a single production unless special permission is granted by the production director.

DENTAL HYGIENE DH

DH 130: Dental Materials (3 credits)

30 lecture hours; 45 lab hours

Prerequisite: completion of all required first-year courses of the Dental Hygiene Program

Lab fee

The scientific basis for the use of dental materials and their proper handling is studied. Lab periods provide basic understanding of the importance of the various properties of materials.

DH 136: Periodontics (2 credits)

30 lecture hours

Prerequisite: completion of all required first-semester courses of the Dental Hygiene Program

This course includes the classification and identification of the periodontal diseases and the therapeutic measures used in their treatment. The hygienist's role in recognition, prevention, and treatment is emphasized.

DH 142: Histology and Embryology (2 credits)

30 lecture hours

Prerequisite: admission to the Dental Hygiene Program

Microscopic study is provided of the structural and functional units of living tissue with emphasis on the histological structures of the oral cavity and development of teeth and surrounding tissue.

DH 143: Fundamentals of General and Oral Pathology (1 credit)

15 lecture hours

Prerequisite: admission to the Dental Hygiene Program This course introduces the concept of disease as opposed to normal form and functions, including discussion of tissue reaction to various injuries. The main focus is on the manifestations of disease in the oral cavity.

DH 150: Pre-Clinical Dental Hygiene (4 credits)

30 lecture hours; 90 lab hours

Prerequisites: admission to the Dental Hygiene Program and completion of all required first-semester Program courses

Lab fee

An introduction to dental hygiene care is provided. Laboratory instruction examines the use of instruments, develops instrumentation techniques, and introduces clinical experience.

DH 151: Clinical Dental Hygiene I (3 credits)

15 lecture hours; 90 lab hours

Prerequisites: admission to the Dental Hygiene Program and completion of all required first-semester Program courses

Lab fee

Lectures and clinical practice in the area of preventive dentistry are offered. Students study the principles and procedures for prevention of oral disease including dietary control, oral hygiene measures, and the use of fluorides and sealants. The principles and application of root planning are also emphasized.

DH 230: Oral Pathology (3 credits)

45 lecture hours

Prerequisite: completion of all required first-year courses of the Dental Hygiene Program

Disease process in man is studied with emphasis on the relationship of general diseases of the body to diseases of the teeth and supporting tissues. Students learn to recognize abnormal conditions of the mouth.

DH 231: Pharmacology (2 credits)

30 lecture hours

Prerequisite: completion of all first-year courses of the Dental Hygiene Program

Drugs and their use in the treatment, diagnosis, and prevention of disease are studied. The course examines drugs as they affect the clinical practice of dental hygiene.

DH 237: Ethics and Jurisprudence (1 credit)

15 lecture hours

Prerequisite: completion of all required first-, second-, and third-semester courses of the Dental Hygiene Program

Professional and ethical responsibilities and liabilities, and how they relate to laws governing clinical dental hygiene practice are studied.

DH 242: Dental Public Health (3 credits)

45 lecture hours

Prerequisite: completion of all required first-year courses of the Dental Hygiene Program

An overview of the history and philosophy of public health practice and administration is presented. Dental public health programs are analyzed and evaluated with an emphasis on preventive dentistry. Effective methods of teaching dental health to different population groups are explored.

DH 250: Clinical Dental Hygiene II (4 credits)

15 lecture hours; 180 clinical hours

Prerequisite: completion of all first-year courses of the Dental Hygiene Program

Lab fee

Advanced lectures and demonstrations in the clinical practice of dental hygiene with clinic time devoted to experience in rendering preventive care are provided. Lectures emphasize patients with special needs.

DH 251: Clinical Dental Hygiene III (5 credits)

15 lecture hours; 180 clinical hours; 60 hours extramural assignment

Prerequisite: completion of all first-, second-, and third semester courses of the Dental Hygiene Program

Lab fee

Demonstrations are provided in advanced clinical skills with enhancement in clinics, hospitals, and military facilities.

DENTAL SCIENCE DS

DS 100: Oral Anatomy and Physiology (3 credits)

30 lecture hours; 45 lab hours

Prerequisite: admission to the Dental Hygiene Program

Lab fee

A detailed study of the morphology and function of human teeth and their surrounding structures is provided. Course content relates the anatomy and physiology of bones, muscles, nerves, blood vessels, and other structures of the head and neck to the physiological aspects of the oral cavity and the entire body.

DS 110: Oral Radiography (3 credits)

30 lecture hours; 45 lab hours

Prerequisites: DS 100 and all first-semester Dental Hygiene Program courses

Lab fee

Knowledge of radiation, radiation physics, principles of the various intra- and extra-oral techniques, essentials of image formation and radiographic quality, radiographic anatomy, the biological effects of radiation, and radiation safety are provided. Students learn to use X-ray equipment and darkroom procedures for processing radiographs, develop skill in intra- and extra-oral techniques, and practice radiation safety.

DIETETIC TECHNICIAN DNT

DNT 100: Dietary Manager Practicum I (2 credits)

90 clinical hours to be arranged

Prerequisite: admission to the Dietary Manager Program

Corequisite: DNT 102

Dietary managers are provided with clinical experiences that parallel the didactic content of DNT 110, DNT 102, and AH 116. Students participate in planned and supervised learning experiences on the job. Experiences include identifying dietetic practitioner roles, dietary interviewing, gathering nutritional data, evaluating menus for nutritional adequacy, writing modified diets, and conducting sanitation and safety inspections.

DNT 101: Dietary Manager Practicum II (2 credits)

90 clinical hours to be arranged

Prerequisite: admission to the Dietary Manager Program

Corequisite: DNT 103

This course provides experience that parallels the didactic content of HIT 251 and DNT 103. Through their participation in planned and supervised learning experiences on the job, students develop skills in food service supervision. Experiences include writing department communications, conducting job analyses, planning work schedules, interviewing employees, solving employee problems, planning and conducting in-service education, maintaining personnel records, planning menus using standardized recipes, describing food service equipment, maintaining quality standards,

preparing food orders, maintaining cost control, and planning for emergencies.

DNT 102: Nutrition for Dietary Managers (4 credits)

60 lecture hours

Prerequisite: admission to the Dietary Manager Program

Corequisite: DNT 100

The theoretical knowledge and background for the routine nutritional aspects of food service expected of the dietary manager are provided. Topics include the study of nutrient functions, nutrient food sources, and nutrient needs throughout the life cycle. Students learn interviewing techniques for gathering dietary information for nutrition assessment. Using food composition tables, students evaluate food intake for nutritional adequacy. Procedures for processing diet orders are reviewed. Standard menus are modified by using established guidelines. Students learn reliable sources of nutrition education materials and practice their use.

DNT 103: Dietary Management (3 credits)

45 lecture hours

Prerequisite: admission to the Dietary Manager Program

Corequisite: DNT 101

The theoretical knowledge and background for the dietary manager covering quality assurance, management of supplies and equipment use, management of production and facilities, and financial management required of the trained dietary manager are provided.

DNT 110: Orientation to Dietetics (1 credit)

15 lecture hours

Prerequisite: admission to the Dietary Manager Program or to the Dietetic Technician Program

This course meets the College's Orientation requirement and can be taken instead of PRE 100: Preparation for Academic Achievement.

Students are introduced to the practice of dietetics, the healthcare profession concerned with human nutritional care. The roles of dietary managers, dietetic technicians, and dietitians are defined.

DNT 113: Food Service Management I (3 credits)

45 lecture hours

Prerequisite: admission to the Dietetic Technician Program or to the Hospitality Management Program

An overview of food service management is presented. Topics include menu planning, facilities planning, food procurement and storage, food preparation and service, and maintenance of standards of sanitation and safety. Food service delivery systems are reviewed and compared.

DNT 114: Foods (3 credits)

30 lecture hours; 30 demonstration/lecture hours

Prerequisite: admission to the Dietetic Technician Program or to the Hospitality Management Program

Lab fee

Basic principles of food selection, storage, preparation, and cooking are studied. Governmental controls in the areas of inspection, labeling, and additives also are studied.

DNT 121: Dietetic Field Experience I (2 credits)

90 clinical hours

Prerequisites: AH 116; DNT 110; DNT 113; DNT 114

Students are assigned to the food production area of a large healthcare institution. Practical experience in production units such as food preparation, food cookery, and service are included along with other aspects of patient and employee food service operations.

DNT 123: Food Service Management II (3 credits)

45 lecture hours

Prerequisites: AH 116 DNT 100; DNT 113; DNT 114; or Admission into the Hospitality Management Program

Information is provided about quantity food production including standardized recipes and measures, methods of quantity preparation, and serving methods for portion control. Students learn uses of specialized equipment in quantity food production and service.

DNT 124: Normal Nutrition (3 credits)

45 lecture hours

Prerequisites: AH 116; DNT 110; DNT 113; DNT 114

The basics of nutrients, food sources, and menu planning are surveyed. Students learn how to evaluate nutrition controversies and perform dietary assessments.

DNT 200: Nutrition for Health Sciences (3 credits)

45 lecture hours

Prerequisites: CHE 103 (or equivalent); or BIO 107, BIO 111, or BIO 112; or permission of instructor or concurrent with one of the above

The chemical and biological aspects of food and nutrition, nutritional needs of the body, and application of nutritional principles for optimum health are emphasized. It is designed especially for students and health science professionals who have some background in physical and biological sciences. This course transfers to four-year institutions.

DNT 232: Dietetic Field Experience II (2 credits)

90 hours clinical experience in a healthcare facility

Corequisite: DNT 233

The didactic content of DNT 233 is paralleled in this course. The student is assigned to a large healthcare facility in order to gain experience in procurement, materials management, and cost control.

DNT 233: Food Service Management III (3 credits)

45 lecture hours

Prerequisite: DNT 123

Corequisite: DNT 232 or Admission into the Hospitality Management Program

Food service financial management and purchasing are covered including the type of institution being served, food supply and availability, financial resources, and production needs. Using sample menus and buying guides, students prepare design specifications for food

purchase. Forms and records required for successful management are studied along with inventory, purchase orders and invoices, price comparison forms, and meal census records. Procedures for storage and control are reviewed.

DNT 234: Applied Nutrition (3 credits)

45 lecture hours
Prerequisite: DNT 124
Corequisite: DNT 242

The steps in the nutritional care process for persons living in the community are examined. Assessment includes data gathering, communication skills development, and interviewing techniques. Planning and implementation include problem identification, nutrition education techniques, and practice. The application of nutrition throughout the life cycle from pregnancy through aging is covered.

DNT 240: Dietetic Seminar (1 credit)

15 lecture hours
Prerequisites: DNT 124; DNT 234; DNT 244

Students are provided with the opportunity to prepare a library research project on a selected topic in dietetics, nutrition care, or food service management. Students present projects to the class. Class participation is encouraged by readings on each topic assigned in advance.

DNT 242: Dietetic Field Experience III (2 credits)

90 hours clinical experience in a community nutrition facility
Corequisite: DNT 234

This course parallels the didactic content of DNT 234: Applied Nutrition. In this course, the student is assigned to various nutrition programs in the community, including day care, WIC, and Title III-B programs such as Eating Together in Baltimore and Meals on Wheels. Experiences in food service delivery, nutrition counseling, and nutrition education are planned.

DNT 243: Food Service Management IV (3 credits)

45 lecture hours
Prerequisite: DNT 233
Corequisite: DNT 262

This course integrates the principles learned in previous courses in food service management. Using a theoretical healthcare institution, students plan the complete operation of the department of dietetics. Organization charts and staffing requirements are established; job descriptions are outlined; floor plans are designed and equipment selected; cycle menus are planned; standardized recipes are collected; purchase orders are prepared; and distribution systems are described. Students develop a record-keeping system and a self-evaluation.

DNT 244: Medical Nutrition Therapy (3 credits)

45 lecture hours
Prerequisite: DNT 234
Corequisite: DNT 252

Students learn how the normal diet may be modified for therapeutic purposes during illness. Dietary changes may include caloric and nutrient intake, frequency of meals, and texture and consistency of different foods. Emphasis is on integrating diet modifications with normal nutritional needs and promoting optimum health.

DNT 252: Dietetic Field Experience IV (2 credits)

90 hours clinical experience in a healthcare facility
Corequisite: DNT 244

Students are assigned to acute care health facilities and participate in clinical nutritional care of patients. Experiences include planning modified diets; assisting patients with menu selection; participating in nutrition assessment, planning, and implementation; and evaluation of nutrition care for the acutely ill.

DNT 262: Dietetic Field Experience V (2 credits)

90 hours clinical experience in a healthcare facility
Corequisite: DNT 243

This course parallels the didactic content of DNT 243: Food Service Management IV. Students are assigned to long-term care facilities and participate in all the operations of the nutrition services department, including both food service management and nutrition care. Working closely with the food service director, the student participates in menu planning, procurement, materials management, food production, food delivery, and employee supervision and training. Nutrition care of the long-term patient (such as nutrition assessment and monitoring) is included as well.

EARLY CHILDHOOD EDUCATION
ECE

ECE 100: Introduction to Child Development (3 credits)

45 lecture hours

This course provides an introduction to the field of child development, surveying its history, current practices, and career opportunities. The development of children through age twelve is studied. Field observations are required.

ECE 101: Principles of Early Childhood Education (4 credits)

45 lecture hours; 45 fieldwork hours
Corequisite: ENG 101
Lab fee

Skills and competencies of teachers of young children are studied with emphasis on guiding children's educational, social, and emotional development. Focus is on classroom management in terms of use of time and space, setting limits, staff roles, parent involvement, and an overview of learning centers in the classroom.

ECE 102: Observing and Recording Children's Behavior (3 credits)

45 lecture hours; 20 observation hours

Prerequisite: ECE 100; ENG 101

Prerequisite or corequisite: ECE 101

Students focus on observing, recording, and explaining the behavior of children. Methods of analysis of their own written observations, records, test findings, and reports of other professionals are studied. Case studies of one normal and one exceptional child are developed.

ECE 109: An Introduction to School-Age Group Day Care (4 credits)

60 lecture hours

Prerequisites: ECE 100; ECE 101

Lab fee

This course provides an introduction to the field of school-age day care. Emphasis is placed on the basic concepts of the development of the child from six to fourteen years of age, including the effects of environmental factors and the parameters of both normal and exceptional development patterns upon growth and behavior. Classroom management, guiding children's behavior, and interactions with adults and children in the home, center, and community are examined. The development and implementation of basic ageappropriate activities to promote optimum development of the child in the after-school setting are examined.

ECE 110: Guiding the At-Risk Child (3 credits)

45 lecture hours

Prerequisites: ECE 100; ECE 101

This course provides an introduction to the concepts and technology needed to interact with children who are at risk. The course attempts to apply to a special population the more general concepts and skills taught in the introductory course. Students are trained in methods to help children develop problem-solving and decision-making skills; healthy attitudes toward sexuality, authority figures and education; friendships among peers and meaningful relationships with adults; and to improve communication skills and cope with stress. Course content includes suggested experiences and materials for program planning. A course component related to parents provides the student with ways to approach parents to gain their support and participation, to develop parenting education skills, and to incorporate parents into center activities as well as activities related to the schools and other community services.

ECE 112: Maryland State Child Day Care Training Certification: Child Growth and Development, Part I (3 credits)

45 lecture hours

Students are provided with a broad overview of normal child growth and development from birth to twelve years, with particular emphasis on the period from two to five years. Developmental delays and disturbances are described. Also discussed are basics in terms of guiding the learning of the young child in order to promote optimum development both at home and in a group. Topics include setting limits, building self-esteem, helping children handle emotions, and learning through play. Students are required to participate in guided observations of individual children. ECE 112 fulfills one-half of the Maryland State Department of Human Resources minimum training requirements for child day care senior staff certification.

ECE 113: Maryland State Child Day Care Training Certification: Programs and Activities, Part II (3 credits)

45 lecture hours

Lab fee

A broad overview is provided of the child day care environment for the development of appropriate physical, psychosocial, and cognitive skills of children from birth to twelve years. Key program components such as indoor and outdoor play, transitions, parent involvement, and program scheduling are covered. Philosophical bases of developmentally appropriate curricula in both home and group settings are examined. Students have the opportunity to observe different program types and the application of principles of learning. In addition, students are given opportunities to demonstrate beginning-level competence in planning and implementing activities for children. ECE 113 fulfills one half of the Maryland State Department of Human Resources training requirements for child day care senior staff certification.

ECE 114: Caring for Infants and Toddlers (3 credits)

45 lecture hours

Prerequisite: ECE 100

A broad overview of normal growth and development from birth to three years with particular emphasis on the period from birth to two years is covered. Developmental delays and disturbances are described. Basics of planning activities for infants and toddlers in order to promote optimum development both at home and in a group setting are discussed. The topics include setting limits, building selfesteem, helping children handle emotions, and learning through play. Students are required to participate in guided observations of individual children and programs. This course also meets the requirements for those students who need additional credits beyond the 64-hour Maryland State Child Day Care Training Certification.

ECE 115: Language Development of the Young Child (3 credits)

45 lecture hours

Prerequisites: ECE 100 and ECE 101; or ECE 112 and ECE 113; DHR Office of Child Care Licensing and Regulation Senior Staff Certification; or permission of the instructor

Students study the importance of the total language arts program, the development of language, and the young child's readiness to learn. Also addressed are strategies for effective awareness of cultural differences and parental involvement as components of the child's development in language and learning.

ECE 116: Reading Readiness for Urban Young Children (3 credits)

45 lecture hours

Prerequisites: ECE 100, ECE 101, ECE 112, and ECE 113; DHR Office of Child Care Licensing and Regulation Senior Staff Certification; BCPSS recommendation; or permission of the instructor

Teachers and senior staff in urban programs for young children are prepared to work effectively and develop skills, methods, and materials that relate to the success of children in a reading readiness program. The course interrelates literacy with such topics as language and cultural differences in urban preprimary classrooms, working with parents and the community, and program evaluations.

ECE 191-192: Special Topics in Early Childhood Education (2 credits)

30 lecture hours

Prerequisite: any 100-level ECE course or permission of the instructor

These courses are designed to encourage exploration of current developments in early childhood education. Students and faculty develop topics cooperatively. Each course is tailored to suit individual student needs. Students may take more than one special topics course as long as the topics differ. A maximum of six credits may be used toward graduation requirements.

ECE 200: Activities and Materials for Children (5 credits)

30 lecture hours; 30 lab hours; 90 fieldwork hours

Prerequisites: ECE 101 and ECE 102 or permission of the program head

Lab fee

Students focus on the development of optimum learning and creativity in young children through the use of play, small groups, and other activities. Writing lesson plans and using materials and equipment to meet group and individual needs are emphasized. Students work three mornings a week in a program for children, in order to apply theory and practice.

ECE 201: Nutrition, Health, and Safety for Children (2 credits)

30 lecture hours

Prerequisite: ECE 101 or permission of the instructor

The relationship between the mother's health and nutrition and the health of the child before and after birth are surveyed. Childhood diseases and symptoms are examined, as well as the nutritional and safety needs of the growing child in all environments.

ECE 202: The Child As a Learner (5 credits)

45 lecture hours; 90 fieldwork hours

Prerequisites: ECE 200; PSY 101

Lab fee

The development of integrated, individualized curricula for children based on the theories of Piaget, Bruner, Hunt, Montessori, and other language and cognitive theorists is examined. The course examines the effects of environmental, cultural, and developmental factors on learning. Theories of the development of values and moral principles are reviewed. Emphasis is placed on the application of theories to the actual planning and implementation of curriculum. Nine hours of supervised morning fieldwork per week is required.

ECE 203: Parent, Child, School, and Community Relationships (3 credits)

45 lecture hours

Prerequisites: PSY 205; ECE 100

Corequisite: ECE 200 or permission of the program head

The importance of interactions among the child, the home, the school, and the community is stressed. Topics include federal and local commitment to and regulation of early childhood education, sources of help for children and families, and child-rearing practices among different groups in this country and abroad. Students have the opportunity to examine community agencies that serve children and to develop activities for parents.

ECE 217: Planning and Administering Programs for Children (3 credits)

45 lecture hours

Prerequisites: ECE 100 and ECE 101; or ECE 112 and ECE 113; DHR Office of Child Care Licensing and Regulation Senior Staff Certification; or permission of the instructor

A broad overview of the planning and administration of a childcare program is provided. Students examine the procedures for licensure and registration, plan space, and equip a program based on the ages served and the regulatory guidelines. Topics include licensing and regulation, space/facility planning, business plan, business resources, staff considerations, needs assessment, program components, and understanding the consumers—parents and employers. Each student plans a program for children to meet an identified need.

ECE 220: Introduction to Literature for Children (3 credits)

45 lecture hours

Prerequisites: ECE 116; EDU 200; PSY 201

Literature for children is examined as an integral part of the literature of America and its diverse culture. The course begins with a study of literary elements and the genre using specific examples from the literature. Characters, theme, tone, style, and perspective are defined and then examined in picture books, concept books, fairy tales, and novels. There is discussion of the historical and political issues that affect the themes, points-of-view, and values expressed in literature for children. Finally, the course considers the industry itself–the authors, publishers, the Children's Book Council, periodicals, and the library association–that comprises the people responsible for developing, reviewing, and distributing literature for children in Baltimore and the nation.

ECONOMICS ECO

ECO 101: Economic History (3 credits)

Meets Category II General Education Requirements
45 lecture hours
Prerequisites: ENG 82 (for ESL: ELI 82W) or appropriate ACCUPLACER scores

The student is engaged in a comparative analysis of evolutionary economic systems from pre-industrial to postindustrial societies with emphasis on the development of capitalism. Students also analyze the international, global, developing, and underdeveloped economies with a special focus on gender, race, ethnicity, and class.

ECO 110: Introduction to the Science of Economics (4 credits)

60 lecture hours
Prerequisites: ENG 82 (for ESL: ELI 82W) or appropriate ACCUPLACER scores
Lab fee

The student is engaged in a comparative analysis of evolutionary economic systems from pre-industrial to postindustrial societies with emphasis on the development of capitalism. Students also engage in an analysis of the international, global, developing, and underdeveloped economies with a special focus on gender, race, ethnicity, and class. Students are required to complete quantitative data analysis on PCs.

ECO 201: The American Economy I: Macroeconomic Theory (3 credits)

Meets Category II General Education Requirements
45 lecture hours
Prerequisite: ENG 82 (for ESL: ELI 82W) or appropriate ACCUPLACER scores

Students are helped to understand the overall functioning of the American economy through an examination of unemployment, inflation, recession, GNP, and the interaction of businesses, households, and government.

ECO 202: The American Economy II: Microeconomic Theory (3 credits)

Meets Category II General Education Requirements
45 lecture hours
Prerequisite: ENG 82 (for ESL: ELI 82W) or appropriate ACCUPLACER scores

Students pursue a more specialized analysis of the American economy and the economic and market activities of individual consumers and producers.

EDUCATION EDU

EDU 101: PRAXIS-I Mathematics Content Preparation-Part I (4 credits)

60 lecture hours
Prerequisite: None

This course is the first in a two-course sequence offered to prepare teachers and paraprofessionals for the PRAXIS-I and/or PARAPRO mathematics examination. The course focuses on conceptual and procedural knowledge, as well as representations of quantitative information. Course topics range from concepts and applications in arithmetic to basic statistics and basic probability. Test-taking strategies will be emphasized, as well as making connections between different concepts covered in this course.

EDU 102: PRAXIS-I Mathematics Content Preparation-Part II (4 credits)

60 lecture hours
Prerequisite: None

This course is the second in a two-course sequence offered to prepare teachers and paraprofessionals for the PRAXIS-I and/or PARAPRO mathematics examination. The course focuses on elements of basic algebra, systems of measurement, informal geometry and measurement, and formal mathematical reasoning. Test-taking strategies will be emphasized, as well as making connections between different concepts covered in this course. One hour per week will be set aside to review concepts learned in EDU 101.

EDU 103: English for Paraprofessionals and Practicing Teachers (4 credits)

60 lecture hours
Prerequisite: None

This course begins with an introduction to test preparation and test-taking strategies for paraprofessionals and practicing teachers. Students analyze, discuss, and compose expository and persuasive essays. This course also focuses on vocabulary development to improve reading and comprehension skills.

EDU 104: English for Practicing Teachers (4 credits)

60 lecture hours
Prerequisite: None

This course has been developed in response to Maryland's certification requirements. Teachers are required to pass assessment tests that measure reading and writing skills. This course is designed to prepare students for the Praxis examination. Individuals seeking certification in Maryland in instructional areas must take the Praxis examination and meet minimum requirements for state licensure. Participants will be able to perform the objectives assessed in the Praxis examination. Thus, this course is designed to meet students' specific area needs and help improve their chances of achieving higher scores.

EDU 150: Becoming a Professional in Education (1 credit)

15 lecture hours

Corequisite: ENG 101

This is the first course in a professional education program and is designed to help students seriously examine whether education is an appropriate profession for them to pursue. Students will have an opportunity through direct observation and class discussions to examine characteristics of schools, classroom life, school curriculum, and the complexities of school systems. Students will also be introduced to the process of becoming certified to teach in the State of Maryland and begin to prepare for and pass the PRAXIS exam. Students will begin to develop their professional portfolios that are required for completion of the A.A. degree program.

EDU 200: Introduction to Education (3 credits)

45 lecture hours

Students in this course are introduced to the complex world of education and teaching. The profession is examined from various perspectives, with the focus on the extensive requirements for success, including knowledge, skills, hard work, commitment, and talent. Attention is given to the historical, philosophical, political, and legal foundations of education in America. Students have opportunity through direct observation and class discussions to examine characteristics of students, the complexities of the classroom life, and the school curriculum. An examination of current themes and issues enables participants to understand the importance of extending equal educational opportunity to all students. With a fuller understanding of the role of education in America, participants are guided toward selecting careers in education.

EDU 215: Developmental Process and the Acquisition of Reading Competency (3 credits)

45 lecture hours

This course explains the process of language development, including the impact of phonemic awareness, and how the brain responds to reading instruction. Students will learn about the latest brain research and the relationship and role of each component of language acquisition to reading development. Students will discuss the interactive nature of the reading process and analyze the effects of phonemic awareness and phonics on developing readers. Finally, students will analyze the essential connection of language development, reading acquisition, and writing.

EDU 220: Instruction of Reading Competency (3 credits)

45 lecture hours

This course focuses on the varied theories, research, and methodologies of teaching reading. Students will learn how to apply these theories, strategies and practices of reading using a balanced program of phonics, semantics, and syntactics. This course will prepare future teachers to promote critical literacy necessary in today's and tomorrow's diverse and complex schools. Students of the course are provided with hands-on knowledge to successfully guide their students towards critical literacy

EDU 225: Effective Assessment and the Teaching of Reading (3 credits)

45 lecture hours

This course shows students a variety of assessment techniques, processes, and instruments that can be used to guide instruction in reading. Class participants will learn about diagnostic teaching techniques in the areas of literacy. Students will learn how to use data from state and local assessments to make educational decisions. Students will also learn effective methods of reporting assessment results to all the relevant stakeholders such as parents, school personnel and the community.

EDU 230: Selection, Evaluation, and Utilization of Materials and Technology To Teach Reading (3 credits)

45 lecture hours

This course exposes students to a variety of texts to be used in their classes and explains strategies for selecting and evaluating written materials. Students will also use a variety of media, arts, and technology to support the development and generalization of reading competency.

EDU 235: Methods of Teaching Reading in Secondary Content Areas, Part I (3 credits)

45 lecture hours

This course outlines the essentials of the reading process for application of appropriate reading methodology in secondary content courses. Students will be introduced to methods and strategies to incorporate content area reading instruction into secondary courses. Students will also learn how to assess reading skills and provide appropriate motivational reading activities to improve the learner's performance in content areas.

EDU 240: Methods of Teaching Reading in Secondary Content Areas, Part II (3 credits)

45 lecture hours

This course continues the process begun in Methods of Teaching Reading in the Secondary Content Area, Part I by outlining the essentials of the reading process for application of appropriate reading methodology in secondary content courses. Students will focus on types of reading, skills of reading, and instruction.

EDU 250: Introduction To Effective Elementary Teaching Methods (3 credits)

45 lecture hours

In this course students will be able to identify, describe and apply various instructional strategies and understand how to use them effectively within a multicultural classroom of socially, ethnically and cognitively diverse learners. Students will learn how to appropriately implement varied individual and group instructional and classroom management techniques to improve the performance of learners in all academic areas in both elementary and middle schools in urban settings.

EDU 255: Educational Assessment (3 credits)

45 lecture hours

This course deals with the full range of issues related to varied assessment tools and methods utilized in the educational process. This includes understanding the principles, issues, and appropriate utilization of standardized test data to provide useful information regarding student abilities and academic achievement. Students in the course will also learn how to use a variety of authentic classroom assessment techniques, processes, and instruments that can be used to guide instruction and improve student performance. They will also learn how to use data from state and local assessments to make educational decisions. Course participants will also learn effective methods of reporting assessment results to all the relevant stakeholders such as parents, school personnel, the community and students.

EDU 260: Introduction to Effective Teaching Methodology in Secondary/Specific Content Area (3 credits)

45 lecture hours

In this course students will be able to identify, describe and apply various instructional strategies and understand how to use them effectively within a multicultural classroom of socially, ethnically and cognitively diverse learners. Students in the course will learn how to appropriately implement varied individual and group instructional and classroom management techniques to improve the performance of learners in all academic areas in both middle and secondary schools in urban settings.

EDU 275: School Law: Contemporary Legal and Political Issues in the Urban Classroom (3 credits)

45 lecture hours

This course will provide an in-depth examination of contemporary legal, political and ethical issues affecting teachers, administrators, and students in urban schools. Today's schools function in a complex legal environment and a wide range of legal, political, and ethical issues influence the lives of teachers, students, parents, and administrators. This course will exam new legislation, regulations, and school board practices including highlighting major cases and legislation of general interest to teachers and administrators rather than focus on legal details.

EDU 290: The Pedagogy of Online Teaching (3 credits)

Prerequisites: Instructor's Approval

Suggested Course Schedule: 5 weeks, 2 hours a week in lab and /or class and 35 hours on-line

Instructional technology has opened the opportunity to provide learning "anytime, anywhere" by mediating the instruction and communication between teacher and students via the Internet. However, the new format for learning requires educators to apply new pedagogy meant to ensure high academic standards and the best use of technology. Therefore, this course is designed for instructors who consider teaching online, as well as for other educators who want to learn effective ways of integrating technology in their professional activity. The course requires participants to create a successful distance learning course or platform, to reflect on and discuss the best teaching and communication practices in the online format, and to experience Web-based distance learning from a student's perspective.

ELECTRONICS TECHNOLOGY ELC

ELC 101: Mathematics for Electronics I (3 credits)

45 lecture hours

Corequisite: MAT 82

This is an application-based electronics mathematics course that emphasizes the significant technical operations faced by electrical and telecommunication technicians. The course prepares the technician to understand and apply specialized and unusual mathematical operations experienced on the job and observed in the literature in the field. Topics include expressions involving integer indices; algebraic techniques and operations of electrical laws and theorems; straight line graphs; applications of logarithmic, exponential, and trigonometric functions; and the interpretation of specifications, graphs, charts, and tables.

ELC 111: AC/DC Fundamentals (3 credits)

30 lecture hours; 45 lab hours

Prerequisite: MAT 82 or satisfactory ACCUPLACER scores

Lab fee

The basic AC/DC electrical theory, schematic reading, soldering techniques, various cable terminations, and circuit testing including electrical measuring devices and the principles underlying their design and use are introduced.

ELC 120: DC Circuits Analysis (3 credits)

30 lecture hours; 45 lab hours

Prerequisites: ELC 111; MAT 82; or permission of the Electronics Technology program head

Corequisite: ELC 101

Lab fee

This course includes Ohm's and Kirchhoff's Laws: V-I of RLC elements, voltage and current divider rules, Methods of Analysis including Thevenin's and Norton's Theorems, Mesh and Nodal Analysis, Bridge Networks and Transients in Capacitive and Inductive Networks. The student builds the circuits to be tested and learns to utilize the VOM and DMM in analyzing, testing, and troubleshooting operations.

ELC 121: AC Circuits Analysis (3 credits)

30 lecture hours; 45 lab hours

Prerequisite: ELC 120 or equivalent

Corequisite: MAT 128 or equivalent

Lab fee

The theory of the Sinusoidal Wave, Reactance in RLC elements, Methods of Analysis (Thevenin's and Norton's Theorems, Mesh and Nodal Analysis, and Bridge

Networks), Power, Resonance, Filters, Poly-phase Systems, and Transformers are included. The student expands application skills in the use of the VOMs and DMMs while learning to utilize the Signal Generator and Oscilloscope in analyzing, testing, and troubleshooting operations.

ELC 131: Semiconductor Devices (3 credits)

30 lecture hours; 45 lab hours

Prerequisite: ELC 121

Lab fee

Various rectifying, filtering, and diode circuits, transistors, FETS, UJTs, SCRs, and power supply regulation are surveyed. Students learn applications of the various circuits studied in lecture and how to troubleshoot the devices in laboratory.

ELC 132: Semiconductor Circuits (3 credits)

30 lecture hours; 45 lab hours

Prerequisite: ELC 131

Lab fee

This course covers circuit analysis utilizing bipolar and ET transistor amplifiers with feedback, operational amplifiers, and linear integrated circuits (such as comparators, amplifiers, active filters, and phase locked loops). Students learn circuit schematics and semiconductor circuits design applications.

ELC 151: Digital Fundamentals (3 credits)

30 lecture hours; 45 lab hours

Corequisites: ELC 111 or equivalent; MAT 82 or appropriate ACCUPLACER score

Lab fee

Number systems, Boolean algebra, logic functions and gates, minimization techniques, decoders, encoders, multiplexers, arithmetic circuits, latches, flip-flops, counters, and shift registers are surveyed. Students build the circuits to be tested and utilize a DMM, pulse generator, and logic probes in analyzing, testing, and troubleshooting operations.

ELC 251: Digital Systems (3 credits)

30 lecture hours; 45 lab hours

Prerequisite: ELC 151

Lab fee

The way in which the basic digital circuits can be wired to form a computer and control systems is demonstrated. Included in the study are shift registers, memory and programmable logic devices, system interfacing, microprocessor-based systems, newly introduced integrated circuit technologies, and an introduction to CD-ROM technology. Students use the logic analyzer and study its application as a design and test tool.

ELC 255: PC Servicing (3 credits)

30 lecture hours; 45 lab hours

Prerequisite: BCA 104

Lab fee

Students are introduced to the techniques of computer repair and upgrading, including analysis of common problems generated from equipment (monitor, keyboard, expansion card, drive) through components (RAM, PROM, BIOS, Coprocessor) at the motherboard of the CPU. Software and hardware diagnostics, schematics, and service manuals are used to address the problems found during PC repair and/or PC upgrading operations. Students are introduced to the use and application of specific hand tools and test equipment.

EMERGENCY MEDICAL SERVICE
EMSP

EMSP 103: Emergency Medical Technician-Basic (7 credits)

75 lecture hours; 60 lab hours; 10 hour field internship hours (minimum)

Prerequisite: 18 years of age (16 with parental permission) prior to start of class

Corequisites: None

This 135-hour basic pre-hospital care provider course meets Maryland State requirements leading to eligibility for certification as an Emergency Medical Technician-Basic and will include the newest State of Maryland EMT-B protocols. The 135 hours is broken down into 110 hours of prescribed course instruction, 10 hours of local option content selected by the College to enhance the knowledge and training of the student, 10 hours of field training, and 5 hours for State of Maryland certification testing. Course emphasis is on recognition of signs and symptoms of illness and injury and appropriate emergency care procedures. Topics include infection and disease control problems, EMS personnel survival awareness, medico/legal aspects of EMS, patient assessment, cardiopulmonary resuscitation review, bleeding control and wound management, treatment of fractures, head and spinal injuries, medical emergencies, oxygen therapy, lifting and moving patients, IV maintenance, administration of prescribed drugs, and use of the automatic defibrillator.

EMSP 108: Fieldwork in Emergency Medical Services (4 credits)

45 lecture hours; 8-hour shifts on an ambulance until 150 patient care runs have been completed (Approximately 240 hours).

Prerequisites: Current certification as a Maryland Emergency Medical Technician-Basic and intent to enter the CRT-I/EMTP Program

This course is for EMTs who need to meet the Maryland state requirement of 150 patient care runs. Field assignments are made to approved ambulance units/companies designated as Advanced Life Support Program units by the Maryland Institute for Emergency Medical Services Systems (MIEMSS). Students assist in providing emergency medical services on actual ambulance assignments.

EMSP 110: Introduction to Emergency Medical Services (1 credit)

15 lecture hours

Prerequisites: None

Corequisites: None

The student is provided with a comprehensive introduction to the development of emergency medical services systems in this country and the roles and responsibilities of the Emergency Medical Technician within the system. Included are discussions of the well-being of EMS providers, illness and injury prevention, medical/legal issues, ethics and the status of the EMS system in Maryland.

EMSP 111: EMT-Intermediate, Foundations of Advanced Patient Care (1 credit)

15 laboratory hours; 16 clinical hours (minimum)

Prerequisites:BIO 107;

Currently Maryland certified EMT-Basic; Permission of the EMS Program Coordinator

Corequsites: EMSP 110, EMSP 112, EMSP 113, EMSP 114

This course introduces the emergency medical services provider to the principles and practices of advanced airway management, intravenous access, and medication administration using a scenario based approach in the patient care skills laboratory and provides a clinical rotation allowing the practice of skills on live patients.

EMSP 112: EMT-Intermediate, Traumatic Emergencies (3 credits)

30 lecture hours; 30 laboratory hours

Prerequisites: BIO 107;

Currently Maryland certified EMT-Basic; Permission of the EMS Program Coordinator

Corequisites: EMSP 110, EMSP 111, EMSP 113, EMSP 114

Students review anatomy and physiology of the organ systems with emphasis on the effects of traumatic injury on system physiology and are taught kinetics of traumatic injury. Material covered includes the pathophysiology and treatment of shock, treatment of burns and the recognition and management of thoracic, abdominal, and musculoskeletal injuries.

EMSP 113: Emergency Care Pharmacology (2 credits)

30 lecture hours

Prerequisites: BIO 107;

Currently Maryland certified EMT-Basic, Permission of the EMS Program Coordinator

Corequisites: EMSP 110, EMSP 111, EMSP 112, EMSP 114

Students will learn the pathological principles of pharmacology and specific attributes of drugs utilized by paramedics in emergency medical care in order to be able to formulate a field impression and implement a pharmacological management plan for a patient suffering an emergent illness.

EMSP 114: EMT Intermediate Patient Assessment(3 credits)

45 lecture hours

Prerequisites: BIO 107;

Currently Maryland certified EMT-Basic; Permission of the EMS Program Coordinator

Corequisites. EMSP 110, EMSP 111, EMSP 112, EMSP 113

Students will learn how to assess a patient in a field setting including mechanisms of injury, nature of an illness, history taking, techniques of physical examination, and clinical decision- making. The course will also address interpersonal issues and communication and documentation of examination findings.

EMSP 120: EMT Intermediate Medical Emergencies (5 credits)

60 lecture hours, 30 laboratory hours

Prerequisites. EMSP 110, EMSP 111, EMSP 112, EMSP 113, EMSP 114;

Currently Maryland certified led EMT-Basic; Permission of the EMS Program Coordinator

Corequisites: EMSP 121, EMSP 122, EMSP 128

Anatomy and physiology of the respiratory, cardiovascular, endocrine, nervous and gastrointestinal systems are reviewed to ensure an understanding of the normal functioning of both body systems. An in depth presentation of the pathophysiology of specific diseases affecting these systems is followed by discussion of assessment of the systems and treatment of emergent disease processes.

EMSP 121: Obstetrics/Gynecology/Neonatology (2 credits)

30 lecture hours, 8 clinical hours (minimum)

Prerequisites: EMSP 110, EMSP 111, EMSP 112, EMSP 113, EMSP 114;

Currently Maryland certified EMT-Basic; Permission of the EMS Program Coordinator

Corequisitses: EMSP 120, EMSP 122, EMSP 128

Students review anatomy and physiology of the female reproductive system and are taught assessment and management of patients experiencing gynecological and pregnancy-related emergencies. Material covered includes the pathophysiology and treatment of gynecological problems, the process of normal childbirth, the recognition and management of specific pregnancy-related emergencies, and the assessment and management of newborn infants. Students shall participate in a clinical rotation in a labor/delivery unit.

EMSP 122: Pediatric Emergency Care (2 credits)

15 lecture hours; 15 laboratory hours; 16 clinical hours (minimum)

Prerequisites: EMSP 110, EMSP 111, EMSP 112, EMSP 113, EMSP 114;

Currently Maryland certified EMT-Basic; Permission of the EMS Program Coordinator

Corequisites: EMSP 120, EMSP 121, EMSP 128

Students discuss the anatomical and physiological differences between children and adults and are taught to integrate pathophysiological principles and assessment

findings to formulate a field impression and implement a treatment plan for a pediatric patient. Material covered includes the pathophysiology and treatment of common childhood illnesses and injuries. Pediatric clinical rotations may include a neonatal intensive care unit (NICU), a pediatric intensive care unit (PICU), and/or a pediatric emergency department.

EMSP 128 EMT-Intermediate Clinical Rotations (3 credits)

30 laboratory hours; 90 clinical hours (minimum)

Prerequisites: EMSP 110, EMSP 111, EMSP 112, EMSP 113, EMSP 114;

Currently Maryland certified EMT-Basic, Permission of the EMS Program Coordinator

Corequisites. EMSP 120, EMSP 121, EMSP 122

During these clinical rotations the EMT-Intermediate student will learn to assess patients of different ages and utilize the assessment findings to formulate and implement a treatment plan for patients with various emergent illnesses and injuries in a hospital environment. The student will practice assessment techniques and patient care skills on live patients under the direct supervision of the hospital staff.

EMSP 130: Behavioral and Psychiatric Emergencies (1 credit)

15 lecture hours; 8 clinical hours (minimum)

Prerequisites: EMSP 120, EMSP 121, EMSP 122, EMSP 128;

Currently Maryland certified EMT-Basic; Permission of the EMS Program Coordinator

Corequisites: EMSP 131

Students discuss the pathophysiology of behavioral and psychiatric disorders and learn to distinguish between normal and abnormal behavior. Assessment and management techniques for dealing with patients suffering behavioral and psychiatric emergencies are presented and medical legal considerations are discussed. A clinical rotation in a local psychiatric unit will allow the student exposure to group therapy and other treatment techniques.

EMSP 131: EMT Intermediate, Field Internship (2 credits)

45 laboratory hours; 135 internship hours (minimum)

Prerequisites: EMSP 120, EMSP 121, EMSP 122, EMSP 128,

Currently Maryland certified EMT-Basic; Permission of the EMS Program Coordinator

Corequisites: EMSP 130

During this field internship the EMT-Intermediate student will gain experience providing patient care in the prehospital environment under the supervision of an experienced preceptor. By the end of the course the student must demonstrate the ability to assess patients of different ages and utilize the assessment findings to formulate and implement a treatment plan for patients with various emergent illnesses and injuries. During the laboratory section of the course the student is provided with a comprehensive review of the knowledge and skills required for completion of the examination for certification as an EMT-Intermediate by the National Registry of Emergency Medical Technicians.

EMSP 200: Paramedic Medical Care (4 credits)

60 lecture hours

Prerequisites: BIO 102 and BIO 107 are recommended as prerequisites but may be accepted as co-requisites, Nationally Registered EMT-Intermediate or Maryland licensed CRT-I, Permission of the Program Coordinator

Corequisites: While recommended as prerequisites, BIO 102 and BIO 107 may be accepted as co-requisites, EMSP 202, EMSP 208.

Anatomy and physiology of the endocrine, gastrointestinal, hematopoietic, nervous and urinary systems are reviewed to ensure an understanding of the normal functioning of these body systems. An in depth presentation of the pathophysiology of specific diseases affecting these systems is followed by discussion of assessment of the systems and treatment of emergent disease processes. Assessment and treatment of geriatric patients and patients with special challenges and acute interventions for the chronic care patient are discussed in depth. Health considerations for life span development are also addressed.

EMS 202: Emergency Medical Services Operations (3 credits)

60 lecture hours

Prerequisites: Currently Maryland certified EMT-Basic who has completed EMT-Intermediate or Maryland Licensed CRT-I; Permission of the EMS Program Coordinator

Corequisites: EMSP 201, EMSP 208

Concepts of emergency medical service operations including air and ground transportation, rescue awareness and operations, and crime scene awareness will be presented. Specific emphasis is given to medical incident command, management of hazardous materials incidents and EMS response to terrorism.

EMSP 208: Paramedic Clinical Rotations and Field Internship (3 credits)

30 laboratory hours; 45 clinical hours (minimum), 90 fieldwork hours (minimum)

Prerequisites: Currently Maryland certified EMT-Basic who has completed EMT-Intermediate or Maryland Licensed CRT-I; Permission of the EMS Program Coordinator

Corequisites: EMSP 201, EMSP 202

During these clinical and field rotations the EMT-Paramedic student must demonstrate the ability to assess patients of different ages and utilize the assessment finding to formulate and implement a treatment plan for patients with various emergent illnesses and injuries.

EMSP 210: Paramedic Advanced Patient Care (5 credits)

60 lecture hours, 30 laboratory hours

Prerequisites: EMSP 200, EMSP 202, EMSP 208; Permission of the Program Coordinator

Corequisites. EMSP 211, EMSP 218

Anatomy and physiology of the body systems are reviewed to ensure an understanding of their normal functioning. A review of assessment and care for patients suffering medical and traumatic emergencies is combined with an in depth presentation of the pathophysiology of specific emergencies and physiological response to treatment of emergent conditions.

EMSP 211: Paramedic Assessment Based Management (1 credit)

30 laboratory hours

Prerequisites: EMSP 201, EMSP 202, EMSP 208; Permission of the EMS Program Coordinator

Corequisites. EMSP 218

This course applies and enhances the student's understanding and knowledge of patient assessment and pre-hospital management of medical and traumatic emergencies and develops critical thinking skills by presenting a series of cases in an interactive, scenario-based environment.

EMSP 218: Paramedic Clinical Rotations and Field Internship II (3 credits)

30 laboratory hours; 45 clinical hours (minimum), 90 fieldwork hours (minimum)

Prerequisites: EMSP 201, EMSP 202, EMSP 208, Permission of the EMS Program Coordinator

Corequisites: EMSP 211

During these clinical and field rotations the EMT-Paramedic student will continue to develop advanced patient assessment and care skills. The field internship will emphasize providing leadership to the patient care team. During the laboratory section of the course the student is provided with a comprehensive review of the knowledge and skills required for completion of the EMT-Paramedic certification examination of the National Registry of Emergency Medical Technicians.

ENGINEERING EGR

EGR 113: Statics and Dynamics (3 credits)

45 lecture hours

Prerequisite: MAT 129

This precalculus-based engineering course is designed for technicians and students in engineering technology programs (especially CADD). It provides the student with a clear and thorough presentation of the theory and applications of statics and dynamics. Emphasis is placed on the design and analysis of engineering structures, how forces and moments act and react on rigid structures in equilibrium, free body diagrams, and the SI system of units. The students experience the effects of loads and forces using graphical and analytical methods.

EGR 116: Strength of Materials (3 credits)

45 lecture hours

Prerequisite: MAT 129

This precalculus-based engineering course is designed for technicians and students in engineering technology programs (especially CADD). Emphasis is placed on the design and analysis of engineering structures. Unit stress, strain, and modulus problems are solved; stresses and deflections are calculated from constructed shear and bending moment diagrams. Moment of inertia and the parallel axis theory are developed and applied. Some column theory and combination loading is considered.

EGR 212: Surveying (3 credits)

30 lecture hours; 45 lab hours

Prerequisite: MAT 129

Corequisite: CADD 101

Lab fee

This course provides the theory and practice of surveying using practical fieldwork to familiarize students with surveying instruments and techniques, particularly as they apply to building construction. Students use the CADD software to draw field data.

EGR 214: Architectural Design (3 credits)

30 lecture hours; 30 lab hours

Prerequisite: CADD 105

Lab fee

This course provides the relationship of materials to design from the point of view of practical and economic limitations. The application of building code requirements are studied. With computer hardware and software applications, the student works on small projects, job checklists, and cost estimating of materials.

EGR 215: Specifications, Contracts, and Cost Estimation (3 credits)

30 lecture hours; 30 lab hours

Prerequisite: CADD 101

Lab fee

This course is designed to enable the student to prepare estimates with specifications for building maintenance. A complete report is prepared for presentation by using CADD software, which includes specifications, contracts, and cost estimating of building maintenance and renovation projects.

ENGINEERING TRANSFER EGN

EGN 101: Engineering Graphics (3 credits)

15 lecture hours; 60 lab hours

Prerequisite: MAT 128

Corequisite: MAT 129

Lab fee

The elements of graphic communication, visualization, and analysis are introduced. Students must supply their own drafting equipment, including T-square, drawing set, triangles, and scales.

EGN 102: Statics (3 credits)

45 lecture hours

Prerequisites: EGN 101; MAT 140

This course is the first in a sequence of two courses in introductory mechanics. Topics include statics of particles, statics of rigid bodies, analysis of structures, friction, centroids, centers of gravity, and moments of inertia.

EGN 201: Dynamics (3 credits)

45 lecture hours

Prerequisites: EGN 102; MAT 141; PHY 203

This course is the second in a sequence of two courses in introductory mechanics. Topics include kinematics and kinetics of particles, force, energy and momentum methods, systems of particles, kinematics and kinetics of rigid bodies, and mechanical vibrations.

EGN 203: Mechanics of Materials (3 credits)

45 lecture hours

Prerequisites: EGN 102; MAT 141; PHY 203

The effects of stress and strain on structural members and orsion, and shearing stresses are studied. Tensor and vector algebras are used to solve problems.

ENGLISH ENG

ENG 80: Intensive Support Program in Writing (0 credits)

60 contact hours of combined lecture and laboratory instruction; A,B,C, or F grade; considered 4 semester-hours for billing and scheduling purposes

Prerequisite: ACCUPLACER test

This is the first course in the three-tiered sequence of developmental writing courses. This course is required for students whose ACCUPLACER scores fall between 0 and 49. ENG 80 offers intensive support for students who need practice in sentence-level and basic paragraph and reading skills required for success in ENG 81.

ENG 81: Composition Skills I (0 credits)

60 contact hours of combined lecture and laboratory instruction; A,B,C, or F grade; considered 4 semester-hours for billing and scheduling purposes

Prerequisite: ACCUPLACER test

This is the second course in the three-tiered sequence of developmental writing courses. This course is required for students who have successfully completed ENG 80 and for others whose ACCUPLACER scores fall between 50 and 71 in writing. ENG 81 focuses on composition of unified and coherent paragraphs and reading competency, and it introduces students to the logical and well-developed short expository essay. Grammar, mechanics, and sentence structure are stressed both as discrete skills and in relation to the skills of composing paragraphs and essays required for success in ENG 82.

ENG 82: Composition Skills II (0 credits)

60 contact hours of combined lecture and laboratory instruction; A,B,C, or F grade; considered 4 semester-hours for billing and scheduling purposes

Prerequisite: ENG 81; RDG 81 or ACCUPLACER test score between 72 and 89.

This is the third in a three-tiered sequence of developmental writing courses. The course focuses on composition of logical and well-developed and persuasive essays and introduces students to the techniques of the research project. Grammar, spelling, punctuation and sentence structure are stressed both as discrete skills and in relation to composition.

ENG 101: English Writing (3 credits)

Meets Category V General Education Requirements

45 lecture hours; A, B, C, or F grade, D grades are not awarded, nor are they transferable.

Prerequisite: ENG 82 (for ESL: ELI 82W and ELI 82G) or appropriate ACCUPLACER scores

This course offers classroom instruction and practice in the skills necessary to write effective informative and persuasive essays, to understand the primary principles of scholarly inquiry and research, and to use the conventions of documentation. Students learn to use the conventions of standard written American English to establish a clear purpose in their writing, to develop their purpose with adequate and pertinent evidence, and to adapt their presentations to a range of audiences. The preparation of regularly scheduled essays is required, as is revision and editing of instructor-evaluated work.

ENG 102: Introduction to the Term Paper and Research Methods (3 credits)

45 lecture hours

Prerequisite: ENG 101

Skills are developed in basic research and analysis focusing on topic selection, note taking, planning, composing, and documentation. Students prepare research assignments, including abstracts, bibliographies, and research essays. Certain sections of the course may be designated specifically for students in the Arts and Sciences Transfer Program, Business programs, Allied Health programs, or Legal Assistant programs, providing specialized treatment of students' varying research needs.

ENG 103: Journalism (3 credits)

45 lecture hours

Prerequisite: ENG 101

The mass media and the specific role of the press are surveyed. Work in the course includes field trips. Students conduct interviews and prepare news and features articles. Assignment to The College Crier, the student newspaper, is an option.

ENG 106: Creative Writing (Poetry) (3 credits)

45 lecture hours

Prerequisite: ENG 101

This course provides practice and constructive criticism in the composition of poetry through class discussion and presentation, individual conferences, and class review of

student manuscripts. Readings and analyses of contemporary poets are included.

ENG 107: Creative Writing (Fiction) (3 credits)

45 lecture hours

Prerequisite: ENG 101

Practice and instruction in the writing of fiction, emphasizing the short story, are offered. Class discussions provide analysis, criticism, and helpful information on the writing and marketing of fiction manuscripts.

ENG 112: Medical Writing (3 credits)

45 lecture hours

Prerequisite: ENG 101

The principles and processes used in the preparation of selected materials typically required in medical settings are presented. The course emphasizes the composition of specific medical documents in clear, straightforward language and formats appropriate to modern medical writing standards.

ENG 113: Business Writing (3 credits)

45 lecture hours

Prerequisite: ENG 101

The principles and processes used in the preparation of selected materials typically required in business settings are presented. The content stresses the composition of various types of business letters, memoranda, and reports in clear, straightforward language and formats appropriate to current business practices.

ENG 114: Technical Writing (3 credits)

45 lecture hours

Prerequisite: ENG 101

The principles and processes used in the preparation of selected materials typically required in technical settings such as engineering, electronics, and data processing environments are presented. The course emphasizes the composition of specific technical reports in clear, straightforward language and formats appropriate to modern technical writing standards.

ENG 175: Writing for Teachers (3 credits)

45 lecture hours

Offered by contract for Baltimore City Public School System teachers

Teachers and other school employees are provided with a thorough review of grammar and practice in the kinds of writing they are likely to encounter on the job. Students complete individualized grammar exercises and class assignments during each meeting and for homework. In addition to classroom activities, students have the opportunity, both during class periods and at other times, to work with the computer-assisted instructional materials in the IBM computer lab.

ENG 191: Special Topics in English (credits vary)

This course is the umbrella course name for any custom-designed course in English contracted by an outside business or government agency. Course content and number of credits are those requested by the contracting persons.

ENG 199: Individual Study in English (3 credits)

See IS-Individual Study, p. 150.

ENG 200: Introduction to Literature (3 credits)

Meets Category I General Education Requirements

45 lecture hours

Prerequisite: ENG 101

The four literary forms–poetry, drama, the short story, and the novel–are studied. Major emphasis is on teaching students to read critically and to write critical essays based on the analysis of various literary works. Students are encouraged to take ENG 200 prior to taking other 200-level Eng courses.

ENG 201: Survey of English Literature I (3 credits)

Meets Category I General Education Requirements

45 lecture hours

Prerequisite: ENG 101

The chronological and artistic development of English literature in poetry and prose from the Middle Ages through the 18th century is surveyed. Major writers include Chaucer, Milton, Shakespeare, and Swift. Several literary papers are required.

ENG 202: Humanities – A Survey of Art, Literature and Music During the 19th and 20th Centuries (3 credits)

Meets Category I General Education Requirements

45 lecture hours

Prerequisite: ENG 101

The chronological and artistic development of English literature in the 19th and 20th centuries is studied. Major poets and novelists include Keats, Browning, Dickens, and Lawrence. Several literary papers are required.

ENG 203: Masterpieces of World Literature (3 credits)

45 contact hours

Prerequisite: ENG 101

This course is organized to allow full utilization of the expertise and knowledge of the entire English faculty body in the belief that allowing teachers to teach those masterpieces with which they are familiar and which are not necessarily included in the more traditional English offerings will result in a highly-motivated and effectively taught program of great benefit to the student.

ENG 205: The Woman in Literature (3 credits)

Meets Category I General Education Requirements

45 lecture hours

Prerequisite: ENG 101

The roles of women as authors and as fictional characters in 19th and 20th century American and British literature are studied. Lectures, discussion, films, and literary analysis are utilized.

ENG 207: Survey of American Literature I (3 credits)

Meets Category I General Education Requirements

45 lecture hours

Prerequisite: ENG 101

The major literary works produced in America from the Colonial Period to the Civil War are surveyed with emphasis on the New England writers of the Romantic Period.

ENG 208: Survey of American Literature II (3 credits)

Meets Category I General Education Requirements

45 lecture hours

Prerequisite: ENG 101

The major literary works of American authors from the Civil War to the present are surveyed with special emphasis on the novel. Several literary papers are required.

ENG 210: African American Literature (3 credits)

Meets Category I General Education Requirements

45 lecture hours

Prerequisite: ENG 101

African American literature from slavery to the 1980s is studied with emphasis on literary principles and literature as a cultural manifestation. Special attention is given to the selfimage of African Americans as expressed in their writings.

ENG 212: Survey of Contemporary African American Literature (3 credits)

45 lecture hours

Prerequisite: ENG 101

This course is a survey of African American autobiographies, biographies, political essays, novels, plays, poems, and short stories from the 1950s to the present. The course introduces selected African American writings and explores their aesthetic, historical, cultural, and socio-political significance.

ENGLISH LANGUAGE INSTITUTE

ELI

College-bound ELI students take a mandatory sequence of courses in core skill areas (ELI 80W; ELI 80R; ELI 81G; ELI 81W; ELI 82G; and ELI 82W). Successful completion of ELI 82G and ELI 82W courses is required before taking English 101.

ELI 80W: Intermediate Grammar and Writing (0 Credit)

90 contact hours; considered 6 semester-hours for billing and scheduling purposes

Prerequisites: Appropriate LOEP test scores

This course offers intensive support for non-native speakers who need to develop sentence writing skills and the ability to write paragraphs for success in High Intermediate Academic Track courses. Grammar topics include verb tense and sentence structure. Students use this knowledge to write a range of well-organized paragraphs.

ELI 80R: Intermediate Reading and Vocabulary (0 Credit)

45 contact hours; considered 3 semester-hours for billing and scheduling purposes

Prerequisites: Appropriate LOEP test scores

Reading comprehension skills of non-native speakers are developed by identifying main ideas, supporting ideas, tone, and point of view. Students learn to use an English-only dictionary and context clues to determine the meaning of unfamiliar words. Students expand vocabulary knowledge through studying word families, roots, and affixes.

ELI 81G: High Intermediate Grammar (0 Credit)

45 contact hours; considered 3 semester-hours for billing and scheduling purposes

Prerequisites: ELI 80W and ELI 80R, or appropriate LOEP test scores

This course provides continuing development and practice of English grammar for non-native speakers who need to improve their oral and written fluency. Topics include writing compound and complex sentences, using gerunds and infinitives, and correctly employing verb tenses and punctuation.

ELI 81W: High Intermediate Reading and Writing (0 Credit)

90 contact hours; considered 6 semester-hours for billing and scheduling purposes

Prerequisites: ELI 80W and ELI 80R, or appropriate LOEP test scores

This course offers non-native speakers instruction in reading comprehension, critical thinking skills, and writing for academic success. Emphasis is on the comprehension, analysis, and interpretation of academic and general readings. Students practice vocabulary acquisition strategies through readings. The content of readings provides material to respond to as students learn to produce logical and coherent paragraphs and well-developed expository essays. Through the process of revision, students learn to edit their work for correct grammar, punctuation, and spelling. Students are also introduced to research skills.

ELI 82G: Advanced Grammar (0 Credit)

45 contact hours, considered 3 semester-hours for billing and scheduling

Prerequisites: ELI 81G; ELI 81W or appropriate LOEP test scores

This course provides continued development of grammatical skills for non-native speakers. Students practice using correct grammatical form to communicate ideas effectively. The correct use of all verb tenses, modal auxiliaries, gerunds and infinitives is stressed. The construction of adjective, noun, and adverb clauses is also covered in this course. Editing practice is provided.

ELI 82W: Advanced Reading and Writing (0 Credit)

90 contact hours, considered 6 semester-hours for billing and scheduling purposes

Co-requisites: ELI 82G or appropriate LOEP test scores
This course for non-native speakers prepares students to understand and respond to college-level material across academic disciplines. It offers development of critical and inferential reading skills, and practice producing logical and well-developed expository and persuasive essays. Students read academic materials and analyze style and organization as the basis for developing their writing skills. Research skills are presented and applied in a short research project. Students are expected to edit their writing.

ENVIRONMENTAL SCIENCE ES

ES 110: Environmental Science (3 credits)

45 lecture hours; 30 laboratory hours

The ways in which water supplies, food supplies, energy supplies, air quality, housing safety, pest control, and public sanitation affect man's external environment and environmental health are examined.

ES 111: Environmental Science (4 credits)

45 lecture hours; 30 laboratory hours

An interdisciplinary study of problems caused by human use of the natural world, with a focus on environmental science topics such as ecosystems and how they interact, water, air, atmosphere and climate, and biodiversity. The field of environmental science offers a rare opportunity to apply many different sciences to extend our knowledge of the world and its inhabitants. Students add significant depth to their understanding of the environment and examine how to project and provide for a sustainable future. During the second half of the course, students will research and write a paper of 8-10 pages on a topic of environmental interest. The course's environmental science laboratories include ecosystems and how they work, population and succession, soil and soil ecosystems, water and the hydrologic cycle, biodiversity, solid and hazardous waste, protection of food resources vis á vis pests and pest control, atmospheric pollution, and energy from fossil fuels. Field trips to water treatment facilities and field lab sites are an important component of this curriculum.

ES 140: Environmental Law and Regulations (3 credits)

Prerequisite: ES 110 or permission of department chair

Introductory course in environmental law designed to acquaint the student with the various facets of environmental regulation at the federal and state levels. The course examines major environmental regulations in depth, with the goal of providing participants the tools to find, interpret and use environmental laws. Regulatory concepts are underscored with the introduction of concepts of environmental economics and principles of environmental management, including reading and discussion of environmental legislation, regulations, and court cases at the U.S. federal level. Students will shift their focus to state environmental law near the end of the course.

ES 150: Principles of Hydrology (3 credits)

45 lecture hours; 15 hours practicum/fieldwork

Prerequisite: CHE 103 or permission of department chair

Fundamental processes in the water cycle including precipitation, infiltration, runoff, and quantitative approaches to answering questions in hydrology. Students learn about the occurrence, movement, and behavior of water in the hydrologic cycle. Additional topics include percolation, overland and channel flow, channel processes, the nature of hydrographs, and contamination and remediation of water resources. Field studies are stressed experienced in watershed environments. Course includes demonstrations of hydrologic computer models and field experiences. Upon completion, students will demonstrate competencies in stormwater analysis, flood plain mapping and the hydrologic cycle.

ES 160: Introduction to Soils (4 credits)

45 lecture hours; 45 laboratory hours

Prerequisites: CHE 103, ES 110 or permission of department chair

Fundamental processes of soil biology and chemistry with an emphasis on the relation of soil characteristics to land use, plant growth, environmental quality, and society at large. Soil laboratories include soil characteristics, mineral nutrition of soil and plants, soil erosion and desertification, irrigation and salinization, and soil degradation. Water retention and hydrophobicity will be studied by soil class.

ES 170: Environmental Management (3 credits)

Prerequisite: ES 140; 45 lecture hours

An introduction to the theories, concepts, and objectives of environmental management with particular focus on analysis and application. Students explore the concepts of pollution prevention, industrial ecology and environmental design, and learn to use life cycle analysis, a cost benefit analysis model, process- and product-assessment tools, and various methods of measuring environmental management programs. Case studies and community projects are studied in conjunction with a class project addressing an existing environmental management problem. Course is Web-enhanced to maximize students' interactivity and access to resources.

ES 180: Environmental Monitoring, Sampling and Analysis I (4 credits)

45 lecture hours; 45 laboratory hours which includes 15 hours practicum

Prerequisite: MAT 107, ES 140, ENG 114

The first in a two-course sequence, in which the student will learn the principles and practices of environmental monitoring and sampling. Course covers various media and methods underlying monitoring and sampling, with an emphasis on problem-solving and analysis, administrative aspects and science of the discipline. The course is participatory and collaborative in nature, with

students learning to evaluate and analyze their own, and others' work. Students will complete a project selected and designed with the approval of the instructor.

ES 190: Environmental Monitoring, Sampling and Analysis II (4 credits)

45 lecture hours; 45 laboratory hours-students will be expected to spend 15 hours in the lab plus 30 hours for practicum

Prerequisites: ES 140, ES 180, ENG 114, MAT 107

The second in a two-course sequence in which the student will learn the principles and practices of environmental monitoring and sampling. Course covers various media and methods underlying monitoring and sampling, with an emphasis on problem-solving and analysis, administrative aspects and science of the discipline. The course is participatory and collaborative in nature. Here, students will learn environmental sampling theory and techniques, data collection, field and lab instrumentation, quality assurance and documentation as they study soil, water, air and bio sampling, mapping and surveying techniques. An internship may comprise a portion of the course. Students will complete a project selected and designed with approval of the instructor.

FASHION DESIGN FASH

FASH 101: Apparel Technology (3 credits)

15 lecture hours; 75 hours combined lecture and laboratory

Lab fee

This course stresses the fundamental skills in the construction of apparel with emphasis on the development of professional proficiency. Garments are created by both hand and machine methods with technical perfection being the goal. Students must have access to an industrial or domestic sewing machine for use out of class.

FASH 102: Historic Costume and Textile Development (3 credits)

15 lecture hours; 75 hours combined lecture and laboratory

Prerequisite: FASH 101 or FASH 200

Lab fee

The history of costume from ancient civilization to the present and the development, characteristics, and selection of textiles are explored. Through the use of research, museum and library resources, and hands-on experience, students create costumes and apply surface design techniques to fabrics based on historical periods and contemporary events.

FASH 103: Fashion Design Concepts (3 credits)

45 lecture hours

This introductory course surveys basic concepts for the development of creative apparel. The elements and principles of fashion design-color, texture, line, shape, form, balance, proportion, and rhythm are explored.

FASH 104: Flat Pattern Design (3 credits)

15 lecture hours; 75 hours combined lecture and laboratory

Prerequisite: FASH 101 or FASH 200

Lab fee

Students are introduced to making patterns for apparel. Emphasis is placed on the use of the master pattern for garments of original design. Further instruction is given in apparel construction.

FASH 105: Visual Merchandising (3 credits)

45 lecture hours

A variety of techniques, equipment, and materials used to create effective presentations is introduced. Students acquire hands-on experience through projects emphasizing contemporary approaches to both interior and exterior fashion displays. Field trips help students to develop the skills and psychological insights required for successful work.

FASH 106: Apparel Buying and Retailing (3 credits)

45 lecture hours

The buying function and the various buyer responsibilities in different types of retail apparel organizations are analyzed. Students study career paths, customer demand, retail plans, buying techniques, advertising, and sales promotion.

FASH 107: Survey of Apparel Retailing (3 credits)

45 lecture hours

An overview is presented of the fashion industry, introducing the environmental, cyclical, design, and business forces that govern the origins and movement of apparel retailing.

FASH 108: Survey of Textiles (3 credits)

45 lecture hours

Presents an overview of textiles with an emphasis on the factors that produce successful garments. Consideration is given to modern textile innovations, the identification of fabrics, and the comparison of fibers for specific uses.

FASH 200: Advanced Apparel Technology (3 credits)

15 lecture hours; 75 hours combined lecture and laboratory

Lab fee

Prerequisite: FASH 101 or the permission of the Program Coordinator

This course is a continuation of FASH 101, Apparel Technology. Emphasis is on complex methods of apparel construction, industrial techniques, and the creative interpretation of garments. Students must have access to an industrial or domestic sewing machine for use out of class.

FASH 201: Technical Fashion Illustration (3 credits)

15 lecture hours; 75 hours combined lecture and laboratory

Lab fee

Topics range from the frontal croquet figure to the depiction of darts, tucks, yokes, and more. Scale, styling, silhouette lines, and textiles are emphasized as essential

in original designs for client presentation and apparel construction.

FASH 202: Computer-Aided Pattern Design (3 credits)

15 lecture hours; 75 hours combined lecture and laboratory

Prerequisite: FASH 104

Lab fee

Passing this course with a "C" or better fulfills the College's Computer Literacy Requirement.

The basic methods of developing patterns using the Computer-Aided Drafting and Design (CADD) system are covered. Topics include digitizing, grading, pattern editing, layout, output, individual pattern development, and making monograms and ornaments.

FASH 203: Design by Draping I (3 credits)

15 lecture hours; 75 hours of combined lecture and laboratory

Prerequisite: FASH 101 or FASH 200

Lab fee

The basic methods of draping patterns on a form, a threedimensional way of designing, are covered. Emphasis is also placed on further development of skills used in apparel construction.

FASH 204: Design by Draping II (3 credits)

15 lecture hours; 75 hours of combined lecture and laboratory

Prerequisite: FASH 203

Lab fee

Students are required to design and construct a group of garments that address problems relating to line development, style, fabric selection, and fit. Emphasis is placed on advanced methods of pattern design and apparel construction techniques.

FASH 205: Tailoring Techniques (3 credits)

15 lecture hours; 75 hours of combined lecture and laboratory

Prerequisites: FASH 104 or FASH 203

Lab fee

Students acquire fundamental skills for developing tailored garments with emphasis placed on styling, pattern-making, construction, and fitting of tailored garments.

FASH 206: Fashion Entrepreneurship (3 credits)

15 lecture hours; 60 laboratory hours

Prerequisites: ENG 82 or ELI 82W, and RDG 81

Lab fee

This course provides an introduction to starting a fashion design or retail business. Topics include developing a business plan, defining target markets, product selection, operational issues, and starting an internet based business.

FASH 207: Fashion Show Production (3 credits)

45 lecture hours

Prerequisites: ENG 82 or ELI 82W, and RDG 81

In this course, the students focus on producing a fashion show including: preparing budgets, coordinating the models and clothing, selecting the music and lighting, writing the commentary, and designing the runway. The final project in this course is the Annual Fashion Show that is jointly sponsored by the class and the Fashion Design Program.

FIRE SCIENCE TECHNOLOGY FST

NOTE: Fire Science Technology Program courses are only for Baltimore City Fire Department Personnel

FST 110: Firefighter I (3 credits)

Prerequisite: Firefighter Trainee Status

This course focuses on a wide variety of basic firefighting functions including introduction to fire service organizations; the role of the firefighter; survival skills; personal protective equipment; the application of portable fire extinguishment devices; hoses, nozzles and related appliances; respiratory protection processes; fire ladder services; fire ground ventilation; fire service ropes and knots; principles of forcible entry and gaining access to fire scenes; fixed suppression systems; structural firefighting; and basic operational readiness. It is part of a total program designed to provide students with an overall knowledge of fire science technology.

FST 130: Building Construction: Non-Combustible and Fire Resistive (1 credit)

Prerequisite: Firefighter Trainee Status

Major topics covered are the key features of noncombustible and fire-resistive structures that affect emergency operations. Fire behaviors of steel and concrete are presented so that the effect of their presence in noncombustible or fire-resistive structures may be better anticipated. There will be a discussion of basic principles that apply to the spread of fire, products of combustion in structures, and special problems with interior finishes and building elements. Testing methods for materials are covered and the unique problems of conducting emergency operations in buildings under construction are studied.

FST 140: Building Construction: Principles- Wood and Ordinary Construction (1 credit)

Prerequisite: Firefighter Trainee Status

Major topics covered include information on how the construction type, alterations, design and materials influence a building's reaction to fire. The principle of "fire ground" reading of a building and the value of relevant advance information about buildings are explained. Building stability and resistance to fire, special hazards to firefighters and construction elements, and the determination of likely paths of fire extension will be discussed.

FST 145: Aerial Apparatus Operator (1 credit)

Prerequisite: Student must be a firefighter or firefighter trainee

This course is designed for individuals who aspire to

become drivers and operators of aerial apparatus. It deals specifically with the operation of aerial equipment and does not involve support duties normally associated with a truck company. Unless specifically stated otherwise, aerial device or aerial apparatus refers to both a telescoping device and an articulating device.

FST 150: Hazardous Material Operations (1 credit)

Prerequisite: Student must be a firefighter or firefighter trainee

Major topics covered in this course include firefighter safety, regulations and standards, chemistry, recognition and identifications, DOT guidebook, site management, container behavior, defensive control measures, personal protective equipment, and decontamination.

FST 152: Hazardous Material Technician (3 credits)

Prerequisite: Hazardous Materials Operations and Firefighter I

Major topics covered in this course are chemical and physical properties; toxicology; recognition and identification of hazardous materials; laws, regulations, and standards; information resources; personal protective equipment; detection devices; hazard and risk assessment; decontamination; drum handling, damage assessment and tactical considerations, and leak control; handling cylinder emergencies; drum sampling; terminating the incident; and required documentation.

FST 160: Pump Operator (2 credits)

Prerequisite: Student must be a firefighter or firefighter trainee

Major topics covered in this course are basic terminology, water supply, water pressure and gauges, hydraulics, positive displacement props, centrifugal pumps, pump power supply systems, relief valves, pressure governors, primers, water sources, and maintenance.

FST 170: Engine Company Fireground Operations (1 credit)

Prerequisite: Basic Fire, Essentials IV, MFRI Firefighter I or equivalent

Major topics covered in this course are functions and responsibilities of the engine company, construction and operation of nozzles, positioning and utilizing the engine, utilizing hydrants, pitot gauge and foam, size-up, emergency response considerations, initial fireground operation, and selecting and placing attack and supply lines.

FST 180: Truck Company Fireground Operations (1 credit)

Prerequisite: Basic Fire, Essentials IV, MFRI Firefighter I or equivalent

Major topics covered in this course are the function and responsibilities of the truck company, forced entry, ground ladder use, techniques and procedures for locating victims, techniques for removal of smoke and gases, salvage operations, checking for fire extension, procedures for overhauling, building construction, utility control, and electrical and lighting the fire ground.

FST 200: Firefighter Safety and Survival (1 credit)

Prerequisite: Student must be a firefighter or firefighter trainee

Major topics covered in this course are explanation of firefighter injuries and deaths; firefighter health and fitness, safety in training, station and response preparation safety, incident safety, post-incident safety, and survival tips.

FST 201: Incident Command System (1 credit)

Prerequisite: Student must be a firefighter or firefighter trainee

Major topics covered in this course are the need for organized incident management and the laws and standards requiring incident management. The components of an incident command system, the relationship between business management and incident management, the NFA model of such a system, and other examples of incident management systems will also be covered in this course.

FST 202: Rescue Technician (4 credits)

Prerequisites: Firefighter I, PERT, PEAF, MFRI Basic Fire Training Course, or Essentials I

Major topics covered in this course are victim removal and transfer, vehicle extrication, hand and power tools, vehicle stabilization, gaining access to vehicles, ropes and knots, rigging, overland repelling, ladders, and forcible entry. Methods of instruction include lecture, discussion, classroom exercises, audio/visual material, practical exercises, graded practical exercises, quizzes, observations, and written and practical examinations.

FST 210: Firefighter II (2 credits)

Prerequisite: Completion of FST 110

This course is designed to address the expanded role of the Firefighter I at the next level with the intent towards an eventual role as a first-line supervisor with broadened responsibility. This course will assist in providing firefighters with the necessary tools to act in the capacity of a team leader. The course will cover topics such as fire service building construction codes, fire behavior principles, introduction to incident report writing, fire detection, alarm devices and sprinkler suppression systems, fire cause determination, operational characteristics and components of a fire department water supply system, principles of foam application during flammable liquid firefighting activities, operational readiness for extrication scenarios, coordinating fireground extinguishment activities, the role of the firefighter as a team leader during rapid intervention/incident rescue operations and combined team evolutions.

FST 212: Fire Officer I (4 credits)

Prerequisites: MFRI Firefighter II or MFSPQB, NPQS, or IFSAC Firefighter II certification

Major topics covered in this course include: the role of the fire officer, fire officer's responsibility in facing compliance and accountability; recognizing and managing cultural diversity; safety and wellness

of fire personnel; and quality management within the organizational structure. Other topics include: community awareness and public relations; fire safety education; functional leadership and problem solving; and performance appraisal. Additional topics include: building construction; fire cause determination; effective communication skills; and incident command system with strategy and tactics. Methods of instruction include lecture, discussion, classroom exercises, case studies, audio/visual material, learner presentations/reports, preceptorship program, quizzes, completion of required skills, and a final examination.

FST 214: Instructor I (2 credits)

Prerequisite: Student must be a firefighter or firefighter trainee

Major topics covered in this course include an overview of instructor and student profiles, communicating methods, learning theories, learning environment, instructional materials and media usage, legal aspects of education, student records and reports, and participation in group activities and presentations.

FST 220: Fire Officer II (3 credits)

Prerequisites: MFRI Fire Officer I or MFSPQB, NPQS, or IFSAC Fire Officer II certification

Major topics covered in this course are human resource management, affirmative action management, government agencies, supervisor and subordinate interaction, the budgetary process, information management systems, health and safety, fire safety inspection, public fire education, specialized fire protection equipment, organizational communications, strategic planning, and tactics. Methods of instruction include lecture, discussion, classroom exercises, case studies, audio/visual material, learner presentations/reports, quizzes, final written examination, and skills check off list.

FST 230: Fire Inspector I (3 credits)

Prerequisite: Student must be a firefighter or firefighter trainee

Major topics covered in this course are the preparation of correspondence and inspection reports; handling of complaints; maintenance of records; fire safety inspections of new and existing structures and properties for construction, occupancy, fire protection and exposures.

FRENCH FR

FR 101: French Elements I (3 credits)

45 lecture hours

This course is the first of two, that help students develop basic proficiency skills in French. The thematic content instruction focuses on developing listening, comprehension, and basic speaking skills. Class activities include conversation, reading, translation, and basic writing, as well as instruction in various aspects of the culture of Frenchspeaking countries.

FR 102: French Elements II (3 credits)

45 lecture hours

Prerequisite: FR 101

Designed for those who have completed FR 101, this course continues instruction in the fundamentals of French, to help the student develop the skills to speak, read, and write French.

GEOGRAPHY GEO

GEO 102: Elements of Cultural Geography (3 credits)

Meets Category II General Education Requirements

45 lecture hours

Prerequisites: ENG 82 (For ESL: ELI 82W) or appropriate ACCUPLACER scores

This elements course provides a view of the various ways human societies make imprints on their particular environments and their available resources. World regional concepts appropriate to community and settlement, technology and livelihood, race, religion, and language are examined.

GEO 199: Individual Study in Geography

See IS-Individual Study, p. 159.

GERMAN GER

GER 101: German Elements I (3 credits)

45 lecture hours

This course is the first of two, that helps students develop basic proficiency skills in German. The language is learned in a thematic context, based on real-life situations. Listening, comprehension, and basic speaking skills are emphasized. Instruction includes reading, conversation, translation, and composition. Aspects of life in German-speaking countries are also presented.

GER 102: German Elements II (3 credits)

45 lecture hours

Prerequisite: GER 101

This course continues GER 101. Emphasis is on extending skills in spoken German within the context of real-life situations. More reading and writing are included in this course. Instruction includes reading, conversation, translation, and composition.

GERONTOLOGY AG

AG 101: Introduction to Gerontology (3 credits)

45 lecture hours

This overview of gerontology looks at the aging process from philosophical, psychological, and sociological points of view.

AG 110: The Physiology of Aging (3 credits)

45 lecture hours

The functional and biological changes in people as they grow older are examined. Major systems of the body and their changes are discussed, with careful distinctions made between the normal aging process and disease.

AG 150: Primary Needs of Older Persons (3 credits)

45 lecture hours

The housing, income, healthcare, transportation, and interpersonal needs of the elderly are studied.

AG 191-192: Special Topics in Gerontology (2 credits)

30 lecture hours

Prerequisite: any other 100-level AG course or permission of the instructor

These courses are designed to meet special needs of agencies and/or groups. Topics are developed cooperatively by faculty and the group requesting the course. Students may take more than one special topics course so long as the topics differ. A maximum of six credits may be used toward graduation.

AG 202: Institutional Care and Alternatives (3 credits)

45 lecture hours

The course surveys the types of institutions that serve the elderly and the possible alternatives to institutional care.

AG 203: Historical, Legislative, and Political Issues in Gerontology (3 credits)

45 lecture hours

The issues affecting past, present, and proposed assistance to elderly citizens, by government and private organizations are explored by students.

AG 204: Supportive Services for Older Persons (3 credits)

45 lecture hours

The course reviews services available to the elderly, and the ways that elderly people can be helped by governmental and private agencies.

AG 205: Age Discrimination (3 credits)

45 lecture hours

Myths and misconceptions of aging are studied, and past and present attitudes of society toward the elderly are examined.

AG 206: Administrative Procedures and Policies Affecting Gerontology (3 credits)

45 lecture hours

Current techniques used to influence public and private policies, and legislation affecting the elderly are examined. Individual and group tactics are considered.

AG 207: Economic Aspects of Aging (3 credits)

45 lecture hours

The economic problems faced by elderly people and their families, plus family and governmental matters related to the elderly are examined.

AG 208: Organizations and Careers in Gerontology (3 credits)

45 lecture hours

Career fields in gerontology are explored. The course identifies various public and private organizations, as well as other prospective employers.

AG 210: Counseling the Older Person (3 credits)

45 lecture hours

The techniques of providing guidance to an elderly clientele are surveyed. Students learn to respond to the concerns and needs of the elderly, while avoiding a paternalistic approach.

AG 211: Nursing Home Administration I (4 credits)

60 lecture hours

The skills necessary for the nursing home administrator to be well-informed, and have a working understanding of the subject matter basic to his/her position are provided. Topics include definitions, patients, medical care, medical staff, personnel management, and finance. The course is a State of Maryland academic course requirement for the position of Nursing Home Administrator.

AG 212: Nursing Home Administration II (4 credits)

60 lecture hours

Prerequisite: AG 211

Students are aided to develop their managerial ability, through an increased understanding of the problems confronting nursing home managers. The course is intended to prepare the student to administer a long-term care facility efficiently, and within the regulations of licensing agencies, while also recognizing and providing for the special needs of the aged. Broad topics include inter-disciplinary roles, and supportive services, environment, community interrelationships, and license requirements. AG 212 is a State of Maryland academic course requirement for the position of Nursing Home Administrator.

AG 220: Aging in Other Cultures (3 credits)

45 lecture hours

A comparative study is made of the treatment of aging in the United States and various other countries.

HEALTH HEA

HEA 102: First Aid and Safety (1 credit)

30 lecture hours

This course is the Red Cross Standard Safety and First Aid course. Students are certified in CPR. Red Cross certificates are awarded upon successful completion. Possession of a current American Red Cross completion card fulfills the requirements of this course.

HEALTH AND LIFE FITNESS HLF

HLF 100: Life Fitness: Weight Training/Jogging/ Fitness (1 credit)

30 lecture/activity hours

Lab Fee

Fitness through the use of aerobic exercise is emphasized. Rhythmic calisthenics without apparatus, are done to music to improve the body's strength, suppleness, and balance. Weight training activities are suggested to enable the student to reach a new fitness level. Each student does a personal health history, and vital signs check-up. Contemporary issues in health are discussed.

HLF 101: Life Fitness: Folk, Square, Aerobic, Modern Dance (1 credit)

30 lecture/activity hours

Lab fee

Fitness through the use of aerobic exercise is emphasized. Aerobic dance, square dance, and folk dance are taught to improve the body's strength, suppleness, and balance. Weight training activities are suggested to enable the student to reach a new fitness level. Each student performs a personal health history, and vital signs check-up. Contemporary issues in health are discussed.

HLF 102: Life Fitness: Basketball, Volleyball, Badminton (1 credit)

30 lecture/activity hours

Lab fee

Aerobic exercise is emphasized. Basketball, volleyball, and badminton are practiced to improve the body's strength, suppleness, and balance. Weight-training activities are suggested to enable students to reach a new fitness level. Each student does a personal health history, and vital signs check-up. Contemporary issues in health are discussed.

HLF 135: Beginning Tennis (1 credit)

30 lecture/activity hours

Lab fee

Fundamental skills, rules, and "tennis talk" are emphasized.

HLF 138: Bowling (1 credit)

30 lecture/activity hours

Lab fee

The basic concepts, practices, and skills of bowling are surveyed. Emphasis is on skills, pin recognition, and scoring.

HLF 139: Limited Activities I (1 credit)

30 lecture/activity hours

Lab fee

This course is designed for students who have a medical disability. The student must have a documented report of a medical condition.

HLF 142: Weight Reduction (2 credits)

45 lecture/activity hours

Lab fee

Students gain knowledge of the basic concepts of weight control. Emphasis is on sound nutritional practices, a graduated series of physical fitness and aerobic exercises, and theories of behavior changes, as they relate to weight control.

HLF 143: Beginning Modern Dance I (2 credits)

30 lecture/activity hours

Lab fee

Modern Dance is taught in order to improve body strength, suppleness, and balance. Exercise through the use of modern dance techniques is stressed. Contemporary health and fitness issues are included.

HLF 145: Unarmed Defense (1 credit)

This course is offered only through the Baltimore City Police Department Training Academy.

HLF 146: Physical Training (1 credit)

This course is offered only through the Baltimore City Police Department Training Academy.

HLF 149: Limited Activities II (1 credit)

30 lecture/activity hours

This course continues HLF 139. The student must have a documented medical condition.

HLF 153: Intermediate Tennis (1 credit)

30 lecture/activity hours

Prerequisite: HLF 135 with a grade of A or B or written permission of the Physical Education Coordinator.

Lab fee

Advanced tennis skills and methods of teaching tennis are developed.

HLF 160: Basketball (1 credit)

30 lecture/activity hours

Lab fee

The basic skills and team play of basketball are introduced.

HLF 166: Weight Training (1 credit)

30 lecture/activity hours

Lab fee

The basic skills of weight training and their effects on the body are taught.

HLF 167: Jogging (1 credit)

30 lecture/activity hours

Lab fee

This course familiarizes students with the various styles and techniques of running.

HLF 181: Aerobic Dance I (1 credit)

30 lecture/activity hours

Lab fee

Designed for fun and fitness, the dances are choreographed to be simple enough for the "nondancing" student, yet challenging enough to be stimulating.

HLF 182: Aerobic Dance II (1 credit)

30 lecture/activity hours

Lab fee

This course continues HLF 181. Although the dance routines are more strenuous than those in HLF 181, they continue to emphasize fun and fitness.

HLF 201: Personal and Community Health (3 credits)

45 lecture hours

Contemporary concerns in health science, including mental health, sexuality and reproduction, drugs and alcohol, physical fitness, nutrition, human development, and healthcare delivery systems are examined. Decision-making is emphasized.

HLF 205: Human Sexuality (3 credits)

Fulfills Category VI General Education Requirements

45 lecture hours

Health-focused perspectives on sexuality, based on psychological, physiological, and sociological concepts are explored. The information assists students with making informed sexuality-related choices. Content includes origins of sexuality, gender roles, relationships, reproductive and sexual health.

HLF 210: Physical Fitness and Health (2 credits)

30 lecture hours

Students are provided with knowledge about the role of exercise, and a wellness approach to health and fitness. Assessment instruments are used to develop a personal physical fitness program. Participation in class discussions and fitness activities are included.

HLF 296: Golf (1 credit)

30 lecture/activity hours

Lab fee

The beginning golfer is provided with enough knowledge of fundamental strokes, rules, and etiquette to play on a golf course.

HEALTH INFORMATION TECHNOLOGY/CODING SPECIALIST HIT

HIT 120: Health Information Technology (4 credits)

30 lecture hours; 60 lab hours

Prerequisite: ENG 101, BUAD 112 or permission of instructor based on prior computer experience

Corequisite: AH130

Lab fee

Students are oriented to the health records profession and healthcare delivery systems, while learning the uses, content, and format of a health record in different healthcare settings. Health information, retention and retrieval systems, indices, and registers are studied. A simulated lab practice focuses on the quantitative processing of a health record, and techniques for maintenance and acquisition of primary and secondary records. Many lab assignments utilize computers.

HIT 123: ICD-9-CM Coding Principles and Practice (4 credits)

45 lecture hours; 30 lab hours

Prerequisites: AH 130; HIT 120; BIO 111; or permission of the instructor

Lab fee

Orientation is provided to the coding principles and practices of International Classification of Diseases, 9th Revision, and Clinical Modification. Coding practices in hospitals, long-term care facilities, and physician's offices are reviewed. The laboratory provides experience in coding patients' records. Medical, surgical, obstetrical, newborn, psychiatric, ambulatory surgery, and emergency room records are utilized. Students are introduced to computer input on encoders, and DRG and APG groupers.

HIT 130: Health Information Practicum I (2 credits)

90 professional practice hours

Prerequisites: HIT 120; BUAD 112

Students apply skills gained in HIT 120, and acquire additional competence in health record analysis, completion, and maintenance. This course includes computer applications in MPI, chart control, and patient registration. Ninety hours are spent in an acute care facility.

HIT 132: CPT-4 Coding Principles and RVUs/APCs (2 credits)

15 lecture hours; 30 lab hours

Prerequisites: AH 130; BIO 111; HIT 123; or permission of instructor

Lab fee

Orientation is provided to the coding principles of CPT-4. Ambulatory surgery, emergency room, clinics, and physician office use of CPT-4, are emphasized. Lab includes coding from records, and use of the computer encoder and APC grouper.

HIT 221: Health Statistics (3 credits)

30 lecture hours; 30 lab hours

Prerequisite: MAT 107

Corequisite: HIT 120 or permission of the instructor

Lab fee

Students are taught to collect, compute, analyze, interpret, and present numerical data, related to healthcare services. Procedures for completion of vital statistics on birth and death certificates, and reportable diseases are reviewed. Laboratory work includes abstracting health records for the collection and processing of statistical data. Students compute basic hospital statistics including length of stay,

census, and autopsy rates. EXCEL and SPSS are used in lab.

HIT 226: Coding Practicum II (3 credits)

15 lecture hours; 60 lab hours

Prerequisite: HIT 123

Corequisites: HIT 132 and HIT 240 or permission of the instructor

Lab fee

Practice is provided in coding 180 medical records of inpatients, as well as ambulatory surgery, emergency room,psychiatric, and long-term care patients. Students gain additional experience with DRG, APR and APC groupers.

HIT 231: Health Information Practicum II (1 credit)

45 professional practice hours

Prerequisite: HIT 120

Students have 45 hours of practical experience in all phases of health records practice, at three different types of alternative healthcare settings such as HMO, long-term care, psychiatric, rehabilitative, or specialty facilities. Students apply all the health records skills learned to meet the competency requirements of the course.

HIT 232: Computer Applications in Healthcare (2 credits)

15 lecture hours; 30 lab hours

Prerequisites: HIT 120; BUAD 112

Lab fee

Passing this course with a "C" or better fulfills the College's Computer Literacy Requirement.

Students are oriented to computer applications in the healthcare system. Topics include information systems, the computer-based record, and software packages. The course includes guest speakers, field trips, and hands-on laboratory experience with encoders, QA software, registries, and more. Hands-on experience is emphasized.

HIT 240: Advanced ICD-9-CM Coding/DRGs and DSM-IV (2 credits)

15 lecture hours; 30 lab hours

Prerequisites: HIT 123; BIO 111

Corequisites: BIO 112; AH 230

Lab fee

Students are oriented to the coding principles of DSM-IV, and apply ICD-9-CM principles in prospective payment. Simulated practice focuses on coding in-patient records. Students gain prectice using Medicare DRG, APR, and APC groupers. 3M HIS and Quandra Med Ncodar+ are used in the lab.

HIT 242: Health Information Practicum III (2 credits)

90 professional practice hours

Prerequisite: HIT 123

Corequisites: HIT 132; HIT 240

Knowledge gained in coding courses is applied in an acute care setting. Abstracting of records for diagnostic and operative indices, and tumor registry is included.

HIT 251: Healthcare Management and Supervision (3 credits)

30 lecture hours; 30 lab hours

Prerequisite: HIT 120 or permission of the instructor based on student experience in a healthcare agency or other healthcare program, and completion of one clinical affiliation.

Lab fee

Passing this course with a "C" or better fulfills the College's Computer Literacy Requirement.

Management functions and principles as they apply to healthcare supervision, at the first and second level of management, are introduced. Simulated laboratory practice includes case studies and role-playing; conducting in-service training, interviews and counseling sessions; and writing job descriptions, procedures, equipment justifications, and reports. MS Word, Excel and PowerPoint are used.

HIT 252: Clinical Quality Assurance and CQI (3 credits)

30 lecture hours; 30 lab hours

Prerequisite: HIT 130 or permission of the instructor

Corequisite: HIT 262

Lab fee

Students are oriented to concepts and methodologies of quality assurance, utilization review and risk management, total management quality (TMQ), and continuous quality improvement (CQI), and their operation in facilities. The presentation of data, the tumor registry, and the role of the healthcare information technician in abstracting tumor data for statistical analysis and evaluation is also presented. Microsoft Office is used in the lab.

HIT 262: Health Information Practicum IV (2 credits)

90 professional practice hours

Corequisite: HIT 252

This course focuses on CQI, risk management, oncology and/or trauma registries, and management projects utilizing competencies obtained throughout the program.

HISTORY H

H 101: History of American Civilization I (3 credits)

Meets Category II General Education Requirements

45 lecture hours

Prerequisite: ENG 82 (For ESL: ELI 82W) or appropriate ACCUPLACER scores

The settlement of America and its people, from the Age of Exploration, to the conclusion of the Civil War, is surveyed. Major political, economic, and social trends are included in the survey.

H 102: History of American Civilization II (3 credits)

Meets Category II General Education Requirements

45 lecture hours

Prerequisite: ENG 82 (For ESL: ELI 82W) or appropriate ACCUPLACER scores

The emergence of America as a major industrial and

world power, from the post-Civil War era, to modern times, is traced. Major political, economic, and social trends are included.

H 103: History of Western Civilization I (3 credits)

Meets Category II General Education Requirements

Prerequisite: ENG 82 (For ESL: ELI 82W) or appropriate ACCUPLACER scores

The development of Western culture from its origins in the ancient Middle East and Africa, to the Renaissance, is surveyed. Major focus is given to the political, scientific, religious, and cultural achievements of the Western World.

H 104: History of Western Civilization II (3 credits)

Meets Category II General Education Requirements

45 lecture hours

Prerequisite: ENG 82 (For ESL: ELI 82W) or appropriate ACCUPLACER scores

Beginning with the Protestant Reformation in Europe, this course continues the survey of Western cultural history to modern times. Major focus is on the political, scientific, religious, and cultural advances of the Western World.

H 110: History of African American Civilization I (3 credits)

Meets Category II General Education Requirements

45 lecture hours

Prerequisite: ENG 82 (For ESL: ELI 82W) or appropriate ACCUPLACER scores

The history of the African people from the anthropological origins of humankind, through ancient and medieval African history, to the colonial experience in the Americas, up to the mid-19th century is traced.

H 111: History of African American Civilization II (3 credits)

Meets Category II General Education Requirements

45 lecture hours

Prerequisite: ENG 82 (For ESL: ELI 82W) or appropriate ACCUPLACER scores

The African-American historical experience from 1860 to the present, is studied. This part of the survey includes a detailed study of the economic, social, cultural, and political life of African-Americans in the United States.

H 151: World History I (3 credits)

Meets Category II General Education Requirements

45 lecture hours

Prerequisite: ENG 82 (For ESL: ELI 82W) or appropriate ACCUPLACER scores

World culture from prehistoric times, through the Renaissance, is surveyed.

H 152: World History II (3 credits)

Meets Category II General Education Requirements

45 lecture hours

Prerequisite: ENG 82 (For ESL: ELI 82W) or appropriate ACCUPLACER scores

World development is surveyed from the Protestant Reformation, to modern times.

HOSPITALITY MANAGEMENT HIM

HIM 100: Introduction to the Hospitality Industry (3 credits)

45 lecture hours

Prerequisite: None

Introduction to the Hospitality Industry is an examination of the lodging and food service industry, within the context of tourism. The course emphasis is on the development and nature of the global hospitality industry; organization for international operations and culture; and operational components of the hospitality business. Career opportunities, key issues, world destinations, floating resorts, special characteristics of tourism, destination life cycles, and costs/benefits of tourism are also explored.

HIM 196: Hospitality Industry Internship (3 credits)

135 field work hours

Prerequisite: HIM 100 and program coordinator approval

The Hospitality Industry Internship is a supervised and evaluated work experience, that enables the student to relate industry concepts to practice. Academic evaluation is based on the completion of the required hours, on-site internship performance, and assignments completed.

HIM 295: Hotel Front Office Management (3 credits)

45 lecture hours

Prerequisite: HIM 100, ENG 82, MAT 82, highest developmental reading

Hotel Front Office Management is an examination of front office policies, procedures and practices. Examples of topics include: front office marketing and sales, the guest cycle from reservation to billing and collection, the night audit, the process of handling complaints, yield management, reservations systems, uniformed services, confidentiality, and key control.

HIM 297: Hospitality Law (3 credits)

45 lecture hours

Prerequisite: HIM 100, ENG 101, MAT 82, highest developmental reading

Hospitality Law is an examination of legal issues, as well as, governmental legislation and regulation, which have an impact on the global hospitality industry. Case studies are explored to develop preventative management strategies with the aim of minimizing risk.

HIM 298: Hotel and Restaurant Management (3 credits)

45 lecture hours

Prerequisite: HIM 100 and HIM 295 or program coordinator approval

Hotel and Restaurant Management is an examination of management techniques, utilized by selected hotels and restaurants in various operational departments. The main method of instruction are site visits within the hospitality industry. At each hospitality operation, a key manager will give a presentation that emphasizes the departmental operating practices and policies.

HIM 299: Hospitality Service Quality Management (3 credits)

45 lecture hours

Prerequisites: HIM 100; HIM 295, HIM 196, and HIM 297 or program coordinator approval

An integrative course intended to draw together the several disciplines on which hospitality administration is based. Examines the relationship between service quality management and financial performance; evaluation issues; and operational reality through field observation with the aim of decreasing guest defection, increasing market share, improving operational decisions, and strategic thinking.

HUMANITIES HUM

HUM 202: Survey of Art, Literature, and Music (3 credits)

Meets Category VI General Education Requirements

45 lecture hours

Prerequisite: ENG 101 or appropriate ACCUPLACER scores

The interrelationships of art and music, including African and Eastern influences, are introduced. Historical perspective is provided by a preliminary investigation of selected social, political, and artistic current events. The interrelationships among these areas and their significance to contemporary life are emphasized. Class trips to local museums are included.

HUM 204: Work and Culture: Image and Ethic (3 credits)

45 lecture hours

Prerequisite: ENG 101 or appropriate ACCUPLACER scores

This interdisciplinary course is designed to introduce students to the relationships between technology and work, and how these relationships are reflected in the art, music, drama, and literature of a variety of Western and non-Western cultures. Students develop an understanding of how the introduction of technology, changed the distribution of labor, and, subsequently, work ethics and management/employee relationships as reflected in the fine and applied arts. Topics discussed include: the historical development of the division of labor (with an analysis of this division by race, gender, class, and ethnicity); the impact of automation on the redistribution of labor (from manufacturing to service industries) in the more industrialized countries; and work songs as a measure of the work ethic.

HUM 205: Literature and Healing: Moral, Ethical, and Legal Implications (3 credits)

Meets Category VI General Education Requirements

45 lecture hours

Prerequisite: ENG 101 or appropriate ACCUPLACER scores

This course focuses on works that address health-related ethical dilemmas. The ethical, legal, and moral implications and consequences of selected articles, novels, short stories, poems, plays, essays, and films are examined. The course presents crucial statutes and professional standards, that influence the management of healthcare problems. Writing assignments require students to analyze both literary selections, and the rights and obligations of practitioners and patients.

HUM 206: The City: Center of Civilization (3 credits)

45 lecture hours

Prerequisite: ENG 101 or appropriate ACCUPLACER scores

The role of the city in the development of civilization (particularly Western civilization) is explored. The social, economic, and political forces that shaped cities are examined from the perspectives of the social sciences, and as portrayed in the arts and literature. A Baltimore case study is included.

HUM 207: Creation: Myths and Theories (3 credits)

Meets Category VI General Education Requirements

45 lecture hours

Prerequisite: ENG 101 or appropriate ACCUPLACER scores

This comparative study of the myths and theories of creation, examines people's beliefs about the origins of the world, their meaning, and the development of cultural traditions based on those beliefs. The course also provides an opportunity to study the development of scientific theories of creation, as an outgrowth of man's technological development. The Liberty Campus Planetarium is used.

HUM 208: Technology in Literature (3 credits)

45 lecture hours

Prerequisite: ENG 101 or appropriate ACCUPLACER scores

The past, present, and future implications of technology are discussed. Reading and discussing novels, short stories, poems, essays, and films, probe the ethical and moral responsibilities of those involved in technological occupations.

HUMAN SERVICES ASSISTANT SWA

SWA 150: Issues in TANF (3 credits)

45 lecture hours

Students are provided with a broad overview of welfare in American culture, with focus on the public assistance employee within the system.

SWA 151: Major Social Legislation and Programs (3 credits)

45 lecture hours

Prerequisites: ENG 82

The major public welfare programs in operation today are surveyed, and their relationships to the TANF program explored. Programs studied include Temporary Assistance to Needy Families (TANF), Food Stamps, Medicaid, Work Incentive Program (WIN), Housing Assistance, Supplemental Security Income (SSI), and others. It also examines the legislation creating such programs.

SWA 152: Legal Aspects of the TANF Program (3 credits)

45 lecture hours

Prerequisites: ENG 82

The legal aspects involved in TANF are the focus of this course. It sets forth instructions and principles to workers, for carrying out the tasks of administering TANF. This course enables workers to apply their knowledge and skills more professionally toward the fair and efficient administration of the TANF program.

SWA 153: Research and Writing in Public Administration (4 credits)

45 lecture hours; 30 lab hours

Prerequisite: ENG 101

Lab fee

The skills in basic research, writing, and analysis are studied, with a focus on topic selection, process recording, planning, composing, and documentation. The student is exposed to various uses of research methods as they apply to the public welfare system. The course requirements include preparing a research proposal; other assignments include abstracts, bibliographies, and research essays relevant to the public welfare system and human services.

SWA 160: TANF Case Load Management (3 credits)

45 lecture hours

Prerequisites: ENG 82

Students are introduced to the demands of the welfare system in general, and to the TANF worker's job in particular. The student begins to understand and develop the skills necessary to manage what is often at the heart of the TANF worker's job–a caseload.

SWA 161: Managing TANF Worker/Client Interactions (4 credits)

60 lecture hours

Prerequisites: ENG 82

The major interviewing tasks confronting the Income Maintenance Worker, both during and after interviews with the client are reviewed.

SWA 162: Computer Applications in TANF (3 credits)

45 lecture hours

Prerequisite: ENG 82

Students are introduced to the various ways in which computers can be utilized to support the purposes of TANF, and other related public welfare programs.

SWA 191-192: Special Topics in Human Services (2 credits)

30 lecture hours

Prerequisite: Any 100-level AHS or SWA course or permission of the instructor

These courses are designed to meet special needs of agencies and groups. Faculty and groups requesting the course, develop topics cooperatively. Students may take more than one special topics course as long as the topics differ. A maximum of six credits may be used toward graduation.

SWA 221: Social Welfare as a Social Institution (3 credits)

45 lecture hours

Prerequisites: SOC 101; ENG 101

Society's concern for human welfare is studied. Governmental and private welfare organizations are studied, as well as new trends in social welfare.

SWA 250: Introduction to TANF Field Experience (4 credits)

60 lecture hours

Prerequisites: SWA 160; SWA 161

The actual work experience of TANF workers is introduced. Students learn about career opportunities that may be open to them in TANF-related fields, and about the general working environment in the public welfare system.

SWA 251: Practicum for TANF Training Program (4 credits)

30 lecture hours; 180 hours of application to be arranged

Prerequisite: SWA 250

This course plays a major role in the TANF Training Program. It provides an opportunity for students to test what they have learned in the classroom, and to experience the role of the TANF worker in the field. The course provides students with tailor-made experience for both current and potential employment in a Department of Social Services.

INDEPENDENT STUDY IDS

Independent Study enables a student who meets certain criteria to earn credit independent of a classroom setting for a specific course described in the Catalog. students are expected to complete their programs through the normal schedule of courses. However, students in their last semester are permitted to apply to take a required course as Independent Study, provided that all the following conditions have been met.

1. The student is in his/her last semester.
2. The student is required to complete the particular course in order to complete a degree or certificate program.
3. The course is not offered in the semester schedule, or the time conflicts with another course the student needs to take.
4. No appropriate course substitution can be found.
5. The Independent Study is approved on the Independent Study Form by the respective Dean and Vice President for Academic Affairs.

INDIVIDUAL STUDY IS

These courses enable talented students to earn credit in certain disciplines through special projects, research, creative work, internships, or other means of independent academic pursuit, without conforming to the restrictions of a traditional classroom setting. Individual study credit may be earned only for a course that deals with content not included in anexisting BCCC course. Individual study is different from and should not be confused with, independent study.

To earn Individual study credit, students must first submit a proposal in which they explain in detail, the project for which credit is desired. Proposals may be submitted at any time during the academic year, and proposal forms are available from department chairs. Often students prepare the proposal in consultation with the BCCC instructor, who will subsequently supervise and evaluate the actual work. The proposal must be approved by both the appropriate department chair and the supervising instructor. After approval is granted, students must register and pay the normal tuition and fees before beginning the work. The number of credits to be earned for an individual study project depends upon the scope of the endeavor and shall be stated as part of the initial proposal. No more than six credits earned through individual study may be used towards the Associate's degree. For further information, contact the chair of the department in which individual study is desired.

LEGAL ASSISTANT PLA

PLA 101: General Law I (3 credits)

45 lecture hours

Corequisite: ENG 101

This course is a prerequisite to all other PLA courses. Students are introduced to the content of common and statutory law and common legal terminology.

PLA 102: Legal Research/Bibliography (3 credits)

45 lecture hours

Corequisite: PLA 101 or LNC 111

The basic techniques of legal research, which is divided into three main types of legal authority: case law, legislation, and secondary sources, are covered. Proper citation forms are stressed along with "briefing" of cases, and memo preparation.

PLA 106: Legal Writing (3 credits)

45 lecture hours

Prerequisites: PLA 101 or LNC 111: ENG 101

The principles and processes used in the preparation of selected materials, frequently required in professional legal settings, are presented. The course provides instruction and practice in preparing letters, court pleadings, operative documents, and office memorandum. The course does not address the drafting of complex legal documents.

PLA 107: Office Practice and Ethics (3 credits)

45 lecture hours

Corequisite: PLA 101

This course introduces the student to different legal structures, used by law firms and surveys standard procedures used in law offices, including accounting methods, time keeping, and billing. The course also covers ethical principles applicable to attorneys and legal assistants, including study of ABA Rules of Professional Responsibilities, Maryland Court Rules, and NALA and NFPA guidelines.

PLA 191-192: Special Topics in Legal Assistant (2 credits)

30 lecture hours

Prerequisite: any 100-level PLA course or permission of the instructor

These courses are designed to meet special needs of agencies and groups. Faculty and the group requesting the course develop topics cooperatively. Students may take more than one special topics course as long as the topics differ. A maximum of six credits may be used toward graduation.

PLA 193: Special Topic: Environmental Law (2 credits)

30 lecture hours

Prerequisite: PLA 101

Corequisite to be set by Legal Assistant Program Coordinator

The relatively young and dynamic field of environmental law, is the focus of this course. Students are exposed to the array of laws, which fall under the rubric of

"environmental law," with special emphasis on Federal statutes and regulations.

PLA 194: Special Topic: Constitutional Law (2 credits)

30 lecture hours

Prerequisite: ENG 101 and PLA 101

This course is designed to give students an in-depth understanding of the United States Constitution, and the U.S. Supreme Court, both from a historical and judicial perspective, through the use of assigned readings and classroom exercises. There will be an emphasis on the landmark cases over the last two centuries, the current trends of the Court, and the general principles of Constitutional Law. Judicial process and terminology will be discussed in the context of the historical development, and sociological role of our legal system.

PLA 196: Special Topic: Employment Law (3 credits)

45 lecture hours

Prerequisite: PLA 101 or LNC 111

Corequisites to be set by Legal Assistant Program Coordinator

Procedural and substantive employment-related law at the State and Federal levels is studied. Students become familiar with the kinds of legal documents generated in an employment law practice, with the role of the paralegal in employment and discrimination law, and with the skills necessary to assist an attorney practicing before a State or Federal administrative agency.

PLA 197: Special Topic: Communications Law (2 credits)

30 lecture hours

Prerequisite: PLA 101 or LNC 111

Corequisites to be set by Legal Assistant Program Coordinator

The major issues in mass communications law today are examined. Topics include regulatory frameworks for broadcasting and cable television, and proposed alternative schemes; public access to different media; libel and invasion of privacy; and regulation of obscene and indecent material.

PLA 203: Practicum (3 credits)

15 lecture hours; 90 practice hours

Prerequisite: PLA 101 and PLA 107; or permission of the Legal Assistant Program Coordinator

This course requires that students spend six hours per week in areas where law-related activities are being conducted.

PLA 204: General Law II (3 credits)

45 lecture hours

Prerequisite: PLA 101

This course presents advanced study of constitutional, labor, and administrative law. This course is designed to enable the student to gain additional perspective on the legal system as a whole, by viewing it from the particularities of its individual parts. The law is presented as a complex "amorphous" or "living" entity, capable of change, growth, and upheaval-yet capable of effecting continuing standards of justice and fair play. Students study the functioning of stare decisis systems and the effective use of both case precedent and statutory interpretation. Students also examine the philosophical and historical formation of the law. The course focuses on the complex inter-relationship of the judicial, executive, and legislative branches of government, and the inherent difficulties of the process of growth within the structure.

PLA 209: Community Law Clinic (3 credits)

45 lecture hours

Prerequisite: PLA 101

This course is designed to provide students in the Legal Assistant Program with supervised, hands-on interaction with clients. The goals are to increase their interviewing skills, problem-solving abilities, and drafting expertise. The students will assist clients with business formation, the drafting of simple leases and other needed contracts, preparation of tax-exempt applications to the IRS, and other basic transactional work. They will also assist clients with criminal record expungements under the supervision of an attorney.

PLA 248: Torts (3 credits)

45 lecture hours

Prerequisite: PLA 101

This course examines the law of imposed liability, liability for harm to person or property, intentional torts, negligence and gross negligence, nuisance, strict liability, products liability, defamation, invasion of privacy, causation, contributory negligence, comparative negligence, elements of damages for torts, and liability of property owners.

PLA 249: Criminal Procedure for the Legal Assistant (3 credits)

45 lecture hours

Prerequisite: PLA 101

The various procedures and forms necessary to assist an attorney in a criminal case are covered. Emphasis is given to such topics as interviewing potential clients and witnesses and fact investigation. Topics include crimes and offenses; criminal procedures and Constitutional guarantees concerning arrest, searches and seizures, interrogation, lineups, right to counsel, pre-trial release, preparation for trial; and post-conviction procedure.

PLA 254: Legal Specialty: Administrative Law (3 credits)

45 lecture hours

Prerequisite: PLA 101

Administrative law concepts and practice by paralegals before both State and Federal administrative agencies are covered. Students focus on document preparation for two or more specific agencies, at least one at each level.

PLA 256: Legal Specialty: Family Law (3 credits)

45 lecture hours

Prerequisite: PLA 101

The substantive law of marriage and divorce, adoption, guardianship, TANF, and child support in Maryland is discussed. Emphasis is on Maryland rules and procedures, and the document preparation and other assignments a legal assistant would be expected to know or perform, under the supervision of a family law practitioner.

PLA 257: Legal Specialty: Litigation (3 credits)

45 lecture hours

Prerequisite: PLA 101

Students examine civil litigation, including substantive law concepts and the applicable Maryland rules, with an emphasis on the pre-trial and post-trial work done by legal assistants under the supervision of an attorney.

PLA 259: Estates and Trusts (3 credits)

45 lecture hours

Prerequisite: PLA 101

The basic legal principles and paralegal skills related to estate administration and probate procedures, as well as trust creation and administration, are explored in this introductory course in estates and trusts. In addition to drafting considerations related to wills and trust documents, students become familiar with the Federal and State tax filings necessary to the administration process.

PLA 260: Business Organizations (3 credits)

45 lecture hours

Prerequisite: PLA 101

This course presents the substantive law of business organizations, including sole proprietorship, various partnerships, and corporations. In addition, the course emphasizes document preparation routinely done by legal assistants, including information that is necessary to form a Maryland corporation.

PLA 261: Real Property (3 credits)

45 lecture hours

Prerequisite: PLA 101

This course covers basic real estate principles and procedures, including legal descriptions, title and ownership, transfer and finance, basic taxation principles, appraisal, and closing procedures. Emphasis is on documents used in Maryland.

PLA 262: Mediation and Arbitration (3 credits)

45 lecture hours

Prerequisite: PLA 101 or permission of the Legal Assistant Program Coordinator

Basic mediation skills are taught. The course begins by examining the nature of conflict and the methods used by individuals and society to resolve conflicts between and among individuals. Mediation and arbitration are then introduced as methods of conflict resolution. Students first prepare to be mediators by examining their own biases. In addition to this self-examination, cultural differences in communication are examined.

PLA 265: Computer-Assisted Legal Research (3 credits)

45 lecture hours

Prerequisite: PLA 101

Passing this course with a C or better fulfills the College's Computer Literacy Requirement.

Students learn the basic techniques of computer-assisted legal research (CALR), using both LEXIS and WESTLAW. Students become familiar with databases commonly used for State and Federal case law, and statutory research, and with Boolean and natural language search methodologies. The course also introduces basic techniques of using the Internet for legal research.

PLA 267: Maryland Pleadings and Practice (3 credits)

45 lecture hours

Prerequisite: PLA 101

This course is designed to give students an in-depth understanding of the Maryland state and federal court systems, through a series of field trips, mock filings of pleadings, and drafting assignments. Students will visit the District Court of Baltimore City, the Circuit Court for Baltimore City (criminal, civil and juvenile sections), an administrative agency, and the U.S. Bankruptcy Court. In a variety of forums, students will attend hearings, where feasible, and also prepare a trial portfolio of mock pleadings, discovery documents, motions, and service documents on their assigned case.

LEGAL NURSE CONSULTANT LNC

LNC 111: Introduction to Legal Nurse Consulting (3 credits)

45 lecture hours

Registered nurses are introduced to common and statutory law and common legal terminology. The focus is on health-carerelated issues and is the prerequisite to other LNC courses for nurses.

LNC 112: Legal Nurse Consulting: Business Principles (3 credits)

45 lecture hours

Prerequisite: LNC 111

This course introduces the Legal Nurse Consultant students to basic aspects of office practice and business topics. Business structures such as sole proprietorships, partnerships, limited liability companies, and corporations will be reviewed. Business principles including planning, marketing, accounting, and taxation will be introduced. Topics in general office practice, record keeping, and billing will be explored. The preparation of written materials, reports, chronologies, and timelines will be presented.

LNC 208: Legal Nurse Consulting: Practicum (3 credits)

15 lecture hours; 60 practicum hours

Prerequisite: LNC 111; LNC 112; LNC 266 or PLA 265

This course is designed to provide the Legal Nurse Consultant student with an opportunity to obtain practical knowledge in the medical-legal arena. The student is required to spend a minimum of 60 hours in settings dealing with medical-legal issues. The course will include organizing medical records, preparation of medical record chronologies, analysis of issues and assignments at the request of the attorney. Further, this course gives the Legal Nurse consultant student a broader background from which to draw when seeking employment as a Legal Nurse Consultant or establishing an independent Legal Nurse Consultant practice.

LNC 266: Computer-Assisted Medical Research (3 credits)

45 lecture hours

Prerequisite: LNC 111

Corequisite: PLA 106, PLA 107

Students in the Legal Nurse Consultant program develop via online and CD-Rom, the basic research skills necessary to practice as a Legal Nurse Consultant.

MANAGEMENT MGMT

MGMT 102: Principles of Supervision (3 credits)

45 lecture hours

Management functions and principles applicable to the supervisory level of management are introduced. Leadership skill, teamwork, and customer satisfaction are emphasized. This course is designed for those who want to become supervisors or want to improve their present levels of supervisory skills and knowledge. Extensive use of role-playing and the case study method are employed to give students a chance to apply the principles and techniques of supervision as they apply in different situations.

MGMT 103: Business Mathematics (3 credits)

45 lecture hours

Prerequisite: MAT 81 or satisfactory ACCUPLACER score

A small pocket calculator is required.

The first course in mathematics for business students, MGMT 103 emphasizes solving problems in the areas of interest and discount, negotiable instruments, payroll, buying, selling, and checking accounts, and other business applications. Stocks, bonds, and mutual funds are also covered. Use of electronic calculators in solving problems is stressed.

MGMT 115: Principles of Real Estate (4 credits)

60 lecture hours

A history of real estate ownership, the types of property ownership and restrictions, government rights and power, agency contracts and leases, financing real estate, rights and power transfer, appraising methods and terminology, methods of transferring property, title insurance, settlement procedures, licensing law, and ethics are presented. This course fulfills the educational requirements for the licensure of a real estate salesperson in Maryland (Regulation 19 of the Maryland Real Estate Commission).

MGMT 170: Small Business Management (3 credits)

45 lecture hours

Designed for people starting, operating, or managing a small business, this course gives an overview of entrepreneurship, management of an on-going business, launching a new venture, and preparation of a business plan. Market research and customer satisfaction are emphasized. Case study, role-playing, and guest lecturers from the business community supplement text material.

MGMT 180: Personal Financial Management (3 credits)

45 lecture hours

Prerequisite: MAT 82

Students are introduced to the principles of financial planning, and the resources necessary to achieve financial success. The financial planning process includes budgeting, cash management, using credit cards, borrowing, tax management, major expenditures, risk management, investments, and retirement and estate planning. After completing this course, students understand the importance of establishing financial goals, and the steps in the financial planning process.

MGMT 219: Human Resource Management (3 credits)

45 lecture hours

Prerequisite: MGMT 222 or permission of the program Coordinator/Chairperson of Business, Office and Computer Information Systems Department

This course is designed to analyze the techniques used to successfully manage a Human Resources Department. Employment needs, recruitment, hiring, training, motivating, performance appraisal, compensation, labor relations, and diversity, are some of the major responsibilities of the Human Resources Department covered in this course. Students must complete case studies, short library research projects, and a major research project.

MGMT 222: Principles of Business Management (3 credits)

45 lecture hours

Prerequisite: BUAD 100 or permission of the program Coordinator/Chairperson of Business, Office and Computer Information Systems Department

Basic management principles and procedures used in modern businesses are introduced. Areas studied include planning, organizing, leading, controlling, and understanding principles of quality. Employee relations and continuous improvement are emphasized throughout the semester. Case studies are used to develop decision-making skills, and to provide practical background in management techniques.

MGMT 224: Investment Analysis and Portfolio Management (3 credits)

45 lecture hours

Prerequisite: MGMT 180

Investment vehicles, techniques and strategies, regulations, and tax planning are introduced. Students gain an understanding of securities as investment vehicles, for portfolio construction and management. Job opportunities for graduates with financial securities knowledge are discussed.

MGMT 228: Risk Management and Insurance (3 credits)

45 lecture hours

Prerequisites: ENG 82 (For ESL: ELI 82W) or ENG 101; RDG 82; MAT 82

Students are introduced to the concepts of probability of loss, and how losses may be eliminated, reduced, or covered by insurances. Examined are personal property and liability risks, commercial property and liability risks, and life and health risks, among others. Insurance needs and costs are surveyed.

MGMT 229: Principles of Leadership (3 credits)

45 lecture hours

Prerequisite: MGMT 222 or permission of the program Coordinator/Chairperson of Business and Information Systems Department

Leadership as an art that can be learned, is the focus of this course. The relationship between management and leadership is explored. Vision, creativity, and the ability to influence the behavior of followers towards the accomplishment of a common goal are some of the crucial qualities and skills necessary for a successful leader. Case studies, role-playing, and team assignments are used to give students a chance to use leadership skills. Business leaders from the community are invited, and guest speakers who share their experiences with students. Each student is required to prepare a report comparing the leadership style of a business leader and a leader from a non-business organization.

MGMT 280: Electronic Commerce (E-Commerce) (3 credits)

45 lecture hours

Prerequisite: BUAD 112 or permission of the program Coordinator/Chairperson of Business, Office and Computer Information Systems Department

This course introduces students to the world of electronic commerce (E-Commerce). The theory and history of ECommerce are studied, so that students develop the skills necessary to research web businesses and determine how and why they are successful. Business-to-consumer, and business-to-business sites, are the focus. Basic web site design, marketing, management, the business plan, and superior customer service are other important topics examined. The skills and knowledge acquired in the course provide the tools necessary to create an electronic business on the Internet.

MARKETING MKTG

MKTG 210: Retailing (3 credits)

45 lecture hours

Prerequisite: MKTG 223 or permission of the program Coordinator/Chairperson of Business, Office and Computer Information Systems Department

This course covers retailing and its role in distribution, problems of administrative organization, store layout, location, buying, pricing, merchandising, sales promotion, and current trends in retailing. Quality management and customer satisfaction are emphasized. The case study method is used.

MKTG 211: Advertising (3 credits)

45 lecture hours

Prerequisite: MKTG 223 or permission of the program Coordinator/Chairperson of Business, Office and Computer Information Systems Department

Advertising in modern business is examined with emphasis on historical, social, and economic development of the field. Stress is on the psychological and creative factors involved in advertising as well as the relationship of advertising to overall marketing strategy. The case study method is used.

MKTG 212: Principles of Selling (3 credits)

45 lecture hours

Prerequisite: MKTG 223 or permission of the program Coordinator/Chairperson of Business, Office and Computer Information Systems Department

The nature of personal selling, its fundamentals and requirements, is analyzed. Emphasis is placed on the development of creative thinking and natural self-expression, with opportunity provided for practicing the techniques of selling. Buyer motivation and buying theories are also stressed.

MKTG 213: Public Relations (3 credits)

45 lecture hours

Prerequisite: Permission of the program Coordinator/ Chairperson of Business, Office and Computer Information Systems Department

Methods of building favorable relations with employees, stockholders, consumers, and the community are illustrated. Students learn the tools of publicity such as newspapers, brochures, exhibits, and other media. Practical applications to local firms and organizations are made.

MKTG 214: Sales Force Management (3 credits)

45 lecture hours

Prerequisite: MKTG 212 or permission of the Program Head/Chairperson

This course is designed to emphasize the importance of achieving organizational goals and objectives through professional selling and management of the selling process. Recruiting, selection, training and continuous development of the sales force will be covered. Success is achieved through motivation, evaluations, and a system for recognition and rewards. Students will be required to

do team case projects, web-based research, and a project for an organization's sales force needs.

MKTG 223: Marketing (3 credits)

45 lecture hours

Prerequisite: BUAD 100 or permission of the program Coordinator/Chairperson of Business, Office and Computer Information Systems Department

Marketing is introduced as a basic philosophy that stresses the coordination of activities to satisfy the needs of societies. The marketing principles and strategies studied relate to the activities of product planning, pricing, promotion, and distribution. Case study and role-playing are used. Each student is required to prepare a marketing plan.

MKTG 271: International Marketing (3 credits)

45 lecture hours

Prerequisite: MKTG 223 or equivalent or permission of the program Coordinator/Chairperson of Business, Office and Computer Information Systems Department

This course introduces and acquaints students with the basic principles and strategies involved in international marketing. It surveys opportunity analysis methods, differences between international and domestic marketing, importance of international marketing, international marketing research, international product strategies, and advertising. The course emphasizes cultural, social, environmental, political, and linguistic considerations in international marketing strategies.

MKTG 282: Electronic (E) Marketing (3 credits)

45 lecture hours (computer lab assignments)

Prerequisite: MGMT 280 or permission of the program Coordinator/Chairperson of Business, Office and Computer Information Systems Department

This course is designed for students interested in learning how to apply traditional marketing strategies to grow an online business using electronic methods. The course covers the four P's of marketing, marketing planning, market segmentation, using the Internet to collect primary and secondary data, and the importance of electronic customer relations management (CRM). Students are required to do web-based research, team case projects, and an e-marketing plan.

MATHEMATICS MAT

MAT 80: Arithmetic: Concepts and Applications (0 credits)

45 lecture hours; A,B,C,F grade; considered 3 semester hours for billing and scheduling purposes

Prerequisite: ACCUPLACER test

Fractions, decimals, ratios and proportions, and percentages are studied. Topics include basic calculations and word problems. The course also examines basic concepts in geometry. Real world application as related to Arithmetic are stressed throughout the course.

MAT 81: Elementary Algebra (0 credits)

75 lecture hours; A,B,C,F grade; considered 5 semester hours for billing and scheduling purposes

Prerequisites: MAT 80, or appropriate ACCUPLACER score

Linear equations in one and two variables and finding equations of a line given slope and y-intercept are included. A discussion of slopes of parallel and perpendicular lines is presented. Operations on polynomials, factoring, and solutions to quadratic equations by factoring are also covered. Word problems and the use of calculators to solve them are stressed throughout the course.

MAT 82: Intermediate Algebra (0 credits)

60 lecture hours; A,B,C,F grade; considered 4 semester hours for billing and scheduling purposes

Prerequisites: MAT 81, or appropriate ACCUPLACER score

This course covers simple and compound linear inequalities in one variable; absolute value equations and inequalities; finding equations of straight lines meeting specific criteria; graphs of linear inequalities in two variables, and graphs of parabolas; rules of exponents, variation problems, rational equations, irrational equations, and solutions to quadratic equations by completing the square and by the quadratic formula, solutions of quadratic inequalities. Real-world applications are stressed throughout the course.

MAT 107: Modern Elementary Statistics (3 credits)

Meets Category IV General Education Requirements

45 lecture hours

Prerequisites: MAT 82; ENG 82 (For ESL: ELI 82W) or appropriate ACCUPLACER scores

Modern statistical methods with applications to the social and natural sciences are studied. The course focuses on descriptive statistics, probability, probability distributions, and estimation of statistical parameters from samples, hypothesis testing, and experimental design. It provides necessary statistical background for people interested in such diverse fields as psychology, sociology, computers, business, engineering, mathematics, and science.

MAT 111: Contemporary Mathematics (3 credits)

Meets Category IV General Education Requirements

45 lecture hours

Prerequisites: MAT 82; ENG 82 (For ESL: ELI 82W) or appropriate ACCUPLACER scores

This course consists of selected topics to illustrate the nature of mathematics, its role in society, and its practical and abstract aspects. Topics are chosen both for their mathematical importance and for the critical role their applications play in our economic, political, and personal lives. Applications of mathematics to social choice, management science, growth and symmetry, and statistics are explored. Mathematical thinking is emphasized rather than computational skills.

MAT 113: Mathematical Concepts I (4 credits)

45 lecture hours/30 lab hours

Prerequisites: MAT 82; ENG 82 (For ESL: ELI 82W) or appropriate ACCUPLACER scores

This course is intended primarily for teacher education majors. The focus of this course will be on introducing fundamental mathematical concepts through problem solving. The topics included are logic, sets, elements of number theory, and revisiting arithmetic of real numbers from the perspective of various algorithms, why they work, and their applications. Students will explore algorithms and problem solving strategies through the use of manipulatives and numerous hands-on activities. Critical thinking skills will be emphasized throughout the course.

MAT 114: Mathematical Concepts II (4 credits)

45 lecture hours/30 lab hours

Prerequisites: MAT 82; ENG 82 (For ESL: ELI 82W) or appropriate ACCUPLACER scores

This course is primarily intended for teacher education majors. The focus of this course will be on descriptive statistics, including data collection, measures of center and spread, data display, probability and simulations, and analyzing patterns and functions. The course will emphasize problem solving techniques throughout, with an emphasis on using technology appropriately.

MAT 115: Dynamic Geometry (4 credits)

Meets Category IV General Education Requirements

45 lecture hours; 30 lab hours

Prerequisites: MAT 82; ENG 82 (For ESL: ELI 82W) or appropriate ACCUPLACER scores

In this course, students have the opportunity to learn geometric principles using the dynamic software Geometer's Sketchpad. Topics include inductive reasoning; terms and definitions of the building blocks of geometry; geometric constructions; angle relationships; circles; transformations and tessellations; area; volume and surface area; the Pythagorean Theorem; and similarity. In addition, algebra is used as a tool for summarizing information from patterns and for writing geometric definitions in appropriate mathematical language.

MAT 125: Finite Mathematics (3 credits)

Meets Category IV General Education Requirements

45 lecture hours

Prerequisites: MAT 82; ENG 82 (For ESL: ELI 82W) or appropriate ACCUPLACER scores

Topics useful to students in business and social sciences are covered with an emphasis on applications rather than theory. Topics include sets, the Cartesian coordinate system, functions and graphs, exponents and logarithmic functions, systems of linear equations and matrices, linear inequalities and linear programming, including the simplex method, probability, including conditional probability and Bayes' formula, and probability distribution.

MAT 126: Calculus for Applications (3 credits)

Meets Category IV General Education Requirements

45 lecture hours

Prerequisite: MAT 125

MAT 126 is an applied course in calculus intended for students in business and social sciences. Topics include a review of functions, the derivative of a linear function, the slope of a curve at a point, limits, differentiability and continuity, rules of differentiation, derivatives of exponential and logarithmic functions, integration from an intuitive standpoint, partial derivatives, maxima and minima and double integrals.

MAT 128: Precalculus I: College Algebra (4 credits)

Meets Category IV General Education Requirements

60 lecture hours

Prerequisites: MAT 82; ENG 82 (For ESL: ELI 82W) or appropriate ACCUPLACER scores

More advanced topics in algebra including functions and their graphs, inverse functions, polynomial, rational, exponential, and logarithmic functions, systems of linear and non-linear equations and inequalities are emphasized.

MAT 129: Precalculus II: Trigonometry and Analytic Geometry (4 credits)

Meets Category IV General Education Requirements

60 lecture hours

Prerequisite: MAT 128 or appropriate ACCUPLACER score

This course is the second in the two-semester sequence of precalculus courses. It is intended for students who are on a calculus track and for whom college algebra is not the last mathematics course. The course focuses on trigonometry and analytic geometry. Topics include trigonometric functions and their graphs, right angle and oblique triangle trigonometry, applications of trigonometry, trigonometric equations, inverse trigonometric functions, addition, subtraction and multiple-angle formulas, De Moivre's theorem, the conic sections (parabolas, ellipses, and hyperbolas), parametric equations, polar coordinates. This course includes a discussion of sequences and series. A graphing calculator is required.

MAT 140: Calculus I (4 credits)

Meets Category IV General Education Requirements

60 lecture hours

Prerequisite: MAT 129 or appropriate ACCUPLACER score

Differential calculus is covered with an introduction to antidifferentiation and the definite integral. Topics include limits, continuity, the derivative, implicit differentiation, differentials, curve sketching, inverse functions, logarithmic and exponential functions, and laws of growth and decay.

MAT 141: Calculus II (4 credits)

Meets Category IV General Education Requirements

60 lecture hours

Prerequisite: MAT 140 or appropriate ACCUPLACER score

This course focuses on integral calculus. Topics include

applications of the definite integral (volumes, work, length of arc, centroids), techniques of integration, inverse trigonometric functions and hyperbolic functions, mean value theorem of integration, improper integrals, and infinite series.

MAT 199: Individual Study in Mathematics

See IS-Individual Study, p. 159.

MAT 210: Advanced Calculus (4 credits)

60 lecture hours

Prerequisite: MAT 141

This course focuses on advanced concepts in calculus. Topics include vectors in three dimensions, partial differentiation, unconstrained and constrained optimization, multiple integration, and vector field theory.

MAT 211: Differential Equations (4 credits)

60 lecture hours

Prerequisite: MAT 141

Differential equations are introduced. Topics include first order differential equations, linear differential equations, applications of linear differential equations, the Laplace Transform, and systems of differential equations.

MAT 212: Linear Algebra (4 credits)

60 lecture hours

Prerequisite: MAT 141

The theory and applications of linear algebra are introduced. Topics include linear systems, matrices, determinants, vector spaces, orthogonality, eigenvalues and eigenvectors, and linear transformations.

MAT 222: Discrete Mathematics (4 credits)

Meets Category IV General Education Requirements

45 lecture hours/seminar hours

Prerequisite: MAT 129

This course is designed for students in mathematics or computer science, as well as for any student who wishes to gain a broad background in mathematics. Topics include sets and logic, different methods of proof and elementary number theory, matrices and graphs, as well as alogorithm design.

MENTAL HEALTH MH

MH 150: Introduction to Developmental Disabilities (3 credits)

45 lecture hours

Prerequisite or Corequisite: PSY 101 or permission of the instructor

The broad topic of developmental disabilities with a special emphasis on mental retardation is introduced. Many of the key aspects of developmental disabilities are examined with the goal of helping to create a theoretical base upon which to build future skills.

MH 151: Behavior Modification Practicum (5 credits)

15 seminar hours; 180 hours of practicum

Prerequisite or Corequisite: PSY 105 or permission of the instructor

The systematic approach of behavioral treatment programs for mentally retarded clients in both residential and nonresidential settings is surveyed. Each student completes approximately 160 hours of supervised clinical fieldwork in the implementation of specific techniques for observing and recording behavior and treating a variety of adaptive and maladaptive behaviors.

MH 152: Clinical Training in Special Education–Developmental Disabilitie (3 credits)

30 lecture hours; 45 hours of practicum

Prerequisites: MH 151; additional practicum experience may be required

The educational procedures and specific teaching skills utilized with the mentally retarded population are surveyed. Students learn to identify major behavior and learning problems, write educational assessments and educational management plans, and conduct educational activities. Emphasis also is placed on developing skill in monitoring client progress and writing progress reports.

MH 153: Clinical Training in Speech and Hearing–Developmental Disabilities (3 credits)

30 lecture hours; 45 hours of practicum; additional practicum experience may be required

Students are taught to recognize the need for speech, language, and hearing intervention and follow-through with general language stimulation programs.

MH 154: Clinical Training in Occupational Therapy–Developmental Disabilities (3 credits)

30 lecture hours; 45 hours of practicum; additional practicum experience may be required

The general occupational therapy activities utilized in developing the upper extremity and self-help skills of mentally retarded clients are studied. Under the direct supervision of a registered occupational therapist, students work with clients in the following areas: self-help skills development, upper extremity and fine motor development, basic sensory stimulation, and sensory-motor programming.

MH 155: Clinical Training in Physical Therapy–Developmental Disabilities (3 credits)

30 lecture hours; 45 hours of practicum; additional practicum experience may be required.

Students develop the knowledge and specific skills utilized in developing posture and locomotion for both ambulatory and nonambulatory mentally retarded clients. Under the direct supervision of a licensed physical therapist, students participate in an intensive practicum that includes execution of pre-designed physical therapy activities for a variety of handicapping conditions.

MH 191-192: Special Topics in Mental Health Technology (2 credits)

30 lecture hours

Prerequisite: Any 100-level AHS or MH course or permission of the instructor

These courses are designed to meet special needs of agencies and groups. Faculty and groups requesting the course develop topics cooperatively. Students may take more than one special topics course so long as the topics differ. A maximum of six credits may be used towards graduation.

MH 199: Individual Study in Mental Health

See IS-Individual Study, p. 159.

MUSIC MUS

MUS 100: Introduction to Music Fundamentals (3 credits)

30 lecture hours, 30 lab hours

An introductory course in how to read, write, and understand the basic elements of music. Instruction comprises the staff, clefs, signatures, notation, rhythms, and definitions, including some ear training, sight singing and dictation. No previous musical experience is required.

MUS 101: Theory of Music I (3 credits)

45 contact hours

Corequisite: MUS 191

Students study harmonic practices and techniques as well as training in rhythmic, melodic and harmonic elements of music. Ear training and sight singing exercises are integrated.

MUS 102: Theory of Music II (3 credits)

30 lecture hours, 30 lab hours

Prerequisite: MUS 101

An emphasis in part-writing, ear training, sight singing, dictation and keyboard harmony. Part-writing includes the use of phrase structure, cadences and harmony progression techniques. Dictation focuses on minor scale passages, intervals of fifths-through-the-octave, and the use of 1/16's noted in rhythmic divisions.

MUS 103: Music Appreciation (3 credits)

Meets Category I General Education Requirements

45 lecture hours

Prerequisite: ENG 82 (For ESL: ELI 82W)

Music history and literature are surveyed from 1750 to the present with emphasis on listening to selected masterpieces.

MUS 105: Rock, Jazz, and Other Music of Our Times (3 credits)

Meets Category I General Education Requirements

45 lecture hours

Prerequisite: ENG 82 (For ESL: ELI 82W)

The development of American jazz, rock, and other musical forms is traced from their inception to the present day with focus on all the important style periods of both vocal and instrumental music.

MUS 106: An Introduction to African and African American Music (3 credits)

Meets Category I General Education Requirements

45 lecture hours

Prerequisite: ENG 82 (For ESL: ELI 82W)

Course traces traditional African music to the music of Europe and America. The contributions of African American composers are presented and analyzed.

MUS 117: Voice I (2 credits)

30 lecture hours, 30 lab hours

A class instruction in singing for students without previous vocal training. Emphasis is on beginning vocal technique, music reading, and performance.

MUS 123: Piano I (2 credits)

30 lecture hours

Introductory class in beginning and basic keyboard harmony for students without previous experience. Emphasis is on beginning piano technique, music reading, and performance.

MUS 128, 129, 130, 131: The BCCC Chorus (1 credit)

45 lab hours (each)

A four-course sequence concentrating on the study and performance of great choral music. The chorus is open to all students subject to the director's approval. Students are expected to participate in choir performances on and off campus. Each course may be taken in sequence for a total of 4 credits.

MUS 132: Band I - IV (1 credit)

30 lecture hours; 30 lab hours

Individualized instruction in instrumental performance, in conjunction with the Frederick Douglass High School Jazz Band program, is provided. The jazz band is open to all students who have some instrumental skills, subject to the director's approval.

MUS 140: Applied Music I (2 credits)

30 lecture hours; 30 lab hours

The first in a series of courses offering individualized instruction in piano, organ, voice, guitar, band, or an orchestral instrument. Emphasis is on performance. Students will take one 60-minute lesson each week.

MUS 141: Applied Music II (2 credits)

30 lecture hours; 30 studio hours

Prerequisite: MUS 140 and/or permission of the instructor

The second in a four-part series of courses offering individualized instruction in piano, organ, voice, guitar, band, or an orchestral instrument. Emphasis is on performance. Students will take one 60-minute lesson each week.

MUS 151: Voice I - IV (1-4 credits)

15-60 studio hours

Four individualized stages in individual instruction in singing. Varied repertoire studied, including foreign languages. Students should contact the instructor to schedule weekly lessons.

MUS 191: Ear Training I (1 credit)

15 contact hours

Corequisite: MUS 101

Beginning course instruction in listening to music to identify interval movement; basic I, IV, and V chord use; major and minor scales; triads and inversions. Written dictation using these musical elements, and rhythmic notation, are included.

MUS 192: Ear Training II (1 credit)

30 lecture hours; 30 studio hours

Continuing course instruction in listening to music with emphasis on identifying interval movement, basic chord use, 7th chords, major and minor scales, triads and inversions. Written dictation will include instruction in accurately determining, then writing, the sound of simple melodies.

MUS 230: Ear Training III (1 credit)

30 lecture hours; 30 studio hours

Advanced course instruction in listening to music to identify interval movement, augmented and diminished chords, major and minor chords, triads and inversions. Written dictation of simple and two-part melodies will also be included.

MUS 240: Ear Training IV (1 credit)

30 lecture hours; 30 studio hours

Advanced course in ear training instruction in learning to identify interval movement, chord progressions, triads and inversions. Writtten dictation of two-and three-part harmonies included.

MUS 273: Piano II (2 credits)

30 lecture hours

Prerequisite: MUS 123 and/or permission of the instructor

Continuing class instruction in beginning piano and basic keyboard harmony for students who have successfully completed MUS 123. Emphasis is on beginning piano technique, music reading, and performance.

MUS 274: Piano III (2 credits)

30 lecture hours

Prerequisites: MUS 123; MUS 273 and/or permission of the instructor

Advanced course designed for students with piano experience. Emphasis is on interpretation, technique, music reading and performance.

MUS 275: Piano IV (2 credits)

30 lecture hours

Prerequisites: MUS 123; MUS 273; MUS 274 and/or permission of the instructor

An advanced course designed for students with piano experience. Emphasis is on culminating interpretation, technique, music reading and memorization, and performance, including development and execution of a final student portfolio.

MUS 291: Theory of Music III (3 credits)

30 lecture hours; 30 studio hours

Prerequisites: MUS 101; MUS 102

An upper-level course in the concepts of part-writing, sight singing, ear training, dictation and keyboard harmony. Writing skills include use of augmented chords, chromatic movement and modulations. Dictation includes writing for two, three and four parts.

MUS 292: Applied Music III (2 credits)

30 lecture hours; 30 studio hours

Prerequisite: MUS 141

A course facilitating individualized instruction in voice, piano, organ, guitar, band or an orchestral instrument. Emphasis is on performance. Students will take one 60-minute lesson each week.

MUS 294: Theory of Music IV (3 credits)

30 lecture hours; 30 studio hours

Prerequisite: MUS 101; MUS 102; MUS 291

Advanced course correlating advanced concepts of partwriting, sight singing, ear training, dictation and keyboard harmony. Writing skills include use of augmented chords, chromatic movement and modulations. Dictation includes writing for two, three and four parts.

MUS 296: Applied Music IV (2 credits)

30 lecture hours; 30 studio hours

Prerequisite: MUS 292

An individualized instruction in piano, organ, guitar, voice, band or orchestral instruments. Emphasis is on performance. Students take one 60-minute lesson each week.

NURSING NUR

NUR 111: Calculation of Medications in Nursing (1 credit)

15 lecture hours

Admission Requirement: Completion of developmental courses and admission to the Nursing Program

Prerequisite: PRE 100; a minimum grade of "C" in BIO 111, BIO 112, BIO 212

Corequisite: NUR 120, ENG 101, PSY 101

Lab fee

This course is the basis for developing proficiency and accuracy in the calculation of medications. ADN and PN students are provided classroom instruction and practice

in the computation of oral and parenteral medications for adults and children. Emphasis is on conversions among the metric, apothecary, and household systems of measurement. Supplementary practice problems, audio/visual problems, computer-assisted instructional programs, and tutorial instruction by selected math and/or nursing tutors are provided. Ethical and legal responsibilities of the nurse are correlated to medication administration.

NUR 120: Introduction to Nursing Practice (8 credits)

60 lecture hours; 180 clinical lab hours

Admission Requirements: Completion of developmental courses and admission to the Nursing Program

Prerequisites: PRE 100; minimum grades of "C" in BIO 111; BIO 112; BIO 212

Corequisites: NUR 111; PSY 101; ENG 101

Lab fee

This is the foundation course for the Nursing Programs. The purpose is to assist the ADN and PN nursing students in developing the intellectual, interpersonal, and technical skills that are basic and essential to the provision of effective client care utilizing the nursing process. This course is directed toward the study of basic human needs and normal physiological adaptations to stress as one moves along the health–illness continuum. Principles and concepts related to communication, nutrition, pharmacology, and selected technical nursing skills are taught. Issues in nursing practice and nursing education are introduced using the historical approach. Students are given the opportunity to practice in the nursing skills laboratory before carrying out planned nursing care to selected clients in a hospital setting under the direct guidance of nursing faculty.

NUR 122: Medical-Surgical Nursing of Adults I (8 credits)

60 lecture hours; 180 clinical lab hours

Prerequisites: PRE 100; PSY 101; ENG 101; Minimum grades of C in BIO 111; BIO 112; BIO 212; NUR 111; NUR 120

Corequisite: PSY 104; SOC 101

Lab fee

Students focus on caring for adults with pathophysiology related to common nutritional problems, regulatory and protective mechanisms, genitourinary problems, and musculoskeletal disorders. Multisystem stressors including cancer, surgery, immunosuppression, and homeostatic imbalance are also surveyed. Consideration is given to factors that influence adult development and health practices such as age, beliefs, resources, and cultural background. Using a holistic approach, students give supervised client care in acute health care settings. The nursing process is used to formulate a plan of care, set priorities, and make clinical decisions.

NUR 216: Perspectives and Issues in Nursing (1 credit)

15 lecture hours

Prerequisites: PRE 100, ENG 101, PSY 101, PSY 104; SOC 101; Minimum grade of "C" or better in BIO 111, BIO 112, BIO 212, NUR 111, NUR 120, NUR 122 or NUR 218, NUR 222

Corequisite: NUR 220

Lab fee

Students study historical forces that have shaped the profession and its professional organizations. Current healthcare issues and their implications for nursing practice are explored. Issues related to legal and ethical implications underlying nursing practice are explored. Opportunities for career and educational advancement are examined. The use of research in current nursing practice is studied.

NUR 218: Maternal and Child Health Nursing (6 credits)

45 lecture hours; 135 clinical hours

Prerequisites: PRE 100, ENG 101, PSY 101, SOC 101, PSY 104; Minimum grade of "C" or better in BIO 111, BIO 112, BIO 212, NUR 111, NUR 120, or NUR 122

Corequisite: NUR 222

Lab fee

NUR 218 assists students in providing holistic, family-centered care to child-rearing and child-bearing families. Human development from conception through adolescence are emphasized. Cultural patterns that influence parenting styles are examined. The role of the nurse in health promotion and maintenance, assessment, identification of appropriate strategies, and provisions of safe and competent nursing care of mothers, infants, childre, and adolescents is the primary focus. Nursing care is provided in a variety of health care settings, including hospitals and community agencies. Educational methods include lecture, discussion, student presentations, interactive computer assisted interactives and case studies.

NUR 220: Medical–Surgical Nursing of Adults II (8 credits)

60 lecture hours; 180 Clinical hours

Prerequisites: PRE 100, ENG 101, PSY 101, PSY 104, SOC 101; Minimum grade of "C" or better in BIO 111, BIO 112, BIO 212, NUR 111, NUR 120, NUR 122 or NUR 218, NUR 222

Corequisite: NUR 216

Lab fee

Nursing care for adult clients with health alterations of cardiovascular, hematological, respiratory and neurosensory systems is examined. The nurse's responsibilities in complex situations such as specialty care units, cardiopulmonary resuscitation, emergencies, and disasters are discussed. Correlated clinical experiences are provided in specialty care units such as Progressive Coronary Care, Step-Down Coronary Care, Step-Down Neurology, Brain Injury Unit and Telemetry Units. Clinical observations in specialty care settings such as Coronary Care, Intensive Care, Operating Room, and

Emergency Room are provided. Students also utilize the nursing process in providing health-care in community-based settings to a multicultural population. Nursing care management and delegation principles are introduced and evaluated.

NUR 222: Care of the Client with Mental Health Problems (4 credits)

30 lecture hours; 90 clinical lab hours

Prerequisites: PRE 100, ENG 101, PSY 101, PSY 104, SOC 101; Minimum grade of "C" or better in BIO 111, BIO 112, BIO 212, NUR 111, NUR 120, or NUR 122

Corequisites: NUR 218

Lab fee

The holistic view of humans is emphasized when nursing care is provided to the client who is mentally ill or emotionally disturbed. This view is built upon the conceptual framework of the Department of Nursing, which believes that nursing is a "learned scientific discipline with both theoretical and practical components." Particular emphasis is on the biopsychophysiological aspects of mental wellness, mental illness, and how these factors predispose one to psychopathological response and how they precipitate it.

PRACTICAL NURSING PNUR

PNUR 101: Adult Health Nursing I (5 credits)

45 lecture hours; 90 clinical lab hours

Prerequisites: ENG 101; PSY 101; minimum grades of "C" in BIO 111, BIO 112, BIO 212, NUR 111, NUR 120

Lab fee

This is the first course in the Adult Health Nursing sequence in the Practical Nursing Program. The focus of this course is on providing care to clients experiencing common health problems that affect the gastrointestinal, endocrine, genitourinary, reproductive, immune, and musculoskeletal systems. Cancer, surgery and fluid/electrolyte and acid/base imbalances are introduced to students as stressors that affect the entire body system. A seminar on the care of the geriatric client is presented, emphasizing not only care of those who are ill, but also those who are well. The nursing process provides the framework for planning, implementing, and evaluating the care of the geriatric and the adult client with common health problems. Learning is assisted through the use of various methodologies. Lectures, demonstrations, instructional technology, assigned readings, and supervised clinical experiences are utilized. Emphasis is placed on students actively participating in the learning process by utilizing collaborative learning exercises and critical thinking applications. The student must successfully complete this course before continuing in PNUR 105.

PNUR 105: Adult Health Nursing II (5 credits)

45 lecture hours; 90 clinical lab hours

Prerequisites: ENG 101; PSY 101; minimum grades of "C" in BIO 111, BIO 112; BIO 212; NUR 111, NUR 120; PNUR 101

Lab fee

This course completes the two-part Adult Health Nursing sequence. The students must have successfully completed PNUR 101 before continuing in PNUR 105. This course focuses on adult clients who are experiencing threats to adequate respiration, insults to cardiovascular integrity, and disorders of neurologic and sensory function. Selected psychiatric/mental health issues are examined. The student is expected to identify elements of healthy behavior, maladaptive and psychotic behavior, and other personality disorders. Learning is assisted through the use of lectures, demonstrations, conferences, visual aids, instructional technology, assigned readings, written projects, and supervised clinical experiences. Emphasis is placed on students actively participating in the learning process by utilizing collaborative learning exercises and critical thinking applications.

PNUR 110: Nursing of Child-Bearing and Child-Rearing Families (6 credits)

45 lecture hours; 135 clinical lab hours

Prerequisites: ENG 101; PSY 101; minimum grades of "C" in BIO 111, BIO 112, BIO 212; NUR 111, NUR 120; PNUR 101; and PNUR 105

Corequisite: PNUR 115

Lab fee

Course content is designed to assist the student in understanding needs of the expectant mother, infant, and family from the beginning of pregnancy through the childbearing period and understanding the needs of children as they grow and develop into adulthood. The promotion and maintenance of health during the rapidly developing years and the impact of illness on normal family life and growth, and development tasks will be emphasized. The phases of the nursing process are used to guide the student in the performance of therapeutic and protective nursing measures. Learning is assisted through the use of lectures, demonstrations, conferences, visual aids, instructional technology, assigned readings, written projects, and supervised clinical experiences. Emphasis is on students actively participating in the learning process by utilizing collaborative learning exercises and crticial thinking applications.

PNUR 115: Seminar in Practical Nursing Issues (1 credit)

15 lecture hours

Prerequisites: ENG 101; PSY 101; minimum grades of "C" in BIO 111, BIO 112, BIO 212; NUR 111, NUR 120; PNUR 101, PNUR 105

Corequisite: PNUR 110

Lab fee

The student examines the role of the Licensed Practical Nurse, legal and ethical responsibilities, and nursing organizations in preparation for employment. Content includes a review of current trends in the health care system and in nursing. The various roles and

responsibilities of the LPN are discussed. Opportunities for continuning education and career advancement are explored. Learning experiences include lecture, class discussion, and job search activities.

OFFICE ADMINISTRATION TECHNOLOGY OFAD

OFAD 100: Office Procedures (3 credits)

45 lecture hours

This office procedures course is designed to provide opportunities for students to become familiar with changes and challenges office workers may encounter in the twenty-first century workplace. Students explore various office careers for development of short- and long-term career goals; they also participate in various communications, technology, decision-making, time and organizational management simulations, case studies, role-playing, and other group/collaborative activities. New and experienced administrative and office support personnel also find this course useful.

OFAD 111: Typing and Medical Machine Transcription (3 credits)

30 lecture hours; 30 lab hours

Prerequisites: OFAD 119 or equivalent; OFAD 123

Corequisites: AH 130; BIO 107

Lab fee

This course provides opportunities for students to create, retrieve, and revise medical documents using word processing software. Documents are from various medical specialty units such as cardiovascular medicine, surgery, oncology, dermatology, urology, head and neck, and internal medicine, thereby further expanding the student's knowledge base in medical technology and terminology. OFAD 111 provides activities for students to work in a simulated medical center.

OFAD 116: Keyboarding (2 credits)

15 lecture hours; 30 lab hours

Lab fee

This course is designed for those who want to develop and strengthen keyboarding skills by "touch" to enable them to input data or text at relatively fast speeds. Students learn basic keyboard fingering techniques and develop speed and accuracy skills through extensive drill practice. Office Administration/Office Technology students should register for OFAD 123.

OFAD 117: Records Management (3 credits)

30 lecture hours

Students are introduced to principles and practices of effective records management for manual and computerized records systems. Key topics include treatment of records, current trends in records management, and legislation important to effective records management in business firms. Hands-on practice in the use of various filing systems, automated records systems, and imaging is provided.

OFAD 119: Word Processing Applications I (3 credits)

30 lecture hours; 30 lab hours

Prerequisite: OFAD 123 or keyboarding speed of 35 wpm

Lab fee

Passing this course with a "C" or better fulfills the College's Computer Literacy Requirement.

This course offers hands-on instruction in the use of Microsoft Word. The major features of this word processing software are presented and used in producing documents such as letters, memoranda, tables, and manuscripts from both handwritten and typewritten copy. Documents integrating the use of other Microsoft Office applications are a major focus.

OFAD 121: Word Processing Applications II (3 credits)

30 lecture hours; 30 lab hours

Prerequisites: OFAD 119 or equivalent; minimum keyboarding speed of 40 wpm

Lab fee

This course continues the development of advanced features of Microsoft Word, and includes the integration of spreadsheets, charts, multimedia presentations, and other applications commonly used for producing business documents and reports. Students will assemble and submit documents as attachments via e-mail and in report format using bindery equipment.

OFAD 123: Document Formatting I (3 credits)

30 lecture hours; 30 lab hours

Lab fee

This course is designed for the beginning student. Emphasis is on developing touch control of the keyboard and proper keyboarding techniques. Students also build speed and accuracy and learn to apply basic skills to formatting letters, reports, tables, memos, and other kinds of personal, personal/business, and business communications.

OFAD 124: Document Formatting II (3 credits)

30 lecture hours; 30 lab hours

Prerequisite: OFAD 123

Lab fee

The development of basic keyboarding skills is continued with emphasis on the use of word processing software to format various kinds of business correspondence, reports, tabulations, and forms from unarranged and rough-draft sources. An integrated office project is included in which students demonstrate formatting skills and assembling using bindery equipment.

OFAD 125: Document Production (3 credits)

30 lecture hours; 30 lab hours

Prerequisites: OFAD 124; OFAD 121

Lab fee

Advanced document processing techniques and high-level production work using word processing software are emphasized. Students are placed in office situations that emphasize such skills as editing, decision-making, abstracting information, setting priorities, following

directions, and working under pressure and with interruptions.

OFAD 206: Legal Procedures and Terminology (3 credits)

30 lecture hours; 30 lab hours

Prerequisites: OFAD 119; PLA 101

Lab fee

This course provides instruction in legal office procedures and legal document preparation. From keyboarded copy and dictated material, students will produce legal forms representing various areas of law. Emphasis is on spelling, pronunciation, and meaning of the language of the law.

OFAD 210: Typing Speed and Accuracy I (2 credits)

15 lecture hours; 30 lab hours

Prerequisite: Keyboarding/typewriting experience

Lab fee

This course is designed for students who wish to increase/improve typing speed and accuracy at an accelerated rate. Diagnostic drills identify problem areas and recommend practice exercises to enhance skill level.

OFAD 211: Typing Speed and Accuracy II (2 credits)

15 lecture hours; 30 lab hours

Prerequisite: Keyboarding/typewriting experience

Lab fee

This course is designed for students who wish to continue increasing/improving their present typing speed and accuracy at an accelerated rate. Diagnostic drills identify problem areas and recommend practice exercises to enhance skill level.

OFAD 215: Office Management (3 credits)

30 lecture hours; 30 lab hours

Prerequisites: ENG 113, OFAD 119; OFAD 125

Lab fee

Office Management is designed to prepare students for employment in an office environment that requires high-level office procedures and office management skills. The course focuses on preparing administrative assistants for broader roles as professional members of the management team.

OFAD 225: Medical Machine Transcription I (4 credits)

45 lecture hours; 30 lab hours

Prerequisites: Keyboarding speed of 40 correct words a minute (CWAM); advanced word processing skills; AH 130; BIO 111; ENG 101

Lab fee

Opportunities are provided for Medical Transcriptionist majors to apply previously learned knowledge and skills in word processing, medical terminology, language arts, and document formatting. Students receive practice in transcribing authentic physician-dictated reports. Emphasis is on final, neat, error-free transcription.

OFAD 226: Medical Machine Transcription II (4 credits)

45 lecture hours; 30 lab hours

Prerequisite: OFAD 225

Lab fee

This course continues OFAD 225 and provides additional opportunities for Medical Transcriptionist majors to apply advanced skills in word processing, medical terminology, language arts, and document formatting. Students receive practice in transcribing authentic physician-dictated reports. Emphasis is on final, neat, error-free transcription.

OFAD 227: Medical Machine Transcription III (4 credits)

45 lecture hours; 30 lab hours

Prerequisite: OFAD 226

Lab fee

This course is the third-level transcription course for Medical Transcriptionist majors. It focuses on authentic physician-dictated reports in the areas of cardiology and gastroenterology. Emphasis is on final, neat, error-free transcription.

OFAD 250: Office Administration/Technology Internship (2 credits)

30 lecture hours

Prerequisites: ENG 101; OFAD 100; OFAD 119; OFAD 124; SP 101

Corequisites: OFAD 125; OFAD 121

Students have an opportunity to receive concurrent on-the-job learning experiences and related classroom instruction, which develop occupational competence in office skills. Students earn academic credit while employed in local public or private sectors. This internship experience requires a minimum of 60 hours on-the-job training.

ORIENTATION PRE

PRE 100: Preparation for Academic Achievement (1 credit)

15 lecture hours

All new, degree- or certificate-seeking students and students entering with fewer than 15 credits are required to complete the College's Orientation course. The purpose of this course is to provide information necessary for academic success in college and to give students knowledge of what to expect in their classes. Students learn strategies that empower them to achieve success.

Note: Students may substitute CSS 110: College Success Seminar for PRE 100. Students in the Dietetic Technician Program may substitute DNT 110: Orientation to Dietetics.

PHILOSOPHY PHI

PHI 101: Introduction to Philosophy (3 credits)

Meets Category I General Education Requirements

45 lecture hours

Prerequisite: ENG 82 (For ESL: ELI 82W) or appropriate ACCUPLACER scores

Students probe what is called human wisdom through an examination of representative philosophical problems and proposed alternatives in epistemology, metaphysics, axiology, politics, and religion.

PHI 104: Logic and Critical Thinking (3 credits)

Meets Category I General Education Requirements

45 lecture hours

Prerequisite: ENG 82 (For ESL: ELI 82W) or appropriate ACCUPLACER scores

Students are introduced to the principles of reasoning and reflective thinking. Argumentation, analysis, inductive and deductive reasoning, fallacies, and logical techniques are explored. The course also examines classical reasoning as well as how critical reasoning may be applied to gender, race, ethnicity, and class.

PHI 105: Introduction to Professional Ethics (3 credits)

Meets Category VI General Education Requirements

45 lecture hours

Prerequisite: ENG 82 (For ESL: ELI 82W) or appropriate ACCUPLACER scores

Students use a multicultural approach to understanding the main dilemmas in making ethical/moral decisions that affect a person's life and the culture in which he/she lives. Various classical and current issues are considered and discussed from Western and non-Western perspectives. Issues covered include but are not limited to business, government, legal, medical, personal, and societal ethics.

PHI 201: Comparative Religion (3 credits)

Meets Category I General Education Requirements

45 lecture hours

Prerequisite: ENG 82 (For ESL: ELI 82W) or appropriate ACCUPLACER scores

The practices and philosophies of the major religions of the Western World are examined. Consideration is given to the development of the literature, tradition, thought, and practices of various cultures.

PHYSICAL THERAPIST ASSISTANT PTT

PTT 112: Introduction to Physical Therapist Assisting (2 credits)

30 lecture hours

Prerequisites: admission to the Physical Therapist Assistant Program; ENG 101; PSY 101; BIO 111; BIO 112; and MAT 107 or MAT 128

Corequisite: PTT 120

Students are introduced to the philosophy, history, and role of the physical therapist assistant in the healthcare setting. Emphasis is on medical technology and abbreviations, achieving competence in medical documentation, oral communication skills, and the laws and ethics that govern the physical therapy profession. Topics include licensure, scope of practice, infringement, cultural diversity, and legal levels of supervision. The impact of disability is explored along with the overall role of the physical therapist assistant as caregiver. Basic elements of clinical problem solving are introduced.

PTT 120: Physical Therapist Assisting

Procedures I (5 credits)

45 lecture hours; 90 skills and teaching lab hours

Prerequisites or Corequisite: PTT 112

Lab fee

This course is the first of a four-part sequence of physical therapy functions. Students study the principles and practices in the therapeutic application of physical therapy modalities, exercise, basic aseptic techniques, compression techniques, bandaging, body mechanics in patient care, positioning techniques, massage, goniometric joint measurements, and instruction of the patient in functional tasks. Hydrotherapy and wound care is usually conducted off-campus at a local hospital.

PTT 140: Medical Lectures (4 credits)

60 lecture hours

Prerequisite: completion of all first-semester Physical Therapist Assistant Program courses

Corequisite: PTT 150

This course consists of lectures and case studies of the medical, orthopedic, cardiopulmonary, and neurological conditions most frequently treated by physical therapist assistants. Emphasis is placed on disease manifestations, etiology, pathological processes, and therapeutic management. Patient videotapes, and other support materials are reviewed.

PTT 150: Physical Therapist Assisting Procedures II (5 credits)

45 lecture hours; 90 skills and teaching lab hours

Prerequisite: completion of all first-semester Physical Therapist Assistant Program courses

Corequisite: PTT 140

Lab fee

This course is a continuation of PTT 120. Students study the principles and therapeutic applications of electrical stimulation, traction, ultrasound, gait training, assistive

devices, advanced transfers training and additional modalities. A number of full-day clinical experiences in patient care are provided off-campus. Students are required to demonstrate clinical competency as well as academic proficiency in order to progress to the next clinical course.

PTT 210: Physical Therapist Assisting Seminar (2 credits)

30 lecture hours

Corequisite: PTT 250

This course includes presentations and discussions of physical therapy topics including kinesiology, therapeutic exercise, geriatrics, spinal cord injury, CVA, women's health, case studies with treatment progressions, clinical and licensing issues, resume and job interviewing techniques, anatomy review via prepared cadaver dissections, and group discussions and activities with physical therapy students.

PTT 213: Clinical Education II (4 credits)

200 clinical hours of 40 hours per week for 5 weeks

Prerequisites: PTT 210; PTT 250

A supervised, concentrated, and practical hands-on experience during a five-week clinical assignment in a hospital, extended care facility, or out-patient clinic is provided. Students are expected to progress according to weekly goals in planning and implementing patient treatment, chart review, documentation, time management, and communication with all staff.

PTT 214: Clinical Education III (4 credits)

240 clinical hours of 40 hours per week for 6 weeks

Prerequisites: PTT 210; PTT 250

A six-week clinical assignment in a hospital, rehab center or specialty facility, extended care facility, or out-patient clinic is provided. Students are expected to build onto prior experiences in the clinic and progress to entry-level competency as a physical therapist assistant.

PTT 215: Pediatric Rehabilitation Procedures (2 credits)

15 lecture hours; 45 skills and teaching lab hours

Prerequisites: : PTT 112, PTT 120, PTT 140, PTT 150

Lab fee

Basic knowledge of growth and development and skills used to treat neurologically and orthopedically impaired children and adults is provided. Practice in applying these skills, principles of behavior management, bracing and teaching techniques are included.

PTT 240: Physical Therapist Assisting Procedures III (5 credits)

45 lecture hours; 90 skills and teaching lab hours

Prerequisites: completion of all first-year Physical Therapist Assistant Program courses, PT 215, and passing written and practical comprehensive examinations administered in late August.

Corequisite: PTT 260

Lab fee

The musculoskeletal and neuromuscular systems are studied in depth. Principles of normal movement and human locomotion are emphasized along with basic pathokinesiology. Therapeutic exercise is approached through the scientific principles acquired from anatomy, physiology, and pathology. Students learn appropriate exercise progressions for orthopedic and neurologic disorders to facilitate optimum patient function.

PTT 250: Physical Therapist Assisting Procedures IV (4 credits)

30 lecture hours; 60 skills and teaching lab hours

Prerequisites: PTT 240 and PTT 260

Corequisite: PTT 210

Lab fee

This is the final course in the four-part procedures sequence. Students study selected medical, neurologic, and orthopedic disabilities with emphasis placed on more advanced therapeutic techniques. Modules include amputees and prosthetics, cardiopulmonary rehabilitation, orthopedic conditions, Proprioceptive Neuromuscular Facilitation techniques, and Neurodevelopmental Treatment.

PTT 260: Clinical Education I (3 credits)

15 lecture hours; 104 hours clinical assignment

Prerequisite: Completion of all first-year Physical Therapist Assistant Program courses, PT 215, and passing written and practical comprehensive examinations administered in late August.

Corequisite: PTT 240

Students participate in supervised clinical experiences 1 full day per week at several different settings with emphasis on integration of procedures taught in prior and current PTT coursework, reinforcement of professional relations skills, safety, treatment documentation, time management, and oral communication.
The classroom component focuses on the etiology, manifestations, and physical therapy management of specific central and peripheral nervous system disorders. Students participate in individual and group treatment program planning and progressions based upon real Physical Therapy initial evaluations; opportunities are provided for class demonstrations of specific program ideas and techniques that are observed in clinic. Appropriate lecture time is devoted to group discussion of each week's clinical experiences.

PHYSICS PHY

PHY 101: Fundamentals of Physics I (4 credits)

Meets Category III General Education Requirements

45 lecture hours; 45 lab hours

Prerequisites: MAT 128; ENG 82 (For ESL: ELI 82W) or appropriate ACCUPLACER scores

Lab fee

The laws and principles of physics are surveyed for the liberal arts or pre-professional science student. The course emphasizes measurement, optics, kinematics, dynamic equilibrium, and energy.

PHY 102: Fundamentals of Physics II (4 credits)

45 lecture hours; 45 lab hours

Prerequisites: MAT 128; ENG 82 (For ESL: ELI 82W) or appropriate ACCUPLACER scores

Lab fee

The focus is on fluids, elasticity of matter, waves, electricity, magnetism, and modern physics.

PHY 199: Individual Study in Physics

Prerequisite: satisfactory completion of at least one PHY course

See IS-Individual Study, p. 159.

PHY 203: General Physics I (5 credits)

Meets Category III General Education Requirements

60 lecture hours; 45 lab hours

Prerequisite: MAT 140

Corequisite: MAT 141

Lab fee

This calculus-based physics course is intended for students majoring in mathematics, the natural sciences, computer science, or engineering. While the course doesn't assume any prior knowledge of physics, knowledge of calculus is essential. PHY 203 is the first course in a two-semester general physics sequence and covers mechanics, fluid mechanics, waves, and sound.

PHY 204: General Physics II (5 credits)

Meets Category III General Education Requirements

60 lecture hours; 45 lab hours

Prerequisites: MAT 141; PHY 203

Lab fee

PHY 204 continues PHY 203. The course is intended for students majoring in the natural sciences, mathematics, engineering and computer science. PHY 204 covers heat, thermodynamics, electricity, magnetism, and optics.

POLITICAL SCIENCE PS

PS 101: American Government (3 credits)

Meets Category II General Education Requirements

45 lecture hours

Prerequisite: ENG 82 (For ESL: ELI 82W) or appropriate ACCUPLACER scores

Background in the theory, organization, politics, functions, and problems of the American Federal system of government is presented. National institutions--the Presidency, the Congress, and the Federal courts--are examined in light of the Constitution and its historical development.

PS 102: State and Local Government (3 credits)

Meets Category II General Education Requirements

45 lecture hours

Prerequisite: ENG 82 (For ESL: ELI 82W) or appropriate ACCUPLACER scores

Students study state and local governmental structures and functions within the framework of the federal and state constitutions. Specific attention is given to government in the state of Maryland.

PS 201: Thurgood Marshall's Legacy: Law and the Politics of Social Change (3 credits)

Meets Category II General Education Requirements

45 lecture hours

Prerequisite: Any college-level sociology or political science or history course or permission of the Instructor.

This course will examine the legacy of Thurgood Marshall's life from a historical, political, and legal perspective. The class will explore how Thurgood Marshall used the law as an agent for social change and social justice for African Americans. Students develop the knowledge and skills to understand and critically evaluate the interaction of law, politics, social struggle, reform activity, and social change during the Civil Rights Movement.

PS 203: Public Policy Analysis (3 credits)

Meets Category II General Education Requirements

45 lecture hours

Prerequisites: PS 101, PS 102, ENG 101, or permission of Program Coodinator

This course takes students through the stages of analyzing policies of public significance. The course exhaustively examines the classical types of public policy. Students learn how issues are identified and brought to the attention of those elected or appointed officials who have the responsibility for resolving such issues.

PS 204: Public Policy Seminar (3 credits)

Meets Category II General Education Requirements

45 lecture hours

Prerequisites: ECO 201, PS 203, or permission of Program Coordinator

This seminar is designed to provide students with the opportunity to meet and interact with public policy practitioners. The seminar complements the Public Policy Option long-term goal of combining theory with practice for maximum knowledge and mastery. Students participate in formal and informal forums in which they can expand their knowledge about the concepts of government policy. The role and influences of Non-Governmental Organizations (NGOs) and other entities, such as the United Nations, World Bank, International Monetary Fund, Organization of African Unity, and the Organization of American States, among others, are examined.

PS 207: International Relations (3 credits)

Meets Category II General Education Requirements

45 lecture hours

Prerequisite: PS 204 or permission of Program Coordinator

This course exposes students to the concepts of international relations and their relationship to America's global, vital, and strategic interests.

PSYCHOLOGY PSY

PSY 101: Introductory Psychology (3 credits)

Meets Category II General Education Requirements

45 lecture hours

Prerequisites: ENG 82 (For ESL: ELI 82W) or appropriate ACCUPLACER scores

Students are introduced to the scientific study of behavior and a survey of the physiological, emotional, intellectual, and social forces that influence the development of human behavior.

PSY 102: Applied Psychology (3 credits)

45 lecture hours

Prerequisites: ENG 82 (For ESL: ELI 82W) or appropriate ACCUPLACER scores

This course is flexibly designed to meet the needs of community groups. It can be adjusted to present psychological principles of police work, drug abuse counseling, business, industry, or other areas of interest.

PSY 103: Psychology of Personality (3 credits)

45 lecture hours

Prerequisite: PSY 101

The major theories of personality and patterns of adjustive behavior are examined.

PSY 104: Developmental Psychology (3 credits)

Meets Category II General Education Requirements

45 lecture hours

Prerequisite: PSY 101

This course deals with evolving growth and emerging behavior patterns from birth through old age. Films and observations are included.

PSY 105: Behavior Modification (3 credits)

45 lecture hours

Prerequisite: PSY 101

Behavior and methods of predicting and modifying it are studied. Techniques of changing one's own and others' behavior in the home, school, or business are examined.

PSY 119: Psychology and the Law (3 credits)

45 lecture hours

Prerequisite: PSY 101

The legal system is examined through the use of psychological concepts, methods, and research results. The course is organized around several basic conflicts that pervade a psychological analysis of law: the rights of individuals versus the common good; to discover the truth or to resolve conflicts; and science versus the law as a source of decisions. These conflicts generate dilemmas that persist and recur, whether the topic is the rights of persons with mental illness, training of lawyers, or punishments prescribed by judges. Society demands responses to these conflicts, and psychology provides methods and empirical results that bear on their resolution.

PSY 120: Introduction to Scientific Psychology (4 credits)

Meets Category II General Education Requirements

60 lecture hours

Prerequisites: ENG 82 (For ESL: ELI 82W) or appropriate ACCUPLACER scores

Lab fee

The scientific process as it applies to the study of behavioral and mental processes is introduced. Within the structure of the scientific process, the course provides a survey of the physiological, emotional, and social forces that influence scientific research activities.

PSY 121 Parenting Across the Life Span (3 Credits)

Prerequisites: RDG 81, ENG 82

This course focuses on parent-child interaction, roles, and responsibilities throughout the life cycle, analysis of parenting strategies, contemporary variation of family cultures, structures, and lifestyles, and sources of education and support. Topics covered are areas of concern to parents and professionals working with parents. These include: definitions, changing conceptions of parenthood, current issues affecting parenting, parents and adult children, grand parenting, caring for elderly parents.

PSY 199: Individual Study in Psychology (3 credits)

See IS-Individual Study, p. 159.

PSY 201: Educational Psychology (3 credits)

45 lecture hours

Prerequisite: PSY 101

Students examine psychological findings and concepts as they apply to educational situations. Techniques for measuring an individual's capacity and achievement are studied.

PSY 202: Psychology of Exceptionality (3 credits)

45 lecture hours

Prerequisite: PSY 101

The psychological and social factors involved in exceptionality from childhood through adulthood are introduced. Teaching techniques and the rehabilitation of the disturbed exceptional person are studied.

PSY 203: Criminal Psychology (3 credits)

45 lecture hours

Prerequisite: PSY 101

Students study the psychological factors relevant to criminal behavior in juveniles and adults. Significance of the criminal act as a reflection of sociocultural and personal adjustment is explored. Methods of identifying and assessing the offender are reviewed. Techniques for the alteration of conduct in juvenile and adult offenders are analyzed.

PSY 204: Introduction to Abnormal Psychology (3 credits)

45 lecture hours

Prerequisite: PSY 101

An understanding of adaptive and maladaptive behavior and social attitudes toward mental health/illness is provided. Local resources for the assistance of the emotionally disturbed are surveyed.

PSY 205: Psychology of Early Childhood (3 credits)

45 lecture hours

Prerequisite: PSY 101 or permission of the instructor

The mental, emotional, and social life of the preschool child and the impact of familial, social, and formal educative influences during the first six years are covered.

PSY 206: Social Psychology (3 credits)

45 lecture hours

Prerequisite: PSY 101 or permission of the instructor

The methods and findings of social psychology from the classic studies to cutting-edge research are examined. Focus is on how people interact in social situations; how they influence each other's judgments, task performance, and attitudes. Some topics considered are prejudice and intergroup conflict, the self, attributional biases and errors, social motives (such as sex, altruism, or aggression), attraction and relationships, and cognitive dissonance.

PSY 207: Psychology of Human Learning and Behavior (3 credits)

45 lecture hours

Prerequisites: PSY 101; ENG 101

The course provides a scientific/philosophic and brain research foundation for the understanding of the learning process and the acquisition of knowledge. Participants examine all aspects of human learning and cognition, from the simplest phenomena of conditioning to complex decisionmaking. In addition, the course explores, from a balanced perspective, the biological bases of learning and cognition at all levels.

PSY 208: Psychology of Adolescent Development (3 credits)

45 lecture hours

Prerequisites: PSY 101; ENG 101

This course presents an overview of current research and theory on adolescent development, with special focus on the family, school, peer group, and community contexts within which adolescents live and grow. Students gain an understanding of the biological and social processes that influence development, the challenges and risks facing adolescents today, and the factors that promote positive development. Current issues related to adolescence and the implications of policy and practice on adolescent development are discussed throughout the course.

READING RDG

RDG 80: Intensive Support Program in Reading (0 credits)

60 contact hours of combined lecture and laboratory instruction; A, B, C, or F grade; considered four semester hours for billing and scheduling purposes. Offered every semester, days and evenings.

Prerequisite: ACCUPLACER test score between 0 and 49 for Reading Comprehension

This is the first in the sequence of developmental reading courses. The course offers instruction in developing basic reading skills including word attack skills, literal comprehension, organization of ideas and support, and study skills, which provide students with the beginning skills needed to be successful in college and life.

RDG 81: Reading Skills (0 credits)

60 contact hours of combined lecture and laboratory instruction; A, B, C, or F grade; considered four semester hours for billing and scheduling purposes. Offered every semester, days and evenings.

Prerequisite: RDG 80 or ACCUPLACER test score between 50 and 65 for Reading Comprehension

This is the second course in the developmental reading sequence. The course offers instruction in developing skills necessary to improve reading competency. Emphasis is placed on vocabulary development, accurate comprehension, and critical and inferential reading skills necessary for success in college and life.

RESPIRATORY CARE RC

RC 111: Cardiorespiratory Science (2 credits)

30 lecture hours

Prerequisites: PRE 100; BIO 111, BIO 112; ENG 101; PSY 120; MAT 128; admission to the Respiratory Care Program

Corequisites: RC 112, RC 113, RC 115; BIO 115, BIO 212;

Students are offered an overview of the healthcare delivery system, the hospital environment, and the organization and history of the Respiratory Care profession. Students develop such healthcare skills as basic patient needs, asepsis, body mechanics, applied medical terminology, basic physical assessment skills, and interview techniques. OSHA principles of barrier protection for blood and body fluid exposures are taught. The Problem Orientation Medical Record (POMR) is demonstrated as the preferred patient database format. Medical ethics, the patient Bill of Rights, confidentiality, and basic respiratory care modalities, including medical gas therapy, humidity therapy, medicated aerosol therapy, chest physiotherapy, hyperinflation therapy, airway management, and environmental therapies are introduced. Emphasis is on equipment application, theory of operation, therapist-driven protocols, and clinical practice guidelines. RC 112 is the supporting laboratory course for RC 111.

RC 112: Cardiorespiratory Equipment I (1 credit)

45 lab hours

Prerequisites: PRE 100; BIO 111, BIO 112; ENG 101; PSY 120; MAT 128; admission to the Respiratory Care Program

Corequisites: RC 111, RC 113, RC 115; BIO 212;

The lab emphasizes skill-development of non-critical respiratory care treatment modalities. Skills mastered include medical gas therapy, humidity therapy, hyperinflation therapies, environmental therapy, chest physiotherapy, and airway management. Emphasis is on equipment application and theory of operation. Therapist-driven protocols and clinical practice guidelines provide the context for this course. RC 111 is the supporting lecture course for RC 112.

RC 113: Cardiopulmonary Anatomy and Physiology (3 credits)

45 lecture hours

Prerequisites: PRE 100; BIO 111, BIO 112; ENG 101; PSY 120; MAT 128; admission to the Respiratory Care Program

Corequisites: RC 111, RC 112, RC 115; BIO 212

RC 113 studies the normal and abnormal pathophysiology of the cardiac, pulmonary, and renal systems. The mechanisms of homeostatic control for acid base balance, ventilation, gas transport, and circulation are stressed. The basic physiology of clinical cardiopulmonary monitoring is presented. Topics describing the lifelong changes in the physiology of the cardiopulmonary system introduce the biology of aging.

RC 115: Clinical Practicum I (2 credits)

96 clinical hours; 30 conference hours

Prerequisites: PRE 100; BIO 111, BIO 112; ENG 101; PSY 120; MAT 128; admission to the Respiratory Care Program

Corequisites: RC 111, RC 112, RC 113; BIO 212

This course is an introduction to respiratory care of the noncritically ill patient in the clinical environment. Emphasis is on hospital decorum, departmental protocols, clinical practice guidelines, POMR, patient identification, basic patient needs, asepsis, body mechanics, applied medical terminology, basic physical assessment skills, interview techniques, and communication skills. The student is required to observe all non-critical respiratory care treatment modalities and to develop respiratory care plans as assigned. Equipment theory and application are reinforced. Weekly clinical conferences focus on case studies, medical intelligence, respiratory care plans, patient education, and development of expanded skills. Ethical practice of respiratory care is emphasized, and clinical skills developed in this practicum must be maintained throughout the Program.

RC 121: Cardiorespiratory Science II (3 credits)

45 lecture hours

Prerequisites: BIO 212; RC 111, RC 112, RC 113, RC 115

Corequisites: RC 122, RC 123, RC 125, RC 127

This course introduces the concept of Acute Respiratory Care provided to the mechanically ventilated adult patient. The student is presented with physiological and clinical indications for mechanical ventilation. Lecture topics include ventilator design and function, airway management, physiological monitoring, modes of ventilation, techniques for improving oxygenation, and weaning strategies. The critical thinking skills required for the application of therapist-driven protocols as supported by clinical practice guidelines are developed through simulated respiratory care plans. RC 121 is the supporting lecture course for RC 122.

RC 122: Cardiorespiratory Equipment II (1 credit)

45 lab hours

Prerequisites: BIO 212; RC 111, RC 112, RC 113, RC 115

Corequisites: RC 121, RC 123, RC 125, RC 127

Equipment theory and application of acute respiratory modalities in adult care are the major focus. Acute respiratory care modalities include mechanical ventilation, airway management, and physiological monitoring of the cardiopulmonary system, ventilator protocols, and special procedures. Critical thinking skills are developed using computer simulations of care plans and patient problems supported by interactive laboratory exercises. RC 122 is the supporting laboratory course for RC 121.

RC 123: Manifestations of Cardiorespiratory Disease (3 credits)

45 lecture hours

Prerequisites: BIO 212; RC 111, RC 112, RC 113, RC 115

Corequisites: RC 121, RC 122, RC 125, RC 127

RC 123 is a course in cardiorespiratory pathophysiology where the emphasis is placed on the etiology, clinical manifestations, diagnosis, therapeutics, and prognosis of acute and chronic diseases of the cardiopulmonary system. Students receive didactic preparation in the following advanced assessment skills: chest physical examination, reading of the chest x-ray, assessment of clinical laboratory values, and physiological monitoring. Selected case studies are used to develop respiratory care plans based on therapist-driven protocols.

RC 125: Clinical Practicum II (4 credits)

180 practicum hours; 30 conference hours

Prerequisites: BIO 212; RC 111, RC 112, RC 113, RC 115

Corequisites: RC 121, RC 122, RC 123, RC 127

This practicum emphasizes the respiratory care of the adult in the sub-acute setting. The focus is on departmental protocols, clinical practice guidelines, POMR, patient identification, and communication skills. The ethical practice of respiratory care is emphasized as the student maintains previously mastered clinical skills. The student is required to demonstrate proficiency in the following modalities: oxygen therapy, humidity therapy, aerosol therapy, airway management, hyperinflation therapy, chest physiotherapy, and environmental therapy. Weekly clinical conferences focus on case studies, medical intelligence, respiratory care plans, patient education, and development of expanded skills.

RC 127: Cardiorespiratory Pharmacology (3 credits)

45 lecture hours

Prerequisites: BIO 212; RC 111, RC 112, RC 113, RC 115

Corequisites: RC 121, RC 122, RC 123, RC 125

RC 127 is a course in clinical pharmacology focusing on the classes of medications appropriate for the pharmacological support of the cardiopulmonary patient. The basic principles of pharmacology, dosage, central nervous system activity, drug interactions, and specificity are presented.

RC 135: Clinical Practicum III (4 credits)

180 practicum hours; 30 conference hours

Prerequisite: RC 121, RC 122, RC 123, RC 125, RC 127

Corequisite: Entry-level self-assessment exam with a score of 75% or better completed by the 6th week

RC 135 is the third practicum, with a new emphasis on adult critical care. The student continues to develop professional skills focusing on departmental protocols, practice guidelines, POMR, patient education, and communication. Professional development includes specialized learning experiences in advanced therapeutic modalities, introduction to mechanical ventilation, introduction to cardiovascular monitoring, special procedures, basic EKG interpretation, intubations, and patient education. Ethical practice of respiratory care is emphasized as the student maintains previously mastered clinical skills. Weekly clinical conferences focus on case studies, medical intelligence, respiratory care plans, patient education, and development of expanded skills. As a requirement for progression into the second year, the student must pass comprehensive written and practical examinations.

RC 211: Cardiorespiratory Science III (2 credits)

30 lecture hours

Corequisites: RC 212, RC 213, RC 214, and RC 215

This course introduces respiratory care of the neonatal/pediatric patient with emphasis on the pathophysiology of cardiopulmonary disease. It reviews basic and advanced respiratory care treatment modalities as applied to neonatal/pediatric patients. Clinical indications and theory of newborn and pediatric mechanical ventilation are supported by simulated clinical problems. The critical thinking skills required for the application of therapist-driven protocols as supported by clinical practice guidelines are developed through simulated respiratory care plans. RC 211 is the supporting lecture course for RC 212.

RC 212: Cardiorespiratory Equipment Lab III (1 credit)

45 lab hours

Prerequisite: RC 135

Corequisites: RC 211, RC 213, RC 214, and RC 215

Lab fee

This course emphasizes skill development in basic and acute respiratory care modalities for the newborn and pediatric patient populations. Continued emphasis is placed on professionalism, competence, and protocol. RC 212 is the supporting laboratory course for RC 211.

RC 213: Cardiorespiratory Diagnostics (2 credits)

30 lecture hours

Prerequisite: RC 135

Corequisites: RC 211, RC 212, RC 214, and RC 215

This course develops knowledge for the evaluation of flows, volumes, and capacities of the normal and diseased lung. Airway resistance, pulmonary compliance, indirect calorimetry, apnea, polysomography, and special studies are included. An introduction to cardiopulmonary stress testing, non-invasive cardiac monitoring techniques, and cardiac catheterization is provided. RC 213 is the supporting lecture course for RC 214.

RC 214: Cardiorespiratory Diagnostics Lab (1 credit)

45 lecture hours

Lab fee

RC 214 is a laboratory in which the student develops skills in pulmonary function testing, apnea monitoring, blood gas analysis, and Holter monitoring. Invasive and non-invasive cardiac diagnostics and polysomography are procedures that are observed in the clinical setting. RC 214 is the supporting laboratory course for RC 213.

RC 215: Clinical Practicum IV (4 credits)

180 practicum hours; 30 conference hours

Prerequisite: RC 135 with a minimum grade of "C" on all proficiency exams

This course is a continuation of RC 135 with emphasis on the integration of patient assessment and critical thinking techniques required in the advanced respiratory care plan. The student demonstrates the ability to perform the clinical competencies of the respiratory care practitioner in the adult acute respiratory care setting. Weekly clinical conferences focus on case studies, medical intelligence, respiratory care plans, patient education, advanced cardiac life support, and development of expanded skills.

RC 221: Respiratory Care Seminar (1 credit)

15 seminar hours

Prerequisites: RC 211, RC 212, RC 213, RC 214, RC 215; permission of the Respiratory Care Program Coordinator required for repeating this course

Corequisites: RC 225, RC 223; completion of all graduation requirements

This seminar prepares the student with a content review and a preview of the credentialing examination process of the National Board for Respiratory Care (NBRC) exams. The student will take practice examinations for the NBRC's entry level certified Respiratory Therapist (CRT), written registry examination (WRRT) and clinical simulation (CSRRT) examinations. The student will take the NBRC's secure self assessment examination - written registry (Secure SAE WRRT). The student must successfully pass the complete NBRC's SAE WRRT examination as a requirement for graduation.

RC 223: Rehabilitation and Continuing Care (2 credits)

30 lecture hours

Prerequisites: RC 211, RC 212, RC 213, RC 214, RC 215

Corequisites: RC 225, RT 221; completion of all graduation requirements

This course describes the cardiorespiratory care needs of chronically ill patients. The student is introduced to the concepts of discharge planning, case management, patient-centered care, adult patient education, and the need for rehabilitation of the cardiopulmonary patient. Medical and psychosocial needs of the chronic ventilator-dependent patients who are accommodated at traditional and alternate care sites are explored. The socio-economic issues of long-term respiratory care and the special needs of the chronically ill are presented. The use of clinical practice guidelines and the therapist-driven protocols are stressed.

RC 225: Clinical Practicum V (4 credits)

180 practicum hours; 30 conference hours

Prerequisites: RC 211, RC 212, RC 213, RC 214, RC 215

Corequisites: RC 221, RC 223; completion of all graduation requirements

RC 225 is a three-part clinical practicum in which the student is assigned to clinical rotations in Pediatric and Neonatal Intensive Care, Pulmonary Function/Special Procedure laboratories, and alternative care sites. The neonatal/ pediatric practicum focuses on the specialized adaptations of respiratory care modalities applied to this patient population. Emphasis is on departmental protocols, practice guidelines, POMR, patient identification, and communication skills. Maintenance of previously mastered skills is required. During this rotation, the student is assigned the duties of an advanced practitioner under direct supervision. Weekly clinical conferences focus on case studies, medical intelligence, respiratory care plans, patient education, and development of expanded skills. As a requirement for course completion/graduation, the student must pass the Comprehensive Entry Level Registry and NBRC's Clinical Simulation Self-Assessment Examinations.

SCIENCE SCI

SCI 100: Elements of Earth Science (3 credits)

45 lecture hours

Prerequisites: MAT 81, ENG 82 (For ESL: ELI 82W) or appropriate ACCUPLACER scores

Students are introduced to the study of the earth, presenting basic concepts from astronomy, cartography, geology, meteorology, and climatology.

SCI 103: Introductory Astronomy (3 credits)

45 lecture hours

Prerequisites: MAT 81; ENG 82 or ENG 101 (For ESL: ELI 82W); or appropriate ACCUPLACER scores

This course is a basic examination of the solar system using lecture, study in the College Planetarium, and telescopic observations.

SCI 106: Introductory Oceanography (3 credits)

45 lecture hours

Prerequisites: MAT 81; ENG 82 (For ESL: ELI 82W) or appropriate ACCUPLACER scores

The life of the sea is studied in terms of its interactions with the rest of the environment. Lectures, labs, and field trips explore oceanic phenomena. It is frequently offered as a telecourse.

SCI 110: Physical Science (4 credits)

Meets Category III General Education Requirements

45 lecture hours; 30 lab hours

Prerequisites: MAT 82; ENG 82 or ENG 101

(For ESL: ELI 82W) or appropriate ACCUPLACER scores

Lab fee

This course is a laboratory science course for non-science majors presenting fundamental scientific concepts and principles related to the physical sciences. Considerable attention is given to lecture demonstrations.

PHSC 110: Physical Science (4 credits)

Meets Category III General Education Requirements

45 lecture hours; 30 lab hours

Prerequisites: MAT 82 and ENG 82 (For ESL: ELI 82W) or appropriate ACCUPLACER scores

This course, a laboratory directed, inquiry based course designed to meet the Category III General Education requirement (Biological and Physical Sciences), is required in several education majors and is for in-service teachers. The course presents fundamental concepts and principles related to the physical sciences. The main topics are properties of matter (mass, area, volume, density), heat, electric circuits, light and motion. A journal is maintained and a written project is required. Students do laboratories in collaborative groups. Significant short inquiry based laboratories are used, supported by short lectures and demonstrations. Computers are used for some of the laboratories, demonstrations and as part of the required project.

PHSC 120: Contemporary Chemistry/Physical Science (4 credits)

Meets Category III General Education Requirements

45 lecture hours; 30 lab hours

Prerequisites: MAT 82; ENG 82 (For ESL: ELI 82W) or appropriate ACCUPLACER scores

Lab fee

The chemical aspects of physical science from a "constructivist" point of view are emphasized. A combination of learning styles, including reading, discussion, and handson laboratory activities is utilized. Topics are selected from a variety of sources to allow exploration of many important chemical concepts and applications of chemistry. Integration of chemistry with other science disciplines and mathematics is stressed.

SCI 199: Individual Study in Physical Science (3 credits)

Prerequisite: 1 course in physical science

See IS-Individual Study, p. 159.

SOCIOLOGY SOC

SOC 101: Introduction to Sociology (3 credits)

Meets Category II General Education Requirements

45 lecture hours

Prerequisite: ENG 82 (For ESL: ELI 82W) or appropriate ACCUPLACER scores

The study of society is introduced with emphasis on sociological concepts, methods, and theories about social structures and processes. Included in this overview of sociology is analysis of social organization, culture, socialization, social inequality, and social change. (Students completing SOC 101 should not take the four-credit introductory course, SOC 120).

SOC 102: Social Problems (3 credits)

45 lecture hours

Prerequisites: ENG 82 (For ESL: ELI 82W) or appropriate ACCUPLACER scores

The social causes, effects, and possible treatments of major social problems are analyzed. Students explore the definitions of social phenomena as problems and the value conflicts inherent in such definitions. Consideration is given to technological changes and cultural influences as they relate to recurrent and evolving social problems.

SOC 103: Marriage and the Family (3 credits)

45 lecture hours

Prerequisite: ENG 82 (For ESL: ELI 82W) or appropriate ACCUPLACER scores

The family as a social institution is studied. The course applies sociological concepts, theories, research, and crosscultural perspectives to understanding courtship, marriage, and family institutions. Topics examined include sexuality, love, marital adjustment, parenthood, childhood, gender roles, alternative life styles, and family variations by social class, ethnic group, and race.

SOC 104: The Community and Its Organization (3 credits)

45 lecture hours

Prerequisite: ENG 82 (For ESL: ELI 82W) or appropriate ACCUPLACER scores

The structure of communities, including community agencies and their interrelationships, is studied. Historical, theoretical, and methodological issues in the study of community are presented along with the role of community in modern life. Policy analysis, planning, and community organizing strategies are examined.

SOC 108: Anthropology (3 credits)

Meets Category II General Education Requirements

45 lecture hours

Prerequisite: ENG 82 (For ESL: ELI 82W) or appropriate ACCUPLACER scores

This course focuses on human beings and their cultures throughout the world. Topics include human origins, language, religion, family, economic and political patterns, and cultural change.

SOC 120: Introduction to the Science of Sociology (4 credits)

Meets Category II General Education Requirements

60 lecture hours

Prerequisite: ENG 82 (For ESL: ELI 82W) or appropriate ACCUPLACER scores

Lab fee

The study of society is introduced with emphasis on sociological concepts, methods, and theories about social structure and processes. Included in this overview of sociology is the analysis of social organization, culture, socialization, social inequality, and social change. Current quantitative and qualitative scientific inquiry using computers is included. (Students completing SOC 120 should not take the three-credit introductory course SOC 101).

SOC 125: Human Relations Workshop (3 credits)

45 lecture hours

Prerequisite: ENG 82 (For ESL: ELI 82W) or appropriate ACCUPLACER scores

Patterns of relationships among individuals and groups are examined from a sociological perspective. Emphasis is placed on the awareness and development of effective interpersonal relations in the workplace and in other social settings. Topics include communication, leadership, status and group behavior, motivation, and intercultural relations.

SOC 150: Cultural Diversity in the Workplace (3 credits)

Meets Category VI General Education Requirements

45 lecture hours

Prerequisite: ENG 82 (For ESL: ELI 82W) or appropriate ACCUPLACER scores

How cultural diversity presents major challenges and opportunities in the workplace is examined. The course focuses on interpersonal and organizational relations that maximize resources and empower employees from a wide variety of cultural backgrounds. Students examine communications, education, teamwork, and management in the context of an increasingly diverse workforce and client base.

SOC 205: Criminology (3 credits)

Meets Category II General Education Requirements Social and Behavioral Sciences

45 lecture hours

Prerequisite: SOC 101

Crime, criminals, and the process by which they are brought to justice are the focus of this course. The social nature, origins, and development of crime are explored as well as efforts on the part of society to prevent crime and treat the criminal offender.

SOC 209: Juvenile Delinquency (3 credits)

45 lecture hours

Prerequisite: SOC 101

Juvenile delinquency is analyzed as a social phenomenon. The social nature, origins, and development of delinquent

behavior are examined along with the methods and mechanisms developed by society for dealing with delinquents.

SOC 210: The Urban Community (3 credits)

Meets Category II General Education Requirements

45 lecture hours

Prerequisite: SOC 101

The structure and relationships found in the urban environment are emphasized. Students examine the role of urbanization in the development of social systems, social change, stratification, and human and physical renewal. The course incorporates the major sociological theories that explain the development of urbanization as well as those that explain its impact on human relationships.

SOC 223: Racial and Ethnic Relations (3 credits)

Meets Category II General Education Requirements

45 lecture hours

Prerequisite: ENG 82 (For ESL: ELI 82W) or appropriate ACCUPLACER scores

Students are provided with an understanding of the sociological perspective on intergroup relations. Students examine how groups of persons sharing racial and cultural characteristics interact with groups sharing different characteristics. The issues of differential power among majority and minority group members and the historical and cultural experiences that have given rise to these power differences are examined. Various racial and ethnic groups in the U.S. and throughout the world–particularly the experiences of African Americans–are investigated.

SOC 240 Sociology of Diaspora (3 Credits)

Meets Category VI General Education Requirement

45 lecture hours

Prerequisite: ENG 101 or appropriate ACCUPLACER scores

The movements of human populations predate written human history. This course examines the underlying social, political and economic reasons that people moved and were moved to create the modern world. It examines the impact of human migration on both the giving and receiving societies, the linkages with the society of origin and the development of Diaspora identity. The course will explore both historic and contemporary Diasporas, both intersocietal and intrasocietal.

SOC 250: Sociology of the World System (3 credits)

Meets Category VI General Education Requirement

45 lecture hours

Prerequisite: ENG 101 or appropriate ACCUPLACER scores

This course traces the development of regional world systems into the creation of a single world system from the 16th century to the present. Integrating economic, political, and cultural elements, the course explores the increasing interdependence of the world. Also addressed are theories of development and modernization regarding the uneven development of nation-states in the industrial period.

SPANISH SPA

SPA 101: Spanish Elements (3 credits)

45 lecture hours

Students are taught how to function in the language and how the language functions. Emphasis is placed on pronunciation, vocabulary development, and grammatical patterns. The course meets the needs of those who have had no previous instruction in the language. The intent is to develop in the student the ability to speak, read, and write in Spanish.

SPA 102: Spanish Elements (3 credits)

45 lecture hours

Prerequisite: SPA101

This course continues, for students who have completed SPA 101, the study of the fundamentals of Spanish. Emphasis is placed on advanced grammatical patterns, pronunciation, and vocabulary development. Students read short stories, newspapers, magazines, and excerpts from Cervantes, Lope de Vega, and other notable writers in Spanish.

SPA 201-202: Intermediate Spanish (3 credits)

45 lecture hours

A brief review of grammar combined with an introduction to contemporary Hispanic culture and literature is provided in these courses.

SPECIAL EDUCATION SED

SED 220: Special Education: An Overview (3 credits)

45 lecture hours

Prerequisites: ECE 100; PSY 101

The field of special education and the population it serves are introduced. The history of special education is discussed. Federal and State regulations are emphasized. Each exceptionality is presented in terms of group characteristics, accepted category definitions, causes of disorder, and developmental assessment and identification techniques. The course focuses on the need for early identification of special children and the ways in which these children can be identified. The physical and psychosocial needs of special children and the effects of their exceptionalities on their families, teachers, and peers are presented. Students are introduced to appropriate educational techniques and to individualized instructional approaches in the special education setting.

SED 222: Teaching Children with Disabilities (3 credits)

45 lecture hours

Prerequisites: PSY 201 or PSY 202; SED 220

Students are familiarized with strategies and techniques that meet the needs of special children as individuals and as members of special groups. The application of Public Law 94-142 and the legally mandated Individualized Education Plan (I.E.P.) are discussed. The course includes discussion of the ways in which a team approach is used

in educating special children and an introduction to the Maryland State Department of Education Division of Special Education. Students are familiarized with a variety of assessment tools currently used in special education.

SED 223: Caring for Infants and Toddlers with Disabilities (3 credits)

36 lecture hours; 9 practicum hours

Prerequisite: SED 220

This course is modeled after a national training program for paraprofessionals and professionals who provide care for young children, infants, and toddlers with special needs. It is designed to address all aspects of caregiving for children with special needs and to increase caregivers' sensitivity and competency with this population. Topics such as positioning and handling, feeding techniques, and care of children with a variety of disabilities and chronic healthcare problems are included. Participants have the opportunity to improve communication skills with colleagues and parents. Family day care and center-based child care providers, education and health paraprofessionals, and professionals with limited experience with this population benefit from this unique training program.

SED 225: Curriculum and Secondary Methods of Instruction for Adolescents with Mild to Moderate Disabilities (3 credits)

45 lecture hours

Prerequisites: ENG 101; SED 220

In this course, educators will be able to identify, describe, and apply various instructional strategies for adolescents with mild to moderate disabilities. In addition, educators will understand how to use these strategies effectively within a multicultural classroom of socially, ethnically and cognitively diverse learners. To improve performance of students in all academic areas, teachers will learn how to implement in an appropriate manner techniques for classroom management and varied individual and group instruction. The materials and instruction in this course are aligned with the standards of the Council for Exceptional Children and the Maryland State Department of Education's Essential Dimensions of Teaching.

SED 230: Curriculum and Elementary Methods of Instruction for Children with Mild to Moderate Disabilities (3 credits)

45 lecture hours

Prerequisites: ENG 101; SED 220

In this course, educators will be able to identify, describe and apply various instructional strategies for children with mild to moderate disabilities. They will understand how to use these strategies effectively within a multicultural classroom of socially, ethnically and cognitively diverse learners. To improve performance of students in all academic areas, teachers will learn how to implement in an appropriate manner techniques for classroom management and varied individual and group instruction.The materials and instruction in this course are aligned with the standards of the Council for Exceptional Children and the Maryland State Department of Education's Essential Dimensions of Teaching.

SED 235: Methods of Assessment in the Education of Adolescents with Mild to Moderate Disabilities (3 credits)

45 lecture hours

Prerequisites: ENG 101; SED 220

In this course, educators will examine intelligence, achievement, personality, and other standardized assessment appropriate for adolescent students. The course covers selection criteria, methods of administration, interpretation, and use of results for developing individualized educational plans and program planning. The materials and instruction in this course are aligned with the standards of the Council for Exceptional Children and the Maryland State Department of Education's Essential Dimensions of Teaching.

SED 238: Diagnostic and Prescriptive Techniques in IEP Development and Implementation (3 credits)

45 lecture hours

Pre-requisite: SED 220

This course examines the development and implementation of the Individual Education Plan (IEP), utilizing a diagnostic and prescriptive system. Teachers examine various diagnostic and prescriptive systems of IEP development and programming and their application in different educational environments. The materials and instruction in this course are aligned with the standards of the Council for Exceptional Children and the Maryland State Department of Education's Essential Dimensions of Teaching.

SED 240: Methods of Assessment in the Education of Children with Mild to Moderate Disabilities (3 credits)

45 lecture hours

Prerequisites: ENG 101; SED 220

In this course, educators will examine the function, methods and role of assessment in planning for special education students whose cultures, home languages and learning styles are diverse. Educators will also examine the strategies in the selection and use of appropriate assessments in the development of individualized education plans and overall program planning. Educators will examine strategies of assessment, reporting, communicating with parents and professionals and conducting assessment.

SED 245: Prevocational and Vocational Planning and Methods of Instruction for Students with Mild to Moderate Disabilities (3 credits)

45 lecture hours

Prerequisites: ENG 101; SED 220

This course examines current program adaptation and approaches for teaching prevocational and vocational skills to students with mild to moderate disabilities. The materials and instruction in this course are aligned with the standards of the Council for Exceptional Children and

the Maryland State Department of Education's Essential Dimensions of Teaching.

SED 250: Student Practicum in Special Education (5 credits)

36 seminar hours; 90 fieldwork hours

Prerequisites: SED 220; SED 222 or SED 223

Students have the opportunity to apply the theory learned in SED 222 or SED 223 in a supervised field placement. During the seminar, students are given an opportunity to evaluate and build on both theory and practice.

SED 256: Successful Inclusive Teaching Methods: Curriculum and the Management of Students with Disabilities in the Regular Classroom (3 Credits)

45 lecture hours

Pre-requisite: SED 220

In this course educators will be able to identify, describe, and apply various instructional strategies within an inclusive classroom, for children with disabilities who have a 504 or an individualized education plan (IEP). They will gain understanding of how to use these strategies effectively within a multicultural classroom of socially, ethnically and cognitively diverse learners. Teachers will learn how to appropriately implement varied individual and group instructional and classroom management techniques to increase Adequate Yearly Progress (AYP) of all students in all academic areas. The materials and instruction in this course are aligned with the standards of the Council for Exceptional Children and the Maryland State Department of Education's Essential Dimensions of Teaching.

SED 260: Communication & Consultation in the Implementation of Special Education (3 credits)

45 lecture hours

Prerequisites: ENG 101; SED 220

In this course, educators will learn strategies and techniques to develop effective communication with parents, school personnel, members of the multidisciplinary team, other professional disciplines and the community to provide quality education and services to children in special education. The materials and instruction in this course are aligned with the standards of the Council for Exceptional Children and the Maryland State Department of Education's Essential Dimensions of Teaching.

SED 291-292: Special Topics in Special Education (2 credits)

30 lecture hours

These courses are designed to meet specific needs of agencies and groups in special education. Faculty and the group requesting the course develop topics cooperatively. Students may take more than one special topics course so long as the topics differ. A maximum of six credits may be used toward graduation.

SPEECH SP

SP 101: Fundamentals of Speech Communication (3 credits)

Meets Category I General Education Requirements

45 lecture hours

Prerequisite: ENG 82 (For ESL: ELI 82W)

Human communication in both a theoretical and an experiential framework is investigated. Areas of study include communication theory, interviewing, and informative and persuasive speaking. Students prepare and present informative and persuasive speeches based on classic models. Theory, preparation, appropriate form, and delivery are studied and evaluated. Each student is responsible for at least one formal interview and three speeches. Several impromptu speeches may be included.

SP 141: Voice and Diction (3 credits)

45 lecture hours

The mechanics of oral communication are intensively studied. Students develop the ability to execute correctly the sounds of standard American English through the use of drills, exercises, oral readings, and phonetic transcriptions. The English portion of the International Phonetic Alphabet (IPA) is used extensively.

SP 240: Oral Interpretation of Literature (3 credits)

45 lecture hours

Students are acquainted with the general principles of oral reading and the art of oral interpretation of poetry, short stories, and drama. Required student performance in the second half of the course is evaluated.

SURGICAL TECHNOLOGY SGT

SGT 101: Instrumentation (3 credits)

30 lecture hours; 45 lab hours

Prerequisites: 2.5 GPA; PRE 100; ENG 101; MAT 128; SP 101

Corequisites: AH 130; BIO 111; SGT 102; SOC 101

Lab fee

This course is an introduction to basic surgical instrumentation along with specific nomenclature and classification. Instruction in the care, use, and handling of instrumentation is provided through hands-on application. Concepts of sterilization and disinfections and their effects on the wound-healing process are included. Wound-closure materials, incisions, standard precautions, and hemostatic mechanisms are also introduced.

SGT 102: History of Surgery (1 credit)

15 lecture hours

Prerequisites: 2.5 GPA; PRE 100; ENG 101; MAT 128; SP 101

Corequisites: AH 130; BIO 111; SGT 101; SOC 101

This course is an introduction to the medical and surgical contributions made by notable physicians of the past and present. A historical perspective beginning with the

dark ages and progressing through modern day surgery is presented. Students explore the evolution of asepsis and correlate concepts from the past to present day treatment modalities. Credentialing, standards of practice, accountability, and professional obligations are also included.

SGT 103: Introduction of Surgical Technology (5 credits)

30 lecture hours; 90 lab hours

Prerequisites: AH 130; BIO 111; SGT 101; SGT 102; SOC 101

Corequisites: AH 230; BIO 112; SGT 104

Lab fee

This course introduces the student to the fundamentals of aseptic technique and prepares them for functioning in an operating room (OR). The healthcare team, layout of an operating room suite, and OR attire is discussed. Scrubbing, gowning, and gloving are introduced along with the concepts of maintaining a sterile field. Demonstrations and return demonstrations provide opportunities for student participation in the circulating, surgical assistant, and scrub roles. A student's returned demonstrations are enhanced through repeated timed performances. The principles of anesthesia are also introduced.

SGT 104: Basic Surgical Procedures (3 credits)

30 lecture hours; 45 lab hours

Prerequisites: AH 130; BIO 111; SGT 101; SGT 102; SOC 101

Corequisites: AH 230; BIO 112; SGT 103

Lab fee

This course is an introduction to basic surgical procedures. Diagnostic endoscopies; otorhinolaryngology, including T and A, myringotomy and Caldwell Luc; head and neck, including thyroidectomy, tracheostomy, laryngectomy, radical neck; and general, including breast, skin grafts and herniorrhraphies are discussed. Specific clinical conditions, signs and symptoms, and surgical intervention are explored from a step-by-step scrub approach. Students are expected to assimilate each surgical procedure through written documentation and identify prerequisite instrumentation and miscellaneous supplies. Surgical positions and precautionary measures are also included.

SGT 105: Hospital Clinical I (5 credits)

280 clinical hours

Prerequisites: AH 230; BIO 112; SGT 103; SGT 104

Lab fee

This is the first clinical practicum that introduces the student to an actual operating room setting. Students are assigned to a clinical affiliation five days a week, totaling 280 of the program's required clinical hours. Under the direct supervision of operating room personnel, students are provided the opportunity to participate and apply the principles of aseptic technique introduced in SGT 103. Recommended scrub performances include but are not limited to surgical procedures introduced in SGT 104. Students must document all clinical experiences. Assigned competency-based clinical skills and required clinical hours must be successfully completed and appropriately checkedoff before the student can proceed in the program.

SGT 201: Hospital Clinical II (4 credits)

240 clinical hours

Prerequisite: SGT 105

Corequisites: AH 135; BIO 212; SGT 205

Under the direct supervision of operating room personnel, the student is allowed to participate as a member of the surgical team. Opportunity is now provided for the student to scrub on more advanced surgical procedures to include, but not limited to, those introduced in SGT 205. This course provides 240 of the program's required clinical hours--8 hours/day, 2 days/week for 15 weeks. Assigned competency-based clinical skills and required clinical hours must be successfully completed and appropriately checked-off before the student can proceed in the program.

SGT 205: More Advanced Surgical Procedures (3 credits)

30 lecture hours; 45 laboratory hours

Prerequisite: SGT 105

Corequisites: AH 135; BIO 212; SGT 201

Lab fee

This course is an introduction to more advanced surgical procedures. Surgical considerations involving the biliary tract, gastrointestinal, genitourinary, gynecology, ophthalmology, and pediatrics are all discussed. In addition to new concepts in surgical intervention, more complicated types of instrumentation are introduced. Students learn to anticipate the surgeon's needs through the process of association and the identification of applied surgical patterns. Assigned observational visits, guided tours, guest lecturers, and clinical in-service presentations enhance and complement course content.

SGT 210: Hospital Clinical III (4 credits)

240 clinical hours

Prerequisites: AH 135; BIO 212; SGT 201; SGT 205

Corequisites: AH 110; PSY 101; SGT 215

Lab fee

Under direct supervision of operating room personnel, the student is allowed to participate as a member of the surgical team. Opportunity is provided to scrub on advanced and specialty procedures that include, but are not limited to, those procedures introduced in SGT 215. This course provides 240 of the program's required clinical hours--8 hours/day, 2 days/week for 15 weeks. Assigned competencybased clinical skills and required clinical hours must be successfully completed and appropriately checked-off before the student can proceed in the program.

SGT 215: Advanced and Specialized Procedures (3 credits)

30 lecture hours; 45 lab hours

Prerequisites: AH 135; BIO 212; SGT 201; SGT 205

Corequisites: AH 110; PSY 101; SGT 210

Lab fee

This course is the final semester of advanced surgical procedures and introduces the concepts of neurology, thoracic, cardiac, orthopedic, vascular, and transplant surgery. In addition to new concepts in surgical intervention, more complicated types of instrumentation are introduced. Students learn to anticipate the surgeon's needs through the process of association and the identification of applied surgical patterns. Assigned observational visits, guided tours, guest lecturers, and clinical in-service presentations enhance and complement course content. Telecommunications

TECHNOLOGY TEL

TEL 100: Introduction to Business Telecommunications (3 credits)

45 lecture hours

Prerequisite: BCA 104 or Equivalent

This course introduces students to telecommunications technology, both voice and data. The course begins with a brief history of telecommunications in North America. Open Systems Interconnection (OSI) and Standard Organizations are also discussed. LAN, MAN, WAN, BN and network components are covered in this course. Network security issues and various case studies from Dow Corning telecommunications are discussed.
Note: There is no lab for this course.

TEL 135: Introduction to Data Communications (3 credits)

30 lecture hours; 45 lab hours

Prerequisite: TEL 142

Lab fee

This course covers the intermediate level, which requires a fundamental background in mathematics, electronics, and digital circuits. Some aspect of voice is covered, but more emphasis is placed on data. Topics covered include noise, AM/FM, pulse modulation, telephone network and subscriber loop interface, modems, LAN, Internet and emerging technologies, and error detection, correction, and control. The laboratory aspect of the course is focused on communication circuit simulation, physical circuit construction, and testing. The course will provide the practical knowledge needed by today's telecommunications engineers and technicians.

TEL 140: PC Local Area Networks (3 credits)

30 lecture hours; 45 lab hours

Prerequisites: BCA 104; ELC 101; ELC 111 or equivalent

Lab fee

Instruction prepares a student to build a network from computer components. The course surveys the need for networks, hardware and software specifications, network installations, communications theory, and the administration of networks. The student builds a network, installs an operating system, and uses the network.

TEL 142: Electronic Communications I (3 credits)

30 lecture hours; 45 lab hours

Prerequisites: ELC 111; ELC 120; ELC 151

Corequisite: ELC 121

Lab fee

Students are introduced to the theory and operations of transmission lines and digital communication. Signal flow and processing techniques are traced from the information source through the transmitter, channel, receiver, and ultimately to the information sink. Amplitude modulation, frequency modulation, pulse modulation, AM/FM receivers, and SSB and DSB transmission are covered.

TEL 200: Telecommunications Management (3 credits)

45 lecture hours

Prerequisite: TEL 100

The principles of organizational policy are introduced along with a review of the history and trends of the regulatory environment. The cost and trade-offs involved in the design and operation of modern telecommunications networks such as reliability, MTBF, MTTR, Life Cycle; special aspects of systems and specifications to prepare Request for Proposal (RFP) and evaluation of RFP's; and traffic study and equipment-man-power balance considerations are covered.

TEL 210: Telecommunications Wiring and Equipment (3 credits)

30 lecture hours; 45 lab hours

Prerequisite: TEL 135 or equivalent

Lab fee

This course examines telephone cables and equipment installation, including punch down blocks, patch panels, PBX, bridges and routers, and miscellaneous telecommunication outlets. The student is introduced to the theory of signalconditioned circuits, cable and network testing, and troubleshooting telecommunications systems. Certification procedures for cable installation are covered for possible future application.

TEL 235: Data Communication Systems Configuration (3 credits)

30 lecture hours; 45 lab hours

Prerequisites: TEL 135; ELC 142

Lab fee

Data communications applications and configuration are examined. The course utilizes modem installation and diagnostics. Students learn advanced data communications concepts such as WANs, T1, DDS, FDDI, protocols, and how to use protocol analyzers. Students learn how to configure advanced data communication

equipment such as statistical multiplexers, the T1 Smart DSU/CSU jack, DDS channel interface units, and microprocessor-controlled modems.

TEL 242: Electronic Communications II (4 credits)

45 lecture hours; 45 lab hours

Prerequisite: TEL 142; TEL 135

Both analog and digital communication systems from fundamentals through advanced levels are studied. The theory is coupled with laboratory experiments in the area such as communication receivers, communication transmitters, transmission lines, oscillators, modulators, filters, and multiplexing.

TEL 245: Telecommunications Protocol (3 credits)

30 lecture hours; 45 lab hours

Prerequisites: TEL 235; CIS 260

Lab fee

The standards, protocols, and services that the telecommunications industry uses in networking voice, data, and video traffic are studied. Topics include flow control, X.25, X.75, ISDN and Broadband ISDN with Frame Relay and ATM, TCP/IP protocols, Frame Relay, ATM, SONET/SDH, and data security and error checking.

TEL 255: Satellite Communications (3 credits)

30 lecture hours; 45 lab hours

Prerequisites: TEL 135; TEL 142

Lab fee

An overview of the basic elements and techniques used in satellite communications is provided. A short introduction to launch physics is followed by a discussion of methods of determining antenna look angles. The antennas gain and beam width equations are examined with emphasis on the parabolic antenna. Up-link and downlink budgets are examined. Carrier-to-noise ratio, bit energy-to-noise density ratio, and gain-to-noise temperature ratio are studied. Frequency modulation and multiphase modulation methods are investigated.
TEL 260: Advanced Telecommunications

Facilities and Equipment (3 credits)

30 lecture; 45 lab hours

Prerequisite: TEL 245

Lab fee

The more common equipment and facilities used by the telecommunications industry, such as PBXs, signal 7, cellular radio, central office equipment, and WANs are studied. Transmission lines include cable types (metallic and optical), transmission parameters, and testing techniques.

TEL 265: Analog and Digital Telephony (3 credits)

30 lecture hours; 45 lab hours

Prerequisites: TEL 135; TEL 142

Lab fee

Students are introduced to modern telephone networks and interfaces. Telephone set and central office interfaces are covered in detail, including both digital and analog implementations. Private and public switches, electromechanical and electronic, are discussed. Principles of carrier telephony for both digital and analog transmission are introduced.

THEATRE THEA

THEA 101: Introduction to the Theatre (3 credits)

30 lecture hours; 30 lab hours

Prerequisite: ENG 82 (For ESL: ELI 82W)

An introductory study of the art of theatre, its components, production personnel, and interdependent relationships necessary for successful theatrical presentation, from conceptualization to execution, both onstage and backstage. Students will be required to participate in a one-act theatrical production.

THEA 107: Script Analysis (3 credits)

45 lecture hours

Prerequisite: THEA 101 and ENG 101

An introductory course providing initial resources for the student actor/writer/director/designer to develop and apply learned skills in the organic, textually derived analysis of dramatic literature from varying perspectives.

THEA 110: Fundamentals of Acting I (3 credits)

45 lecture hours

Students are introduced to the basic theories and techniques of acting. For the first half of the semester, the imaginative process is discovered through improvisation, relaxation and concentration techniques, sensory awareness exercises, stage presence, and beginning characterization. The development of emotional responsiveness is the focus of the semester's second half.

THEA 111: ACTING I - for the Theatre Major (3 credits)

30 lecture hours; 30 lab hours

Prerequisite: THEA 101

Acting as a craft and selected business dynamics associated with a career in acting are examined. Through this course, students gain an understanding of the craft and its execution based on the Stanislavski method, and participate in intensive scene work and exercises in how to play the theatrical moment through to its organic completion.

THEA 112: Movement for the Stage Actor (3 credits)

45 lecture hours

Prerequisite: THEA 111

The actor's body is an instrument requiring development for effective physical characterization on stage. The course focuses on the appearance, alignment, attitude, purposeful movement and interaction of the actor in scene studies. Building and releasing physical tension, spatial awareness, related movement elements, and theories are explored.

THEA 113: Vocal Production for the Actor (3 credits)

45 lecture hours; 45 lab hours

Prerequisite: THEA 111

An exploration of both the theoretical and practical applications of effective vocal production techniques for the actor, including: identifying the actor's natural vocal quality, developing sustained vocal capacity, strengthening vocal responsiveness, stamina, and breath control, resulting in effective vocal delivery for the stage.

THEA 200: History of the Theatre I (3 credits)

45 contact hours

Prerequisite: THEA 107

The introductory level and study of theatre development within its historical context, from early rituals to the Age of Romanticism. Students will receive a basic primer on the period's historical figures, critical literature and drama, styles, movements, and resulting forms.

THEA 201: History of the Theatre II (3 credits)

45 contact hours

Prerequisite: THEA 107

A continuation of THEA 200, the course focuses on theatre development within its context, from the Age of Romanticism to the 21st century. Students receive a basic primer on the period's historical figures, critical literature and drama, styles, movements, and resulting forms.

THEA 210: Acting II -- for the Theatre Major (3 credits)

45 contact hours

Prerequisite: THEA 111; ENG 101; SP 101

A continuation of THEA 111, the course focuses on advanced techniques to refine character development, further explore textual and sub-textual script meanings, begin advanced scene study, and continue and enhance organically derived interpretations based on finding and playing a scene's action through the rehearsal process. The course also examines both the craft and business dynamics of a career in acting. In-depth discussion and execution of areas related to the business of acting include getting the audition and job, preparing headshots and resumes, unions, casting directors, agents, managers and contracts. Students are expected to develop a resume, headshot, portfolio of audition material, and game plan for auditioning, both locally and regionally.

THEA 250: Theatre Production Workshop (3 credits)

90-120 practicum hours

Prerequisite: Permission of instructor via audition and/or interview

THEA 250 is an intense practicum focused on the art and craft of theatre design and production. The course provides students an opportunity to participate in faculty-directed, department-sponsored productions. A typical rehearsal process requires approximately three hours rehearsal, three to five nights per week, for six to eight weeks, plus six performances. Participation will be defined as theatrical performance as well as theatre design and production, including directing, costuming, lighting, make-up, management, scenery, safety, sound, and rigging techniques and practices. Students will work toward the creation of one substantial production with all the supportive elements necessary to stage a performance for public presentation. Students will not be permitted to earn concurrent credit for THEA 250 and DAN 250 when participating in a single production unless special permission is granted by the production director. The course may be repeated for up to six credits.

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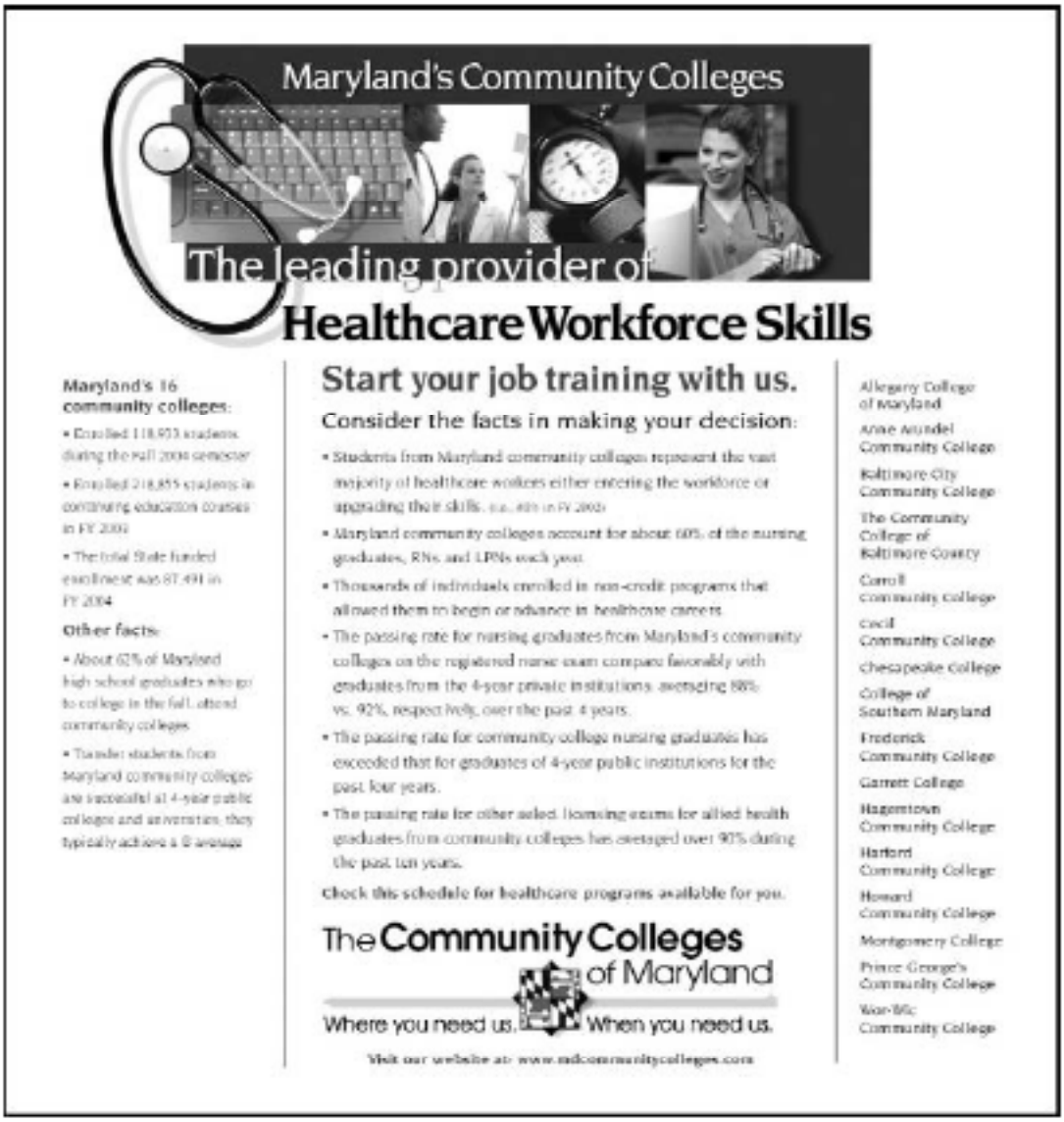
Maryland's Community Colleges
The leading provider of
Healthcare Workforce Skills
Maryland's 16 community colleges:
• Enrolled 118,903 students during the Fall 2006 semester
• Enrolled 218,855 students in continuing education courses in FY 2006
• The total State funded enrollment was 87,491 in FY 2004
Other facts:
• About 62% of Maryland high school graduates who go to college in the fall, attend community colleges.
• Transfer students from Maryland community colleges are successful at 4-year public colleges and universities; they typically achieve a B average
Start your job training with us.
Consider the facts in making your decision:
• Students from Maryland community colleges represent the vast majority of healthcare workers either entering the workforce or upgrading their skills. e.g., 60% in FY 2005
• Maryland community colleges account for about 60% of the nursing graduates, RNs and LPNs each year.
• Thousands of individuals enrolled in non-credit programs that allowed them to begin or advance in healthcare careers.
• The passing rate for nursing graduates from Maryland's community colleges on the registered nurse exam compare favorably with graduates from the 4-year private institutions, averaging 88% vs. 92%, respectively, over the past 4 years.
• The passing rate for community college nursing graduates has exceeded that for graduates of 4-year public institutions for the past four years.
• The passing rate for other allied licensing exams for allied health graduates from community colleges has averaged over 90% during the past ten years.
Check this schedule for healthcare programs available for you.
The Community Colleges of Maryland
Where you need us. When you need us.
Visit our website at: www.mdcommunitycolleges.com
Allegany College of Maryland
Anne Arundel Community College
Baltimore City Community College
The Community College of Baltimore County
Carroll Community College
Cecil Community College
Chesapeake College
College of Southern Maryland
Frederick Community College
Garrett College
Hagerstown Community College
Harford Community College
Howard Community College
Montgomery College
Prince George's Community College
Wor-Wic Community College

Baltimore City Community College Covenant for Success

At Baltimore City Community College, we believe that the seeds of greatness are in each student. It is through education that the gifts and talents in each student are realized. Faculty, staff, and students have complementary and mutual responsibilities to assure student success. The purpose of this Covenant for Success is to describe those mutual responsibilities.

As a faculty or staff member of Baltimore City Community College, I will:

- Have high expectations for each student; I will not accept mediocrity
- Encourage each student to become all that he/she is capable of becoming
- Value time and end classes on-time and set priorities for the use of time
- Be enthusiastic about my work. I will go out of my way to stay current in my field and find creative ways to teach my subject in a manner that is interesting and relevant to students
- Respect students and value their immense potential; I will not label students or place limitations on them about goals that they are willing to work hard to achieve
- Respect differences among students and encourage students to learn from their differences.

As a student at Baltimore City Community College, I will:

- Be responsible for my education. While others may help me, my success will depend primarily upon what I do to become successful. If it is to be, it is up to me
- Work hard to succeed, including attending all classes and devoting a great deal of time to reading, studying, and doing out-of-class assignments; I will spend at least two hours in outside preparation for each hour of class time
- Value time, come to classes on-time, and set priorities for the use of time
- Set positive, specific, and measurable goals, and visualize myself in possession of them
- Be an active learner; ask questions and seek help as often as needed
- Be honest and maintain the highest level of integrity.

Sexual Harassment Policy

It is the policy of the State of Maryland and Baltimore City Community College that sexual harassment is an unlawful practice and will not be tolerated in any form in the workplace and/or on the campuses. The policy governs any unwelcomed and unsolicited sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature. The policy applies to faculty, administrators, professional staff, other employees, vendors, and students. Any employee or student who believes that sexual harassment by an employee or faculty member has occurred should promptly report the incident to the employee/faculty member's supervisor or department supervisor. Students who believe they have been sexually harassed by another student should report the incident to the Vice President for Student Affairs. In either case, the Executive Director of Human Resources will conduct an investigation and either recommend disciplinary action to be taken against the employee or student or report that sexual harassment could not be substantiated. A copy of the complete Sexual Harassment Policy may be obtained from the Human Resources Office.

Smoke-Free Environment Policy

For BCCC to fulfill its role and responsibility to provide a safe and healthy environment for faculty, staff, and students, it is essential to eliminate exposure to the toxic substances produced by tobacco smoke.

Facilities and Areas Affected

Smoking is prohibited inside all facilities owned, leased, or operated by BCCC including (but not limited to) such space as classrooms, halls, laboratories, studios, open and private offices, corridors, dining areas, restrooms, and common areas. This prohibition also includes all vehicles owned, leased, or operated by the College.

The Use of College Facilities by Outside Parties

All contracts and agreements will include a clause that states that BCCC is a smoke-free environment and, as such, prohibits smoking in all facilities for events including but not limited to conferences, meetings, seminars, concerts, colloquia, receptions, sporting events, and parties.

Tobacco Sales on College Property

There will be no sale of cigarettes, cigars, and pipe tobacco at any facility, location, or vending machine owned, leased, or operated by BCCC.

Progressive Counseling/Enforcement

While responsibility for the implementation and effectiveness of the policy lies with all BCCC faculty, staff, and students, ultimate administrative responsibility to achieve Collegewide compliance rests with vice presidents, directors, and staff in charge of the various divisions, units, offices, and facilities. To effect adherence, members of the BCCC community must be willing to inform those unaware of the policy directly and politely or to remind those in disregard of it. If these approaches and efforts are unsuccessful, the individual in violation of this policy will be brought to the attention of the vice president, director, staff member, or other persons in charge for further discussion and progressive counseling.

Smoking Cessation Programs

It is recognized that smokers who wish to stop smoking may require assistance and support. BCCC will sponsor smoking cessation programs and related health promotion activities to help faculty, staff, and students overcome their reliance on and addiction to nicotine.

The Importance of a Collegewide Commitment

For a smoke-free policy to be effective and successful, the commitment of BCCC must be visible, substantial, and total. It is essential, therefore, that the College support and articulate this policy at all levels by all means through appropriate publications, announcements, advertisements, signs, and communications.

Evaluation and Follow-Up

The Smoke-Free Policy will be reviewed and evaluated

periodically to determine its impact and effectiveness.

A Drug-Free Campus Plan

I. Policy

A. In keeping with its commitment to an environment free of the illegal or abusive use of drugs and alcohol, it is the policy of Baltimore City Community College that the illegal or abusive use of drugs or alcohol is prohibited on all College property or at any College-sponsored activity.

B. In order to inform students of their responsibilities under this policy and to meet the College's responsibilities as set forth in the Drug-Free Schools and Communities Act Amendment of 1993 (Public Law 101-226) and the Maryland Higher Education Commission's Policies Concerning Drug and Alcohol Abuse Control, the following information is provided.

II. Prohibited Conduct

A. Drugs

1. Baltimore City Community College prohibits on all campus premises and at all College-sponsored activities the distribution, possession for the purpose of distribution, use, or possession of any controlled substance or illegal drugs.

Note: Controlled substances and illegal drugs prohibited under the Code are those listed in Schedule I through V, Article 27, Part 279, Annotated Code of Maryland.

B. Alcohol

1. Baltimore City Community College prohibits on campus premises and at all College-sponsored activities the unauthorized distribution, possession, or use of alcoholic beverages.
2. The Office of Student Life may authorize the use, possession, or distribution of alcoholic beverages by students on College premises or at College- sponsored activities but prohibits possession or use of alcoholic beverages by any student under the age of 21 or the providing of alcoholic beverages to a person known to be under the age of 21. Alcoholic beverages may not be possessed, consumed, or distributed at events on College campuses or College-sponsored events unless advance written approval has been obtained from the Coordinator for Campus Life.

III. Disciplinary Sanctions

A. Sanctions for the violation of College drug and alcohol policies include disciplinary reprimand or suspension from the College for a first offense and possible expulsion or dismissal for a repeated offense. Students may be accountable to both civil authorities and the College for acts which constitute violation of the law and of College policy.

IV. Legal Sanctions under Federal, State, and Local Laws

A. Drugs

1. Federal law 21 USCA, Sections 841 and 844 to 845a (1990), states that it is unlawful to possess any controlled substance, including marijuana, cocaine, and heroin, for any illegal purpose. If the substance is cocaine or contains a cocaine base, the penalty for simple possession is a fine and/or imprisonment from 5 to 20 years. For other illegal drugs, the penalty for simple possession is a fine of at least $1,000 and/or imprisonment for up to 3 years. Penalties increase if possession includes intent to manufacture, distribute, or dispense a controlled substance, especially near a public or private elementary, vocational, or secondary school or a public or private college or university. Additionally, any person who violates this law shall also be liable for an amount up to $10,000 in civil penalties.
2. The State of Maryland has its own laws dealing with distribution, manufacture, and possession of controlled substances. Article 27, Section 286 (1989), Annotated Code of Maryland, states that any person who unlawfully manufactures or distributes any controlled dangerous substance may be fined up to $25,000 and may be imprisoned for up to 20 years for a first offense.
3. In Baltimore City, under Article 19, Section 58C, City Code, it is illegal to loiter in a certified Drug-Free Zone, with penalties of imprisonment of up to 30 days and a fine of up to $400.

B. Alcohol

1. Article 27, Sections 400 to 403B, Annotated Code of Maryland, prohibits any person under 21 from falsifying or misrepresenting his/her age to obtain alcohol or to possess alcoholic beverages with the intent to consume them. It is also illegal in most situations to provide alcohol to a person under 21 or to obtain alcohol on behalf of a person under 21.
2. The penalty is a fine of up to $500 for a first offense and up to $1,000 for repeat offenses.
3. Article 2B, Section 211, Annotated Code of Maryland, prohibits a person from drinking any alcoholic beverage while on public property unless authorized by the governmental entity that has jurisdiction over the property; in the parking area or on a mall or other area outside a shopping center or other retail establishment unless authorized by the owner; or in a parked vehicle located on any of the above-listed places unless authorized. The penalty is a fine not exceeding $100 or disposition pursuant to Section 8-510 of the Health- General Article of the Annotated Code of Maryland, which allows for judicial commitment if the individual is found to be a chronic alcoholic.

V. Health Risks

A. Substance abuse is now recognized as the number-one public health problem in the United States. Approximately 30% of all admissions to general hospitals and 50% to psychiatric hospitals have detectable substance abuse problems.

B. Substance abuse accounts for approximately 150,000 deaths annually, including deaths from stroke, diseases of the heart and liver, and all

alcohol- and drug-related suicides, homicides, and accidents. Early detection can minimize or prevent the devastating consequences of substance abuse.

VI. Available Drug and Alcohol Programs

A. Drug and Alcohol Programs on Campus

1. Students seeking drug or alcohol abuse counseling or referral may contact the College's Health and Wellness Center, Liberty Main 26, 410-462-8384.

B. Alcohol and Other Drug Workshops

1. The Director of Human Resources and the Coordinator for Student Life will jointly sponsor workshops for students and staff on various alcohol and drug topics. Announcements of these workshops will be presented at both campuses.

VII. Responsible Administrative Offices

A. The Vice President for Student Affairs is responsible for overseeing all actions relating to the Plan. The Vice President for Student Affairs shall conduct a biennial review of the Plan and its implementation to determine its effectiveness, make necessary changes, and see that disciplinary sanctions are enforced.

9/18/90; rev. 1/97

Credits for Non-Traditional Learning

Students who have acquired college-level learning through work or other non-collegiate activities may want to try to earn BCCC credits for these life experiences by taking BCCC's own department exams or through the College Level
Examination Program. A maximum of 30 credits may be earned through departmental exams; 15 through CLEP. If a passing score is attained, credit is granted for the course, although no grade is assigned and the credit awarded is designated on the student's transcript as "a grade of C or better." Students should contact the chair of the appropriate department and the Test Center for information and requirements for departmental and/or CLEP exams.

Student Computer Use and Internet Policy

1. Introduction

1.1. The computer and network facilities of BCCC are provided to support the student's educational experience. These guidelines set forth standards for responsible and acceptable use of College computing resources. Computing resources include host computer systems, College-sponsored computers and workstations, communication networks, software, and files.

1.2. Violation of this policy constitutes unacceptable use of computing resources and may violate College policies and/or State and Federal law. Suspected or known violations should be reported to the Director of Computer and Information Technology Services or his/her designated representative. Violations will be forwarded to the Student Affairs Division to be adjudicated in accordance with the Student Handbook. Violations may result in revocation of computing resource privileges, student disciplinary action, or legal action.

2. Users Responsibilities

2.1. Users are responsible for safeguarding their logins and passwords and for using them for their intended purposes only. Each user is responsible for all transactions made under the authorization of his/her login. Users are solely responsible for their personal use of computing resources and are prohibited from representing or implying that their content constitutes the views or policies of BCCC.

2.2. Users must comply with all software licenses and copyrights and all other State and Federal laws governing intellectual property.

2.2.1. Any copyrighted electronic information retrieved from computer or network resources must be used in compliance with applicable copyright and other law. Use of electronic versions of text, pictures, icons, etc. must have the proper citation that lists the owner of that material. Plagiarism of electronic information is subject to the same sanctions as apply to plagiarism in other media.

2.2.2. Users may not install software onto the network without first receiving express authorization to do so from the Director of Computer and Information Technology Services.

2.2.3. All software protected by copyright must not be copied except as specifically stipulated by the owner of the copyright or otherwise permitted by copyright law. Protected software may not be copied into, from, or by any BCCC faculty or student, except pursuant to a valid license or as otherwise permitted by copyright law.

2.3. Users are responsible for using standard e-mail and Internet etiquette. This etiquette includes not forwarding private or confidential e-mail to any other person without permission of the sender; not altering or copying a file without first obtaining permission from the owner; not sending chain mail; not sending unsolicited mass mail.

2.4. BCCC provides access to an area on its servers where BCCC students can publish their own personal WWW pages. Web pages published by students in this personal area will not be reviewed by BCCC staff and do not constitute official College communications. The content of those WWW pages is the sole responsibility of their publishers. BCCC shall not be responsible for the material or opinions expressed in these homepages.

2.4.1. When a user creates and publishes a web page, the user is responsible for adding the following text to any web pages published: "Individual faculty, staff, or students have created this web page. Baltimore City

College ("BCCC") makes absolutely no guarantee as to the currency, accuracy, or quality of the information published and/or archived; nor will BCCC accept any responsibility for other organizations, businesses, or private persons who provide information on the BCCC system. The views and opinions expressed on this page or any links made available are strictly those of the web page author and do not necessarily state or reflect those of BCCC. The contents of these pages have not been reviewed or approved by Baltimore City Community College." This disclaimer can be part of the web page, or there can be a hyperlink from the page to the disclaimer. When using the hyperlink option, the following should be used: "BCCC is not responsible for the content of this page. Click here for the official disclaimer."

2.4.2. Pages must be used for educational or professional purposes only. No pages created solely or partially for commercial purposes will be allowed without the express written consent of the Director of Computer and Information Technology Services.

2.4.3. In the event that a web page or other Internet resource causes interruption of other BCCC Internet services, the appropriate staff will remove that resource until the cause of the interruption is eliminated.

2.5. Users are expected to follow any additional rules in effect at specific labs.

3. Users are prohibited from

3.1. Sending unsolicited mass mail (spamming)

3.2. Altering system or hardware configurations without authorization or disrupting or interfering with the delivery or administration of computer resources

3.3. Attempting to access another user's account, private files, or e-mail without the owner's permission; or misrepresenting oneself as another individual in electronic communication

3.4. Misrepresenting oneself as another individual for the purpose of completing an online test, computer or online assignment. Suspected or known violations will be reported to the Director of Computer and Information Technology Services and will be forwarded to the Vice President for Academic Affairs. The Vice President for Academic Affairs shall forward any violations to the Vice President for Student Affairs to be adjudicated in accordance with the Student Handbook.

3.5. Using computing resources to engage in conduct which interferes with others' use of shared computer resources or disrupts other computer users.

3.6. Using computer resources for illegal activities. Criminal and illegal use may include obscenity, child pornography, threats, harassment, copyright infringement, defamation, theft, and unauthorized access. Conveying threats or harassment is defined as any speech that falls outside the scope of First Amendment protection.

3.7. Using computer resources for political, personal or commercial use.

3.8. Intentionally developing and using programs that disrupt other computer users or which access private or restrictive portions of the system and/or damage the software or hardware components of the system. Computer users must use great care to ensure they do not use programs or utilities which interfere with other computer users or which modify normally protected or restricted portions of the system or user accounts. The use of any unauthorized or destructive program may result in legal civil action for damages or other punitive action by any injured, including BCCC, as well as criminal action.

4. Administration

4.1. A firewall is a part of the College's computer network. Its purpose is to protect the confidential nature of the College's computer network. The firewall logs and documents all traffic between BCCC network and the Internet (i.e., user id's and web pages read). These logs will be used to research violations of the Computer/Internet guidelines.

4.2. The maintenance, operation, and security of computing resources require responsible College personnel to monitor and access the system. To the extent possible in the electronic environment and in a public setting, a user's privacy will be preserved. Nevertheless, that privacy is subject to the Maryland Access to Public Records Act, other applicable State and Federal laws, and the needs of the College to meet its administrative, business, and legal obligations.

Board of Trustees approval: February 17, 1999

Maryland Higher Education Commission General Education and Transfer Regulations

Rationale

A major premise of the Maryland public higher education system is that a student should be able to progress from one segment of higher education to another without loss of time or unnecessary duplication of effort. The Maryland Higher Education Commission's objective is to ensure that a student who begins his/her work at a community college is able to move towards the completion of that degree by transferring to a baccalaureate degree-granting institution without loss of credit or unnecessary duplication of course content. At the same time, the Commission recognizes that some students change their educational objectives as they progress in their studies, indeed sometimes because their studies expose them to new ideas and possibilities.These students should also be able to complete their general education courses and have them transfer without loss of credit. One means of accomplishing this objective is through

the development of recommended transfer programs between two- and four-year institutions. The Maryland Higher Education Commission recognizes that students select institutions of higher education for a variety of reasons. Nevertheless, effective and efficient transfer of credits between and among these institutions must occur within the larger context of the Statewide structure of baccalaureate and community college education. Successful and harmonious articulation depends upon

- firm agreement that the needs of the student should be a primary concern in developing articulation procedures while maintaining the integrity of educational program;
- the establishment of clear and equitable policies to assure optimum accessibility for transfer students with minimal loss of credits and minimal duplication of course content; mechanisms for evaluating and resolving difficulties students may encounter in moving from one school to another
- free and continuous communications among institutions
- mutual respect for institutions and their missions
- adaptability, with a context of understanding that changes affect not only the institution making changes but also the students and institutions affected by the changes
- free exchange of data among institutions; and
- timely exchange of information relative to students' progress.

The intended principal benefactor is the student, whose uninterrupted progress towards a degree based on successful academic performance is best served by the open exchange of current information about programs and is best protected by a clear transfer policy pertaining to the public segments of higher education in Maryland. The State's interests are similarly served through such a policy, which results in the optimal use of its higher education resources by reducing the costly duplication that results in the needless waste of the valuable time and effort of Maryland students, faculty, and administration. Institutional interests and missions are also protected by this systematic approach, which permits them to incorporate into their academic planning more accurate projections about the programmatic backgrounds of transferring students. In more specific ways, this document's purpose is to

- define broad areas of agreement among the public two-year and four-year institutions of higher education pertaining to facilitating the transfer of students within these segments
- provide a mechanism for continuous evaluation of programs, policies, procedures, and relationships affecting transfer of students
- provide such revisions as are needed to promote the academic success and general well-being of the transfer student
- provide a system of appeals beginning on the campus level to resolve difficulties that students experience in transfer.

While policies and procedures can be established that facilitate the transfer of students, it is the responsibility of the student, as the principal in the process, to know and follow the procedures defined.

Title 13B Maryland Higher Education Commission

Subtitle 06 GENERAL EDUCATION AND TRANSFER
Chapter 01 Public Institutions of Higher Education Authority Education Article, 11-201-11-206 Annotated Code of Maryland

.01 Scope and Applicability

This chapter applies only to public institutions of higher education.

.02 Definitions.

A. In this chapter, the following terms have the meanings indicated.

B. Terms Defined.

(1) "A.A. degree" means the Associate of Arts degree.

(2) "A.A.S. degree" means the Associate of Applied Sciences degree.

(3) "Arts" means courses that examine aesthetics and the development of the aesthetic form and explore the relationship between theory and practice. Courses in this area may include fine arts, performing and studio arts, appreciation of the arts, and history of the arts.

(4) "A.S. degree" means the Associate of Sciences degree.

(5) "Biological and physical sciences" means courses that examine living systems and the physical universe. They introduce students to the variety of methods used to collect, interpret, and apply scientific data, and to an understanding of the relationship between scientific theory and application.

(6) "English composition courses" means courses that provide students with communication knowledge and skills appropriate to various writing situations, including intellectual inquiry and academic research.

(7) "General education" means the foundation of the higher education curriculum providing a coherent intellectual experience for all students.

(8) "General education program" means a program that is designed to:

(a) Introduce undergraduates to the fundamental knowledge, skills, and values that are essential to the study of academic disciplines;

(b) Encourage the pursuit of life-long learning; and

(c) Foster the development of educated members of the community and the world.

(9) "Humanities" means courses that examine the values and cultural heritage that establish the framework for inquiry into the meaning of life. Courses in the humanities may include the language, history, literature, and philosophy of Western and other cultures.

(10) "Mathematics" means courses that provide students with numerical, analytical, statistical, and problem-solving skills.

(11) "Native student" means a student whose initial

college enrollment was at a given institution of higher education and who has not transferred to another institution of higher education since that initial enrollment.

(12) "Parallel program" means the program of study or courses at one institution of higher education which has comparable objectives as those at another higher education institution, for example, a transfer program in psychology in a community college is definable as a parallel program to a baccalaureate psychology program at a 4-year institution of higher education.

(13) "Receiving institution" means the institution of higher education at which a transfer student currently desires to enroll.

(14) "Recommended transfer program" means a planned program of courses, both general education and courses in the major, taken at a community college, which is applicable to a baccalaureate program at a receiving institution, and ordinarily the first 2 years of the baccalaureate degree.

(15) "Sending institution" means the institution of higher education of most recent previous enrollment by a transfer student at which transferable academic credit was earned.

(16) "Social and behavioral sciences" means courses that examine the psychology of individuals and the ways in which individuals, groups, or segments of society behave, function, and influence one another. The courses include, but are not limited to, subjects which focus on:

(a) History and cultural diversity;
(b) Concepts of groups, work, and political systems;
(c) Applications of qualitative and quantitative data to social issues; and
(d) Interdependence of individuals, society, and the physical environment.

(17) "Transfer student" means a student entering an institution for the first time having successfully completed a minimum of 12 semester hours at another institution which is applicable for credit at the institution the student is entering.

.02-1. Admission of Transfer Students to Public Institutions

A. Admission to Institutions

(1) A student attending a public institution who has completed an A.A., A.A.S., or A.S. degree or who has completed 56 or more semester hours of credit, shall not be denied direct transfer to another public institution if the student attained a cumulative grade point average of at least 2.0 on a 4.0 scale or its equivalent in parallel courses, except as provided in subsection (4) below.

(2) A student attending a public institution who has not completed an A.A., A.A.S., or A.S. degree or who has completed fewer than 56 semester hours of credit, shall be eligible to transfer to a public institution regardless of the number of credit hours earned if the student:

(a) Satisfied the admission criteria of that receiving public institution as a high school senior and
(b) Attained at least a cumulative grade point average of 2.0 on a 4.0 scale or its equivalent in parallel courses.

(3) A student attending a public institution who did not satisfy the admission criteria of a receiving public institution as a high school senior, but who has earned sufficient credits at a public institution to be classified by the receiving public institution as a sophomore, shall meet the stated admission criteria developed and published by the receiving public institution for transfer.

(4) If the number of students seeking admission exceeds the number that can be accommodated at a receiving public institution, admission decisions shall be:

(a) Based on criteria developed and published by the receiving public institution and
(b) Made to provide fair and equal treatment for native and transfer students.

B. Admission to Programs.

(1) A receiving public institution may require higher performance standards for admission to some programs if the standards and criteria for admission to the program:

(a) Are developed and published by the receiving public institution and
(b) Maintain fair and equal treatment for native and transfer students.

(2) If the number of students seeking admission exceeds the number that can be accommodated in a particular professional or specialized program, admission decisions shall be:

(a) Based on criteria developed and published by the receiving public institution and
(b) Made to provide fair and equal treatment for native and transfer students.

(3) Courses taken at a public institution as part of a recommended transfer program leading toward a baccalaureate degree shall be applicable to related programs at a receiving public institution granting the baccalaureate degree.

C.Receiving Institution Program Responsibility.

(1) The faculty of a receiving public institution shall be responsible for development and determination of the program requirements in major fields of study for a baccalaureate degree, including courses in the major field of study taken in the lower division.

(2) A receiving public institution may set program requirements in major fields of study which simultaneously fulfill general education requirements.

(3) A receiving public institution, in developing lower division course work, shall exchange

information with other public institutions to facilitate the transfer of credits into its programs.

.03 General Education Requirements for Public Institutions.

A. While public institutions have the autonomy to design their general education program to meet their unique needs and mission, that program shall conform to the definitions and common standards in this chapter. A public institution shall satisfy the general education requirement by:

(1) Requiring each program leading to the A.A. or A.S. degree to include not less than 30 and not more than 36 semester hours, and each baccalaureate degree program to include not less than 40 and not more than 46 semester hours of required core courses, with the core requiring, at a minimum, course work 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; or
(2) Conforming with COMAR 13B.02.02.16D(2)(b)-(c).

B. Each core course used to satisfy the distribution requirements of §A(1) of this regulation shall carry at least 3 semester hours.

C. General education programs of public institutions shall require at least

(1) One course in each of two disciplines in arts and humanities;
(2) One course in each of two disciplines in social and behavioral sciences;
(3) Two science courses, at least one of which shall be a laboratory course:
(4) One course in mathematics at or above the level of college algebra; and
(5) One course in English composition.

D. Interdisciplinary and Emerging Issues.

(1) In addition to the five required areas in §A of this regulation, a public institution may include up to 8 semester hours in a sixth category that addresses emerging issues that institutions have identified as essential to a full program of general education for their students. These courses may:

(a) Be integrated into other general education courses or may be presented as separate courses; and
(b) Include courses that:
(i) Provide an interdisciplinary examination of issues across the five areas, or
(ii) Address other categories of knowledge, skills, and values that lie outside of the five areas.

(2) Public institutions may not include the courses in this section in a general education program unless they provide academic content and rigor equivalent to the areas in A(1) of this regulation.

E. General education programs leading to the A.A.S. degree shall include at least 20 semester hours from the same course list designated by the sending institution for the A.A. and A.S. degrees. The A.A.S. degree shall include at least one 3-semester-hour course from each of the five areas listed in (A)(1) of this regulation.

F. 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.

G. A public institution may allow a speech communication or foreign language course to be part of the arts and humanities category.

H. 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.

I. Public institutions may not include physical education skills courses as part of the general education requirements.

J. General education courses shall reflect current scholarship in the discipline and provide reference to theoretical frameworks and methods of inquiry appropriate to academic disciplines.

K. 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.

L. Public institutions may incorporate knowledge and skills involving the use of quantitative data, effective writing, information retrieval, and information literacy when possible in the general education program.

M. Notwithstanding A(1) of this regulation, a public four-year institution may require 48 semester hours of required core courses if courses upon which the institution's curriculum is based carry 4 semester hours.

N. Public institutions shall develop systems to ensure that courses approved for inclusion on the list of general education courses are designed and assessed to comply with the requirements of this chapter.

.04 Transfer of General Education Credit.

A. A student transferring to one public institution from another public institution shall receive general education credit for work completed at the student's sending institution as provided by this chapter.

B. A completed general education program shall transfer without further review or approval by the receiving institution and without the need for a course-by-course match.

C. Courses that are defined as general education by one institution shall transfer as general education even if the receiving institution does not have that specific course or has not designated that course as general education.

D. The receiving institution shall give lower-division general education credits to a transferring student who has taken any part of the lower-division

general education credits described in Regulation .03 of this chapter at a public institution for any general education courses successfully completed at the sending institution.

E. Except as provided in Regulation .03M of this chapter, a receiving institution may not require a transfer student who has completed the requisite number of general education credits at any public college or university to take, as a condition of graduation, more than 10-16 additional semester hours of general education and specific courses required of all students at the receiving institution, with the total number not to exceed 46 semester hours. This provision does not relieve students of the obligation to complete specific academic program requirements or course prerequisites required by a receiving institution.

F. A sending institution shall designate on or with the student transcript those courses that have met its general education requirements, as well as indicate whether the student has completed the general education program.

G. A.A.S. Degrees.

(1) While there may be variance in the numbers of hours of general education required for A.A., A.S., and A.A.S. degrees at a given institution, the courses identified as meeting general education requirements for all degrees shall come from the same general education course list and exclude technical or career courses.

(2) An A.A.S. student who transfers into a receiving institution with fewer than the total number of general education credits 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 .03M of this chapter, the total general education credits for baccalaureate degree-granting public receiving institutions may not exceed 46 semester hours.

H. Student Responsibilities. A student is held:

(1) Accountable for the loss of credits that:

(a) Result from changes in the student's selection of the major program of study,

(b) Were earned for remedial course work, or

(c) Exceed the total course credits accepted in transfer as allowed by this chapter; and

(2) Responsible for meeting all requirements of the academic program of the receiving institution.

05 Transfer of Non-General Education Program Credit.

A. Transfer to Another Public Institution.

(1) Credit earned at any public institution in the State is transferable to any other public institution if the:

(a) Credit is from a college or university parallel course or program;

(b) Grades in the block of courses transferred average 2.0 or higher; and

(c) Acceptance of the credit is consistent with the policies of the receiving institution governing native students following the same program.

(2) If a native student's "D" grade in a specific course is acceptable in a program, then a "D" earned by a transfer student in the same course at a sending institution is also acceptable in the program. Conversely, if a native student is required to earn a grade of "C" or better in a required course, the transfer student shall also be required to earn a grade of "C" or better to meet the same requirement.

B. Credit earned in or transferred from a community college is limited to:

(1) 1/2 the baccalaureate degree program requirement, but may not be more than 70 semester hours; and

(2) The first 2 years of the undergraduate education experience.

C.Nontraditional Credit.

(1) The assignment of credit for AP, CLEP, or other nationally recognized standardized examination scores presented by transfer students is determined according to the same standards that apply to native students in the receiving institution, and the assignment shall be consistent with the State minimum requirements.

(2) Transfer of credit from the following areas shall be consistent with COMAR 13B.02.02. and shall be evaluated by the receiving institution on a course-by-course basis:

(a) Technical courses from career programs;

(b) Course credit awarded through articulation agreements with other segments or agencies;

(c) Credit awarded for clinical practice or cooperative education experiences; and

(d) Credit awarded for life and work experiences.

(3) The basis for the awarding of the credit shall be indicated on the student's transcript by the receiving institution.

(4) The receiving institution shall inform a transfer student of the procedures for validation of course work 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 course work to be taken at the community college in fulfillment of the receiving institution's lower division course work requirement.

(2) Recommended transfer programs in effect at the time that this regulation takes effect, which conform to this chapter, may be retained.

.06 Academic Success and General Well-Being of Transfer Students.

A. Sending Institutions.

(1) Community colleges shall encourage their students to complete the associate degree or to complete 56 hours in a recommended transfer program which includes both general education courses and courses applicable toward the program at the receiving institution.

(2) Community college students are encouraged to choose as early as possible the institution and program into which they expect to transfer.

(3) The sending institution shall:

(a) Provide to community college students information about the specific transferability of courses at 4-year colleges;

(b) Transmit information about transfer students who are capable of honors work or independent study to the receiving institution; and

(c) Promptly supply the receiving institution with all the required documents if the student has met all financial and other obligations of the sending institution for transfer.

B. Receiving Institutions.

(1) Admission requirements and curriculum prerequisites shall be stated explicitly in institutional publications.

(2) A receiving institution shall admit transfer students from newly established public colleges that are functioning with the approval of the Maryland Higher Education Commission on the same basis as applicants from regionally accredited colleges.

(3) A receiving institution shall evaluate the transcript of a degree-seeking transfer student as expeditiously as possible, and notify the student of the results not later than midsemester of the student's first semester of enrollment at the receiving institution, if all official transcripts have been received at least 15 working days before mid-semester. The receiving institution shall inform a student of the courses which are acceptable for transfer credit and the courses which are applicable to the student's intended program of study.

(4) A receiving institution shall give a transfer student the option of satisfying institutional graduation requirements that were in effect at the receiving institution at the time the student enrolled as a freshman at the sending institution. In the case of major requirements, a transfer student may satisfy the major requirements in effect at the time when the student was identifiable as pursuing the recommended transfer program at the sending institution. These conditions are applicable to a student who has been continuously enrolled at the sending institution.

.07 Programmatic Currency.

A. A receiving institution shall provide to the community college current and accurate information on recommended transfer programs and the transferability status of courses. Community college students shall have access to this information.

B. Recommended transfer programs shall be developed with each community college whenever new baccalaureate programs are approved by the degree-granting institution.

C. When considering curricular changes, institutions shall notify each other of the proposed changes that might affect transfer students. An appropriate mechanism shall be created to ensure that both 2-year and 4-year public colleges provide input or comments to the institution proposing the change. Sufficient lead time shall be provided to effect the change with minimum disruption. Transfer students are not required to repeat equivalent course work successfully completed at a community college.

.08 Transfer Mediation Committee.

A. There is a Transfer Mediation Committee, appointed by the Secretary, which is representative of the public 4-year colleges and universities and the community colleges.

B. Sending and receiving institutions that disagree on the transferability of general education courses as defined by this chapter shall submit their disagreements to the Transfer Mediation Committee. The Transfer Mediation Committee shall address general questions regarding existing or past courses only, not individual student cases, and shall also address questions raised by institutions about the acceptability of new general education courses. As appropriate, the Committee shall consult with faculty on curricular issues.

C. The findings of the Transfer Mediation Committee are considered binding on both parties.

.09 Appeal Process.

A. Notice of Denial of Transfer Credit by a Receiving Institution.

(1) Except as provided in §A(2) of this regulation, a receiving institution shall inform a transfer student in writing of the denial of transfer credit not later than mid-semester of the transfer student's first semester, if all official transcripts have been received at least 15 working days before mid-semester.

(2) If transcripts are submitted after 15 working

days before mid-semester of a student's first semester, the receiving institution shall inform the student of credit denied within 20 working days of receipt of the official transcript.

(3) A receiving institution shall include in the notice of denial of transfer credit:

(a) A statement of the student's right to appeal; and

(b) A notification that the appeal process is available in the institution's catalog.

(4) The statement of the student's right to appeal the denial shall include notice of the time limitations in B of this regulation.

B. A student believing that the receiving institution has denied the student transfer credits in violation of this chapter may initiate an appeal by contacting the receiving institution's transfer coordinator or other responsible official of the receiving institution within 20 working days of receiving notice of the denial of credit.

C.Response by Receiving Institution.

(1) A receiving institution shall:

(a) Establish expeditious and simplified procedures governing the appeal of a denial of transfer of credit; and

(b) Respond to a student's appeal within 10 working days.

(2) An institution may either grant or deny an appeal. The institution's reasons for denying the appeal shall be consistent with this chapter and conveyed to the student in written form.

(3) Unless a student appeals to the sending institution, the writing decision in C(2) of this regulation constitutes the receiving institution's final decision and is not subject to appeal.

D. Appeal to Sending Institution.

(1) If a student has been denied transfer credit after an appeal to the receiving institution, the student may request the sending institution to intercede on the student's behalf by contacting the transfer coordinator of the sending institution.

(2) A student shall make an appeal to the sending institution within 10 working days of having received the decision of the receiving institution.

E. Consultation Between Sending and Receiving Institutions.

(1) Representatives of the two institutions shall have 15 working days to resolve the issues involved in an appeal.

(2) As a result of a consultation in this section, the receiving institution may affirm, modify, or reverse its earlier decision.

(3) The receiving institution shall inform a student in writing of the result of the consultation.

(4) The decision arising out of a consultation constitutes the final decision of the receiving institution and is not subject to appeal.

.10 Periodic Review.

A. Report by Receiving Institution.

(1) A receiving institution shall report annually the progress of students who transfer from 2-year and four-year institutions within the State to each community college and to the Secretary of the Maryland Higher Education Commission.

(2) An annual report shall include ongoing reports on the subsequent academic success of enrolled transfer students, including graduation rates, by major subject areas.

(3) A receiving institution shall include in the reports comparable information on the progress of native students.

B. Transfer Coordinator. A public institution of higher education shall designate a transfer coordinator, who serves as a resource person to transfer students at either the sending or receiving campus. The transfer coordinator is responsible for overseeing the application of the policies and procedures outlined in this chapter and interpreting transfer policies to the individual student and to the institution.

C. The Maryland Higher Education Commission shall establish a permanent Student Transfer Advisory Committee that meets regularly to review transfer issues and recommend policy changes as needed.

The Student Transfer Advisory Committee shall address issues of interpretation and implementation of this chapter.

Effective date: December 4, 1995 (22:24 Md. R. 1901)
Regulations .02, .03, and .05 amended. Effective date: July 1, 1996
(23:13 Md. R. 946)
Revised: February 11, 1998

Student Code of Conduct

The Student Code of Conduct encourages all students to practice behavior that promotes the well-being of individuals and groups that comprise the College community-behavior that is both productive and appealing-and to emphasize the necessity for an educational environment that is safe and non-threatening for the entire College community. The Student Code of Conduct also seeks to repair harm done when someone compromises the established standards to the potential detriment of others. A copy of the complete Student Code of Conduct may be obtained through the Office of the Vice President for Student Affairs. The complete Code also appears in the Student Handbook available in the Student Activities Office.

Plagiarism and Academic Misconduct

Plagiarism means presenting the words or ideas of others without giving credit. A student should know the principles of plagiarism and the correct rules for citing sources. In general, if a paper states or implies that the student is the originator of the words or ideas, the words or ideas must in fact be the student's own. If someone else's exact words are used, they should be enclosed in quotation marks with the exact source listed. Someone else's idea may be put in the student's own words as long

as it is clear whose idea it is (for example, "As Jane Smith points out…"). If the proper ways to give credit to sources are not clear, the student should ask the instructor.

The following conduct constitutes misconduct (not limited to course work) subject to sanctions under the Student Code of Conduct:

- cheating on an examination.
- collaborating with others in work to be presented, contrary to the rules of the course.
- submitting a paper or assignment as one's own work when part or all of the paper or assignment contains ideas or research of others without appropriately identifying the source of those ideas.
- stealing examinations or course materials. .
- submitting work previously presented in another course, if contrary to the rules of a course.
- tampering with laboratory experiments or computer programs of another student.
- knowingly and intentionally assisting another student in any of the above, including assistance in an arrangement whereby any work, classroom performance, examination or other activity is submitted or performed by a person other than the student under whose name the work is submitted or performed.
- removing materials from the library without proper authority.
- infringing on the rights of other students to fair and equal access to academic resources.
- duplicating course materials expressly forbidden by the instructor.
- using tape recorders or other recording devices in a classroom when not specifically authorized to do so by the faculty member.
- ignoring or willfully violating class or laboratory instructions or policies.

Summary of Financial Aid Recipients' Rights and Responsibilities

Students who receive financial aid from the College have the right to:

- Know the costs of attendance at the institution
- Know all available sources of financial aid
- to speak with the financial aid officer who has determined their need
- Be informed of all aspects of financial aid packages, including disbursement of aid
- Know the academic expectations of the institution.

Students who receive financial aid from the College are responsible for:

- Complying with the College's deadlines
- Reporting any outside awards to the College's Financial Aid Office
- Remaining in good Academic Standing
- Complying with loan repayment schedules
- Reporting any changes in the family's or student's financial status to the Financial Aid Office.

Resolution on Americans With Disabilities Act Compliance

WHEREAS, Congress has enacted the Americans with Disabilities Act (ADA); and WHEREAS, the Board of Trustees of Baltimore City Community College intends to comply with the requirements of that Act; and WHEREAS, the Board of Trustees is committed to compliance with both the letter and the spirit of the Americans with Disabilities Act as well as the Rehabilitation Act of 1973 and other laws protecting the rights of persons with disabilities; and WHEREAS, the Board of Trustees is committed to providing opportunities to qualified persons with disabilities in employment and in access to education, where this will not pose an undue burden or fundamentally alter the programs of the institution; and WHEREAS, compliance with ADA requires the awareness of all employees of the institution and a commitment of institutional resources. NOW THEREFORE, the Board of Trustees resolves to make compliance with the Americans with Disabilities Act a priority of the institution and to take appropriate steps to meet the deadlines established by Congress. In preparing its plan for compliance, the Board of Trustees requests the following actions:

(1) Implement procedures for raising awareness of the requirements of the ADA at all levels of the institution, including administrators, faculty, and supervisors.
(2) Take steps to coordinate responses to requests from individuals with disabilities and respond to those requests in a timely fashion.
(3) Support the work of the Committee on Disability Support Services and ensure prompt preparation of a self-evaluation.

The members of the Board of Trustees hereby resolve to encourage the administration to raise awareness on the ADA with the appropriate State legislative bodies and to secure the resources necessary to comply with ADA. It is the intent of the Board of Trustees that compliance with the letter of the ADA shall be a priority of the institution and appropriate changes be made and accommodation provided to qualified individuals with disabilities, unless this poses an undue burden on the institution's resources or would fundamentally alter the nature of a program.

Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

(1) The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

(2) The right to request the amendment of the student's education records that the student believes is inaccurate.

Students may ask the College to amend a record that they believe is inaccurate. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the Collegein an administrative, supervisory, academic or 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; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

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.

(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 20202-5901

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BALTIMORE CITY COMMUNITY COLLEGE
ADMISSIONS APPLICATION

Baltimore City Community College

Changing Lives...Building Communities

APPLICATION FEE: $10 (Check or Money Order Only - Do Not Mail Cash)

PERSONAL DATA

Social Security Number ☐☐☐-☐☐-☐☐☐☐ Major ("Instructional Program") ☐☐☐ Special Entry Code ☐☐☐

(select codes from list of on this Application of Major Codes and Special Codes)

1. Name _____ _____
First Middle Last

2. Current Address _____
Street Adress

City _____ State _____ Zip Code _____

3. Birthdate (month/day/year) _____ / _____ / _____ 4. E-mail Address _____

5. Home Telephone _____ - _____ - _____ Work Telephone _____ - _____ - _____

6. In case of an emergency, call

Name _____ Relationship _____

Home Telephone _____ - _____ - _____ Work Telephone _____ - _____ - _____

7. Gender ☐ M-Male ☐ F-Female

8. Racial/Ethnic Category (for statistics only).

Is your cultural background Hispanic or Latino? ☐ 1-Yes ☐ 2-No ☐ 3- Undeclared

☐ 1-African American or Black ☐ 2-American Indian or Alaska Native ☐ 3- Asian ☐ 5-White ☐ 7-Native Hawaiian or Other Pacific Islander

☐ 8-Two or more races ☐ 6-Other (specify)_____ ☐ 9- Race/Ethnicity Unknown

9. Have you been a Maryland Resident for 3 months or longer? ☐ Yes ☐ No

10. Permanent Residence ☐ 1-Baltimore City ☐ 2-Maryland County Which county? ☐☐ (select code from list on back of this Application) ☐ 3-Out-of-State ☐ 4-International

11. U.S. Citizen? ☐ Yes ☐ No Country of citizenship _____

12. If you are NOT a U.S. citzen, please indicate immigration status _____ *Documents verifying status must be presented at the time of application.*

Type of Visa ☐ 1-Refugee/Permanent Resident, Alien Registration Number _____ ☐ 2-Student Visa ☐ 3-Other ☐ 4- Not applicable

13. Is English your principal language? ☐ Yes ☐ No

14. Military - ☐ 1-Active Duty ☐ 2-Veteran ☐ 3-Reservist ☐ 4-Dependent Are you applying for Veterans' educational benefits? ☐ Yes ☐ No

ENROLLMENT DATA

15. Admission Status
☐ New Student (A5) *Attending BCCC for the first time and never attended another post secondary institution*
☐ Transfer Student (A7)-*Attending BCCC and previously attended another college/institution*
☐ Returning Student (A8) *Returning to BCCC as a credit student (attended as credit student more than one (1) ago*
☐ Attending Another College/Institution (A9) Attending BCCC and also attending another college/institution
☐ High School Sstudent (A10) *Attending BCCC and also attending high school*

16. Semester Applying for ☐ 1-Fall _____ ☐ 2-Spring _____ ☐ 3-Summer _____

17. Enrollment Status ☐ 1-Full-Time Student (12 credits) ☐ 2-Part-Time Student (1-11 credits)

18. Education Goal ☐ 01-Associate Degree ☐ 02-Certificate ☐ 03-Taking course to transfer (not seeking AA or certificate)
☐ 04-Taking course without working toward a degree or certificate ☐ 05-Other _____

19. Which of the following goals do you hope to achieve from your studies at BCCC? (select all that apply)

☐ 1-Explore new career(s) ☐ 2-Prepare for immediate entry into a career ☐ 3-Prepare for transfer to a 4-year institution

☐ 4-Update skills for my current job ☐ 5-Pursue personal interest and self-enrichment ☐ 6-Other _____

20. High School/GED ☐ 1-High School Diploma-Graduation Date _____ ☐ 2-MD High School Diploma (GED) Date _____

High School Code ☐☐☐☐☐☐ (select code from list on this Application)

☐ Other (School Name/City/State/Country) _____

Continued on back

21. List all colleges and universities attended, including BCCC, either full- or part-time.

School Name	Address	From Mo./Yr.	To Mo./Yr.	Degree/Certificate Received
		____/____	____/____	
		____/____	____/____	
		____/____	____/____	
		____/____	____/____	

OTHER DATA

22. Employment Status When you start classes, how many hours do you expect to be employed per week? (Enter "0" if you do not plan to be employed.) ___ hours per week

23. Has either of your parents received a Bachelor's degree? ☐ Yes ☐ No

24. How did you hear about Baltimore City Community College? (check all that apply)

☐ 1-School Counselor ☐ 2- BCCC Admissions ☐ 3-BCCC Publication ☐ 4-Newspaper ☐ 5-Billboard

☐ 6-Radio ☐ 7-Television ☐ 8-Friend ☐ 9-Other _____

Please read and sign the following:
To the best of my knowledge, every statement I have made on this Admissions Application is correct. I realize that deliberately falsifying or omitting information could be grounds for dismissal from the College. I understand that it is my responsibility to notify the Admissions or Registrar's Office of any changes in this information. I accept and agree to abide by all policies and regulations of BCCC including those 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.

The $10 non-refundable Application Fee accompanies this Application.

Signature of Applicant _____ Date _____

Admissions Office, 2901 Liberty Heights Avenue, Baltimore, Maryland 21215
Office: 410-462-8300 Fax: 410-462-8345

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MAJOR CODES AND SPECIAL CODES

MAJORS CODES
(D) Associate degree program
(C) Certificate program

ALLIED HEALTH
079 Dietary Manager (C)**
100 General Studies - Interest in Dental Hygiene*
111 General Studies - Interest in Dietetic Technician**
143 General Studies - Interest in Emergency Medical Services*
119 General Studies - Interest in Health Information Technology/Coding**
104 General Studies - Interest in Nursing*
217 General Studies - Interest in Practical Nursing*
106 General Studies - Interest in Physical Therapist Assistant*
219 General Studies - Interest in Respiratory Care*
129 General Studies - Interest in Surgical Technology*

ARTS AND SCIENCES TRANSFER
170 Art Option
501 Humanities Option
505 Literature Option
503 Mathematics Option
506 Professional Writing Option
507 Psychology Option
509 Public Policy Option
504 Science Option
502 Social and Behavioral Sciences Option
508 Spanish Option

BUSINESS AND OFFICE ADMINISTRATION/ TECHNOLOGY
001 Accounting (D)
211 Accounting (C)
259 Administrative Assistant (D)
004 Business Administration Transfer (D)
013 Business Management (D)
055 Business Marketing (D)
400 Construction Supervision Program (D)
401 Construction Supervision (C)
236 Entrepreneurship (C)
193 Hospitality Management: Food Service Management Option (D)
058 Hospitality Management: Hotel/Restaurant Management Option (D)
258 Legal Administrative Assistant (D)
225 Management/Leadership Certificate Program Option (C)
011 Medical Administrative Assistant (D)
257 Medical Transcriptionist (D)
164 Office Technology (C)
179 Personal Financial Management (C)
086 Word and Information Processing (D)
202 Word and Information Processing (C)

COMPUTER APPLICATIONS AND TECHNOLOGY
185 Apparel Design (D)
186 Apparel Design (C)
187 Apparel Retailing (D)
180 Computer-Aided Drafting and Design (CADD) (D)
181 CADD Operator (C)
182 CADD Management (C)
183 CADD Graphics (C)
021 Computer Information Systems (D)
201 Computer Information Systems (C)
228 Database Systems Administration (C)
007 Electronics Technology (D)
171 Electronics Technology (C)
227 Network Specialist (C)
223 PC Applications Specialist (D)
224 PC Applications Specialist (C)
210 Telecommunications Technology (D)
190 Telecommunications Technology (C)
207 UNIX Systems Administration (C)
226 Web Site Development (C)

COMPUTER SCIENCE AND ENGINEERING
096 Computer Science**
023 Engineering**

CRIMINAL JUSTICE AND PUBLIC SAFETY
215 Community Policing (C)
081 Correctional Administration (D)
188 Correctional Administration (C)
022 Law Enforcement (D)
095 Law Enforcement (C)

EARLY CHILDHOOD
051 Early Childhood Education (D)
251 Early Childhood Administration (C)

ENVIRONMENTAL SCIENCE
402 Environmental Science (D)
403 Environmental Science (C)

GENERAL
008 General Studies Transfer (D)

HUMAN SERVICES
127 Addiction Counseling (D)
128 Addiction Counseling (C)
125 Allied Human Services Transfer (D)
122 Cross-Cultural Services to the Elderly (C)
071 Developmental Disabilities and Human Development (D)
092 Gerontology (D)
112 Gerontology (C)
048 Human Services Aide (C)
032 Human Services Assistant (D)
031 Mental Health Technology (D)
142 Personal/Community Care Provider (C)

LEGAL ASSISTANT
067 Legal Assistant (D)**
094 Legal Assistant (C)**
209 Legal Nurse Consultant (C)**

SCIENCE TECHNOLOGY
145 Biotechnology (D)
410 Fire Science Technology (D)

TEACHER PREPARATION
116 Special Education Assistant (C)
260 Substitute Teacher (C)
141 Teacher Education Math/Science
019 Teacher Education Transfer (D)
624 Non-degree/certificate-seeking student

VISUAL, PERFORMING AND COMMUNICATIONS ARTS
603 Visual, Performing and Communications Arts - Music Performance Option
603 Visual, Performing and Communications Arts - Theater Performance Option

SPECIAL ENTRY CODES
189 Coppin Focus
628 Early College Institute
622 English Language Institute
627 Freshman Success
078 High School/BCCC Early Enrollment
089 Morgan Connect
626 Police Academy
614 Talent Search
625 Teacher Certification Pathway
613 Tech Prep
616 Upward Bound
624 Non-matriculating

MARYLAND COUNTY CODES (Application item #10)
01 Allegany
02 Anne Arundel
03 Baltimore
04 Calvert
05 Caroline
06 Carroll
07 Cecil
08 Charles
09 Dorchester
10 Frederick
11 Garrett
12 Harford
13 Howard
14 Kent
15Montgomery
16 Prince George's
17 Queen Anne's
18 St. Mary's
19 Somerset
20 Talbot
21 Washington
22 Wicomico
23 Worcester
24 Baltimore City

HIGH SCHOOL CODES
(Application item #19)
****H999 Out-of-Maryland**
****H888 GED (MD HS Diploma)**
****H000 No High School/GED**
210202 Academy for College and Career Exploration
210035 Baltimore City College
210048 Baltimore Freedom Academy
210038 Baltimore Polytechnic Institute
210044 Baltimore School for the Arts
210060 Carver Voc-Tech
210067 Digital Harbor High School
210204 Doris M. Johnson
210082 Edmondson Senior/Westside
210083 Fairmount/Harford Institute
210085 Forest Park
210089 Francis M. Woods
210075 Frederick Douglass
210101 Harbor City High School
210135 Heritage
219501 Home Schooled
**H001 Central Career Center at Briscoe
210106 Lake Clifton/Eastern
210081 Laurence Paquin
210487 Maritime Academy
210115 Mergenthaler Voc-Tech
210137 National Academy Foundation
210136 New Era Academy
210144 Northern
210143 Northwestern
210160 Patterson
210170 Paul Laurence Dunbar
210210 Southern
210489 Southside Academy
210211 Southwestern
210216 Thurgood Marshall High School
210218 Vivien T. Thomas Medical Arts Academy
210217 Waverly Career Center
210219 Walbrook High Uniform Services Academy
210068 W.E.B. DuBois
210220 Western

* Student must meet with Selective Admissions Counselor before enrolling in program. Code will be changed when prerequisites are met and confirmed.
** Student must meet with Program Coordinator before enrolling in program.

ADMISSIONS/CALL CENTER: 410-462-8300 MD TOLL-FREE: 1-888-203-1261 TTY: 1-800-735-2258 www.bccc.edu

BCCC Transcript Request Form

Using this form will enable persons to obtain the credentials necessary for admission to Baltimore City Community College. Those applying as either full-time or part-time students must submit the following:

- Official high school transcript showing date of graduation; or,
- Official Maryland High School Diploma (GED) showing scores on the Tests of General Educational Development administered by the Maryland State Department of Education or high school diploma-equivalent from another state
- Official transcripts from any and all colleges or universities previously attended

To request that an official transcript be sent to BCCC, fill-out the appropriate form below. Cut off and send the form to the educational institution you attended. Some institutions have a fee for sending transcripts; it is your responsibility to pay that fee. For a transcript to be evaluated, the student must have a BCCC Admissions Application on file. You may photocopy this form if you need to.

BCCC Admissions Office: 410-462-8300

High School/GED Transcript Request Form

Attach this form to an official copy of the requesting person's transcript and return to

Baltimore City Community College
Admissions Office
2901 Liberty Heights Avenue
Baltimore, MD 21215-7893

Name _____ Former Name _____

Social Security Number _____ Date of Birth _____

High School Attended _____

Dates Attended _____ Graduation Year _____

Student's Signature _____ Date _____

Student's Address _____

E-mail _____

College Transcript Request Form

Attach this form to an official copy of the requesting person's transcript and return to:

Baltimore City Community College
Admissions Office
2901 Liberty Heights Avenue
Baltimore, MD 21215-7893

Name _____ Former Name _____

Social Security Number _____ Date of Birth _____

College Attended _____

Dates Attended _____ Graduation Year _____

Student's Signature _____ Date _____

Student's Address _____

E-mail _____

Baltimore City Community College

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RESIDENCY VERIFICATION FORM

Admissions Office
2901 Liberty Heights Avenue
Baltimore, Maryland 21215
Office: 410-462-8300 Fax: 410-462-8345

PERSONAL DATA

Name _____

Address _____

City _____ State _____ Zip Code _____

Telephone (Home)_____ (Cell) _____

E-mail _____

DETERMINATION OF RESIDENCE

No one is eligible for state resident tuition unless he or she has been a permanent resident of that state for at least three months as supported by: physical presence of person and goods, payment of income tax, and qualifications to vote in that location. Additionally, the domicile of any student who received more than one-half of his or her financial support from others in the most recently completed years is the domicile of the person contributing the greatest proportion of support, without regard to whether the parties are related by blood or marriage and without regard to the student's current address. Date of enrollment shall mean the published first day of classes for the semester or other enrollment period involved. Some non-immigrant visa types may not be eligible for in-state tuition depending upon their United States Citizenship and Immigration Services (USCIS) visa status. For more information, contact the Office of Admissions or the International Student Services Office.

RESIDENT AFFIDAVIT

I hereby certify that I have lived or will have lived in the state of Maryland for at least three months prior to the first day of classes and would be able to substantiate this claim with a Maryland driver's license, motor vehicle registration address, address on income tax documents, voter registration address, uninterrupted presence at home address, including month when the College is not in session and/or presence or possessions at the student's residence or home rental or ownership upon request of the Dean of Enrollment Services or a designee. I also understand that false statement may be grounds for my dismissal from the College and/or retroactive adjustment of tuition.

CHOOSE ONE:

❑ United States Citizen ❑ Permanent Resident/Resident Alien ❑ Other (Visa Type): _____

Signature_____ Date _____

General Information 410-462-8000 or 410-462-8300 • MD Toll Free 1-888-203-1261 • TTY 1-800-735-2258
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