Hagerstown Community College
2010–2011
Catalog

Hagerstown Community College
11400 Robinwood Drive
Hagerstown, Maryland 21742-6514

www.hagerstowncc.edu

The provisions of this publication are not to be regarded as an irrevocable contract between the student and the College. The College reserves the right to change any provision or requirement when such action will serve the interests of the College or its students. The most complete and up-to-date information can be found on the HCC Web site at www.hagerstowncc.edu. Failure to read this catalog and the HCC Web site does not excuse students from adhering to the requirements and regulations.

Accreditations/Approvals/Certifications

Institutional Accreditation

Hagerstown Community College is accredited by:

Middle States Commission on Higher Education
3624 Market Street
Philadelphia, PA 19104
Phone: 215-662-5606
www.msache.org

The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation.

Program Accreditations, Approvals, and Certifications

The Center for Continuing Education is certified by:

Learning Resources Network (LERN)
P.O. Box 9
River Falls, WI 54022
Phone: 800-678-5376
www.lern.com

The Nursing Program is approved by:

The Maryland Board of Nursing
4140 Patterson Avenue
Baltimore, MD 21215
Phone: 888-202-9861
www.mbon.org

The Paramedic Program is certified by:

Maryland Institute for Emergency Medical Services Systems
653 West Pratt Street, 2nd Floor
Baltimore, MD 21201-1536
Phone: 410-706-3666
miemss.umaryland.edu/home.htm

The Radiography Program is accredited by:

Joint Review Committee on Education in Radiologic Technology
20 North Wacker Drive, Suite 900
Chicago, IL 60606-2901
Phone: 312-704-5300
www.jrcert.org

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Message from the President

If student enrollment growth is a broad gauge of a college's success, Hagerstown Community College (HCC) has become even more successful in meeting student and community needs in recent years. Only ten years into the new millennium, the College's enrollments are higher than they have ever been and the numbers keep growing at a rapid pace. Multiple campus construction projects to expand and improve instructional spaces are unfolding quickly to serve more students. Many advanced technology and health science programs have been added to HCC's traditional strengths in arts and sciences, business, developmental, and adult education. Continuing education and community service enrollments are also serving thousands of students annually with many diversified interests.

HCC's "open door" invites all who can benefit from its programs and services to find easy access and personal attention as hallmarks of the College's student-centered reputation. The goal is always to make a positive difference in the lives of thousands of local citizens through post-secondary education.

HCC is proud to have been Maryland's first community college. Since 1946 we have maintained a talented and very student-oriented faculty and staff, a diversified and high quality curriculum that is ever changing to match our dynamic world, and a wide variety of student and community services to match the diverse needs and interests of our service region. We are especially pleased that an increasing number of persons like you are making the "smart choice" to come to here.

As the times change, so will HCC. This community's college, dedicated to providing the people of the service area excellent and affordable education, will continue to make improvements to the campus, curriculum, teaching approaches, and support services to provide those we serve with a community college education second to none. The College is pleased to serve as both a resource for individuals and as an economic development tool for the region.

HCC is committed to being one of Western Maryland's greatest assets. I like to describe the College as "a place so close that can take its learners so far." So don't hesitate to join our community of learners. For seven decades the College has successfully served the educational needs of local citizens. If you choose HCC, I'm certain you will greatly benefit from the many programs and services we offer.

Guy Altieri, Ed.D.

Guy Altieri

President

Board of Trustees

Richard Phoebus
Chair
(Appointed 2006)

Gregory Snook
Vice-Chair
(Appointed 2007)

Guy Altieri
Secretary/Treasurer
HCC President

Merle Elliott
(Appointed 1986)

Carolyn Brooks
(Appointed 1993)

Maggie Hetzer
(Appointed 2001)

Patricia Cushwa
(Appointed 2003, Reappointed 2008)

Austin Abraham
(Apppointed 2008)

Introduction to the College

Mission

HCC is a state and county supported comprehensive community college. Its central purpose is to offer a diverse array of courses and programs designed to address the curricular functions of university transfer, career entry or advancement, adult basic skills enhancement, general and continuing education, as well as student and community service. It is part of the College's mission to promote and deliver educational excellence within a learning community environment and to foster regional economic and cultural development through community service and collaboration. The College is charged to provide high quality education at a reasonable cost to meet the post-secondary educational needs of the citizens of Washington County and the surrounding region. The College believes in and teaches the ideals and values of cultural diversity and a democratic way of life and also seeks to cultivate in its students critical and independent thought, openness to new ideas, a sense of self-direction, moral sensitivity, and the value of continuing education.

Vision

HCC will be a learner-centered, accessible, life-long learning institution dedicated to student and community success. We will maintain a wide spectrum of college programs and services, with a special emphasis on teaching excellence as measured by verifiable student academic achievement. We are committed to staff success through planning and learning, shared campus governance, the promotion of internal and external partnerships, and making the necessary strategic changes that will assure we successfully address our mission—the purpose, functions and values of the College.

Values

The College believes in and teaches the ideals and values of cultural and racial diversity and a democratic way of life and also seeks to cultivate in its students critical and independent thought, openness to new ideas, a sense of self-direction, moral sensitivity, and the value of continuing education and life-long learning.

Strategic Goals

1. Adopt Strategic Change and Continuous Quality Improvement Systems
2. Promote Teaching Excellence and Maintain a Responsive and Dynamic Curricula
3. Continue Proactive Enrollment Management and Marketing Activities
4. Align Facilities Development and Management with Institutional Priorities and the Maintenance of a Safe and Secure Campus
5. Increase Technology Applications in a Cost-Effective Manner
6. Improve Human Resources Financial Development Systems
7. Enhance Resource Financial Development, Allocation, and Reallocation Strategies
8. Expand Community Services and Strategic Partnerships and Alliances

Shared Governance

As a community college, HCC is primarily a learning community where systems and structures are designed and implemented to serve its service area through teaching, learning, and community services. The College's system of shared governance and influence generates decisions on those matters that have a large "community of interest." The system emphasizes participation, timeliness in making and communicating decisions, and creating a balance of perspectives among and between staff, faculty, and students. The College's goals and vision are the keys to building the process with the primary outcomes of improving communication and the quality of decision-making, as well as effectively dealing with change.

Locations

The main campus of Hagerstown Community College is located southeast of Hagerstown on 319 acres at 11400 Robinwood Drive. The College may be reached from U.S. 40 and from Maryland Route 64. It is approximately 2.5 miles from downtown Hagerstown and is easily accessible from Interstates 81 and 70.

The College operates satellite locations at the Valley Mall in Hagerstown and at Fort Ritchie in Cascade, MD. Classes are also offered at various sites in Washington County and Franklin County, PA. HCC maintains a training facility and driving range for its Commercial Vehicle Transportation Program at the Hagerstown Volvo/Mack plant.

History

Opened as the first community college in Maryland, HCC's history dates back to September 10, 1946, when the Board of Education of Washington County unanimously agreed to establish a junior college offering two years of higher education. Eight days later, the College opened its doors for late afternoon and evening classes in the Hagerstown High School, located on Potomac Avenue, with an initial enrollment of 95 students. On September 10, 1956, the College was moved to a separate building, which included classrooms and administrative areas, on the South Hagerstown High School campus. This new facility made the offering of a day program possible for the first time.

On February 24, 1964, final approval was given for the construction of a new college campus. Ground was broken on March 28, 1965, on the current Robinwood Drive location. First classes were held at the new campus on September 19, 1966, with an

enrollment of 782 students. The new facilities were dedicated the following year on May 6, 1967. On July 1, 1971, a seven-member Board of Trustees, appointed by the Governor, assumed the governance of the College. On July 1, 1998, Hagerstown Junior College became Hagerstown Community College.

Accreditation

Hagerstown Community College (HCC) is a two-year public community college offering both transfer and career-oriented programs, as well as continuing education courses. The College has maintained accreditation by the Middle States Association of Colleges and Schools since its first review in 1968 and continues to meet the requirements necessary to maintain that accreditation. HCC is a member of the American Association of Community Colleges.

Facilities

During the 2010-2011 school year, there will be several construction projects underway at HCC. An expansion to parking lot "L" is expected to be complete by the start of the fall semester and will add 450 parking spaces. Construction on the new Science, Technology, Engineering, and Mathematics (STEM) Building will begin in the summer of 2010 and continue through the end of 2011. This building will be located on the hill beside parking lot "K," in between the current Science Building and Classroom Building. An addition to the Kepler Theater will begin in December 2010 and continue for approximately 14 months. This new Performing & Visual Arts Education Center will offer expanded classroom and performance space for the arts.

The **Administration and Student Affairs Building** offers students a central location to register for classes, apply for financial aid, pay tuition, meet with academic advisors, and request transcripts. It houses registration for credit and non-credit students, Financial Aid, Finance, Student Records, Academic Advising, Job Training Student Resources, Information Center, and the Offices of the President; Dean of Student Affairs; Human Resources; and Public Information and Government Relations. The Children's Learning Center adjoins the ASA Building, with a separate entrance on the side.

Facilities for instruction and faculty offices are provided in the **Classroom Building** which also houses a 200-seat lecture hall.

The **Science Building** contains a 60-seat lecture hall, laboratories, a learning center, seminar room, classrooms, and faculty offices.

The newly renovated **Career Programs Building** was dedicated in 2009. It is now home to The Merle S. Elliott Continuing Education and Conference Center, with five conference rooms and an expanded Valley Eatery, a tiered lecture hall that seats 66 students, science labs, a comfortable atrium, an outdoor fountain, and outdoor seating area at the Valley Eatery. It is also home to state-of-the-art facilities for nursing, radiography and other health sciences programs, as well as the industrial technology program and HCC's Reprographic Services, IT department, and campus mail room.

The **Student Center** is the focal point of student life on campus. The Hilltop Grill, HCC Bookstore, Student ID Center, Student Government Association and *HAWK* (student newspaper) offices are housed here. Students can hold meetings in one of two conference rooms, relax on the outdoor patio or the lounge/game room area and access the Web via computers in the commons area of the building.

The **Learning Resource Center (LRC)** houses the William M. Brish Library, the Student Success Center, distance learning classrooms, a television and editing studio, classrooms, computer laboratories, and faculty offices.

The **William M. Brish Library** within the LRC, offers services to HCC students, faculty and staff, as well as the surrounding community. With over 50,000 books, 175 journals and magazines, 28 Web-accessible databases, 1,600 e-books, and a variety of audio and video recordings, the library offers materials for every subject taught at the College, plus a generous fund of recreational material. The library also houses 75 public-access computers, two group study rooms, two conference rooms, and can seat over 140 people throughout its space.

The **Atlee C. Kepler Theater** houses an open-stage, music practice rooms, dressing rooms, studio/workshop, and offices for speech and drama instructors. The main theater area has 442 seats.

The **Athletic, Recreation and Community Center (ARCC)** was completed in 1988. The facility has a seating capacity of 5,230. In addition to sporting events, the ARCC accommodates large cultural, community, and social events. The building also houses the HCC Wellness Center and the Washington County Recreation Commission. Outdoor athletic facilities consist of tennis courts, a baseball field, a softball field, an eight lane all-weather track, a soccer field, and a cross-country running/jogging course.

The **Advanced Technology Center (ATC)** was established to provide college-level education and training in applied technologies needed by the citizens of Washington County and the neighboring quad-state region. The Center also endeavors to assist in regional economic development and in the transfer of technology to local industries. The College's technology and computer studies division is located in the ATC. The ATC's Distance Education Center includes facilities for teleconferences, upper division telecourses, and interactive distance learning. It also houses the offices of the Vice President of Administration and Finance and the Dean of Planning and Institutional Effectiveness.

The **Technical Innovation Center (TIC)** is a full-service business incubator with a mission to help stimulate the growth of high wage employment. The TIC provides business development consultation services along with laboratories, office facilities, and flex space to life science, information technology, manufacturing, and other technology oriented firms. In addition to the center's myriad shared resources, clients of the TIC can gain access to other HCC resources and student interns and graduates. As a business incubator, the TIC can provide a broad array of back office services so that the entrepreneur can focus on product and sales development. Each incubating client receives a package of support services custom tailored to meet the firm's needs. The TIC works directly with other local, state, and federal agencies to assist the firm in de-

veloping new technologies, markets, and funding sources. Existing businesses and entrepreneurs wishing to receive more information on incubation services should visit the Web site at *www.technicalinnovationcenter.com* or call the TIC at 301-790-2800, ext. 399.

HCC is home to 40 **campus gardens**, many of which date to 1966 when Dr. Mable R. Walter, biology professor and science division chair, and a beautification committee began work to preserve the natural beauty of the land. Throughout the years, College employees, donors, and volunteers have contributed to the development of the gardens, which include a rock garden, rose garden, marsh garden, and several memorial gardens. The College receives donations to help in the maintenance of the gardens and to honor loved ones through various plantings. For more information, contact the Office of Institutional Advancement at 301-790-2800, ext. 348, or e-mail *cohenl@hagerstowncc.edu*.

The Alumni Association Amphitheater includes a state-of-the-art theater, dressing rooms, orchestra pit, performer restrooms, paved parking area, 672 permanent seats with additional lawn seating, lighting, concession stand, ticket booth, sky boxes, public restrooms, and handicapped accessibility. The amphitheater was a gift to the College from the alumni and friends.

Rental of College Facilities

The primary use of College facilities is for the educational purposes of HCC students and faculty; however, there are occasions when areas may be rented for public use. The College sets competitive rental rates and reserves the right to determine the appropriateness of rental requests. For information, call 301-790-2800, ext. 283, or e-mail *gerhartj@hagerstowncc.edu*.

Office of Institutional Advancement

The Office of Institutional Advancement conducts activities which strengthen the College's ability to achieve and maintain self-sufficiency and viability. The Hagerstown Community College Foundation, Inc. fund raising efforts provide a stable income base for financial assistance to deserving and needy students.

Through its fund raising, alumni activities, and volunteers, the development office creates greater opportunities for students, faculty, and staff and thus ensures the College's ability to attain a financially sound margin of excellence for its students.

Hagerstown Community College Foundation, Inc.

Established in 1968, the Hagerstown Community College Foundation, Inc. is a 501(c)(3) not-for-profit corporation. The Foundation assists the College in its mission of being a comprehensive open door educational institution. It seeks private financial contributions for the progress of HCC and works to support the College in meeting its new challenges. In doing so, the Foundation provides a means for individuals and businesses to invest in the future of our citizens. Its funds are endowed, and only the interest income is used; the original capital remains preserved.

The Foundation represents an ongoing and vibrant partnership between the College and the community. This partnership provides the community a high return on investment as the College efficiently manages and effectively develops a comprehensive educational process to provide a well-trained and skilled workforce in Washington County.

The College, like all individuals and businesses, is confronted with rising costs which create financial pressures on its operating budget. The College does receive public funding but that financial resource has been declining. It is becoming more difficult to cover the basics and to support many worthwhile instructional and enrichment activities as well as equipment purchases. HCC looks beyond government resources to fund significant student aid, academic and cultural programs, and capital project needs. This support is vital to the academic excellence of the College.

A critical need exists to provide scholarships for both academically outstanding and financially needy students. Scholarships are available to students just beginning their college years or returning to school to acquire new skills for tomorrow's jobs. Interest from Foundation funds are used primarily for academic scholarships. Thus, the Foundation strives to help HCC in its commitment to student success and regional development through educational excellence and community involvement. HCC Foundation scholarships provide possibility and encouragement for worthy students who could not otherwise afford to attend college.

Foundation activities strengthen the College's ability to remain vital and to grow and flourish far into the 21st century. Increased funds for its endowment provide a stable base for student financial assistance and help the College provide the economic edge for our state and nearby areas.

Alumni Association

The Hagerstown Community College Alumni Association is a group of dedicated HCC graduates and friends of the College who work to improve the educational experience at HCC and who enjoy networking with their fellow graduates. The Association is served by a full-time coordinator of alumni relations and annual giving and is led by a 13-member executive committee and a 42-member board of directors.

Members have numerous opportunities for involvement at HCC. Association members help recruit high-quality students, promote pride in the College, plan reunions and/or other social events, coordinate an annual golf tournament and flower and garden show to raise funds for the institution, host the annual graduation tea and honor alumni and faculty for outstanding service. Alumni dues support the Alumni Scholarship Fund and alumni gifts to the College, and provide operating funds for the Association.

Membership is free for one year after graduation to all graduates who have completed a membership application. Associate membership is available to friends of the College who wish to support HCC and its Alumni Association. Life memberships are also available. The alumni coordinator may be reached at 301-790-2800, ext. 346, or via e-mail at *stewartl@hagerstowncc.edu*.

Member Benefits

Member benefits include recognition in the Alumni Newsletter, *HCC New Horizons* magazine, invitations and discounts to alumni special and social events, and opportunities to develop leadership skills by serving on an Association committee or by holding office. Members also gain satisfaction from helping to provide scholarships and alumni gifts to the College. Members promote pride in HCC by honoring outstanding alumni and faculty throughout the year. Some benefits available to all alumni are use of the library, job placement services, and career planning assistance.

For information on joining the Alumni Association or making a gift to Hagerstown Community College, contact the Alumni Office at 301-790-2800, ext. 346, or via e-mail at *stewartl@hagerstowncc.edu*.

Association Committees

Member alumni are offered the opportunity to serve on one of the Association's 10 committees and the Board of Directors:

- Bonanza: Plan the Association's annual fund raising cash bonanza.
- Budget and Finance: Prepares the budget and invests Association funds.
- Executive: Made up of Association Officers. Oversees the Association's Board of Directors and makes recommendations to the Board involving policy decisions for the Association.
- Flower and Garden Show: Plans the Association's annual show.
- Fund Raising: Plans and implements events to raise funds for the Association's operating expenses.
- Golf Tournament: Coordinates the yearly golf event.
- Membership: Recruits and orients new members. Encourages membership renewals.
- Nominating: Prepares nominations for officers and directors.
- Planning: Conducts short and long-range planning for the Association. Members with strategic planning experience are preferred.
- Reunion: Plans and conducts reunions.

Alumni Association Paid Membership

The Hagerstown Community College Alumni Association is supported by paid memberships. Annual membership types include: single $25, joint (husband and wife) $45, and lifetime $250. Twenty-five percent of Alumni Association dues support the Alumni Scholarship Fund and help children of alumni attend HCC.

For complete information on joining the HCC Alumni Association, contact the alumni coordinator at 301-790-2800, ext. 346, or via e-mail at *stewartl@hagerstowncc.edu*.

Campus Volunteers

HCC maintains a corps of dedicated volunteers who compliment and supplement the mission, vision, and goals of the College. They serve in a variety of capacities across the campus. To learn more, contact the coordinator of campus volunteers at 301-790-2800, ext. 217.

Continuing Education and Community Services Division

The Continuing Education and Community Services Division at Hagerstown Community College (HCC) focuses on "lifelong learning." The College is dedicated to providing customers with opportunities for learning required to keep pace with the changes in our economy and society throughout a lifetime.

The Continuing Education and Community Services Division is certified as a distinguished professional continuing education unit by the Learning Resources Network (LERN). LERN is the foremost authority on lifelong learning programming in the world.

"Lifelong learning" at HCC includes both credit and non-credit customized training services for business, government, and industry. It also includes retraining, skills upgrading, and personal enrichment.

Non-Credit Course Selections

The Hagerstown Community College Continuing Education and Community Services Division offers a wide variety of course selections. Courses are changed and updated on a regular basis in order to meet the educational needs of the community. Call the Continuing Education and Community Services Division for a current list of course offerings at 301-790-2800, ext. 236, or visit the Web at *www.hagerstowncc.edu/coned*.

Animal Care and Veterinary Office Careers

Animal care courses include courses for both pet owners and those that work with animals in various capacities. Veterinary office career courses include courses to prepare students to work as a front office assistant in a veterinary office, veterinary assistant, dog training and also careers in animal rescue shelters. Courses are also provided for the continuing education of licensed veterinary technicians that need continuing education in order to maintain their license.

Business and Professional Development

The Continuing Education and Community Services Division offers non-credit courses designed to develop the skills of today's business professional. Scheduled business classes include courses to obtain the AMA (American Management Association) certification in AMA Management Certification and AMA Certification in Human Resource Management.

Certification and Licensure

The Continuing Education and Community Services Division provides courses for those careers that require state licensing, state certification, or national certification. HCC offers the courses to obtain the license or certification and courses required to renew those licenses or certifications including real estate, real estate appraisal, insurance, lead paint abatement, child care, home improvement, home inspectors, pharmacy technicians, mortgage loan officers, pool operators, personal training, techniques of alcohol management, construction project management, and notary publics. Programs can be tailored to employer or licensing organization requirements.

College for Kids

College for Kids is a summer enrichment program designed to provide exciting, challenging, and enjoyable learning experiences for children entering grades one through ten. Each program offering is based on a popular theme and is carried through with various classes which may include: music, applied arts, science, technology, and literature. Visit the Web site at *www.hagerstowncc.edu/kids*.

Computer Training and Testing

Computer courses at the consumer and industry professional level are offered through the Continuing Education and Community Services Division. Flexible delivery mechanisms allow students to enhance their technology skills through traditional evening classes, convenient one-day courses, or instructor facilitated online classes. An industry testing center in CE's computer program area provides an exam site for IT professionals to take job-related certifications students to sit for the IC3 and Microsoft Office tests. Contract training resources are also available for businesses needing to retrain employees or enhance the computer skills of their staff.

Healthy Living

Hagerstown Community College offers diverse classes ranging from water-based and fitness exercise programs to meditation and ballroom dance courses. Each of the classes in Healthy Living offers you an opportunity to enhance your body, mind, and spirit. The instructors practice and teach strategies and techniques that encourage you to enjoy a richer and fuller life. You will also meet new people and experience the joys that come with a healthy approach to living.

Industrial Technology/Trades

Trades and industrial technology courses offered in our new industrial facilities lab develop and enhance skills in the area workforce. In addition to the scheduled courses, businesses and manufacturers can request contract training classes that are customized to meet their content and scheduling needs. Training topics include welding, HVAC, plumbing and pipe fitting, electrical wiring, PLC and CNC automation, and OSHA safety. New courses are now being offered on developing alternative energy topics such as solar or wind power.

Languages

The Continuing Education and Community Services Division offers language courses for both personal and business uses. Language courses for community or travel include community Spanish, Italian, German, Russian and French. Spanish courses are tailored to individual employer needs and are offered as open enrollment courses or offered onsite at the employers business. Business Spanish courses include Spanish for the Workplace, Spanish for Health Care, Spanish for Nurses, Spanish for the Dental Office, Spanish for Human Resource Offices, Spanish for Banking, Spanish for Church Mission Workers, and Spanish for Law Enforcement, as well as courses developed upon request to meet individual employer needs.

Lifelong Learning

The Hagerstown Community College philosophy of "lifelong learning"—sustaining personal growth, expanding horizons, and making new friends is well represented in this varied array of Continuing Education courses focusing on applied arts, music, history, and cultural studies. There are no tests and no academic requirements. Informal class sessions encourage comments, questions, and lively discussions.

Nursing and Allied Health

The Continuing Education and Community Services Division offers educational programs for allied health and health professionals including physicians, nurses, social workers, psychologists, dentists, dental hygienists, dental assistants, certified counselors and therapists, radiographers, physical therapists and assistants, occupational therapists and assistants, activity directors, paramedics and emergency services personnel, massage therapists, chiropractors, and nursing home administrators.

Our programs assist medical professionals in maintaining their certification in various areas of specialty by providing CEUs. We also provide continuous BLS classes for healthcare providers. The Nurse Refresher Course assists the nurse who has an expired license to get the license renewed through the requirements of the Maryland Board of Nursing.

The Hagerstown Community College Continuing Education and Community Services Division is a member of the Maryland Community College Association for Continuing Education and Training which is accredited as a provider of continuing nursing education by the American Nurses Credentialing Center's Commission on Accreditation.

Small Business Development Services

HCC's Continuing Education and Community Services Division and Technical Innovation Center partner with other Western Maryland entities who receive small business development funding to provide counseling and professional development services for small business development. For more information, call 301-790-2800, ext. 476.

Transportation Safety

A licensed driving school through the Maryland MVA, the Transportation Safety program provides certified courses including Driver Education for first-time drivers and Motorcycle Safety for two-wheel enthusiasts. Motorcycle Safety classes are held from March through November on the college's range and include Basic Rider, Basic Rider II, and Experienced Rider courses. Driver Education courses are offered every eight weeks throughout the year.

CDL Learner's Permit preparation classes are held for new drivers and CDL refresher courses are held for truck drivers who need to renew their behind-the-wheel skills. Transportation companies requiring special training can contract for in-truck skills courses or simulator-based driver evaluation.

Customized Contract Training

HCC offers customized contract training which is available to businesses and agencies. The goal is to provide training that will improve your employees' skills and knowledge, thereby increasing their effectiveness. The focus is on offering assessment, training and evaluation that will make a difference in your organization. Customized contract training courses are tailored to address the specific needs of the organization. HCC focuses on four major areas of skill development:

- Management Skills: Supervisory, coaching, decision-making and problem-solving
- Individual Skills: Business writing, team building, customer service, time and stress management
- Computer Skills: MS office, cyber security and certification
- Vocational Skills: Welding, CDL certification and "green" training

Conferences/Seminars

The Merle S. Elliott Continuing Education and Conference Center at Hagerstown Community College offers seven professional meeting rooms for conferences, seminars, workshops, retreats, meetings, or special events.

The Center features:

- Professional training facilities
- Centralized location
- State-of-the-art telecommunication capabilities; satellite downlinks; video/computer/Internet
- Audio/visual equipment
- Skilled audio/visual technicians
- Professional printing services
- Handout material consulting
- Full-service catering
- Ample parking
- Registration services options
- Meeting planning consulting
- Meeting facilitation

The Continuing Education and Community Services Division offers a wide range of training services to a variety of clients, which include customized training solutions or nationally acclaimed training by the American Management Association (AMA), Achieve Global™ and DDI ™.

Some training topics include:

- Strategic planning
- Leadership excellence
- Train the trainer/instructor development
- Supervisory skills
- Teambuilding
- Communication skills
- Customer service

HCC can also provide:

- Executive coaching
- Curriculum development
- Customized topics to fit your organizational needs
- Specialized training modules to augment your meeting, retreat or workshop

Adult Education Program

Hagerstown Community College is the home of the Washington County Adult Education Program. The mission of the program is to provide adult learners with basic life skills, including, reading, writing, mathematics, to enhance their participation as community members, succeed in the workplace, and to increase the opportunity to further their education beyond a high school equivalency.

Classes include Adult Basic Education, English as a Second Language, General Educational Development (GED), and External Diploma Program (EDP). Students must attend an orientation and assessment session in order to be placed into the appropriate class. All classes, with the exception of EDP, have no fee. Textbooks are provided in the classroom for students to use, but students must purchase textbooks if they would like to write in them or remove them from the classroom.

The program is administered by HCC, and classes are offered on the campus of HCC and at other sites throughout the county. Through this program, HCC involves a number of partners including, CASA, DORS, Family Center, Head Start, Housing Authority of Hagerstown, Judy Center, Washington County Board of Education, and Western Maryland Consortium.

Funding for the Adult Education Program is provided by the U.S. Department of Education, Department of Labor, Licensing, and Regulation, and Hagerstown Community College.

For more information or to schedule an orientation appointment, please call 301-790-2800, ext. 313.

Technical Innovation Center

The Technical Innovation Center (TIC) at Hagerstown Community College assists start-up and existing technology and knowledge based firms to develop and grow into strong successful commercial enterprises. The center's principal target segments include: life sciences, electronics and data acquisition hardware, IT and software, and manufacturing. Other technology sectors are also encouraged to apply.

As a full-service business incubator, the center provides business development services for both clients who lease space within the center and external clientele. The TIC offers an affiliate program for existing businesses that are located outside the center but need specialized facilities and services on a regular basis.

The business incubation program is a process that helps business owners acquire the skills and/or resources that are necessary to achieve growth targets. Each firm receives a custom tailored package of business development services that may include: business planning assistance, help in identifying sources of commercial financing and the preparation of required documents, marketing and sales plan development, operational planning assistance, and much more. These services are included in the firm's facility rental costs. Also included is the use of our conference facility that is equipped with multimedia projection equipment.

The Technical Innovation Center provides cost effective facilities for early stage firms of all types. The main building provides two floors of spacious two room office suites, conference rooms and a large training room. A full complement of business development services and resources is available in the Resource Center on the third floor. The ground level is perfectly suited for light manufacturing and assembly with approximately 8,000 square feet of open space. The TIC now has rapid prototyping capacity as a result of a partnership with Prism Engineering. Material handling equipment and a HAAS VF3 machining center is available for your use. The recently added life sciences wing is well equipped to help bio-technology and chemistry oriented start-up firms. Boasting eleven private wet labs, and a spacious common lab that includes a wide variety of scientific equipment, the new life sciences center at the TIC helps conserve precious capital for these early stage firms.

Entrepreneurs are encouraged to use the one stop Business Resource Center. New businesses can register their new enterprise online with all the required agencies. The Business Resource Center is open to the public and contains a well stocked library of business assistance books, audio and video tapes, CDs, and other media for use at no charge. Some of the Business Resource Center's materials can be accessed online through the TIC's Web site, *www.technicalinnovationcenter.com*. Computers with high speed broadband Internet access are also available in the Business Resource Center.

The TIC has developed relationships with a number of private professional service providers and maintains a strong working relationship with the Maryland Technology Development Corporation (TEDCO), the Chamber of Commerce, the Department of Business and Economic Development (DBED), and the Maryland Small Business Development Center (SBDC).

The TIC helps you conserve capital. Cost conscious firms realize that HCC students are technically talented and highly productive, adding real value to their firms. TIC clients routinely fill their entry level labor needs through HCC's Career Center. Many HCC programs have internship requirements which can help the firm manage its labor resources. Clients of the center have access to a variety of a la carte services such as temporary administrative assistance, bookkeeping, catering, desktop publishing, or full-color printing of collateral marketing materials. The center's clients can access a variety of equipment on a temporary basis. Whether it's a file cabinet or a computer, a digital SLR camera for a graphic design firm, or a Haas VF3 vertical machining center for a manufacturing client, the TIC does all it can to help each firm achieve success.

For more information, contact the Technical Innovation Center at 301-790-2800, ext. 399, visit the Web site at *www.technicalinnovationcenter.com* or e-mail *marschnerc@hagerstowncc.edu*.

Learning Technologies

The Learning Technologies unit provides support to faculty, staff, and students in the use of audiovisual equipment, Blackboard course management software and other distance education technologies. The unit handles all equipment and installations on campus and at the Valley Mall branch location. Offices are located in LRC128 and LRC134. General hours are Monday through Thursday from 7:00 a.m. to 7:00 p.m. and Friday from 7:00 a.m. to 4:30 p.m. Learning Technologies staff can be reached by calling ext. 587 or sending an e-mail to *learntech@hagerstowncc.edu*. Questions related to Blackboard should be e-mailed to *blkboard@hagerstowncc.edu*.

Technology Resources

At HCC, each student will learn with technology as a tool for their particular field of study, as well as about technology as a transforming force in society. The College is committed to maintaining a campus that is equipped with the technology necessary to function as a model learning institution. HCC maintains more than 1000 computers on campus; 31 state-of-the-art computer labs; 100 smart classrooms equipped with computer capability for data projection as well as VHS, DVD and CD for audio; and a distance learning classroom that connects anywhere in the world. In addition, the College is home to some of the latest equipment for use in skills labs for the health sciences programs, including imaging technology.

The Technology Council meets regularly to review, plan, and assess the College's use and future needs in technology. Comprised of broad representation from within the College, the council is particularly concerned with how HCC can effectively apply technology to the success of teaching and learning programs and services, as well as the administration and management of the College.

Admission to the College and its Programs of Study

Admission Policies

Philosophy

Hagerstown Community College is an open door institution which admits students 16 years or older who can benefit from the learning experience at the college. Students are admitted without regard to race, gender, ethnicity, religion, sexual orientation, national origin, or disability.

A student may be admitted to the College in general without being admitted to specific credit, non-credit, or oversubscribed programs. Credit degree, certificate, and letter of recognition programs may have additional eligibility requirements. Oversubscribed programs that have more eligible applicants than available capacity admit students based on uniformly applied admissions standards. All students taking credit courses must be able to demonstrate proficiency in writing and speaking English. Individuals without such proficiency may be admitted to selected non-credit continuing education and/or adult education programs.

Gifted and Talented Students

Applicants under age 16 may be eligible to take credit courses if they have been identified as having exceptional academic ability. Most students admitted to HCC under this category have participated in The Johns Hopkins University Talent Search Program. For information about the talent search program call 410-735-4100 or go to *www.jhu.edu/gifted*. In order to apply to HCC, students must have completed seventh grade or the equivalent education.

Send an admissions application, official secondary school transcripts, ACT or SAT test scores, and any other documentation of outstanding abilities and maturity. An SAT score of 1800 or an equivalent score on a nationally accepted college entrance examination is required. A pre-admission interview with the student and parent or guardian and skills assessment are required also. Gifted and talented students are eligible to apply for financial aid in some circumstances.

College Entry Assessment and Course Placement Policy

Hagerstown Community College is committed to providing access to postsecondary education through an open door admission policy while maintaining high academic standards. Initial basic skills assessment and appropriate course placement are critical factors in student success.

First-Time College Students

First-time HCC applicants for admission into degree programs are required to be assessed for reading, writing, computer literacy, and mathematics proficiency prior to initial registration. Students will take the appropriate placement and assessment test as determined by the faculty and academic officers. Based on assessment scores, students will be placed in the appropriate level of developmental or college-level mathematics and English courses(s). See exemptions below.

Transfer Students

Transfer students with no current placement test scores or official transcripts will take the standard entry assessments test(s). See exemptions below.

Readmit Students

Readmit students and students who change from certificate to degree programs with no current placement test scores will take the standard entry assessment test(s). See exemptions below.

Entry assessment test scores are valid for two years. Developmental courses at the 100 level or below do not apply toward graduation requirements and are not calculated in students' grade point averages. Skills assessments are administered by appointment in the Academic Testing Center on the third floor of the Learning Resource Center. Call 301-790-2800, ext. 305, or e-mail *testing_center@hagerstowncc.edu*.

Math Assessment Exemptions

- Students with an SAT math score of 550 or above
- Students with an ACT math score of 21 or above
- Test scores older than five years are not valid.

Reading/Writing Assessment Exemptions

- Student with an SAT critical reading score of 550 or above
- Students with an ACT English score of 21 or above
- Students who have passed a college-level English course
- Test scores older than five years are not valid.

Waivers from the Entry Assessment Requirement

1. Students who have already earned a college degree from a regionally accredited higher education institution are exempt; however, students enrolling in programs with specific requirements may be required to take the mathematics assessment.
2. Students enrolled at another college or university who have written approval from their home institution to take a course at HCC may be exempt. Some prerequisites may apply.
3. Students not pursuing a degree, taking courses without pre-requisites, are exempt.
4. Students with special circumstances may petition for approval by faculty and division chairs and directors.

*Note: Students who are required to take the Human Anatomy and Physiology (BIO 103) Placement Test, contact the Science Learning Center at 301-790-2800, ext. 251, for information on when the test is available and for study materials.

Computer Access

In order to succeed with the programs of study at HCC, all students must have computer/Internet access and basic computer skills, including Microsoft Word. In order to assist those students who don't have computers and Internet access at home, all students are given free access to these programs on campus, within the library, and in various open labs on the main campus.

Admission Procedures

All New Students

Students must submit an application for admission. Proof of residency may be required. The application and all supporting documents should be sent to the Office of Admissions and Registration. Applicants should send transcripts if they are enrolled in high school, graduated from high school or earned a GED within the last five years, want credits from another college or university transferred to HCC, or have prerequisite courses at another institution. ACT, SAT or college transcripts also must be sent if test scores or previous college courses provide exemption from all or portions of the skills assessment.

As part of the admission process, all degree-seeking students must schedule the skills assessment via the Web site at *www.hagerstowncc.edu/testing*.

High School Students

The ESSENCE Program

The ESSENCE Program is designed to give high academic achievers, who are 16 years of age or older and reside in Washington County, the opportunity to earn up to 12 credits of college-level coursework at a 50 percent tuition reduction while still in high school or home school. Developmental courses are not appropriate nor allowed course options for high school students. Unless arrangements have been made with the high school, students are responsible for paying college and course fees.

All students applying for the ESSENCE Program must:

- have the permission of a parent and their high school counselor and principal
- have a minimum GPA of 2.5
- take college placement tests
- have all necessary forms completed and submitted to the Office of Admissions and Registration
- be able to comply with the financial, scheduling, and transportation (for on-campus courses) requirements
- contact their high school counselor for dual-enrollment classes

Students in need of financial aid who are attending Washington County Public Schools (WCPS) are eligible to receive funds to cover the remaining 50 percent tuition with an ESSENCE scholarship through the HCC Foundation and the Community Foundation of Washington County. The Office of Institutional Advancement at HCC has more information on these scholarships. Call 301-790-2800, ext. 348.

Selected courses provide a dual-enrollment option, where students receive both high school and college credits for a course taken at the high school. In addition to the above ESSENCE requirements, all dual-enrollment students must:

- have a high school career plan to be a University of Maryland Completer and/or a Career Technology Education Completer if you are a WCPS student
- have completed all required Maryland State High School Assessments in the core and specialized area of study
- have written assurance from the high school principal that the course(s) taken at HCC will be accepted for high school credit
- have a signed permission form to send grade reports to WCPS.

The ESSENCE II Program

The ESSENCE II Program is designed for high academic achievers who are currently in high school or home school, are 16 years of age or older and are out-of-county or out-of-state residents. Through the program, students have the opportunity to earn up to 12 credits of college-level coursework at a 25 percent reduction in the regular tuition rate that they would be charged based on residency.

All students applying through the ESSENCE II Program must:

- have the permission of a parent and their high school counselor and principal
- have a minimum GPA of 2.5
- take college placement tests
- have all necessary forms completed and submitted to the Office of Admissions and Registration
- be able to comply with the financial, scheduling, and transportation (for on-campus courses) requirements
- contact their high school counselor for dual-enrollment classes.

Advanced Placement (AP) Program

High school students who take AP courses available in their high schools may confirm that they have learned the equivalent of college level work by taking the appropriate advanced placement exam administered by the Educational Testing Service. Scores of 3, 4, and 5 are generally recognized for the granting of 3–8 credits depending on the course. HCC awards credits using the same criteria as many other colleges across the nation.

See page 14 for more information.

Articulated Credits

Students may be eligible to receive articulated college credit for having completed advanced coursework in certain area public schools, including those in Washington County, MD. Such course credit is posted to an HCC transcript once a 3-4 credit HCC course is successfully completed with the grade specified in the articulation agreement. No articulated credit can be awarded unless the student complies with the specific terms of the articulation agreement.

1. Successfully complete the high school articulated course(s), per the articulation agreement.
2. Complete the required HCC course(s) with the minimum grade designated in the articulation agreement.
3. Apply for articulated credit within one year of high school graduation.

Articulation agreements are on file at the high schools and HCC.

While HCC maintains transfer agreements with many baccalaureate institutions, students should be aware that some institutions and programs might not accept college credits granted for high school work. Student should consult with an HCC advisor prior to transfer.

Students With No High School Diploma or GED

Applicants who are 16 years or older and have formally withdrawn from high school and have not earned a GED should schedule an appointment with the director or assistant director of admissions, records and registration to determine the conditions under which they may enroll. Eligibility for financial aid is dependent upon the completion of the institution's placement assessments. Students must score at specified levels to be eligible for financial aid.

Readmit Students

Students who were previously enrolled at the College in good academic standing, and have not attended for two or more years, must reapply to the college and meet all current admission requirements. Readmitted students are subject to the program requirements of the current catalog and academic year in which they re-enter.

Additional criteria for readmission to a health sciences program exist. Please check with an academic advisor for specific information.

Transfer Students

Applicants may be admitted with advanced standing from other regionally accredited institutions. Official transcripts from the applicants' prior institutions should be sent directly to the Office of Admissions and Registration at HCC. Upon completion of a three-credit course at HCC, transfer credits become part of the student's official transcript at HCC. Credits accepted from other institutions satisfy graduation requirements at HCC. The course grades, however, are not calculated in the grade point average at HCC.

HCC adheres to the general education and transfer policies of the Maryland Higher Education Commission. (See Appendix, page 233, for General Education and Transfer Policy.)

Additional criteria for transfer into a health sciences program exist. Please check with academic advising for specific information.

Requirements for International Students Who Need Form I-20

Prior to the issuance of an I-20 and admission to Hagerstown Community College, applicants who are nonresidents of the U.S. must submit the following documents:

1. An HCC application with a local sponsor's address and the student's address from his/her home country.
2. A certified copy of high school and college transcripts in both the native language and an English translation if necessary. A course-by-course evaluation by World Education Services (WES) or AACRAO International Education Services (IES) is required.
3. A statement of financial resources including the amount and source of funds to cover the student's college expenses (Form I-134 Affidavit of Support). The approximate cost of tuition, fees, books, and living expenses is $16,000 per year. All F-1 students are classified as out-of-state residents for tuition purposes while an HCC student.

   Students must have a local sponsor who will agree to provide housing, meals, and transportation. Hagerstown Community College has no on-campus housing, therefore, students must secure housing with a local sponsor. The local sponsor should be a close relative or other responsible individual.
4. Students must obtain health insurance through a company of their choice. Student Secure and Compass are two options to meet the needs of international students. (*www.internationalstudentinsurance.com* and *www.isoa.org*)
5. An official score report from the Test of English as a Foreign Language (TOEFL). Students must attain a minimum score of 500 on the paper-based test, 173 on the computer-based test, or 65 on the Internet test.
6. The College's placement assessments are required once the student has been approved for an F-1 visa and arrives on campus.

The application and all supporting documents must be completed and submitted by May 15 for the fall semester, October 15 for the spring semester, and February 15 for the summer sessions.

Military Personnel

In addition to meeting the admissions policies and procedures for all new students, military personnel should submit either an AARTS (Army), SMART (Navy/Marines) or USCGI (Coast Guard) transcript, and forms DD214 and DD295, if applicable. HCC uses the Guide to the Evaluation of Educational Experience in the Armed Services to determine the award of transfer credit.

Servicemembers Opportunity College

The College is a member of the consortium of Servicemembers Opportunity Colleges. As such, HCC aggress to implement military friendly policies regarding the admission and transfer requirements of servicemembers. For more information, contact the assistant director of Admissions, Records, and Registration at 301-790-2800, ext. 335.

Veterans

In addition to meeting all admission requirements, veterans should submit military form DD 214 and contact the Records Office for information related to benefits.

Maryland National Guard

In addition to meeting all admission requirements, active members of the Maryland National Guard need to have certification from the Maryland Adjutant General of active duty. This certification is presented when the student registers for classes and entitles the Guard member to special tuition provisions provided the student has two years of active duty remaining.

Oversubscribed Programs

Oversubscribed programs are those that have more eligible applicants than available capacity. Currently, these include nursing, practical nursing, and radiography. The policy for admission to these programs is based on a point system. Eligibility requirements for these programs must be met before applications can be submitted for consideration. Each of the following criteria will have the same approximate weight in every oversubscribed program admission point system:

a) Grade point average (15-25%)
b) Residency (5-10%)
c) Course or Skill Requirements (65-80%)

The program chair/director and the director of admissions, records and registration determine admissions procedures based on these guidelines in order to maximize student success.

Appeal Process

A student may appeal an admissions decision by submitting a written rationale to the director of admissions, records and registration within fifteen work days after receiving notification of non-acceptance. Within ten work days, the director will render a decision.

A student may submit an additional written appeal to the dean of student affairs within five business days. The dean shall render a decision within five work days after the appeal is submitted. The decision of the dean shall be final.

Evaluation of Prior Learning and Experience

General Transfer Criteria

Credit may transfer after a student has completed one three-credit course at HCC and if one of the following criteria is met:

1. The institution is regionally accredited by a commission on higher education. The college uses *Transfer Credit Practices of Designated Educational Institutions* published by the American Association of Collegiate Registrars and Admissions Officers.
2. HCC has an articulation agreement with a business, school or industry. Articulation agreements specify award of credit for meeting certain criteria and presenting certain documents.
3. The American Council on Education (ACE) has reviewed and recommended the course for credit. The following books are used to evaluate nontraditional credit:

   The Directory of the National Program on Noncollegiate Sponsored Instruction, The Guide to the Evaluation of Educational Experiences in the Armed Services or the National Guide to Educational Credit for Training Programs.

College and University Transfer Credit

Credit is granted for course work completed at regionally accredited colleges and universities and that apply to the student's program at HCC. The assistant director of admissions, records and registration and the appropriate faculty member evaluate courses taken more than ten years ago. Credit for courses accepted from other institutions satisfy HCC's graduation requirements. The course grades, however, are not calculated in the grade point average at HCC. For students transferring from any University of Maryland system institution, all applicable general education coursework with a grade of "D" or above will be accepted in transfer. For program requirements, grades of "D" will be accepted only if the grade point average for the block of courses is 2.0 or higher. HCC will convert courses taken at institutions that operate on the quarter system to semester hours. Quarter hours are multiplied by 2/3 to equal semester hours.

Students may transfer up to 75 percent of their degree or certificate requirements. All transfer students working for a degree or certificate must take at least 25 percent of their credits at HCC.

Nontraditional Credit

Students may be awarded up to 30 credits for nontraditional coursework. Credit will not be awarded for equivalent courses completed at HCC or other institutions. After completing a three-credit course at HCC, the nontraditional credit is posted to the student's HCC transcript.

Noncollegiate Programs

Credit may be awarded for educational programs which apply to the student's program and were successfully completed at noncollegiate organizations such as government agencies, corporations, and businesses. Official transcripts or documentation must be sent to the Office of Admissions and Registration.

Military Education and Training

Credit may be granted for a variety of formal military, technical and educational programs based on the student's program at HCC. Official Community College of the Air Force, AARTS, SMARTS or USCGI transcripts and forms DD214 and DD295, if applicable, should be sent to the Office of Admissions and Registration.

Defense Activity for Nontraditional Educational Support (DANTES)

Dantes Subject Standardized Tests (**DSST**, formerly known as **DANTES**) and the *College Level Examination Program* (**CLEP**) are available to military personnel as well as civilians. **DANTES** will pay **DSST** and **CLEP** fees for military personnel.

See the listing for **National Examinations** in this catalog for more information about these tests. Further information is also available at military education centers and the Academic Testing Center at HCC.

National Examinations

HCC awards credits for the Advanced Placement **(AP)**, the College Level Examination Program **(CLEP)**, and Dantes Subject Standardized Tests (**DSST**, formerly known as **DANTES**).

Advanced Placement Examinations

These subject exams sponsored by the Educational Testing Service are usually administered through high schools at the completion of AP course offerings. HCC awards credits based on the AP exams and minimum scores listed below. Applicants for admission who have taken AP examinations should have an official copy of their scores sent to the Office of Admissions and Registration. To request an official AP score report, write to:

Advanced Placement Exams
P.O. Box 6671
Princeton, NJ 08541-6671

Visit the Web site at *www.collegeboard.com/student*

College Level Examination Program (CLEP)

CLEP is a national credit by examination program that provides individuals with the opportunity to receive credit for college level achievement acquired in a variety of ways. (DANTES will pay the CLEP fee for military personnel.) HCC awards credit for passing the CLEP tests that are listed on page 25. CLEP exams are administered at HCC in the Academic Testing Center. For more information, call 301-790-2800, ext. 305.

Applicants for admission who have taken CLEP examinations should have an official copy of their scores sent to the Office of Admissions and Registration. Go to the Web site to obtain a Transcript Request Form or write to:

CLEP Transcript Service
P.O. Box 6600
Princeton, NJ 08541-6600.

Visit the Web site at *www.collegeboard.com/clep*.

Dantes Subject Standardized Tests (DSST)

DSST is a testing program available to anyone who wants to receive credit for college-level competencies gained through life-long learning. (DANTES will pay the DSST fee for military personnel.)

Further information regarding DSST is available in the Academic Testing Center at HCC as well as from the assistant director of admissions, records and registration. Official scores must be sent to the Office of Admissions and Registration. Visit the DSST Web site at *www.getcollegecredit.com*.

Institutional Examinations

Institutional examinations are offered at HCC in subjects in which CLEP and DSST exams are not available. Students must be admitted to the college before taking an institutional exam. An examination fee is charged. An institutional exam per subject area may be taken only once and is arranged through the division chair or director.

ADVANCED TEST TITLE	SCORE	PLACEMENT CREDITS	MINIMUM REPLACES
Art History	3 4 or 5	3 6	ART 101 ART 231 & ART 232
Art–Studio: 2D Design	3	3	ART 102
Art–Studio: 3D Design	3	3	ART 108
Art–Studio: Drawing	3	3	ART 103
Biology	3 4 or 5	4 8	BIO 101 or BIO 106 BIO 101 & BIO 102 or BIO 113 & BIO 114
Chemistry	3 4 or 5	4 8	CHM 101 or CHM 103 CHM 103 & CHM 104
Chinese Language and Culture	3 or above	3	HUM General Education
Computer Science A	3 or above	3	IST/CSC 134
Computer Science AB	4 or 5	6	IST/CSC 134 & one lower level IST/CSC elective
English (Language and Composition)	3 or above	3	ENG 101
English (Literature and Composition)	3 4 or 5	3 6	ENG 101 ENG 101 & ENG 102
Environmental Science	3	3	BIO 111
European History	3 or above	3	HIS elective
French (Language)	3 4 or 5	4 8	FRN 101 FRN 101 & FRN 102
German (Language)	3 4 or 5	4 8	GER 101 GER 101 & GER 102
Government and Politics/Comp.	3	3	POL elective
Government and Politics/US	3 or above	3	POL 101
Human Geography	3 or above	3	GEO 102
Japanese Language and Culture	3 or above	3	HUM General Education
Latin: Vergil	3 or above	3	HUM General Education
Macroeconomics	3 or above	3	ECO 201
Math (Calculus AB)	3 4 or 5	4 4	MAT 161 MAT 203
Math (Calculus BC)	3 or above 4 or 5	4 8	MAT 203 MAT 203 & MAT 204
Microeconomics	3 or above	3	ECO 202
Music (Theory)	3 or above	3	MUS 101
Physics (B)	3 4 or 5	4 8	PHY 201 PHY 201 & PHY 202
Physics (C) Part I	3 or above	5	PHY 203
Physics (C) Part II	3 or above	5	PHY 204
Psychology	3 or above	3	PSY 201
Spanish (Language)	3 4 or 5	4 8	SPN 101 SPN 101 & SPN 102
Spanish Literature	3	3	SPN elective
Statistics	3 or above	3	MAT 109
United States History	3 4 or 5	3 6	HIS 201 HIS 201 & HIS 202
World History	3 4 or 5	3 6	HIS 101 HIS 101 & HIS 102

CLEP EXAM	PASSING SCORE	CREDITS	REPLACES
American Government	50	3	POL 101
American Literature	50	3	ENG elective
Analyzing and Interpreting Literature	50	3	ENG elective
Biology (General)	50	8	BIO 101 & BIO 102
Business Law: Introduction	50	3	BUS 104
Calculus	50	4	MAT 203
Chemistry (General)	50	8	CHM 103-104
College Algebra	50	3	MAT 101
College Mathematics	50	3	MAT 108
College Composition Modular	50	3	ENG 101
College Composition	50	3	ENG 101
Educational Psychology: Introduction	50	3	PSY 203
English Literature	50	3	ENG elective
Financial Accounting	50	4	ACC 101
French, Level 1	50	8	FRN 101 & FRN 102
French, Level 2	62	14	FRN 101–FRN 202
German, Level 1	50	8	GER 101 & GER 102
German, Level 2	63	14	GER 101–GER 202
History of the US 1	50	3	HIS 201
History of the US 2	50	3	HIS 202
Human Growth and Development	50	3	PSY 204
Humanities	50	3	HUM elective
Information Systems and Computer Applications	50	3	IST 102
Macroeconomics, Principles of	50	3	ECO 201
Management, Principles of	50	3	MGT 103
Marketing, Principles	50	3	MGT 104
Microeconomics, Principles of	50	3	ECO 202
Natural Sciences	50	6	BIO/PHS elective
Precalculus	50	4	MAT 161
Psychology, Introduction	50	3	PSY 201
Social Sciences and History	50	6	SSC elective
Sociology, Introductory	50	3	SOC 101
Spanish, Level 1	50	8	SPN 101 & SPN 102
Spanish, Level 2	63	14	SPN 101–SPN 202
Western Civilization 1	50	3	HIS 101
Western Civilization 2	50	3	HIS 102

Industry Certifications

HCC students who have passed nationally recognized certifications may be awarded credit for a related course. To receive credit for a course, the applicant must present an official certificate, license, or transcript indicating the course completed. The certificate, license, or transcript must specify date of completion.

IT INDUSTRY CERTIFICATION	ACRONYM	EXAM	RELATED HCC COURSE
Adobe Certified Associate	ACA	Visual Communication Using Photoshop CS4 Extended	GDT/ART 116
National Center for Construction Education Research	NCCER	Documented completion of NCCER Plumbing Level One coursework and exam or Plumber Journeyman license or Master Plumber license	INT 105
American Welding Society	AWS	AWS Certified Welder Certification	INT 106
North American Technician Excellence National Center for Construction Education Research	NATE NCCER	NATE Core HVAC Installation Exam or documented completion of NCCER HVAC Level One coursework and exam or HVAC Journeyman license or Master HVAC license	INT 107
National Center for Construction Education Research	NCCER	Documented completion of NCCER Electrician Level One coursework and exam or Electrical Journeyman license or Master Electrician license	INT 109
Internet and Computer Core Certification	IC3	Students must pass all three exams to earn the certification. 1. Computing Fundamentals 2. Key Applications 3. Living Online	IST 102
Microsoft Certified Application Specialist	MCAS MCAS	Using Microsoft Office PowerPoint 2007 Using Microsoft Office Access 2007	IST 103 IST 107
CompTIA	Linux+	Linux+ Exam	IST 109
Certified Wireless Network Administrator	CWNA	PWO-104	IST 140
CompTIA	A+ A+ Net+ Security +	CompTIA A+ Essentials* CompTIA A+ Practical Application* Network + Exam Security + Exam	IST 150 IST 151 IST 154 IST 160
Cisco Networking Academy: Cisco Certified Network Associate	CCNA	CCNA certification must be less than three years old.	IST 155 IST 156 IST 255 IST 256
Microsoft Certified Professional	MCSA MCSE MCITP	Specific exams are required to obtain certification that relates to each course. Exams must be less than three years old. **	IST 261 IST 262 IST 263 IST 264
Certified Information Systems Security Professional	CISSP	Exam is offered by the International Information Systems Security Certification Consortium (ISC)2	IST 267
Commercial Driver's License	CDL	Current Class A license and current DOT certification	TRK 115

Instructions for students wishing to obtain Microsoft, IC3, CompTIA, or Cisco certifications

1. Obtain voucher either from Prometric/VUE or purchase a discount voucher from the Business and Technology Testing Center, ATC 207 (ext. 553).
2. Visit the Prometric Web site at *www.2test.com* to schedule an exam appointment at HCC or any Prometric testing center. Contact *www.pearsonvue.com* for Cisco testing information.
3. Two forms of identification including a picture ID are required before taking the exam(s).

Students wishing to obtain the Microsoft Certified Application Specialist credentials can contact extension 413 or visit www.certiport.com to begin the process.

* Certification must be less than four years old or be an equivalent updated 2006 exam.

** Applies to currently supported operating systems only.

Articulation Agreements

The college maintains special articulation arrangements with various schools, colleges and universities that address course-to-course articulation for non-regionally accredited institutions. For more information, contact the office of the vice president of academic affairs at 301-790-2800, ext. 231.

HCC/WCPS

Hagerstown Community College and Washington County Public Schools have an articulation agreement that awards college credit for selected WCPS coursework.

To receive credit for these courses, students must have earned a specific grade as designated in the various agreements and in some cases be enrolled in a specific program. Students must submit an articulation agreement form signed by the appropriate high school instructor within 12 months of their high school graduation and after completing one three-credit course or the specified course(s) in the articulation agreement at HCC. Forms and additional information are available from the assistant director of admissions, records and registration at HCC and from the Washington County high school guidance offices.

Tech-Prep

HCC and the WCPS have jointly developed an educational plan for several career program options. These plans and course articulation agreements are available from the assistant director of admissions, records and registration and from the Washington County high school guidance offices.

Out-of-State High Schools

HCC has articulation agreements with selected out-of-state high schools. Out-of-state students should contact the assistant director of admissions, records and registration to determine if they are eligible. Students need to do this within one year of their high school graduation.

Transfer from Hagerstown Community College

Students need to plan early for transfer to a four-year college or university. The academic advisement staff offers transfer advising and can help students make a smooth transition from HCC to another institution.

Maryland Colleges and Universities

The Code of Maryland (Title 13B) stipulates that students graduating from HCC with an A.A., A.A.S., or A.S. or who have completed 56 or more credit hours will not be denied admission to another public institution in Maryland if they have obtained a 2.0 cumulative grade point average. Students have the option of attending any of the 13 schools. Space restrictions, academic major requirements, and other restrictions may apply. Contact an academic advisor for more information. Students can also attend the University of Maryland System campus at Hagerstown to complete their bachelor's degree and/or master's degree in specified majors. For more information, contact USM Hagerstown at 240-527-2060.

ARTSYS is a computerized articulation system for Maryland's public colleges and universities. Many private Maryland colleges and universities have also joined ARTSYS. Students can determine what courses to take at HCC to transfer to a Maryland college or university of their choice. ARTSYS can be accessed by going to *www.artweb.usmd.edu*.

Out-of-State Colleges and Universities

HCC has articulation agreements with a number of West Virginia and Pennsylvania institutions to make transfer planning easy for HCC students. Additionally, with proper planning students can have their HCC credits transferred to any college or university in the United States.

Dual Admissions

HCC participates in several special transfer agreements called dual admission programs in which students can be concurrently admitted to HCC and a four-year institution if certain conditions have been met. This facilitates a seamless transition from HCC to the four-year institution. Some agreements are with HCC and the following institutions:

Frostburg State University
Penn State Harrisburg
Shepherd University
Shippensburg University
University of Maryland, University College

Registration

Class Schedules

HCC offers three full semesters each year, allowing students more options in reaching their educational goals. During each fall and spring semester, courses are offered in the traditional 15-week session and select courses are offered in 5, 7.5, and 10-week sessions. During the summer term, the College also offers multiple sessions of different duration to accommodate student needs. Students should be aware that not all classes are offered every semester. Class schedules are mailed several times throughout the year to all residents of Washington County, as well as residents in parts of Franklin County, PA, and Berkeley County, WV.

Registration

New Students

All new students must meet with an academic advisor prior to registration. Advisors review assessment results, give you information on program requirements and help you select courses that are appropriate for your educational goals. After completing the advising appointment, new students will register online via WebAdvisor. In addition, new students should attend a new student orientation just before the start of the fall or spring semester. Additional information about this orientation can be obtained by calling 301-790-2800, ext. 225, or from the class schedule.

Returning Students/Web Registration

Returning students are required to register via Web Advisor. In the event a student does not remember his or her user ID and password, he or she must call 301-791-6891. In order to receive confirmation of registration, students must open an e-mail account via the College's Web site.

Instructions on how to register via the Web are on the Hagerstown Community College homepage *www.hagerstowncc.edu*. Personal assistance is also available at the Welcome Center in the ASA Building.

Returning Students

Returning students need an advisor's signature only if they have been placed on academic probation or been academically dismissed.

Enrollment Status

Students who are registered for 12 or more credits are considered full-time. Students who are registered for less than 12 credits are part-time.

A student who has successfully completed 30 semester hours of work in an approved curriculum is eligible for sophomore standing.

Prerequisites

Many courses have prerequisites listed. The prerequisite course listed is to ensure that students have the appropriate knowledge before beginning the next course.

Auditing Courses

Courses taken for audit do not receive a grade or credit. Students audit a course by checking the appropriate box on the registration form. Regular tuition and fees are charged. Courses can be changed from audit to credit within the first 20 percent of the term. Courses can be changed from credit to audit until the last day to withdraw and students will receive an "AU" grade. Students who have audited a course may repeat it for credit.

Adding/Dropping Courses

The class schedule should be consulted for all add/drop deadlines. Failure to officially drop/withdraw from a course results in a grade of "F" and forfeiture of tuition and fees. This may be done via the Web Advisor or by submitting the appropriate forms to the Office of Admissions and Registration. Students receiving financial aid, who drop/withdraw from a course, need to notify the Financial Aid Office.

Full and Cancelled Courses

Students should register early to have the courses and sections of their choice. Seats in classes are available on a first-come, first-serve basis. Courses may be cancelled due to insufficient enrollment. In the event that a course is cancelled, students will be notified. Students may elect to enroll in another course or request a refund, following set procedures.

Change of Program

Students who change their academic program, change their status from non-degree to degree or certificate seeking, or who interrupted their studies and have not attended HCC in the last two years, are subject to the program requirements of the current catalog and academic year when the change is made. Students must complete a change of curriculum form in WebAdvisor.

Change of Address

To officially change a name, address, or telephone number, students should go to WebAdvisor or the Office of Admissions and Registration. Proof of residency is required for address changes into Washington County.

Student Identification

All students are required to have photo ID cards to use the computer labs, library, and many other facilities on the campus. Students must bring a copy of their class schedule with them to obtain their identification cards. Students get their ID cards in the Student Center. Dates and times are listed in the class schedule.

Student E-mail Accounts

New students should open an e-mail account 24 hours after they have registered for classes via the HCC Web site. Once an account has been established students can access their accounts at HCC, home, work or public libraries.

Files and e-mail messages created or stored on equipment or media owned by Hagerstown Community College are the property of the College. Users are cautioned that files or e-mail messages stored on College equipment are not private. The College may monitor, audit, and review files, directories, and communications to maintain system integrity and to ensure that equipment and systems are used in accordance with College policies and applicable federal and state laws.

Distance Learning

Hagerstown Community College understands that due to busy schedules students find it difficult to attend classes on campus or may need to take a course that may not be offered at a convenient time. Distance learning courses may provide an option for selected courses.

Online Courses

Online courses allow students the flexibility of deciding the time and place of course delivery. When taking an online course there are many factors involved to ensure a successful experience. Students must have basic computer skills, access to a computer with an Internet connection and an e-mail address. Each course will also have a list of system and software requirements. Students may need to come to campus for scheduled meetings and/or exams. Online courses demand that students be able to learn and work independently and be able to meet deadlines. Check the current class schedule for course offerings.

Hybrid Courses

A hybrid course is a blend of face-to-face instruction with online learning. In a hybrid course, a significant part of the course learning is online and as a result, the amount of classroom seat-time is reduced.

Interactive Video

Verizon Distance Learning Classroom (ATC-140)

Using the Verizon Distance Learning Network, a live course is taught by an instructor at one location and sent to up to three other Verizon classrooms across the state. The instructor and students are able to see, hear and interact with each other with the use of cameras, plasma televisions, and microphones.

Compressed Video Classroom (ATC-132)

Using ISDN telephone lines and compressed video equipment, HCC courses are sent to other locations that also have compressed video equipment. The instructor and students are able to see, hear and interact with each other with the use of cameras, TV monitors, and microphones.

Antietam Cable Channel 99 Courses

If you live in Washington County and subscribe to Antietam Cable, you have access to Channel 99, the Public Education and Government Channel.

Using one of the interactive classrooms at HCC, instruction is broadcast on Antietam Cable Channel 99. Students have the option of taking the course "live" in the classroom or students may view the course at home and interact with the instructor via telephone or e-mail.

Off-Campus Studies

The College provides alternative locations to earning credit on campus. Courses are regularly offered each semester at the College's Valley Mall Center and Fort Ritchie (Cascade, MD), and periodically at Chambersburg Hospital (PA), Waynesboro Hospital (PA), Washington County Museum of Fine Arts, Greencastle-Antrim High School (PA), and in Hancock, MD. Please check the current class schedule for availability. HCC's Commercial Vehicle Transportation Program is offered at a training facility and driving range located at the Hagerstown Volvo/Mack plant. The Valley Mall Center is staffed Monday through Thursday from 8:30 a.m. to 9:00 p.m., Friday from 8:30 a.m. to 4:30 p.m., and occasional Saturday hours. For more information, call HCC's Valley Mall Center at 301-790-2800, ext. 565.

Tuition and Fees

Tuition*

Washington County Residents
Per credit hour $100.00
Out-of-County Residents
Per credit hour $156.00
Out-of-State Residents
Per credit hour $206.00
(Students who audit courses are charged the same tuition as students taking courses for credit.)

Fees*

General College Fee (per credit hour) ..... $ 9.00
Credit-by-Evaluation Fee ..... (varies)
(60% of county tuition rate per credit, plus
$15 per credit administrative fee)
Graduation Fee ..... $ 25.00
Laboratory Fee ..... (varies)
Library Use Fee (out-of-state residents, per year) ..... $ 10.00
Library Use Fee (out-of-state alumni, per year) ..... $ 5.00
Maryland College of the Air Fee (per course) ..... $ 15.00
Physical Education Fee ..... (varies)
Registration Fee (per semester—**non refundable**) ..... $ 25.00
Returned Check Fee (for checks returned by bank) ..... $ 35.00
Stop Payment Fee ..... $ 25.00
Senior Citizen Administrative Fee (for credit classes) ..... $ 25.00
Special Examination Fee ..... (varies)
Strong Interest Inventory Test
Students, alumni, former students ..... $ 20.00
All others ..... $ 35.00

* Tuition and fees are subject to change.

Tuition Waivers

Senior Citizens

Any resident of Maryland who is 60 years or older and who enrolls in any class is exempt from payment of tuition. All applicable fees and the Senior Citizen Administrative Fee will be charged.

Disabled Retired Persons

Any resident of Maryland who is retired from the workforce by reason of total or permanent disability is exempt from payment of tuition. In order to receive this exemption, certification from the Social Security Administration or the Railroad Retirement Board stating that the individual receives disability or retirement benefits must be presented at the time of registration. All applicable fees will be charged.

Payments of Tuition and Fees

Students must pay tuition and all applicable fees by the payment due date. Please refer to the College class schedule for dates.

Students may pay using the following methods:

Cash

Only if paying in person.

Personal Check

1. Make check payable to Hagerstown Community College.
2. Put your student ID number or social security number on the check.
3. Post-dated checks will not be accepted.

Web Payments

Students with a user ID and password may log onto the HCC Web site, *www.hagerstowncc.edu*, and pay with VISA, MasterCard, Discover, or American Express via WebAdvisor. If you are unsure of your user ID or password, please e-mail *hccit@hagerstowncc.edu* or call 301-790-2800, ext. 891 for assistance.

Returned Checks

Fees and Charges

The College accepts payment by personal check and reserves the right to withdraw that privilege at any time to anyone. Checks presented to the College will be verified through Valley Credit Services check verification service prior to acceptance. The College will not accept personal checks from individuals who have a history of bad checks as recorded by Valley Credit Services.

Checks returned to the College for insufficient funds, payment stopped, or account closed will be collected by Valley Credit Services. Returned checks, regardless of the reason, are subject to a $35.00 service charge. When a check is returned unpaid, a hold is immediately placed on HCC services. Holds prohibit registration and the issuing of transcripts and diplomas until the returned check and service charges are paid. Your bank may notify you too, that it has returned your check and may charge you bank penalties. Returned checks remaining uncollected after a reasonable period of time will be forwarded to the State of Maryland Central Collection Unit with the student bearing additional collection costs.

Stopped Payments

If you decide not to attend HCC do not stop payment on your check. Stopping payment guarantees that your check will be returned, and does not cancel your financial obligation to

HCC. Stopped payments are treated as any other returned check, with identical consequences.

To cancel your obligation to pay tuition and fees at HCC you need to officially withdraw by notifying the Office of Admissions and Registration and fill out a Credit Schedule Form. Otherwise, you will be held responsible for the full amount of your fees.

Credit Cards

The College accepts VISA, MasterCard, Discover, or American Express.

Money Order

1. Make money orders payable to Hagerstown Community College.
2. Put your student ID number or social security number on the money order.

Authorized Payment Plan/ Fast Automatic Cash Transfer System (FACTS)

1. This is an interest-free plan. The total of your tuition and fees will be divided into payments (based on the FACTS application date) which will be automatically deducted monthly from a checking, savings or VISA/MasterCard or Discover account. All arrangements are handled through the Finance Office and must be made before the tuition due date on your bill. Students have the option to register for FACTS on the HCC Web site at: *www.hagerstowncc.edu/finance*.
2. The processing fee for this plan is $25 per semester and will be deducted by FACTS from your bank account upon receipt of your application.
3. For complete details, please refer to the FACTS brochure, available in the Finance Office.
4. FACTS plans do not rollover from semester to semester. You must re-enroll each semester.
5. The College reserves the right to disallow the use of FACTS by students with past payment issues. The use of FACTS is a privilege, not a right.

Employer-Paid Tuition

1. It is your responsibility to present the purchase order, tuition assistance voucher, or letter of intent at the time you register for classes.
2. In the event the employer or tuition assistance agency refuses to pay after receipt of the bill, the student becomes responsible for all charges on his or her account.

Collection Policy

Students with an outstanding balance at the end of the term will have their transcripts withheld. They will not be permitted to re-register until payment is made in full.

The College's policies regarding payments and collections apply to payments made directly to the College, as well as payments at the College bookstore and other auxiliary services.

Delinquent accounts will be assigned to the State of Maryland Central Collection Unit for collection with a 17 percent service fee added to the amount owed. The State of Maryland Central Collection Unit has the authority to intercept Maryland Income Tax Refunds or to take legal action through the State's Attorney General's Office.

Refunds and Withdrawals**

The effective date for calculation of all refunds shall be the date of official withdrawal or change in schedule as recorded in the Admissions Office. **Failure to attend classes does not constitute an official withdrawal.**

Upon withdrawal prior to the first day of scheduled classes, the College will retain the registration fee and refund any remainder.

For 15-week classes, the College will retain the registration fee and refund 100 percent of the balance until the end of the first week of classes, if a student completes the official procedure to withdraw. There will be no refunds after the first week of classes. Refund deadlines for classes with a duration of less than 15 weeks are printed in the class schedule.

Note: Students receiving Federal Financial Aid, Federal Pell Grant, Federal Supplemental Education Opportunity Grant, Federal Work Study, Federal Family Education Loan Programs, and/or Maryland Education Assistance Grant Programs, please see the refund policy on page 29.

During the period allowed for schedule changes, a student's account will be adjusted for any change in course load.

If a student's course schedule is reduced by action of the College, the tuition and fees for that course will be adjusted.

Fees and tuition are not refunded if a student is dismissed from the College. Any student who drops a course or withdraws from the College unofficially will not be eligible for a refund and any unpaid balance will be due immediately.

The College reserves the right to cancel a class or change meeting times of classes without prior notice. Any fees directly applicable to a cancelled class will be refunded.

Students may receive refunds after the deadline if they have serious reasons for not being able to continue in the classes. For example, illness, injury, bereavement, military duty, or a personal tragedy may be acceptable bases for appeal, with supporting documentation. However, ignorance of the deadline is not a valid argument to support an appeal.

Refund appeal forms are available in the Office of Admissions and Registration and online at *www.hagerstowncc.edu*. Forms should be returned to the director of admissions, records and registration. No appeals will be accepted if the student's tuition balance has been sent to the State of Maryland Central Collection Unit (CCCU).

** Refund policy is subject to change.

Note: Eligibility for a refund is determined by the date the signed notification (by the student) of the intent to withdraw is received in the Office of Admissions and Registration. **The number of times a course has met is not used in determining eligibility for a refund.** Questions regarding refunds should be directed to the Finance Office, ext. 220 or e-mailed to *finance@hagerstowncc.edu*.

Residency Policy and Tuition Requirements

The following residency policy is for the students who are United States citizens or have permanent residency in the U.S.

1. Students at Hagerstown Community College pay tuition according to their permanent residence (identified by the address on the admissions application) and are classified as one of the following:
   A. Washington County residents
   B. Maryland residents outside of Washington County
   C. Out-of-state residents
2. A student 18 years of age or older and financially independent is considered a resident of Washington County and the state if a legal domicile has been established.
3. Students shall be considered residents of a county or state if they maintain their legal domicile there and have done so for a period of not less than three months before the date of their enrollment at the community college. Legal domicile shall be defined as a person's permanent place of abode, where physical presence and possession are maintained and where he/she intends to remain indefinitely.

   -OR-

   The permanent place of abode of any person or persons contributing more than one-half of the student's financial support during the most recent completed year (COMAR: Title 13B.07.01.02 9 (a) (b)).
4. At the time of admission to HCC, students sign a statement declaring their residency. At each subsequent enrollment students must indicate if their residence is the same as or different from that declared at admission. Students may need to provide proof of residency.

Procedures for Reclassification of Residency

1. Students may request a change in residency classification by completing a "Change in Residency" form available in the Office of Admissions and Registration.
2. Determination of student residency must be made **before the first day of classes of any given semester.** Students who change their residency after the semester begins will not have their tuition adjusted. Students may be entitled to an adjustment the following semester.
3. Documentation must show the permanent address (no post office box) with effective date three months prior to the first day of the semester. Two documentations of residency and the "Change in Residency" form must be presented. Documentation includes the following:
   A. Deed, settlement papers, or a one-year lease agreement
   B. Maryland driver's license
   C. Maryland motor vehicle registration
   D. Federal or Maryland tax returns
   E. Maryland voter registration card
   F. Utility bills
   G. Military orders with an assignment to a base in Maryland and presentation of military ID.
4. Students have the right to appeal a residency decision by putting their request in writing to the dean of student affairs.

Tuition Requirements

1. Out-of-state students pay tuition in accordance with Education Article, &16-310(a), Annotated Code of Maryland.
2. Out-of-county or out-of-state students pay tuition in accordance with Education Article, &16-310(b), Annotated Code of Maryland.
3. Students who may be eligible for in-county or out-of-county tuition rates or considered as Maryland residents are listed below.
   A. Maryland residents enrolled in a program designated as a Health Manpower Shortage, statewide or regional by the Maryland Higher Education Commission may be considered as in-county residents for tuition purposes. The Health Manpower Shortage programs at HCC are nursing (LPN and RN), radiography and paramedic. The statewide designated programs include industrial technology (A.A.S. and Certificate) and facilities maintenance technology (Certificate).
   B. Public or private sector employees or members with a public or private sector employer or nonprofit organization that maintains facilities, operates, or does business in Maryland are considered Maryland residents if the following conditions are met.

(1) HCC has a contract with the employer to provide education or training.

(2) The employee or member is enrolled in credit or noncredit courses that will benefit the employer or nonprofit organization.

(3) The employer or nonprofit organization pays the fee charged by the college.

(4) The fee reasonably reflects the usual costs charged to students in the same or similar courses.

Each semester **at the time of registration or before the semester begins**, the employee must submit a letter of authorization from the employer confirming that the individual is a current permanent employee. The employee also must submit one of the following:

(1) A company check for the in-county or out-of-county tuition and fees charged by the college.

(2) A letter of authorization as stated above which includes authorization to bill the employer for the in-county or out-of-county tuition and fees.

(3) A personal check from the employee for the in-county or out-of-county tuition and fees and a statement in the letter of authorization that the employer has a tuition reimbursement plan and will reimburse the student according to the specific terms of its plan when the student completes the class or classes.

C. Military personnel and their dependents who have a legal domicile in Maryland at the time of entrance into the armed forces and who are stationed outside the State are considered Maryland residents.

D. Military personnel stationed in Maryland on active duty and did not have a legal domicile in Maryland at the time of entrance into the armed forces and their dependents are considered Maryland residents.

E. Students from outside the state who enroll as part of a reciprocity agreement negotiated between Maryland and another state.

4. Nursing students who reside outside of Maryland may be considered a Maryland resident if the following conditions are met. Contact the Financial Aid Office for more information.

A. Formally admitted and enrolled in an education program leading to licensure in nursing.

B. Furnishes a surety bond or guaranteed promissory note to the Maryland Higher Education Commission through the college, with security satisfactory to MHEC, that upon completion of the nursing education program the student will work full-time in Maryland for at least two years in a hospital or related institution.

C. Provides the surety bond or promissory note at the time of registration.

Financial Aid

The Student Financial Aid Office provides resources to students seeking financial aid. Aid is available through grants, scholarships, loans and student employment. ALL STUDENTS MUST APPLY EACH YEAR FOR FINANCIAL AID.

Applying for Federal and Maryland State Financial Aid

The Free Application for Federal Student Aid or FAFSA is the financial aid application you will need to complete in order to apply for federal and state student grants, work-study, and loans. Apply online at *www.fafsa.gov.*

You must reapply for financial aid every year! Generally, your aid application will cover the fall, spring, and summer terms of an academic year. You should reapply for financial aid starting in January, for the following academic year.

Students should complete the FAFSA before March 1, to be considered for Maryland State financial aid from the Maryland Higher Education Commission, Office of Student Financial Assistance.

We recommend that you complete federal income tax returns before filling out the FAFSA—much of the information requested is the same. Please note that you do not have to file your income tax return with the IRS before you fill out the FAFSA. You will need the following documentation readily available when completing the FAFSA:

- Your (and your parents' if applicable) Social Security Card
- Your driver's license or state ID card
- Your (and your parents' if applicable) federal income tax return and W-2 earnings statement
- Your (and your parents' if applicable) current bank statement and records of stocks, bonds and other investments
- Your (and your parents' if applicable) records of other untaxed income.
- Your alien registration card if not a U.S. citizen

Once you have completed the FAFSA, you will receive your Student Aid Report (SAR). The SAR contains the information you reported on your FAFSA and your personal Expected Family Contribution (EFC). The U.S Department of Education uses a federally mandated formula or Federal Methodology to calculate your family's EFC. The EFC determines eligibility for federal financial aid. Your SAR must be complete and correct before you can receive federal student aid.

The Student Financial Aid Office at HCC will electronically receive your SAR and send e-mail requesting additional information, if needed. Students must promptly provide all documentation, such as income tax returns if requested.

The Student Financial Aid Office will send the student an award notification e-mail once all supporting documentation has been received and the financial aid has been processed. Students can view their financial aid award on WebAdvisor at *www.hagerstowncc.edu*. Click on the WebAdvisor link on the HCC Web site to view your financial aid award notification and billing information.

To receive student loan funds, you must complete three easy steps. You will not receive loan funds if you do not complete ALL three steps listed below.

1. Complete the FAFSA at *www.fafsa.gov.*

   To apply for 2010-2011 Direct Stafford Loan answer "YES" to the question, "Do you want to provide additional information about your college enrollment plans?" This question is the located directly beneath the school code section on the FAFSA. Indicate you are interested in receiving student loans.

2. Complete the entrance counseling and the MPN – You can do this now if you like.

   - Electronic MPN at *www.studentloans.gov/mydirectloan*
   - Electronic Entrance at Counseling at *www.studentloans.gov/mydirectloan*

3. Sign the HCC Award Notification, printed from WebAdvisor, and return it to the Student financial Aid Office. The award notification will be available on WebAdvisor once your loan has been processed.

Applying for Scholarships

1. Scholarships are funded by the Hagerstown Community College Foundation, Inc. to help students obtain their educational goals. Applications are available at *www.hagerstowncc.edu.* The deadline for the fall semester is April 15.
2. Local community organizations have scholarships available. Contact specific organizations for applications and more information. Students receiving scholarships from outside organizations should contact the Student Financial Aid Office.
3. You can find information about scholarships online, but be careful. Make sure scholarship information and offers you receive are legitimate. You don't have to pay to find scholarships. All scholarship search engines have you complete a questionnaire, so they can match your unique characteristics to the scholarship eligibility criteria.

Student Responsibilities

- All written communications from the Student Financial Aid Office will be by e-mail. It is the student's responsibility to inform the office of e-mail address changes and to check their e-mail frequently.
- HCC awards students aid under the Federal and Maryland State Grants, Federal Work-Study, Federal Direct Loan Program and Federal Work Study. Priority consideration is given to students who have their financial aid process finalized with the Student Financial Aid Office, by March 15 for the fall semester and November 15 for the spring semester.
- Once students are enrolled for classes and have been awarded financial aid, their financial aid will be credited to their accounts, paying tuition, fees, and other college expenses first.
- Students must officially withdraw from classes at the Admissions and Registration Office if they are no longer planning to attend. Failure to comply could result in all tuition and fee charges being billed to the student.
- Students receiving financial aid are expected to attend and complete their classes. Students who receive aid for classes which they never attend will have the aid revoked. Students who withdraw or stop attending all classes, may owe a refund for aid received to the U.S. Department of Education.
- To maintain eligibility for financial aid, students must maintain Satisfactory Academic Progress. Students should refer to the section Academic Progress of Students Receiving Student Financial Aid.

How HCC Awards Financial Aid

Student applications are reviewed for completeness and accuracy. The student is notified if any documentation is missing or if there are discrepancies in the information. It is the student's responsibility to submit copies of the documentation needed to complete their file. Students, who have been selected by the Department of Education for verification, must complete the verification process within three weeks of notification from HCC. Once the file is complete and correct, the aid is awarded. Federal financial aid awards are based on financial need. Scholarship awards are based on individual scholarship criteria. Student awards may be viewed over a secure Web site: Web Advisor at *www.hagerstowncc.edu/webadvisor*. Normally, HCC begins awarding for the fall – spring – summer academic year in April.

Federal Financial Aid Programs (Title IV)

To receive aid from federal financial aid programs, you must have a high school diploma, a General Education Development (GED) certificate, completed six college level courses (not developmental courses), or completed the colleges ability-to-benefit placement test with the following passing scores: prealgebra/numerical skills (25), reading (62), and writing (32), or the following passing scores if you are an English as a Second Language student ESL: English as a Second Language student: ESL grammar/usage (64), ESL reading (70), ESL listening (70). Eligible students must also be working toward a degree or certificate in an eligible program, be a U.S. citizen or eligible non- citizen, have a valid Social Security Number, register with the Selective Service if required (male over 18 years old), maintain satisfactory academic progress once in school, certify that they will use federal student aid only for educational purposes, and not have federal student loans in default or owe money on a federal student grant.

Federal Pell Grant

A federal Pell Grant, unlike a loan, does not have to be repaid. Pell Grants are awarded only to undergraduate students who have financial need. For many students, Pell Grants provide a foundation of financial aid to which other aid is added. Eligibility for the Pell Grant is determined using the standard formula mandated by the U.S. Department of Education.

Federal Supplemental Educational Opportunity Grant

The Federal Supplemental Educational Opportunity Grant (FSEOG) is for undergraduates with exceptional financial need. FSEOG does not have to be paid back. There is no guarantee that every eligible student will be able to receive FSEOG; awards are based on the availability of funds. Students wanting to receive FSEOG need to have a complete file with the Student Financial Aid Office as early in the year as possible.

Federal Academic Competitiveness Grant (ACG)

An ACG does not have to be repaid. This grant provides funds for students in the first and second years of study. To be eligible for the ACG, a student must be a Federal Pell Grant recipient, and must have completed a rigorous secondary school program of study as defined by the federal government at *www.ed.gov*. A first-year student may receive an ACG of $750. A second-year student may receive an ACG of $1300. To receive the ACG during the second year of undergraduate study, students must achieve a grade point average (GPA) of 3.0.

Federal Work-Study Program

The purpose of the Federal Work-Study Program (FWS) is to extend part-time employment opportunities for students, who are in need of the earnings from part-time employment in order to pursue a higher education. Students may work during the semester as an FWS employee in various departments and divisions of the College. The number of hours a student can work is based on the degree of financial need.

Federal Direct Loan Program

Federal Direct Loan Program

There are two types of Federal Stafford Loans:

- **Subsidized** – based on financial need and federal government pays interest
- **Unsubsidized** – not based on financial need and borrower is responsible for interest payments

Unsubsidized Stafford Loans require that you, the student, pay the interest that accrues while you are attending school. If you choose to defer the interest until after graduation, the interest will be capitalized, resulting in a larger principal balance and more interest paid.

Students may qualify for either of the above types of Stafford Loans or a combination of the two.

In addition to filing the FAFSA the student must complete the entrance counseling and MPN: Master Promissory Note at the Direct Lending web site, a link to this site can be found on the financial aid portion of the HCC Web site at *www.hagerstowncc.edu*.

Prior to receiving loan funds the student must go to web advisor to print the award notification. Student must sign the award notification and return it to the Student Financial Aid Office to receive loan funds. **Students must be enrolled in six (6) or more credits per semester in order to be eligible for loan funds.**

IF you requested a loan on the FAFSA, meet the other requirements listed above, and have a complete financial aid file, your student loan and any other aid you are eligible for will be awarded.

- Freshman students will be awarded $5,500 ($3,500 subsidized/$2,000 or more will be unsubsidized).
- Sophomore students, who have completed at least 30 credit hours, will be awarded $6,500 ($4,500 subsidized/$2,000 or more will be unsubsidized).

Independent student or a dependent student whose parent has been denied a parent loan who requires additional UNSUBSIDIZED LOAN FUNDS, to pay for college expenses can request an additional $4,000 unsubsidized loan using the additional unsubsidized Loan Request form at the HCC Web site at *www.hagerstowncc.edu*.

The maximum loan amounts that may be borrowed by independent students or a dependent student whose parent has been denied a parent loan are:

- Freshman students will be awarded $9,500 (depending on need $6,000 or more will be unsubsidized loans).
- Sophomore students, who have completed at least 30 credit hours, will be awarded $10,500 (depending on need $6,000 or more will be unsubsidized loans).

All loans are processed for the fall semester and spring semester, unless you are graduating from HCC in December.

All loans are disbursed in two disbursements. Half the certified loan amount is disbursed during the fall semester and the second half is disbursed during the spring semester.

Students should consider carefully how much they will need to borrow. They should consider the burden repaying loans will impose on them and their families after leaving school.

Aggregate Loan Limits: Maximum limit while working on all undergraduate degrees:

- Dependent students are limited to $31,000 (no more than $23,000 of which can be subsidized)
- Independent students are limited to $57,500 (no more than $23,000 can be subsidized.)

Parent Loans for Undergraduate Dependent Students (PLUS)

Parent Loans are for parents who want to borrow to help pay for their dependent children's educational expenses. Parent borrowers generally must begin repaying principal and interest within 60 days after the loan is completely disbursed. They may apply for deferment of payment with their lenders.

Students and parents wishing to apply for education loans must meet all requirements for Federal Financial Aid, complete the FAFSA, and complete a PLUS Borrower Information sheet, available on the Web site at *www.hagerstowncc.edu*.

Maryland Grants and Scholarships

The Office of Student Financial Assistance (OSFA), a division of Maryland Higher Education Commission, awards Maryland financial aid funds. To be eligible for this assistance, you and your parents (if a dependent student) must reside in Maryland for twelve months or more. Students should **complete the FAFSA before March 1**, to be considered for Maryland Grants and Scholarships. Additional application information is available at *www.MDgo4it.org*.

Maryland Legislative Programs

Senatorial Scholarship: Maryland Senators award these funds. Contact the senator for further application instructions. If you do not know how to contact your state senator, please contact the Board of Supervisors of Elections for your county. (Washington County: 240-313-2050 or *www.mdelect.net*)

Delegate Scholarships: Maryland Delegates award these funds. Contact the Delegate for further application instructions. If you do not know how to contact your state delegates, please contact the Board of Supervisors of Elections for your county. (Washington County: 240-313-2050 or *www.mdelect.net*)

Maryland Need-based Aid Programs

Howard P. Rawlings Guaranteed Access Grant: Current high school seniors who will complete a college preparatory program or students who graduated prior to the current academic year who provide written documentation explaining why they were unable to attend college within one year of graduating from high school may apply for this grant. Applicants must complete the FAFSA and Howard P. Rawlings Guaranteed Access Grant application. Eligible applicants must be full-time, degree-seeking students.

Howard P. Rawlings Educational Assistance Grant: Students attending community colleges will be awarded an Educational Assistance Grant equal to 60% of OSFA adjusted need. Funds may not be available to award all eligible students. Eligible applicants must be full-time, degree-seeking students. To renew an award, students must maintain satisfactory academic progress and submit the FAFSA no later than March 1 each year.

Part-Time Grant: Eligibility for this grant is based on financial need as determined by the FAFSA and availability for funds provided by OSFA. It is suggested that the FAFSA be completed as soon as possible after January 1 each year. Recipients are selected by HCC. To be eligible the student must be attending part-time and be enrolled in a degree-seeking program of study.

Maryland Merit-based Programs

Distinguished Scholars Awards: Current high school juniors may apply or may be nominated by their high school guidance counselor. Finalists in the National Merit Scholarship and National Achievement Scholarship programs will automatically receive the award if they attend HCC or another Maryland institution. Achievement applications may be obtained from the high school guidance office.

Distinguished Scholars Community College Transfer program: Maryland residents who have completed 60 credit hours at a Maryland community college and are transferring to a Maryland four-year institution of higher education may apply for this scholarship. Applicants must complete the Distinguished Scholar Community College Transfer application and submit an official college transcript(s).

Maryland Workforce Shortage Assistance Grant

Workforce Shortage Assistance Grant was established based on critical shortages in the workforce in Maryland. Eligible majors and employment fields are determined bi-annually. Both merit and need-based criteria are used when selecting recipients.

Academic Progress of Students Receiving Student Financial Aid

It is the student's responsibility to maintain satisfactory academic progress.

U.S. Department of Education Regulations require that Hagerstown Community College to establish satisfactory academic progress (SAP) standards for all financial aid recipients. All Federal Financial Aid recipients must be enrolled in a degree or certificate program. Students must be making measurable academic progress toward completion of the degree or certificate program in order to be eligible to receive financial assistance from any of the following programs: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Work-Study, Federal Stafford Loan, Federal Plus Loan, and the State Student Grant.

SAP standards measure a student's performance in three areas:

1. Qualitative Standards (requires a minimum cumulative grade point average),
2. Quantitative Standards (completion rate) and
3. Maximum Time Frame.

If financial aid recipients fail to meet the policy standards, he or she will lose eligibility for student financial aid. Students' SAP will be calculated annually, after spring semester grades are made available and before aid is awarding aid for the next academic year.

Transfer students will be eligible to receive financial aid upon their enrollment at HCC. They will be measured the same as other students prior to academic year awarding.

Qualitative Standards:

Must maintain a minimum cumulative grade point average:

- After 15 attempted credits 1.70
- After 30 attempted credits 1.80
- After 42 attempted credits 1.90
- After 56 attempted credits 2.00

Quantitative Standards (Completion Rate):

- Students who have registered for 15 credit hours or less must complete 66% of the credits registered for with a passing grade (A, B, C, or D).
- Students who have registered for 16 to 30 credit hours must complete 70% of the credits registered for with a passing grade (A, B, C, or D).
- Students who have registered for 31 to 42 credit hours must complete 75% of the credits registered for with a passing grade (A, B, C, or D).
- Students who have registered for 43 credits or more must complete 80% of the credits registered for with a passing grade (A, B, C, or D).

The following grades have a "Quality-Point Value" of zero (0) and are not included in the completion rate as successfully completed coursework.

- F: Failure
  Quality Point Value per Hour of Credit Zero (0)
- U: Unsatisfactory
  Quality Point Value per Hour of Credit Zero (0)
- MP: Making Progress
  Quality Point Value per Hour of Credit Zero (0)
- W: Withdraw from Course
  Quality Point Value per Hour of Credit Zero (0)
- AU: Audit
  Quality Point Value per Hour of Credit Zero (0)
- R: Repeated Course
  Quality Point Value per Hour of Credit Zero (0)

Incompletes will not count as credits completed until the Records Office changes the grade to a letter grade.

Maximum Time Frame

Students will lose eligibility for Financial Aid if they have not completed his or her educational program within the time frame of 150% of the published length of the program. Example: Full-time students are not eligible to receive financial aid under the Student Financial Aid (SFA) program after six consecutive full-time semesters (90 credit hours) of receiving aid while working toward the Associate of Arts Degree.

Students who are required by the college to complete developmental courses will be allowed to receive aid beyond 90 credit hours. Six credits of developmental level courses will allow a student to receive an additional semester of aid.

Probation

This is not the same as being on academic probation with the College.

At the conclusion of the spring semester all student receiving federal student aid will be evaluated to determine if they meet the SAP Policy requirements. If the student is failing to maintain SAP, he or she will be placed on probation and will be required to sign an Academic Progress Contract requiring the student to achieve a C grade or better in all coursework. If the student does not meet the contract requirements, after one semester of probation, he or she will have all aid denied.

Denial

Students who have been denied aid, because they do not meet the SAP policy standards can appeal this decision. Filing an appeal will not hold a student in classes. If payment is due for the upcoming semester the student will need to make arrangements for payments with the Finance Office or be administratively withdrawn for non-payment.

Reinstatement/Appeal Process

Students having aid denied, will be sent a notification and it will be their responsibility to submit a written appeal, complete with documentation, within the time frame specified in the notification. Failure to submit written appeal to the Financial Aid Office, within the specified time results in forfeiture of the right to appeal.

Unless eligibility is reinstated through appeal, students will remain ineligible until that time when they are again in compliance with the standards set forth. It will be the responsibility of students seeking reinstatement to request the Financial Aid Office to review their records when they believe they are again in compliance with the requirement.

Treatment of Federal Student Aid When a Student Withdraws

The law specifies how HCC must determine the amount of federal student aid assistance that you earn if you withdraw from school. The federal student aid programs that are covered by this law are: Federal Pell Grants, Federal Supplemental Educational Opportunity Grant, Academic Competiveness Grant Stafford Loans and PLUS Loans

Student Responsibilities

- A student who is withdrawing from one or all classes must complete the appropriate withdrawal process at the Admissions, Registration and Record Office. (see the page 47 of this catalog)
- A student who withdraws from all classes or stops attending all classes is responsible for the repayment of all Unearned Title IV aid, as calculated using the formula mandated by Federal Law and the U.S. Department of Education procedures.
- Failure to repay Unearned Title IV aid to HCC will result in the submission of the debt for collections.
- Semester refund deadlines are published each semester in the credit schedule.
- Students who have never attended any classes are not eligible for Title IV aid and will be responsible for the payment of tuition and fees if they do not withdraw from the course before the course begins.

Refund and Return of Title IV Aid

When you withdraw during the semester, the amount of Federal Student Aid assistance that you have earned up to that point is determined by a specific formula. If you received (or HCC or parent received on your behalf) more assistance than was earned, the excess funds must be returned by the school and/or the student. If you received less assistance than the amount that you earned, you may be eligible to receive those additional funds.

The amount of assistance that you have earned is determine on a prorated basis. For example: if you completed 30% of the semester, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the semester, you earn all the assistance that you were scheduled to receive.

If you received (or your parents received funds or funds that were paid on your behalf for tuition and fees or you purchased books at the HCC bookstore), less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the school and/or you.

There are some federal student aid funds that you cannot earn once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not earn any Stafford or Plus Loan funds that you would have received had you remained enrolled past the 30th day.

If you received (or your parents received funds or funds that were paid on your behalf for tuition and fees or purchase books at the HCC bookstore), excess federal student aid funds that must be returned, HCC must return a portion of the excess equal to the lesser of:

1. your institutional charges multiplied by the unearned percentage of your funds, or
2. the entire amount of excess funds

The school must return this amount even if it did not keep this amount of your federal student aid funds. If HCC is not required to return all of the excess funds, you must return the remaining amount.

Any loan funds that you must return, you (or your parent for a PLUS loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you receive. You must arrange with HCC to return the unearned grant funds.

If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, you may choose to decline the loan funds so that you do not incur additional debt. HCC may automatically use all or a portion of your post-withdrawal disbursement (including loan funds, if you accept them) for tuition and fees. For all other school charges, the school needs your permission to use the post-withdrawal disbursement. If you do not give your permission, you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

The requirements for federal student aid funds when you withdraw are separate from any refund policy that HCC may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. HCC may also charge you for any federal student aid funds that the school was required to return.

If you have questions about your FSA program funds, please inquire at HCC's Student Financial Aid Office. Information is also available on the U.S. Department of Education's Financial Aid for Students at *www.studentaid.ed.gov.*

Student Financial Aid Office Statement of Conduct

HCC's Student Financial Aid Statement of Conduct is adopted from the National Association of Student Financial Aid Administrator's Statement of Ethical Principles and Code of Conduct for Institutional Financial Aid Professionals.

Students and parents of students attending HCC should have the utmost confidence in the ethics of the College and their student lending practices. HCC's Student Financial Aid Office employees are expected to always maintain exemplary standards of professional conduct in all aspects of carrying out their responsibilities, specifically including dealing with any entities involved in any manner of Student Financial Aid.

The entire Statement of Conduct and additional consumer information are available on HCC's web site at *www.hagerstowncc.edu*.

Scholarships

A number of scholarships are available to students who show scholastic promise and financial need. The funds for these scholarships are provided by civic-minded persons and organizations as a means of extending the opportunity for a college education. Most scholarships are awarded for a one-year period. Scholarships are announced on HCC's Web site at *www.hagerstowncc.edu*.

Hagerstown Community College Opportunity Fund

The Opportunity Fund provides financial assistance to students who may not normally qualify for funding based on financial need guidelines established by governmental bodies and private foundations. Rather, it is an institutional award that is renewable each semester. Applicants must demonstrate an acceptable level of academic achievement (minimum 2.5 GPA) in addition to contributing to student life through participation in HCC clubs/organizations or varsity athletics. Preference also is given to those students who need additional funds to attend school on a full-time basis. Applications are reviewed by an internal committee. Applications are available at *www.hagerstowncc.edu/hccscholarships*. For additional information on the Opportunity Fund, contact the Admissions Office (ext. 238), the Student Activities Office (ext. 225), or the Financial Aid Office (ext. 473).

Child Care Career & Professional Development Fund (CCCPDF)

HCC and the Maryland State Department of Education (MSDE) are offering a unique funding opportunity for childcare providers to earn an associate's degree (A.A.S. or A.A.T.) in early childhood. HCC is currently accepting approved applicants from the Childcare Career and Professional Development Fund which offers scholarship opportunities for people working in childcare. Approved candidates must possess the motivation and skills that will assist them in successfully completing their degree while employed in childcare and who will continue to work in family or center-based early education programs upon completion of their degree. Candidates may enroll in one course a semester up to a full load of credit courses at no cost to the participant. Candidates must work at a licensed child care/preschool program in the state of Maryland. Several prerequisites include high school diploma, G.E.D. ,any prerequisite required by an individual community college for credit courses (e.g. English or reading), at least one year working in a licensed childcare center/family childcare program, and participation in the MSDE childcare credentialing program. Other prerequisites are listed on the MSDE website as well as the scholarship application and fact sheet and can be found at *www.marylandpublicschools.org/MSDE/divisions/child_care/credentials/apply*. For information about the scholarship program at HCC contact Alison Hess, program manager, at 301-790-2800, ext. 604, or e-mail amhess@hagerstowncc.edu.

Hagerstown Community College Foundation Scholarships

A number of scholarships with varying criteria are available per semester and are made possible by contributions from individuals, businesses, corporations, HCC employees, groups, and other sources. They are perpetual since only the interest accrued is awarded. Unrestricted scholarships are need-based. They are awarded annually per semester to residents of the tri-state area, and require a 2.0 grade point average. Scholarships are administered through the Hagerstown Community College Foundation and recipients are selected by the Foundation Scholarship Committee. For a complete description of each of the following scholarships and their eligibility requirements, visit *www.hagerstowncc.edu/hccfoundationscholarships*.

AC &T Scholarship

Allegheny Energy Scholarship

Allegheny Energy, Inc. Scholarship

Allfirst Scholarship

Steven Howard Alter Scholarship

Mr. and Mrs. Wayne E. Alter, Jr. Scholarship

American Association of University Women—Hagerstown Branch (AAUW)

Pauline K. Anderson Foundation Scholarship

Pearl B. Bobbitt Memorial Scholarship

Ronald L. Bowers Scholarship

The Coach Jim and Sharon Brown Scholarship

The Coach Jim and Sharon Brown Scholarship (Athletic #1)

The Coach Jim and Sharon Brown Scholarship (Athletic #2)

Mary E. Byer Memorial Scholarship

Callas Contractors Inc.

Mike Callas Scholarship

The Citi Scholarship

The Citibank Scholarship

The Class of 1934 Hagerstown High School Scholarship

The William Dale Clopper Memorial Scholarship

Conservit, Inc. Scholarship

Conservit/Metzner Scholarship (Athletic)

Electromet Technical Excellence Scholarship

Joann Forcino Elliott Memorial Scholarship

Louise Fiery Elliott Memorial Scholarship

Merle S. Elliott Scholarship for HCC Female Athletes

Merle S. Elliott Scholarship for HCC Male Athletes

Engstrom/Beckley Scholarship

Faculty/Foundation Scholarship for Academic Excellence

Fidelity Bank Scholarship

First Action Security Team, Inc. Scholarship

Helen R. Fisher Memorial Scholarship

Fletcher Foundation Scholarship

Norman and Kitty Foltz Scholarship

Funkhouser Foundation Scholarship

Giannaris Family Scholarship

Giannaris Family Scholarship (Athletic)

Maria N. Giannaris Memorial Scholarship

The Ed Godlove Scholarship

Charles G. Groh Foundation Scholarship

Hagerstown Community College Alumni Association Scholarship

Hagerstown Community College Radiography Scholarship

Hagerstown Trust Company Scholarship

Hagerstown Trust Company/Fulton Financial Advisors Scholarship

Hagerstown Trust Company/Fulton Financial Advisors Scholarship (Athletic)

The Harrison Children Family Scholarship

Lois Smith Harrison Scholarship

Dr. Richard L. Harrison Scholarship (Athletic)

Mayme E. and Samuel C. Hays Memorial Scholarship

Kathryn Stouffer Heath Registered Nurse Scholarship

Hess-Creager Scholarship

Bill and Maggie Hetzer ESSENCE Scholarship

Bill and Maggie Hetzer Scholarship

Bill and Maggie Hetzer Scholarship (Athletic)
C. William and Maggie Hetzer Scholarship
C. William Hetzer, Inc. Scholarship
Home Builders Association of Washington County, Inc. Scholarship
Honeywell Inc. Scholarship
The Jenneke Family Scholarship
Julia S. and Ralph L. Jones Memorial Scholarship
The Ben and Becky Jones Family Scholarship
The Rebecca H. and R. Benjamin Jones Scholarship
Kagle/Godlove United Way Scholarship
Kershner Sisters Foundation Scholarship
Robert M. and Amy L. Kerstein Scholarship
William E. King, Jr. Scholarship
B.P. Lesky Scholarship
Lightner Family Scholarship
Mr. and Mrs. William J. Lightner Scholarship
Robert L. Line Memorial Scholarship
Nellie Itneyer Lytton and Emmett Lake Lytton Scholarship
Jerry E. Massey Family Scholarship
Medical Staff of Washington County Hospital Scholarship for Health Science Education
Beard and Leila Miller Scholarship
Karen Lynn Oyster Moats Memorial Scholarship
Margie Ng/HCC Nursing Alumni Scholarship
Richard W. and Dale M. Phoebus Scholarship
Richard W. and Dale M. Phoebus Scholarship (Athletic)
Libbie Powell Memorial Scholarship
Terry L. Randall Family Scholarship
John C. Ramer Scholarship
James L. Resh Memorial Scholarship
Robert F. Richards, Jr. Memorial Scholarship
Dorothy P. Ridenour Scholarship
Karen C. and A. Wells Ridenour Nursing Scholarship
Robert R. Ridenour Scholarship (Athletic)
Mr. and Mrs. Philip L. Rohrer Scholarship (Athletic)
Arlene and Stephanie Rosen Scholarship
Rotary Club of Hagerstown Maryland Scholarship
Rotary Club of Long Meadows Scholarship
Bennett S. and Geraldine Keenan Rubin Scholarship
William Donald Schaefer Scholarship
Agnita M. Stine Schreiber Foundation Nursing Scholarship
Alexander and Agnita Schreiber Scholarship
Schurz Memorial Scholarship
Thomas H. and Marlene H. Shank Scholarship
Professor Laurence Sharpe Scholarship
Al Sheaffer Volunteer Corps Scholarship
Carol and Norman Shea Scholarship
Carol and Norman Shea Scholarship (Athletic)
Sioda Family Fund Scholarship
Larry E. Small Memorial Law Enforcement Scholarship
Greg and Ruth Ann Snook Scholarship
Greg and Ruth Ann Snook Scholarship (Athletic)
Mary Katherine Clutz and Sarah Ann Snook Scholarship (Athletic)
The Deborah Dutton Spickler Memorial Scholarship
Susquehanna Bank Joseph F. Kammerer Memorial Scholarship
H. Mark Swain Scholarship (Athletic)
Thomas, Bennett & Hunter, Inc. Scholarship
Joseph C. Tischer Scholarship
H. William Twigg Memorial Scholarship
The Wallace Family Scholarship
The John M. Waltersdorf Family Scholarship
The John M. Waltersdorf Family Scholarship (Athletic)
Washington County Bar Association Scholarship
Washington County Homemakers Clubs Scholarship
Washington County Restaurant and Beverage Association Scholarship
The Weagly Family Scholarship
Bryan Lau Wentz Memorial Scholarship
Frances A. Weston Scholarship
The Williamsport Red Men Scholarship
Earl and Gladys Wolf Scholarship
Fred C. Wright, Jr. Memorial Scholarship
Deborah Younker Memorial Scholarship

Student Services and Activities

Student Services

Academic Advisement

Services are available for each student during his/her period of enrollment at HCC. Academic advisement and career planning are included in those services. Members of the staff are regularly available for day and evening students on a walk-in basis (appointments can be made in some instances). An academic advisor may be reached via phone at 301-790-2800, ext. 240 or via e-mail at *advise@hagerstowncc.edu*. An academic advisor is also available on selected Saturdays according to a published schedule. Students are initially referred to an advisor for the purpose of planning an academic program. Faculty advisors also are available within each instructional division. For more information, visit *www.hagerstowncc.edu/academics/advisement*.

A Career Development Specialist (CDS) is available to assist students who are undecided about their program of study. The CDS can help undecided students make important educational and career decisions and learn how HCC can help facilitate their vocational goals. Additionally, the CDS offers an assortment of career interest inventories such as the Strong Interest Inventory, the Myers-Briggs Type Indicator, and the online career exploration tool, Choices Planner. For students who need a more detailed and comprehensive career exploration service, a one-credit career planning course is offered each fall and spring semester. Interested students are encouraged to call the CDS at 301-790-2800, ext. 286. (If you are undecided and have not yet applied to HCC, please select "AS.UND" as your intended program of study on the Application for Admission.) For more information, visit *www.hagerstowncc.edu/advisement/career-development*.

NOTE: Students are also able to receive assistance from the Welcome Desk staff and student ambassadors (located in the Administration and Student Affairs Building). The Welcome Desk staff and student ambassadors can assist students with basic information, including scheduling questions and the use of WebAdvisor.

Services for Students with Disabilities

Hagerstown Community College provides reasonable accommodations to students with disabilities in accordance with the Americans with Disabilities Act (ADA) and the Rehabilitation Act of 1973 and its amendments. Although the College does not have a special education program for students with disabilities, the Disability Support Services (DSS) office coordinates the provision of reasonable accommodations which are determined on an individual basis. These accommodations allow students to be evaluated not on the effects of their disability, but instead on their knowledge and understanding of course material. In no case, however, will the College modify essential requirements for any course or degree program for students with disabilities. All accommodations are based upon documentation that must be provided by a licensed or certified professional. It is the student's responsibility to identify him/herself to the coordinator of disability services at 301-790-2800, ext. 273 (TTY 301-739-5813), at least two weeks prior to the start of classes to allow time for necessary arrangements.

Job Training Student Resources (JTSR)

The Job Training Student Resources (JTSR) office is dedicated to providing support services to low-income, independent students (determined at the student's completion of the FAFSA) enrolled in career programs. The goal of the JTSR Office is to connect these students with the programs offered at Hagerstown Community College and to provide support services during the student's training to help students be successful. The JTSR office works in conjunction with many other offices on campus to strive for a seamless transition for these students from their current situation through college to a good job.

Some of the services offered to JTSR students include the following:

- supplemental financial assistance with books, tuition/fees, and cost of child care and transportation
- academic advisement by appointment and help with developing future educational goals
- assistance with keeping track of student successes and connection to tutoring services as needed
- notification of job fairs and other job-related events
- follow-up after program completion and further assistance with future educational goals

For more information on this program, contact the JTSR office at 301-790-2800, ext. 392, or via e-mail at *jtsr@hagerstowncc.edu*.

Orientation

Orientation programs are conducted for new students. Evening and daytime sessions are offered to accommodate student schedules.

These sessions contain a combination of general information along with an explanation of policies and procedures that will enhance the new student's understanding of college life. Current students are available as student leaders to guide new students through the orientation activities and allow ample opportunity for interaction and questions. Empirical data supports the notion that students who participate in orientation eminently increase their chances for academic success. Contact the coordinator of student activities at 301-790-2800, ext. 225. For information on virtual orientation, go to *www.hagerstowncc.edu/student-services/virtual-orientation*.

Veterans' Benefits

Hagerstown Community College has been approved by the Maryland Higher Education Commission to participate in the training of veterans and the eligible dependents of veterans.

To apply for VA Educational Benefits, a student must first be accepted to the College.

When applying for admission, students are required to request official transcripts from all post secondary institutions they have attended. These transcripts should be mailed directly to the HCC Office of Admissions and Registration. An AARTS transcript (Army), SMART transcript (Navy or Marines) or DD-214 must be submitted to the Office of Admissions and Registration for credit evaluation of military service/training.

Veterans should contact the VA certifying official at 301-790-2800, ext. 519, for information about becoming enrolled in the VA Educational Benefits program and to obtain the necessary paperwork to enroll. To continue to receive benefits, veterans must reapply each semester by submitting a copy of their registration and the college's VA certification form to the Veteran's Office. Veterans are responsible for the payment of their tuition, fees, and books.

Students must be enrolled in a degree or certificate program and are only certified to receive benefits for courses that are required for their major. For assistance in choosing classes that meet these criteria, students should contact an academic advisor. Students must notify the Veteran's Office if they add or drop classes, completely withdraw, or change majors.

Child Care

HCC's Children's Learning Center is open from 7:00 a.m. to 6:00 p.m., Monday through Friday, throughout the year except for College approved holidays. Full and part-time schedules are available for children ages 2 to 5 years. School-age children may attend during the summer. Children must be enrolled for a minimum of two half-days per week. The nationally accredited Center offers a child-centered preschool curriculum taught by degreed teachers and support staff. The children of HCC students have priority in enrollment and reduced fees. Students must pre-register for child care before the semester begins. The Children's Learning Center also serves as a learning laboratory for college students interested in working with young children. Visit the Children's Learning Center located in the Administration Building, or call 301-790-2800, ext. 322, for information about cost, schedules, and how to apply for child care.

Internships

Internships provide excellent opportunities to gain career-related experiences and workplace competencies in a student's chosen career field as well as, to obtain skills that are valued by employers when hiring new staff. Students with a GPA of 2.0 or higher and at least half of their program requirements completed may apply for an internship. Contact the Workplace Learning Advisor for Internships at 301-790-2800 x260 for more information. Internship applications are due at least one month prior to registration.

College Central Network

HCC's College Central Network (CCN) offers a variety of career development services to students and alumni including resume', portfolio, interviewing, and job search assistance. CCN can be accessed at www.collegecentral.com/hagerstown. In addition, CCN also provides area employers with the opportunity to post a variety of job and internship opportunities. You can post your resume', apply for jobs, read career related articles, and even view their library of career development videos. So, if you are looking for a full or part-time job, a job for the summer, or an internship, check out CCN today.

Learning Centers

HCC's four Learning Centers are unique academic resource centers committed to providing high quality experiences and a caring environment to help students improve their academic performance.

Instructional staff and/or peer tutors are available in each center to work with students in the major disciplines of English, math, IST, and science.

The Learning Centers are places where students study and complete assignments. Small group study sessions may be conducted by instructional staff, tutors, or peer students. In addition, all tutoring takes place in the appropriate subject learning center. Learning tools include:

- Computers
- Scientific calculators
- Internet and Blackboard access
- Textbooks
- Audiovisual material
- Study guides
- Practice tests

Computer Learning Center (ATC-212)

The CLC is an open lab for all HCC students enrolled in computer technology classes. Visit to work with peer tutors on tricky IST or programming assignments or just to practice computer skills for personal use.

Math Learning Center (LRC-335)

The MLC is an open lab for all credit-level mathematics students. Stop by to complete online or paper-based homework assignments, to receive help and guidance with your mathematics course, or just to study for an upcoming test.

Science Learning Center (SCI-118)

The SLC is an open lab for all students taking courses in the science disciplines: biology, chemistry, physics, and physical science. A variety of services are available to help students improve academic performance (including drop-in and one-on-one tutoring).

Student Success Center (LRC-346)

The SSC is designed to assist all students seeking successful completion of their programs at HCC. From study halls to skills labs in English or math to just "open lab," the SSC provides a variety of services to help students improve academic performance (including drop-in and one-on-one tutoring).

Tutoring for accounting, Spanish, and other subjects may also be available in the SSC. For more information, visit *learningcenters@hagerstowncc.edu*.

Student Life

Campus Safety

In compliance with the federal government *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*, HCC publishes an annual security report containing campus security policies, procedures, and campus crime statistics. The complete report is published in the *College Guide: A Handbook Planner for Students* which is available in the Student Center and on the HCC Web site.

Use of Surveillance Cameras on Campus

The College provides random camera surveillance both outside and inside campus buildings in order to maintain secure facilities; protect students, employees, and visitors; deter crimes; and to prevent vandalism. The primary use of the cameras is crime investigation and monitoring equipment and facilities to avoid problems. Cameras are not monitored on a continuous basis.

Emergency Management and Response Plan

The safety and security of the College community are of vital concern. Hagerstown Community College is committed to providing and maintaining a safe environment for all employees, students, visitors, and guests. The College will adopt reasonable and practical means to prevent, deter and respond to campus emergencies. The preparation of the Emergency Management and Response Plan (EMRP) and the allocation of resources to support the plan are part of the commitment HCC has for the College community.

In order to provide a safe environment, the College will:

- Ensure that employees, students, and others are adequately informed of the Emergency Management and Response Plan.
- Provide appropriate training to the College community.
- Allocate resources to provide a safe and secure campus.
- Establish mental health counseling protocols.
- Coordinate with local law enforcement agencies.
- Maintain a balance between safety and retaining the openness of a college campus.
- Provide and maintain an emergency notification system to keep employees, students, visitors, and guests informed of emergencies.
- Identify and train an Emergency Advisory Team to respond to and coordinate responses to emergencies and disasters.
- Hagerstown Community College recently implemented a notification system that enables the College to send urgent news to student cell phones. Students must sign up for the service. Depending on the personal cell phone plan, there may be a nominal fee from the carrier to receive text messages, but there is no charge from the College to use the service. Sign up at *www.hagerstowncc.edu/emergency*.
- HCC also maintains a campus siren system that will be sounded in the event of a campus emergency.

Student Conduct

Students have rights and responsibilities as members of a learning community. Students have all the rights of citizenship guaranteed by the federal and state governments. They have the right to freedom of expression, inquiry and assembly, subject to reasonable rules regarding time, place and manner. They have the right to propose improvements in college processes through the Student Government Association. Also, they have a right to confidential academic records.

A major responsibility for students is to conduct themselves according to standards of scholarship and morality. These standards are listed and explained in the Code of Conduct, which is published in the *College Guide: A Handbook Planner for Students* and on the HCC Web site.

The dean of student affairs is responsible for implementing the student discipline procedure. It consists of: 1) a formal charge against a student, 2) investigation of the charge, 3) informal hearing with the dean, 4) sanction and 5) if necessary, a formal hearing with the College Hearing Board. The student has the right to appeal the sanction.

Policy on Alcoholic Beverages and Drug Abuse

The College prohibits the serving of alcohol at all student events on campus. Students of legal drinking age may be permitted to drink alcohol at College sponsored activities off-campus and/or at special campus events designed for non-student audiences.

Use, possession, or distribution of illegal drugs on campus property or at College-sponsored events is prohibited.

The College does not protect students from state and federal drug abuse laws and cooperates fully with law enforcement agencies in upholding the law.

The complete statement of the College policy on drug and alcohol abuse including prevention, intervention and disciplinary measures is published in the *College Guide: A Handbook Planner for Students*, which is available in the Student Center and on the HCC Web site.

Policy on Smoking

Smoking of any type of cigarette, cigar, or pipe within any building or structure owned, leased, operated, or controlled by the College is prohibited and is a violation of Maryland state law. No smoking is allowed on any balcony, foyer, or vestibule. Smoking will only be allowed in parking lots and designated smoking areas on campus.

Sale of Tobacco Products

The sale or distribution of tobacco products, to include cigars, cigarettes, pipe tobacco, or chewing tobacco is prohibited on any property owned or controlled by HCC.

Enforcement of Tobacco Policy

It is the responsibility of all faculty, staff, and students to enforce the College's smoking policy. Individuals may request the help of Campus Security in enforcing the policy. Students, faculty, administrators, and staff who fail to obey the smoking policy of the College and Maryland state law regarding smoking will be subject to fines and disciplinary action by the College.

General Grievance Policy

The purpose of the General Grievance Policy for Students is to provide a method of recourse to students who feel that a particular action or series of actions on the part of an HCC employee has violated accepted or stated institutional practices and standards. See page 43 for policy procedures.

College Policies

HCC's Board of Trustees has approved numerous governing policies for the administrative operations of the college. The following list includes those policies that relate specifically to students. A description of each policy can be found at *www.hagerstowncc.edu/student-services*.

- Acceptable Computer Usage Policy
- Anti-Discrimination Policy
- Communicable Disease Policy
- Family Educational Rights and Privacy Act
- Free Speech and Peaceful Demonstrations Policy
- Involuntary Course Withdrawal Policy
- Parking and Traffic Policy
- Sexual Harassment Policy
- Student Drug and Alcohol Abuse Policy

Sexual Misconduct Policies

Hagerstown Community College is committed to preventing incidents of sexual assault and sexual harassment on campus. The College is in compliance with federal laws in its Sexual Assault and Sexual Harassment Policies which apply to students, faculty, and staff. The complete policy is published in the *College Guide: A Handbook Planner for Students* and is available in the Student Center and on the HCC Web site.

Housing

Hagerstown Community College does not assume responsibility for the housing of its students.

College Closings (Emergencies and Inclement Weather)

When severe weather and other emergencies occur that impact classes or other campus activities, announcements are made on local radio and TV stations, and posted on the College Web site. Students and others who have business at HCC are cautioned to listen for specific mention of HCC being closed, since the College does not always close when weather conditions make it necessary for the Washington County Public Schools to close.

HCC holds classes at various community locations, including its Valley Mall Center, its Commercial Vehicle Transportation Center at Volvo Powertrain, area high schools, and hospitals. Classes held at off-site facilities are subject to the following cancellation or delayed start procedures:

- If HCC is closed or has a delayed opening due to inclement weather, classes scheduled at off-site locations are also cancelled or delayed.
- If HCC is closed or has a delayed opening due to an emergency situation which affects only its main campus, classes held at off-site locations will run as scheduled unless specified otherwise.
- If HCC is open and the off-site facility has issued a closing or schedule change, then HCC classes held there will follow the schedule change issued by the off-site facility.

The College does everything it can to keep the campus safe and productive during inclement weather. During periods when severe weather is forecasted, HCC officials are in regular contact with weather specialists and county and regional roads departments.

Since travel conditions are not the same for all students in the tri-state area, the College policy is to remain open, if possible, for those students who can attend during inclement weather. However, when weather conditions are severe, HCC does close and all classes and campus activities are cancelled.

It is College policy to treat student and employee tardiness and absences very liberally on inclement weather days. All faculty and staff understand that on challenging weather days, students are not to be penalized if they are unable to make it to class or are late to arrive. In such cases, students need to contact their faculty members (preferably through e-mail in advance of the scheduled class) indicating that they have special weather-related circumstances that prevent their attendance.

Food Service

The Hilltop Grill is housed in the Student Center, located at the center of campus. "Grab and Go" Breakfast items, sandwiches, soups, salads, snacks, and drinks may be purchased until 6:00 p.m., Monday through Thursday during the Spring and Fall Semesters. During the Summer Semester, the Hilltop Grill is closed.

The Valley Eatery is in the Career Programs Building. Dining service is offered during the week. The hours of operation during the Spring and Fall Semesters are Monday through Thursday, 7:30 a.m. – 3 p.m. and Friday 8:00 a.m. – 1:30 p.m. Summer Semester hours of operation are Monday through Friday 8:00 a.m. – 1:30 p.m. Menus are published on the HCC Web site at *www.hagerstowncc.edu/student-services/food-services*.

The Courtside Café is located in the ARCC lobby. The café offers sandwiches and light fare, and is only open for athletic events.

Food for Thought is an HCC in-house catering service. All requests for catering service must be made at least seven days prior to an event. Food for Thought must be consulted and given the right of first refusal, before an outside caterer may be used.

Campus Bookstore

The Bookstore is located in the Student Center. Besides providing textbooks, the Bookstore carries a large variety of school supplies, HCC clothing, greeting cards, gifts, and snacks. Students may special order computer software at educational prices through the Bookstore. The operating hours are published in the class schedules and on the college web page.

Student Activities

The Student Activities Program broadens the educational environment of the College by providing cultural, recreational, athletic, and social experiences to supplement the academic programs. A wide variety of co-curricular opportunities is offered to help ensure activities of interest to all students.

The Student Program Board is responsible for planning and implementing campus activities that will be of interest to the wide range of students at HCC. Campus activities include movie nights, lunchtime concerts, family events, gaming days, leadership training, cultural celebrations, and more. Any credit student is eligible to serve on the program board, and all ideas for educational, cultural or social events are welcome. To become a member of the Student Program Board, please go to the Student Activities Office.

In addition to programming, the Student Activities Office, located in the Student Center, assists students with identification cards, student handbooks, distributing materials around campus, HCC club information, and upcoming events. There is also an information desk for students who need general help.

Student Center

The Student Center is located in the center of campus. It provides a variety of services for the students at Hagerstown Community College. Students can relax or study in the lounge area, get something to eat, check e-mail, watch television, and enjoy regular entertainment sponsored by the Student Program Board.

The Student Center contains the Bookstore, Student Government, Student Activities and the Dean of Student Affairs office. Other areas include a game room, information desk, additional offices, and a multi-purpose meeting room.

Student Government Association

The SGA is a vehicle for involvement in the college and acts as the official student representative body. The Student Government Association serves as the voice of the student body on issues concerning campus life and participates in shaping policies and student regulations. All credit students, both full and part-time, can be members of the SGA. This governing body was created to enhance the quality of student life and the success of students through participation in social, cultural, educational, and recreational opportunities.

Elections are conducted each spring for the executive officers. Two sophomore senators and two freshman senators are selected from the student body to serve on the Executive Committee. All students are encouraged to attend the monthly SGA meetings and participate in SGA events. The Student Government Association office is located in the Student Center. For additional information, contact extension 225, or e-mail *sga@hagerstowncc.edu*.

Athletics

Intercollegiate

The Hagerstown Community College athletic program includes 14 intercollegiate sports: men's and women's cross-country, men's and women's indoor track, men's and women's outdoor track, women's volleyball, women's tennis, men's and women's basketball, baseball, softball, men's soccer, and golf.

The director of athletics and leisure studies in cooperation with the dean of student affairs formulates the policies which apply to intercollegiate sports. The director of athletics and leisure studies reviews and enforces eligibility rules for participation in intercollegiate athletics.

The College is a member of the Maryland Junior College Conference (JUCO) and of Region XX of the National Junior College Athletic Association (NJCAA).

Fitness Center

The ARCC houses a full fitness center for HCC students, HCC employees and their families, and the community. The center offers a range of exercise equipment and promotes health and wellness through a variety of health education literature and group activity programs throughout the year.

Students may take advantage of the complete fitness/health assessment that serves as the foundation for an individualized activity program by registering for the PED 170 credit series.

Clubs and Organizations

Membership in all HCC clubs is open to any credit student. For more information on a specific club, or to find out how to start a club, contact the Student Activities Office at 301-790-2800, ext. 225, or *barnharth@hagerstowncc.edu*.

Art and Design Club

The Art and Design Club is for those interested in the visual and decorative media of expression. The goals are to bring art awareness to the HCC campus, to showcase student art through the fall and spring semester student art shows and art sales, to produce student organized events, such as workshops, lectures, film festivals and demonstrations, and to take trips to art events, galleries, and museums. Recent trips have been to New York City, Philadelphia, and Washington, D.C..

Association of Nursing Students

The Association of Nursing Students (ANS) is open to students enrolled in the nursing program. The purpose of the ANS is to foster professionalism in nursing. ANS projects support ANS educational meetings, student expenses for continuing education seminars, community service activities, promoting the image of professional nurses, and attendance at the yearly National Student Nurses' Association Convention. Annual membership fee charged. Call 301-790-2800, ext. 276, for more information.

Campus Ministries

Campus Ministries is a student-led Christian club that meets weekly for discussion, Bible study, music and fellowship. The club participates in the National Day of Prayer and other events throughout the spring and fall semesters.

English Club

The English Club is for students who have an interest in literature and all things related. The club holds poetry readings, book club discussions, and other fun events throughout the year.

Future Educators Club

The Future Educators Club is open to students interested in pursuing a career in teaching. The purpose of the club is to inform students of the requirements needed to become a highly qualified teacher as defined by the No Child Left Behind Act of 2002. The club sponsors field trips, guest speakers, and demonstrates the uses of technology in the classroom. For more information contact Peggy Hutson at 301-790-2800, ext. 385, or *hutsonp@hagerstowncc.edu*, or Louise Wine at ext. 321 or *winel@hagerstowncc.edu*.

Gaming Club

The Wombo-Combo Gaming Club is open to gamers of all skill levels. The club meets weekly to play video games, plus hosts activities like video game tournaments and board game nights.

Information Technologies Association

The Information Technologies Association is comprised of computer enthusiasts. The club's goal is to further the knowledge-base of members beyond the normal academic curriculum and prepare members more aptly for careers with the technology fields. Club members enjoy fellowship, sharing ideas, and helping others with common technology issues. Students in this group help organize events such as LAN gaming marathons and CPR clinics for computers.

International Club

The I-Club is comprised of a diverse group of students interested in a variety of international topics. Activities in recent years have included discussion lunches on foreign countries, trips to cultural events, and foreign "film fests." The club has traveled as far away as New York, Virginia Beach, New Orleans, and Ontario, Canada.

Intervarsity Christian Fellowship

IVCF is a non-denominational club open to all HCC students of any faith. The purpose of the club is to offer fellowship, encouragement and connection with other students. Emphasis is focused on Bible exploration, social outreach and personal growth through study and personal interaction. Special events include See You at the Pole Rally, National Day of Prayer, and holiday celebrations.

Latin Dance Club

Latin dance is great fun and good exercise. Come be a part of the club for dancers of all skill levels. Club meets twice a week in the Student Center.

Math Club

HCC's Math Club is open to all students who would like to explore mathematical concepts in an informal and fun setting outside the classroom. This club will coordinate and promote math-themed activities, programs and fund-raising events. Activities include movie nights, Math 24 tournaments, Pi celebrations, and more.

Paranormal Investigation Society

The Paranormal Investigation Society will educate members on the proper use of investigation tools and how to interpret findings, investigate local sites, and discuss the historical and paranormal significance of each site.

Phi Theta Kappa

Phi Theta Kappa is an international honor society that exists to recognize and encourage scholarship, leadership, service, and fellowship among the students in two-year colleges. The Pi Theta Chapter was first established at HCC in 1968. Mem-

bership is acquired through an invitation from the chapter. The minimum grade point average requirement for membership in the organization is 3.50 for full or part-time students who have accrued a minimum of 12 or 15 credits, respectively.

Radiography Club

The Radiography Club is open to students interested in pursuing a career in radiography. The club serves as a vehicle to discuss topics relating to radiologic technology and the field of medicine. Club members participate in community, professional, and fund-raising activities.

Robinwood Players Theater Club

The Robinwood Players present three full-role theatrical productions each academic year. In addition, the club attends a Broadway production and other local productions each semester, hosts various speakers, and participates in fundraisers. All HCC students are eligible to participate in any and all aspects of the productions.

Science Club

The Science Club consists of full and part-time students, faculty, and staff of HCC. Its purpose is to promote a better understanding of all aspects of science and to provide educational activities related to science. The club sponsors field trips, guest speakers on a variety of topics, and works closely with the science faculty to promote science education on the HCC campus.

Service Club

The Service Club is for students who would like to contribute to the larger community through public service campaigns. Students strive to cultivate personal and academic integrity and develop competence in ethical and moral reasoning while bringing awareness to various causes through fundraising, collecting donations, preparing educational materials, and more.

S.O.L.O.
(Children's Learning Center, S.O.L.O, Supporting Our Little Ones.)

This organization is open for anyone with an interest in supporting young children. This organization does several things to enhance the environment for children: fundraisers to replace or repair equipment, purchase supplies, organize family and friend activities, and a volunteer program to read to children, do an art project, or any other activity or service to benefit the children and the Children's Learning Center.

Step Team

The HCC Step Team performs at athletic games and other events on campus. All skill levels are welcome, and prior experience is helpful but not necessary.

Students for Creative Anachronisms

The Students for Creative Anachronism is a student body dedicated to the fundamentals of the Society for Creative Anachronism (SCA). The SCA is an internationally recognized organization dedicated to researching and re-creating the arts and skills of pre-17th-century Europe. Members attend events which may feature tournaments, arts exhibits, classes, workshops, dancing, feasts, and more.

Table Tennis Club

This club is open to any student with an interest in table tennis. The club meets weekly in the ARCC to practice and attends local tournaments.

Theoretical Club

The mission of the Theoretical Club is to promote critical thought and discussion about theoretical, philosophical, and sociological issues, both historical and current.

Turkish Cultural and Friendship Club

If you want to experience a different culture, this club is for you. The purpose of the club is to integrate the Turkish community in Hagerstown and the surrounding area, to develop awareness of the contemporary Turkish World and its culture, and to develop friendship with other cultures. The club organizes speakers, events and field trips to serve this purpose. The club is open to all HCC credit students and always welcomes ideas for events.

Publications

Student Handbook

The *College Guide: A Handbook Planner for Students* is published by the Student Activities Office and is distributed at the beginning of each academic year. The guide includes student activities and services, as well as policies and regulations on campus.

The Hawk

The Hawk is the student produced newspaper of HCC. It is published online at *www.hagerstowncc.edu/hawk*. Students are encouraged to write for the paper. In addition to writing, opportunities are available for editors, photographers, cartoonists, desktop publishers, and marketing. No prior experience is needed.

Hedge Apple

The *Hedge Apple* is a literary magazine of poetry, short stories, artwork, and occasional reviews by Hagerstown Community College students, faculty, and guest authors.

The *Hedge Apple* consists of approximately 60 pages and includes national submissions of poetry.

Students may submit poetry, short stories, essays, and artwork.

HCC New Horizons

HCC New Horizons is an alumni magazine designed for students, alumni, and friends of the College. It highlights the educational and cultural advances taking place on campus, as well as current activities of HCC graduates. It is published once each year.

Web site

HCC students may visit the College's Web site at *www.hagerstowncc.edu*. Current events, course descriptions, class schedules, and general information are available here.

Social Networking Sites

The Public Information Office at HCC maintains pages on Facebook and Twitter as a way to provide announcements and information on upcoming events and activities, as well as to provide a forum for open discussion among students, faculty, staff, and the community. All content and posts are bound by the terms of use of the specific social networking site, HCC's Guidelines for Social Networking, HCC's Employee Code of Conduct, HCC's Code of Student Conduct, and HCC's Acceptable Computer Usage Policy. Content submitted by individuals does not necessarily reflect the thoughts or opinions held by the college. HCC officials have the right to remove any content deemed to be offensive, inappropriate, or of a harassing or threatening nature. HCC also has the right to block posts from fans or followers who violate these guidelines. HCC's pages can be found at *www.facebook.com/hagerstowncc* and *www.twitter.com/hagerstowncc*.

Annual Community Report

Each year the President's Office publishes a report outlining the institution's accomplishments from the previous year, as well as future college initiatives, new programs and other important information for past, present and future students.

Class Schedules

The College produces five printed class schedules each year. There are two editions for the fall semester, two for the spring semester, and one for the summer semester. Each schedule contains course information for credit and non-credit classes.

View Book

A College view book is produced every two years. This publication is designed to provide prospective students with an overview of what HCC has to offer. Copies can be obtained from the Admissions Office.

Academic Policies

Academic Regulations

Through the registration process, students pledge themselves to accept and obey the regulations of the College. The following information should lend direction to student progress by providing minimum requirements and common understanding regarding academic standards and regulations established by the College faculty and administration.

Academic Integrity

Students accept the principles of academic integrity when they take their placement tests.

The core of the community college's integrity is its academic honesty. Scholastic dishonesty impairs the College's educational role and defrauds all who comprise its community. Student enrollment is a voluntary entrance into the academic environment. Upon entrance into the College, the student voluntarily assumes obligations of performance which are imposed by the academic community relevant to its missions, processes, and function. These obligations may be much higher than those imposed on all citizens by civil and criminal law, and the College reserves the right to discipline students to ensure compliance with these higher obligations.

Since the principle behind an honor system is honesty, an effective system can exist only when each student has a sense of community responsibility and personal high integrity. The College community is only as strong as its individual members.

Charges of academic dishonesty on the part of a student may be reported by any member of the College community to the person responsible for the academic endeavor. Due process and confidentiality must be maintained throughout the procedures. An individual in violation of these tenets will be censured.

The HCC Student Code of Conduct is published in the *College Guide: A Handbook Planner for Students* and may be obtained in the Student Activities Office. The Code of Conduct includes principles, rights, and prohibited conduct related to academic integrity and due process.

Semester Hours

By completing a course successfully, a student earns a certain number of credit units known as semester hours. In non-laboratory courses, the number of semester hours is normally equivalent to the number of class hours devoted to the course during any given week. The number of semester hours for laboratory courses varies with the hours of laboratory work. The section of this publication entitled "Course Descriptions" indicates the number of semester hours credit given for each course.

Academic Records

Student academic records are maintained in accordance with the Family Educational Rights and Privacy Act of 1974 as amended. A confidential record of the admissions credentials and academic performance of each student and former student is kept permanently in the Records Office. Access is granted only to such duly authorized personnel of the College who have legitimate need for information and to the student. Students have the right to review their record by arranging a conference with the director of admissions, records and registration.

Persons requesting telephone information must identify themselves and state the reason for the inquiry. Without the written consent of the student or former student, the only information that can be given is directory information and verification of dates of attendance.

Authorized representatives of agencies of the state and federal government may have access to those student records as part of the audit of federally supported education programs. Authorized representatives of state educational agencies who have legitimate educational interests may request access to the student record files.

Transcripts

Release of student transcripts to educational institutions and other agencies is in accord with The Family Educational Rights and Privacy Act of 1974 as amended. Official transcripts are sent directly to the institutions concerned and issued to students in sealed envelopes. Transcripts are normally processed within 24 hours and can be requested via WebAdvisor. During peak periods, please allow for additional time. The transcript request containing date of last attendance and graduation date (if applicable) must be signed by the student. The student's current address is required. Transcripts are provided free to students. Students may request up to 10 transcripts per semester.

Auditing

A student may audit a class by registering as an auditor and paying the regular fees. No grade or credit is reported for an audited class. Credit status may be changed to audit status before two-thirds of the class is completed. The student has the option to repeat a class for credit which he/she has audited. The College does not permit people to regularly attend classes without being registered.

Assessment of Student Learning

Hagerstown Community College is committed to ensuring that students achieve the learning outcomes established for its programs and courses. To provide regular feedback that will enable the College to determine whether its programs and courses are successful in achieving this goal, students are occasionally expected to participate in student learning outcomes assessment

activities related to their courses, programs, and general education outcomes. This expectation is an integral part of the conditions for admitting a student to study at HCC. In some instances, student work will undergo special confidential reviews. Other activities may include portfolio development, tests, surveys, or other tools to measure student learning, which may or may not be part of course or program requirements. Student participation in assessment activities assures that the College receives valuable information on student learning that can be used to promote continuous improvement of teaching and learning. By choosing to come to HCC, students are expected to participate in assessment activities as may be requested. In all these activities, strict confidentiality of individual student work will be maintained.

Attendance

Students are expected to attend all classes. In the case of absence due to emergency (illness, death in the family, accident), or participation in official College functions, it is the student's responsibility to confer with the instructor about the absence and missed course work. Students should call or e-mail their instructor on the day of any absence from class. Students absent from an announced (major) test or examination, unless authorized, may be given an equivalent examination at a later date at the discretion of the instructor.

Students contemplating withdrawing from a course should read the section of the catalog entitled "Withdrawal and Course Changes."

Classification of Students

Students are classified according to the number of semester hours of credit they have earned and number of semester hours currently carried. Listed below are the requirements for the respective classifications.

Full-Time

A student who is currently carrying 12 or more semester hours of work is classified as a full-time student.

Part-Time

A student who is currently carrying less than 12 semester hours of work is classified as a part-time student.

Freshman

A student who has less than 30 semester hours of earned credit and is currently carrying at least 12 semester hours of work is classified as a full-time freshman student.

Sophomore

A student who has 30 or more semester hours of earned credit and is currently carrying at least 12 semester hours of work is classified as a full-time sophomore student.

Course Load

The normal maximum course load for a full-time student who is not on probation is 18 semester hours of credit. The number of class hours will vary according to the number of laboratory courses in the program. Students, full- or part-time with a cumulative average of "B" or better at HCC, may, with the consent of the director of admissions, records and registration, take credit hours in excess of 18.

Course Load for Working Students

Students who are employed for 20 or more hours per week are advised to carry a reduced course load. Before registering for courses, these students should seek academic advisement and carefully consider the amount of out-of-class work a course requires.

Grading System and Reporting

The grading system of the College is as follows:

Grade	Evaluation	Quality-Point Value per Hour of Credit
A	Excellent	4
B	Good	3
C	Average	2
D	Below Average	1
F	Failure	0
S	Satisfactory	0
U	Unsatisfactory	0
MP	Making Progress	0
W	Withdrawn from course and/or College during approved withdrawal period	0
AU	Audit	0

"I," "MP," "S," "U," "W," and "AU" grades are not counted in determining the Quality-Point Index.

The grade of "I" (incomplete) is awarded only when the instructor has determined that illness or unforeseen circumstance has prevented the student from completing all of the course requirements. The student should already have completed most of the course requirements (at least 80%) and be beyond the deadline for receiving a "W" grade. It is the student's responsibility to complete a form entitled Request for Grade of Incomplete, which requires the signatures of the student, instructor and chair or director of the respective academic division. Also, the student should deliver the form to the Records Office before the final exam week. The student is not required to register for the course again, but must make up the work before the instructor's deadline. The deadline will not extend beyond the end of the next semester or the instructor will assign an "F" as the official grade. The instructor will change the "I" to a letter grade within fifteen work days from the date that the student completes all of the remaining course requirements.

It is important that students receiving Veterans Benefits make up course work as soon as possible. Failure to do so within four weeks could result in forfeiture of Veterans Benefits for the course or courses not completed.

The grade "MP" (making progress) is available only in courses numbered 100 or below. The grade "MP" may be awarded at the instructor's discretion to a student who in the instructor's judgment has, through reasonably diligent effort, made progress but has not attained proficiency. A student having an "MP" grade must register for the same course during the subsequent semester of enrollment and continue to work toward proficiency. The final grade will be given at the end of the semester in which the student attains the course objectives. The "MP" grade will remain on the student's academic record, but will not be included in the student's completion rate as successfully completed coursework.

The grade "AU" is available to a student who enrolls in a class for enrichment but not for credit. Students must pay the regular fee and no credit is earned. A change in enrollment from credit to audit or audit to credit must be made before the established deadline.

Grade Reports

Grade reports can be viewed and printed via Web Advisor. Interim Progress Reports are mailed early in the semester only to those students who are deficient in one or more courses. Grades are not released by instructors or by the administrative staff of the College.

Students who believe they have "good cause" to appeal a final grade may do so in writing within 15 calendar days from the date grades are posted. Otherwise students forfeit the right to appeal.

Quality-Point Index

Scholarship is computed in terms of the quality-point index. This index is figured by dividing the total number of quality-points (the point value of the grade received in a course multiplied by the number of semester hours) by the total number of college credit semester hours for which the student has registered. Example: If a student received a "B" in one three-credit course and a "C" in a four-credit course, the quality-point index would be computed as below:

B = 3 x 3 (semester hours)	=	9 (quality points)
C = 2 x 4 (semester hours)	=	8 (quality points)
7 Total		17 divided by 7= 2.429

General Grievance Policy for Students

Introduction

The purpose of the General Grievance Policy for Students is to provide a method of recourse to students who feel that a particular action or series of actions on the part of a Hagerstown Community College employee has violated accepted or stated institutional practices and standards. Student concerns appropriate to this policy include, but are not necessarily limited to, concerns regarding ethical and professional behavior of employees, arbitrary application of current College policies by employees, and perceived violations of accepted rights of students such as the right to free expression and the right to assemble.

Procedures

Informal Level

The intent of the informal level is to resolve student grievances in the most equitable manner. If a student feels that his/her rights have been violated, the student should meet with the Dean of Student Affairs or his representative to discuss the grievance. The Dean of Student Affairs will conduct an investigation of the alleged charge(s). At the conclusion of the investigation, it may be appropriate for the student to meet with the employee who allegedly violated the student's rights. The student may request the Dean of Student Affairs be present at this meeting. If resolution is reached, all proceedings will cease. If there is no resolution, the student has the right to initiate formal charges.

Formal Level

Step 1

- The student must begin formal grievance procedures within 10 work days after the initiation of formal charges by submitting a written statement of the complaint to the Dean of Student Affairs. The statement must explain what allegedly happened, what steps have been taken prior to the submission of the written grievance, and what action the student is requesting. The Dean will distribute copies of the grievance to the appropriate parties.
- If a student wishes to have another person present at any step of the formal procedure, he/she may request the presence of a nonlegal advisor.
- The student will then meet with the staff member and his/her supervisor. This conference shall take place with 10 work days of the submission of the written statement. Within five work days after the conference, the student will be informed in writing of the outcome of this meeting.

Step 2

- If a mutually satisfactory outcome is not achieved, the student may appeal the outcome to the College Hearing Board.
- The student must submit the appeal within 10 work days. The appeal must be in writing and explain the nature of the grievance, the reason for the appeal, and include any supporting evidence. The appeal shall be submitted to the Dean of Student Affairs, who will convene the College Hearing Board within five work days.
- The College Hearing Board shall meet to hear the appeal within 10 work days, subsequent to receipt of the student's written request. A written record shall be made of the appeal hearing.

Step 3

- A student may submit an appeal, in writing, to the President of the College within five work days. The President will review all documentation and may conduct further inquiries.

- The President shall render a decision within five work days after the appeal is submitted. The decision of the President shall be final.

Student Grade Appeal Process

Policies and Procedures

PROCEDURES A STUDENT SHALL FOLLOW TO CHALLENGE THE FINAL GRADE ASSIGNED BY A FACULTY MEMBER. In order to successfully appeal a grade, a student must offer convincing written arguments that good cause exists for mandating a change of grade. If a student fails to appeal a final grade within 15 work days from the date the grade is posted to the student's record, the student forfeits the right to appeal.

I. Cause for Grade Appeal

Each of the following reasons, if supported by sufficient written evidence, shall constitute "good cause."

A. Assignment of a grade that is malicious and/or discriminatory. This is applicable if, in determining the grade, the professor clearly did not apply the same standards used for grading other members of the class whose work and behavior were similar to those of the appealing student.

B. Assignment of a grade that is arbitrary and/or capricious. This is applicable if the professor apparently had no discernible rationale for arriving at the grade given.

C. Assignment of a grade that has resulted from innocent human error. The professor reported an incorrect grade as the consequence of a mistake in computation, in recording, or in some other mechanical aspect of the grading process.

None of the following shall constitute "good cause" for the purpose of appealing a grade.

A. Disagreement with the course requirements established by the professor.

B. Disagreement with the grading standards established by the professor.

C. Disagreement with the judgment of the professor in applying grading standards as long as he or she has made a reasonable effort in good faith to be fair and consistent in exercising that judgment. Good faith on the professor's part shall be assumed unless the student can offer convincing arguments to the contrary.

D. The student's desire or "need" for a particular grade. While this sort of reason may seem compelling to the individual on the personal level, it shall not be considered "good cause" for purposes of appeal and shall not be regarded as relevant in consideration of the student's appeal. Examples of the student's need to have a higher grade include, but are not limited to, the need to graduate, to transfer course credits, gain employment or promotion, or to qualify for a more advanced course.

II. Process for Grade Appeal

The following steps constitute the established administrative procedures for appealing a final grade. All paperwork and documentation of Steps 1 through 3 will be kept in the office of the division chairperson.

All deadlines refer to work days. It is the student's responsibility to meet the established deadlines. Failure to attend any of the scheduled meetings or the College Hearing Board hearing without reasonable justification will forfeit the student's right to appeal the grade.

If the appeal concerns a final grade given by a division chairperson, a substitute faculty will be selected to act in his/her place throughout the process.

Step 1
The student must submit a written appeal of the final grade to the faculty member and the division chairperson. This must be done within 15 work days from the date the grade is posted to the student's record.

Step 2
The faculty/student conference will occur as soon as possible, but no later than the 10th work day of the following semester. The occurrence and outcome of the meeting will be documented by the faculty member who assigned the grade and will include the signatures of the student and faculty member. A copy of the documentation will go to both parties.

Step 3
If the appeal cannot be resolved, the student has seven calendar days after the student/faculty conference to appeal, in writing, to the division chairperson. As part of this appeal, the student is responsible for presenting documentation regarding the faculty/student conference.

After reviewing the written materials, the division chairperson will schedule a conference with the student and the faculty member within 10 work days. The results of the meeting will be documented and will include the signatures of all three participants. A file of all written materials will be maintained by the division chairperson. If the appeal is not resolved, the student has 10 work days from the date of the conference to appeal the grade, in writing, to the Vice President of Academic Affairs.

Step 4
At this stage, the Vice President of Academic Affairs will review a file of all written materials submitted by the division chairperson regarding the grade appeal. The Vice President will schedule a meeting with the student, faculty and division chairperson to review the materials and discuss the appeal within 10 work days. The Vice President's written decision will be rendered within three work days and must be signed by all participants.

If the student or faculty member disagrees with this decision, a request for an appeal to the College Hearing Board can be made, in writing, to the Vice President of Academic Affairs within five work days.

Step 5
The College Hearing Board will consist of three faculty and three students. The Hearing Board will be chaired by an administrator, who will vote only in case of a tie. The student will be notified via registered or certified mail, of the day and time of the hearing. The Hearing Board will convene in a closed session no more than seven calendar days after the request for a hearing has been made to the Vice President of Academic Affairs.

If the student wishes to have an advisor present for the hearing, the individual may not be an attorney and may include a spouse, parent, other relative, or friend. The student must notify, in writing, the Vice President of Academic Affairs regarding the presence of an advisor at least one calendar day before the hearing. The advisor may confer with the student during the hearing, but may not address the Hearing Board.

Following the presentations by the student and the faculty member, the Hearing Board will vote on its decision. The Hearing Board chair will inform all parties that the Vice President of Academic Affairs will receive the decision in writing.

The Vice President of Academic Affairs will notify the student, the faculty member, and the division chairperson within five work days after receiving the Hearing Board's decision. If the Vice President of Academic Affairs is unavailable, it is then the Dean of Student Affairs' responsibility to do so.

Step 6
The student or faculty member may appeal, in writing, the decision of the College Hearing Board to the President of the College within five work days. The President will review all written documentation and may conduct further inquiries. The President will render a decision within five work days of the request for appeal. The decision of the President shall be final.

Responsibilities in the Grade Appeal Process

Student
- Submit all appeals in writing, as well as provide appropriate documentation, within established time deadlines specified in each step of the process
- Present case in person if grade is appealed to the College Hearing Board
- Inform Dean of Student Affairs that a nonlegal advisor will be present

Faculty Who Assigned the Final Grade
- Meet with student in an attempt to resolve the grade appeal and document occurrence of meeting
- Maintain and present appropriate documentation as requested throughout subsequent steps if appeal cannot be resolved with student
- Present case in person if grade is appealed to the College Hearing Board

Division Chairperson
- Maintain all written documentation of appeal, including student's reason for appeal and all paperwork, including signed documentation that meetings in Steps 1-3 have taken place
- Schedule conference with the student and faculty member who assigned the grade after reviewing all documentation to date
- If the appeal concerns a grade given by division chairperson, a substitute faculty member will be selected to act in his/her place throughout the process

Vice President of Academic Affairs
- Schedule and document the meeting with the division chairperson, faculty member, and student in Step 4
- If the appeal is filed against the Dean, an administrator will be selected to act in his/her place throughout the process
- Receive student's request for appeal to the College Hearing Board
- Consult with the Dean of Student Affairs to select an administrator to chair the College Hearing Board, as well as the three student members
- Appoint three faculty to serve on the College Hearing Board
- Schedule date and location for the Hearing Board hearing. Notify Hearing Board members, faculty, and student making the appeal of date and location of appeal
- Select recorder
- Notify student, faculty member and division chairperson of the Hearing Board's decision

Dean of Student Affairs
- Consult with the Vice President of Academic Affairs in selection of the chairperson for the College Hearing Board
- Select student membership for the College Hearing Board
- Notify chairperson of the Hearing Board of the presence of a nonlegal advisor for the student at least one calendar day before the hearing
- Communicate Hearing Board decision within one calendar day to student, faculty member, and division chairperson in the event that the Vice President of Academic Affairs is unavailable

Chairperson of College Hearing Board
- Call Hearing Board to order and preside over hearing
- Inform student and faculty member of time parameters for their respective presentations
- Call for a vote; chair will vote only in case of a tie

- Submit decision in writing to Vice President of Academic Affairs within one calendar day after the hearing
- Submit final summary to Vice President of Academic Affairs within five calendar days of the hearing

College Hearing Board Members

- Ask questions for clarification during presentation by student and faculty
- Vote to keep or change the final grade

Recorder

- Take notes
- Will neither participate in discussion or vote, but may ask questions for clarification
- Will type the Hearing Board's recommendation to Vice President of Academic Affairs within one calendar day of hearing
- Will prepare and submit a summary of proceedings for the Hearing Board chair within five calendar days of hearing

Academic Standing

A student is expected to maintain a grade point average of 2.0 or higher to be considered a student in good standing.

Academic Probation

Students are placed on academic probation if their total cumulative quality-point average is at least:

1.0 but less than 1.7 after 15 attempted credits
1.7 but less than 1.8 after 30 attempted credits
1.8 but less than 1.9 after 42 attempted credits
1.9 but less than 2.0 after 56 attempted credits

Students on probation are not permitted to carry more than 15 semester hours. New students who are admitted on probation may engage in extracurricular activities if they limit their course load to 12 semester hours. Students on probation with one or more semesters of college will not be permitted to engage in extracurricular activities. A student on probation is not allowed to register on the Web.

Developmental courses are not considered college level courses and cannot satisfy graduation requirements. Developmental courses are counted in the total cumulative quality point average to determine academic probation.

Academic Dismissal

Students are considered for academic dismissal if their total cumulative quality-point index is below:

1.0 after 15 credits
1.7 after 30 credits
1.8 after 42 credits
1.9 after 56 credits

If the quality-point index is 2.0 or above for their work in the most recent semester attended, students may be retained.

Part-time students are subject to the same regulations as full-time students. The completion of a block of 15 semester hours will correspond to the completion of one semester.

A student who has been dismissed may not re-enter by registering on the Web.

Developmental courses are counted in the total cumulative quality point average to determine academic dismissal.

Readmission of Dismissed Students

Students who are academically dismissed and feel that particular circumstances warrant reconsideration of their status may submit a written petition to the director of admissions, records and registration for consideration of the appeal. This petition should be received one month before the first day of class of the semester in which the student wishes to return. The petition form is available in the Office of Admissions and Registration.

Evidence of planning, curriculum load, and work activities are taken into consideration when reviewing petitions for readmission. Petitions should be well organized, typed, and include the student's current address, phone number, social security number, curriculum, reasons why the student had previous academic difficulty, and why the student now feels he/she can be successful if readmitted.

The petition may include a letter from an employer attesting to competent work and maturity. An official transcript of courses taken at another institution must be submitted at the time the student applies for readmission. Once admitted, a student is required to abide by the catalog graduation requirements at the time of readmission.

Academic Amnesty

If a student has no more than 32 completed credits at HCC and has not been enrolled at HCC for at least two years, the student may request academic amnesty from the director of admissions, records and registration. Academic amnesty may be granted only once to any student during that student's academic career at HCC. If the amnesty is granted, the student's grade point average (GPA) will be based only on those courses taken after the amnesty is granted. This is a mechanism by which a student may be given a second chance.

Program Changes

Students may at any time change their programs by submitting an official change of major form to the Office of Admissions and Registration. Students, who are readmitted, change their academic program or change their status from special to degree or certificate-seeking must follow the program requirements of the catalog in place when the change is made.

Withdrawal and Course Changes

Students may drop or add a course before the established deadline. After the drop/add period, students may withdraw from courses in accordance with the dates published in the class schedules. Courses dropped during the "No Grade" period will not be included on the student's academic record. Courses dropped during the "W" period will be listed on the academic record but will not be calculated in the Quality-Point Index.

Students who stop attending class without officially withdrawing will receive a grade of "F."

Repeating a Course

Students may repeat a credit or developmental course two times. Under special circumstances, they may appeal to the Vice President of Academic Affairs to re-take a course more than two times.

If a student repeats a course, an "R" appears next to the grade on the student's academic record. The higher grade and its associated quality points supersede the lower grade. In computing the cumulative grade point average, the credit hours of the course are counted only once.

Withdrawing from the College

Students desiring to withdraw from the College at any time during the academic year must complete an official withdrawal form. Students who fail to withdraw in accordance with stated regulations receive failing grades in all courses scheduled during that semester and forfeit their rights to any tuition refund. The time schedule for the withdrawal is the date on which the withdrawal form is filed in the Office of Admissions and Registration.

Academic Honors

To qualify for the Dean's List, students must earn a minimum quality-point average of 3.50 for the most recent semester. Students completing 12 semester hours or more of college-level courses are considered for the Dean's List.

Graduation Honors

The associate degree is awarded with "high honor" to students with at least 32 credit hours completed at HCC and who have earned a minimum cumulative quality-point index of at least 3.80. Students who earn a cumulative quality-point index of at least 3.50 and less than 3.80 and earned a minimum of 32 credits at HCC will be awarded the associate degree with "honor."

Graduation Requirements

The annual graduation ceremony is held each May. The conferring of associate degrees and certificates of study highlights the ceremony. All candidates for graduation are encouraged to attend commencement.

Students are permitted to attend the annual commencement ceremony if they have fulfilled the applicable requirements in their degree program (64-70 college level credits):

- AA degree
- AAS degree
- AAT degree
- AS degree

One-year certificate students are permitted to attend the annual commencement ceremony if they have fulfilled all of the requirements of their program (30-45 college level credits). The one-year certificate programs which are eligible include:

- ADJ: Correctional Services
- ADJ: Police Services
- Child Care Professional
- Computer Support Specialist
- Dental Assisting
- Facilities Maintenance Technology
- Graphic Design Technology
- Industrial Technology
- Medical Assistant
- Networking Technology
- Paralegal Studies
- Paramedic Emergency Services
- Practical Nursing
- Simulation and Digital Entertainment
- Small Business Technology

Honors Convocation

Each spring, the College recognizes students who have demonstrated excellent academic achievement by inviting them to an Honors Convocation. Students who have earned academic honors, been inducted into Phi Theta Kappa or are graduating with honors or receiving a special award are recognized.

Catalog of Entry

When students matriculate they are expected to follow programs outlined in the catalog in effect at the beginning of the academic year in which they entered. Degree, certificate, and letter of recognition requirements outlined in a later catalog may be substituted for the initial "catalog of entry" requirements if they are not detrimental to the student. This provides the most current degree/certificate/letter credentials possible.

Degree, Certificate, and Letter of Recognition Requirements

Satisfactory completion of the following requirements will determine eligibility for a degree, certificate, or letter of recognition:

1. Completion of all academic requirements of the program or such comparable courses as are required by the student's chosen transfer institution.
2. Completion of a minimum of 64 semester hours for a degree and all required semester hours for a certificate or a letter of recognition program.
3. All transfer students must complete at least 25 percent of their semester hours at HCC for a degree program or certificate program; exceptions to this are granted to students covered by specific agreement between HCC and another institution or agency.
4. Completion of the required HCC credits with a minimum of a cumulative 2.0 quality-point index grade point average (GPA).

Student requests for exceptions to the above degree, certificate, or letter of recognition requirements must be reviewed by an academic advisor. The advisor will document the rationale for the student's request and acquire appropriate approvals. If the exception is granted, the official Statement of Exception will be included in the student's permanent file.

All candidates for degrees and certificates of 30 hours or more should file their applications with the dean of student affairs and those for letters of recognition and short term certificates with the Records Office by the published deadline date.

Selection of an Academic Program

Students should select an academic program that meets their needs and field of interest. Students interested in employment upon graduation should select an AAS degree, certificates or letters of recognition in their field of interest. Students who wish to transfer to a four-year college or university upon graduation may choose from many AA or AS programs in their desired field of study. If a student intending to transfer is unsure of choosing a specific program of study within the list of available transfer programs, the College suggests that they choose an AA or an AS degree in Arts and Sciences. The AA degree in General Studies has the most electives and can be used for any purpose. Students cannot receive the AA degree in both General Studies and Arts and Sciences.

Requirements for Students Who Choose to Earn Multiple HCC Credit Credentials

The awarding of multiple credit bearing degrees, certificates, and letters of recognition must follow criteria as specified below:

- **Letters of Recognition** (LOR)—There must be at least three additional earned credits from different course work, not used in a previously earned HCC credential, for each additional LOR awarded.
- **Certificates**—There must be at least six additional earned credits from different course work, not used in a previously earned HCC credential, for each additional certificate awarded.
- **Degrees**—There must be at least twelve additional earned credits from different course work, not used in a previously earned HCC credential, for each additional degree awarded.

For students seeking to earn multiple credentials as listed above, if their new program does not have enough new credits listed as requirements, then the student must take additional course work to meet the minimum new course work provision as stated above. In such cases, a division chair or director will approve the appropriate course(s) to meet the requirement.

In cases where students' completed course work does not qualify them to receive a new credential (LOR, Certificate, Degree) they may be entitled to a **double major** designation. This would mean that they have combined the requirements of two credentials, without meeting the minimum requirements for receiving multiple credentials as specified above.

Computer/Information Literacy

Hagerstown Community College recognizes and advocates the critical need for computer/information literacy among its graduates. Traditionally, any student earning a degree from the college has been required to meet a specific computer literacy requirement. Beginning with the 2004-2005 academic year, this requirement is now formally integrated into the General Education requirements of the college. Students now demonstrate their acquisition of fundamental computer/information literacy skills through meeting the General Education Core Requirements within each degree program.

General Education Core Requirements for the AA and AS Degree

Candidates for the associate of arts and associate of science degree must satisfy specific general education requirements within their degree programs. A minimum of 30 to a maximum of 36 credits must be completed. The requirements are listed below:

Arts/Humanities ..... *6 credits*

Students must choose one course in each of two disciplines according to the specific requirements of their program of study.

Behavioral/Social Science ..... *6 credits*

Students must choose one course in each of two disciplines according to the specific requirements of their program of study.

Biological/Physical Science ..... *7-8 credits*

Students must choose two science courses, a 4-credit science laboratory course and an additional course in science according to the specific requirements of their program of study.

English ..... *6 credits*

Students must take ENG 101—English Composition and one other course from the approved list.

Information Literacy ..... *3 credits*

Students must take one course, either IST 102—Introduction to Information Technology or GDT 112—Computer Graphics.

Mathematics ..... *3 credits*

Students must choose one mathematics course at college-level algebra or higher according to the specific requirements of their program of study.

General Education Core Requirements for the AAS Degree

Candidates for the associate of applied science degree must satisfy specific general education requirements within their degree programs. A minimum of 20 credits must be completed. The requirements are listed below:

Arts/Humanities ..... *3 credits*

Students must choose one course according to the specific requirements of their program of study.

Behavioral/Social Science ..... *3 credits*

Students must choose one course according to the specific requirements of their program of study.

Biological/Physical Science ..... *3 credits*

Students must choose one course according to the specific requirements of their program of study.

English ..... *3 credits*

Students must choose one course according to the specific requirements of their program of study.

Information Literacy ..... *3 credits*

Students must take one course, either IST 102—Introduction to Information Technology or GDT 112—Computer Graphics.

Mathematics ..... *3 credits*

Students must choose one mathematics course at college-level algebra or higher according to specific requirements of their program of study.

General Education Core Requirements for the AAT Degree

Candidates for the associate of arts in teaching degree must satisfy specific general education requirements within their degree programs. A minimum of 29-30 credits must be completed. The requirements are listed below:

Arts/Humanities ..... *3 credits*

Students are required to complete HUM 201—The Arts: A Creative Synthesis for this degree program.

Behavioral/Social Science ..... *6 credits*

Students are required to complete PSY 201—General Psychology and either HIS 201—American History I or HIS 202—American History II for this degree program.

Biological/Physical Science ..... *8 credits*

Students are required to take BIO 106—Unity and Diversity of Living Things and PHS 104—General Physical Science for this degree program.

English ..... *6 credits*

Students are required to take ENG 101—English Composition and ENG 102—Composition and Literature for this degree program.

Information Literacy ..... *3 credits*

Students are required to take IST 102—Introduction to Information Technology for this degree program.

Mathematics ..... *3(4) credits*

Students must take MAT 101—College Algebra or MAT 118—Mathematics Modeling Using Algebra for this degree program.

Approved General Education Core Courses by Discipline

Arts/Humanities

ART	101	Introduction to Visual Arts	3
ART	231	History of Western Art I	3
ART	232	History of Western Art II	3
HIS	208	American Culture and History in Cinema	3
HUM	201	The Arts: A Creative Synthesis	3
HUM	208	American Culture and History in Cinema	3
HUM	214	World Religions	3
MUS	101	Music Appreciation	3
PHL	101	Introduction to Philosophy	3
Any Foreign Language			3 or 4

Behavioral/Social Science

ANT	201	Cultural Anthropology	3
ECO	201	Macroeconomic Principles	3
ECO	202	Microeconomic Principles	3
GEO	105	World Regional Geography	3
HIS	101	History of Civilization I	3
HIS	102	History of Civilization II	3
HIS	201	American History I	3
HIS	202	American History II	3
POL	101	American Government	3
PSY	201	General Psychology	3
SOC	101	Introduction to Sociology	3

Biological/Physical Science

BIO	101	General Biology I	4
BIO	102	General Biology II	4
BIO	103	Human Anatomy & Physiology I	4
BIO	104	Human Anatomy & Physiology II	4
BIO	106	Unity and Diversity of Living Things	4
BIO	110	Human Biology	3
BIO	111	Contemporary Issues in Biology	3
BIO	112	Biology of Disease	3
BIO	113	Principles of Biology I	4
BIO	114	Principles of Biology II	4
BTC	101	Introduction to Biotechnology	3

CHM	101	Introductory College Chemistry	4
CHM	103	General Chemistry I	4
CHM	104	General Chemistry II	4
PHS	104	General Physical Science	4
PHS	105	Descriptive Astronomy	3
PHS	107	Introductory Physical Geology	3
PHS	108	Introductory Physical Geology	4
PHS	109	Meteorology	4
PHS	111	Earth and Space Science	4
PHY	112	Applied Physics	3
PHY	201	General Physics I	4
PHY	202	General Physics II	4
PHY	203	Principles of Physics I	5
PHY	204	Principles of Physics II	5

English

BUS	113	Business Communication	3
ENG	101	English Composition	3
ENG	102	Composition and Literature	3
ENG	112	Technical Writing I	3
ENG	201	World Literature I	3
ENG	202	World Literature II	3
ENG	205	American Literature I	3
ENG	206	American Literature II	3
SPD	103	Public Speaking	3
SPD	108	Introduction to Human Communication	3

Information Literacy

GDT	112	Computer Graphics	3
IST	102	Introduction to Information Technology	3

OR any course with an GDT 112 or IST 102 prerequisite

Mathematics

MAT	101	College Algebra	3
MAT	103	Finite Mathematics	3
MAT	106	Elements of Logic	3
MAT	114	Introduction to Applied Algebra	3
MAT	118	Mathematic Modeling Using Algebra	4
MAT	161	Precalculus	4

OR any math course with a MAT 101 prerequisite or higher

Programs of Study

Transfer Programs

Transfer programs meet basic requirements of the first two years of college programs for students who plan to transfer to an upper-level college or university and complete the last two years of study.

Students planning to transfer should recognize that the first two years of college lay the foundation for effective work in the junior, senior, and post-graduate years of a college or university. These initial years give students a basic general education and prepare them for advanced work and for some specialization in the junior and senior years. The type of work which students do at Hagerstown Community College determines not only the conditions of their admission, but the ease and success with which they can do the work at a four-year college.

Students who wish to transfer to a four-year college or university at the end of two years and receive junior rank must meet the admission requirements and the course requirements for the freshman and sophomore years of the college to which they plan to transfer. The four-year college will consider transfer students on the basis of their high school and college records. The sequences for the transfer programs serve as guides rather than requirements. When choosing courses in any of these programs, students should consider the requirements of the college to which they plan to transfer, the field in which they plan to specialize and their own personal interest.

Career Programs

Career-oriented programs meet the requirements for students who wish to develop entry-level skills in industry, business and public service.

These programs provide the educational experiences that best meet the needs of students and correlate with the needs of industry and business. Students are afforded the opportunity to learn by experiencing work-related functions so that they may achieve personal, economic, and social satisfaction in life.

Although the primary function of these programs is to prepare students for employment, many of these programs transfer into select bachelor's degree programs. See an academic advisor for more information.

Certificate Programs

These programs prepare students for employment after one year or less of intensive study. Students have the option of continuing their education and earning an associate degree.

Letters of Recognition

Hagerstown Community College may award a letter of recognition to students who satisfactorily complete a sequence of courses not in excess of 11 credits.

Credits obtained through a letter of recognition will be maintained on the Hagerstown Community College student record and can be used toward a certificate or an associate degree. Many of the credits obtained at Hagerstown Community College are transferable to a four-year degree at area colleges.

Internships

Internships provide an excellent opportunity to gain career-related experiences and workplace competencies in a student's chosen career field as well as to obtain skills that are valued by employers when hiring new staff. HCC offers internships in all credit academic programs. The first step in starting an internship is to contact Bonnie Owens, CPB-170H, or via phone at 301-790-2800, ext. 260. An application packet will be provided to students who meet the eligibility requirements. Minimum eligibility requirements include submission of an application for internship at least one month prior to registering for the internship, acceptable faculty recommendation, minimum overall GPA of 2.0 and completion of at least 50 percent of the specialty program requirements in a student's field of study. Students may sign up for 1, 2, or 3 credits depending on graduation requirements for each major. *Health sciences clinical experiences are governed by third-party accrediting regulations.*

Independent Study

Hagerstown Community College provides the opportunity for qualified students to pursue topics of special interest for credit through the process of independent study. The College permits the qualified student to negotiate a course of study contract ranging from one to three credit hours. Students seeking more than three credits for one independent study project must present written justification to the division providing the instruction. Students may earn a maximum of 6 credits of independent study while at HCC. These credits may be used to replace discipline-related open electives or restricted electives only, and are not to replace program requirements or required specialty courses. Qualified students are those who have successfully completed six credit hours in the subject matter field and have achieved at least a 3.0 GPA. Interested students must obtain the approval of the appropriate division chair or director.

Program Completion

All students are encouraged to complete their chosen program of study. Successful transfer program completion represents an excellent measure of personal commitment, and will enhance transfer to a four-year college or university. Earning a college credential, whether a degree, certificate, or letter of recognition, will be important to all students as they seek employment or continuation of their academic careers.

Discontinued Programs

When a program of study is discontinued, students will be afforded time to complete the program requirements. Academic Chairs and Directors are responsible for approving a student's plan to complete his/her coursework. This plan may include a combination of waivers and substitutions for program requirements, not to exceed 9 combined credits. Under no circumstances can an alternative completion plan result in students graduating with fewer than 64 credits. The length of time for services and benefits to be extended is determined by the number of credits the student needs to complete the program with a maximum of two years after the discontinuance of the program. Requests for further extension must be submitted in writing to the Vice President of Academic Affairs.

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L = Letter of Recognition
C = Certificate
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IST: Option in Computer Forensics			•	62
IST: Option in Computer Support Specialist			•	62
IST: Computer Support Specialist		•		62
IST: Option in Developer			•	63
IST: Desktop User Specialist		•		64
IST: Option in Networking Technology			•	63
IST: Networking Technology		•		64
IST: Option in Simulation and Digital Entertainment			•	63
IST: Simulation and Digital Entertainment		•		65
IST: Small Business Technology		•		65
IST: Technician Specialist I		•		65
Mechanical Engineering Technology (MET)			•	76
MET: Option in Computer-Aided Design	•	•	•	76
MET: Computerized Manufacturing		•		77
Web and Multimedia Technology (WEB)			•	116
WEB: Web Applications Development		•		117
WEB: Web Design	•			117
WEB: Web/Multimedia Development		•		117
WEB: Web Site Development	•			117

Accounting

A.A.S. Degree
Accounting and Business

The choice of accounting as a career objective is appropriate for individuals with some aptitude for mathematics and an ability to concentrate on detail and analyze numerical data.

This program gives students a basic foundation in general education, as well as the vocational competencies necessary for entry-level employment in various fields of business and government. Students must complete a heavy concentration of accounting courses and other supporting courses for a minimum of 65 credits.

General Education Requirements			**21-23 Credits**
Arts/Humanities			
		Select from approved General Education course list	3
Behavioral/Social Sciences			
	PSY 201	General Psychology	3
Biological/Physical Science			
		Select from approved General Education course list	3-4
English			
	ENG 101	English Composition	3
	ENG 102	Composition and Literature	3
		OR	
	BUS 113	Business Communication	(3)
Information Literacy			
	IST 102	Introduction to Information Technology	3
Mathematics			
	MAT 101	College Algebra or another MAT course from approved list	3-4
Program Requirements			**44 Credits**
	ACC 101	Principles of Accounting I	4
	ACC 102	Principles of Accounting II	4
	ACC 105	Income Tax Accounting I	3
	ACC 201	Intermediate Accounting I	3
	ACC 202	Intermediate Accounting II	3
	ACC 205	Income Tax Accounting II	3
	ACC 210	Managerial Accounting	3
	BUS 101	Introduction to Business Organization and Management	3
	BUS 104	Legal Environment of Business	3
	ECO 201	Macroeconomic Principles	3
	ECO 202	Microeconomic Principles	3
	IST 106	Spreadsheet Software	3
	MGT 103	Principles of Management	3
	SPD 103	Public Speaking	3

Degree Requirement.....65-67

Administration of Justice

A.A.S. Degree
Administration of Justice

This curriculum is for students seeking an associate of applied science degree in law enforcement, corrections or judiciary system. With careful planning it can be used as the basis for transfer to four-year degree programs.

General Education Requirements			**21-23 Credits**
Arts/Humanities			
		Select from approved General Education course list	3
Behavioral/Social Sciences			
	SOC 101	Introduction to Sociology	3
Biological/Physical Science			
		Select from approved General Education course list	3-4
English			
	ENG 101	English Composition	3
	ENG 102	Composition and Literature	3
		OR	
	ENG 112	Technical Writing I	(3)
Information Literacy			
	IST 102	Introduction to Information Technology	3
Mathematics			
		Select from approved General Education course list	3-4
Program Requirements			**36 Credits**
	ADJ 101	Introduction to Criminal Justice	3
	ADJ 102	American Law Enforcement	3
	ADJ 104	Corrections in America	3
	ADJ 201	Law Enforcement and the Community	3
	ADJ 204	Criminal Investigation	3
	ADJ 208	Police Management	3
	POL 101	American Government	3
	POL 102	State and Local Government	3
	POL 202	Constitutional Law	3
	PSY 201	General Psychology	3
	PSY 212	Interviewing and Counseling	3
	SOC 103	Criminology	3
Electives			**6-9 Credits**
Select from the following list:			
	ADJ 203	Criminal Law	(3)
	ADJ 205	Criminalistics	(4)
	ADJ 269	Criminal Justice Internship	(3)
	IST 166	Computer Forensics I—Principles and Practices	(3)
	IST 266	Computer Forensics II—Investigations Practices	(3)
*	MAT 109	Introduction to Statistics	(4)
		OR	
*	MAT 119	Introduction to Statistics with Computer Applications	(4)
	PSY 206	Abnormal Psychology	(3)
	SOC 105	Juvenile Delinquency	(3)
	SPD 103	Public Speaking	(3)

Degree Requirement.....64-66

* *Students considering completing their baccalaureate degree with University of Maryland University College (UMUC) in criminal justice should consider taking one of the statistics courses and the public speaking course to fulfill UMUC's foundation course requirements.*

* *Students who may have a criminal record need to be aware this could preclude them from employment in this field. Please discuss concerns with the program coordinator. Additionally, students need to be aware that excessive prior drug use may prevent their employment in the state of Maryland as well. Please direct questions about this to the program coordinator.*

Certificate
Administration of Justice

Correctional Services

The correctional services certificate consists of core-professional-specialized courses, as well as general education courses designed to upgrade the basic job performance of the administration of justice practitioner. The primary objective is to provide professional career development as an alternative to the full academic program. The one-year certificate program provides formal academic preparation without loss of credit if the associate of applied science degree is pursued.

Program Requirements			**30 Credits**
ADJ	101	Introduction to Criminal Justice	3
ADJ	103	Community Corrections and Dispositions	3
ADJ	104	Corrections in America	3
ADJ	204	Criminal Investigation	3
ADJ	209	Corrections Management	3
ENG	101	English Composition	3
POL	101	American Government	3
POL	202	Constitutional Law	3
PSY	201	General Psychology	3
SOC	101	Introduction to Sociology	3

Certificate Requirement 30

Certificate
Administration of Justice

Police Services

The police services certificate consists of core-professional-specialized courses, as well as general education courses designed to upgrade the basic job performance of the administration of justice practitioner. The primary objective is to provide professional career development as an alternative to the full academic program. This one-year certificate provides formal academic preparation without loss of credit if the associate of applied science degree is pursued.

Program Requirements			**30 Credits**
ADJ	101	Introduction to Criminal Justice	3
ADJ	102	American Law Enforcement	3
ADJ	201	Law Enforcement and the Community	3
ADJ	204	Criminal Investigation	3
ADJ	208	Police Management	3
ENG	101	English Composition	3
POL	101	American Government	3
POL	202	Constitutional Law	3
PSY	201	General Psychology	3
SOC	101	Introduction to Sociology	3

Certificate Requirement 30

Alternative Energy Technology

A.A.S. Degree

Alternative Energy Technology

(pending MHEC approval)

The Alternative Energy Technology program prepares students to enter the industrial/commercial/residential setting in the growing areas of renewable energy, i.e. solar, wind, and geothermal technologies. Within the Alternative Energy Technology program, students can earn progressive levels of certificates toward employment and/or the degree. The methods of instruction include hands-on training as well as classroom instruction. Real world lab environment will include experiments with solar, wind, and geothermal equipment, use of meters, measurements and calculations of values. This program of study embraces the body of knowledge found in national certifications for renewable energy professionals.

General Education Requirements			**21- 22 Credits**
Arts/Humanities			
		Select from approved General Education course list	3
Behavioral/Social Sciences			
		Select from approved General Education course list	3
Biological/ Physical Science –			
		Students intending to transfer should take the General Physics course.	
	PHY 112	Applied Physics	3
		OR	
	PHY 201	General Physics	(4)
English			
	ENG 101	English Composition	3
		Select from approved General Education course list	3
Information Literacy			
	IST 102	Introduction to Information Technology	3
Mathematics			
	MAT 114	Introduction to Applied Algebra	3

Program Requirements			**43 Credits**
AET	101	Problem Solving for AET	1
AET	102	Introduction to Alternative Energy	3
AET	104	Geothermal Installation	3
AET	106	Photovoltaic Installation	3
AET	108	Wind Energy Installation	3
AET	240	Capstone Project	1
AET	269/270	Internship	3
BUS	145	Customer Service	1
INT	101	Introduction to Industrial Technology	3
INT	104	Facilities Safety and Compliance	3
INT	105	Plumbing and Pipefitting	3
INT	107	Introduction to HVAC/R	3
INT	110	Fundamentals of Electricity	4
INT	111	Pump & Motor Operation and Maintenance	3
INT	113	Instrumentation and Process Control I	3
IST	106	Spreadsheet Software Excel	3

Degree Requirements 64-65

Certificate

Alternative Energy Technology Geothermal Energy Installation and Service

(pending MHEC approval)

Students completing this program will have the skills to enter an entry-level or apprentice-level position in the field of geothermal installation and service.

Program Requirements			**24 Credits**
AET	101	Problem Solving for AET	1
AET	102	Introduction to Alternative Energy	3
AET	104	Geothermal Installation	3
BUS	145	Customer Service	1
INT	104	Facilities Safety and Compliance	3
INT	105	Plumbing and Pipefitting	3
INT	107	Introduction to HVAC	3
INT	110	Fundamentals of Electricity	4
IST	102	Introduction to Information Technology	3
Electives			**1-3 Credits**
AET	240	Capstone Project	(1)
AET	269	Internship	(1-3)

Certificate Requirement 25-27

Certificate

Alternative Energy Technology Solar/Wind Energy Installation and Service

(pending MHEC approval)

Students completing this program will have the skills to enter an entry-level or apprentice-level position in the field of photovoltaic and wind turbine installation and service.

Program Requirements			**21 Credits**
AET	101	Problem Solving for AET	1
AET	102	Introduction to Alternative Energy	3
AET	106	Photovoltaic Installation	3
AET	108	Wind Energy Installation	3
BUS	145	Customer Service	1
INT	104	Facilities Safety and Compliance	3
INT	110	Fundamentals of Electricity	4
IST	102	Introduction to Information Technology	3
Electives			**1-3 Credits**
AET	240	Capstone Project	(1)
AET	269	Internship	(1-3)

Certificate Requirements 22-24

Art

A.A. Degree
Arts and Sciences
Option in

Visual Arts

This option is designed for those students who are planning to transfer to a four-year degree program with a major in art or related fields.

General Education Requirements			**31-34 Credits**
Arts/Humanities			
		Select any foreign language course	3-4
		Select another course from approved General Education course list	3
Behavioral/Social Sciences			
		Select two courses in different disciplines from approved General Education course list	6
Biological/Physical Science			
		Select two courses from approved General Education course list—one must be a laboratory course	7-8
English			
ENG	101	English Composition	3
ENG	102	Composition and Literature	3
Information Literacy			
IST	102	Introduction to Information Technology	3
		OR	
GDT	112	Computer Graphics	(3)
Mathematics			
MAT	101	College Algebra or another MAT course from approved list	3-4
Program Requirements			**24-25 Credits**
ART	101	Introduction to Visual Arts	3
ART	102	2D Design	3
ART	103	Drawing I	3
ART	104	Painting I	3
ART	108	3D Design	3
		OR	
ART	120	Beginning Ceramics	(3)
		OR	
ART	122	Sculpture I	(3)
ART	231	History of Western Art I	3
		OR	
ART	232	History of Western Art II	(3)
Foreign Language			
		Take an additional foreign language course	3-4
Studio Art			
		Must take at least one studio course at the 200 level	3

Electives **5-9 Credits**
Electives should be selected in consultation with an academic advisor. Some recommended courses are listed below:

ART	108	3D Design	(3)
ART	115	Photography I	(3)
ART	120	Beginning Ceramics	(3)
ART	122	Sculpture I	(3)
ART	123	Jewelry I	(3)
ART	203	Drawing II	(3)
ART	204	Painting II	(3)
ART	209	Figure Drawing	(3)
ART	215	Photography II	(3)
ART	220	Advanced Ceramics	(3)
GDT	112	Computer Graphics	(3)
GDT	116	Digital Imaging	(3)
GDT	142	Computer Illustration: Adobe Illustrator	(3)
WEB	101	Web Design I	(3)

Degree Requirement..... 64

A.A. Degree
Arts and Sciences
Option in
Visual Arts Education

This program is designed for those students who are planning to transfer to a four-year degree program with a major in art or related fields and who wish to teach visual arts upon graduation.

General Education Requirements **31-33 Credits**

Arts/Humanities
Select two courses in different disciplines from approved General Education course list.....6

Behavioral/Social Sciences

PSY	201	General Psychology	3

Select another course in a different discipline from approved General Education course list.....3

Biological/Physical Science
Select two courses from approved General Education course list—one must be a laboratory course..... 7-8

English

ENG	101	English Composition	3
ENG	102	Composition and Literature	3

Information Literacy

IST	102	Introduction to Information Technology	3

OR

GDT	112	Computer Graphics	(3)

Mathematics

MAT	101	College Algebra or another MAT course from approved list.....	3-4

Program Requirements **27 Credits**

ART	101	Introduction to the Visual Arts	3
ART	102	2D Design	3
ART	103	Drawing I	3
ART	104	Painting I	3
ART	108	3D Design	3

OR

ART	120	Beginning Ceramics	(3)

OR

ART	122	Sculpture I	(3)
ART	206	Art Methods for the Classroom Setting	3
EDU	101	Introduction to Education	3
PSY	203	Educational Psychology	3

Studio Art
Must take at least one studio course at the 200 level 3

Electives **4-6 Credits**
Electives should be selected in consultation with an academic advisor. Some recommended courses are listed below:

ART	108	3D Design	(3)
ART	115	Photography I	(3)
ART	120	Ceramics I	(3)
ART	122	Sculpture I	(3)
ART	123	Jewelry I	(3)
ART	203	Drawing II	(3)
ART	204	Painting II	(3)
ART	209	Figure Drawing	(3)
ART	215	Photography II	(3)
ART	220	Advanced Ceramics	(3)
GDT	112	Computer Graphics	(3)
GDT	116	Digital Imaging	(3)
GDT	142	Computer Illustration: Adobe Illustrator	(3)
WEB	101	Web Design I	(3)

Degree Requirement..... 64

Arts and Sciences

A.A. or A.S. Degree
Arts and Sciences

The Associate degree in Arts and Sciences is designed for students who plan to transfer to a four-year institution with a concentration in either arts and humanities or math and science. Following admission to the college, students should consult with an advisor to design a program of study that meets their transfer needs. This program is suited best to students who do not know what their precise major will be after transfer.

Students who are more definite about what their major will be after transfer should plan to earn an Arts and Sciences Associate of Arts (A.A.) or Associate of Science (A.S.) degree in one of many discipline-specific options. Descriptions of the Arts and Sciences degree options are listed alphabetically throughout the *Programs of Study* section of this catalog.

General Education Requirements **31-33 Credits**

Arts/Humanities
Select two courses in different disciplines from approved General Education course list.....6

Behavioral/Social Sciences
Select two courses in different disciplines from approved General Education course list.....6

Biological/Physical Science
Select two courses from approved General Education course list—one must be a laboratory course 7-8

English

ENG	101	English Composition	3

Select another English course from approved General Education course list....3

Information Literacy
Select one course from approved General Education course list 3

Mathematics
Select one course from approved General Education course list 3-4

Program Requirements **12-27 Credits**
For an Arts and Sciences A.A. degree, select courses that meet transfer needs from the following discipline designations:
ART, ENG, FRN, GER, HIS, HUM, ITL, MUS, PHL, PLS, POL, PSY, SOC, SPD, SPN 12-27
For an Arts and Sciences A.S. degree, select courses that meet transfer needs from the following discipline designations (12 credits in math and 12 credits in lab-based science courses are recommended.)
BIO, CHM, CSC, GEO, HST, MAT, PHS, PHY..... 12-27

Electives **5-21 Credits**

Open electives may be selected from any graduation credit courses that meet the education needs or interests in a student's educational plan. If in doubt, students should consult with an academic advisor.

Degree Requirement..... 64

Biology

A.S. Degree
Arts and Sciences
Option in
Biology

The biology option is for students planning to transfer to a four-year baccalaureate program as a biology major or in a pre-professional area such as pre-medicine, pre-pharmacy, pre-veterinary medicine, or pre-dentistry. This program provides the general education and foundation courses in biology, chemistry, mathematics, and physics that are required during the first two years of most four-year programs. Students should work with an academic transfer advisor and be aware that science courses in this program are rigorous and have prerequisites. The requirements of the intended transfer institutions must be considered when selecting courses in this program.

General Education Requirements **32-33 Credits**

Arts/Humanities
- Select two courses in different disciplines from approved General Education course list. 6

Behavioral/Social Sciences
- Select two courses in different disciplines from approved General Education course list. 6

Biological/Physical Science
- Take two laboratory courses as follows 8

* BIO 113 Principles of Biology I 4
OR
BIO 101 General Biology I ..... (4)
* BIO 114 Principles of Biology II 4
OR
BIO 102 General Biology II ..... (4)
OR
BIO 201 Cell Biology and Genetics ..... (4)

English
- ENG 101 English Composition 3
- Take another English class from approved list 3

Information Literacy
- IST 102 Introduction to Information Technology 3

Mathematics
- MAT 101 College Algebra or another MAT course from approved list 3-4

* *Recommended courses for Biology Majors.*

Program Requirements **20-28 Credits**

BIO Satisfied by General Education Requirements ..... (8)
BIO 201 Cell Biology and Genetics 4
OR
BIO 205 Microbiology ..... (4)
CHM 103 General Chemistry I 4
CHM 104 General Chemistry II 4
CHM 203/204 Organic Chemistry I/II 4/4
AND/OR*
* PHY 201/202 General Physics I/II ..... (4/4)

* *Both sequences may be required depending on the transfer institution. See a transfer advisor.*

Electives **3-12 Credits**

Electives must be selected from the list below in consultation with a transfer advisor and the transfer institution.

BIO 103 Human Anatomy and Physiology I ..... (4)
BIO 104 Human Anatomy and Physiology II ..... (4)
BIO 201 Cell Biology ..... (4)
BIO 205 Microbiology ..... (4)
BIO 206 Nutrition for the Health Sciences ..... (3)
BIO 269 Internship I ..... (1-3)
BIO 270 Internship II ..... (1-3)
BTC 101 Introduction to Biotechnology ..... (3)
BTC 102 Introduction to Applied Biotechnology Research ..... (1-3)
BTC 201 Discovery Research ..... (4)
BTC 202 Biomanufacturing ..... (4)
BTC 269 Biotechnology Internship I ..... (1-3)
BTC 270 Biotechnology Internship II ..... (1-3)
CHM 101 Introductory College Chemistry ..... (4)
EDU 101 Introduction to Education ..... (3)
MAT 109 Introduction to Statistics ..... (3)
MAT 119 Introduction to Statistics with Computer Applications ..... (4)
MAT 102 Trigonometry ..... (3)
OR
MAT 161 Precalculus ..... (4)
MAT 203 Calculus I ..... (4)
STU 102 Career Planning ..... (1)

Degree Requirement..... 64

Biotechnology

A.A.S. Degree
Biotechnology

The Biotechnology program is designed to prepare students for entry-level technician positions in biomedical, research, and industrial laboratory areas. Depending on a person's academic background and work experience, the Biotechnology technician-in-training may complete the one year Biotechnology certificate (22 credits) or the two-year Associate of Applied Science (AAS) degree in Biotechnology (64 credits). The Biotechnology courses are offered in fully-equipped state-of-the-art laboratories and graduates have the necessary skills, knowledge, and attributes to work immediately upon graduation and to advance with on-the-job experience and continued academic training. Some areas of opportunity for graduates include: biomedical technology, biomanufacturing, pharmaceuticals, plant research, and forensics.

General Education Requirements **23-24 Credits**

Arts/Humanities
- Select from approved General Education course list 3

Behavioral/Social Sciences
- Select from approved General Education course list 3

Biological/Physical Science
- BIO 101 General Biology I 4
OR
- BIO 113 Principles of Biology I ..... (4)
- CHM 101 Introductory College Chemistry 4
OR
- CHM 103 General College Chemistry I ..... (4)

English
- ENG 101 English Composition 3

Information Literacy
- IST 102 Introduction to Information Technology 3

Mathematics

MAT	101	College Algebra or another MAT course from approved list	3-4

Program Requirements **31-33 Credits**

BIO	201	Cell Biology and Genetics	4
BIO	205	Microbiology	4
BTC	101	Introduction to Biotechnology	3
BTC	201	Discovery Research	4
BTC	202	Biomanufacturing	4
BTC	269	Biotechnology Internship	1-3
CHM	105	Introductory Organic Chemistry	4
		OR	
CHM	203	Organic Chemistry I	(4)
MAT	119	Introduction to Statistics with Computer Applications	4
PHL	103	Ethics	3

Electives **7-10 Credits**

Select 7-10 credits from the following course list:

BIO	103	Human Anatomy & Physiology I	(4)
BIO	104	Human Anatomy & Physiology II	(4)
BIO	111	Contemporary Issues in Biology	(3)
BIO	114	Principles of Biology II	(4)
BTC	102	Introduction to Applied Biotechnology Research	(1-3)
CHM	103	General Chemistry I	(4)
CHM	104	General Chemistry II	(4)
CHM	203	Organic Chemistry I	(4)
CHM	204	Organic Chemistry II	(4)
ENG	112	Technical Writing I	(3)
IST	166	Computer Forensics I—Principles and Practices	(3)
IST	266	Computer Forensics II—Investigations Practices	(3)
PHY	201	General Physics I	(4)
PHY	202	General Physics II	(4)

Degree Requirement **64-67**

Certificate

Biotechnology

The Biotechnology certificate is designed for the technician-in training with the academic background and work experience to complete a program in one year, work immediately, and advance with on-the-job experience. The credits earned in the certificate can be applied to the AAS degree or to many BS degrees at upper division institutions. Some areas of opportunity for technicians with this certificate include: biomedical technology, biomanufacturing, pharmaceuticals, plant research, and forensics.

Program Requirements **22 Credits**

BIO	101	General Biology I	4
		OR	
BIO	113	Principles of Biology I	(4)
BIO	201	Cell Biology and Genetics	4
		OR	
BIO	205	Microbiology	(4)
BTC	101	Introduction to Biotechnology	3
BTC	201	Discovery Research	4
		OR	
BTC	202	Biomanufacturing	(4)
CHM	101	Introductory College Chemistry	4
		OR	
CHM	103	General Chemistry I	(4)
MAT	101	College Algebra or higher	3

Certificate Requirement **22**

BUSINESS

Letter of Recognition

Administrative Assistant

This sequence of courses prepares students for employment and provides skills necessary to facilitate the flow of information within an organization. Credits earned in the sequence can be applied toward the administrative assistant certificate.

Program Requirements **11 Credits**

BUS	145	Customer Service	1
IST	101	Basic Keyboarding	1
IST	102	Introduction to Information Technology	3
IST	105	Fundamentals of Word Processing	3
IST	106	Spreadsheet Software	3

Letter of Recognition Requirement **11**

Certificate

Administrative Assistant

This program is for students who wish to expand their credentials beyond the Administrative Assistant Letter of Recognition and/or to expand their skills and knowledge for career purposes.

Program Requirements **21 Credits**

BUS	101	Introduction to Business Organization and Management	3
BUS	145	Customer Service	1
IST	101	Basic Keyboarding	1
IST	102	Introduction to Information Technology	3
IST	105	Fundamentals of Word Processing	3
IST	106	Spreadsheet Software	3
MGT	103	Principles of Management	3
WEB	101	Web Design I	3
STU	102	Career Planning	1
		OR	
STU	106	Professionalism in the Workplace	(1)

Certificate Requirement **21**

A.S. Degree

Business Administration

The A.S. degree in business administration prepares students to transfer to four-year bachelor programs in fields such as management, marketing, economics, human resources, or accounting. The College has articulation agreements with colleges and universities in Maryland and West Virginia, and a unique dual enrollment program with Shippensburg University in Pennsylvania. Students must always confer with transferring institutions as requirements are subject to change.

General Education Requirements **31-33 Credits**

Arts/Humanities
- Select two courses in different disciplines from approved General Education course list....6

Behavioral/Social Sciences
- PSY 201 General Psychology....3
- Select another course in a different discipline from approved General Education course list....3

Biological/Physical Science
- Select two courses from approved General Education course list—one must be a laboratory course....7-8

English
- ENG 101 English Composition....3
- ENG 102 Composition and Literature....3

Information Literacy
- IST 102 Introduction to Information Technology....3

Mathematics
- MAT 101 College Algebra or another MAT Course from Electives below....3-4

General education requirements should be selected in consultation with a transfer advisor. These courses are dependent upon the transfer institution.

Program Requirements **23 Credits**
- ACC 101 Principles of Accounting I....4
- ACC 102 Principles of Accounting II....4
- BUS 104 Legal Environment of Business....3
- ECO 201 Macroeconomic Principles....3
- ECO 202 Microeconomic Principles....3
- MGT 103 Principles of Management....3
- SPD Speech course....3

Electives **8-10 Credits**

Electives should be selected in consultation with a transfer advisor and the transfer institution.

Some recommended courses are listed below:
- MAT 109 Introduction to Statistics....3
  OR
- MAT 119 Introduction to Statistics with Computer Applications....(4)
- MAT 164 Calculus with Applications....3
  OR
- MAT 203 Calculus I....(4)
- MAT 165 Statistics for Business and Economics....3

Degree Requirement....64-66

Letter of Recognition

Customer Service Assistant

This sequence of courses is for students who need to communicate effectively with business clients in a variety of ways and assist businesses with quality customer service. Credits earned in the sequence can be applied toward a customer service assistant certificate.

Program Requirements **11 Credits**
- BUS 101 Introduction to Business Organization and Management....3
- BUS 145 Customer Service....1
- IST 101 Basic Keyboarding....1
- IST 102 Introduction to Information Technology....3
- IST 105 Fundamentals of Word Processing....3

Letter of Recognition Requirement....11

Certificate

Customer Service Assistant

This program is for students who wish to expand their credentials beyond the Customer Service Letter of Recognition and/or to expand their skills and knowledge for career purposes.

Program Requirements **20 Credits**
- BUS 101 Introduction to Business Organization and Management....3
- BUS 145 Customer Service....1
- IST 101 Basic Keyboarding....1
- IST 102 Introduction to Information Technology....3
- IST 105 Fundamentals of Word Processing....3
- MGT 103 Principles of Management....3
- MGT 104 Marketing....3
- SPD 108 Introduction to Human Communication....3

Certificate Requirement....20

Chemistry

A.S. Degree
Arts and Sciences
Option in

Chemistry

The chemistry option is for students planning to transfer to a four-year degree program with a major in chemistry or related fields. The program provides all the basic science, mathematics, and general education courses that are required during the first two years of most four-year chemistry programs. Chemistry is also important in other disciplines such as communications and computers, biotechnology, environmental science, energy resources, molecular biology, medicine, and forensics. Students should work with an academic transfer advisor when selecting courses and be aware that the program requirements are rigorous.

General Education Requirements **32-33 Credits**

Arts/Humanities
- Select two courses in different disciplines from approved General Education course list....6

Behavioral/Social Sciences
- Select two courses in different disciplines from approved General Education course list....6

Biological/Physical Science
Take two laboratory courses as follows:
CHM 103 General Chemistry I 4
CHM 104 General Chemistry II 4

English
ENG 101 English Composition 3
Take another English class from approved list 3

Information Literacy
IST 102 Introduction to Information Technology 3

Mathematics
MAT 101 College Algebra or another MAT course from approved list 3-4

Program Requirements **22 Credits**
CHM 103 General Chemistry I ..... (4)
CHM 104 General Chemistry II ..... (4)
CHM 203 Organic Chemistry I 4
CHM 204 Organic Chemistry II 4
MAT 203 Calculus I 4
PHY 203 Principles of Physics I 5
PHY 204 Principles of Physics II 5

Electives **9-10 Credits**
Electives should be selected in consultation with a transfer advisor and the transfer institution. Some recommended courses are listed below:
BIO 113 Principles of Biology I ..... (4)
CHM 101 Introductory College Chemistry ..... (4)
CHM 102 Chemistry Problem Solving I: Recitation ..... (1)
CHM 106 Chemistry Problem Solving II: Recitation ..... (1)
CHM 269 Internship I ..... (1-3)
CHM 270 Internship II ..... (1-3)
CSC 132 Introduction to C and C++ Programming ..... (3)
CSC 134 Introduction to Java Programming ..... (3)
CSC 232 Advanced C++ Programming ..... (3)
MAT 102 Trigonometry ..... (3)
MAT 119 Introduction to Statistics with Computer Applications ..... (4)
MAT 161 Precalculus ..... (4)
MAT 204 Calculus II or higher ..... (4)
PHS 108 Introductory Physical Geology ..... (4)

Degree Requirement 64

Computer Information Systems

A.S. Degree
Computer Science

Computer Science is a program designed to prepare students for careers in software engineering. A major difference between Computer Science and Information Systems Technology is the rigorous level of mathematics required for Computer Science. At many upper-division universities, like Towson University, a computer science major can earn a double major in mathematics. At HCC, this program provides the first two years of general education, mathematics, computer programming, and natural science needed to transfer to an upper-division institution and complete a computer science or computer engineering major. Electives should be selected to articulate with the specific institution and specific computer science program chosen.

General Education Requirements **33-35 Credits**
Arts/Humanities
Select two courses in different disciplines from approved General Education course list. 6

Behavioral/Social Sciences
Select two courses in different disciplines from approved General Education course list. 6

Biological/Physical Science
PHY 203 Principles of Physics I 5
Select another Science course from approved General Education course list. 4-5

English
ENG 101 English Composition 3
ENG 102 Composition and Literature 3
OR
ENG 112 Technical Writing I ..... (3)

Information Literacy
IST 102 Introduction to Information Technology 3
OR
GDT 112 Computer Graphics ..... (3)

Mathematics
MAT 101 College Algebra or another MAT course from approved list 3-4

Program Requirements **26-27 Credits**
CSC 132 Introduction to C and C++ Programming 3
CSC 134 Introduction to Java Programming 3
CSC 232 Advanced C++ Programming 3
MAT 204 Calculus II 4
MAT 207 Discrete Mathematics 3
MAT 208 Linear Algebra 4

Select 6-7 credits from the following:
CSC/IST
CSC 109 UNIX/Linux Operating System 3
CSC 202 Systems Design and Analysis 3
IST 107 Database Management 3
SDE 104 Game Programming I 3

Mathematics
MAT 161 Precalculus 4
MAT 203 Calculus I 4

Electives **3-4 Credits**
Electives should be selected in consultation with a transfer advisor and the transfer institution. Some recommended courses are listed below:

CHM 103 General Chemistry I ..... (4)
CSC 269 Internship I ..... (3)
IST 133 Visual Basic ..... (3)
IST 173 Database Fundamentals ..... (3)
PHY 204 Principles of Physics II ..... (5)
SDE 102 Multimedia Authoring ..... (3)
SDE 201 Multimedia Algorithms ..... (3)
SDE 203 3D and Advanced Animation ..... (3)
SDE 205 Game Programming II ..... (3)
SDE 207 Multimedia Project Development ..... (3)

Degree Requirement 64

A.A.S. Degree

Information Systems Technology

The Information Systems Technology program is designed to give students the opportunity to choose the area of Information Technology most appealing to them. Students earn the A.A.S. degree in Information Systems Technology specializing in a concentration. This curriculum is for students interested in these concentrations: Computer Forensics, Computer Support, Developer, Networking Technology, and Simulation and Digital Entertainment. Students who select one of these concentrations and wish to transfer to a four-year institution or who are interested in computer science should consult an academic advisor. Completion of the Information Systems Technology degree must be within four years of catalog date due to constantly changing technology. Students who do not complete their degree requirements within four years will fall under the latest catalog. Courses with (CW 150) in the title are HCC courses aligned with Cyberwatch curriculum.

General Education Requirements* **21-23 Credits**

Arts/Humanities

Select from approved General Education course list. 3

Behavioral/Social Sciences

Select from approved General Education course list. 3

Biological/Physical Science

Select from approved General Education course list. 3-4

English

ENG	101	English Composition	3
ENG	102	Composition and Literature	3
		OR	
ENG	112	Technical Writing I	(3)

Information Literacy

IST	102	Introduction to Information Technology (CW 120)	3

Mathematics

MAT	101	or another MAT course from approved list	3-4

* *Please note Computer Forensics concentration requires specific General Education requirements.*

Program Requirements

Choose one of the concentrations listed below.

Concentration 1: Computer Forensics

The Computer Forensics concentration is designed to provide an introduction to the forensic investigation aspect of computers and related electronic data systems. The program includes an overview of forensic evidence collection methods, investigative techniques, and procedures suitable for persons exploring the computer forensics field as a career option or needing training for promotion.

General Education Requirements

Specific Behavioral/Social Sciences General Education Requirement

SOC	101	Introduction to Sociology.	3

Program Requirements **38 Credits**

ADJ	101	Introduction to Criminal Justice	3
ADJ	203	Criminal Law	3
ADJ	204	Criminal Investigation	3
ADJ	205	Criminalistics	4
IST	101	Basic Keyboarding	1
IST	108	Microsoft Operating System (CW 130)	3
IST	150	PC Tech—Repair & Troubleshooting	3
IST	151	PC Tech—Operating Systems	3
IST	154	Networking Basics	3
IST	166	Computer Forensics I—Principles and Practices	3
IST	266	Computer Forensics II—Investigations Practices	3
IST	269	Internship I	3
SOC	103	Criminology	3

Electives **9 Credits**

Approved courses are listed below. Electives should be selected in consultation with the Technology and Computer Studies Division to satisfy career goals and/or transfer college requirements.

BTC	101	Introduction to Biotechnology	3
IST	109	UNIX/Linux Operating System (CW 140)	3
IST	160	Introduction to Security Fundamentals (CW 160)	3
IST	260	MCSA/E Windows Professional	3
IST	261	Server Management I	3
IST	267	Network Security (CW 215)	3
STU	106	Professionalism in the Workplace	1

Degree Requirement.....68-70

This degree must be completed within four years because of constantly changing technology. Students who do not complete within four years will fall under the latest catalog.

Concentration 2: Computer Support Specialist

The Computer Support Specialist concentration provides students with the skills necessary for a career in the computer support field. Courses will concentrate on current packages for word processing, spreadsheets, database management, Internet access, presentation, and web publishing. Two different operating systems will also be covered. Classes are conducted in hands-on labs. Upon completion of the program, the student will be prepared for MCSA, A+, and Net+ certification exams. Students are required to keyboard 25 words a minute for two minutes with two errors or less before enrolling in IST courses beyond IST 102. A keyboarding proficiency examination is available for those who wish to test out of this requirement.

Program Requirements **39 Credits**

BUS	145	Customer Service	1
IST	101	Basic Keyboarding	1
IST	103	Presentation Software	1
IST	105	Fundamentals of Word Processing	3
IST	106	Spreadsheet Software	3
IST	107	Database Management	3
IST	108	Microsoft Operating System (CW 130)	3
IST	109	UNIX/Linux Operating System (CW 140)	3
IST	150	PC Tech: Repair and Troubleshooting	3
IST	151	PC Tech: Operating Systems	3
IST	154	Networking Basics	3
IST	203	Troubleshooting Software Applications	3
IST	204	Help Desk Technology and Services	3
IST	269	Internship I	3
WEB	101	Web Design I	3

Electives **7-9 Credits**

Approved courses are listed below. Electives should be selected in consultation with the Technology and Computer Studies Division to satisfy career goals and/or transfer college requirements.

IST	155	Networking I (CW 150)	(4)
IST	156	Networking II (CW 151)	(4)
IST	160	Introduction to Security Fundamentals (CW 160)	(3)
IST	166	Computer Forensics I—Principles and Practices	(3)
IST	253	TCP/IP	(3)
IST	260	MCSA/E: Windows Professional	(2)
IST	261	Server Management I (CW 230)	(3)
IST	262	MCSA/E: Windows Network Infrastructure	(2)
IST	264	Server Management II	(3)
IST	266	Computer Forensics II—Investigations Practices	(3)
IST	267	Network Security (CW 215)	(3)
STU	106	Professionalism in the Workplace	(1)

Degree Requirement.....69-70

Concentration 3: Developer

The Developer concentration is for the student interested in a career in computer programming. Major areas of study include programming languages, documentation, structured design principles, problem solving, systems analysis and design, and business ethics. Classes are conducted in hands-on computer labs. Students are required to keyboard 20 words a minute for two minutes with two errors or less before enrolling in IST courses beyond IST 102. A keyboarding proficiency examination is available for those who wish to test out of this requirement.

Program Requirements			**40 Credits**
BUS	101	Introduction to Business Organization and Management	3
IST	101	Basic Keyboarding	1
IST	108	Microsoft Operating System (CW 130)	3
IST	109	UNIX/Linux Operating System (CW 140)	3
IST	132	Introduction to C and C++ Programming	3
IST	133	Visual Basic	3
IST	134	Introduction to JAVA Programming	3
IST	173	Database Fundamentals	3
IST	202	Systems Design and Analysis	3
IST	269	Internship I	3
SDE	130	Introduction to Object Oriented Programming	3
WEB	101	Web Design I	3
WEB	115	Web Developer I	3
WEB	210	Web Developer II	3

Electives **5-7 Credits**

Approved courses are listed below. Electives should be selected in consultation with the Technology and Computer Studies Division to satisfy career goals and/or transfer college requirements.

ACC	101	Principles of Accounting I	(4)
ACC	102	Principles of Accounting II	(4)
BUS	145	Customer Service	(1)
GDT	112	Computer Graphics	(3)
IST	103	Presentation Software	(1)
IST	105	Fundamentals of Word Processing	(3)
IST	106	Spreadsheet Software	(3)
IST	107	Database Management	(3)
IST	150	PC Tech: Repair and Troubleshooting	(3)
IST	151	PC Tech: Operating Systems	(3)
IST	154	Networking Basics	(3)
IST	232	Advanced C++ Programming	(3)
SDE	102	Multimedia Authoring	(3)
STU	106	Professionalism in the Workplace	(1)

Degree Requirement.....68-70

Concentration 4: Networking Technology

The Networking Technology concentration is for the student interested in a career in networking concepts. Major areas of study include network fundamentals, design, management, troubleshooting, and operating systems. Two options are offered: Network Administrator and Network Security. Classes are conducted in hands-on computer labs. This program of study embraces the body of knowledge found in the following computer industry certifications: A+, Net+, Security+, Cisco, and MCSA/E (Microsoft Certified Systems Administrator and/or Engineering) Certification. Students are required to keyboard 20 words a minute for two minutes with two errors or less before enrolling in IST courses beyond IST 102. A keyboarding proficiency examination is available for those who wish to test out of this requirement.

Hagerstown Community College is a member of CyberWATCH, a consortium of colleges, universities, business and government partners dedicated to increasing the quality and quantity of Information Security/ Assurance professionals. HCC has aligned many of its networking technology courses with approved CyberWATCH curriculum. This alignment assures students receive quality information security education that is recognized throughout the state of Maryland and Washington, DC metropolitan area. This alignment is also useful to institutions articulating with HCC by helping them quickly determine which courses are based on a common CyberWATCH model curriculum in Information Security. Each IST course included in this program will show their CyberWATCH common course equivalents immediately after the college's course number and title. i.e., IST 267 Network Security (CW 215)

HCC has successfully mapped to the National Security Telecommunications and Information Systems Security (NSTISSI) 4011 and 4013 standards. Courses mapped to NSTISSI-4011 are: IST 102 Introduction to Information Technology, IST 154 Network Fundamentals, IST 160 Introduction to Security Fundamentals, IST 267 Network Security. Courses mapped to NSTISSI-4013 are: IST 160, Introduction to Security Fundamentals and IST 266 Network Security, This advanced standard is intended for System Administrators responsible for the security oversight or management of critical networks.

Having met the criteria for measuring the depth and maturity of established programs in the field of Information Assurance, Hagerstown Community College is designated as a National Center of Academic Excellence in Information Assurance 2 Year Education for the academic years 2010 – 2015. This designation is presented in recognition of a significant contribution in meeting the national demand for information assurance education, developing a growing number of professionals with information assurance expertise in various disciplines, and ultimately contributing to the protection of the national information infrastructure.

Program Requirements			**36 Credits**
IST	101	Basic Keyboarding	1
IST	108	Microsoft Operating System (CW 130)	3
IST	109	UNIX/Linux Operating System (CW 140)	3
IST	140	Fundamentals of Wireless Computing (CW 245)	3
IST	150	PC Tech: Repair and Troubleshooting	3
IST	151	PC Tech: Operating Systems	3
IST	154	Networking Basics	3
IST	155	Networking I (CW 150)	4
IST	156	Networking II (CW 151)	4
IST	260	MCSA/E: Windows Professional	3
IST	261	Server Management I (CW 230)	3
IST	269	Internship I (CW 269)	3

Choose one of the following options (12 credits) to complete this Degree:

Option A: Network Administrator

IST	255	Networking III (CW 250)	4
IST	256	Networking IV (CW 251)	4
IST	264	Server Management II	3

Option B: Network Security

(Mapping is pending to NSTISSI-4011, National Standard for Information Systems Security [INFOSEC] Professionals.) The option Network Security mapping is pending to NSTISSI-4011, National Training Standard for Information Systems Security [INFOSEC] Professionals.

IST	160	Introduction to Security Fundamentals (CW 160)	3
IST	253	TCP/IP	3
IST	254	Network Design and Defense	3
IST	267	Network Security (CW 215)	3

Degree Requirement.....69-70

Concentration 5: Simulation and Digital Entertainment

The Simulation and Digital Entertainment (SDE) concentration provides students with the skills to design and develop computer games for fun, advertising, education, and simulations. Course concentration will be game design, programming, documentation, structured design principles, problem solving, and business ethics. Classes are conducted in hands-on labs.

Program Requirements **30 Credits**

GDT	112	Computer Graphics	3
GDT/ART	116	Digital Imaging	3
GDT	142	Computer Illustration: Adobe Illustrator	3
SDE	102	Multimedia Authoring	3
SDE	104	Game Programming I	3
SDE	130	Introduction to Object-Oriented Programming	3
SDE	201	Multimedia Algorithms	3
SDE	203	3D and Advanced Animation	3
SDE	205	Game Programming II	3
SDE	207	Multimedia Project Development	3

Electives **15-16 Credits**

Electives should be selected in consultation with the Technology and Computer Studies Division to satisfy career goals and/or transfer college requirements. Select 15-16 elective credits from the following list.

ART	103	Drawing I	(3)
CAD	152	Computer-Aided Design I	(3)
ENG	114	Mythology	(3)
GDT	220	Digital Video and Audio	(3)
HIS	102	History of Civilization II	(3)
IST	132	Introduction to C and C++ Programming	(3)
IST	133	Visual Basic	(3)
MAT	102	Trigonometry	(3)
MAT	161	Precalculus	(3)
MAT	203	Calculus I	(3)
MAT	204	Calculus II	(3)
MAT	205	Calculus III	(3)
MUS	175	Introduction to Electronic Music	(3)
PHY	201	General Physics I	(4)
SDE	269	Internship I	(3)
SPD	103	Public Speaking	(3)
WEB	101	Web Design I	(3)
WEB	110	Web Design II	(3)
WEB	115	Web Developer I	(3)

Degree Requirement **66-69**

Certificate
Information Systems Technology

Computer Support Specialist

This program provides students with the skills necessary for a career in the computer support field. Courses will concentrate on current packages for word processing, spreadsheets, database management, Internet access, presentation, and web publishing. Two different operating systems will also be covered. Classes are conducted in hands-on labs. Upon completion of the program, students will be prepared for MOS, A+, and Net+ certification exams.

Program Requirements **39 Credits**

BUS	145	Customer Service	1
IST	101	Basic Keyboarding	1
IST	102	Introduction to Information Technology (CW 120)	3
IST	103	Presentation Software	1
IST	105	Fundamentals of Word Processing	3
IST	106	Spreadsheet Software	3
IST	107	Database Management	3
IST	108	Microsoft Operating System	3
IST	109	UNIX/Linux Operating System (CW 140)	3
IST	150	PC Tech: Repair and Troubleshooting	3
IST	151	PC Tech: Operating Systems	3
IST	154	Networking Basics	3
IST	203	Troubleshooting Software Applications	3
IST	204	Help Desk Technology and Services	3
WEB	101	Web Design I	3

Certificate Requirement **39**

Certificate
Information Systems Technology

Desktop User Specialist

Students completing this program will have intermediate level skills in word processing, spreadsheet, presentation, database management, and Web publishing software applications. Through completing these courses students will be prepared to take certification exams in these areas. Students will also become proficient in using the Windows operating system and in customer service skills, both areas which will enhance their knowledge base in providing user support within a company or organization.

Program Requirements **18 Credits**

BUS	145	Customer Service	1
IST	101	Basic Keyboarding	1
IST	102	Introduction to Information Technology (CW 120)	3
IST	103	Presentation Software	1
IST	105	Fundamentals of Word Processing	3
IST	106	Spreadsheet Software	3
IST	107	Database Management	3
IST	108	Microsoft Operating System	3

Restricted Electives **1-3 Credits**

Choose one of the following:

STU	102	Career Planning	(1)
WEB	101	Web Design I	(3)

Certificate Requirement **19-21**

Certificate
Information Systems Technology

Networking Technology

This program is for the student interested in a career in networking concepts. Major concentration will be network fundamentals, design and management, troubleshooting and operating systems. Classes are conducted in hands-on labs. Currently, three national certifications are a part of this option: A+®, CISCO®, MSCA® (Microsoft Certified Systems Administrator) Certification.

Program Requirements **34 Credits**

IST	101	Basic Keyboarding	1
IST	150	PC Tech: Repair and Troubleshooting	3
IST	151	PC Tech: Operating Systems	3
IST	154	Networking Basics	3
IST	155	CCNA1: Network Fundamentals (CW 150)	4
IST	156	CCNA2: Router Fundamentals (CW 151)	4
IST	255	CCNA3: Advanced Routers (CW 250)	4
IST	256	CCNA4: WAN Fundamentals (CW 251)	4
IST	260	MCSA/E: Windows Professional	2
IST	261	Server Management I (CW 230)	3
IST	264	Server Management II	3

Electives **7 Credits**

Electives should be selected in consultation with the Technology and Computer Studies Division to satisfy career goals and/or transfer college requirements. Select elective credits from the following list.

Approved courses are listed below.

ACC	101	Principles of Accounting I	(4)
ACC	102	Principles of Accounting II	(4)
IST	103	Presentation Software	(1)
IST	109	UNIX/Linux Operating System (CW 140)	(3)
IST	132	Introduction to C and C++ Programming	(3)
IST	166	Computer Forensics I—Principles and Practices	(3)
IST	173	Database Fundamentals	(3)

IST	202	Systems Design and Analysis	(3)
IST	262	MCSA/E: Windows Network Infrastructure	(2)
IST	263	MCSA/E: Windows Active Directory	(2)
IST	266	Computer Forensics II—Investigations Practices	(3)
IST	269	Internship I	(3)
WEB	101	Web Design I	(3)
STU	106	Professionalism in the Workplace	(1)
		OR	
BUS	145	Customer Service	(1)

Certificate Requirement 41

This certificate must be completed within four years because of constantly changing technology. Students who do not complete within four years will fall under the latest catalog.

Certificate
Information Systems Technology

Simulation and Digital Entertainment

The Simulation and Digital Entertainment certificate consists of specialized courses. The program provides students with the skills to design and develop computer games for fun, advertising, education, and simulations.

Program Requirements			**33 Credits**
GDT	112	Computer Graphics	3
GDT	116	Digital Imaging	3
GDT	142	Computer Illustration: Adobe Illustrator	3
IST	102	Introduction to Information Technology	3
SDE	102	Multimedia Authoring	3
SDE	104	Game Programming I	3
SDE	130	Introduction to Object-Oriented Programming	3
SDE	201	Multimedia Algorithms	3
SDE	203	3D and Advanced Animation	3
SDE	205	Game Programming II	3
SDE	207	Multimedia Project Development	3

Certificate Requirement 33

Certificate
Information Systems Technology

Small Business Technology

This certificate provides students with the basic technical skills necessary to establish and operate a small business. Upon completion of the program, students will not only understand the fundamental principles of small business management, but they will also have the computer knowledge to help them implement those principles.

Program Requirements			**38 Credits**
ACC	103	Basic Accounting	3
BUS	101	Introduction to Business Organization and Management	3
BUS	113	Business Communication	3
BUS	145	Customer Service	1
ENG	101	English Composition	3
IST	101	Basic Keyboarding	1
IST	102	Introduction to Information Technology (CW 120)	3
IST	103	Presentation Software	1
IST	105	Fundamentals of Word Processing	3
IST	106	Spreadsheet Software	3
IST	107	Database Management	3
IST	108	Microsoft Operating System (CW 130)	3
MGT	104	Marketing	3
MGT	214	Small Business Management	3
STU	102	Career Planning	1
STU	106	Professionalism in the Workplace	1

Certificate Requirement 38

Certificate
Information Systems Technology

Technician Specialist I

The Technician Specialist I certificate documents the student has shown a basic understanding of fundamental computing and networking concepts, has proficient keyboarding skills and has demonstrated skills in troubleshooting essential microcomputer hardware, software and networking problems. Classes are conducted in a hands-on lab. A+ and Net+ certification is available at the completion of the associated courses.

Program Requirements			**19 Credits**
IST	101	Basic Keyboarding	1
IST	102	Introduction to Information Technology (CW 120)	3
IST	108	Microsoft Operating System (CW 130)	3
IST	109	UNIX/Linux Operating System (CW 140)	3
IST	150	PC Tech: Repair and Troubleshooting	3
IST	151	PC Tech: Operating Systems	3
IST	154	Networking Basics	3

Certificate Requirement 19

Dental Assisting

Certificate

Dental Assisting

CAREER PROGRAMS BUILDING, ROOM 128B, 301-790-2800, EXT. 507

Award: Certificate

Total Credit Hours: 35 credit hours

Purpose: The purpose of the Dental Assisting Program is to provide a program of study for students to acquire the knowledge, skills, and attitude necessary to become an integral and qualified member of the dental team. This program also prepares the student to sit for the Maryland General Dental Assisting Expanded Function (MGD) exam and the Radiation Health and Safety (RHS) exam, both administered by DANB.

Curriculum: The curriculum is divided into several areas of study and consists of lecture, laboratory and clinical experience. Emphasis is placed on the knowledge3 and skills of the dental assistant to meet the needs of other members of the dental team and the needs of dental patients.

Admission Requirements: Admission to HCC does not guarantee admission to the Dental Assisting Program. The requirements below must be completed and submitted to the Office of Admissions, Records, and Registration before the first day of class.

1. Official transcripts from all colleges attended
2. College placement tests in mathematics, English and reading
3. Completion of MAT 098 and ENG 099, or satisfactory results on placement tests
4. A minimum cumulative grade point average for all college coursework of 2.0 on a 4.0 scale.
5. Foreign education students must have their college and high school transcripts evaluated by World Education Services (WES)

Program Requirements: All dental assisting students must:

1. Receive a minimum grade of 75 percent in each dental assisting course and a "C" or better in BIO 110 and SPD 108
2. Meet program competency requirements for both the dental lab and externship experiences

Students who receive a final mark of unsatisfactory in the dental laboratory or externship experience, despite a passing theory grade, will not be permitted to progress in the dental assisting program and will receive a final grade of "F" for the course.

Students who do not meet program or course standards that result from termination from the dental assisting program by the Program Coordinator and the Director, Health Sciences Division, are not eligible for readmission. This includes students who cannot meet safety standards, and students who violate the college's Honor Code and Standards of Conduct, the dental assisting program's Standards of Conduct and the American Dental Association's Principle of Ethics and Code of Professional Conduct.

Program Requirements **35 Credits**

BIO	110	Human Biology	3
DEN	101	Dental Assisting I	4
DEN	104	Dental Radiology	3
DEN	107	Dental Materials	3
DEN	109	Oral Anatomy	3
DEN	110	Dental Assisting II	4
DEN	115	Dental Office Management	2
DEN	120	Dental Specialties	3
DEN	140	Dental Assisting Externship I	3
DEN	240	Dental Assisting Externship II	4
SPD	108	Introduction to Human Communication	3

Certificate Requirement 35

Recommended course sequence:

Fall semester:

DEN	101	Dental Assisting I	4
DEN	109	Oral Anatomy	3
BIO	110	Human Biology	3
DEN	104	Dental Radiology	3
DEN	107	Dental Materials	3

Spring semester:

DEN	110	Dental Assisting II	4
DEN	115	Dental Office Management	2
DEN	120	Dental Specialties	3
DEN	140	Dental Assisting Externship I	3
SPD	108	Introduction to Human Communication	3

Summer semester:

DEN	240	Dental Assisting Externship II	4

Certificate Requirement 35

Selection Criteria: Students will be admitted to the dental assisting program each fall. The dental assisting program is limited to 22 students. This limit is based upon available lab space and externship sites. If more than 24 students apply to the dental assisting program within one academic year, selection will be based on previous course completions.

Final Acceptance: Final acceptance into the program is contingent upon the following criteria. Students unable to meet these criteria will be withdrawn from the program.

1. Successful completion of program requirements at the time of application
2. Students must be able to meet the program's essential functions and abilities standards
3. Satisfactory completion of a health examination record and all required tests and immunizations
4. Prior to externship rotations, students must have current American Heart Association "Healthcare Provider" CPR certification

DENTAL ASSISTING

Pathways
Pathway I- Student who has no dental background; completes all Dental Assisting required courses; receives certificate at completion of program; can take the Maryland General Dental Assisting Expanded Functions (MGD) exam and the DANB Radiation Health and Safety (RHS) exam.

Pathway II- Student who is currently working in a dental office and wants to be certified as a Qualified Dental Assistant (expanded functions in Maryland); student must prove at least 1 year full-time or two years part-time dental assisting experience in a dental office (letter from current employer); completes Dental Assisting II course only; can take the Maryland General Dental Assisting Expanded Functions (MGD) exam.

Pathway III- Student who is currently working in a dental office and wants to become certified as a Dental Radiation Technologist; student must prove at least six months employment at a dental office (letter from current employer); completes Dental Radiology course only; can take the DANB Radiation and Health and Safety (RHS) exam.

Technical Standards
There are technical standards and skill requirements which students are expected to possess and demonstrate in order to be successful in this program. More information on these standards can be found on the Web page for this program.

Orthodontics
For those who are currently working in the dental field, there is a course, Orthodontics for the Dental Assistant, which qualifies students to take the Maryland Orthodontic Assisting Expanded Functions exam administered by DANB. This Orthodontic course option is DEN 245 which is offered during the summer semester.

Education

Certificate
Education Child Care Professional

This program leads to a Child Care Professional Certificate which meets the training requirements for Level 4 of the new Maryland Child Care Credential System.

Program Requirements **30 Credits**

EDU	114	The Developing Child	3
EDU	115	Methods and Materials in Early Childhood Education	3
EDU	116	Infant and Toddler Development	3
EDU	117	School Age Child Care Seminar I	3
EDU	211	Introduction to Special Education	3
EDU	212	Processes and Acquisition of Reading	3
EDU	269	Education Internship I	3
ENG	101	English Composition	3

Choose two courses from the following list. **6 Credits**

ART	206	Art Methods for the Classroom Setting	(3)
EDU	118	School Age Child Care Seminar II	(3)
ENG	104	Children's Literature	(3)
HEA	105	First Aid	(3)
MUS	205	Music Skills for the Classroom Teacher	(3)
PED	215	Early Childhood Physical Activities	(3)

Certificate Requirement 30

Students who have been convicted of child abuse, sexual abuse of a minor, or crimes of violence are precluded from employment in the field of teaching. Please discuss concerns with your advisor.

Letter of Recognition
Education Child Care Professional

This sequence of courses prepares individuals to work in Maryland child care centers. After one year of experience, program completers will be considered senior staff. Individuals may select coursework to qualify them to work with children ages birth through six (EDU 116) or ages two through nine (EDU 117).

Program Requirements **9 Credits**

EDU	114	The Developing Child	3
EDU	115	Methods and Materials in Early Childhood Education	3
EDU	116	Infant and Toddler Development	3
		OR	
EDU	117	School Age Child Care Seminar I	(3)

Letter of Recognition Requirement 9

Students who have been convicted of child abuse, sexual abuse of a minor, or crimes of violence are precluded from employment in the field of teaching. Please discuss concerns with your advisor.

A.A.S. Degree
Early Childhood and Primary Grades Education

The Associate of Applied Science degree career program in Early Childhood and Primary Grades Education prepares individuals to work as lead teachers and directors of child care centers and preschools or to assist teachers in the instructional process in Pre-K through Grade 3 in public schools. While many of the Early Childhood courses transfer to four-year institutions, the primary purpose of the A.A.S. degree is to prepare students for immediate employment in a variety of child care settings.

General Education Requirements **21-23 Credits**

Arts/Humanities
Select from approved General Education course list 3

Behavioral/Social Sciences

PSY	201	General Psychology	3

Biological/Physical Science
Select from approved General Education course list 3-4

English

ENG	101	English Composition	3
ENG	102	Composition and Literature	3

Information Literacy

IST	102	Introduction to Information Technology	3
		OR	
GDT	112	Computer Graphics	(3)

Mathematics

MAT	101	College Algebra or another MAT course from approved list	3-4

Program Requirements **39 Credits**

ART	206	Art Methods for the Classroom Setting	3
EDU	103	Foundations of Early Childhood Education	3
EDU	114	The Developing Child	3
EDU	115	Methods and Materials in Early Childhood Education	3
EDU	116	Infant and Toddler Development	3
EDU	211	Introduction to Special Education	3
EDU	212	Process and Acquisition of Reading	3
EDU	215	Child Care Center Administration and Management	3
EDU	269	Education Internship I	3
ENG	104	Children's Literature	3
MUS	205	Music Skills for the Classroom Teacher	3
PED	215	Early Childhood Physical Activities	3
PSY	203	Educational Psychology	3

Electives **3-4 Credits**
Suggested electives are EDU 117,118, HEA 105 or PED 198.

Degree Requirement 64-66

Students who have been convicted of child abuse, sexual abuse of a minor, or crimes of violence are precluded from employment in the field of teaching. Please discuss concerns with your advisor.

A.A.T. Degree
Early Childhood Education/ Early Childhood Special Education

The Associate of Arts in Teaching in Early Childhood Education degree is designed for those students preparing to transfer to a four-year institution in **Maryland** to obtain a baccalaureate degree and earn **state teacher certification in early childhood education**. The program has been articulated with all of the transfer programs in elementary education in the state of Maryland and makes degree holders eligible to transfer to the four-year institution with full junior status. Students will have the opportunity to participate in a total of 45 hours of field experience in a variety of educational settings. Degree students must complete all course work with a grade of "C" or better, obtain a minimum 2.75 GPA, earn a passing score on a basic skills test of high school level reading, writing, and math (PRAXIS I, SAT, ACT, or GRE).

General Education Requirements			**29-30 Credits**
Arts/Humanities			
HUM	201	The Arts: A Creative Synthesis	3
Behavioral/Social Sciences			
HIS	201	American History I	3
		OR	
HIS	202	American History II	(3)
PSY	201	General Psychology	3
Biological/Physical Science			
BIO	106	Unity and Diversity of Living Things	4
PHS	104	General Physical Science	4
English			
ENG	101	English Composition	3
ENG	102	Composition and Literature	3
Information Technology			
IST	102	Introduction to Information Technology	3
Mathematics			
MAT	101	College Algebra	3
		OR	
MAT	118	Mathematic Modeling Using Algebra	(4)

Program Requirements			**37 credits**
EDU	103	Foundations of Early Childhood Education	3
EDU	114	The Developing Child	3
EDU	115	Methods and Materials in Early Childhood Education	3
* EDU	211	Introduction to Special Education	3
EDU	212	Processes and Acquisition of Reading	3
ENG	104	Children's Literature	3
GEO	102	Human Geography	3
MAT	107	Fundamental Concepts of Mathematics I	3
MAT	108	Fundamental Concepts of Mathematics II	3
MAT	109	Introduction to Statistics	3
PHS	111	Earth and Space Science	4
PSY	203	Educational Psychology	3

Degree Requirement.....66-67

Recommended Course Sequence

First Semester			**Semester Hours**
BIO	106	Unity and Diversity of Living Things	4
EDU	103	Foundations of Early Childhood Education	3
ENG	101	English Composition	3
MAT	101	College Algebra	3
		OR	
MAT	118	Mathematic Modeling Using Algebra	(4)
PSY	201	General Psychology	3
Semester Total			**16-17**

Second Semester			**Semester Hours**
EDU	114	The Developing Child	3
ENG	102	Composition and Literature	3
MAT	109	Introduction to Statistics	3
PHS	104	General Physical Science	4
PSY	203	Educational Psychology	3
Semester Total			**16**

Third Semester			**Semester Hours**
EDU	115	Methods and Materials in Early Childhood Education	3
EDU	212	Processes and Acquisition of Reading	3
HIS	201	American History I	3
		OR	
HIS	202	American History II	(3)
HUM	201	The Arts: A Creative Synthesis	3
IST	102	Introduction to Information Technology	3
MAT	107	Fundamental Concepts of Mathematics I	3
Semester Total			**18**

Fourth Semester			**Semester Hours**
* EDU	211	Introduction to Special Education	3
ENG	104	Children's Literature	3
GEO	102	Human Geography	3
MAT	108	Fundamental Concepts of Mathematics II	3
PHS	111	Earth and Space Science	4
Semester Total			**16**

Degree Requirement.....66-67

Students who have been convicted of child abuse, sexual abuse of a minor, or crimes of violence are precluded from employment in the field of teaching. Please discuss concerns with your advisor.

* *The Introduction to Special Education course required by Hagerstown Community College is a necessary requirement of the College's A.A.T. Degree in Early Childhood Education, but is not sufficient to meet all special education or inclusion course requirements for four-year teacher education programs. Students may be required to take additional special education or inclusion courses as a part of the requirements for a baccalaureate degree and teacher education certification at four-year institutions.*

A.S. Degree
Education

The Associate of Science degree in Education is designed for students who plan to transfer to a four-year institution **outside of the state of Maryland** to obtain a baccalaureate degree and earn **state teacher certification in elementary education OR** who plan to obtain a baccalaureate degree and earn **state teacher certification in secondary education at any four-year institution.**

General Education Requirements			**31-33 Credits**
Arts/Humanities			
ART	101	Introduction to Visual Arts	3
MUS	101	Music Appreciation	3
Behavioral/Social Sciences			
PSY	201	General Psychology	3
		Select another course in a different discipline from approved General Education course list	3
Biological/Physical Science			
		Select two courses from approved General Education course list—one must be a laboratory course	7-8
English			
ENG	101	English Composition	3
ENG	102	Composition and Literature	3

Information Literacy
IST 102 Introduction to Information Technology 3

Mathematics
MAT 101 College Algebra or another MAT course from approved list 3-4

Program Requirements **15 Credits**
EDU 101 Introduction to Education 3
PSY 203 Educational Psychology 3

Take additional required courses from the list below.
Arts/Humanities/English General Education course 3
Mathematics course 3
Behavioral/Social Sciences course 3

Courses should be selected in consultation with a transfer advisor and the transfer institution.

Electives **16-21 Credits**

Degree Requirement 64-67

Students who have been convicted of child abuse, sexual abuse of a minor, or crimes of violence are precluded from employment in the field of teaching. Please discuss concerns with your advisor.

A.A.T. Degree

Elementary Education/ Elementary Special Education

The Associate of Arts in Teaching in Elementary/Special Education Pre-K-12 is designed for those students preparing to transfer to a four-year institution in **Maryland** to obtain a baccalaureate degree and earn **state teacher certification in elementary education or generic special education**. The program has been articulated with all of the transfer programs in elementary education and special education in the state of Maryland and makes degree holders eligible to transfer to the four-year institution with full junior status. Students will have the opportunity to participate in a total of 45 hours of field experience in a variety of educational settings. Degree students must complete all course work with a grade of "C" or better, obtain a minimum 2.75 GPA, and earn a passing score on a basic skills test of high school level reading, writing, and math (PRAXIS I, SAT, ACT, or GRE).

General Education Requirements **29-30 Credits**
Arts/Humanities
HUM 201 The Arts: A Creative Synthesis 3

Behavioral/Social Sciences
HIS 201 American History I 3
OR
HIS 202 American History II .....(3)
PSY 201 General Psychology 3

Biological/Physical Science
BIO 106 Unity and Diversity of Living Things.....4
PHS 104 General Physical Science 4

English
ENG 101 English Composition 3
ENG 102 Composition and Literature.....3

Information Literacy
IST 102 Introduction to Information Technology 3

Mathematics
MAT 101 College Algebra.....3
OR
MAT 118 Mathematic Modeling using Algebra .....(4)

Program Requirements **38 Credits**
EDU 101 Introduction to Education 3
* EDU 211 Introduction to Special Education 3
EDU 212 Processes and Acquisition of Reading 3
GEO 102 Human Geography.....3
HEA 103 Personal Health 3
MAT 107 Fundamental Concepts of Mathematics I.....3
MAT 108 Fundamental Concepts of Mathematics II.....3
MAT 109 Introduction to Statistics 3
PED 198 Fundamental Fitness and Motor Skills 1
PHS 111 Earth and Space Science.....4
PSY 203 Educational Psychology 3
PSY 204 Developmental Psychology: Lifespan Human Development ...3
SPD 108 Introduction to Human Communication.....3

Degree Requirement.....67-68

Recommended Course Sequence:

First Semester **Semester Hours**
BIO 106 Unity and Diversity of Living Things.....4
EDU 101 Introduction to Education 3
ENG 101 English Composition 3
MAT 101 College Algebra.....3
OR
MAT 118 Mathematic Modeling Using Algebra .....(4)
PED 198 Fundamental Fitness and Motor Skills 1
PSY 201 General Psychology.....3
Semester Total **17-18**

Second Semester **Semester Hours**
ENG 102 Composition and Literature.....3
IST 102 Introduction to Information Technology 3
MAT 109 Introduction to Statistics 3
PHS 104 General Physical Science 4
PSY 204 Developmental Psychology: Lifespan Human Development.....3
Semester Total **16**

Third Semester **Semester Hours**
HEA 103 Personal Health 3
HIS 201 American History I 3
OR
HIS 202 American History II .....(3)
HUM 201 The Arts: A Creative Synthesis 3
MAT 107 Fundamental Concepts of Mathematics I.....3
PSY 203 Educational Psychology 3
SPD 108 Introduction to Human Communication.....3
Semester Total **18**

Fourth Semester **Semester Hours**
* EDU 211 Introduction to Special Education 3
EDU 212 Processes and Acquisition of Reading 3
GEO 102 Human Geography.....3
MAT 108 Fundamental Concepts of Mathematics II.....3
PHS 111 Earth and Space Science.....4
Semester Total **16**

Degree Requirement.....67-68

* *The Introduction to Special Education course required by Hagerstown Community College is a necessary requirement for the College's A.A.T. Degree in Elementary/Generic Special Education Pre-K-12 Degree, but is not sufficient to meet all special education or inclusion course requirements for four-year teacher education programs. Students may be required to take additional special education or inclusion courses as a part of the requirements for a baccalaureate degree and teacher education certification at four-year institutions.*

Students who have been convicted of child abuse, sexual abuse of a minor, or crimes of violence are precluded from employment in the field of teaching. Please discuss concerns with your advisor.

Education Instructional Paraprofessional Certificates

The need for more highly trained Instructional Assistants (now referred to as Instructional Paraprofessionals) has expanded as a result of requirements imposed by recent changes in federal and state law. The No Child Left Behind legislation requires educational paraprofessionals to be "highly qualified." This means that Instructional Paraprofessionals now must have either completed at least 48 credits of college work or have achieved its equivalent (as determined by a score of 455 or higher on the ParaPro Assessment).

As an option, students may choose to focus their study in specific areas. Students may earn an Instructional Paraprofessional Certificate in Language Arts, Mathematics or Science by completing a sequence of twenty-four (24) credits related to their area of specialty. This credential would provide half of the needed credits to be "highly qualified" for employment as an Instructional Paraprofessional. This certificate can then be supplemented by completing twenty-four (24) additional college credits to meet employment requirements or may serve as a basis for an Associate of Arts in Teaching Degree.

Certificate

Education Instructional Paraprofessional in Language Arts

Program Requirements			**24 Credits**
EDU	101	Introduction to Education	3
EDU	211	Introduction to Special Education	3
EDU	212	Processes and Acquisition of Reading	3
ENG	101	English Composition	3
ENG	102	English Composition and Literature	3
PSY	201	General Psychology	3
PSY	203	Educational Psychology	3
SPD	108	Introduction to Human Communication	3

Certificate Requirement 24

Students who have been convicted of child abuse, sexual abuse of a minor, or crimes of violence are precluded from employment in the field of teaching. Please discuss concerns with your advisor.

Certificate

Education Instructional Paraprofessional in Mathematics

Program Requirements			**24-25 Credits**
EDU	101	Introduction to Education	3
EDU	211	Introduction to Special Education	3
MAT	101	College Algebra	3
		OR	
MAT	118	Mathematic Modeling using Algebra	(4)
MAT	107	Fundamental Concepts of Mathematics I	3
MAT	108	Fundamental Concepts of Mathematics II	3
MAT	109	Introduction to Statistics	3
PSY	201	General Psychology	3
PSY	203	Educational Psychology	3

Certificate Requirement 24-25

Students who have been convicted of child abuse, sexual abuse of a minor, or crimes of violence are precluded from employment in the field of teaching. Please discuss concerns with your advisor.

Certificate

Education Instructional Paraprofessional in Science

Program Requirements			**24 Credits**
BIO	106	Unity and Diversity of Living Things	4
EDU	101	Introduction to Education	3
EDU	211	Introduction to Special Education	3
PHS	104	General Physical Science	4
PHS	111	Earth and Space Science	4
PSY	201	General Psychology	3
PSY	203	Educational Psychology	3

Certificate Requirement 24

Students who have been convicted of child abuse, sexual abuse of a minor, or crimes of violence are precluded from employment in the field of teaching. Please discuss concerns with your advisor.

Emergency Medical Services

Degree

Paramedic Emergency Services

Career Programs Building, Room 164, 301-790-2800, ext. 436

This program of study is designated as a Health Manpower Shortage Program; therefore, some residents of Maryland enrolled in this program of study on the first day of the term may be eligible for in-county tuition rates for courses required for program completion.

Award: Associate of Applied Science degree, A.A.S.

Total Credit Hours: A minimum of 69 credit hours.

Purpose: Prepares students to sit for the National Registry Written and Practical Examination and state licensure as Emergency Medical Technician – Paramedic. There is a fee for the national exam.

Curriculum: The curriculum is divided into several areas of study and experience and consists of lecture, laboratory, clinical experience, and field experience. Emphasis is placed on the knowledge and skills of the paramedic to meet the needs of individuals in times of an emergency. Courses in general education provide the student with the scientific and social background to function as an effective person, citizen, and healthcare provider.

Program Outcomes: Graduates of the Associate of Applied Sciences Degree in Paramedic Emergency Services will be able to:

1. Utilize critical thinking in application of the paramedic process to provide emergency care to individuals in a variety of settings and as the result of various medical conditions.
2. Practice within ethical and appropriate legal framework of the paramedic profession..
3. Provide compassionate care, demonstrating respect for diverse cultures, values, and belief systems.
4. Employ verbal, nonverbal, and written communications with the patient, their family members, and other healthcare professionals.
5. Collaborate with the individuals, their primary care provider, and other emergency personnel and healthcare providers to ensure safety and continuity of care.
6. Collaborate with state and federal agencies and local emergency personnel and healthcare providers to ensure safety and continuity of care for the public in times of national or catastrophic emergencies.
7. Advocate for the patient in both medical and social welfare settings.
8. Participate in lifelong learning activities that promote professional growth and personal development.

Articulation Agreements

Students who are considering transferring to a four year college should inform their advisers at the earliest opportunity so that their course selection can be planned.

Admission Requirements

Admission to HCC does not guarantee admission to the Paramedic Emergency Services Program. The requirements below must be completed and submitted to the Office of Admissions and Registration before the first day of class.

- Official transcripts from all colleges attended
- College placement tests in mathematics, English, and reading
- Completion of A&P placement test with a passing score or follow-up with indicated coursework
- A minimum cumulative grade point average for all college coursework of 2.0 on a 4.0 scale. In addition, a minimum grade point average of 2.0 for all program courses is required
- Foreign educated students must have their college and high school transcripts evaluated by World Education Services (WES) or AACRAO International Education Services (IES).

Program Requirements

Students practice selected procedures on each other in the college EMT laboratory. All paramedic students must receive:

1. A minimum grade of 70% in each paramedic course and
2. A mark of satisfactory for both the skills laboratory and clinical experiences. Students who receive a final mark of unsatisfactory in the skills laboratory or clinical experience, despite a passing theory grade, will not be permitted to progress in the paramedic program and will receive a final grade of "F" for the course.

Students who do not meet program or course standards that result in termination from the paramedic program by the Coordinator, Paramedic Emergency Services are not eligible for readmission. This includes students who cannot meet safety standards, students who violate the college's Honor Code and Standards of Conduct, and the criminal code described by the National Registry of Emergency Medical Technicians.

General Education Requirements			**29 Credits**
English			
ENG	101	English Composition	3
ENG	102	Composition and Literature	3
Arts/Humanities			
Select from approved General Education course list			3
Biological and Physical Science			
BIO	103	Anatomy and Physiology I	4
BIO	104	Anatomy and Physiology II	4
Mathematics			
MAT	101	College Algebra	3
Social /Behavioral Science			
SOC	101	Introduction to Sociology	3
PSY	201	General Psychology	3
Information Literacy			
IST	102	Introduction to Information Technology	3

Paramedic Course Sequence			
Program Requirements			**37 credits**
PES	101	Emergency Medical Technician – Basic	4
PES	102	Introduction to EMS	2
PES	103	EMS Practicum I	1
PES	104	EMS Operations	3
PES	105	Patient Assessment and Airway Management	2
PES	106	Pre-hospital Pharmacology	2
PES	107	Shock Trauma Resuscitation	2
PES	108	EMS Practicum II	3
PES	201	Medical Emergencies I	3
PES	202	Medical Emergencies II	3
PES	203	Medical Emergencies III	3
PES	204	Special Topics in Paramedic Emergency Services	2
PES	205	EMS Practicum III	3
PES	206	EMS Practicum IV	3
PES	207	Seminar in Paramedic Emergency Services	1

EMERGENCY MEDICAL SERVICES

Restricted Electives **3-4 credits**

Choose one course:

PES	110	Anatomy and Physiology for EMS providers	(4)
		OR	
SPD	103	Public Speaking	(3)

Degree Requirements 69-70

Selection Criteria

Students will be admitted to the paramedic emergency services program each fall. In order to progress in the program at the end of the fall semester, students must complete interviews by the program's Medical Director and faculty prior to final examinations, and successfully complete PES 101 and the required clinical and field practicums. The paramedic program is limited to 18 students per academic year and a total of 36 students in the program. This limit is based upon availability of clinical locations and the number of clinical hours required by the program. If more than 18 students apply to the paramedic program within one academic year, selection will be based on experience and previous course completions.

Criminal Background Checks

All paramedic students who are offered admission to the paramedic program will be required to submit to a complete criminal background check. A separate criminal background check may also be required by a clinical site prior to beginning a clinical experience. Criminal background check results are disclosed to clinical facilities as required. If a student is denied access by a clinical site because of the background check, and as a result, cannot meet program requirements, the student will be dismissed from the paramedic program.

Individuals applying to take the National Registry Paramedic exam may be required to submit to an additional criminal background check depending upon the state in which the individual seeks licensure. Reference to various state requirements are the responsibility of the student. National Registry of Emergency Medical Technicians provides an explanation of General Denial, Presumptive Denial, and Discretionary Denial, which can be obtained from the Coordinator, Paramedic Emergency Services or by consulting the National Registry website at *http://www.nrent.org*.

Drug Screen

All paramedic students who are offered admission to the paramedic program will be required to submit to a drug screen. Drug screen results are disclosed to clinical facilities as required. A random drug screen may also be requested at any time during the paramedic program if a paramedic faculty member or a clinical facility representative has reasonable cause to suspect that a student is impaired and poses a safety concern to patients or others. If a student is denied access by a clinical site because of drug screen results, and as such, cannot meet program requirements, the student will be dismissed from the paramedic program.

Readmission to the Paramedic Program

Students who fail the first Paramedic Program (PES-101) class will be required to seek readmission to the Paramedic Emergency Services Program as a first time student. Students who withdraw from, or fail other courses in the paramedic sequence and desire readmission to the paramedic program must submit a letter of re-entry to the Coordinator, Paramedic Emergency Services. Readmission cannot be assured and is based on progression criteria for each course and the availability of seats.

Transfer from Other Colleges

Students transferring to HCC from other colleges who seek admission as a first time student into the paramedic program must be enrolled as an HCC student. In order to be considered for admission, students must meet the same requirements as other first time students and will be selected according to the same criteria. Official transcripts from all colleges attended must be received by the application deadline. A transfer evaluation will be done on all transcripts by the Office of Admissions and Registration to determine which courses a student may transfer to HCC for credit. Required science courses that are older than seven years must be repeated.

Transfer from Other Paramedic Programs

Students transferring to HCC who have been enrolled in another paramedic program must be enrolled as an HCC student and submit transcripts from all colleges attended. A transfer evaluation will be done on all transcripts by the Office of Admissions and Registration to determine which courses a student may transfer to HCC for credit. Required science courses that are older than seven years must be repeated. In addition to the transfer evaluation, the student's transcript will be forwarded to the Coordinator, Paramedic Emergency Services for an additional evaluation. An interview with the Coordinator, Paramedic Emergency Services, the program's Medical Director, and a reference check from the student's previous paramedic program may be required. A decision is then made by the Coordinator and the Medical Director as to whether the student will be admitted to the paramedic program. Any decision made by the Coordinator and the program's Medical Director is considered final.

Transfer to Baccalaureate Program in Emergency Health Services

No more than half of the baccalaureate degree, with a maximum of 60 paramedic and non-paramedic credits, will be accepted from any community college. This program is designed as a transfer program for persons wishing to obtain their Baccalaureate Degree.

Technical Standards

There are technical standards and skill requirements which students are expected to possess and demonstrate in order to be successful in this program. More information on these standards can be found on the Web page for this program.

Emergency Medical Services

Certificate
Paramedic Emergency Services

Career Programs Building, Room 164, 301-790-2800, ext. 436

This program of study is designated as a Health Manpower Shortage Program; therefore, some residents of Maryland enrolled in this program of study on the first day of the term may be eligible for in-county tuition rates for courses required for program completion.

Award: Certificate in Paramedic Emergency Services

Total Credit Hours: A minimum of 41 credit hours.

Purpose: Prepares students to sit for the National Registry Written and Practical Examination and state licensure as Emergency Medical Technician – Paramedic. There is a fee for the national exam.

Curriculum: The curriculum is divided into several areas of study and experience and consists of lecture, laboratory, clinical experience, and field experience. Emphasis is placed on the knowledge and skills of the paramedic to meet the needs of individuals in times of an emergency. Courses in general education provide the student with the scientific and social background to function as an effective person, citizen, and healthcare provider.

Program Outcomes: Graduates of the Certificate in Paramedic Emergency Services will be able to:

1. Utilize critical thinking in application of the paramedic process to provide emergency care to individuals in a variety of settings and as the result of various medical conditions.
2. Practice within ethical and appropriate legal framework of the paramedic profession.
3. Provide compassionate care demonstrating respect for diverse cultures, values, and belief systems.
4. Employ verbal, nonverbal, and written communications with the patient, their family members and other healthcare professionals.
5. Collaborate with the individuals, their primary care provider, and other emergency personnel and healthcare providers to ensure safety and continuity of care.
6. Collaborate with state and federal agencies and local emergency personnel and healthcare providers to ensure safety and continuity of care for the public in times of national or catastrophic emergencies.
7. Advocate for the patient in both medical and social welfare settings.
8. Participate in lifelong learning activities that promote professional growth and personal development.

Admission Requirements: Admission to HCC does not guarantee admission to the Paramedic Emergency Services Program. The requirements below must be completed and submitted to the Office of Admissions and Registration by the first day of class.

- Official transcripts from all colleges attended
- College placement tests in mathematics, English, and reading
- Completion of A&P placement test with a passing score or follow-up with indicated coursework
- A minimum cumulative grade point average for all college coursework of 2.0 on a 4.0 scale. In addition, a minimum grade point average of 2.0 for all program courses is required
- Foreign educated students must have their college and high school transcripts evaluated by World Education Services (WES)

Program Requirements: Students practice selected procedures on each other in the college EMT laboratory. All paramedic students must receive:

1. A minimum grade of 70% in each paramedic course and
2. A mark of satisfactory for both the skills laboratory and clinical experiences. Students who receive a final mark of unsatisfactory in the clinical laboratory or clinical experience, despite a passing theory grade, will not be permitted to progress in the paramedic program and will receive a final grade of "F" for the course.

Students who do not meet program or course standards that result in termination from the paramedic program by the Coordinator, Paramedic Emergency Services are not eligible for readmission. This includes students who cannot meet safety standards, students who violate the college's Honor Code and Standards of Conduct, and the criminal code described by the National Registry of Emergency Medical Technicians.

Paramedic Certificate Course Sequence

Program Requirements			**41 credits**
PES	101	Emergency Medical Technician—Basic	4
PES	102	Introduction to EMS	2
PES	103	EMS Practicum I	1
PES	104	EMS Operations	3
PES	105	Patient Assessment and Airway Management	2
PES	106	Pre-hospital Pharmacology	2
PES	107	Shock Trauma Resuscitation	2
PES	108	EMS Practicum II	3
PES	110	Anatomy and Physiology for EMS Providers	4
PES	201	Medical Emergencies I	3
PES	202	Medical Emergencies II	3
PES	203	Medical Emergencies III	3
PES	204	Special Topics in Paramedic Emergency Services	2
PES	205	EMS Practicum III	3
PES	206	EMS Practicum IV	3
PES	207	Seminar in Paramedic Emergency Services	1
Certificate Requirements			**41**

Selection Criteria

Students will be admitted to the paramedic emergency services program each fall. In order to progress in the program at the end of the fall semester, students must complete interviews by the program's Medical Director and faculty prior to final examinations, and successfully complete PES 101 and the required clinical and field practicums. The paramedic program is limited to 18 students per academic year and a total of 36 students in the program. This limit is based upon availability of clinical locations and the number of clinical hours required by the program. If more than 18 students apply to the paramedic program within one academic year, selection will be based on experience and previous course completions.

Technical Standards

There are technical standards and skill requirements which students are expected to possess and demonstrate in order to be successful in this program. More information on these standards can be found on the Web page for this program.

Please see page 72 for additional admission requirements.

Emergency Medical Services

Certificate

Paramedic Emergency Services, EMT-I to EMT-P Bridge

Career Programs Building, Room 164, 301-790-2800, ext. 436

This program of study is designated as a Health Manpower Shortage Program; therefore, some residents of Maryland enrolled in this program of study on the first day of the term may be eligible for in-county tuition rates for courses required for program completion.

Award: Certificate in Paramedic Emergency Services

Total Credit Hours: A minimum of 24 credit hours.

Purpose: Prepares students to sit for the National Registry Written and Practical Examination and state licensure as Emergency Medical Technician – Paramedic. There is a fee for the national exam.

Curriculum: The curriculum is divided into several areas of study and experience and consists of lecture, laboratory, clinical experience, and field experience. Emphasis is placed on the knowledge and skills of the paramedic to meet the needs of individuals in times of an emergency. Courses in general education provide the student with the scientific and social background to function as an effective person, citizen, and healthcare provider.

Program Outcomes: Graduates of the Certificate in Paramedic Emergency Services will be able to:

1. Utilize critical thinking in application of the paramedic process to provide emergency care to individuals in a variety of settings and as the result of various medical conditions.
2. Practice within ethical and appropriate legal framework of the paramedic profession.
3. Provide compassionate care demonstrating respect for diverse cultures, values, and belief systems.
4. Employ verbal, nonverbal, and written communications with the patient, their family members and other healthcare professionals.
5. Collaborate with the individual, their primary care provider, other emergency personnel, and healthcare providers to ensure safety and continuity of care.
6. Collaborate with state and federal agencies and local emergency personnel and healthcare providers to ensure safety and continuity of care for the public in times of national or catastrophic emergencies.
7. Advocate for the patient in both medical and social welfare settings.
8. Participate in lifelong learning activities that promote professional growth and personal development.

Admission Requirements

Admission to HCC does not guarantee admission to the Paramedic Emergency Services Program. The requirements below must be completed and submitted to the Office of Admissions and Registration by the first day of class.

- Official transcripts from all colleges attended
- College placement tests in mathematics, English, and reading
- A minimum cumulative grade point average for all college coursework of 2.0 on a 4.0 scale. In addition, a minimum grade point average of 2.0 for all program courses is required
- Foreign educated students must have their college and high school transcripts evaluated by World Education Services (WES)
- Students must be able to meet the program's technical standards

Program Requirements

Students practice selected procedures on each other in the college EMT laboratory. All paramedic students must receive:

1. A minimum grade of 70% in each paramedic course and
2. A mark of satisfactory for both the simulation laboratory and clinical experiences. Students who receive a final mark of unsatisfactory in the skills laboratory or clinical experience, despite a passing theory grade, will not be permitted to progress in the paramedic program and will receive a final grade of "F" for the course.

Students who do not meet program or course standards that result in termination from the paramedic program by the Coordinator, Paramedic Emergency Services are not eligible for readmission. This includes students who cannot meet safety standards, students who violate the college's Honor Code and Standards of Conduct, and the criminal code described by the National Registry of Emergency Medical Technicians.

EMT-I to EMT-P Bridge Certificate Course Sequence

Program Requirements			24 credits
PES	110	Anatomy and Physiology for EMS Providers	4
PES	111	EMT Intermediate to Paramedic Transition	3
PES	201	Medical Emergencies I	3
PES	202	Medical Emergencies II	3
PES	203	Medical Emergencies III	2
PES	204	Special Topics in Paramedic Emergency Services	2
PES	205	EMS Practicum III	3
PES	206	EMS Practicum IV	3
PES	207	Seminar in Paramedic Emergency Services	1
Degree Requirements			**24**

Selection Criteria

Students will be admitted to the paramedic emergency services program each fall. The paramedic program is limited to 18 students per academic year and a total of 36 students in the program. This limit is based upon availability of clinical locations and the number of clinical hours required by the program. If more than 18 students apply to the paramedic program within one academic year, selection will be based on experience and previous course completions. Admission is also based on interviews conducted by the Medical Director and faculty members of the Paramedic Emergency Services Program.

Technical Standards

There are technical standards and skill requirements which students are expected to possess and demonstrate in order to be successful in this program. More information on these standards can be found on the Web page for this program.

Please see page 72 for additional admission requirements.

Engineering

A.A.S. Degree
Mechanical Engineering Technology

This program gives students the opportunity to develop skills in mechanical design theory. Lecture and laboratory courses provide an application-based study in engineering technology. Students obtain the scientific, engineering, and technical skills necessary to function as a contributing member of the engineering team.

General Education Requirements			**26 Credits**
Arts/Humanities			
	Select from approved General Education course list		3
Behavioral/Social Sciences			
	Select from approved General Education course list.		3
Biological/Physical Science			
PHY	201	General Physics I	4
PHY	202	General Physics II	4
English			
ENG	101	English Composition	3
ENG	112	Technical Writing I	3
Information Literacy			
IST	102	Introduction to Information Technology	3
Mathematics			
MAT	101	College Algebra	3
Program Requirements			**39 Credits**
CAD	152	Computer-Aided Design I	3
CAD	153	Computer-Aided Design II	3
CAD	228	Computer-Aided Design III: Mechanical	3
EGT	101	Computerized Spreadsheets for Engineers	2
EGT	136	Mechanics	3
EGT	150	Introduction to CNC Programming	3
EGT	231	Strength of Materials	3
EGT	234	Machine Design	4
EGT	235	Hydraulics and Pneumatics	3
INT	101	Introduction to Industrial Technology	3
INT	102	Introduction to PLCs	3
INT	158	Advanced Machines, Motors, and Mechanical Devices	3
MAT	102	Trigonometry	3
Electives			**3-4 Credits**
Electives should be selected in consultation with an advisor to satisfy career goals or a transfer college curriculum.			
CSC	132	Introduction to C and C++ Programming	(3)
EGR	108	Statics	(3)
EGT	269	Internship I	(1-3)
INT	103	PLC Applications	(3)
MAT	119	Introduction to Statistics with Computer Applications	(4)
MAT	203	Calculus I	(4)

Degree Requirement 68-69

A.A.S. Degree
Mechanical Engineering Technology
Option in
Computer-Aided Design

This program gives students the opportunity to develop skills in computer-aided design (CAD). Lecture and laboratory courses provide an application-based study in engineering technology. Students obtain the scientific, engineering, and technical skills necessary to function as a contributing member of the engineering team. Articulation agreements exist with Washington County Public Schools, Fulton County Area Vocational Technical School, and Greencastle-Antrim High School for high school students to earn credit and/or dual-enroll in the program. The program is particularly beneficial for the in-service technical person who wishes to upgrade job skills or apply a degree toward a new position.

General Education Requirements			**22 Credits**
Arts/Humanities			
	Select from approved General Education course list		3
Behavioral/Social Sciences			
	Select from approved General Education course list		3
Biological/Physical Science			
PHS	108	Introductory Physical Geology	4
		OR	
PHY	201	General Physics	(4)
English			
ENG	101	English Composition	3
ENG	102	Composition and Literature	3
		OR	
ENG	112	Technical Writing I	(3)
Information Literacy			
IST	102	Introduction to Information Technology	3
Mathematics			
MAT	101	College Algebra	3
Program Requirements			**23-25 Credits**
CAD	152	Computer-Aided Design I	3
CAD	153	Computer-Aided Design II	3
CAD	226	Computer-Aided Design III: Architectural	3
		OR	
CAD	228	Computer-Aided Design III: Mechanical	(3)
CAD	269	Internship I	1-3
EGT	136	Mechanics	3
EGT	231	Strength and Materials	3
GDT	112	Computer Graphics	3
MAT	102	Trigonometry	3
STU	106	Professionalism in the Workplace	1
Restricted Electives			**17-19 Credits**
Electives should be selected in consultation with an advisor to satisfy career goals or a transfer college curriculum. Select elective credits from the following list:			
EGT	150	Introduction to CNC Programming	(3)
EGT	234	Machine Design	(4)
GDT	146	Graphic Design I	(3)
INT	101	Introduction to Industrial Technology	(3)
INT	102	Introduction to PLCs	(3)
INT	104	Facilities Safety and Compliance	(3)
INT	107	Introduction to HVAC/R	(3)
INT	110	Fundamentals of Electricity	(4)
INT	158	Advanced Machines, Motors, and Mechanical Devices	(3)
WEB	101	Web Design I	(3)

Degree Requirement 64

Certificate
Mechanical Engineering Technology

Computer-Aided Design

This certificate is for students who are preparing for a career in construction, architecture, geo-spatial technologies, manufacturing, and other industries requiring computer-aided drafting and design skills.

Program Requirements			**18 Credits**
CAD	152	Computer-Aided Design I	3
CAD	153	Computer-Aided Design II	3
CAD	226	Computer-Aided Design III: Architectural	3
		OR	
CAD	228	Computer-Aided Design III: Mechanical	(3)
ENG	101	English Composition	3
IST	102	Introduction to Information Technology	3
MAT	101	College Algebra	3
Suggested Electives			**6 Credits**
ENG	112	Technical Writing I	(3)
GDT	112	Computer Graphics	(3)
STU	106	Professionalism in the Workplace	(1)

Certificate Requirement 24

Letter of Recognition

Computer-Aided Design

This sequence of courses is for students who need basic computer and drawing skills and entry-level skills in computer-aided design. Credits earned in the sequence can be applied toward a CAD certificate and associate degree program.

Program Requirements			**9 Credits**
CAD	152	Computer-Aided Design I	3
GDT	112	Computer Graphics	3
IST	102	Introduction to Information Technology	3

Letter of Recognition Requirement 9

Certificate
Mechanical Engineering Technology

Computerized Manufacturing

This certificate is for students interested in a sequence of courses which provide the technical skills for entry and advancement in a high performance manufacturing industry. Credits earned in this certificate can be applied toward a related associate of applied science degree in mechanical engineering technology.

Program Requirements			**24 Credits**
CAD	152	Computer-Aided Design I	3
EGT	136	Mechanics	3
EGT	150	Introduction to CNC Programming	3
ENG	101	English Composition	3
INT	101	Introduction to Industrial Technology	3
INT	158	Advanced Machines, Motors, and Mechanical Devices	3
IST	102	Introduction to Information Technology	3
MAT	101	College Algebra	3

Certificate Requirement 24

A.S. Degree

Engineering

The Engineering science program provides a sequence of liberal arts and engineering courses for students who plan to transfer into upper-division programs in physics, and any engineering science such as mechanical, electrical, or civil engineering. Students should identify an intended transfer institution as early as possible and complete appropriate courses.

General Education Requirements			**34 Credits**
Arts/Humanities			
		Select two courses in different disciplines from approved General Education course list.	6
Behavioral/Social Sciences			
		Select two courses in different disciplines from approved General Education course list.	6
Biological/Physical Science			
CHM	103	General Chemistry I	4
PHY	203	Principles of Physics I	5
English			
ENG	101	English Composition	3
ENG	102	Composition and Literature	3
		OR	
ENG	112	Technical Writing I	(3)
Information Literacy			
CSC	132	Introduction to C and C++ Programming	3
Mathematics			
* MAT	203	Calculus I	4
Program Requirements			**29 Credits**
EGR	103	Introduction to Engineering	3
EGR	108	Statics	3
EGR	204	Dynamics	3
MAT	204	Calculus II	4
MAT	205	Calculus III	4
MAT	206	Differential Equations	3
MAT	208	Linear Algebra	4
PHY	204	Principles of Physics II	5
Electives			**5 Credits**
Electives should be selected in consultation with a transfer advisor and the transfer institution. Recommended courses are listed below:			
CHM	104	General Chemistry II	(4)
CSC	232	Advanced C++ Programming	(3)
EGR	203	Mechanics of Materials	(3)
EGR	290	Independent Study	(1)
PHY	205	Principles of Physics III	(1)

Degree Requirement 68

* *Student progress in this curriculum requires the ability to function at the pre-calculus level in the first semester. Placement testing is available for the assessment of mathematical skills.*

English

A.A. Degree
Arts and Sciences
Option in
English

This option is designed for those students who are planning to transfer to a four-year degree program with a major in English or related fields.

General Education Requirements **31-32 Credits**

Arts/Humanities
- Select any foreign language course 3-4
- Select another course from approved General Education course list 3

Behavioral/Social Sciences
- Select two courses in different disciplines from approved General Education course list 6

Biological/Physical Science
- Select two courses from approved General Education course list—one must be a laboratory course 7-8

English
- ENG 101 English Composition 3
- ENG 102 Composition and Literature 3

Information Literacy
- IST 102 Introduction to Information Technology 3
- OR
- GDT 112 Computer Graphics ..... (3)

Mathematics
- MAT 101 College Algebra or another MAT course from approved list 3-4

Program Requirements **16-17 Credits**

English
- ENG 214 Applied English Grammar 3
- ENG 240 Seminar in English Studies 1

Take three courses, one from each group:

Group 1
- ENG 201 World Literature I 3
- OR
- ENG 202 World Literature II ..... (3)

Group 2
- ENG 203 British Literature I 3
- OR
- ENG 204 British Literature II ..... (3)

Group 3
- ENG 205 American Literature I 3
- OR
- ENG 206 American Literature II ..... (3)

Foreign Language
- Take an additional foreign language course 3-4

Restricted Electives **3 Credits**

Take one course from the following:
- ENG 114 Mythology ..... (3)
- ENG 115 Literature By and About Women ..... (3)
- ENG 116 Basic Screenwriting ..... (3)
- ENG 207 Survey of Asian Literature ..... (3)
- ENG 208 Shakespeare ..... (3)
- ENG 209 Creative Writing ..... (3)
- ENG 216 Ethnic Voices in American Literature ..... (3)

Recommended Electives **10-14 Credits**

Electives should be selected in consultation with a transfer advisor and the transfer institution. Some recommended courses are listed below:
- HUM 110 Oral Interpretation of Literature ..... (3)
- HUM 201 The Arts: A Creative Synthesis ..... (3)
- PHL 101 Introduction to Philosophy ..... (3)
- SPD 103 Public Speaking ..... (3)
- SPD 108 Introduction to Human Communication ..... (3)

Degree Requirement 64

A.A.T. Degree
Secondary English Education

The A.A.T. English program is intended for students who wish to teach English in Maryland's secondary schools. It is the result of a statewide effort by two and four year faculty to arrive at the appropriate outcomes for the first two years of secondary English teacher training. The English and General Education course provide a sound foundation for the completion of the English major and the Education courses ensure informed career choice and real-world knowledge of today's classrooms. Students must achieve a 2.75 grade point average and pass the PRAXIS I licensure exam to earn this degree.

General Education Requirements **31-32 Credits**

Arts/Humanities
- Select two courses in different disciplines from approved General Education course list. 6

Behavioral/Social Sciences
- PSY 201 General Psychology 3
- Select another course in a different discipline from approved General Education course list 3

Biological/Physical Science
- Select two courses from approved General Education course list—one must be a laboratory course 7-8

English
- ENG 101 English Composition 3
- ENG 102 Composition and Literature 3

Information Literacy
- IST 102 Introduction to Information Technology 3
- OR
- GDT 112 Computer Graphics ..... (3)

Mathematics
- MAT 101 College Algebra or another MAT course from approved list 3-4

Program Requirements **18 Credits**
- EDU 101 Introduction to Education 3
- PSY 203 Educational Psychology 3

English
- ENG 214 Applied English Grammar 3

Take three courses, one from each group:

Group 1
- ENG 201 World Literature I 3
- OR
- ENG 202 World Literature II ..... (3)

Group 2
- ENG 203 British Literature I 3
- OR
- ENG 204 British Literature II ..... (3)

Group 3
- ENG 205 American Literature I 3
- OR
- ENG 206 American Literature II ..... (3)

Recommended Electives **14–15 Credits**
Electives should be selected in consultation with a transfer advisor and the transfer institution. Some recommended courses are listed below:

HUM	110	Oral Interpretation of Literature	(3)
HUM	201	The Arts: A Creative Synthesis	(3)
PHL	101	Introduction to Philosophy	(3)
SPD	103	Public Speaking	(3)
SPD	108	Introduction to Human Communication	(3)

Degree Requirement..... 64

General Studies

A.A. Degree
General Studies

The general studies option is for students who are undecided about a career choice and wish to explore several different areas or who wish flexibility in the selection of courses for transfer to four-year institutions or for specific employment needs. Students must work with an academic advisor to assure that their educational goals are met.

General Education Requirements **31-32 Credits**

Arts/Humanities
Select two courses in different disciplines from approved General Education course list.....6

Behavioral/Social Sciences
Select two courses in different disciplines from approved General Education course list.....6

Biological/Physical Science
Select two courses from approved General Education course list—one must be a laboratory course 7-8

English

ENG	101	English Composition	3
ENG	102	Composition and Literature	3

Information Literacy

IST	102	Introduction to Information Technology	3
		OR	
GDT	112	Computer Graphics	(3)

Mathematics

MAT	101	College Algebra or another MAT course from approved list	3-4

Program Requirements **32-33 Credits**
Courses should be selected in consultation with a transfer advisor and the transfer institution.

Degree Requirement..... 64

Graphic Design

A.S. Degree
Option in
Graphic Design

The graphic design transfer degree will prepare students for transfer to a four-year institution to pursue a bachelor of fine arts degree with a concentration in graphic design. While most courses are transferable to a four-year institution, students who wish to transfer should discuss their choice of courses with an academic advisor from the transfer institution.

General Education Requirements **31-33 Credits**

Arts/Humanities

ART	101	Introduction to Visual Arts	3

Select another course from approved General Education course list.....3

Behavioral/Social Sciences
Select two courses in different disciplines from approved General Education course list.....6

Biological/Physical Science
Select two courses from approved General Education course list—one must be a laboratory course..... 7-8

English

ENG	101	English Composition	3
ENG	112	Technical Writing I	3
		OR	
ENG	102	Composition and Literature	(3)

Information Literacy

GDT	112	Computer Graphics	3

Mathematics

MAT	101	College Algebra or another MAT course from approved list	3-4

Program Requirements **21 Credits**

ART	102	Two Dimensional Design	3
ART	103	Drawing I	3
ART	108	Three Dimensional Design	3
ART	115	Photography I	3

Choose any three courses from the following list:

GDT/ART	116	Digital Imaging	3
GDT/ART	142	Computer Illustration: Adobe Illustrator	3
GDT/ART	143	Digital Layout/Prepress	3
GDT	146	Graphic Design I	3
GDT	215	Typography	3
GDT	246	Graphic Design II	3
WEB	101	Web Design I	3

Electives **12 Credits**
Electives should be selected in consultation with the Technology and Computer Studies Division to satisfy career goals and/or transfer college requirements. Recommended courses are listed below:

ART	104	Painting I	(3)
ART	203	Drawing II	(3)
ART	205	Printmaking	(3)
ART	209	Figure Drawing	(3)
ART	215	Photography II	(3)
GDT	146	Graphic Design I	(3)
GDT	215	Typography	(3)
GDT	220	Digital Video and Audio	(3)
GDT	246	Graphic Design II	(3)
GDT	269	Internship I	(3)
IST	102	Introduction to Information Technology	(3)
SDE	102	Multimedia Authoring	(3)
SPD	103	Public Speaking	(3)

SPD	108	Introduction to Human Communication	(3)
WEB	101	Web Design I	(3)
WEB	110	Web Design II	(3)

Degree Requirement 64-66

A.A.S. Degree
Graphic Design Technology

The graphic design technology program provides training for a variety of careers in visual communication and graphic design. While most courses are transferable to a four-year institution, students who wish to transfer should discuss their career goals with an academic advisor.

General Education Requirements **21-22 Credits**

Arts/Humanities

ART	101	Introduction to Visual Arts	3

Behavioral/Social Sciences

Select from approved General Education course list 3

Biological/Physical Science

Select from approved General Education course list 3-4

English

ENG	101	English Composition	3
ENG	112	Technical Writing I	3
		OR	
SPD	103	Public Speaking	(3)
		OR	
SPD	108	Introduction to Human Communication	(3)

Information Literacy

GDT	112	Computer Graphics	3

Mathematics

MAT	101	College Algebra	3

Program Requirements **33 Credits**

ART	102	Two Dimensional Design	3
ART	103	Drawing I	3
GDT/ART	116	Digital Imaging	3
GDT/ART	142	Computer Illustration: Adobe Illustrator	3
GDT/ART	143	Digital Layout/Prepress	3
GDT	146	Graphic Design I	3
GDT	215	Typography	3
GDT	220	Digital Video and Audio	3
GDT	246	Graphic Design II	3
SDE	102	Multimedia Authoring	3
WEB	101	Web Design I	3

Electives **14-15 Credits**

Electives should be selected in consultation with the Technology and Computer Studies Division to satisfy career goals and/or transfer college requirements. Recommended courses are listed below:

ART	104	Painting I	(3)
ART	108	Three Dimensional Design	(3)
ART	115	Photography I	(3)
ART	203	Drawing II	(3)
ART	205	Printmaking	(3)
ART	209	Figure Drawing	(3)
GDT	269	Internship I	(3)
WEB	110	Web Design II	3
WEB	210	Web Developer II	(3)

Degree Requirement 68-69

Certificate
Graphic Design Technology

The graphic design technology certificate consists of specialized courses and general education offerings. It has two basic goals; first, to upgrade the job performance of the working graphic designer, and second, to initiate the professional career development of those entering the graphic design field. A one-year certificate program provides for formal academic preparation without loss of credit if an associate of applied science degree is desired.

Program Requirements **27 Credits**

ART	103	Drawing I	3
GDT/ART	112	Computer Graphics	3
GDT/ART	116	Digital Imaging	3
GDT/ART	142	Computer Illustration: Adobe Illustrator	3
GDT/ART	143	Digital Layout/Prepress	3
GDT	146	Graphic Design I	3
GDT	215	Typography	3
GDT	246	Graphic Design II	3
WEB	101	Web Design I	3

Certificate Requirement 27

Letter of Recognition
Graphic Design Technology
Computer Graphic Artist

This sequence of courses prepares an individual to work as a computer graphic artist. These skills are useful when artwork is being prepared for publication in print, Web, or multimedia.

Program Requirements **9 Credits**

GDT	112	Computer Graphics	3
GDT/ART	116	Digital Imaging	3
GDT/ART	142	Computer Illustration: Adobe Illustrator	3

Letter of Recognition Requirement 9

Letter of Recognition
Graphic Design Technology
Graphic Production Specialist

This sequence of courses prepares an individual to work as a graphic production specialist. These skills are useful when artwork is being prepared for publication in an offset print environment.

Program Requirements **9 Credits**

GDT	112	Computer Graphics	3
GDT/ART	116	Digital Imaging	3
GDT/ART	143	Digital Layout/Prepress	3

Letter of Recognition Requirement 9

HISTORY

Arts and Sciences
Option in
History

This option is designed to provide the basis of the required general education and history courses needed at most baccalaureate institutions. With the possible exception of HIS 203, 207, and 208, all of the history courses should fulfill the foundation and allow a transferring student from HCC to begin taking upper level history courses immediately.

General Education Requirements **31-32 Credits**

Arts/Humanities
- Select any foreign language course 3-4
- Select another course from approved General Education course list 3

Behavioral/Social Sciences
- Select two courses in different disciplines from approved General Education course list 6

Biological/Physical Science
- Select two courses from approved General Education course list—one must be a laboratory course 7-8

English
- ENG 101 English Composition 3
- ENG 102 Composition and Literature 3

Information Literacy
- IST 102 Introduction to Information Technology 3
- OR
- GDT 112 Computer Graphics ..... (3)

Mathematics
- MAT 101 College Algebra or another MAT course from approved list 3-4

Program Requirements **15-16 Credits**
- Foreign Language
- Take an additional foreign language course 3-4
- HIS 101 History of Civilization I 3
- HIS 102 History of Civilization II 3
- HIS 201 American History I 3
- HIS 202 American History II 3

Electives **16-18 Credits**

Electives should be selected in consultation with a transfer advisor and the transfer institution. It is recommended that they include courses in history, government, anthropology, sociology, psychology, and economics.

Degree Requirement 64

A.A. Degree
Arts and Sciences
Option in
History Education

This option is designed to provide the basis of the required general education and history courses needed at most baccalaureate institutions when teaching history is the student's goal upon graduation. With the possible exception of HIS 203, 207, and 208, all of the history courses should fulfill the foundation and allow a transferring student from HCC to begin taking upper level history courses immediately.

General Education Requirements **31-32 Credits**

Arts/Humanities
- Select two courses in different disciplines from approved General Education course list. 6

Behavioral/Social Sciences
- PSY 201 General Psychology 3
- Select another course in a different discipline from approved General Education course list 3

Biological/Physical Science
- Select two courses from approved General Education course list—one must be a laboratory course. 7-8

English
- ENG 101 English Composition 3
- ENG 102 Composition and Literature 3

Information Literacy
- IST 102 Introduction to Information Technology 3
- OR
- GDT 112 Computer Graphics ..... (3)

Mathematics
- MAT 101 College Algebra or another MAT course from approved list 3-4

Program Requirements **18 Credits**
- EDU 101 Introduction to Education 3
- HIS 101 History of Civilization I 3
- HIS 102 History of Civilization II 3
- HIS 201 American History I 3
- HIS 202 American History II 3
- PSY 203 Educational Psychology 3

Electives **14-15 Credits**

Electives should be selected in consultation with a transfer advisor and the transfer institution. It is recommended that they include courses in history, government, anthropology, sociology, psychology, and economics.

Degree Requirement 64

Human Services

A.S. Degree
Arts and Sciences
Option in
Human Services

The transfer program in human services is designed for students who plan to transfer to a four-year institution and major in **social work**. In recent years, students have transferred successfully to Hood College, Shepherd University, Shippensburg University, and Salisbury University, University System of Maryland at Hagerstown. This program has articulation agreements with Shippensburg University and Salisbury University. Students should always confer with advisors and transferring institutions for specific requirements as these are subject to change.

General Education Requirements **31-32 Credits**

Arts/Humanities
- Select two courses in different disciplines from approved General Education course list 6

Behavioral/Social Sciences
- PSY 201 General Psychology 3
- SOC 101 Introduction to Sociology 3

Biological/Physical Science
- Select two courses from approved General Education course list—one must be a laboratory course 7-8

English
- ENG 101 English Composition 3
- ENG 102 Composition and Literature 3

OR
- SPD 103 Public Speaking ..... (3)

OR
- SPD 108 Introduction to Human Communication ..... (3)

Information Literacy
- IST 102 Introduction to Information Technology 3

OR
- GDT 112 Computer Graphics ..... (3)

Mathematics
- MAT 101 College Algebra 3

Program Requirements **12 Credits**
- HST 103 Introduction to Human Services and Social Work 3
- HST 201 Understanding Diversity for the Helping Profession 3
- HST 207 Social Work with Individuals 3
- PSY 204 Developmental Psychology: Lifespan Human Development 3

Electives **20-21 Credits**

Electives should be selected in consultation with a transfer advisor and the transfer institution. Some recommended courses are listed below:

- HST 208 Social Work With Groups ..... (3)
- HUM 204 Religion in America ..... (3)
- POL 101 American Government ..... (3)
- PSY 206 Abnormal Psychology ..... (3)
- PSY 212 Interviewing and Counseling ..... (3)
- SOC 102 Sociology of Social Problems ..... (3)
- SOC 105 Juvenile Delinquency ..... (3)
- SOC 211 Introduction to Gerontology ..... (3)

Degree Requirement 64

Students who have been convicted of certain crimes may be precluded from employment in this field. Please discuss concerns with the program coordinator.

Letter of Recognition
Human Services

This sequence of courses prepares students with a basic knowledge of the human service field and may be used to help credential the human service worker currently working in the field.

Program Requirements **6 Credits**
- HST 103 Introduction to Human Services and Social Work 3
- PSY 201 General Psychology 3

Electives **3 Credits**
- HST 207 Social Work With Individuals ..... (3)

OR
- Another HST elective ..... (3)

Letter of Recognition Requirement 9

A.A.S. Degree
Human Services Technician

The human services technician program provides training for a variety of careers in social services, community self-help, and volunteer agencies at the paraprofessional or technical level. While most of the courses are transferable to a four-year liberal arts program, students who wish to transfer should discuss their career goals with an academic advisor.

General Education Requirements **21-22 Credits**

Arts/Humanities
- Select from approved General Education course list 3

Behavioral/Social Sciences
- PSY 201 General Psychology 3

English
- ENG 101 English Composition 3
- ENG 112 Technical Writing I 3

Biological/Physical Science
- Select from approved General Education course list 3-4

Information Literacy
- IST 102 Introduction to Information Technology 3

OR
- GDT 112 Computer Graphics ..... (3)

Mathematics
- MAT 101 College Algebra 3

Program Requirements **34 Credits**
- HEA 105 First Aid 3
- HST 103 Introduction to Human Services and Social Work 3
- HST 201 Understanding Diversity for the Helping Professional 3

OR
- SOC 102 Sociology of Social Problems ..... (3)
- HST 207 Social Work With Individuals 3
- HST 208 Social Work With Groups 3
- HST 269 Human Services Internship I 4
- PSY 204 Developmental Psychology: Lifespan Human Development 3
- PSY 206 Abnormal Psychology 3
- PSY 212 Interviewing and Counseling 3
- SOC 101 Introduction to Sociology 3
- SPD 103 Public Speaking 3

Electives **8-9 Credits**

Electives should be selected in consultation with a transfer advisor and the transfer institution. Some recommended courses are listed below:
- ADJ 101 Introduction to Criminal Justice ..... (3)
- BUS 104 Legal Environment of Business ..... (3)
- HEA 103 Personal Health ..... (3)

HST	201	Understanding Diversity in the Helping Profession	(3)
HST	211	Introduction to Gerontology	(3)
HUM	204	Religion in America	(3)
MGT	210	Human Resources Management	(3)
POL	102	State and Local Government	(3)
PSY	216	Social Psychology	(3)
SOC	103	Criminology	(3)
SOC	105	Juvenile Delinquency	(3)
STU	102	Career Planning	(1)

Degree Requirement 64

Students who have been convicted of certain crimes may be precluded from employment in this field. Please discuss concerns with the program coordinator.

INDUSTRIAL TECHNOLOGY

A.A.S. Degree
Industrial Technology
*A statewide designated program**

The Industrial Technology program is designed to prepare students for careers as maintenance technicians in today's modern industrial manufacturing environment. To give students the broad background needed to function in current production settings, the program incorporates theory and hands-on skill development in the general areas of electronic controls; mechanical power transmission, equipment installation, maintenance, and control; hydraulics, pneumatics, and industrial management principles. Specific career opportunities include maintaining and repairing production equipment or motor control circuits; building electrical, electronic and mechanical devices and equipment; or testing and evaluating pneumatic/ hydraulic systems and devices.

General Education Requirements **21-22 Credits**

Arts/Humanities

		Select from approved General Education course list	3

Behavioral/Social Sciences

		Select from approved General Education course list	3

Biological/ Physical Science—
Students intending to transfer should take the General Physics course.

PHY	112	Applied Physics	3
		OR	
PHY	201	General Physics I	(4)

English

ENG	101	English Composition	3

Information Literacy

IST	102	Introduction to Information Technology	3

Mathematics

MAT	101	College Algebra	3
MAT	102	Trigonometry	3

Program Requirements **28 Credits**

CAD	152	Computer-Aided Design I	3
EGT	150	Introduction to CNC Programming	3
EGT	235	Hydraulics and Pneumatics	3
INT	101	Introduction to Industrial Technology	3
INT	102	Introduction to PLCs	3
INT	105	Plumbing and Pipefitting	3
INT	107	Introduction to HVAC/R	3
INT	110	Fundamentals of Electricity	4
INT	158	Advanced Motors, Machines, and Mechanical Devices	3

Electives **18 Credits**

Select 18 credits from the following list:

CSC	132	Introduction to C and C++ Programming	(3)
EGT	136	Mechanics	(3)
EGT	231	Strength of Materials	(3)
ENG	112	Technical Writing I	(3)
INT	103	PLC Applications	(3)
INT	104	Facilities Safety and Compliance	(3)
INT	106	Welding	(3)
INT	269	Internship I	(1-3)
IST	140	Fundamentals of Wireless Computing	(3)
IST	150	PC Tech: Repair and Troubleshooting	(3)
IST	154	Networking Basics	(3)
IST	160	Introduction to Security Fundamentals	(3)
MAT	114	Introduction to Applied Algebra	(3)
PHY	202	General Physics II	(4)

Degree Requirement 67-68

* *See page 23 Tuition Requirements 3.A for more information.*

Certificate
Industrial Technology
*A statewide designated program**

This certificate is for students interested in a sequence of courses which provide the technical skills as maintenance technicians in today's modern industrial manufacturing environment. Completion of this certificate will provide the worker with entry level skills in maintaining and repairing production equipment or motor control circuits; building electrical, electronic and mechanical devices and equipment; or testing and evaluating pneumatic/ hydraulic systems and devices.

Program Requirements **22 Credits**

INT	101	Introduction to Industrial Technology	3
INT	102	Introduction to PLCs	3
INT	110	Fundamentals of Electricity	4
EGT	235	Hydraulics and Pneumatics	3
IST	102	Introduction to Information Technology	3
MAT	101	College Algebra	3
		OR	
MAT	114	Introduction to Applied Algebra	(3)
PHY	112	Applied Physics	3

Electives **9 Credits**

Choose 9 credits from the following courses:

CAD	152	Computer-Aided Design I	(3)
EGT	150	Introduction to CNC Programming	(3)
EGT	231	Strength of Materials	(3)
ENG	112	Technical Writing I	(3)
INT	103	PLC Applications	(3)
INT	104	Facilities Safety and Compliance	(3)
INT	105	Plumbing and Pipefitting	(3)
INT	106	Welding	(3)
INT	107	Introduction to HVAC/R	(3)
INT	158	Advanced Motors, Machines, and Mechanical Devices	(3)

Certificate Requirement 31

* *See page 23 Tuition Requirements 3.A for more information.*

Certificate
Industrial Technology

Facilities Maintenance Technology

*A statewide designated program**

This certificate is for students interested in a sequence of courses which provide the technical skills required by maintenance technicians in small commercial operations such as apartment complexes and malls. Completion of this certificate will provide the worker with entry level skills in maintaining and repairing equipment in a commercial setting.

Program Requirements **22 Credits**

INT	101	Introduction to Industrial Technology	3
INT	104	Facilities Safety and Compliance	3
INT	105	Plumbing and Pipefitting	3
INT	107	Introduction to HVAC/R	3
INT	110	Fundamentals of Electricity	4
IST	102	Introduction to Information Technology	3
MAT	114	Introduction to Applied Algebra	3

Electives **9 Credits**

Choose 9 credits from the following courses:

CAD	152	Computer-Aided Design I	(3)
EGT	150	Introduction to CNC Programming	(3)
EGT	231	Strength of Materials	(3)
ENG	112	Technical Writing I	(3)
INT	102	Introduction to PLCs	(3)
INT	103	PLC Applications	(3)
INT	106	Welding	(3)

Certificate Requirement 31

* *See page 23 Tuition Requirements 3.A for more information.*

Letter of Recognition

HVAC and Plumbing

Students completing this program will have the skills to enter an entry-level or apprentice-level position in the field of HVAC and plumbing.

Program Requirements **9-10 Credits**

INT	101	Introduction to Industrial Technology	3
		OR	
INIT	110	Fundamentals of Electricity	(4)
INT	105	Plumbing and Pipefitting	3
INT	107	Introduction to HVAC/R	3

Letter of Recognition Requirement 9-10

Languages

A.A. Degree
Arts and Sciences
Option in

Foreign Language

This option is designed for those students who are planning to transfer to a four-year degree program with a major in foreign language/s or related fields.

General Education Requirements **31-32 Credits**

Arts/Humanities
Select two courses in different disciplines from approved General Education course list 6

Behavioral/Social Sciences
Select two courses in different disciplines from approved General Education course list 6

Biological/Physical Science
Select two courses from approved General Education course list—one must be a laboratory course 7-8

English

ENG	101	English Composition	3
ENG	102	Composition and Literature	3

Information Literacy

IST	102	Introduction to Information Technology	3
		OR	
GDT	112	Computer Graphics	(3)

Mathematics

MAT	101	College Algebra or another MAT course from approved list	3-4

Program Requirements **18 Credits**

ENG	201	World Literature I	3
		OR	
ENG	202	World Literature II	(3)
ENG	214	Applied English Grammar	3

Foreign Language
Take at least six credits at the intermediate level 6

HIS	101	History of Civilization I	3
HIS	102	History of Civilization II	3

Electives **14-15 Credits**

Electives should be selected in consultation with a transfer advisor and the transfer institution. Some recommended courses are listed below:

SPD	103	Public Speaking	(3)
SPD	108	Introduction to Human Communication	(3)

Degree Requirement 64

A.A. Degree
Arts and Sciences
Option in

Foreign Language Education

This option is designed for those students who are planning to transfer to a four-year degree program with a major in foreign language/s or related fields and who wish to teach upon graduation.

General Education Requirements **31-32 Credits**

Arts/Humanities
- Select two courses in different disciplines from approved General Education course list....6

Behavioral/Social Sciences
- PSY 201 General Psychology....3
- Select another course in a different discipline from approved General Education course list....3

Biological/Physical Science
- Select two courses from approved General Education course list—one must be a laboratory course....7-8

English
- ENG 101 English Composition....3
- ENG 102 Composition and Literature....3

Information Literacy
- IST 102 Introduction to Information Technology....3
- OR
- GDT 112 Computer Graphics....(3)

Mathematics
- MAT 101 College Algebra or another MAT course from approved list....3-4

Program Requirements **24 Credits**
- EDU 101 Introduction to Education....3
- ENG 201 World Literature I....3
- OR
- ENG 202 World Literature II....(3)
- ENG 214 Applied English Grammar....3
- Foreign Language
- Take at least six credits at the intermediate level....6
- HIS 101 History of Civilization I....3
- HIS 102 History of Civilization II....3
- PSY 203 Educational Psychology....3

Electives **8-9 Credits**

Electives should be selected in consultation with a transfer advisor and the transfer institution. Some recommended courses are listed below:
- SPD 103 Public Speaking....(3)
- SPD 108 Introduction to Human Communication....(3)

Degree Requirement....64

MANAGEMENT

A.A.S. Degree

Management

The management program provides managers and prospective managers with a broad educational experience designed to develop and improve management effectiveness. Students are expected to acquire basic competence in a wide range of business and management functions. They will also examine the outside forces that influence business and management, and consider the responsibilities of business and management in society. Students should consult with their academic advisors.

General Education Requirements **21-23 Credits**

Arts/Humanities
- Select from approved General Education course list....3

Behavioral/Social Sciences
- PSY 201 General Psychology....3

Biological/Physical Science
- Select from approved General Education course list....3-4

English
- ENG 101 English Composition....3
- ENG 102 Composition and Literature....3
- OR
- BUS 113 Business Communication....(3)

Information Literacy
- IST 102 Introduction to Information Technology....3

Mathematics
- MAT 101 College Algebra or another MAT Course from approved list....3-4

Program Requirements **38 Credits**
- ACC 101 Principles of Accounting I....4
- ACC 102 Principles of Accounting II....4
- BUS 101 Introduction to Business Organization and Management....3
- BUS 104 Legal Environment of Business....3
- ECO 201 Macroeconomic Principles....3
- ECO 202 Microeconomic Principles....3
- MAT 109 Introduction to Statistics....3
- MGT 103 Principles of Management....3
- MGT 104 Marketing....3
- MGT 203 Finance....3
- MGT 210 Human Resources Management....3
- SPD 103 Public Speaking....3

Electives **3-5 Credits**

Select courses based on your interest from the following list.
- ACC Accounting course....(3-4)
- BUS Business course....(3)
- ENG 112 Technical Writing I....(3)
- IST Information Systems Technology course....(3-4)
- MAT 164 Calculus with Applications....(3)
- MAT 165 Statistics for Business and Economics....(3)
- MGT Management course....(3)
- MGT 105 Personal Finance....(3)
- MGT 269 Internship I....(3)

Degree Requirement....64

Certificate
Management

The certificate in Management prepares students for entry-level positions in supervision and management. Employees can use this certificate program to prepare for upward mobility and/or update management and supervisory skills. Courses completed satisfactorily in this certificate program will apply to the Associate in Applied Science Management Degree.

Program Requirements			**3 Credits**
MGT	103	Principles of Management	3
Electives			**18-19 Credits**
ACC		Accounting course	(3-4)
BUS	101	Introduction to Business Organization and Management	(3)
BUS	113	Business Communication	(3)
		OR	
SPD	103	Public Speaking	(3)
ECO		Economics course	(3)
IST		Information Systems Technology course	(3)
MGT		Management course	(3)

Certificate Requirement 21-22

Letter of Recognition
Management

This program provides managers and prospective managers with an understanding of basic management concepts and a more in-depth understanding of specialized management areas based on the student's interest. Courses completed satisfactorily in this program will apply to the Certificate program and to the Associate in Applied Science Management Degree.

Program Requirements			**3 Credits**
MGT	103	Principles of Management	3
Electives			**6-7 Credits**
Choose two courses from the following:			
ACC		Accounting course	(3-4)
BUS		Business course	(3)
BUS	113	Business Communication	(3)
		OR	
SPD	103	Public Speaking	(3)
ECO		Economic course	(3)
MGT		Management course	(3)

Letter of Recognition Requirement 9-10

Certificate
Management: Marketing

The marketing option certificate outlines specialized courses in marketing for students who choose to combine instruction in college courses with work experience. This gives a strong foundation in marketing skills. Courses completed satisfactorily in this certificate program will apply to the Associate in Applied Science Management: Marketing Degree. **This entire certificate program is offered online.**

Program Requirements			**18 Credits**
BUS	113	Business Communication	3
ECO	201	Macroeconomic Principles	3
ECO	202	Microeconomic Principles	3
IST	102	Introduction to Information Technology	3
MGT	103	Principles of Management	3
MGT	104	Marketing	3

Certificate Requirement 18

Letter of Recognition
Management: Marketing

Completion of the letter of recognition in the marketing option of the management program will prepare those individuals seeking to advance or get started in a marketing field. Courses completed satisfactorily in this program will apply to the Certificate program and to the Associate in Applied Science Management: Marketing Degree. **This entire letter of recognition program is offered online.**

Program Requirements			**3 Credits**
MGT	104	Marketing	3
Electives			**6 Credits**
Choose two courses from the following:			
BUS	113	Business Communication	(3)
ECO		Economic course	(3)
MGT	103	Principles of Management	(3)

Letter of Recognition Requirement 9

A.A.S. Degree
Management
Option in
Marketing

The management: marketing program prepares students for marketing careers that are growing and will continue to expand. Students learn about the basic functions of marketing. These functions include distribution, financing, marketing information management, pricing, product/service planning, promotion, purchasing, risk management, and selling. In teaching a core marketing curriculum, academics are related to the work place; thus this program is appropriate for people seeking careers in either profit or nonprofit organizations.

General Education Requirements			**21-23 Credits**
Arts/Humanities			
		Select from approved General Education course list	3
Behavioral/Social Sciences			
PSY	201	General Psychology	3
Biological/Physical Science			
		Select from approved General Education course list	3-4

English
ENG 101 English Composition 3
ENG 102 Composition and Literature....3
OR
BUS 113 Business Communication ....(3)

Information Literacy
IST 102 Introduction to Information Technology 3

Mathematics
MAT 101 College Algebra or another MAT course from approved list....3-4

Program Requirements **41 Credits**
ACC 101 Principles of Accounting I....4
ACC 102 Principles of Accounting II....4
BUS 101 Introduction to Business Organization and Management 3
BUS 104 Legal Environment of Business Organization and Management....3
ECO 201 Macroeconomic Principles....3
ECO 202 Microeconomic Principles....3
MGT 102 Sales 3
MGT 103 Principles of Management 3
MGT 104 Marketing....3
MGT 203 Finance....3
MGT 210 Human Resources Management....3
MGT 218 Advertising and Public Relations....3
SPD 103 Public Speaking....3

Electives **4-5 Credits**
ACC Accounting course....(3-4)
BUS Business course....(3)
MAT 164 Calculus with Applications ....(3)
MAT 165 Statistics for Business and Economics ....(3)
MGT Management course....(3)
MGT 269 Internship I ....(3)

Degree Requirement 66-69

MATHEMATICS

A.A. Degree
Arts and Sciences
Option in
Mathematics

The mathematics option is a sequence of courses for students planning to transfer into upper-division programs not only in abstract mathematics, but also mathematics-related programs including secondary teaching, statistics, finance, and computer programming. To earn the associate's degree in mathematics, a minimum of 19 credit hours in courses at the 200 level must be completed. Selection of the appropriate courses in each individual program must be done carefully with an academic advisor familiar with the requirements of the transfer institution. Graduates of mathematics programs at all levels are very attractive to employers because they have highly developed problem-solving skills which are in high demand within the workforce.

General Education Requirements **33-35 Credits**
Arts/Humanities
Select two courses in different disciplines from approved General Education course list....6

Behavioral/Social Sciences
Select two courses in different disciplines from approved General Education course list....6

Biological/Physical Science....8-10
Take two laboratory courses from the following list (highly recommend PHY 203):
BIO 101 General Biology I....(4)
BIO 102 General Biology II....(4)
BIO 113 Principles of Biology I....(4)
BIO 114 Principles of Biology II....(4)
CHM 103 General Chemistry I....(4)
CHM 104 General Chemistry II....(4)
PHY 201 General Physics I....(4)
PHY 202 General Physics II....(4)
PHY 203 Principles of Physics I....(5)
PHY 204 Principles of Physics II....(5)

English
ENG 101 English Composition 3
ENG 102 Composition and Literature....3
OR
ENG 112 Technical Writing I....(3)

Information Literacy
IST 102 Introduction to Information Technology 3
OR
GDT 112 Computer Graphics ....(3)

Mathematics
MAT 203 Calculus I....4

Program Requirements **18-19 Credits**
(Minimum 14 credits MAT at 200 level)
BIO/CHM/PHY Satisfied by General Education Requirements....(8-10)
CSC 132 Introduction to C and C++ Programming....3
OR
CSC 134 Introduction to Java Programming ....(3)
MAT 204 Calculus II....4
MAT 205 Calculus III....4

Take at least two MAT courses from the list below 7-8
MAT 206 Differential Equations....(4)
* MAT 207 Discrete Mathematics ....(3)
* MAT 208 Linear Algebra....(4)

Electives **10-13 Credits**
Recommended electives should be selected in consultation with a transfer advisor and the transfer institution. Some recommended courses are listed below:

CSC 132 Introduction to C and C++ Programming....(3)
CSC 134 Introduction to Java Programming .... (3)
CSC 232 Advanced C++ Programming....(3)
ECO 201 Macroeconomic Principles ....(3)
ECO 202 Microeconomic Principles....(3)
* EDU 101 Introduction to Education ....(3)
EGR 103 Introduction to Engineering ....(3)
MAT Additional MAT courses....(3-4)
MAT 109 Introduction to Statistics ....(3)
MAT 119 Introduction to Statistics with Computer Applications....(4)
* PSY 203 Educational Psychology ....(3)
* SPD 103 Public Speaking....(3)
* SPD 108 Introduction to Human Communication....(3)
Take 3 or more credits of a foreign language....(3-6)

* *These courses are recommended for those students wishing to pursue a Mathematics Education career.*

Degree Requirement....64

Medical Assisting

A.A.S. Degree
Medical Assistant

This is a career-oriented program that prepares students to work primarily in ambulatory care settings under the direction of a physician. The program is comprised of clinical and non-clinical components, with lecture as well as competency based experiences in performing administrative and clinical procedures. General education and program requirements are designed for students interested in pursuing management positions within physician offices. There is also a non-compensated externship experience in which students work in an actual ambulatory care setting. Externship sites may have their own requirements that students must meet prior to their externship experience. Medical assistant degree students must maintain a grade of "C" or better in all required courses. Students must provide appropriate health records that include (required immunizations, TB testing status, etc.) prior to externship. Students must also have a current American Heart Association Healthcare Provider certification. Students who successfully complete the program are eligible to sit for the American Medical Technologists national certification exam in medical assisting.*

Technical Standards
There are technical standards and skill requirements which students are expected to possess and demonstrate in order to be successful in this program. More information on these standards can be found on the Web page for this program.

General Education Requirements			**21 Credits**
Arts/Humanities			
	Select from approved General Education course list		3
Behavioral/Social Sciences			
PSY	201	General Psychology	3
Biological/Physical Science			
BIO	110	Human Biology	3
English			
ENG	101	English Composition	3
ENG	102	Composition and Literature	3
		OR	
SPD	108	Introduction to Human Communication	(3)
Information Literacy			
IST	102	Introduction to Information Technology	3
Mathematics			
MAT	114	Introduction to Applied Algebra	3
		OR	
MAT	101	College Algebra	(3)
Program Requirements			**40 Credits**
BUS	113	Business Communication	3
MAP	102	Medical Terminology	3
MAP	105	Medical Office Management	4
MAP	108	Medical Records Analysis and Coding	4
MAP	110	Introduction to Health Science Professions and Technology	3
MAP	205	Diagnostic Laboratory Procedures	3
MAP	210	Clinical Medical Assistant	4
MAP	217	Medical Assistant Externship	4
MGT	103	Principles of Management	3
PLB	105	Phlebotomy	3
PLB	106	Phlebotomy Externship	3
SOC	101	Introduction to Sociology	3
Electives			**3 Credits**
Some recommended courses are listed below.			
MAP	206	Advanced Coding	(3)
MGT	214	Small Business Management	(3)
Degree Requirement			**64**

** In order to sit for the American Medical Technologists national certification exam in medical assisting, graduates must have proof of High School diploma or G.E.D.*

Certificate
Medical Assistant

This certificate program is designed for the student interested in an entry level position as a medical assistant in a medical office. The program provides lecture as well as competency based training in both administrative and clinical procedures. There is also a non-compensated externship experience in which students work in an actual ambulatory care setting. Externship sites may have their own requirements that students must meet prior to their externship experience. Medical assistant certificate students must maintain a grade of "C" or better in all required courses. Students must provide appropriate health records that include a history and physical, required immunizations, and a negative TB test prior to externship. Students must also have a current American Heart Association Healthcare Provider CPR certification as well as First Aid certification and meet the program's technical standards. Students who successfully complete the program are eligible to sit for the American Medical Technologists national certification exam in medical assisting.*

Technical Standards
There are technical standards and skill requirements which students are expected to possess and demonstrate in order to be successful in this program. More information on these standards can be found on the Web page for this program.

Program Requirements			**37 Credits**
BIO	110	Human Biology	3
IST	102	Introduction to Information Technology	3
MAP	102	Medical Terminology	3
MAP	105	Medical Office Management	4
MAP	108	Medical Records Analysis and Coding	4
MAP	110	Introduction to Health Science Professions and Technology	3
MAP	205	Diagnostic Laboratory Procedures	3
MAP	210	Clinical Medical Assistant	4
MAP	217	Medical Assistant Externship	4
PLB	105	Phlebotomy	3
PLB	106	Phlebotomy Externship	3
Certificate Requirement			**37**

** In order to sit for the American Medical Technologists national certification exam in medical assisting, graduates must have proof of High School diploma or G.E.D.*

Certificate

Medical Coding and Reimbursement Specialist

This certificate program is designed for the student interested in specializing in a career in medical insurance coding and billing. Curriculum is structured to provide the student with lecture as well as competency based training in medical procedural coding and diagnosis coding as well as third party reimbursement procedures. Medical coding and reimbursement certificate students must maintain a grade of "C" or better in all required courses. Successful graduates are prepared to pursue positions in medical billing offices, medical collection agencies, and insurance companies. Successful graduates are also eligible to sit for national certification exams as a professional coder and reimbursement specialist.*

Technical Standards
There are technical standards and skill requirements which students are expected to possess and demonstrate in order to be successful in this program. More information on these standards can be found on the Web page for this program.

Program Requirements			**26 Credits**
BIO	110	Human Biology	3
IST	102	Introduction to Information Technology	3
MAP	102	Medical Terminology	3
MAP	105	Medical Office Management	4
MAP	108	Medical Records Analysis and Coding	4
MAP	110	Introduction to Health Science Professions and Technology	3
MAP	206	Advanced Coding	3
MAP	211	Coding Simulation and Certification Preparation	3

Certificate Requirement 26

** In order to sit for the national certification exams as a professional coder and reimbursement specialist, graduates must have proof of High School diploma or G.E.D.*

Certificate

Phlebotomy

This certificate program is designed to prepare students to serve as phlebotomists in medical office, laboratory, or hospital settings. Foundational courses in introduction to medical assisting and medical terminology are required. Students receive lecture as well as competency based training in a variety of aspects of phlebotomy. There is also a non-compensated externship experience in which students work in an actual medical laboratory setting. Externship sites may have their own requirements that students must meet prior to their externship experience. Phlebotomy certificate students must maintain a grade of "C" or better in all required courses. Students must provide appropriate health records that include a history and physical, required immunizations, and a negative TB test prior to externship. Successful graduates are eligible to sit for a national certification exam as a phlebotomy technician.*

Technical Standards
There are technical standards and skill requirements which students are expected to possess and demonstrate in order to be successful in this program. More information on these standards can be found on the Web page for this program.

Program Requirements			**15 Credits**
IST	102	Introduction to Information Technology	3
MAP	102	Medical Terminology	3
MAP	110	Introduction to Health Science Professions and Technology	3
PLB	105	Phlebotomy	3
PLB	106	Phlebotomy Clinical Externship	3

Certificate Requirement 15

* *In order to sit for a national certification exam as a phlebotomy technician, graduates must have proof of High School diploma or G.E.D.*

Medical Imaging Programs: Radiography

Special Admission Requirements
Program Application Deadline: October 1 for Summer

Degree

Radiography (Radiographer)

Career Programs Building, Room 157, 301-790-2800, ext. 205

This program of study is designated as a Health Manpower Shortage Program; therefore, some residents of Maryland enrolled in this program of study on the first day of the term may be eligible for in-county tuition rates for courses required for program completion.

Award: Associate of Applied Science degree, A.A.S.

Total Credit Hours: A minimum of 70 credit hours

Purpose: Prepares students for practice as entry-level radiographers in health care facilities and specialty offices. Upon graduation, students are eligible to sit for the American Registry of Radiologic Technologists *(www.arrt.org)* certification examination in radiography.

Curriculum: The curriculum is divided into areas of study consisting of lecture, laboratory, and clinical experiences. Content areas of the curriculum include anatomy and physiology, professional ethics, radiation safety and equipment operation, radiographic positioning and procedures, imaging techniques, and pathology. The radiography program is accredited by the Joint Review Committee on Education in Radiologic Technology *(www.jrcert.org)*.

Mission Statement: The Radiography Program is designed to provide students with successful entry into the practice of radiography.

Program Outcomes: Graduates of the Associate of Applied Science degree in radiography program will be able to:

1. Provide appropriate patient care in the course of radiographic procedures with respect to diverse cultures, values, and beliefs.
2. Competently perform routine imaging procedures.
3. Utilize appropriate protection and standard precautions.
4. Critique images to assure highest quality.
5. Communicate effectively with staff and patients.
6. Solve age-specific, disease-specific, and non-routine imaging situations.
7. Make critical decisions appropriate for the medical imager.
8. Perform as an effective team member.
9. Practice within the ethical framework of the profession.
10. Document participation in continuing education activities while enrolled in the program.
11. Begin employment in a healthcare facility within the community.
12. Meet the imaging needs of the community.
13. Participate in continuing education activities to stay current in their profession.

Admission Requirements

Admission to HCC does not guarantee admission to the Radiography Program. The requirements below must be completed and submitted to the Office of Admissions and Registration by the application deadline.

- Submit a completed program application known as the *Supplemental Application for Selective Admissions Programs* form
- Official transcripts from all colleges attended
- College placement tests in mathematics, English, and reading
- A minimum of 20 credits completed or in progress to be completed at the time of application to the program. The courses include ENG 101, MAT 101, BIO 103, BIO 104, General Education Course from Arts and Humanities category, and PSY 201.
- A minimum cumulative grade point average for all college coursework of 2.0 on a 4.0 scale. In addition, a minimum grade point average of 2.5 for all program courses is required
- Foreign educated students must have their college and high school transcripts evaluated by World Education Services (WES) or AACRAO International Education Services (IES).
- Students must demonstrate computer literacy by passing the IC3 examination or the CLEP exam or completion if IST 102, Introduction to Information Technology, with a grade of C or higher.
- Completion of all required science courses within seven years prior to admission to the program.

Program Requirements: Students practice selected procedures on each other in the college laboratory. All radiography students must:

1. Receive a minimum grade of 75% (C grade) in each radiography course.
2. Meet program competency requirements for both the simulation laboratory and clinical experiences.

Students who receive a final mark of unsatisfactory in the clinical laboratory or clinical experience, despite a passing theory grade, will not be permitted to progress in the radiography program and will receive a final grade of "F" for the course.

Students who do not meet program, course, technical, health, and radiation standards that result in termination from the radiography program by the Coordinator, Radiography and the Director of Health Sciences, are not eligible for readmission. This includes students who cannot meet safety standards, and students who violate the college's Honor Code and Standards of Conduct, the radiography program's Standards of Conduct, and the American Registry of Radiologic Technologists Standards of Ethics.

General Education Requirements			**20 Credits**
Arts/Humanities			
Select Arts/Humanities course from approved General Education course list			3
Behavioral/Social Sciences			
PSY	201	General Psychology	3
Biological/Physical Science			
BIO	103	Human Anatomy and Physiology I	4
BIO	104	Human Anatomy and Physiology II	4
English			
ENG	101	English Composition	3
Mathematics			
MAT	101	College Algebra	3

MEDICAL IMAGING PROGRAMS: RADIOGRAPHY

SPECIAL ADMISSION REQUIREMENTS
PROGRAM APPLICATION DEADLINE: OCTOBER 1 FOR SUMMER

Radiography Course Sequence

Program Requirements			**50 credits**
First Year – Summer Semester I			
RAD	101	Radiography I	3
RAD	103	Radiographic Positioning I	3
First Year – Fall Semester I			
RAD	102	Radiography II	3
RAD	104	Radiographic Positioning II	3
RAD	106	Clinical Technique I	3
RAD	110	Venipuncture for Radiographers	1
First Year – Spring Semester I			
RAD	105	Radiographic Positioning III	3
RAD	108	Clinical Technique II	3
PHY	106	Radiological Physics Theory	3
Second Year – Summer Semester II			
RAD	200	Clinical Practicum	3
RAD	212	Cross-Sectional Anatomy	3
Second Year – Fall Semester II			
RAD	201	Medical Imaging I	3
RAD	205	Clinical Technique III	3
RAD	218	Principles of CT Imaging	4
Second Year – Spring Semester II			
RAD	202	Medical Imaging II	3
RAD	211	Clinical Technique IV	3
BIO	202	Radiation Biology	3

Degree Requirement..... 70

Selection Criteria

Students will be admitted to the radiography program each May. The radiography program is an over subscribed program which means that there are more applicants than there are available seats in the program. Students are selected for admission based on a point system. Points are earned by the number of courses completed, cumulative grade point average for all required program courses, and residency. Students who are residents of the Washington County and students enrolled at Carroll Community College (Collaborative Agreement) receive an additional point in the application and selection process. The total number of points that may be earned towards admission to the program is 17. Those with the greatest number of points are admitted to the program. Students who have been accepted for admission will be notified of the decision by mail. The offer of admission is for the specified year only.

Those students not admitted to the May class will be placed on a standby list until May 1. The standby list is dissolved after May 1, and students who desire admission to the radiography program in a subsequent year, must fill out another *Supplemental Application for Selective Admissions Programs* form and follow the admission guidelines above.

Final Acceptance

Final acceptance into the program is contingent upon the following criteria. Students unable to meet these criteria will be withdrawn from the program and the seat filled by a student from the standby list.

1. Successful completion of program requirements at the time of application.
2. Students must successfully complete the designated on-line continuing education medical terminology course or the credit medical terminology course MAP 102.
3. Students must demonstrate computer literacy by passing the IC3 examination or the CLEP examination or complete IST 102, Introduction to Information Technology with a grade of C or higher.
4. Students must successfully pass a drug screen and criminal background check.
5. Students must be able to meet the program's Technical Standards
6. Satisfactory completion of a health examination record and all required tests and immunizations.
7. Current American Heart Association "Healthcare Provider" CPR certification.

Criminal Background Checks

All students who are offered admission to the radiography program will be required to submit to a complete criminal background check and fingerprinting. A separate criminal background check may also be required by a clinical site prior to beginning a clinical experience. Criminal background check results are disclosed to clinical facilities as required. If a student is denied access by a clinical site because of the background check, and as a result, cannot meet program requirements, the student will be dismissed from the radiography program.

Individuals applying to take American Registry of Radiologic Technology certification exam may need to complete a Pre-Application Review to determine ethics eligibility. State agencies governing the practice of radiographers may deny an individual licensure, even if the individual has completed all course work and graduated from the program, if the individual has a criminal history, has been convicted, or pleads guilty, or nolo contendere to a felony or other serious crime.

Drug Screen

All students who are offered admission to the radiography program will be required to submit to a drug screen. Drug screen results are disclosed to clinical facilities as required. A random drug screen may also be requested at any time during the radiography program if a radiography faculty member or a clinical facility representative has reasonable cause to suspect that a student is impaired and poses a safety concern to patients or others. If a student is denied access by a clinical site because of drug screen results, and as such, cannot meet program requirements, the student will be dismissed from the radiography program.

Clinical Site Placement

Misconduct in the clinical education site may result in loss of clinical placement and/or program dismissal.

Readmission to the Radiography Program

Students seeking readmission to the radiography program must submit their request in writing to the Education Coordinator, Radiography by October 1, for spring and summer readmission, and by March 1, for fall readmission. Readmission to the radiography program must take place within one year of leaving the program. Readmission cannot be assured and is based on the criteria described in the readmission requirements available in the Medical Imaging Student Handbook. The curriculum under which a student seeks readmission may be different from the one under which the student left. Students who are accepted for readmission must complete the degree requirements in place at the time of readmission. Students who fail or withdraw from a radiography course after readmission are not eligible to be readmitted a second time. Readmission to the radiography program is based on highest grade-point average and available seats in the class.

Medical Imaging Programs: Radiography

Special Admission Requirements
Program Application Deadline: October 1 for Summer

Transfer from Other Colleges
Students who wish to transfer into the HCC radiography program may do so during the fall, spring, and summer semester providing there are unfilled seats in the class and meet all admission requirements.

Students transferring to HCC from other colleges who seek admission as a first time student into the radiography program must be enrolled as an HCC student and complete the *Supplemental Application for Selective Admissions Programs* form by the established deadline dates. In order to be considered for admission, students must meet the same requirements as other first time students and will be selected according to the same criteria. Official transcripts from other colleges attended must be received by the application deadline. A transfer evaluation will be done on all transcripts by the Office of Admissions and Registration to determine which courses a student may transfer to HCC for credit. Science courses that are older than seven years must be repeated.

Transfer from Other Radiography Programs
Students transferring to HCC who have been enrolled in another radiography program must be enrolled as an HCC student, complete the *Supplemental Application for Selective Admissions Programs* form, and submit transcripts from other colleges attended by the established deadline dates. A transfer evaluation will be done on all transcripts by the Office of Admissions and Registration to determine which courses a student may transfer to HCC for credit. Science courses that are older than seven years must be repeated. In addition to the transfer evaluation, the student's transcript will be forwarded to the Education Coordinator, Radiography for an additional evaluation. An interview with the Coordinator and a reference check from the student's previous radiography program is required. A decision is then made by the Coordinator as to whether the student will be admitted to the radiography program. An appeal to the Coordinator's decision must be made to the Director, Health Sciences.

Ionizing Radiation and Pregnancy
Reporting of pregnancy to program officials is voluntary on the part of the student. Regulatory Guide 8.13, Instruction Concerning Prenatal Radiation Exposure, *(www.nrc.gov)* published by the United States Regulatory Commission provides information and guidelines.

ARRT–CQ/2011 Continued Requirements
American Registry of Radiologic Technologists (ARRT) certifications awarded January 1, 2011, and thereafter will be time-limited to 10 years. Prior to the end of the 10-year period, the individual will be required to demonstrate qualifications to continue to hold the certification. For additional information, visit the ARRT Web site at *www.arrt.org*.

Clinical Education
Students enrolled in the radiography program will be assigned to healthcare facilities within the tri-state region. Students are expected to provide their own transportation to the facilities and abide by the policies and protocols of each facility. Clinical education assignments are completed on a semester basis and will include day, evening, and weekend schedules.

Technical Standards
There are technical standards and skill requirements which students are expected to possess and demonstrate in order to be successful in this program. More information on these standards can be found on the Web page for this program.

Program Hours of Operation
Classroom, laboratory, and clinical education assignments are completed on a semester basis and will include day, evening and weekend schedules between the hours of 6:00AM - 9:00PM.

Additional information pertaining to professional and program requirements can be obtained by contacting 301-790-2800, ext. 205.

Medical Imaging Programs: Computed Tomography Imaging

Certificate

Computed Tomography Imaging

Career Programs Building Room 168, 301-790-2800, ext. 499

Award: Certificate

Total Credit Hours: 13 credit hours

Purpose: Prepares students for practice as entry-level computed tomography (CT) imagers in health care facilities and specialty offices. Upon completion, students are eligible to set for the American Registry of Radiologic Technologists *(www.arrt.org)* certification examination in Computed Tomography.

Curriculum: The curriculum is divided into areas of study consisting of lecture, laboratory, and clinical experiences. Content areas of the curriculum include anatomy and physiology, professional ethics, CT safety and equipment operation, CT positioning and procedures, imaging techniques, and pathology.

Program Outcomes: Graduates of the Certificate Program in computed tomography will be able to:

1. Provide appropriate patient care in the course of CT with respect to diverse cultures, values, and beliefs.
2. Competently perform routine imaging procedures.
3. Utilize appropriate protection and standard precautions.
4. Critique images to assure highest quality.
5. Communicate effectively with staff and patients.
6. Solve age-specific, disease-specific, and non-routine imaging situations.
7. Make critical decisions appropriate for the medical imager.
8. Perform as an effective team member.
9. Practice within the ethical framework of the profession.
10. Meet the imaging needs of the community.

Admission Requirements: Admission to HCC does not guarantee admission to the Computed Tomography Program. The requirements below must be completed and submitted to the Office of Admissions and Registration. This program is open to currently ARRT certified radiographers, nuclear medicine technologists, radiation therapy technologists, and students enrolled in the sophomore year of any of these accredited programs.

- Hagerstown Community College application
- Current state license
- Current ARRT certification
- Current Health Care Provider CPR card
- Satisfactory completion of a health examination record and all required tests and immunizations.
- Students must meet the Technical Standards for the medical imaging programs.
- Students must not be out of the patient care environment for more than two years to be considered for admission.

Program Requirements: All computed tomography students must:

1. Receive a minimum grade of 75% (C grade) in each computed tomography course.
2. Meet program competency requirements.
3. Clinical education coursework must be completed within two years to satisfy program requirements and ARRT certification eligibility requirements.
4. Students planning to enroll in the clinical education component of the program must meet with the program coordinator no later than one month prior to start of the academic semester.
5. Enrollment in RAD 220 must be within 12 months of completing RAD 218.

Students who receive a final mark of unsatisfactory in the clinical laboratory or clinical experience despite a passing theory grade, will not be permitted to progress in the computed tomography program and will receive a final grade of "F" for the course and are not eligible for readmission.

Students who do not meet program, course, technical, health and radiation standards that result in termination from the computed tomography program by the Coordinator and the Director of Health Sciences, are not eligible for readmission. This includes students who cannot meet safety standards, and students who violate the college's Honor Code and Standards of Conduct; the radiography program's Standards of Conduct; and the American Registry of Radiologic Technologists Standards of Ethics.

Program Requirements			**13 Credits**
RAD	212	Cross-Sectional Anatomy	3
RAD	218	Principles of CT Imaging	4
RAD	220	CT Imaging Practicum I	2
RAD	220A	CT Imaging Practicum II	2
RAD	220B	CT Imaging Practicum III	2

Certificate Requirement 13

Criminal Background Checks
All students who are offered admission to the CT program will be required to submit to a complete criminal background check and fingerprinting. A separate criminal background check may also be required by a clinical site prior to beginning a clinical experience. Criminal background check results are disclosed to clinical facilities as required. If a student is denied access by a clinical site because of the background check, and as a result, cannot meet program requirements, the student will be dismissed from the CT program.

Individuals applying to take the American Registry of Radiologic Technology certification exam may need to complete a Pre-Application Review to determine ethics eligibility. State agencies governing the practice of radiographers may deny an individual licensure, even if the individual has completed all course work and graduated from the program.

Drug Screen
All students who are offered admission to the CT program will be required to submit to a drug screen. Drug screen results are disclosed to clinical facilities as required. A random drug screen may also be requested at any time during the CT program if a faculty member or a clinical facility representative has reasonable cause to suspect that a student is impaired and poses a safety concern to patients or others. If a student is denied access by a clinical site because of drug screen results, and as such, cannot meet program requirements, the student will be dismissed from the CT program.

Clinical Site Placement
Misconduct in the clinical education site may result in loss of clinical placement and/or program dismissal.

Medical Imaging Programs: Computed Tomography Imaging

Readmission to the Computed Tomography Program
Students seeking readmission to the computed tomography program must submit their request in writing to the Program Coordinator, Computed Tomography by October 1, for spring and summer readmission, and by March 1, for fall readmission. Readmission to the computed tomography program must take place within one year of leaving the program. Readmission cannot be assured and is based on the criteria described in the readmission requirements available in the Medical Imaging Student Handbook. The curriculum under which a student seeks readmission may be different from the one under which the student left. Students who are accepted for readmission must complete the degree requirements in place at the time of readmission. Students who fail or withdraw from a computed tomography course after readmission are not eligible to be readmitted a second time.

Transfer from Other Colleges
Students who wish to transfer into the HCC computed tomography program may do so during the fall, spring, and summer semester providing there are unfilled seats in the class and meet all admission requirements.

Students transferring to HCC from other colleges who seek admission as a first time student into the computed tomography program must be enrolled as an HCC student. In order to be considered for admission, students must meet the same requirements as other first time students and will be selected according to the same criteria. Official transcripts from other colleges attended must be received by the application deadline. A transfer evaluation will be done on all transcripts by the Office of Admissions and Registration to determine which courses a student may transfer to HCC for credit. Science courses that are older than seven years must be repeated. A decision is then made by the Coordinator as to whether the student will be admitted to the computed tomography program. An appeal to the Coordinator's decisions must be made to the Director of Health Sciences.

Transfer from Other Computed Tomography Programs
Students transferring to HCC who have been enrolled in another computed tomography program must be enrolled as an HCC student, and submit transcripts from other colleges attended by the established deadline dates. A transfer evaluation will be done on all transcripts by the Office of Admissions and Registration to determine which courses a student may transfer to HCC for credit. Science courses that are older than seven years must be repeated. Transfer to the computed tomography program must take place within one year of leaving the prior computed tomography program. In addition to the transfer evaluation, the student's transcript will be forwarded to the Coordinator, Computed Tomography for an additional evaluation. An interview with the Coordinator and a reference check from the student's previous computed tomography program is required. A decision is then made by the Coordinator as to whether the student will be admitted to the computed tomography program. An appeal to the Coordinator's decision must be made to the Director of Health Sciences. The Director's decision is considered final.

Ionizing Radiation and Pregnancy
Reporting of pregnancy to program officials is voluntary on the part of the student. Regulatory Guide 8.13, Instruction Concerning Prenatal Radiation Exposure, *(www.nrc.gov)* published by the United States Regulatory Commission provides information and guidelines.

ARRT – CQ/2011 Continued Requirements
American Registry of Radiologic Technologists (ARRT) certifications awarded January 1, 2011, and thereafter will be time-limited to 10 years. Prior to the end of the 10-year period, the individual will be required to demonstrate qualifications to continue to hold the certification. For additional information, visit the ARRT website at *www.arrt.org*.

Technical Standards
There are technical standards and skill requirements which students are expected to possess and demonstrate in order to be successful in this program. More information on these standards can be found on the Web page for this program.

Additional information pertaining to professional and program requirements can be obtained by contacting 301-790-2800, ext. 499.

MEDICAL IMAGING PROGRAMS: MAGNETIC RESONANCE IMAGING

Certificate

MAGNETIC RESONANCE IMAGING

LOCATION: CAREER PROGRAMS BUILDING, ROOM 166, 301-790-2800, EXT. 459

Award: Certificate

Total Credit Hours: 13 credit hours

Purpose: Prepares students for practice as entry-level magnetic resonance (MR) imagers in health care facilities and specialty offices. Upon completion, students are eligible to sit for the American Registry of Radiologic Technologists *(www.arrt.org)* certification examination in Magnetic Resonance.

Curriculum: The curriculum is divided into areas of study consisting of lecture, laboratory, and clinical experiences. Content areas of the curriculum include anatomy and physiology, professional ethics, MR safety and equipment operation, MR positioning and procedures, imaging techniques, and pathology.

Program Outcomes: Graduates of the Certificate Program in magnetic resonance imaging will be able to:

1. Provide appropriate patient care in the course of MR with respect to diverse cultures, values, and beliefs.
2. Competently perform routine imaging procedures.
3. Utilize appropriate protection and standard precautions.
4. Critique images to assure highest quality.
5. Communicate effectively with staff and patients.
6. Solve age-specific, disease-specific, and non-routine imaging situations.
7. Make critical decisions appropriate for the medical imager.
8. Perform as an effective team member.
9. Practice within the ethical framework of the profession.
10. Meet the imaging needs of the community.

Admission Requirements

Admission to HCC does not guarantee admission to the Magnetic Resonance Imaging Program. The requirements below must be completed and submitted to the Office of Admissions and Registration. This program is open to currently ARRT certified radiographers, nuclear medicine technologists, radiation therapy technologists, and students enrolled in the sophomore year of any of these accredited programs. **Any student for whom a strong magnetic environment may be unsafe is encouraged discuss their concerns with the Program Coordinator.**

- Hagerstown Community College application
- Current state license
- Current ARRT certification
- Current Health Care Provider CPR card
- Satisfactory completion of a health examination record and all required tests and immunizations
- Students must meet the Technical Standards for the medical imaging programs.
- Students must not be out of the patient care environment for more than two years to be considered for admission.

Program Requirements: All magnetic resonance imaging students must:

1. Receive a minimum grade of 75% (C grade) in each magnetic resonance imaging course.
2. Meet program competency requirements.
3. Enrollment in RAD 224 must be within 12 months of completing RAD 222.
4. Clinical education coursework must be completed within two years to satisfy program requirements and ARRT certification eligibility requirements.
5. Students planning to enroll in the clinical education component of the program must meet with the program coordinator no later than one month prior to the start of the academic semester.

Students who receive a final mark of unsatisfactory in the clinical laboratory or clinical experience, despite a passing theory grade, will not be permitted to progress in the magnetic resonance imaging program and will receive a final grade of "F" for the course and are not eligible for readmission.

Students who do not meet program, course, technical, health and radiation standards that result in termination from the magnetic resonance imaging program by the Coordinator, Radiography and the Director of Health Sciences, are not eligible for readmission. This includes students who cannot meet safety standards, and students who violate the college's Honor Code and Standards of Conduct, the radiography program's Standards of Conduct, and the American Registry of Radiologic Technologists Standards of Ethics.

Program Requirements			**13 Credits**
RAD	212	Cross-Sectional Anatomy	3
RAD	222	Principles of MR Imaging	4
RAD	224	MRI Clinical Practicum I	2
RAD	224A	MRI Clinical Practicum II	2
RAD	224B	MRI Clinical Practicum III	2

Certificate Requirement 13

Criminal Background Checks

All students who are offered admission to the MR program will be required to submit to a complete criminal background check and fingerprinting. A separate criminal background check may also be required by a clinical site prior to beginning a clinical experience. Criminal background check results are disclosed to clinical facilities as required. If a student is denied access by a clinical site because of the background check, and as a result, cannot meet program requirements, the student will be dismissed from the MR program.

Individuals applying to take the American Registry of Radiologic Technology certification exam may need to complete a Pre-Application Review to determine ethics eligibility. State agencies governing the practice of radiographers may deny an individual licensure, even if the individual has completed all course work and graduated from the program, if the individual has a criminal history, has been convicted, or pleads nolo contendere to a felony or other serious crime.

Drug Screen

All students who are offered admission to the MR program will be required to submit to a drug screen. Drug screen results are disclosed to clinical facilities as required. A random drug screen may also be requested at any time during the MR program if a faculty member or a clinical facility representative has reasonable cause to suspect that a student is impaired and poses a safety concern to patients or others. If a student is denied access

Medical Imaging Programs: Magnetic Resonance Imaging

by a clinical site because of drug screen results, and as such, cannot meet program requirements, the student will be dismissed from the MR program.

Clinical Site Placement
Misconduct in the clinical education site may result in loss of clinical placement and/or program dismissal.

Clinical Site Placement
Misconduct in the clinical education site may result in loss of clinical placement and/or program dismissal.

Readmission to the Magnetic Resonance Imaging Program
Students seeking readmission to the magnetic resonance imaging program must submit their request in writing to the Program Coordinator, Magnetic Resonance Imaging by October 1, for spring and summer readmission, and by March 1, for fall readmission. Readmission to the magnetic resonance imaging program must take place within one year of leaving the program. Readmission cannot be assured and is based on the criteria described in the readmission requirements available in the Medical Imaging Student Handbook. The curriculum under which a student seeks readmission may be different from the one under which the student left. Students who are accepted for readmission must complete the degree requirements in place at the time of readmission. Students who fail or withdraw from a magnetic resonance imaging course after readmission are not eligible to be readmitted a second time.

Transfer from Other Colleges
Students who wish to transfer into the HCC magnetic resonance imaging program may do so during the fall, spring, and summer semester providing there are unfilled seats in the class and meet all admission requirements.

Students transferring to HCC from other colleges who seek admission as a first time student into the magnetic resonance imaging program must be enrolled as an HCC student. In order to be considered for admission, students must meet the same requirements as other first time students and will be selected according to the same criteria. Official transcripts from other colleges attended must be received by the application deadline. A transfer evaluation will be done on all transcripts by the Office of Admissions and Registration to determine which courses a student may transfer to HCC for credit. Science courses that are older than seven years must be repeated. A decision is then made by the Coordinator as to whether the student will be admitted to the magnetic resonance imaging program. An appeal to the Coordinator's decision must be made to the Director of Health Sciences. The Director's decision is considered final.

Transfer from Other Magnetic Resonance Imaging Programs
Students transferring to HCC who have been enrolled in another magnetic resonance imaging program must be enrolled as an HCC student, and submit transcripts from other colleges attended by the established deadline dates. A transfer evaluation will be done on all transcripts by the Office of Admissions and Registration to determine which courses a student may transfer to HCC for credit. Science courses that are older than seven years must be repeated. Transfer to the magnetic resonance imaging program must take place within one year of leaving the prior magnetic resonance imaging program. In addition to the transfer evaluation, the student's transcript will be forwarded to the Program Coordinator, Magnetic Resonance Imaging for an additional evaluation. An interview with the Coordinator and a reference check from the student's previous magnetic resonance imaging program is required. A decision is then made by the Coordinator as to whether the student will be admitted to the magnetic resonance imaging program. An appeal to the Coordinator's decision must be made to the Director of Health Sciences Division.

ARRT - CQ/2011 Continued Requirements
American Registry of Radiologic Technologists (ARRT) certifications awarded January 1, 2011, and thereafter will be time-limited to 10 years. Prior to the end of the 10-year period, the individual will be required to demonstrate qualifications to continue to hold the certification. For additional information, visit the ARRT website at *www.arrt.org*.

Technical Standards
There are technical standards and skill requirements which students are expected to possess and demonstrate in order to be successful in this program. More information on these standards can be found on the Web page for this program.

Additional information pertaining to professional and program requirements can be obtained by contacting 301-790-2800, ext. 459.

MEDICAL IMAGING PROGRAMS: MAMMOGRAPHY

Letter of Recognition

MAMMOGRAPHY

LOCATION: CAREER PROGRAMS BUILDING, ROOM 167, 301-790-2800, EXT. 525

Award: Letter of Recognition

Total Credit Hours: 7 credit hours

Purpose: Prepares students for practice as entry-level mammographers in health care facilities and specialty offices. Upon completion, students are eligible to sit for the American Registry of Radiologic Technologists (www.arrt.org) certification examination in Mammography.

Curriculum: The curriculum is divided into areas of study consisting of lecture, laboratory, and clinical experiences. Content areas of the curriculum include anatomy and physiology, professional ethics, mammography safety and equipment operation, mammography positioning and procedures, imaging techniques, and pathology.

Program Outcomes: Graduates of the Letter of Recognition Program in mammography will be able to:

1. Provide appropriate patient care in the course of mammographic procedures with respect to diverse cultures, values, and beliefs.
2. Competently perform mammographic procedures.
3. Utilize appropriate protection and standard precautions.
4. Critique images to assure highest quality.
5. Communicate effectively with staff and patients.
6. Solve age-specific, disease-specific, and non-routine mammographic situations.
7. Make critical decisions appropriate for the mammographer.
8. Perform as an effective team member.
9. Practice within the ethical framework of the profession.
10. Meet the imaging needs of the community.

Admission Requirements

Admission to HCC does not guarantee admission to the Mammography Program. The requirements below must be completed and submitted to the Office of Admissions and Registration. This program is open to currently ARRT certified radiographers, nuclear medicine technologists, radiation therapy technologists, and students enrolled in the sophomore year of any of these accredited programs.

- Hagerstown Community College application
- Current state license
- Current ARRT certification
- Current Health Care Provider CPR card
- Satisfactory completion of a health examination record and all required tests and immunizations
- Students must meet the Technical Standards for the medical imaging programs.
- Students must not be out of the patient care environment for more than two years to be considered for admission.

Program Requirements: All mammography students must:

1. Receive a minimum grade of 75% (C grade) in each mammography course.
2. Meet program competency requirements.
3. Enrollment in RAD 216A must be within six months of completion of RAD 216.
4. Clinical education coursework must be completed within two years to satisfy program requirements and ARRT certification eligibility requirements.
5. Students planning to enroll in the clinical education component of the program must meet with the program coordinator no later than one month prior to the start of the academic semester.

Students who receive a final mark of unsatisfactory in the clinical laboratory or clinical experience, despite a passing theory grade, will not be permitted to progress in the mammography program and will receive a final grade of "F" for the course and are not eligible for readmission.

Students who do not meet program, course, technical, health and radiation standards that result in termination from the mammography program by the Coordinator, and the Director of Health Sciences, are not eligible for readmission. This includes students who cannot meet safety standards, and students who violate the college's Honor Code and Standards of Conduct, the radiography program's Standards of Conduct, and the American Registry of Radiologic Technologists Standards of Ethics.

Program Requirements			**7 Credits**
RAD	216	Mammography for Radiographers	3
RAD	216A	Mammography Practicum I	2
RAD	216B	Mammography Practicum II	2

Certificate Requirement 7

Criminal Background Checks

All students who are offered admission to the Mammography program will be required to submit to a complete criminal background check and fingerprinting. A separate criminal background check may also be required by a clinical site prior to beginning a clinical experience. Criminal background check results are disclosed to clinical facilities as required. If a student is denied access by a clinical site because of the background check, and as a result, cannot meet program requirements, the student will be dismissed from the Mammography program.

Individuals applying to take the American Registry of Radiologic Technology certification exam may need to complete a Pre-Application Review to determine ethics eligibility. State agencies governing the practice of radiographers may deny an individual licensure, even if the individual has completed all course work and graduated from the program, if the individual has a criminal history, has been convicted, or pleads nolo contendere to a felony or other serious crime.

Drug Screen

All students who are offered admission to the Mammography program will be required to submit to a drug screen. Drug screen results are disclosed to clinical facilities as required. A random drug screen may also be requested at any time during the Mammography program if a faculty member or a clinical facility representative has reasonable cause to suspect that a student is impaired and poses a safety concern to patients or others. If a student is denied access by a clinical site because of drug screen results, and as such, cannot meet program requirements, the student will be dismissed from the Mammography program.

Medical Imaging Programs: Mammography

Clinical Site Placement
Misconduct in the clinical education site may result in loss of clinical placement and/or program dismissal.

Readmission to the Mammography Program
Students seeking readmission to the mammography program must submit their request in writing to the Program Coordinator, Mammography program by October 1, for spring and summer readmission, and by March 1, for fall readmission. Readmission to the mammography program must take place within one year of leaving the program. Readmission cannot be assured and is based on the criteria described in the readmission requirements available in the Medical Imaging Student Handbook. The curriculum under which a student seeks readmission may be different from the one under which the student left. Students who are accepted for readmission must complete the degree requirements in place at the time of readmission. Students who fail or withdraw from a mammography course after readmission are not eligible to be readmitted a second time.

Transfer from Other Colleges
Students who wish to transfer into the HCC mammography program may do so during the fall, spring, and summer semester providing there are unfilled seats in the class and meet all admission requirements.

Students transferring to HCC from other colleges who seek admission as a first time student into the mammography program must be enrolled as an HCC student. In order to be considered for admission, students must meet the same requirements as other first time students and will be selected according to the same criteria. Official transcripts from other colleges attended must be received by the application deadline. A transfer evaluation will be done on all transcripts by the Office of Admissions and Registration to determine which courses a student may transfer to HCC for credit. Science courses that are older than seven years must be repeated. A decision is then made by the Coordinator as to whether the student will be admitted to the mammography program. An appeal to the Coordinator's decision must be made to the Director of Health Sciences. The Director's decision is considered final.

Transfer from Other Mammography Programs
Students transferring to HCC who have been enrolled in another mammography program must be enrolled as an HCC student, a transfer evaluation will be done on all transcripts by the Office of Admissions and Registration to determine which courses a student may transfer to HCC for credit. Science courses that are older than seven years must be repeated. Transfer to the mammography program must take place within one year of leaving the prior mammography program. In addition to the transfer evaluation, the student's transcript will be forwarded to the Program Coordinator, Mammography for an additional evaluation. An interview with the Coordinator and a reference check from the student's previous mammography program is required. A decision is then made by the Coordinator as to whether the student will be admitted to the mammography program. An appeal to the Coordinator's decision must be made to the Director of Health Sciences.

Ionizing Radiation and Pregnancy
Reporting of pregnancy to program officials is voluntary on the part of the student. Regulatory Guide 8.13, Instruction Concerning Prenatal Radiation Exposure, (www.nrc.gov) published by the United States Regulatory Commission provides information and guidelines.

ARRT - CQ/2011 Continued Requirements
American Registry of Radiologic Technologists (ARRT) certifications awarded January 1, 2011, and thereafter will be time-limited to 10 years. Prior to the end of the 10-year period, the individual will be required to demonstrate qualifications to continue to hold the certification. For additional information, visit the ARRT website at www.arrt.org.

Technical Standards
There are technical standards and skill requirements which students are expected to possess and demonstrate in order to be successful in this program. More information on these standards can be found on the Web page for this program.

Additional information pertaining to professional and program requirements can be obtained by contacting 301-790-2800, ext. 525.

MUSIC

A.A. Degree
Arts and Sciences
Option in
Music

This option is designed for those students who are planning to transfer to a four-year degree program in music or related fields.

General Education Requirements **31-33 Credits**

Arts/Humanities
- Select any foreign language course 3-4
- Select another course from approved General Education course list 6

Behavioral/Social Sciences
- Select two courses in different disciplines from approved General Education course list. 6

Biological/Physical Science
- Select two courses from approved General Education course list—one must be a laboratory course 7-8

English
- ENG 101 English Composition 3
- ENG 102 Composition and Literature 3

Information Literacy
- IST 102 Introduction to Information Technology 3
- OR
- GDT 112 Computer Graphics ..... (3)

Mathematics
- MAT 101 College Algebra or another MAT course from approved list 3-4

Program Requirements **17-22 Credits**

Foreign Language
- Take an additional foreign language course 3-4

Music
- MUA Applied lessons (per instrument) 4-8
- MUS 175 Introduction to Electronic Music 3
- MUS 201 Theory of Music I 3
- MUS 202 Theory of Music II 3

MUS Ensembles—select one Ensemble
- MUS 103* Choral Singing I 1
- MUS 104 Choral Singing II 1
- MUS 107* Jazz Band I 1
- MUS 108 Jazz Band II 1

Electives **9-16 Credits**

Electives should be selected in consultation with a transfer advisor and the transfer institution.

* *Music majors taking applied lessons in voice for credit must complete MUS 103 or satisfy an alternative performance requirement such as playing in a student recital. Music majors taking applied lessons in an instrument must complete MUS 107 or satisfy an alternate performance requirement such as playing in a student recital. Call extension 509 for more information.*

Degree Requirement 64-67

A.A. Degree
Arts and Sciences
Option in
Music Education

This option is designed for those students who are planning to transfer to a four-year degree program in music or related fields and who wish to teach music upon graduation.

General Education Requirements **31-33 Credits**

Arts/Humanities
- Select two courses in different disciplines from approved General Education course list. 6

Behavioral/Social Sciences
- PSY 201 General Psychology 3
- Select another course in a different discipline from approved General Education course list. 3

Biological/Physical Science
- Select two courses from approved General Education course list—one must be a laboratory course 7-8

English
- ENG 101 English Composition 3
- ENG 102 Composition and Literature 3

Information Literacy
- IST 102 Introduction to Information Technology 3
- OR
- GDT 112 Computer Graphics ..... (3)

Mathematics
- MAT 101 College Algebra or another MAT course from approved list 3-4

Program Requirements **29-34 Credits**
- EDU 101 Introduction to Education 3
- Foreign Language 3-4
- MUA Applied lessons (per instrument) 4-8
- MUS 175 Introduction to Electronic Music 3
- MUS 201 Theory of Music I 3
- MUS 202 Theory of Music II 3
- MUS 205 Music Skills for the Classroom Setting 3
- PSY 203 Educational Psychology 3

MUS Ensembles—Select one ensemble
- MUS 103* Choral Singing I 1
- MUS 104 Choral Singing II 1
- MUS 107* Jazz Band I 1
- MUS 108 Jazz Band II 1

Electives **2-4 Credits**

Electives should be selected in consultation with a transfer advisor and the transfer institution. MUS 106 is suggested.

* *Music majors taking applied lessons in voice for credit must complete MUS 103 or satisfy an alternative performance requirement such as playing in a student recital. Music majors taking applied lessons in an instrument must complete MUS 107 or satisfy an alternate performance requirement such as playing in a student recital. Call extension 509 for more information.*

Degree Requirement 64-67

Nursing

Special Admission Requirements—
Program Application Deadline: January 15 for Summer • July 15 for Spring

Degree

Nursing (Registered Nurse)

Career Programs Building Room 110, 301-790-2800, ext. 380

This program of study is designated as a Health Manpower Shortage Program; therefore, some residents of Maryland enrolled in this program of study on the first day of the term may be eligible for in-county tuition rates for courses required for program completion.

Award: Associate of Science degree, A.S.

Total Credit Hours: A minimum of 70 credit hours.

Purpose: For students who wish to complete a registered nursing program with an associate of science degree. The nursing program is a Maryland State Board of Nursing approved program designed to provide students with the knowledge, skill, and understanding necessary to function effectively in all areas of professional nursing. Graduates of the nursing program are eligible to sit for the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

Curriculum: The curriculum is divided into several broad areas of study and consists of lecture, laboratory, and clinical experiences. Emphasis is on the use of the nursing process to meet the needs of individuals, family members, and the community. Courses in general education provide students with the scientific and social background to function as effective people, citizens, and health care providers.

Program Outcomes: Graduates of the Associate of Science degree in nursing program will be able to:

1. Utilize critical thinking in implementation of the nursing process to plan care for individuals and families that promotes health throughout the lifespan in a variety of settings.
2. Adhere to quality of care and safety standards in both acute and community based environments.
3. Facilitate the continuity of care for individuals in various acute and community based environments.
4. Practice within the ethical and legal framework of the nursing profession.
5. Provide compassionate care and serve as advocates for individuals and families, respecting their diverse cultures, values, and belief systems.
6. Employ therapeutic verbal, nonverbal, and written communication skills.
7. Collaborate with the individual, family, and interdisciplinary health professionals to promote, maintain, or restore health, and comfort the dying.
8. Manage human, physical, and technological resources in a safe and cost-effective manner without sacrificing quality nursing care.
9. Participate in lifelong learning activities that promote professional growth and personal development.
10. Exercise leadership skills in the management of care.

Articulation Agreements: Students who are considering transferring to a four year college should inform their advisers at the earliest opportunity so that their course selection can be planned.

Pre-Admission Requirement

Students must complete the nationally normed test for nursing students known as the Test of Essential Academic Skills (TEAS). The TEAS is a scholastic aptitude assessment in the areas of math, reading, English, and science. Students will not be considered for admission to the program until they achieve a score of at least 70% on the Reading section and a total score of at least 60%. This requirement should be completed prior to submission of the *Supplemental Application* (see below), but no later than the application deadline.

Admission Requirements

Admission to HCC does not guarantee admission to the Division of Nursing. The requirements below must be completed and submitted to the Office of Admissions and Registration by the application deadline.

- Submit a completed program application known as the *Supplemental Application for Selective Admissions Programs* form
- Official transcripts from all colleges attended
- College placement tests in mathematics, English, and reading
- Completion of A&P placement test with a passing score or follow-up with indicated course work
- Completion of all required science courses within seven years prior to admission to the program
- A minimum of 23 credits completed or in progress at the time of application to the program. The courses include ENG 101, MAT 101, SOC 101, PSY 201, PSY 204, BIO 103, and BIO 104.
- A minimum cumulative grade point average for all college coursework of 2.0 on a 4.0 scale. In addition, a minimum grade point average of 2.5 for all program courses is required
- A grade of "C" or higher is required for all general education requirements.
- Foreign educated students must have their college and high school transcripts evaluated by World Education Services (WES) or AACRAO International Education Services (IES).

Program Requirements: Students practice selected procedures on each other in the college laboratory. All nursing students must receive:

1. A minimum overall grade of 75% in each nursing course.
2. A minimum exam grade average of 75% in each nursing course.
3. A minimum grade of 90% on a drug calculation exam each semester.
4. A mark of satisfactory for both the simulation laboratory and clinical experiences. Students who receive a final mark of unsatisfactory in the clinical laboratory or clinical experience, or fail the drug calculation exam, despite a passing theory grade, will not be permitted to progress in the nursing program and will receive a final grade of "F" for the course.

Students who do not meet program or course standards that result in termination from the nursing program by the Director, Nursing Division, are not eligible for readmission. This includes students who cannot meet safety standards, and students who violate the college's Honor Code and Standards of Conduct, the nursing program's Standards of Conduct, and the American Nurse's Association Code of Ethics for Nurses.

NURSING

SPECIAL ADMISSION REQUIREMENTS—
PROGRAM APPLICATION DEADLINE: JANUARY 15 FOR SUMMER • JULY 15 FOR SPRING

General Education Requirements **33 Credits**

Arts/Humanities
- Select one Arts/Humanities course from approved General Education course list....3

Behavioral/Social Sciences
- PSY 201 General Psychology....3
- PSY 204 Developmental Psychology: Lifespan Human Development ...3
- SOC 101 Introduction to Sociology.... 3

Biological/Physical Science
- BIO 103 Human Anatomy and Physiology I 4
- BIO 104 Human Anatomy and Physiology II 4
- BIO 205 Microbiology 4

English
- ENG 101 English Composition 3
- ENG 102 Composition and Literature....3

Mathematics
- MAT 101 College Algebra....3

Nursing Course Sequence

Program Requirements **37 credits**

First Year – Semester 1
- NUR 116 Foundations of Nursing I....3
- NUR 117 Foundations of Nursing II....6

First Year – Semester 2
- NUR 126 Nursing Care of Women and Infants....4
- NUR 127 Nursing Care of Children....4

First Summer Semester
- NUR 224 Pharmacology for Nursing Practice....2

Second Year – Semester 1
- NUR 229 Nursing Care of the Acute and Chronically Ill Adult....4
- NUR 226 Nursing Care of Clients with Behavioral Health Issues....4

Second Year – Semester 2
- NUR 230 Nursing Care of the Acute and Chronically Ill Adult II....4
- NUR 228 Contemporary Trends in Nursing and Leadership....1
- NUR 231 Nursing Care of the Acute and Chronically Ill Adult III....5

Degree Requirement.... 70

Selection Criteria

Students will be admitted to the registered nursing course sequence each fall and spring. The nursing program is an over subscribed program which means that there are more applicants than there are available seats in the program. Students are selected for admission based on a point system. Points are earned by the number of courses completed at HCC, cumulative grade point average for all required program courses, and residency. Students who are employees of the Washington County Health System receive an additional point in the application and selection process based on a partnership agreement in the NSP II grant awarded to the college by the Maryland Health Services Cost Review Commission. The total number of points that may be earned towards admission to the program is 24. Those with the greatest number of points are admitted to the program. Students who have been accepted for admission will be notified of the decision by mail. The offer of admission is for the specified year only.

Those students not admitted to the fall class will be placed on a standby list until August 1. Students not selected for admission to the spring class will be placed on a standby list until December 1. The standby lists are dissolved after each of these dates, and students who desire admission to the nursing program in a subsequent year, must fill out another *Supplemental Application for Selective Admissions Programs* form and follow the admission guidelines above.

Final Acceptance

Final acceptance into the program is contingent upon the following criteria. Students unable to meet these criteria will be withdrawn from the program and the seat filled by a student from the standby list.

1. Successful completion of program requirements at the time of application.
2. Students must pass a dosage calculation exam with a score of 90% or above.
3. Students must successfully pass a drug screen and criminal background check.
4. Students must be able to meet the program's Essential Functions and Abilities standards.
5. Satisfactory completion of a health examination record and all required tests and immunizations.
6. Current American Heart Association "Healthcare Provider" CPR certification.

Criminal Background Checks

All nursing students who are offered admission to the nursing program will be required to submit to a complete criminal background check. A separate criminal background check may also be required by a clinical site prior to beginning a clinical experience. Criminal background check results are disclosed to clinical facilities as required. If a student is denied access by a clinical site because of the background check, and as a result, cannot meet program requirements, the student will be dismissed from the nursing program.

Nursing

Special Admission Requirements—
Program Application Deadline: January 15 for Summer • July 15 for Spring

Individuals applying to take the NCLEX – RN exam may be required to submit to an additional criminal background check depending upon the state in which the individual seeks licensure. State boards of nursing may deny an individual the opportunity to sit for an examination, or grant licensure, even if the individual has completed all course work and graduated from the program, if the individual has a criminal history, has been convicted, or pleads guilty, or nolo contendere to a felony or other serious crime.

Drug Screen
All nursing students who are offered admission to the nursing program will be required to submit to a drug screen. Drug screen results are disclosed to clinical facilities as required. A random drug screen may also be requested at any time during the nursing program if a nursing faculty member or a clinical facility representative has reasonable cause to suspect that a student is impaired and poses a safety concern to patients or others. If a student is denied access by a clinical site because of drug screen results, and as such, cannot meet program requirements, the student will be dismissed from the nursing program

Readmission to the Nursing Program
Students who fail NUR 116 and NUR 117 and desire readmission to the nursing program must reapply as a first time student according to the standards listed above. Students who withdraw from, or fail other courses in the nursing sequence and desire readmission to the nursing program, must submit their request in writing to the Director, Nursing Division by January 15 for fall readmission, and by July 15 for spring readmission. In addition, students who fail a course because of failing the course's required drug calculation exam are required to successfully complete a drug calculation exam for readmission to the program. Readmission cannot be assured and is based on the progression criteria for each course and the availability of seats, faculty, and clinical facilities. Readmission to the nursing program must take place within one year of leaving the program. The curriculum under which a student seeks readmission may be different from the one under which the student left. Students who are accepted for readmission must complete the degree requirements in place at the time of readmission. Students who fail or withdraw from a nursing course after readmission are not eligible to be readmitted a second time.

Transfer From Other Colleges
Students transferring to HCC from other colleges who seek admission as a first time student into the nursing program must be enrolled as an HCC student and complete the *Supplemental Application for Selective Admissions Programs* form by the established deadline dates. In order to be considered for admission, students must meet the same requirements as other first time students and will be selected according to the same criteria. Official transcripts from all colleges attended must be received by the application deadline. A transfer evaluation will be done on all transcripts by the Office of Admissions and Registration to determine which courses a student may transfer to HCC for credit. Required science courses that are older than seven years must be repeated.

Transfer From Other Nursing Programs
Students transferring to HCC who have been enrolled in another nursing program must be enrolled as an HCC student, complete the *Supplemental Application for Selective Admissions Programs* form, and submit transcripts from all colleges attended by the established deadline dates. A transfer evaluation will be done on all transcripts by the Office of Admissions and Registration to determine which courses a student may transfer to HCC for credit. Required science courses that are older than seven years must be repeated. In addition to the transfer evaluation, the student's transcript will be forwarded to the Director, Nursing Division for an additional evaluation. An interview with the Director, Nursing Division and a reference check from the student's previous nursing program may be required. A decision is then made by the Director as to whether the student will be admitted to the nursing program.

Technical Standards
There are technical standards and skill requirements which students are expected to possess and demonstrate in order to be successful in this program. More information on these standards can be found on the Web page for this program.

Nursing

Special Admission Requirements—
Program Application Deadline: January 15 for Summer • July 15 for Spring

Degree Program

LPN to RN Transition Program

Career Programs Building, Room 110, 301-790-2800, ext. 380

This program of study is designated as a Health Manpower Shortage Program; therefore, some residents of Maryland enrolled in this program of study on the first day of the term may be eligible for in-county tuition rates for courses required for program completion.

Award: Associate of Science degree, A.S.

Total Credit Hours: A minimum of 70 credit hours.

Purpose: For Licensed Practical Nurses (LPN) who wish to complete a registered nursing program with an associate of science degree. The nursing program is a Maryland State Board of Nursing approved program designed to provide students with the knowledge, skill, and understanding necessary to function effectively in all areas of professional nursing. Graduates of the nursing program are eligible to sit for the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

Curriculum: The curriculum is divided into several broad areas of study and consists of lecture, laboratory, and clinical experiences. Emphasis is on the use of the nursing process to meet the needs of individuals, family members, and the community. Courses in general education provide students with the scientific and social background to function as effective people, citizens, and health care providers.

Program Outcomes: Graduates of the Associate of Science degree in nursing program will be able to:

1. Utilize critical thinking in implementation of the nursing process to plan care for individuals and families that promotes health throughout the lifespan in a variety of settings.
2. Adhere to quality of care and safety standards in both acute and community based environments.
3. Facilitate the continuity of care for individuals in various acute and community based environments.
4. Practice within the ethical and legal framework of the nursing profession.
5. Provide compassionate care and serve as advocates for individuals and families, respecting their diverse cultures, values, and belief systems.
6. Employ therapeutic verbal, nonverbal, and written communication skills.
7. Collaborate with the individual, family, and interdisciplinary health professionals to promote, maintain, or restore health, and comfort the dying.
8. Manage human, physical, and technological resources in a safe and cost-effective manner without sacrificing quality nursing care.
9. Participate in lifelong learning activities that promote professional growth and personal development.
10. Exercise leadership skills in the management of care.

Admission Requirements

Admission to HCC does not guarantee admission to the Division of Nursing. The requirements below must be completed and submitted to the Office of Admissions and Registration by the application deadline.

- Submit a completed program application known as the Supplemental Application for Selective Admissions Programs form
- Official transcripts from other colleges attended
- College placement tests in mathematics, English, and reading
- Completion of A&P placement test with a passing score or follow-up with indicated course work
- Completion of all required science courses within seven years prior to admission to the program
- A minimum of 23 credits completed or in progress to be completed at the time of application to the program. The courses include ENG 101, MAT 101, SOC 101, PSY 201, PSY 204, BIO 103, and BIO 104.
- A minimum cumulative grade point average for all college coursework of 2.0 on a 4.0 scale. In addition, a minimum grade point average of 2.5 for all program courses is required
- A grade of "C" or higher is required for all general education requirements.
- Verification from an employer of at least six months of full-time employment within the past 5 years.
- Foreign educated students must have their college and high school transcripts evaluated by World Education Services (WES) or AACRAO International Education Services (IES).

Program Requirements: Students practice selected procedures on each other in the college laboratory. All nursing students must receive:

1. A minimum overall grade of 75% in each nursing course.
2. A minimum exam grade average of 75% in each nursing course.
3. A minimum grade of 90% on a drug calculation exam each semester
4. A mark of satisfactory for both the simulation laboratory and clinical experiences. Students who receive a final mark of unsatisfactory in the clinical laboratory or clinical experience, or fail the drug calculation exam, despite a passing theory grade, will not be permitted to progress in the nursing program and will receive a final grade of "F" for the course.

Students who do not meet program or course standards that result in termination from the nursing program by the Director, Nursing Division, are not eligible for readmission. This includes students who cannot meet safety standards, and students who violate the college's Honor Code and Standards of Conduct, the nursing program's Standards of Conduct, and the American Nurse's Association Code of Ethics for Nurses.

General Education Requirements **33 Credits**

Arts/Humanities

Select one Arts/Humanities course from approved General Education course list.....3

Behavioral/Social Sciences

PSY	201	General Psychology	3
PSY	204	Developmental Psychology: Lifespan Human Development	3
SOC	101	Introduction to Sociology	3

Nursing

Special Admission Requirements—
Program Application Deadline: January 15 for Summer • July 15 for Spring

Biological/Physical Science
- BIO 103 Human Anatomy and Physiology I 4
- BIO 104 Human Anatomy and Physiology II 4
- BIO 205 Microbiology 4

English
- ENG 101 English Composition 3
- ENG 102 Composition and Literature....3

Mathematics
- MAT 101 College Algebra....3

Nursing Course Sequence

Program Requirements **37 credits**

First Year – Semester 1
- NUR 116 Foundations of Nursing I *credit by exam*....3
- NUR 117 Foundations of Nursing II *credit by exam*....6

First Year – Semester 2
- NUR 126 Nursing Care of Women and Infants....4
- NUR 127 Nursing Care of Children....4

First Summer Semester
- NUR 224 Pharmacology for Nursing Practice....2

Second Year – Semester 1
- NUR 229 Nursing Care of the Acute and Chronically Ill Adult I 4
- NUR 226 Nursing Care of Clients with Behavioral Health Issues....4

Second Year – Semester 2
- NUR 230 Nursing Care of the Acute and Chronically Ill Adult II....4
- NUR 228 Contemporary Trends in Nursing and Leadership 1
- NUR 231 Nursing Care of the Acute and Chronically Ill Adult III....5

Degree Requirement.... 70

Selection Criteria
Students will be admitted to the registered nursing course sequence each summer and spring. The nursing program is an over subscribed program which means that there are more applicants than there are available seats in the program. Students are selected for admission based on classes completed, the student's grade point average, and the number of available class seats. Students who have been accepted for admission will be notified of the decision by mail. The offer of admission is for the specified year only. Students who desire admission to the nursing program in a subsequent year, must fill out another *Supplemental Application for Selective Admissions Programs* form and follow the admission guidelines above.

Final Acceptance
Final acceptance into the program is contingent upon the following criteria.

1. Students must pass the NUR 116-117 challenge exam with a score of 75% or higher.
2. Students must pass the NUR 116-117 skills lab exam.
3. Students must pass a dosage calculation exam with a score of 90% or above.
4. Students must complete a nationally normed test for nursing students known as the Test of Essential Academic Skills (TEAS). The TEAS is a scholastic aptitude assessment in the areas of math, reading, English, and science.
5. Students must successfully pass a drug screen and criminal background check.
6. Students must be able to meet the program's Essential Functions and Abilities standards.
7. Satisfactory completion of a health examination record and all required tests and immunizations.
8. Current American Heart Association "Healthcare Provider" CPR certification.

Criminal Background Checks
All nursing students who are offered admission to the nursing program will be required to submit to a complete criminal background check. A separate criminal background check may also be required by a clinical site prior to beginning a clinical experience. Criminal background check results are disclosed to clinical facilities as required. If a student is denied access by a clinical site because of the background check, and as a result, cannot meet program requirements, the student will be dismissed from the nursing program.

Individuals applying to take the NCLEX – RN exam may be required to submit to an additional criminal background check depending upon the state in which the individual seeks licensure. State boards of nursing may deny an individual the opportunity to sit for an examination, or grant licensure, even if the individual has completed all course work and graduated from the program, if the individual has a criminal history, has been convicted, or pleads guilty, or nolo contendere to a felony or other serious crime.

Drug Screen
All nursing students who are offered admission to the nursing program will be required to submit to a drug screen. Drug screen results are disclosed to clinical facilities as required. A random drug screen may also be requested at any time during the nursing program if a nursing faculty member or a clinical facility representative has reasonable cause to suspect that a student is impaired and poses a safety concern to patients or others. If a student is denied access by a clinical site because of drug screen results, and as such, cannot meet program requirements, the student will be dismissed from the nursing program.

Readmission to the Nursing Program
Students who fail the NUR 116 and NUR 117 challenge exam and desire readmission to the transition program may reapply for admission to a future class according to the standards listed above. Students who withdraw from, or fail other courses in the nursing sequence and desire readmission to the nursing program, must submit their request in writing to the Director, Nursing Division by January 15 for summer readmission, and by July 15 for spring readmission. In addition, students who fail a course because of failing the course's required drug calculation exam are required to successfully complete a drug calculation exam for readmission to the program. Readmission cannot be assured and is based on the progression criteria for each course and the availability of seats, faculty, and clinical facilities. Readmission to the nursing program must take place within one year of leaving the program. The curriculum under which a student seeks readmission may be different from the one under which the student left. Students who are accepted for readmission must complete the degree requirements in place at the time of readmission. Students who fail or withdraw from a nursing course after readmission are not eligible to be readmitted a second time.

Nursing

Special Admission Requirements—
Program Application Deadline: January 15 for Summer • July 15 for Spring

Transfer from Other Colleges
Students transferring to HCC from other colleges who seek admission as a first time student into the nursing program must be enrolled as an HCC student and complete the *Supplemental Application for Selective Admissions Programs* form by the established deadline dates. In order to be considered for admission, students must meet the same requirements as other first time students and will be selected according to the same criteria. Official transcripts from other colleges attended must be received by the application deadline. A transfer evaluation will be done on all transcripts by the Office of Admissions and Registration to determine which courses a student may transfer to HCC for credit. Science courses that are older than seven years must be repeated.

Transfer from Other Nursing Programs
Students transferring to HCC who have been enrolled in another nursing program must be enrolled as an HCC student, complete the Supplemental Application for Selective Admissions Programs form, and submit transcripts from other colleges attended by the established deadline dates. A transfer evaluation will be done on all transcripts by the Office of Admissions and Registration to determine which courses a student may transfer to HCC for credit. Science courses that are older than seven years must be repeated. In addition to the transfer evaluation, the student's transcript will be forwarded to the Director, Nursing Division for an additional evaluation. An interview with the Director, Nursing Division and a reference check from the student's previous nursing program may be required. A decision is then made by the Director as to whether the student will be admitted to the nursing program.

Technical Standards
There are technical standards and skill requirements which students are expected to possess and demonstrate in order to be successful in this program. More information on these standards can be found on the Web page for this program.

Nursing

Special Admission Requirements—
Program Application Deadline: November 1

Certificate

Nursing (Practical Nursing)

Career Programs Building, Room 110, 301-790-2800, ext. 380

This program of study is designated as a Health Manpower Shortage Program; therefore, some residents of Maryland enrolled in this program of study on the first day of the term may be eligible for in-county tuition rates for courses required for program completion.

Award: Certificate

Total Credit Hours: A minimum of 42 credit hours.

Purpose: For students who wish to complete a certificate program in practical nursing. The nursing program is a Maryland State Board of Nursing approved program designed to provide students with the knowledge, skill, and understanding necessary to function effectively in all areas of practical nursing. Graduates of the nursing program are eligible to sit for the National Council Licensure Examination for Practical Nurses (NCLEX-PN).

Curriculum: The curriculum is divided into several broad areas of study and consists of lecture, laboratory, and clinical experiences. Emphasis is on providing basic nursing care to assist persons with acute and chronic health problems in a variety of settings.

Program Outcomes: Upon completion of the program, graduates of the Practical Nursing Program will be able to:

1. Utilize critical thinking to assist in implementing the nursing process to provide care for individuals and families that will promote health throughout the lifespan in a variety of settings.
2. Adhere to quality of care and safety standards in both acute and community based environments.
3. Practice within the ethical and legal framework of the nursing profession.
4. Provide compassionate care and serve as advocates for individuals and families, respecting their diverse cultures, values, and belief systems.
5. Use therapeutic verbal, nonverbal, and written communication skills.
6. Assists the individual, family, and the healthcare team to promote, maintain or restore health, and comfort the dying.
7. Uses human, physical, and technological resources in a safe and cost-effective manner without sacrificing quality nursing care.
8. Participate in lifelong learning activities that promote career growth and personal development.
9. Manage and provide care with and across healthcare settings under supervision and according to the LPN scope of practice.

Admission Requirements

Admission to HCC does not guarantee admission to the Division of Nursing. The requirements below must be completed and submitted to the Office of Admissions and Registration by the application deadline.

- Submit a completed program application known as the Supplemental Application for Selective Admissions Programs form.
- Proof of high school graduation or completion of GED with official transcripts
- Official transcripts from all colleges attended
- Completion of CHM-101 or high school chemistry or concurrent enrollment in CHM-101.
- College placement tests in mathematics, English, and reading
- Completion of the A&P placement test with a passing score or concurrent enrollment in BIO 099
- Completion of all required science courses within seven years prior to admission to the program
- Completion of ENG 099 or concurrent enrollment or eligibility to enter ENG 100
- Completion of MAT 099 or concurrent enrollment, or eligibility for MAT 100 (MAT 101 not required)
- A grade of "C" or higher is required for all general education requirements.
- A minimum cumulative grade point average for all college coursework of 2.0 on a 4.0 scale. In addition, a minimum grade point average of 2.5 for all program courses is required
- Foreign educated students must have their college and high school transcripts evaluated by World Education Services (WES) or AACRAO International Education Services (IES).

Program Requirements: Students practice skills and procedures in the college laboratory. All nursing students must receive:

1. A minimum overall grade of 75% in each nursing course.
2. A minimum exam grade average of 75% in each nursing course.
3. A minimum grade of 90% on a drug calculation exam each semester.
4. A mark of satisfactory for both the simulation laboratory and clinical experiences. Students who receive a final mark of unsatisfactory in the clinical laboratory or clinical experience, or fail the drug calculation exam, despite a passing theory grade, will not be permitted to progress in the nursing program and will receive a final grade of "F" for the course.

Students who do not meet program or course standards that result in termination from the nursing program by the Director, Nursing Division, are not eligible for readmission. This includes students who cannot meet safety standards, and students who violate the college's Honor Code and Standards of Conduct, the nursing program's Standards of Conduct, and the National Federation of Licensed Practical Nurse's Association Code of Ethics.

Program Requirements			**42 credits**
BIO	103	Human Anatomy and Physiology I	4
BIO	104	Human Anatomy and Physiology II	4
ENG	101	English Composition	3
NUR	111	Introduction to Practical Nursing	4
NUR	112	Care of Human Needs	6
NUR	113	Practical Nursing Through the Lifespan I	6
NUR	114	Practical Nursing Through the Lifespan II	6
NUR	115	Practical Nursing Through the Lifespan III	6
PSY	201	General Psychology	3

Certificate Requirement 42

NURSING

SPECIAL ADMISSION REQUIREMENTS— PROGRAM APPLICATION DEADLINE: NOVEMBER 1

Selection Criteria
Students will be admitted to the practical nursing program each spring. The program is an over subscribed program which means that there are more applicants than there are available seats in the program. Students are selected for admission based on a nationally normed test for nursing students known as the Test of Essential Academic Skills (TEAS). The TEAS is a scholastic aptitude assessment in the areas of math, reading, English, and science. Students must achieve at least 70% on the Reading section and a total score of at least 60% to be eligible for admission. Students who have been accepted for admission will be notified of the decision by mail. The offer of admission is for the specified year only.

Those students not admitted to the class will be placed on a standby list until June1. The standby list is dissolved after this date, and students who desire admission to the practical nursing program in a subsequent year, must fill out another *Supplemental Application for Selective Admissions Programs* form and follow the admission guidelines above.

Final Acceptance
Final acceptance into the program is contingent upon the following criteria. Students unable to meet these criteria will be withdrawn from the program and the seat filled by a student from the standby list.

1. Completion of CHM 101 (if in progress at time of application), ENG 101, BIO 103, BIO 104, PSY 201 and MAT 099 with a grade of "C" or better. Students must have completed or be eligible to take BIO 104 by the summer semester in which nursing courses begin; this means BIO 103 must be completed during or before the Spring semester of that same year.
2. Students must pass a dosage calculation exam with a score of 90% or above.
3. Students must successfully pass a drug screen and criminal background check.
4. Students must be able to meet the program's Essential Functions and Abilities standards.
5. Satisfactory completion of a health examination record and all required tests and immunizations.
6. Current American Heart Association "Healthcare Provider" CPR certification.

Criminal Background Checks
All nursing students who are offered admission to the nursing program will be required to submit to a complete criminal background check. A separate criminal background check may also be required by a clinical site prior to beginning a clinical experience. Criminal background check results are disclosed to clinical facilities as required. If a student is denied access by a clinical site because of the background check, and as a result, cannot meet program requirements, the student will be dismissed from the nursing program.

Individuals applying to take the NCLEX – PN exam may be required to submit to an additional criminal background check depending upon the state in which the individual seeks licensure. State boards of nursing may deny an individual the opportunity to sit for an examination, or grant licensure, even if the individual has completed all course work and graduated from the program, if the individual has a criminal history, has been convicted, or pleads guilty, or nolo contendere to a felony or other serious crime.

Drug Screen
All nursing students who are offered admission to the nursing program will be required to submit to a drug screen. Drug screen results are disclosed to clinical facilities as required. A random drug screen may also be requested at any time during the nursing program if a nursing faculty member or a clinical facility representative has reasonable cause to suspect that a student is impaired and poses a safety concern to patients or others. If a student is denied access by a clinical site because of drug screen results, and as such, cannot meet program requirements, the student will be dismissed from the nursing program.

Readmission to the Nursing Program
Students who fail NUR 111 and desire readmission to the program must reapply as a first time student according to the standards listed above. Students who withdraw from or fail NUR 112, NUR 113, NUR 114, and NUR 115, and desire readmission to the practical nursing program, must submit their request in writing to the Director, Nursing Division within 60 days of withdrawal or unsuccessful completion of the course. In addition, students who fail a course because of failing the course's required drug calculation exam are required to successfully complete a drug calculation exam for readmission to the program. Readmission cannot be assured and is based on the availability of seats, faculty, and clinical facilities. Readmission to the nursing program must take place within one year of leaving the program. The curriculum under which a student seeks readmission may be different from the one under which the student left. Students who are accepted for readmission must complete the degree requirements in place at the time of readmission. Students who fail or withdraw from a nursing course after readmission are not eligible to be readmitted a second time.

Transfer from Other Colleges
Students transferring to HCC from other colleges who seek admission as a first time student into the practical nursing program must be enrolled as an HCC student and complete the *Supplemental Application for Selective Admissions Programs* form by the established deadline dates. In order to be considered for admission, students must meet the same requirements as other first time students and will be selected according to the same criteria. Official transcripts from all colleges attended must be received by the application deadline. A transfer evaluation will be done on all transcripts by the Office of Admissions and Registration to determine which courses a student may transfer to HCC for credit. Required science courses that are older than seven years must be repeated.

Transfer to Associate Degree Nursing Programs
Licensed Practical Nurses with an active, unencumbered Maryland or compact LPN license articulating to the Associate Degree level are awarded a maximum of one year of nursing courses in the program they are entering, following successful completion of the program's transition course(s), if required. *(Maryland Board of Nursing. Online. 01-10-08)*.

Technical Standards
There are technical standards and skill requirements which students are expected to possess and demonstrate in order to be successful in this program. More information on these standards can be found on the Web page for this program.

Nursing Assistant

Certified Nursing Assistant/ Geriatric Nursing Assistant Program

Letter of Recognition

Certified Nursing Assistant/Geriatric Assistant

Career Programs Building, Room 110, 301-790-280, ext. 607

Award: Letter of Recognition

Total Credit Hours: 7 credit hours

Purpose: This career oriented program qualifies the successful student to be registered with the Maryland Board of Nursing as a Certified Nursing Assistant. Students completing the program will also be eligible to take the National Nurse Aide Assessment Program (NNAAP) examination for geriatric nursing assistants.

Curriculum: Course content includes basic nursing skills, standard of care related to basic nursing skills, disease processes, systems review, nutrition, and infection control. The program consists of lecture, laboratory, and clinical experiences.

Admission Requirements:

- College placement tests in English and math (Students must contact the Testing Center to complete)
- Completion of ENG 099
- Completion of MAT 098

Final Acceptance: Following registration students will receive a packet in the mail containing important forms and required documentation that must be completed. Required documentation includes:

- Students must be able to meet the program's Essential Functions and Abilities standards
- Satisfactory completion of a health examination record and all required tests and immunizations
- Current American Heart Association "Healthcare Provider" CPR certification
- Completed Hepatitis waiver (if applicable) and Medical Expense form
- Students must successfully pass a criminal background check

Program Requirements: Students practice skills and procedures in the college laboratory. All students must receive a minimum grade of 80% in the theory portion of the course. Students must also receive a mark of satisfactory in the skills laboratory to advance to clinical experience. Students are required to successfully pass the clinical experience in order to pass the course. Students who receive a final mark of unsatisfactory in the clinical laboratory or clinical experience, despite a passing theory grade, will not be permitted to complete the program and will receive a final grade of "F" for the course.

Students who do not meet program or course standards that result in termination from the Certified Nursing Assistant/Geriatric Nursing Assistant program by the Director, Nursing and Health Sciences Division are not eligible for readmission. This includes students who cannot meet safety standards, and students who violate the college's Honor Code and Standards of Conduct.

Program Requirements			**7 credits**
NUR	121	Certified Nursing/Geriatric Assistant	7

Letter of Recognition Requirement ..... 7 credits

Criminal Background Checks

All students in the CNA/GNA program will be required to submit to a complete criminal background check. A separate criminal background check may also be required by a clinical site prior to beginning a clinical experience. Criminal background check results are disclosed to clinical facilities as required. If a student is denied access by a clinical site because of the background check, and as a result, cannot meet program requirements, the student will be dismissed from the program.

The Maryland State Board of Nursing requires a state and federal background check to be completed prior to granting certification. The background check fees are separate from the course required background check and are not included in the course fee. State boards of nursing may deny an individual the opportunity to sit for an examination, or grant licensure, even if the individual has completed all course work and graduated from the program, if the individual has a criminal history, has been convicted, or pleads nolo contendere to a felony or other serious crime.

Additional Information

The Maryland State Board of Nursing requires an application fee that is not included in the cost of the course fee.

Successful students wishing to become Geriatric Nursing Assistants must take the National Nurse Aide Assessment Program (NNAAP) examination. This examination includes a competency test, including a written and skills test. The application fee for the NNAAP exam is not covered in the course fee.

Successful completion of the CNA/GNA program at Hagerstown Community College does not guarantee certification, the opportunity to sit for certification examination or employment in a related health care occupation.

Technical Standards

There are technical standards and skill requirements which students are expected to possess and demonstrate in order to be successful in this program. More information on these standards can be found on the Web page for this program.

Nursing Assistant

Certified Medicine Aide

Letter of Recognition
Certified Medicine Aide

Career Programs Building, Room 110, 301-790-2800, ext. 607

Award: Letter of Recognition

Total Credit Hours: 10 credit hours

Purpose: This sequence of courses qualifies the successful student to be registered with the Maryland State Board of Nursing as a Certified Medicine Aide.

Curriculum: Course content includes medical pharmacokinetics, mechanism of action, indication and dosage, preparation and administration and interactions. The program consists of lecture, laboratory, and clinical experiences.

Admission Requirements:

- College placement tests in English and math (Students must contact the Testing Center to complete)
- Completion of ENG 099
- Completion of MAT 099
- Students wishing to register for the NUR 122 Certified Medicine Aide course are required to show proof of the following as required by the Maryland State Board of Nursing:
  - Applicants must be a Geriatric Nursing Assistant (GNA) in good standing with the Maryland State Board of Nursing, with one-year GNA experience totaling 2,000 hours in a Maryland comprehensive care facility, or a Maryland extended care facility within the last 3 years
  - Proof of current GNA certification
  - Letter of recommendation from the applicant's current Director of Nursing that includes verification of hours worked

Final Acceptance:

- Students must successfully pass a drug screen and criminal background check
- Students must be able to meet the program's Essential Functions and Abilities standards
- Satisfactory completion of a health examination record and all required tests and immunizations
- Current American Heart Association "Healthcare Provider" CPR certification
- Completed Hepatitis waiver (if applicable) and Medical Expense form

Once students have the above documentation completed, an appointment for review of all completed documentation can be made with the Certified Medicine Aide Lead Program Coordinator by calling 301-790-2800, ext. 607. Permission to register will be granted to those students with completed admission requirements.

Program Requirements: Students practice skills and procedures in the college laboratory. All students must receive a minimum grade of 80% in the theory portion of the course. Students must also receive a mark of satisfactory in the skills laboratory to advance to clinical experience. Students are required to successfully pass the clinical experience in order to pass the course. Students who receive a final mark of unsatisfactory in the clinical laboratory or clinical experience, despite a passing theory grade, will not be permitted to complete the program and will receive a final grade of "F" for the course.

Students who do not meet program or course standards that result in termination from the Certified Medicine Aide program by the Director, Nursing Division are not eligible for readmission. This includes students who cannot meet safety standards, and students who violate the college's Honor Code and Standards of Conduct.

Program Requirements			**10 credits**
NUR	121	Certified Nursing/Geriatric Assistant	7
NUR	122	Medicine Aide	3

Letter of Recognition Requirement..... 10 credits

Successful completion of the Certified Medicine Aide program at Hagerstown Community College does not guarantee certification, the opportunity to sit for certification examination, or employment in a related health care occupation.

Technical Standards

There are technical standards and skill requirements which students are expected to possess and demonstrate in order to be successful in this program. More information on these standards can be found on the Web page for this program.

Paralegal Studies

A.A. Degree
Arts and Sciences
Option in
Paralegal Studies

The paralegal studies program provides a sequence of courses for students who plan to continue in paralegal studies at an upper division institution. The program includes electives in administration of justice, business, history, and political science. Students should identify an intended transfer institution as early as possible and complete appropriate courses.

General Education Requirements **31-33 Credits**

Arts/Humanities
- Select two courses in different disciplines from approved General Education course list 6

Behavioral/Social Sciences
- PSY 201 General Psychology 3
- SOC 101 Introduction to Sociology 3

Biological/Physical Science
- Select two courses from approved General Education course list—one must be a laboratory course 7-8

English
- ENG 101 English Composition 3
- ENG 102 Composition and Literature 3

OR

- ENG 112 Technical Writing I ..... (3)

Information Literacy
- IST 102 Introduction to Information Technology 3

Mathematics
- MAT 101 College Algebra or another MAT course from approved list 3-4

Program Requirements **21 Credits**
- PLS 101 Introduction to Paralegal Studies 3
- PLS 102 Legal Research 3
- PLS 103 Legal Writing and Documents 3
- PLS 104 Principles of Litigation 3
- PLS 105 Contracts and Torts 3
- PLS 203 Domestic Relations 3
- PLS 207 Real Estate Law 3

Electives **12 Credits**
- ADJ 203 Criminal Law ..... (3)
- BUS 104 Legal Environment of Business ..... (3)
- HIS 201 American History I ..... (3)

OR

- HIS 202 American History II ..... (3)
- PLS 269 Internship I ..... (3)
- POL 101 American Government ..... (3)
- POL 102 State and Local Government ..... (3)
- POL 202 Constitutional Law ..... (3)

Degree Requirement 64-66

Certificate
Paralegal Studies

The paralegal studies certificate consists of specialized courses as well as general education offerings. It has two basic goals: first, to upgrade the job performance of the paralegal practitioner, and second, to initiate the professional career development of those entering the paralegal field.

Students who opt for a degree may apply the 33 credits from this one-year certificate program to the associate of arts degree in paralegal studies program.

Program Requirements **27 Credits**
- ENG 101 English Composition 3
- IST 102 Introduction to Information Technology 3
- PLS 101 Introduction to Paralegal Studies 3
- PLS 102 Legal Research 3
- PLS 103 Legal Writing and Documents 3
- PLS 104 Principles of Litigation 3
- PLS 105 Contracts and Torts 3
- PLS 203 Domestic Relations 3
- PSY 201 General Psychology 3

Electives **6 Credits**

Select two courses from the following list:
- ADJ 201 Law Enforcement and the Community ..... (3)
- ADJ 203 Criminal Law ..... (3)
- BUS 104 Legal Environment of Business ..... (3)
- POL 101 American Government ..... (3)
- PLS 207 Real Estate Law ..... (3)
- PLS 269 Internship I ..... (3)

Certificate Requirement 33

Pharmacy

Certificate
Pharmacy Technician

This program prepares students to work as pharmacy technicians in retail and institutional health care settings. Pharmacy technicians work with Registered Pharmacists to prepare medications for dispensing, maintain written and computerized patient records, prepare sterile intravenous mixtures, prepare prescription labels, file insurance claims, stock and inventory medications, and answer patient questions. Completion of this program will prepare the student to sit for the National Pharmacy Technician Certification Examination. Pharmacy technicians are detail oriented people who fill a central role in accurately providing medication to patients. Students who are accepted into this program must submit to drug screening and complete a criminal background check with no record of felony or drug convictions. Pharmacy technician students must maintain a 2.5 GPA.

Program Requirements **26 Credits**
- IST 102 Introduction to Information Technology 3
- MAP 102 Medical Terminology 3
- PHR 101 Introduction to Pharmacy Technology 4
- PHR 102 Pharmaceutical Calculation 2
- PHR 103 Pharmacy Applications 1
- PHR 111 Pharmacology and Therapeutics 3
- PHR 112 Dispensing and Compounding Applications 3
- PHR 113 Pharmacy Operations 3
- PHR 269 Pharmacy Internship 3
- STU 106 Professionalism in the Workplace 1

Certificate Requirement 26

Letter of Recognition

Pharmacy Technician

Completion of the Letter of Recognition and passing the National Pharmacy Technician Certification Examination will enable many students to gain entry level employment as a pharmacy technician. These courses can be used to fulfill the requirements of the Pharmacy Technician Certificate program.

Program Requirements			**7 Credits**
PHR	101	Introduction to Pharmacy Technology	4
PHR	102	Pharmaceutical Calculation	2
PHR	103	Pharmacy Applications	1

Letter of Recognition Requirement 7

PHYSICAL EDUCATION

A.A. Degree
Arts and Sciences
Option in

Health, Physical Education and Leisure Studies

The health, physical education and leisure studies program serves as a guide for those students seeking a bachelor's degree in these areas at a four-year college or university. This degree is also designed to provide a foundation of knowledge for persons interested in careers in health and wellness-oriented organizations.

General Education Requirements **32-33 Credits**

Arts/Humanities
Select two courses in different disciplines from approved General Education course list 6

Behavioral/Social Sciences

PSY	201	General Psychology	3
SOC	101	Introduction to Sociology	3

Biological/Physical Science 8
Take two laboratory courses.

English

ENG	101	English Composition	3
ENG	102	Composition and Literature	3

Information Literacy

GDT	112	Computer Graphics	3
		OR	
IST	102	Introduction to Information Technology	(3)

Mathematics

MAT	101	College Algebra or another MAT course from approved list	3-4

Program Requirements			**8 Credits**
PED		Take two activity courses	2
PED	201	Introductory Analysis of Physical Education	3
		OR	
EDU	101	Introduction to Education	(3)
PSY	203	Educational Psychology	3
		OR	
PSY	204	Developmental Psychology: Lifespan Human Development	(3)

Restricted Electives **9 credits**
Choose three courses from the following list:

HEA	102	Nutrition	(3)
HEA	103	Personal Health	(3)
HEA	105	First Aid	(3)
HEA	204	Health Aspects of Human Sexuality	(3)
PED	215	Early Childhood Physical Activities	(3)
PED	216	Care and Prevention of Athletic Injuries	(3)
PED	220	Officiating Football	(3)
PED	221	Officiating Track and Field	(3)
PED	222	Officiating Volleyball	(3)
PED	223	Officiating Baseball/Softball	(3)
PED	225	Principles and Practices of Sport Coaching	(3)
PED	226	Sport Psychology	(3)
REC	101	Community Recreation	(3)
REC	102	Basic Camping	(3)

Free Electives **14-15 Credits**
Electives should be selected in consultation with a transfer advisor and the transfer institution. Some recommended courses are listed below:

BIO	103	Human Anatomy and Physiology I	(4)
BIO	104	Human Anatomy and Physiology II	(4)
PED	198	Fundamental Fitness and Motor Skills	(1)
SPD	103	Public Speaking	(3)

Degree Requirement 64

Certificate

Health, Physical Education and Leisure Studies

This certificate program is offered for persons with a personal interest in the content area, persons who wish to transfer into a physical education, recreation, or related area at a four-year school, or persons who want to work (or do work) as personal trainers, activity or recreation specialists, or in fitness centers or health clubs. To earn this certificate, a student must take courses from the three component areas: health, physical education and recreation.

Program Requirements			**23 Credits**
HEA	102	Nutrition	3
HEA	103	Personal Health	3
HEA	105	First Aid	3
PED	201	Introductory Analysis of Physical Education	3
PED	215	Early Childhood Physical Activities	3
PED	216	Care and Prevention of Athletic Injuries	3
PED		Take two activity courses	2
REC	101	Community Recreation	3

Restricted Electives **1-3 Credits**
Choose one of the following:

HEA	204	Health Aspects of Human Sexuality	(3)
PED	198	Fundamental Fitness and Motor Skills	(1)
PED	225	Principles and Practices of Sport Coaching	(3)
PED	226	Sport Psychology	(3)
PED	269	Internship I	(1–3)
REC	102	Basic Camping	(3)

Certificate Requirement 24-26

Letter of Recognition

Health, Physical Education and Leisure Studies

This Letter of Recognition will provide the student with a basic foundation in Health, Physical Education and Leisure Studies from which to pursue further study in the variety of fields encompassed in this discipline. For the individual who may desire to explore the multiple career options of education or fitness, these courses can be utilized to fulfill the requirements of a Certificate or AA Degree in Health, Physical Education and Leisure Studies.

Program Requirements **8 Credits**

HEA	103	Personal Health	3
HEA	105	First Aid	3
PED	170	Individual Assessment	1
PED		Take one activity course	1

Restricted Electives **3 Credits**

Select one of the following courses:

PED	201	Introductory Analysis of Physical Education	(3)
PED	215	Early Childhood Physical Activities	(3)
PED	216	Care and Prevention of Athletic Injuries	(3)

Letter of Recognition Requirement 11

Letter of Recognition

Sports Coaching

This Letter of Recognition will allow basic entry level documentation for coaches and those interested in working in interscholastic or youth sports.

Program Requirements **9 Credits**

HEA	105	First Aid	3
PED	216	Care and Prevention of Athletic Injuries	3
PED	225	Principles and Practices of Sport Coaching	3
		OR	
PED	225	Sport Psychology	(3)

Letter of Recognition Requirement 9

Letter of Recognition

Sports Officiating

This Letter of Recognition in Officiating will allow basic entry level documentation for officials and those interested in working in interscholastic or youth sports.

Program Requirements **6 Credits**

HEA	105	First Aid	3
PED	216	Care and Prevention of Athletic Injuries	3

Restricted Electives **3 Credits**

Select one of the following courses:

PED	220	Sports Officiating – Football	(3)
PED	221	Sports Officiating – Track and Field	(3)
PED	222	Sports Officiating – Volleyball	(3)

Letter of Recognition Requirement 9

Physics

A.S. Degree
Arts and Sciences
Option in

Physics

The physics option provides a sequence of liberal arts and engineering courses for students who plan to transfer into upper-division programs in physics, applied physics, and engineering. This program includes selected course work in mathematical, physical, computer, and engineering science. Students should identify an intended transfer institution as early as possible and complete appropriate courses.

General Education Requirements **35 Credits**

Arts/Humanities

Select two courses in different disciplines from approved General Education course list 6

Behavioral/Social Sciences

Select two courses in different disciplines from approved General Education course list 6

Biological/Physical Science

Take two laboratory courses as follows:

PHY	203	Principles of Physics I	5
PHY	204	Principles of Physics II	5

English

ENG	101	English Composition	3
		Select another English class from approved list	3

Information Literacy

IST	102	Introduction to Information Technology	3
		OR	
		Take another IST class from approved list	(3)

Mathematics

MAT	204	Calculus II	4

Program Requirements **19 Credits**

CHM	104	General Chemistry II	4
CSC	132	Introduction to C and C++ Programming	3
		OR	
CSC	134	Introduction to Java Programming	(3)
		OR	
CSC	232	Advanced C++ Programming	(3)
MAT	205	Calculus III	4
MAT	206	Differential Equations	3
MAT	208	Linear Algebra	4
PHY	203/204	General Ed Requirement	(10)
PHY	205	Principles of Physics III	1

Recommended Electives **11 Credits**

Recommended electives should be selected in consultation with a transfer advisor and the transfer institution.

CHM	103	General Chemistry I	(4)
EGR	103	Introduction to Engineering	(3)
EGR	108	Statics	(3)
MAT	119	Introduction to Statistics with Computer Applications	(4)
MAT	161	Precalculus	(4)
MAT	203	Calculus I	(4)
MAT	207	Discrete Mathematics	(3)

Degree Requirement 65

POLITICAL SCIENCE

A.A. Degree
Arts and Sciences
Option in

Political Science

The political science program provides a sequence of courses for students who plan to transfer into upper division programs in political science. This program includes electives in administration of justice, anthropology, economics, geography, math, management, sociology, and speech and drama. Students should identify an intended transfer institution as early as possible and complete appropriate courses.

General Education Requirements **34-35 Credits**

Arts/Humanities
Select two courses in different disciplines from approved General Education course list....6

Behavioral/Social Sciences
SOC 101 Introduction to Sociology....3

Take two courses from HIS discipline.
HIS 101 History of Civilization I....3
OR
HIS 102 History of Civilization II....(3)
HIS 201 American History I....3
OR
HIS 202 American History II....(3)

Biological/Physical Science
Select two courses from approved General Education course list—one must be a laboratory course....7-8

English
ENG 101 English Composition....3
ENG 102 Composition and Literature....3

Information Literacy
IST 102 Introduction to Information Technology....3
OR
GDT 112 Computer Graphics....(3)

Mathematics
MAT 101 College Algebra or another MAT course from approved list....3-4

Program Requirements **9 Credits**
POL 101 American Government....3
POL 102 State and Local Government....3
POL 202 Constitutional Law....3

Electives **21 Credits**
Electives should be selected in consultation with a transfer advisor and the transfer institution. Some recommended courses are listed below:
ADJ 101 Introduction to Criminal Justice....(3)
ANT 201 Cultural Anthropology....(3)
ECO 201 Macroeconomic Principles....(3)
ECO 202 Microeconomic Principles....(3)
GEO 105 World Regional Geography....(3)
MCM 101 Introduction to Mass Communication....(3)
MGT 103 Principles of Management....(3)
MAT 109 Introduction to Statistics....(3)
POL 269 Internship I....(3)
SOC 102 Sociology of Social Problems....(3)
SPD 103 Public Speaking....(3)

Degree Requirement....64-65

PSYCHOLOGY

A.A. Degree
Arts and Sciences
Option in

Psychology

The psychology program provides a sequence of courses for students who plan to transfer into upper division programs in psychology. This program includes electives in anthropology, economics, foreign languages, geography, history, human services, political science, psychology, math, and sociology. Students should identify an intended transfer institution as early as possible and complete appropriate courses.

General Education Requirements **31-32 Credits**

Arts/Humanities
Select two courses in different disciplines from approved General Education course list....6

Behavioral/Social Sciences
SOC 101 Introduction to Sociology....3

Take one course from HIS discipline.
HIS 101 History of Civilization I....3
OR
HIS 102 History of Civilization II....(3)
OR
HIS 201 American History I....(3)
OR
HIS 202 American History II....(3)

Biological/Physical Science
Select two courses from approved General Education course list—one must be a laboratory course....7-8

English
ENG 101 English Composition....3
ENG 102 Composition and Literature....3

Information Literacy
IST 102 Introduction to Information Technology....3
OR
GDT 112 Computer Graphics....(3)

Mathematics
MAT 101 College Algebra or another MAT course from approved list....3-4

Program Requirements **12 Credits**
PSY 201 General Psychology....3
Take three of the following PSY courses:
PSY 203 Educational Psychology....(3)
PSY 204 Developmental Psychology: Lifespan Human Development....(3)
PSY 206 Abnormal Psychology....(3)
PSY 208 Theories of Personality....(3)
PSY 212 Interviewing and Counseling....(3)
PSY 216 Social Psychology....(3)

Electives **21 Credits**

Electives should be selected in consultation with a transfer advisor and the transfer institution. Some recommended courses are listed below:

ANT	201	Cultural Anthropology	(3)
ECO	201	Macroeconomic Principles	(3)
		OR	
ECO	202	Microeconomic Principles	(3)
EDU	101	Introduction to Education	(3)
EDU	103	Foundations of Early Childhood Education	(3)
Foreign Language			(7-8)
HST	103	Introduction to Human Services and Social Work	(3)
HUM	204	Religion in America	(3)
MAT	109	Introduction to Statistics	(3)
PSY	203	Educational Psychology	(3)
PSY	204	Developmental Psychology: Lifespan Human Development	(3)
PSY	206	Abnormal Psychology	(3)
PSY	208	Theories of Personality	(3)
PSY	212	Interviewing and Counseling	(3)
PSY	216	Social Psychology	(3)
SOC	102	Sociology of Social Problems	(3)
SOC	103	Criminology	(3)
SPD	103	Public Speaking	(3)

Degree Requirement 64-65

Social Work

(See Option in Human Services)

Sociology

A.A. Degree
Arts and Sciences
Option in
Sociology

The sociology program provides a sequence of courses for students who plan to transfer into upper division programs in sociology. This program includes electives in anthropology, economics, foreign languages, geography, history, human services, political science, psychology, math, and sociology. Students should identify an intended transfer institution as early as possible and complete appropriate courses.

General Education Requirements **31-32 Credits**

Arts/Humanities

Select two courses in different disciplines from approved General Education course list. 6

Behavioral/Social Sciences

PSY	201	General Psychology	3

Take one course from HIS discipline.

HIS	101	History of Civilization I	3
		OR	
HIS	102	History of Civilization II	(3)
		OR	
HIS	201	American History I	(3)
		OR	
HIS	202	American History II	(3)

Biological/Physical Science

Select two courses from approved General Education course list—one must be a laboratory course 7-8

English

ENG	101	English Composition	3
ENG	102	Composition and Literature	3

Information Literacy

IST	102	Introduction to Information Technology	3
		OR	
GDT	112	Computer Graphics	(3)

Mathematics

MAT	101	College Algebra or another MAT course from approved list	3-4

Program Requirements **12 Credits**

SOC	101	Introduction to Sociology	3
SOC	102	Sociology of Social Problems	3
SOC	103	Criminology	3
SOC	106	Race and Ethnic Relations in the United States	3

Electives **21 Credits**

Electives should be selected in consultation with a transfer advisor and the transfer institution. Some recommended courses are listed below.

ANT	201	Cultural Anthropology	(3)
ECO	201	Macroeconomic Principles	(3)
		OR	
ECO	202	Microeconomic Principles	(3)
Foreign Language			(7-8)
GEO	105	World Regional Geography	(3)
HST	103	Introduction to Human Services and Social Work	(3)
HUM	204	Religion in America	(3)
MAT	109	Introduction to Statistics	(3)
POL	101	American Government	(3)
PSY	204	Developmental Psychology: Lifespan Human Development	(3)
PSY	206	Abnormal Psychology	(3)
SOC	105	Juvenile Delinquency	(3)

SOC	206	Marriage and Family Relations	(3)
SOC	211	Introduction to Gerontology	(3)
SPD	103	Public Speaking	(3)

Degree Requirement 64-65

THEATER

A.A. Degree
Arts and Sciences
Option in
Theater

This option prepares students to transfer to a four-year theater program at the university level. Students may select a concentration in either performance or technical aspects of theater.

General Education Requirements **31-34 Credits**

Arts/Humanities

Select any foreign language course			3-4
Select another course from approved General Education course list			3

Behavioral/Social Sciences

Select two courses in different disciplines from approved General Education course list			6

Biological/Physical Science

Select two courses from approved General Education course list—one must be a laboratory course			7-8

English

ENG	101	English Composition	3
ENG	102	Composition and Literature	3

Information Literacy

IST	102	Introduction to Information Technology	3
		OR	
GDT	112	Computer Graphics	(3)

Mathematics

MAT	101	College Algebra or another MAT course from approved list	3-4

Program Requirements **19-20 Credits**

Foreign Language

Take an additional foreign language course			3-4
THR	101	Introduction to the Theater	3
THR	102	Elements of Dramatic Production	3
THR	106	Fundamentals of Acting	3
THR	112	Costume Design	3
THR	120	Theater Practicum I	1
THR	207	Technical Theater	3

Restricted Electives **6 Credits**

Select two of the following courses:

THR	113	Introduction to Directing: Television and Theater	3
THR	114	History of the Theater	3
THR	115	Introduction to Theater Makeup	3
THR	201	Theater Workshop	3

Free Electives **4-8 Credits**

Electives should be selected in consultation with a transfer advisor. Some recommended courses are listed below:

SPD	103	Public Speaking	(3)
SPD	108	Introduction to Human Communication	(3)
THR	121	Theater Practicum II	(1)
THR	122	Theater Practicum III	(1)
THR	123	Theater Practicum IV	(1)

Degree Requirement 64

TRANSPORTATION

A.A.S. Degree
Commercial Transportation Administration

This degree is for students interested in the movement of raw materials and freight to manufacturing, warehousing, and retail facilities. Students are expected to acquire basic competence in a wide range of business and management functions, and the program will provide a broad educational experience designed to develop and improve management effectiveness. Students will also examine the outside forces that influence business and management, and consider the responsibilities of business and management in society. Upon completion of this program students will be prepared for the following job titles: distribution manager, traffic manager, truck driver, dispatcher, logistics salesman, freight-forwarder, supervisor, administrator, manager, general manager of transportation and logistics, director. Students who currently possess a valid Commercial Driver's License (CDL) Class A may petition to receive college credit for TRK 115.

General Education Requirements **21-22 Credits**

Arts/Humanities

Select from approved General Education course list			3

Behavioral/Social Sciences

Select from approved General Education course list			3

Biological/Physical Science

Select from approved General Education course list			3-4

English

ENG	101	English Composition	3
ENG	102	Composition and Literature	3

Information Literacy

IST	102	Introduction to Information Technology	3

Mathematics

MAT	101	College Algebra	3

Program Requirements **41 Credits**

ACC	101	Principles of Accounting I	4
ACC	102	Principles of Accounting II	4
ACC	210	Managerial Accounting	3
BUS	101	Introduction to Business Organization and Management	3
BUS	104	Legal Environment of Business	3
ECO	201	Macroeconomic Principles	3
ECO	202	Microeconomic Principles	3
MGT	103	Principles of Management	3
SPD	103	Public Speaking	3
TRK	109	Fundamentals of Commercial Vehicle Transportation	3
TRK	130	Production and Operations Management	3
TRK	210	Transportation Management	3
TRK	269	Internship	3

Electives **3 Credits**

Some recommended courses are listed below:

TRK	108	Commercial Vehicle Transportation Career Development	(1)
TRK	110	Introduction to Commercial Vehicle Transportation	(10)
TRK	115	Commercial Vehicle Skills Application	(6)
IST	106	Spreadsheet Software	(3)
IST	107	Database Management	(3)
STU	106	Professionalism in the Workplace	(1)
MAT	109	Introduction to Statistics	(3)
MGT	104	Marketing	(3)
MGT	210	Human Resources Management	(3)

Degree Requirement 65-66

Certificate

Commercial Transportation Management

The certificate is designed for the individual who is working in the movement of raw materials and freight to manufacturing, warehousing, and retail facilities. Successful students will be prepared for the following job titles: distribution manager, traffic manager, truck driver dispatcher, logistics salesman, and freight-forwarder. Students may choose either Track I or Track II to earn this certificate. Students who currently possess a valid Commercial Driver's License (CDL) Class A may petition to receive college credit for TRK 115.

Program Requirements			**26 Credits**
Track I:			
TRK	108	Commercial Vehicle Transportation Career Development	1
TRK	109	Fundamentals of Commercial Vehicle Transportation	3
TRK	110	Introduction to Commercial Vehicle Transportation	10
TRK	115	Commercial Vehicle Skills Application	6
TRK	130	Production and Operations Management	3
TRK	210	Transportation Management	3
Track II:			
ACC	101	Principles of Accounting I	4
ACC	102	Principles of Accounting II	4
BUS	101	Introduction to Business Organization and Management	3
BUS	104	Legal Environment of Business	3
MGT	103	Principles of Management	3
TRK	109	Fundamentals of Commercial Vehicle Transportation	3
TRK	130	Production and Operations Management	3
TRK	210	Transportation Management	3

Certificate Requirement 26

Certificate

Commercial Vehicle Transportation Specialist

This skills-oriented program leads to a commercial vehicle transportation specialist certificate and is for those individuals seeking a career in professional truck driving. The curriculum consists of classroom, skills, and field instruction and is based on industry recognized skill standards. Successful students will be eligible to test for a Class A commercial vehicle license with air brakes, combinations, doubles/triples, tankers, and hazardous materials endorsements, as well as the National Safety Council Defensive Driving Certification. Interested individuals must have a valid driver's license from Maryland, Pennsylvania, West Virginia, or Virginia, and must have, or be qualified to pass, a Department of Transportation physical examination, and qualify for a CDL Class A learner's permit.

Program Requirements			**17 Credits**
TRK	108	Commercial Vehicle Transportation Career Development	1
TRK	110	Introduction to Commercial Vehicle Transportation	10
TRK	115	Commercial Vehicle Skills Application	6

Certificate Requirement 17

Letter of Recognition

Commercial Vehicle Transportation Specialist B

This course prepares an individual to test for a Class B commercial vehicle license. Students will experience instruction in general knowledge of commercial vehicles, manual transmission, and air brakes. Familiarization of basic state and federal motor vehicle traffic laws will include Federal Motor Carrier Safety regulations and their application to the industry. The National Safety Council Defensive Driving course for Professional Drivers will be offered with a certification after successful completion.

Program Requirements			**6 Credits**
TRK	117	Commercial Vehicle Transportation Class B Training	6

Letter of Recognition Requirement 6

Web Design and Development

A.A.S. Degree

Web and Multimedia Technology

The AAS degree in Web and Multimedia Technology provides training for a variety of careers in this field. The program consists of specialized web and multimedia design and development courses, as well as general education offerings. Students successfully completing this program will be proficient in the areas of web site production, administration, and programming. They will also have acquired technical skills in the areas of visual design, communication, and content development. A student completing the Web and Multimedia Technology degree program will be prepared to work as a Web master, Web developer, Web designer, or Web graphic and multimedia artist.

General Education Requirements			**21-22 Credits**
Arts/Humanities			
		Select from approved General Education course list	3
Behavioral/Social Sciences			
		Select from approved General Education course list	3
Biological/Physical Science			
		Select from approved General Education course list	3-4
English			
ENG	101	English Composition	3
ENG	102	Composition and Literature	3
Information Literacy			
IST	102	Introduction to Information Technology	3
Mathematics			
MAT	101	College Algebra	3
Program Requirements			**40 Credits**
BUS	101	Introduction to Business Organization and Management	3
GDT	112	Computer Graphics	3
GDT/ART	116	Digital Imaging	3
IST	101	Basic Keyboarding	1
IST	107	Database Management	3
		OR	
IST	173	Database Fundamentals	(3)
IST	109	UNIX/Linux Operating System	3
SDE	102	Multimedia Authoring	3
STU	106	Professionalism in the Workplace	1
WEB	101	Web Design I	3
WEB	110	Web Design II	3

WEB	115	Web Developer I	3
WEB	205	Web Server Administration	2
WEB	210	Web Developer II	3
WEB	215	Interactive Media	3
WEB	269	Internship I	3

Electives **6 Credits**

Approved courses are listed below. Electives should be selected in consultation with the Technology and Computer Studies Division to satisfy career goals and/or transfer college requirements. Select 6-7 elective credits from the following list:

ART	102	2D Design	(3)
ART	108	3D Design	(3)
ENG	112	Technical Writing I	(3)
GDT	146	Graphic Design I	(3)
IST	132	Introduction to C and C++ Programming	(3)
IST	133	Visual Basic	(3)
IST	134	Introduction to JAVA Programming	(3)
IST	154	Networking Basics	(3)
IST	173	Database Fundamentals	(3)

Degree Requirement 67-68

Certificate
Web and Multimedia Technology

Web Applications Development

The Web Applications Development certificate helps to prepare for positions where Web page development must be supplemented with e-commerce functionality. Skills include Web page design, graphics, database connectivity, client/server development, TCP/IP concepts, and web server/file system support.

Program Requirements **24 Credits**

IST	101	Basic Keyboarding	1
IST	102	Introduction to Information Technology	3
		OR	
GDT	112	Computer Graphics	3
IST	107	Database Management	3
		OR	
IST	173	Database Fundamentals	(3)
IST	108	Microsoft Operating System	3
		OR	
IST	109	UNIX/Linux Operating System	(3)
WEB	101	Web Design I	3
WEB	110	Web Design II	3
WEB	115	Web Developer I	3
WEB	205	Web Server Administration	2
WEB	210	Web Developer II	3

Certificate Requirement 24

Letter of Recognition
Web and Multimedia Technology

Web Design

This sequence of courses is for students who need basic computer, Internet, and entry-level skills in web design. Credits earned in this sequence can be applied toward the Web certificate and associate degree program.

Program Requirements **9 Credits**

GDT	112	Computer Graphics	3
WEB	101	Web Design I	3
WEB	110	Web Design II	3

Letter of Recognition Requirement 9

Certificate
Web and Multimedia Technology

Web/Multimedia Development

The Web/Multimedia Development certificate consists of specialized courses designed to develop knowledge and skills in the use of tools, equipment, traits, attitudes, and behaviors that are desirable for workers in this occupation. This certificate program provides for formal academic preparation without loss of credit if an associate of applied science degree is desired.

Program Requirements **25 Credits**

GDT	112	Computer Graphics	3
GDT/ART	116	Digital Imaging	3
GDT	146	Graphic Design I	3
SDE	102	Multimedia Authoring	3
STU	106	Professionalism in the Workplace	1
WEB	101	Web Design I	3
WEB	110	Web Design II	3
WEB	115	Web Developer I	3
WEB	215	Interactive Media	3

Certificate Requirement 25

Letter of Recognition
Web and Multimedia Technology

Web Site Development

The Web Site Development letter of recognition helps to prepare for an entry level position designing Web pages and developing Web sites. Skills include basic Web page design, graphic/media file manipulation and data integration. Credits earned in this sequence can be applied to the Web applications development certificate.

Program Requirements **9 Credits**

IST	102	Introduction to Information Technology	3
WEB	101	Web Design I	3
WEB	115	Web Developer I	3

Letter of Recognition Requirement 9

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Course Descriptions

Key to Course Descriptions

Courses are designated by a three-digit system of numerals which indicates the academic level of each course. Developmental courses designated 100 or below do not carry credit for graduation. Courses in the 100 series are beginning courses open to freshmen and/or sophomores. Courses in the 200 series are designed chiefly for sophomores; however, in certain instances, they may be taken by a student with less than sophomore standing.

Double designators (for example, 101-102, or 101, 102) indicate a two-semester sequence.

The three letter designators indicate curriculum area.

Discipline Designations

Course descriptions are organized in alphabetical order by subject. Information on courses can be found under appropriate headings in the following sequence:

Accounting ..... **ACC**
Administration of Justice ..... **ADJ**
Alternative Energy Technology ..... **AET**
American Sign Language ..... **ASL**
Anthropology ..... **ANT**
Art ..... **ART**
Biology ..... **BIO**
Biotechnology ..... **BTC**
Business ..... **BUS**
Chemistry ..... **CHM**
Commercial Vehicle Transportation ..... **TRK**
Computer-Aided Design ..... **CAD**
Computer Science ..... **CSC**
Dance ..... **DNC**
Dental Assisting ..... **DEN**
Economics ..... **ECO**
Education ..... **EDU**
Engineering ..... **EGR**
Engineering Technology ..... **EGT**
English ..... **ENG**
English as a Second Language ..... **ESL**
Experiential Learning ..... **EXP**
Geography ..... **GEO**
Graphic Design Technology ..... **GDT**
Health ..... **HEA**
History ..... **HIS**
Human Services ..... **HST**
Humanities ..... **HUM**
Industrial Technology ..... **INT**
Information Systems Technology ..... **IST**
Internships ..... **Designation varies**
Languages
- Arabic ..... **ARA**
- French ..... **FRN**
- German ..... **GER**
- Italian ..... **ITL**
- Spanish ..... **SPN**

Management ..... **MGT**
Mass Communications ..... **MCM**
Mathematics ..... **MAT**
Medical Assistant ..... **MAP**
Music ..... **MUS**
Music Applied Lessons ..... **MUA**
Nursing ..... **NUR**
Paralegal ..... **PLS**
Paramedic Emergency Services ..... **PES**
Pharmacy Technician ..... **PHR**
Philosophy ..... **PHL**
Phlebotomy ..... **PLB**
Physical Education ..... **PED**
Physical Science ..... **PHS**
Physics ..... **PHY**
Political Science ..... **POL**
Psychology ..... **PSY**
Radiography ..... **RAD**
Recreation ..... **REC**
Simulation and Digital Entertainment ..... **SDE**
Social Science ..... **SSC**
Sociology ..... **SOC**
Speech ..... **SPD**
Student Development ..... **STU**
Theater ..... **THR**
Web and Multimedia Technology ..... **WEB**

Accounting

ACC-101 Principles of Accounting I
This course presents accounting principles and their applications to various businesses. Topics include analysis and recording of transactions through the preparation of financial statements. Semesters offered: Fall, Spring, Summer. 4 Credits

ACC-102 Principles of Accounting II
This course is a continuation of ACC 101 with emphasis on the application to corporations and the study of financial analysis. It also includes an introduction to cost and managerial accounting. Prerequisite: ACC 101. Semesters offered: Fall, Spring, Summer. 4 Credits

ACC-103 Basic Accounting
This course provides an orientation to the field of accounting and basic accounting fundamentals. Topics include setting up and maintenance of the records required in a sole proprietorship, including journals and ledgers. Semester offered: Periodically. 3 Credits

ACC-105 Income Tax Accounting I
This course is a study of income tax law and regulations that are applied in the preparation of income tax returns primarily for the individual. Prerequisite: ACC 101. Semester offered: Spring. 3 Credits

ACC-201 Intermediate Accounting I
This course is a more intensive study of the accounting principles introduced in ACC 101. Topics include the conceptual framework of accounting, balance sheet and income statements, statements of cash flow, receivables, and inventories. Prerequisite: ACC 102. Semester offered: Periodically. 3 Credits

ACC-202 Intermediate Accounting II
This course covers specialized problems in accounting. Topics include debt and equity financing, investments in assets, debt and equity securities, leases, income taxes, employee compensation, earnings per share, and analysis of financial statements. Prerequisite: ACC 201. Semester offered: Spring. 3 Credits

ACC-205 Income Tax Accounting II
As a continuation of ACC 105, this course emphasizes the study of income tax law and regulations that are applied in the preparation of individual and business tax returns. Prerequisite: ACC 105. Semester offered: Spring. 3 Credits

ACC-210 Managerial Accounting
Managerial accounting presents accounting as a system of producing information for use in internally managing a business. This course emphasizes the identification, accumulation, and interpretation of information for planning, controlling, and evaluating the performance of the separate components of a business. Included are the identification and measurement of the cost of producing goods or services and process to analyze and control these costs. Decision models commonly used in making specific short-term and long-term business decisions are also included, such as cost-volume-profit analysis, product costing systems, and comprehensive budgeting. By completing this course, you should be able to read and understand general financial statements and learn how a business plans and controls operations. Prerequisite: ACC 102. Semesters offered: Fall, Spring. 3 Credits

ACC-269 Internship I
See "Programs of Study" section of current HCC Catalog for internship guidelines. 3 Credits

ACC-270 Internship II
See "Programs of Study" section of current HCC Catalog for internship guidelines. 3 Credits

Administration of Justice

ADJ-101 Introduction to Criminal Justice
This course provides an overview of the history, philosophy, and development of police, courts, and corrections in a democratic society. Identification and operations of local, state, and federal agencies are covered within a criminal justice career orientation. Semesters offered: Fall, Spring. 3 Credits

ADJ-102 American Law Enforcement
This course introduces the student to the role of law enforcement in a democratic society. The history and philosophy of law enforcement are examined relative to current innovative practices. Current problems and solutions are offered as well as crime reducing strategies. Semesters offered: Fall, Spring. 3 Credits

ADJ-103 Community Corrections and Dispositions
This course is a study of various programs of release available to correctional institutions. Emphasis is placed on current parole/probation systems and various community-based arrangements. Prerequisite: ADJ 104. Semester offered: Periodically. 3 Credits

ADJ-104 Corrections in America
This course introduces students to the field of corrections as it relates to the justice system. The course focuses on the history of corrections and the forms of criminal sanctions at the federal, state, and local levels. Semesters offered: Fall, Spring. 3 Credits

ADJ-108 Introduction to Homeland Security
Introduction to Homeland Security presents a framework for understanding the role of government and the private sector in protecting the homeland from terrorist attack. This course examines terrorism from a historical and global perspective, discusses specific strategies, operations and tactics that can be used to prevent and protect against future attacks. Semester offered: Periodically. 3 Credits

ADJ-201 Law Enforcement and the Community
This course will study the relationship between police and the community with recommendations for ways of working together to reduce crime. Emphasis is placed on policing in a culturally diverse society. Prerequisite: ADJ 102. Semesters offered: Fall, Spring. 3 Credits

ADJ-203 Criminal Law
This course is a study of substantive criminal law as applied to local, state, and federal systems. Court decisions are used to address various sources and types of criminal law. Prerequisite: ADJ 101. Semester offered: Periodically. 3 Credits

ADJ-204 Criminal Investigation
This course is a study of the fundamental principles and procedures employed in the investigation of crime. Emphasis is placed on the investigation of specific crimes, the identification of sources of information, and the procedures necessary for the proper handling of evidence. The course develops a working knowledge of the steps of investigation beginning with the initial security of the crime scene and concluding with the presentation of evidence and proper testimony in court. Prerequisite: ADJ 101. Semesters offered: Fall, Spring. 3 Credits

ADJ-205 Criminalistics
This course introduces students to the study of physical evidence through application of scientific principles. Emphasis is placed on the role of the criminalist. Course fee required. Prerequisite: ADJ 101. Semester offered: Periodically. 4 Credits

ADJ-208 Police Management
This course is a study of police administration, including the organizational structure, function, and theory related to the practice of police management. Prerequisite: ADJ 201. Semesters offered: Fall, Spring. 3 Credits

ADJ-209 Corrections Management
This course is a study of the administration of the correctional system including the organizational structure, function, and theory related to the practice of corrections administration. Prerequisite: ADJ 104. Semesters offered: Fall, Spring. 3 Credits

ADJ-269 Internship I
See "Programs of Study" section of current HCC Catalog for internship guidelines. 3 Credits

ADJ-270 Internship II
See "Programs of Study" section of current HCC Catalog for internship guidelines. 3 Credits

Alternative Energy Technology

AET-101 Problem Solving for AET
This course is for students in the Alternative Energy Technology certificate program. Applications of the algebraic concepts in MAT 100 will be presented in an on-line format in parallel with the content of MAT 100 with instruction available in the Student Success Center. Students in this course may be required to attend the Student Success Center for additional instruction and problem-solving practice. Prerequisite: MAT 099. Semester offered: Periodically. 1 Credit

AET-102 Introduction to Alternative Energy
This class will introduce students to the various types of Alternative and Renewable Energy available in today's global market. Students will learn the basics about different energy types such as solar, wind, bio fuel, solar thermal, geo thermal, magnetism, pressure and mechanical energy. Hands-on labs include miniature Wind Turbine Operation, Solar Energy Collection, and Hydrofuel Vehicle operation. Prerequisites: ENG-098 and MAT-098. Semesters offered: Fall and Spring. 3 Credits

AET-104 Geo-Thermal Installation
This class will provide the students with a general knowledge base of Geo-thermal operation, installation and maintenance. Students will learn about the most commonly used designs available today. Students will learn how to evaluate a site to determine which design is best suited for a specific area, along with the pros and cons of selected systems. Students will learn installation safety, procedures, and trade practices common to the industry. Course fee required. Prerequisites: AET 101, AET 102, INT 105, INT 107. Semesters offered: Periodically. 3 Credits

AET-106 Photovoltaic Installation
This class will provide students with the skills needed to enter the field of solar installation. Students will learn the principles behind photovoltaic design and operation. Students will learn how evaluate a site and specify the components of photovoltaic system. Students will be able to install, startup and test a typical photovoltaic system. Students will be able to trouble-shoot and maintain a typical photovoltaic system. Hands-on labs are included. Course fee required. Prerequisites: AET 101, AET 102, INT 110. Semester offered: Periodically. 3 Credits

AET-108 Wind Energy Installation
This class will provide students with the skills needed to enter the field of wind turbine installation. Students will learn the principles behind turbine design and operation. Students will learn how evaluate a site and specify the components of wind energy system. Students will be able to install, startup, and test a typical wind energy system. Students will be able to trouble-shoot and maintain a typical wind energy system. Hands-on labs are included. Course fee required. Prerequisites: AET 101, AET 102, INT 110. Semester offered: Periodically. 3 Credits

AET-240 AET Capstone Project
The capstone course is an opportunity for students to work on a significant project to demonstrate achievement of the learning outcomes established by the Alternative Energy Technology program of study. Projects require both a paper and a presentation, and the presentation requires both speaking and illustrating the speech in some way - either through props or audiovisual aids. Prerequisites: AET 106 and AET 108 for Solar/Wind students; AET-104 for Geo-Thermal students. Semester offered: Periodically. 1 Credit

AET-269 AET Internship
See "Programs of Study" section of current HCC Catalog for internship guidelines. 3 Credits

American Sign Language

ASL-101 Basic Sign Language
This course requires students to develop proficient receptive and expressive skills, so they may communicate with the deaf community. Semester offered: Periodically. 3 Credits

ASL-102 Intermediate Sign Language
This course expands upon the basic competencies and proficiencies of communication and cultural analysis that were introduced in ASL 101. Prerequisite: ASL 101. Semester offered: Periodically. 3 Credits

Anthropology

ANT-201 Cultural Anthropology
This course deals with anthropological concepts and techniques for understanding world cultural similarities and differences. Universal aspects of human experience, including the family, economic, political, and religious systems, are examined in a cross-cultural perspective. Prerequisite: ENG 100 or placement into ENG 101. Semesters offered: Fall, Spring. 3 Credits

ANT-202 Cultural Analysis
This course is a study of the way people of other cultural areas live, work, play, and think. Comparative cultural analysis is so designed that students with the widest possible variety of interests will be able to increase their understanding of cultures different from their own. Prerequisite: ENG 100 or placement into ENG 101. Semester offered: Periodically. 3 Credits

ANT-269 Internship I
See "Programs of Study" section of current HCC Catalog for internship guidelines. 3 Credits

ANT-270 Internship II
See "Programs of Study" section of current HCC Catalog for internship guidelines. 3 Credits

Art

ART-101 Introduction to Visual Arts
This introduction to the visual arts gives insight into the relationship of art and culture. While this course introduces major styles and artists, it is not strictly an art history course. The course seeks the answer to the question of how one perceives art. The role art has played in the past and how the past informs the ever-changing present is examined. Slides, films, and field trips enrich the experience. Semesters offered: Fall, Spring, Summer. 3 Credits

ART-102 Two-Dimensional Design
This foundation course benefits future designers, artists, architects, webmasters or anyone interested in how to organize visual information. Students learn what it takes to capture and direct viewers' attention through exercises that teach design principles and understanding of color. Students build a portfolio of finished design projects. Course fee required. Semesters offered: Fall, Spring, Summer. 3 Credits

ART-103 Drawing I
Students will train their eyes and hands, develop powers of observation and learn to translate what they see on to paper. In the classical tradition, students focus on the elements of good drawing such as proportion, shading and modeling, line, and composition. As skills develop students explore the expressive potential of drawing using a variety of drawing materials. Students develop a portfolio of studies and drawings. Course fee required. Semesters offered: Fall, Spring, Summer. 3 Credits

ART-104 Painting I
This is a foundation course in the materials and techniques of painting as well as formal and expressive considerations. Emphasis is placed on color theory, pictorial space, and composition. Studies include still life, landscape, and the human figure. Water-based paints are used. Students produce a portfolio of paintings. Course fee required. Semesters offered: Fall, Spring, Summer. 3 Credits

ART-108 Three-Dimensional Design
This studio course helps students develop an understanding and appreciation of the interaction of form in space. Through a series of design problems using a variety of simple materials, such as paper, cardboard, plaster, and wood, students learn ways to manipulate form in space and how to use color, texture, shape, and mass to affect form. Principles of design are emphasized so as to create a shared vocabulary, both visually and verbally, that facilitates further work and the exchange of ideas. Students produce a body of work. Course fee required. Prerequisite: ART 102. Semester offered: Spring. 3 Credits

ART-110 Portraiture Drawing
This course is designed for the student with basic drawing and painting skills and a desire to gain a solid understanding of portraiture. In a series of exercises emphasis will be placed on the skull-flesh relationship, major masses of the facial features, effects of light, facial expressions, gesture and hands in portraiture. The course will consist of a combination of PowerPoint presentations of master works, studio exercises working from the model and critiques of class work and weekly home assignments. Charcoal is recommended for the first two weeks, after which students will be free to work in other media including oils, acrylics, pastels or charcoal. Co-requisite: ART-103. Semester offered: Periodically. 3 Credits

ART-112 Computer Graphics
This entry level hands-on graphics course is for aspiring designers, graphic artists, illustrators, web designers and anyone interested in creating well designed visual communications involving text and

graphics. Using state of the art computers plus the latest software, students will produce a portfolio of original graphic design projects. Adobe Creative Suite consisting of Illustrator (vector based), Photoshop (bitmap) and InDesign (text formatting and layout) will be combined to create projects. Students will be introduced to the principles of graphic design, the design process and the field of graphic design. This is an entry level course. Students should be comfortable using a mouse and keyboard. Course fee required. Prerequisite: IST 100 or consent of TCS Division. Semesters offered: Fall, Spring, Summer. 3 Credits

ART-115 Photography I
This course is concerned with the fundamental concepts of photography. Attention is given to camera, Photoshop and composition. The practical application of these basic aspects includes camera operation, software application, and printing. It is recommended that students use their own digital camera. Students produce a portfolio of photographs. Course fee required. Semesters offered: Fall, Spring. 3 Credits

ART-116 Digital Photography
This course is an intensive investigation into digital image creation and editing using industry standard software: Adobe Photoshop CS3. Students will learn how to create and manipulate digital images from scratch, as well as use the scanner. Image editing will include a large variety of features in Adobe Creative Suite Photoshop as they relate to applications in the graphic design field. Emphasis will be placed on preparing digital files for web, offset print and inkjet output. Students will gain an overview of how digital files are used in the field of graphic design. Students produce a portfolio of their work. Course fee required. Prerequisite: GDT/ART 112 or consent of TCS Division. Semesters offered: Fall, Spring. 3 Credits

ART-120 Beginning Ceramics
This course is a foundation course in ceramics designed to introduce students to basic techniques and issues within the medium. The course will familiarize students with basic forming (slab, coil and wheel thrown methods), surfaces, and firing of ceramics as well as covering some history of the medium and contemporary issues that affect the field today. General concepts in design such as image, scale, positive and negative space and content will be included. Course fee required. Semesters offered: Fall, Spring, Summer. 3 Credits

ART-122 Sculpture I
Students take a journey into the physical world of sculptural form, materials and processes in this hands-on course. Students work with a variety of materials and explore techniques including modeling, carving, fabrication, and assemblage. The study of past and present artists helps students understand good form and the role of sculpture in our culture. Course fee required. Semester offered: Periodically. 3 Credits

ART-123 Jewelry I
This course investigates the aesthetics, function, and design of jewelry. Study includes basic techniques in metal forming, use of propane/oxygen torch, basic jewelry tools, as well as an exploration of nontraditional materials. Course fee required. Semesters offered: Fall, Spring. 3 Credits

ART-142 Computer Illustration: Adobe Illustrator
Using the computer as a powerful drawing tool, this course explores the world of digital illustration using the vector based program, Adobe Illustrator. This software is ideal for the creation of graphics, illustrations, logotypes, and posters. Students will create a portfolio based on visual design problems. Course fee required. Prerequisite: GDT/ART 112 or consent of TCS Division. Semester offered: Fall. 3 Credits

ART-143 Digital Layout/Prepress
Using Adobe Creative Suite InDesign and typesetting students will learn how to apply the principles of graphic design to page layout. Students will gain proficiency in page layout as well as learn how to set type. Prepress and printing issues will be covered. Prerequisite: GDT/ART 112 or consent of TCS Division. Course fee required. Semester offered: Spring. 3 Credits

ART-203 Drawing II
This course further develops drawing skills with an emphasis on perfecting descriptive skills and personal expressiveness. Larger format and use of varied mediums are stressed. Course fee required. Prerequisite: ART 103. Semesters offered: Fall, Spring, Summer. 3 Credits

ART-204 Painting II
This course provides development of skills learned in ART 104 with special emphasis on experimentation in scale, media, and concept. Exploration in subject, form, and content in relation to personal expression is encouraged. Course fee required. Prerequisite: ART 104. Semesters offered: Fall, Spring. 3 Credits

ART-206 Art Methods for the Classroom Setting
Students examine the developmental stages of children as they experience, perceive, and communicate about their environment. Students take this understanding and create and conduct age appropriate art lessons for children. Course fee required. Semesters offered: Fall, Spring. 3 Credits

ART-209 Figure Drawing
This studio course is an in-depth study of the human figure. Through a series of drawing exercises, students develop their powers of observation and learn to translate what they see on to paper. The course emphasizes important observational skills. Some basic anatomy is included to help with the mechanics of the human form. Students also explore the expressive potential of the human figure. Students produce a portfolio of studies and drawings. Course fee required. Semester offered: Periodically. 3 Credits

ART-215 Photography II
This course introduces more advanced skills and techniques in the fundamental concepts of photography. Emphasis is placed on individual work in effective visual communication. It is recommended that students use their own digital camera. Students produce a portfolio. Course fee required. Prerequisite: ART 115. Semesters offered: Fall, Spring. 3 Credits

ART-220 Advanced Ceramics
This is an advanced course to help students develop a personal aesthetic in clay through construction techniques, surface treatments, and technical information. This class will have students pushing idea limits, refining skills, understanding the behavior of ceramic materials and processes, while creating an original and personal vocabulary in clay. Students will take an expanded approach to artistic issues of the medium, design elements and presentation of their work. Identifying and creating an independent artistic direction, and focusing their efforts accordingly, are the goals for the semester's body of work. Course fee required. Prerequisite: ART 120. Semesters offered: Fall, Spring, Summer. 3 Credits

ART-222 Sculpture II
This course expands upon techniques and formal analysis learned in ART 122. Further refinement of forms and focus on individual aesthetic approach is stressed. Course fee required. Prerequisite: ART 122. Semester offered: Periodically. 3 Credits

ART-231 History of Western Art I
This course surveys the history of Western art from prehistoric times to the Renaissance through the study of painting, sculpture, architecture, and other arts. Special consideration is given to cultural factors which contribute to the rise of specific movements in art. Readings, slides, and field trips enhance student understanding of traditional and contemporary art forms. Prerequisite: ENG 100 or placement into ENG 101. Semester offered: Fall. 3 Credits

ART-232 History of Western Art II
This course surveys the history of Western art from the Renaissance to the present through the study of painting, sculpture, architecture, and other arts. Special consideration is given to cultural factors which contribute to the rise of specific movements in art. Readings, slides, and field trips enhance student understanding of traditional and contemporary art forms. Prerequisite: ENG 100 or placement into ENG 101. Semester offered: Spring. 3 Credits

Biology

BIO-099 Biology for Allied Health
This is a preparatory course designed for students who plan to enroll in BIO 103, Anatomy and Physiology I. It is recommended for students who have not passed the A & P placement exam. The course reviews basic principles of cell biology, transport, chemistry, molecules of life, and basic math skills with applications to biology and chemistry. Reading, writing, and study skills are emphasized throughout the course. Prerequisites: MAT 098 and ENG 098. Semesters offered: Fall, Spring, Summer. 3 Credits

BIO-101 General Biology I
This is the first semester of a two-semester introductory sequence with laboratory intended for mixed majors in transfer programs. The course includes structure and function of biomolecules, molecular and cell structure, cell energetics and metabolism, classical and human genetics. Students are expected to continue the sequence with BIO 102 or BIO 114. Laboratory fee required. Prerequisites: ENG 099 and MAT 099 or appropriate score on placement test. Semesters offered: Fall, Spring. 4 Credits

BIO-102 General Biology II
This course is a continuation of BIO 101 or BIO 113. The course includes: gene expression, biotechnology, evolution and biological diversity, population ecology, and ecosystem dynamics. Students will participate in an extended field research project and compose a scientific report to present and evaluate their findings. Laboratory fee required. Prerequisite: BIO 101 or BIO 113. Semester offered: Spring. 4 Credits

BIO-103 Human Anatomy and Physiology I
This is the first semester of an integrated course on the structure and function of human body systems and processes. It is required for allied health programs and appropriate for biology and related pre-professional fields. The course includes cell biology, biochemistry, histology and the endocrine, nervous, skeletal, muscular and integumentary systems. Laboratory fee required. Prerequisites: ENG 099 and MAT 099 or appropriate scores on placement test; high school chemistry or CHM 101 and a passing score on the anatomy/physiology placement examination. This may require the completion of BIO 099 or a four-credit college biology course. Semesters offered: Fall, Spring. 4 Credits

BIO-104 Human Anatomy and Physiology II
This is a continuation of BIO 103. The course includes cardiovascular, lymphatic, respiratory, digestive, renal, immune, and reproductive systems, fluid and electrolyte balance, and metabolism. Laboratory fee required. Prerequisite: BIO 103. Semesters offered: Fall, Spring, Summer. 4 Credits

BIO-106 Unity and Diversity of Living Things
This is a one semester introductory life science course with laboratory for non-science majors. Basic cell biology and biochemistry common to all living things are presented. Major groups of organisms are surveyed including their genetics, bioenergetics, evolutionary relationships and ecological niches. Laboratory fee required. Prerequisite: ENG 099 or appropriate score on placement test. Semesters offered: Fall, Spring, Summer. 4 Credits

BIO-109 Modular Biology
This is a flexible, modular biology course designed for students who want to earn one or two credits in a non-laboratory life science. Learning modules are completed independently in the Science Learning Center. Not open to students who have completed any other biology course. Learning materials are customized to match student requirements. The 109A sequence emphasizes

basic chemistry and biological topics. The 109B sequence contains more technical modules for students who need to learn specific topics relevant to prepare for nursing and allied health. The course does not transfer to other institutions. Semesters offered: Fall, Spring, Summer. 1 Credit

BIO-110 Human Biology
This is a lecture/demonstration course for non-science majors. The course provides an understanding of life processes in the human body. It includes molecular and cellular components of life, homeostasis within the systems of a multicellular human, and the relationship of human systems to relevant and current discoveries in science today. Semesters offered: Fall, Spring, Summer. 3 Credits

BIO-111 Contemporary Issues in Biology
This is a lecture/discussion course that focuses on specific biological topics of current interest. Topics vary each time the course is offered and may include medical genetics, topics in physiology or environmental issues. The online format may be used for this course periodically. Semester offered: Spring, Summer. 3 Credits

BIO-112 Biology of Disease
This is a lecture/discussion course that may be delivered in a traditional classroom or over the internet. The course focuses on viral disease as a model for understanding other mechanisms in biology. Topics include basic virology, epidemiology, immunology, and molecular biology as they relate to viral disease and its spread in populations. Scientific reading and writing assignments required. Prerequisite: Demonstrated computer/internet competency. Semesters offered: Spring, Summer. 3 Credits

BIO-113 Principles of Biology I
This is the first semester of a two-semester sequence for biology and pre-health science and science majors. The course includes: an introduction to molecular structure and biochemistry, cell structure, cell energetics and metabolism, classical and human genetics, DNA structure. Students are expected to continue the sequence with BIO 102 or BIO 114. Laboratory fee required. Prerequisite: MAT 099 and ENG 099 or appropriate score on placement test. Co-requisite: CHM 103. Semester offered: Fall. 4 Credits

BIO-114 Principles of Biology II
This course is a continuation of BIO 101 or BIO 113. This course includes: control of gene expression, biotechnology, population genetics, evolution and biological diversity, vertebrate organ systems and vertebrate development, population dynamics, ecosystem structure and function. Students will participate in an extended field research project and compose a scientific paper to present and evaluate their findings. Laboratory fee required. Prerequisite: BIO 101 or BIO 113 and CHM 104. Semester offered: Spring. 4 Credits

BIO-201 Cell Biology and Genetics
This course is a rigorous detailed study of cell structure and function at the molecular level with a special emphasis on the technology and instrumentation required to study the complex processes within the small volume of space in a eukaryotic cell. Topics include cellular evolution, enzymes and biochemical pathways, plasma membrane structure and function, cytoplasmic membrane systems, cytoskeleton and cell motility, gene expression and control, cell signaling and signal transduction, cancer and immunology. Laboratory fee required. Prerequisites: BIO 101 or BIO 113; CHM 101 or CHM 103; MAT 101 or MAT 161; ENG 101. Semester offered: Spring. 4 Credits

BIO-202 Radiation Biology
This course focuses on the biological and genetic changes in the human body as the result of medical exposure to ionizing radiation. The therapeutic and diagnostic applications of ionizing radiation are also discussed. This course is required for students in the AAS Radiography Program. Prerequisites: PHY 106 and RAD 201 or instructor consent. Semester offered: Spring. 3 Credits

BIO-205 Microbiology
This course is an introduction to the biology of microorganisms including microbial diversity, structure, metabolism, growth, and genetics. Topics of disinfection, sterilization, immunity, and the relationship to human diseases and the environment are included. Laboratory fee required. Prerequisite: Eight credits of biology or four credits of biology and four credits of chemistry. Semesters offered: Fall, Spring, Summer. 4 Credits

BIO-206 Nutrition for Health Sciences
This course is an in-depth study of the chemical composition and utilization of macro and micronutrients including the physiological and anatomical principles of homeostasis involved in digestion, absorption, and metabolism. Nutritional guidelines, diet analysis and planning, and the role of nutrition in health and disease are emphasized. It is designed for students who are preparing for a career in nursing or any of the other health sciences. Prerequisites: CHM 101 or CHM 103; HEA 102 or BIO 101 or BIO 103 or BIO 106 or BIO 113. Semester offered: Spring. 3 Credits

BIO-269 Internship I
See "Programs of Study" section of current HCC Catalog for internship guidelines. 3 Credits

BIO-270 Internship II
See "Programs of Study" section of current HCC Catalog for internship guidelines. 3 Credits

Biotechnology

BTC-101 Introduction to Biotechnology
This is an entry level lecture/demonstration course for students interested in the biotechnology program or who want to take a non-laboratory life science course. Basic concepts and applications in biotechnology such as advances in medicine, agriculture, forensics and other fields will be explored. Careers and opportunities, as well as public perception and ethical issues in biotechnology, will also be discussed. Prerequisites: MAT 099 and ENG 099 or higher. Semesters offered: Fall, Spring, Summer. 3 Credits

BTC-102 Introduction to Applied Biotechnology Research
This is an entry level applied laboratory course for high school students as well as other science students interested in the biotechnology program. Basic laboratory applications in biotechnology such as DNA purification, gel electrophoresis, restriction enzyme digestion, bacterial cloning and therapeutic compound screening, as well as other topics, will be explored. The student will perform laboratory research to explore the requirements necessary for a career in laboratory science. Students may earn a maximum of 6 credits while in high school and attending HCC with a minimum of 90 hours for each 15-week semester completed. These credits may be used to replace discipline-related open electives or restricted electives only, and are not to replace program requirements or required specialty courses. Interested students must pass an entrance examination to show the minimum level of understanding for a productive learning experience. Prerequisites: College level Mathematics and English. Semesters offered: Fall, Spring, Summer. 3 Credits

BTC-201 Discovery Research
This is the first in a series of two lecture/laboratory courses that provides an overview of theory, application and hands-on experience in biotechnology. Topics covered include introduction to fundamentals of research in biotechnology, DNA, RNA, and protein analysis, as well as an introduction to cell tissue culture. Laboratory fee required. Prerequisites: BTC 101 and 8 credits of BIO and/or CHM classes. Semester offered: Fall. 4 Credits

BTC-202 Biomanufacturing
This course introduces the tools, techniques, and regulatory constraints that apply to Biomanufacturing laboratories. Topics include: types of biomanufactured products, cleanroom operations, cell and tissue culture techniques, extraction and purification of biological products, documentation and quality assurance within the framework of safe manufacturing procedures regulated by federal, state, and local agencies. Laboratory fee required. Prerequisites: BTC 101 and BIO 205. Semester offered: Spring. 4 Credits

BTC-269 Biotechnology Internship I
See "Programs of Study" section of current HCC Catalog for internship guidelines. 3 Credits

BTC-270 Biotechnology Internship II
See "Programs of Study" section of current HCC Catalog for internship guidelines. 3 Credits

Business

BUS-101 Introduction to Business Organization and Management
This course gives an introductory survey of the field of business. Emphasis is placed on the structure of business organizations and the decisions facing business managers in such areas as marketing, finance, global issues, and personnel. Semesters offered: Fall, Spring, Summer. 3 Credits

BUS-104 Legal Environment of Business
This course examines the institutions, regulations, and laws that affect business activity. It includes topics such as torts, contracts, agency and sales, product liability and consumer law, antitrust and securities regulation, labor and employment law. Semesters offered: Fall, Spring. 3 Credits

BUS-113 Business Communication
The principles of business communication relate to people in business or students planning a career in business. The course includes the study of the mechanics, form, style, and content of business letters, memos, emails, reports, proposals, and presentations. Recommended: ENG 100 or above and keyboarding skills. Semesters offered: Fall, Spring. 3 Credits

BUS-145 Customer Service
This course gives an overview of customer loyalty and exceptional service, attitude and personal approach with customers, resolution of customer conflicts and complaints, skills to better manage a customer service role, importance of nonverbal communication, dress, listening skills and appropriate telephone, online and written communication. Semesters offered: Fall, Spring. 1 Credit

BUS-269 Internship I
See "Programs of Study" section of current HCC Catalog for internship guidelines. 3 Credits

BUS-270 Internship II
See "Programs of Study" section of current HCC Catalog for internship guidelines. 3 Credits

Chemistry

CHM-101 Introductory College Chemistry
This course is for students with little or no prior background in chemistry, whose program (health sciences, for example) requires one semester of chemistry, or who require preparation for additional coursework in chemistry. Emphasis is on calculations and measurement, dimensional analysis, formulas and equations, stoichiometry, atomic structure and molecular geometry, gas laws and solutions. Laboratory fee required. Prerequisite: MAT 099 or appropriate score on placement test. Semesters offered: Fall, Spring, Summer. 4 Credits

CHM-102 Chemistry Problem Solving: Recitation
This course is for students who are enrolled in CHM 103 and want increased formal instruction and additional practice in problem-solving skills required for success in CHM 103. Corequisites: MAT 101 or appropriate score on placement test and CHM 103. Semester offered: Fall. 1 Credit

CHM-103 General Chemistry I
This course is the first semester of a two-semester sequence for science majors and pre-professional students with strong backgrounds in chemistry and math. It presumes a working knowledge of dimensional analysis, chemical formulas and nomenclature, stoichiometry, gas laws and solutions. Laboratory fee required. Prerequisites: CHM 101 or high school chemistry. Corequisite: MAT 101 or higher or appropriate score on placement test. Semesters offered: Fall, Spring. 4 Credits

CHM-104 General Chemistry II
This is a continuation of CHM 103. The course includes solutions, kinetics, equilibrium, thermodynamics, electrochemistry, and nuclear chemistry. Laboratory fee required. Prerequisites: CHM 103 and MAT 101 or appropriate score on placement test. Semesters offered: Fall, Spring. 4 Credits

CHM-105 Introductory Organic Chemistry
This is a single semester course of organic chemistry with laboratory for students in the allied health programs (nursing, for example). The course includes nomenclature, functional groups, stereochemistry, reaction types, and limited use of reaction mechanisms. Laboratory fee required. Prerequisite: CHM 103. Three hours of lecture and three hours of laboratory each week. Semester offered: Spring. 4 Credits

CHM-106 Chemistry Problem Solving II: Recitation
This course is for students who are enrolled in CHM 104 and want increased formal instruction and additional practice in problem-solving skills required for success in CHM 104. Prerequisites: CHM 103 and MAT 101 or appropriate score on placement test. Corequisite: CHM 104. Semester offered: Spring. 1 Credit

CHM-203 Organic Chemistry I
This course is the first semester of a two-semester organic chemistry sequence with laboratory. It is required for science/engineering majors and pre-professional students. The course includes alkanes, alkenes, alkynes, and alkyl halides, with an emphasis on their nomenclature, preparations, reactions, kinetics, and stereochemistry. Reaction mechanisms are emphasized. An introduction to spectroscopy and chromatography is included. Laboratory fee required. Prerequisite: CHM 103 and CHM 104. Semester offered: Fall. 4 Credits

CHM-204 Organic Chemistry II
This course is a continuation of CHM 203. The course includes aramotic compounds, alcohols, aldehydes, ketones, carboxylic acids and derivatives, amines, biomolecules which include lipids, proteins, and carbohydrates. Laboratory fee required. Prerequisite: CHM 203. Semester offered: Spring. 4 Credits

CHM-269 Internship I
See "Programs of Study" section of current HCC Catalog for internship guidelines. 3 Credits

CHM-270 Internship II
See "Programs of Study" section of current HCC Catalog for internship guidelines. 3 Credits

Computer-Aided Design

CAD-152 Computer-Aided Design I
This is a hands-on laboratory based course in computer assisted design/drafting using AutoCAD™ software. Subjects covered include creating and modifying entities, layers, viewing commands, blocks, and plotting. Students prepare drawings, create designs, and produce a portfolio of their work. Course fee required. Prerequisite: IST 102 or consent of TCS Division. Semesters offered: Fall, Spring. 3 Credits

CAD-153 Computer-Aided Design II
A hands-on competency based course, Computer-Aided Design II, builds on skills and knowledge gained in CAD 152. Students receive advanced instruction in dimensioning, blocks, layer management and print layout. Students are introduced to working in three dimensions and will create three-dimensional drawings and models and produce an electronic portfolio of their work. Course fee required. Prerequisite: CAD 152 or consent of TCS Division. Semesters offered: Fall, Spring. 3 Credits

CAD-226 CAD III: Architectural
This course is a hands-on competency based course which uses computer-aided design software to produce architectural drawings including floor plans, elevations, schedules details and three-dimensional models. Field trips and course fee required. Prerequisite: CAD 153 or consent of TCS Division. Semester offered: Fall. 3 Credits

CAD-228 CAD III: Mechanical
This course is a hands-on competency based course. Students use assembly-centric, parametric based, solid-modeler software to build parts, create assemblies and presentations. Students create three-dimensional models to generate 2D drawings. Course fee required. Prerequisite: CAD 153 or consent of TCS Division. Semester offered: Spring. 3 Credits

CAD-269 Internship I
See "Programs of Study" section of current HCC Catalog for internship guidelines. 3 Credits

Computer Science

CSC-109 UNIX/Linux Operating System
Using RedHat Linux, this course covers the basic concepts, commands, and skills used in the UNIX/Linux operating systems. The shells examined are the C, Bourne, and Korn. Because UNIX/Linux is a very extensive operating system, this course uses the command line and introduces students to basic elements, such as utilities, electronic mail, Visual Editor, directories, messaging, shell programming, permissions, system security, online help, controlling user processes, printing, sed, and awk. The course is recommended for users with an operating systems background. Course fee required. Prerequisite: IST 102 or consent of TCS Division. Semesters offered: Fall, Spring. 3 Credits

CSC-132 Introduction to C and C++ Programming
This course provides students with a thorough understanding of the basic principles of C and C++. It covers the basic syntax and structure of the language with an emphasis on problem solving techniques. Students create programs using input/output statements; if, while, do while, and for-loop logic structures; arrays, functions, pointers and reference variables, record structures, header files, file I/O, and basic object-oriented programming techniques. Students will be able to recognize and correct common programming errors. Course fee required. Prerequisite: IST 102 and MAT 101 or consent of TCS Division. Semester offered: Fall. 3 Credits

CSC-134 Introduction to JAVA Programming
This course provides students with a basic understanding of the principles of JAVA Programming. It covers syntax, structure and emphasizes problem solving techniques. Students create programs using input/output statements; if, while, do while, and for-loop logic structures; arrays, functions, and basic object-oriented programming techniques. Students will be able to recognize and correct common programming errors. Course fee required. Prerequisite: IST 102 and MAT 101 or consent of TCS Division. Semester offered: Spring.

CSC-202 Systems Design and Analysis
This course presents an in-depth look at the system development life cycle. Emphasis is on tools and techniques the developer/analyst can use to document systems. Classical and structured tools (standalone and integrated) for describing data flow, data structure, process flow, file design, input and output design, and program specifications are applied to documentation. A group project is a major part of the course grade. Time outside of the class will be required for group meetings. Course fee required. Prerequisites: IST 102 and any computer programming course or consent of TCS Division. Semester offered: Spring. 3 Credits

CSC-232 Advanced C++ Programming
This course continues to introduce students to object-oriented programming (OOP) using C++ and Visual C++. It builds on the foundation of IST/CSC 132. Students learn OOP concepts such as classes, friends, and templates and use these to build a program designed to run under a Microsoft Windows environment. Using a hands-on approach, students have the opportunity to design, code, and test object-oriented applications. Additional time outside of class will be necessary to write programs. Course fee required. Prerequisite: IST 132 or CSC 132. Semester offered: Spring. 3 Credits

CSC-269 Internship I
See "Programs of Study" section of current HCC Catalog for internship guidelines. 3 Credits

CSC-270 Internship II
See "Programs of Study" section of current HCC Catalog for internship guidelines. 3 Credits

Dance

DNC-109 Broadway Dance I
Students will learn the various styles of choreography used in Broadway musicals, covering famous choreographers such as Bob Fosse, Jerome Robbins and Gene Kelly. Semesters offered: Fall, Spring. 2 Credits

DNC-111 Jazz Dance: Beginning
This course is a high intensity dance class, covering various styles of jazz, including hip hop. The class is catered to all levels. Students must wear clothing to make it possible for stretching and executing the movements involved in the class. Two hours each week. Semester offered: Periodically. 1 Credit

DNC-113 Jazz Dance: Intermediate
This course is a high intensity dance class, covering various styles of jazz, including hip hop. The instruction is catered to students who have some jazz dance experience (DNC 111). Students must wear clothing to make it possible for stretching and executing the movements involved in the class. Two hours each week. Semester offered: Periodically. 1 Credit

DNC-115 Ballet: Beginning
This course will cater to all levels of ballet. Ballet is a low intensity dance class, involving various stretching exercises and movements across the floor. Students must wear clothing to make movement possible and have ballet shoes. Two hours each week. Semester offered: Periodically. 1 Credit

DNC-116 Ballet: Intermediate
Ballet is a low intensity dance class, involving various stretching exercises and movements across the floor. The instruction will cater to students who have some ballet experience (DNC 115). Students must wear clothing to make movement possible and have ballet shoes. Two hours each week. Semester offered: Periodically. 1 Credit

Dental Assisting

DEN-101 Dental Assisting I
This course is designed to provide an introduction to the profession of dental assisting. The didactic portion will cover topics including Maryland law and ethics, dental terminology, infection control procedures and proper use and care of dental instruments and equipment. Students will apply topics covered in the didactic portion of the course in a supervised lab setting. Total of 30 hours of lecture, 90 hours of laboratory. Prerequisites: MAT 098 and ENG 099 or appropriate score on placement test, BIO 110 or concurrent enrollment. Corequisite: DEN 109. 4 Credits

DEN-104 Dental Radiology
This course is designed to provide the student with the theory and procedures used in dental radiography. Topics include history of the dental x-ray, radiation safety, film exposure techniques, processing and mounting of radiographs, radiographic findings and patient management. Total of 30 hours of lecture, 45 hours of laboratory. Prerequisites: DEN 101, DEN 109 enrollment, BIO 110 or concurrent enrollment. Corequisites: DEN 107. Students who are only seeking certification as a Dental Radiation Technologist, please contact the Dental Assisting Program Coordinator for specific enrollment criteria for DEN 104. 3 Credits

DEN-107 Dental Materials
This course is designed to familiarize the student with commonly used materials in dentistry. Focus will be on proper storage, manipulation and use of dental materials. Students will apply topics covered in the didactic portion of the course in a supervised lab setting. Total of 15 hours of lecture, 60 hours of laboratory. Prerequisites: DEN 101, DEN 109, BIO 110 or concurrent enrollment. Corequisite: DEN 109. 3 Credits

DEN-109 Oral Anatomy
This course is designed to study anatomy of the oral cavity, head and neck. Topics include tooth morphology and function, nerve supply to the head and neck and muscles of the head and neck. Total of 45 hours of lecture. Prerequisites: MAT 098 and ENG 099 or appropriate score on placement test, BIO 110 or concurrent enrollment. Corequisites: DEN 101. 3 Credits

DEN-110 Dental Assisting II
This course is designed to further develop the skills, knowledge and responsibilities of the dental assistant and to further prepare the student for the Maryland General Dental Assisting Expanded Functions (MDG) exam administered by DANB. Topics include placement and removal of rubber dam; fabrication, cementation and removal of temporary crowns; fabrication of athletic mouthguards, fluoride and bleaching trays; vitality testing; placing and removing periodontal dressings; suture removal; placing and removing retraction cord; applying topical fluoride; preparing and fitting stainless steel crowns. Total of 30 hours of hybrid instruction, 90 hours of laboratory. Prerequisites: DEN 104, DEN 107,SPD 108 or concurrent enrollment. Corequisites: DEN 115. Students who are only seeking to take the Maryland General Dental Assisting Expanded Functions exam administered by DANB, please contact the Dental Assisting Program Coordinator for specific enrollment criteria for DEN 110. 4 Credits

DEN-115 Dental Office Management
This course is designed to provide an overview of the management of a dental office. Topics include communication skills, patient management, bookkeeping and recall systems, preparation of dental insurance forms, supplies and inventory, maintenance of patient records and appointment control. Total of 30 hours of lecture. Prerequisites: DEN 104, DEN 107, and SPD 108 or concurrent enrollment. Corequisite: DEN 110. 2 Credits

DEN-120 Dental Specialties
This course is designed to provide an overview of the various dental specialties, including oral surgery, pediatric dentistry, endodontics, periodontics, prosthodontics and dental public health. The study of each specialty includes definition of the specialty, oral, health and disease conditions, laboratory techniques, instrumentation, materials used, pharmacology and the dental assistant's role in each specialty. Total of 45 hours of lecture. Prerequisites: DEN 110, DEN 115, SPD 108 or concurrent enrollment. Corequisite: DEN 140. 3 Credits

DEN-140 Dental Assisting Externship I
This will be the student's first practical experience in dental assisting. The student will be assigned to clinical rotations in area dental offices and clinics to apply the knowledge and skills learned in the classroom and laboratory settings. A periodic seminar, one hour per week, will be held for students to share their experiences and situations encountered in the clinical setting. Total of 15 hours lecture, 120 hours clinical. Prerequisites: DEN 110, DEN 115, SPD 108 or concurrent enrollment. Corequisite: DEN 120. 3 Credits

DEN-240 Dental Assisting Externship II
This course is designed to expose the student to the complete dental office environment. The student will be assigned to a six week rotation in a dental practice. Approximately six hours beyond the clinical hours will be spent on campus for discussion of externship experiences and resume writing, and for preparation for the Maryland General Dental Assisting Expanded Functions (MGD) exam. 180 hours clinical. Prerequisites: DEN 120, DEN 140. 4 Credits

DEN-245 Orthodontics for the Dental Assistant
This course is designed according to the Maryland State Board of Dental Examiners guidelines and when completed, the student is approved to take the Maryland Orthodontic Assisting Expanded Functions exam administered by the DANB. Topics include application of fluoride, etchant, and desensitizing agents, fabricating and pouring various dental models, placing and removing archwires, bands, brackets, elastics, ligatures and head gear, removal of cement, materials and bonded attachments and performing intra-oral photography. Students may be required to spend a maximum of 5 hours "shadowing" an orthodontic dental professional. Course fee required. Additional fees will apply for Licensure Exam. Total of 45contact hours. Prerequisites: DEN 110, DEN 115, DEN 120, DEN 140. Students who are only seeking to take the Maryland Orthodontic Assisting Expanded Functions

Exam administered by DANB, please contact the Dental Assisting Program Coordinator for specific enrollment criteria for DEN 112. Semester offered: Periodically. 3 Credits

Economics

ECO-201 Macroeconomic Principles
Macroeconomics is the study of the total economy. Emphasis is placed on fiscal and monetary policy, unemployment, inflation, economic growth and international trade. Recommended: Placement into ENG 100 and MAT 099. Semesters offered: Fall, Spring, Summer. 3 Credits

ECO-202 Microeconomic Principles
Microeconomics is the study of decision units within the total economy: consumers, producers, and the government. Topics include supply and demand theory, profit and cost analysis, consumer behavior, antitrust, labor markets, income distribution, poverty, and government regulation. Recommended: Placement into ENG 100 and MAT 099. Semesters offered: Fall, Spring, Summer. 3 Credits

Education

EDU-101 Introduction to Education
This course introduces the student to the American education system. Historical and philosophical traditions, types of educational institutions, teaching methods, learner characteristics, issues, and career opportunities are introduced. Students are required to participate in fifteen hours of guided observation in several educational institutions. Prerequisite: ENG 100 or placement into ENG 101. Semesters offered: Fall, Spring, Summer. 3 Credits

EDU-103 Foundations of Early Childhood Education
This course is designed to increase the student's understanding of various curriculum models and approaches in early childhood education. Focusing on programs for children from birth through grade 3, historical and philosophical foundations, learner characteristics, contemporary issues and career opportunities are introduced. Students are required to participate in 10 hours of guided observation in several early childhood settings. Prerequisite: ENG 100 or placement into ENG 101. Semester offered: Fall. 3 Credits

EDU-114 The Developing Child
This course focuses on the social, physiological and psychological growth and development of young children from birth through age eight. Assessment of young children and factors influencing development are included. This course satisfies 45 hours of the 90 hour course requirement for senior staff as defined by the Maryland State Department of Education, Office of Child Care. A 10-hour Field Experience outside of class time is required. Prerequisite: ENG 100 or placement into ENG 101. Semesters offered: Fall, Spring. 3 Credits

EDU-115 Methods and Materials in Early Childhood Education
This course is designed to teach the methods and materials needed for designing quality care and education programs for young children. Developmentally appropriate activities and teaching practices are discussed in relation to each developmental and curricular area. This course satisfies 45 hours of the 90 hour course requirement for senior staff as defined by the Maryland State Department of Education, Office of Child Care. A 10-hour Field Experience outside of class time is required. Prerequisite: ENG 100 or placement into ENG 101. Semesters offered: Fall, Spring. 3 Credits

EDU-116 Infant and Toddler Development
This course provides a general overview of the development of children from birth through approximately three years of age. Developmentally appropriate activities, teaching methods, and curriculum are incorporated into the course. Prerequisite: ENG 100 or placement into ENG 101. Semester offered: Periodically. 3 Credits

EDU-117 School Age Child Care Seminar I
This course is designed to provide students with knowledge relative to working with school age children in child care settings. Behavior management strategies, scheduling, staffing, and appropriate activities are introduced. Prerequisite: ENG 100 or placement into ENG 101. Semester offered: Fall. 3 Credits

EDU-118 School Age Child Care Seminar II
This course offers a study of issues and topics related to organizing and managing a school-age child care program. Major topics include licensing regulations, program management, inspection procedures, child health concerns, parental involvement, and protective services issues. The course also requires a minimum of 50 observation hours in a licensed school-age child care program. Prerequisite: EDU 117. Semester offered: Periodically. 3 Credits

EDU-208 Instruction of Reading
This course gives emphasis to practical aspects of basic reading skills, diagnostic procedures and teaching materials, and techniques involved in developmental reading programs. Individualization, motivation, and readiness are stressed. Several basic approaches to teaching reading and correcting deficiencies are covered. Prerequisite: ENG 100 or placement into ENG 101. Semester offered: Spring. 3 Credits

EDU-210 Assessment in Reading Instruction
This course examines methods of assessing students' understanding of language arts. Methods of assessment include use of standardized tests but focus on alternative forms of assessment such as individual interviews, writing tasks, performance tasks, portfolios, as well as traditional measures of reading ability such as the Informal Reading Inventory and CLOZE. Assessment and interpretation are viewed as an ongoing part of instruction. Prerequisite: ENG 100 or placement into ENG 101. Semester offered: Periodically. 3 Credits

EDU-211 Introduction to Special Education
This course describes the following areas and topics of special education: mental retardation, behavior/emotional disorders, learning disabilities, autism, cultural and linguistic diversity, speech and language impairments, attention deficit/hyperactivity disorder, deaf and hard of hearing, low vision and blindness, and the "gifted" child. Attention is given to early identification, diagnosis, and treatment planning. Emphasis is placed on practical examples and applications. Students are required to participate in fifteen hours of guided observation in several educational institutions. Prerequisite: ENG 100 or placement into ENG 101. Semesters offered: Fall, Spring. 3 Credits

EDU-212 Processes and Acquisition of Reading
This course examines the theories, processes, and acquisition of reading and language development as well as the cognitive, linguistic, social, and physiological factors of emergent literacy. Topics include the role of experiential background, prior knowledge, motivation, and personal significance to developing readers, as well as an understanding of phonemic awareness and the sequential nature of reading acquisition. Prerequisite: ENG 100 or placement into ENG 101. Semesters offered: Fall, Spring. 3 Credits

EDU-215 Child Care Center Administration and Management
This course is designed to study the concept of program management in early childhood education, including planning, implementing, and evaluating childcare programs. Financial, legal, personnel and program administration will be emphasized. The course meets 45 clock hours as required for Directors as set by the Office of Child Care Services (MSDE). Prerequisite: EDU-114 and EDU-115 or by permission of instructor. Semesters offered: Fall, Spring. 3 Credits

EDU-269 Internship I
See "Programs of Study" section of current HCC Catalog for internship guidelines. 3 Credits

EDU-270 Internship II
See "Programs of Study" section of current HCC Catalog for internship guidelines. 3 Credits

Engineering Technology

EGT-101 Computerized Spreadsheets for Engineers
This course enables students to learn the techniques of decision making and problem solving using Microsoft Excel and the graphing calculator as tools. Prerequisite: MAT 100. Semesters offered: Fall, Spring. 2 Credits

EGT-136 Mechanics
This course uses the principles of statics to solve engineering problems that involve forces. Topics include finding reactions, equilibrium, friction, trusses, frames, centroids, and moment of inertia. Prerequisite: MAT 101. Semester offered: Periodically. 3 Credits

EGT-150 Introduction to CNC Programming
Computer numerical control is used to program a HAAS machining center to drill, contour, and pocket. An introduction to the CNC lathe is included. Laboratory fee required. Prerequisite: MAT 099. Semester offered: Periodically. 3 Credits

EGT-231 Strength of Materials
This course is a technical study of the stress and strain in materials from the action of external forces. The application of these principles is used in the design of structures and machines. Axial loads, torsion, and bending are analyzed individually and in combination. The deflection of beams and stability of columns are studied. Course fee required. Prerequisite: EGT 136. Semester offered: Periodically. 3 Credits

EGT-234 Machine Design
This course involves the study of various machine parts that carry loads and transmit power. Strength of material theory is expanded to include stress concentration, fatigue, and failure. Rivets, welds, springs, power transmission threads, chain and belt drives, gears, and bearings are included in an analytical approach to the design process. Prerequisite: EGT 231. Semester offered: Periodically. 4 Credits

EGT-235 Hydraulics and Pneumatics
This course focuses on the industrial use of fluid power. The fundamental properties of fluid statics and dynamics are applied to the design of pumps, valves, motors, actuators, accumulators, fluid circuits, and control systems. Laboratory fee required. Corequisite: MAT 101 or MAT 131. Semester offered: Fall. 3 Credits

EGT-269 Internship I
See "Programs of Study" section of current HCC Catalog for internship guidelines. 3 Credits

EGT-270 Internship II
See "Programs of Study" section of current HCC Catalog for internship guidelines. 3 Credits

Engineering

EGR-103 Introduction to Engineering
This course will introduce students to the product development process, which includes: product research, product design, product analysis and evaluation, and product presentation. Additionally, each individual student should develop basic engineering and science principles as well as computer skills including; applications software, graphics software and programming software. Students enrolled in EGR 103 will be expected to have a basic knowledge of trigonometric functions. Laboratory fee required. Prerequisite: MAT-101. Semester offered: Fall. 3 Credits

EGR-108 Statics
A vector-based treatment of statics is presented, including coverage of force systems, moments, couples, centroids, area moments of inertia, friction, and use of free-body diagrams in the so-

lution of equilibrium problems of trusses, frames, and machines. Corequisite: MAT 203. Semester offered: Spring. 3 Credits

EGR-203 Mechanics of Materials
This course studies the deformation of engineering materials in relation to stress and temperature. It includes axial, biaxial, torsional, shearing, combined and statically indeterminate loadings of beams, columns, shafts, tanks and connections, as well as deflection, and an introduction to plastic analysis. Prerequisite: EGR 108 and concurrent registration in MAT 203. Three hours each week. Semester offered: Spring. 3 Credits

EGR-204 Dynamics
Coverage of principles of dynamics, kinematics, and kinetics of particles, kinetics of systems of particles, and kinematics and kinetics of rigid bodies through Euler's equations is included. Prerequisites: EGR 108 and concurrent registration in MAT 204. Three hours each week. Semester offered: Fall. 3 Credits

EGR-269 Internship I
See "Programs of Study" section of current HCC Catalog for internship guidelines. 3 Credits

EGR-270 Internship II
See "Programs of Study" section of current HCC Catalog for internship guidelines. 3 Credits

English

ENG-098 Writing Basics
This course presents an integrated approach to the development of writing and reading skills necessary for college success. Instructional activities are designed to emphasize the connection between writing and reading and to develop the skills and confidence that enhance success in subsequent courses. The primary focus is on achieving proficiency in core comprehension and writing skills. The core reading skills include increasing vocabulary knowledge and dictionary skills, identifying main ideas and implied meanings, identifying supporting details, and developing lifelong reading habits. The writing component focuses on both sentence-level concerns and whole discourse, but the emphasis is on sentence-level problems common to basic writers. Students placed into this course are required to utilize online learning tools a minimum of three hours a week and/or the Learning Centers for additional instruction, homework, and skill-building exercises. Course fee required. Prerequisite: An appropriate score on placement test and/or writing sample. Semesters offered: Fall, Spring, Summer. 3 Credits

ENG-099 Writing Essentials
This course is designed to help students develop effective writing and reading strategies appropriate for college studies. Students will engage in a variety of reading and writing activities, concentrating on logical interpretation of what they read and on clear written expression of what they understand. Instruction focuses on developing reading strategies to enhance comprehension, recall, analysis of texts and college-level vocabulary. Writing instruction emphasizes paragraphs and short essays that are unified, coherent, and fully developed. Students placed into this course are required to utilize online learning tools a minimum of three hours a week and/or the Learning Centers for additional instruction, homework, and skill-building exercises. Course fee required. Prerequisite: Successful completion of ENG 098 and/or an appropriate score on placement test and/or writing sample. Semesters offered: Fall, Spring, Summer. 3 Credits

ENG-100 Beginning Composition
This course is a survey of fundamental writing and reading skills with an emphasis on sentence structure, organization, diction and paragraph development as components of the essay. Focus is placed on the application of these skills in effective study of college-level materials. By completing the course content objectives, students will develop their reading, writing, and thinking skills and will improve their ability to express ideas orally and in writing in ENG 101 and other college-level courses. Students placed into this course may be required to utilize online learning tools and/or the Learning centers for additional instruction, homework, and skill-building exercises. Prerequisite: Successful completion of ENG 099 and/or an appropriate score on placement test and/or writing sample. Semesters offered: Fall, Spring, Summer. 3 Credits

ENG-101 English Composition
This course examines paragraph and theme development with emphasis on syntax, organization, logical thinking, and diction as a basis for writing. Students are given extensive practice in creating and revising their own compositions. Documentation and plagiarism are discussed. Selected readings may be used. Prerequisite: ENG 100 or appropriate score on placement test. Semesters offered: Fall, Spring, Summer. 3 Credits

ENG-102 Composition and Literature
This course refines the writing process through the reading and interpretation of literature. Students learn manuscript presentation, inquiry, and research skills by writing a clearly documented research paper. Prerequisite: ENG 101. Semesters offered: Fall, Spring, Summer. 3 Credits

ENG-103 Language Arts
This course presents language arts elements - listening, speaking, reading, and writing - in terms of learning abilities, learning patterns, and current theory and practice. Students also practice language arts skills and create and present instructional materials. Semester offered: Fall. 3 Credits

ENG-104 Children's Literature
This course increases students' knowledge about children's literature historically and specifically, provides opportunities for the reading and increased enjoyment of a wide variety of literature for many age levels, and provides opportunities for oral reading,

telling, and writing in class. For each content category in children's literature, students determine the attraction and value for children, age group suitability, use of materials, recommended authors and illustrators, and representative examples. Semester offered: Spring. 3 Credits

ENG-112 Technical Writing I
This course in the principles and mechanics of technical writing enables both undergraduates and those already employed in business and industry to present technical information in an approved manner. It provides for a general review of English composition as well. Prerequisite: ENG 101. Semesters offered: Fall, Spring, Summer. 3 Credits

ENG-114 Mythology
The emphasis of this course is upon Greek and Roman gods and those classical myths which have had the greatest impact upon Western arts and culture. The modern use of classical myths is also examined. Mythology from other areas of the world is included as time permits. Prerequisite: ENG 101. Semester offered: Periodically. 3 Credits

ENG-115 Literature By and About Women
Students read and discuss a broad range of literature by women while considering how male and female authors portray the female character and the historical attitudes she embodies. Contemporary women writers' interests and accomplishments provide a framework for discussion and examination. Prerequisite: ENG 099. Semester offered: Periodically. 3 Credits

ENG-201 World Literature I
This course acquaints students with early literary landmarks of Western and non-Western cultures, helping them to appreciate their value, and to express their critical judgment of them orally and in writing. It covers literary highlights of ancient times, the Middle Ages, and the Renaissance. Prerequisite: ENG 102. Semesters offered: Fall, Summer. 3 Credits

ENG-202 World Literature II
This course acquaints students with later literary landmarks of Western and non-Western cultures, helps them appreciate their value, and express their critical judgment of them orally and in writing. It covers masterpieces of neoclassicism, romanticism, realism, naturalism, symbolism, post-colonialism, diasporic literature and the modern world. Prerequisite: ENG 102. Semesters offered: Spring, Summer. 3 Credits

ENG-203 British Literature I
This course is a chronological study and reading of representative prose and poetry from the beginning of the Anglo Saxon period to the Romantic period (1800). Some attention is given to the historical and social background of each period. Prerequisite: ENG 102. Semester offered: Fall. 3 Credits

ENG-204 British Literature II
This course offers readings of representative prose and poetry from the era of Romanticism to the contemporary period with some attention to historical and social backgrounds. Prerequisite: ENG 102. Semester offered: Spring. 3 Credits

ENG-205 American Literature I
This course presents significant American literary works and writers within their historical, cultural, and aesthetic frameworks from colonial times through the Romantic era. It increases students' knowledge, understanding, and appreciation of American literature and it increases their skills in literary analysis, writing, and discussion. Prerequisite: ENG 102. Semesters offered: Fall, Summer. 3 Credits

ENG-206 American Literature II
This course presents significant American literary works and writers within their historical, cultural, and aesthetic frameworks from the era of Realism to the present. It increases students' knowledge, understanding, and appreciation of American literature and increases their skills in literary analysis, writing, and discussion. Prerequisite: ENG 102. Semesters offered: Spring, Summer. 3 Credits

ENG-207 Survey of Asian Literature
This course consists of readings and texts from Near Eastern, Indian, Chinese and Japanese authors. The emphasis is on the human and literary value of the selections, the qualities that have made them outstanding in their particular cultures, and the universal issues that they deal with. There is also some focus on the particular culture that these works represent and, where applicable, their divergence from Western points of view. Students gain a feel for the complexity, richness, and relevance of representative Asian works. Prerequisite: ENG 102 or permission of instructor. Semester offered: Periodically. 3 Credits

ENG-208 Shakespeare
This course is a detailed study of a selection of the great comedies, tragedies, and histories. Emphasis is placed on historical and contemporary Shakespearean criticism. Prerequisite: ENG 102 or permission of instructor. Semester offered: Periodically. 3 Credits

ENG-209 Creative Writing I
This course offers practice in the planning and writing of original material. Attention is focused upon problems that writers most frequently encounter. Appropriate selections from literature are read and discussed. Prerequisite: ENG 099. Semester offered: Periodically. 3 Credits

ENG-210 Creative Writing II
This course is a continuation of ENG 209. Attention is again focused upon problems that writers most frequently encounter. Appropriate selections from literature are read and discussed. Prerequisite: ENG 099. Semester offered: Periodically. 3 Credits

ENG-214 Applied English Grammar
This course offers advanced study of English grammar with some attention to the historical aspects of English. Emphasis is on grammatical concepts, sentence structure, punctuation, and syntax. The course will also cover theories of grammar and language and

their application to writing and teaching writing. Prerequisite: ENG 101. Semester offered: Periodically. 3 Credits

ENG-216 Ethnic Voices in American Literature

This course acquaints students with writers from a variety of American cultures, including Native American, African American, Asian, and Hispanic literature. It helps students to understand, appreciate, and critically value these writers' works. The course covers the historical, cultural, and aesthetic values of these works both orally and in writing. Prerequisite: ENG 102. Semester offered: Periodically. 3 Credits

ENG-240 Seminar in English Studies

This course provides English majors with a capstone experience that brings together their previous course work and prepares them for transfer to a four year institution. Students will demonstrate their knowledge and proficiency in literature, writing, and critical thinking by assembling a portfolio of writing and reflecting on their knowledge and skills. Topics covered will also include transfer expectations and career development. This course should be taken during the last semester of course work. Students will be expected to demonstrate that they have met the English program outcomes. Prerequisite: ENG-101. Semesters offered: Fall, Spring. 1 Credit

ENG-269 Internship I

See "Programs of Study" section of current HCC Catalog for internship guidelines. 3 Credits

English as a Second Language

ESL-098 ESL Writing Basics

This course is designed for students whose native language is not English, who have minimal training in English and want to improve their English communication skills. Instruction includes integration of reading, writing, listening and speaking. The primary focus is on achieving proficiency in core comprehension and writing skill. The reading skills include increasing vocabulary knowledge and dictionary skill, identifying main ideas and implied meaning, identifying supporting details, and developing lifelong reading habits. The writing component focuses on both sentence-level concerns and whole discourse, but the emphasis is on sentence-level problems common to basic writers. Students placed into this course are required to utilize online learning tools and/or the Learning Centers for additional instruction, homework, and skill-building exercises. Prerequisite: An appropriate score on placement test and/or writing sample. Semesters offered: Fall, Spring, Summer. 3 Credits

ESL-099 ESL Writing Essentials

This course is designed for students whose native language is not English and who have had some training in English and want to improve their academic English skills. Instruction includes integration of reading, writing, listening and speaking. Emphasis is on developing reading comprehension suitable for American college freshman-level courses. Instruction focuses on developing reading strategies to enhance comprehension, recall, analysis of texts and academic vocabulary. Writing instruction emphasizes paragraphs and short essays that are unified, coherent, and fully developed. Students placed into this course are required to utilize online learning tools and/or the Learning Centers for additional instruction, homework, and skill-building exercises. Prerequisite: Successful completion of ESL 098 and/or appropriate score on placement test and/or writing sample. Semesters offered: Fall, Spring, Summer. 3 Credits

ESL-100 ESL Beginning Composition

This course is designed for students whose native language is not English. This course is a survey of fundamental writing and reading skills with an emphasis on sentence structure, organization, diction and paragraph development as components of the essay. Emphasis is placed on the application of these skills in effective study of American college-level materials. By completing the course content objectives, students will develop their reading, writing, listening and thinking skills and will improve their ability to express ideas orally and in writing in ENG 101 and other college-level courses. Students placed into this course may be required to utilize online learning tools and/or the Learning Centers for additional instruction, homework, and skill-building exercises. Prerequisite: Successful completion of ESL 099 and/or appropriate score on placement test and/or writing sample. Note: Students may also be required to take ESL 105 and/or ESL 107 as a prerequisite or co-requisite for this course. Semesters offered: Fall, Spring, Summer. 3 Credits

ESL-105 ESL Listening and Speaking

This course is designed for students whose native language is not English and who have had some training in English and want to improve their academic English skills. Instruction emphasizes aspects of pronunciation (rhythm, stress and intonation), listening comprehension and clarity of speech. Focus is also on speaking in academic and social situations. Prerequisite: Successful completion of ESL/ENG 098 and/or appropriate score on placement test and/or writing sample. Semester offered: Periodically. 3 Credits

ESL-107 ESL Grammar

This course is designed for students whose native language is not English and who have had some training in English and want to improve their academic English skills. Instruction emphasizes sentences, verb forms, punctuation, mechanics and word usage. Prerequisite: Successful completion of ESL/ENG-098 and/or appropriate score on placement test and/or writing sample. Semester offered: Periodically. 3 Credits

ESL-109 ESL Grammar II
This course is designated for students whose native language is not English and who have good reading and writing ability in English and want to improve those academic English skills. Instruction emphasizes grammar points for high-intermediate to advanced learners of English. The course requires students to use their listening, speaking, reading and writing skills. Prerequisite: Successful completion of ESL/ENG 099 and/or appropriate score on placement test and/or writing sample. Semester offered: Periodically. 3 Credits

Experiential Learning

EXP-101 Portfolio Development
This course is for students who wish to obtain credit for training and work experience. A portfolio documenting this training and experience is developed to meet the competencies required in a related HCC course. The portfolio is evaluated by HCC faculty for award of credit. Prerequisite: ENG 100 or placement into ENG 101. Semester offered: Periodically. 2 Credits

Geography

GEO-101 Physical Geography
This course serves as an introduction to the processes, interrelationships, and distributional patterns of the physical environment. Students examine the basic concepts and patterns of weather and climate, earth-sun relationships, map reading and interpretation, vegetation, mineral resources, the creation and erosion of landforms, and the human impact on the environment. Prerequisite: ENG 100 or placement into ENG 101. Semester offered: Periodically. 3 Credits

GEO-102 Human Geography
Students will explore the distribution of humans and human activities using geographic techniques, tools and terminology. Various topics such as: the formation of cultural regions, population growth, economic development, urban sprawl, and environmental preservation will be studied. The role of geography in major current events as well as our day-to-day lives will be emphasized. Prerequisite: ENG 100 or placement into ENG 101. Semesters offered: Fall, Spring. 3 Credits

GEO-105 World Regional Geography
World regional geography is an examination of global regions, patterns, and trends which together form the basis for interpreting world affairs and regional interactions. Topics include the growth of the global political economy, nations and states, international organizations, boundary disputes, population pressures, resource distribution, and other ongoing processes of international cooperation and conflict. Prerequisite: ENG 100 or placement into ENG 101. Semester offered: Periodically. 3 Credits

GEO-269 Internship I
See "Programs of Study" section of current HCC Catalog for internship guidelines. 3 Credits

GEO-270 Internship II
See "Programs of Study" section of current HCC Catalog for internship guidelines. 3 Credits

Graphic Design Technology

GDT-112 Computer Graphics
This entry level hands-on graphics course is for aspiring designers, graphic artists, illustrators, web designers and anyone interested in creating well designed visual communications involving text and graphics. Using state of the art computers plus the latest software, students will produce a portfolio of original graphic design projects. Adobe Creative Suite consisting of Illustrator (vector based), Photoshop (bitmap) and InDesign (text formatting and layout) will be combined to create projects. Students will be introduced to the principles of graphic design, the design process and the field of graphic design. This is an entry level course. Students should be comfortable using a mouse and keyboard. Course fee required. Prerequisite: IST 100 or consent of TCS Division. Semesters offered: Fall, Spring, Summer. 3 Credits

GDT-116 Digital Imaging
This course is an intensive investigation into digital image creation and editing using industry standard software: Adobe Photoshop CS3. Students will learn how to create and manipulate digital images from scratch, as well as use the scanner. Image editing will include a large variety of features in Adobe Creative Suite Photoshop as they relate to applications in the graphic design field. Emphasis will be placed on preparing digital files for web, offset print and inkjet output. Students will gain an overview of how digital files are used in the field of graphic design. Students produce a portfolio of their work. Course fee required. Prerequisite: GDT/ART 112 or consent of TCS Division. Semesters offered: Fall, Spring. 3 Credits

GDT-142 Computer Illustration: Adobe Illustrator
Using the computer as a powerful drawing tool, this course explores the world of digital illustration using the vector based program, Adobe Illustrator. This software is ideal for the creation of graphics, illustrations, logotypes, and posters. Students will create a portfolio based on visual design problems. Course fee required. Prerequisite: GDT/ART 112 or consent of TCS Division. Semester offered: Fall. 3 Credits

GDT-143 Digital Layout/Prepress
Using Adobe Creative Suite InDesign and typesetting students will learn how to apply the principles of graphic design to page layout. Students will gain proficiency in page layout as well as learn how to set type. Prepress and printing issues will be covered. Prerequisite: GDT/ART 112 or consent of TCS Division. Course fee required. Semester offered: Spring. 3 Credits

GDT-146 Graphic Design I
In this class, students will learn how to implement the principles and elements of graphic design (contrast, alignment, repetition, and proximity, as well as line, color, shape, depth, texture, format). They will see how these are used to solve visual communication problems. The assignments will be created digitally in our cross platform lab (Apple Macintosh Imacs and high end PCs) using current software applications such as Adobe Creative Suite Illustrator, Adobe Photoshop, Adobe InDesign. Students will receive an overview of the field, learn how to follow the design process and see what it is like to be a graphic designer. Students produce a portfolio of their work. Course fee required. Prerequisite: GDT 116 and GDT 142 or GDT 143 or consent of TCS Division. Semester offered: Fall. 3 Credits

GDT-215 Typography
This course will focus on type - its legibility, readability, and use as a visual element. Type will be investigated in terms of how to set type, its aesthetic possibilities as well as the contribution typography makes in reinforcing the visual message of a graphic design when solving a visual communication problem. Contemporary type structure, type usage in various formats, and its historical influence will be topics of emphasis. Course fee required. Prerequisite: GDT 116 and GDT 142 or GDT 143. Semester offered: Spring. 3 Credits

GDT-217 Color
This course is for graphic designers, fine artists, crafts people and anyone concerned with the use of color for a specific design application. Course covers color theory as well as its science and practice in graphic design. Students will solve visual problems with specific color goals and emotions in mind. A series of projects and problems will be used to develop the student's eye in the recognition of the nuances of color selection and the visual message sent by the use of those choices. Technical issues such as proofing, color space, proof and monitor profiling, ICC color management and how colors are specified for print and web media will also be covered. Course fee required. Prerequisite: GDT 116 and GDT 142 or GDT 143. Semester offered: Fall. 3 Credits

GDT-220 Digital Video and Audio
Plan and shoot a video in digital format using iMovie. Basic formatting techniques for YouTube, Quicktime, MP4 and exporting to Final Cut XML will be covered. Examine design issues for documentary, marketing and training videos. Define your audience, set up a budget, create story boards and learn how to light for and operate the DV camera. Students will build a digital portfolio using special effects, adding voiceovers and sound tracks, editing in Apple's iMovie, compressing and preparing files for DVD and Web distribution. Students will use state-of-the-art industry standard iMac computers. Course will also cover transferring videos from Macintosh to PC formats. Course fee required. Prerequisites: GDT-112. Semester offered: Periodically. 3 Credits

GDT-246 Graphic Design II
In this class, students will continue to apply the principles and elements of graphic design to more challenging visual communication projects. They will focus on creating original design projects suitable for their final portfolio, prepare a resume and stationery package and in the process will learn how to identify their own strongest visual and technical skill areas. Course fee required. Prerequisite: GDT-146 or consent of TCS Division. Semester offered: Spring. 3 Credits

GDT-269 Internship I
See "Programs of Study" section of current HCC Catalog for internship guidelines. 3 Credits

GDT-270 Internship II
See "Programs of Study" section of current HCC Catalog for internship guidelines. 3 Credits

Health

HEA-102 Nutrition
This comprehensive, introductory course gives students practical information about nutrition. Emphasis is on the application of nutritional principles to personal eating habits and the lifelong process of nutrition management as it relates to disease prevention and the promotion of a healthy lifestyle. Semesters offered: Fall, Spring, Summer. 3 Credits

HEA-103 Personal Health
This overview course considers the biological, behavioral, and sociological aspects of health wellness. The roles of lifestyle and behavior are examined as they relate to the development or prevention of health problems. Semesters offered: Fall, Spring, Summer. 3 Credits

HEA-105 First Aid
Emphasis is placed on first aid as it applies to the home and the community. Students will have the opportunity to receive most current instruction in CPR/AED/First Aid techniques and become ceritfied. CPR adult/child training is included. Course fee required. Semesters offered: Fall, Spring, Summer. 3 Credits

HEA-107 First Aid Instructor Training
This course instructs students in the various teaching techniques needed to impart the content of the Standard First Aid and Personal Safety course of the American Red Cross. Course fee required. Prerequisites: Minimum age of 17 with a current American Red Cross Standard First Aid and Personal Safety certificate or a current Maryland State Emergency Medical Technician certificate. Semester offered: Periodically. 3 Credits

HEA-204 Health Aspects of Human Sexuality
This course explores human sexuality with an emphasis on implications for individual and family health. Basic information regarding the physiological, behavioral, and sociological aspects of sexuality is presented in a contemporary cultural perspective and focuses on establishing sexuality as a health entity. Semesters offered: Fall, Spring. 3 Credits

HEA-205 Sport First Aid and CPR
This course is specifically designed to meet the needs of those students who are HPELS majors. Those going into any of the sport and exercise science fields will find that the specific objectives of Sport First Aid and CPR will present real-life situations and knowledge required to care for athletes and those participating in athletics. Course fee required. Semesters offered: Fall, Spring, Summer. 3 Credits

HEA-269 Internship I
See "Programs of Study" section of current HCC Catalog for internship guidelines. 3 Credits

HEA-270 Internship II
See "Programs of Study" section of current HCC Catalog for internship guidelines. 3 Credits

History

HIS-101 History of Civilization I
This course studies the history of civilization from primitive man and the earliest river-centered cultures to the mid-1500s, with a focus on key epochs, societies, persons, movements, and ideas which illustrate the development and continuity of the world cultures. Prerequisite: ENG 099. Semesters offered: Fall, Spring, Summer. 3 Credits

HIS-102 History of Civilization II
This course studies world civilizations from the mid-1500s to the present, focusing on the impact of Western colonialism on the non-Western world, the rise of nationalism throughout the world, and the movement toward some measure of international cooperation. Prerequisite: ENG 100 or placement into ENG 101. Students should take HIS 101 and HIS 102 in the proper sequence. Semesters offered: Fall, Spring, Summer. 3 Credits

HIS-201 American History I
This course provides a survey of American history from European backgrounds and colonization through the Constitutional, Jacksonian, and Civil War periods. Related cultural developments such as Puritanism, Federalism, Jacksonian reform, manifest destiny, and the frontier experience are analyzed. Prerequisite: ENG 100 or placement into ENG 101. Semesters offered: Fall, Spring, Summer. 3 Credits

HIS-202 American History II
This course surveys major events and trends in United States history from reconstruction to contemporary United States society. Topics include economic development, Populism, Progressivism, territorial expansion, the Great Depression, and world war. Political, economic, cultural and social themes, issues, and perspectives are studied. Prerequisite: ENG 100 or placement into ENG 101. Semesters offered: Fall, Spring, Summer. 3 Credits

HIS-203 History of Maryland
This course focuses on the social, political, economic, and cultural history of Maryland, Maryland's role in the developing United States, and the development and continuing challenges of regional and ethnic diversity. Prerequisite: ENG 100 or placement into ENG 101. Semester offered: Periodically. 3 Credits

HIS-207 The Civil War
This course focuses on the political, social, cultural, and economic climate of the Civil War period, and how the North and South came to the war. The military aspects of the war, and the political and moral decisions tied to them are the major emphases. Prerequisite: HIS 201. Semester offered: Periodically. 3 Credits

HIS-208 American Culture and History in Cinema
Using modern and classic films, this course examines the relationship between the entertainment industry and American history. Viewing, discussing, and writing about the films as both works of artistic expression as well as depictions of historical fact allows students to gain valuable insights about how history can be presented and how entertainment can influence our beliefs. Recognizing the power and impact of commercial films and why they alter factual events encourages students to assess the historical message in a more objective light. Understanding the traditions and conventions of filmmaking also builds an appreciation of the artistic aspects of the film industry. This course can be taken as either a Humanities or History elective. Prerequisite: ENG 100 or placement into ENG 101. Semester offered: Periodically. 3 Credits

Human Services

HST-103 Introduction to Human Services and Social Work
This course provides an overview of the philosophies, attitudes, and approaches to the field of human services. Emphasis is placed on the historical and theoretical development of coordinated service to persons in-need in American society. Additionally, an introduction to the profession of Social Work is given special attention. Local agencies are visited and reported on by students. Semesters offered: Fall, Spring. 3 Credits

HST-201 Understanding Diversity in the Helping Profession
This course helps students to develop an appreciation and awareness of human diversity. Students are encouraged to examine their own values, beliefs, culture, attitudes, and biases. Special emphasis is placed on how effective helpers use their understanding and sensitivity of human diversity in their work with people. The concept of cultural competence is introduced and encouraged. Prerequisites: HST 103 and PSY 201. Semester offered: Fall. 3 Credits

HST-207 Social Work With Individuals
This course focuses on the generalist approach to social work practice. Students are introduced to basic social work values, ethics, and generic skills. An ecological/systems framework and problem-solving model are utilized. Using the strength perspective, emphasis is on the assessment of individual needs. Field time is required. Prerequisites: HST 103 and PSY 201. Semester offered: Fall. 3 Credits

HST-208 Social Work With Groups
This course offers the pre-professional social work and human service student a foundation for understanding families and communities within the ecological/systems framework. Emphasis is placed on learning to be a change agent within these systems. The importance of advocacy skills is presented. Students acquire a knowledge of community resources. Prerequisites: HST 103 and PSY 201. Semester offered: Spring. 3 Credits

HST-211 Introduction to Gerontology
This introductory course is an overview of the biological, sociological, and psychological theories of aging. Focus is on the difference between normal and abnormal aging. Prerequisite: ENG 100 or placement into ENG 101. Semester offered: Periodically. 3 Credits

HST-269 Human Services Internship I
See "Programs of Study" section of current HCC Catalog for internship guidelines. 4 Credits

HST-270 Human Services Internship II
See "Programs of Study" section of current HCC Catalog for internship guidelines. 4 Credits

Humanities

HUM-101 Special Studies in Leadership
This course concentrates on studying a variety of leadership topics, adapting the Phi Theta Kappa leadership development program to regional leadership challenges. Semester offered: Fall. 2 Credits

HUM-103 Leadership Development
This course has as its central focus the development of leadership ability. The course provides a basic understanding of leadership and group dynamics theory. It assists participants in developing a personal philosophy of leadership, and awareness of one's own ability and style of essential leadership skills through study and observation of the application of these skills. Semester offered: Periodically. 3 Credits

HUM-110 Oral Interpretation of Literature
This course covers the basic techniques of oral reading. Emphasis is placed on expressing the meaning and mood of poetry, drama, and prose materials. Practice in reading aloud to others is stressed. Semester offered: Periodically. 3 Credits

HUM-201 The Arts: A Creative Synthesis
This course combines the art forms of art, theater, music, and dance. It introduces the student to a wide range of humanities through styles, techniques, philosophies, and media from a modern prospectus. The course uses a multimedia approach with professional visitations to classes, thematic concerns, field trips, and student projects. Prerequisite: ENG 100 or placement into ENG 101. Semesters offered: Fall, Spring, Summer. 3 Credits

HUM-204 Religion in America
An examination of the religious history of North America with a focus upon the United States is central to this course. The course identifies the basic tenets of belief in various faith traditions, and analyzes how the "religious landscape" of the United States has changed over time. Important social issues (such as the environment, racism, sexism, economic imperialism, and bioethics) that are a part of contemporary inter-religious dialogue are examined and discussed. Semesters offered: Fall, Spring. 3 Credits

HUM-208 American Culture and History in Cinema
Using modern and classic films, this course examines the relationship between the entertainment industry and American history. Viewing, discussing, and writing about the films as both works of artistic expression as well as depictions of historical fact allows students to gain valuable insights about how history can be presented and how entertainment can influence beliefs. Recognizing the power and impact of commercial films and why they alter factual events encourages students to assess the historical message in a more objective light. Understanding the traditions and conventions of filmmaking also builds an appreciation of the artistic aspects of the film industry. This course can be taken as either a Humanities or History elective. Prerequisite: ENG 100 or placement into ENG 101. Semester offered: Periodically. 3 Credits

HUM-214 World Religions
This course will introduce students to the major religions of the world: Hinduism, Buddhism, Confucianism, Taoism, Islam, Judaism, and Christianity. Students will study the origin and subsequent development of each religion to gain a historical understanding of the religion. In addition to the history of the religion, students will explore the doctrines, beliefs, rituals, and practices of each religion to gain knowledge of the content of the religion and the religious experience of its believers. The overarching purpose of the course is to form an impartial understanding and appreciation of each world religion from the outside (the history of the religion) and from the inside (the practice of the religion). Prerequisite: ENG 100 or placement into ENG 101. Semesters offered: Fall, Spring, Summer. 3 Credits

Industrial Technology

INT-101 Introduction to Industrial Technology
This course will give students a solid foundation in basic industrial technology. Core topics include basic principles of mechanical systems, information technology, work safety, hand tools, measuring devices, control systems, lubrication and power transmission. Students will be exposed to the topics of electrical and fluid

power, HVAC, PLCs and metalworking as a primer to more advanced study of these topics. Prerequisite: ENG 098, or equivalent score on placement/writing test; MAT 100 and IST 100 or equivalent score on placement test(s) are acceptable. Semester offered: Fall. 3 Credits

INT-102 Introduction to PLCs
This is a beginning, hands-on, course in programmable logic controllers (PLCs). The course introduces students to the Allen Bradley SLC-500 and PLC-5, A.I. Series, and RSLogix software. Topics include standard relay-type instructions, timers, counters, sequencers, move instructions, and arithmetic operations. It is excellent for electricians, technicians, and engineers who wish to upgrade their skills. Course fee required Prerequisite: IST 102 or concurrent enrollment is permissible. Semester offered: Periodically. 3 Credits

INT-103 PLC Applications
This is an advanced course which features the Allen-Bradley SLC-500, PLC 5, A.I. Series, and RSLogix software. Topics include conceptual understanding and troubleshooting of PLC systems which utilize data manipulation instructions, program control instructions, data communications, remote I/O, analog I/O, block transfer, and PID process controls. PLC based motion control is also discussed. This course is intended for industrial technology students, technicians, industrial electricians, and engineers who need to upgrade their skills in the area of PLC applications. Course fee required. Prerequisite: INT 102. Semester offered: Periodically. 3 Credits

INT-104 Facilities Safety and Compliance
The building, safety, health and environmental regulations that apply to industrial, commercial and municipal facilities will be examined. Students will develop a working knowledge of procedures to follow when encountering and/or interacting with regulatory authorities such as Code officers/Inspectors, EPA, ADA and OSHA. Prerequisite: IST 102 or concurrent enrollment is permissible. Semester offered: Fall. 3 Credits

INT-105 Plumbing and Pipefitting
This course is a practical study of plumbing and pipefitting fundamentals as well as the classifications and functions of boilers, steam, and hot water heating systems. Course fee required. Semesters offered: Spring. 3 Credits

INT-106 Welding
This is a basic welding class. No welding experience is necessary. Oxyacetylene (welding and cutting), arc welding and soldering and brazing are explored with hands-on training provided. Students work on class competencies, at their own pace, beginning with safety practices and set-up in each area. Course fee required. Semester offered: Fall, Spring. 3 Credits

INT-107 Heating, Ventilation, Air Conditioning and Refrigeration (HVAC/R)
This preparatory course includes hands-on activities to help the student conceptualize, troubleshoot and repair modern HVAC equipment and refrigeration-based processing equipment. The student will be introduced to concepts of energy, refrigeration, temperature, humidity, and conduction of heat and will be trained in refrigerant handling. There will be overviews of HVAC related equipment and systems. Course fee required. Co-requisite: INT 110. Semesters offered: Fall, Spring. 3 Credits

INT-110 Fundamentals of Electricity
This is a basic electricity course that includes both DC and AC circuits. The course has been designed for those students who need an understanding of electrical principles and applications but do not need the theoretical or mathematical depth required for electronic circuit design. Lab exercises deal with many of the practical applications of electricity along with learning to use test equipment for the purpose of circuit diagnosis and troubleshooting. Course fee required. Prerequisite: IST 102 or concurrent enrollment is permissible. Semester offered: Fall. 4 Credits

INT-111 Pump and Motor Operation and Maintenance
This class will provide the students with a general knowledge base of various pump designs, operation, and maintenance. Students will learn the most common types of pumps used in commercial and industrial environments. Students will learn how to perform preventive maintenance, repairs and trouble-shooting of pump systems. Hands-on labs include pump operation, bearing replacement, seal replacement, and pump system testing. Course fee required. Prerequisites: AET 102 or INT 101. Semester offered: Spring. 3 Credits

INT-113 Instrumentation and Process Control I
This class will introduce students to the concept and application of typical process control systems used in today's industries. Students will learn the most common types of instrumentation used to measure such items as level, flow, pressure and temperature. Students will learn how data is collected, used to monitor, test and trouble-shoot systems. Hands-on labs include proportional, integral, pid controllers and data collection and evaluation. Course fee required. Prerequisites: INT 110. Semester offered: Periodically. 3 Credits

INT-158 Advanced Motors, Machines and Mechanical Devices
This is an advanced course in the operating principles of machines, mechanical devices and robotics. Advanced topics such as mechanical devices, servomotors, motor drives, and robotic motion control will be covered with a strong, hands-on training in setup, programming, maintenance and troubleshooting. Course fee required. Prerequisite: INT 101 and INT 110. Concurrent enrollment in INT 110 is permissible. Semester offered: Spring. 3 Credits

INT-269 Internship
See "Programs of Study" section of current HCC Catalog for internship guidelines. 3 Credits

Information Systems Technology

IST-100 Computer Basics
This course is intended to introduce the student to Microsoft-based PCs. Students will learn how to control and manage files using Windows file management. Topics will include: turning on the computer; mouse movement; inserting CD, floppy disks, and micro drives; the Windows environment; naming, renaming, saving, organizing managing files and folders; and email using HCC's student email account. Limited word processing will be covered. Students may test out of this course by taking the SALI computer placement exam. This exam is found in the HCC testing center. Students who achieve a score of 70% or higher on SALI may exempt this course. Course fee required. Semesters offered: Fall, Spring, Summer. 1 Credit

IST-101 Basic Keyboarding
Through computer-based instruction, students will learn to key the alphabetic, numeric, and symbol keys by touch to develop a fundamental keyboarding skill. This individualized approach to learning allows for more student/teacher interaction. Credit-by-exam testing is available for this course. For instructions please see our Blackboard site at http://blackboard.hagerstowncc.edu. Click the login button. Username: ist101cbe, password: ist-101cbe. Follow IST 101 link. Course fee required. No prerequisite. Semesters offered: Fall, Spring. 1 Credit

IST-102 Introduction to Information Technology
This computer literacy course enables students to become successful computer users. This course offers real world computer knowledge that students must master in order to succeed in college and their careers. Students learn computer components and the roles computers play within an organization. They will explore operating systems, storage devices and learn tips for making wise computer purchases. Basic application software, file management and basic Windows principles are explored. After completing this course, students will have the foundation for the IC3 certification. The philosophy behind IC3 certification is to define the concepts all students must know in order to be considered computer literate. The Internet and Computing Core Certification (IC3) program is a global, validated, standards-based training and certification program. Course fee required. Prerequisite: IST 100. Corequisite: IST 101 concurrent enrollment is required for all IST majors. Exemption test is available for IST 101. In lieu of enrolling in IST-102, students may receive credit for IST 102 by presenting a certificate for the Internet and Computer Core certification or by successfully completing the Information Systems and Computer Applications CLEP exam. Semesters offered: Fall, Spring, Summer. 3 Credits

IST-103 Presentation Software
This course prepares students to acquire the skill standards found in presentation software. The skill sets include creating content, formatting content, collaborating, and managing and delivering presentations. Students will experience creating and editing electronic slides, enhancing slides with charts, tables, sound, animation; researching topics on the Internet, and developing proper presentation and planning skills. Students will deliver a presentation to their peers. Course fee required. Prerequisite: IST 102 or consent of TCS Division. Semester offered: Fall, Spring. 1 Credit

IST-105 Fundamentals of Word Processing
This course prepares students to acquire the skill standards required on the Microsoft Office Specialist Word exam. The skill sets include creating content, organizing content and formatting content, collaborating, formatting and managing documents. Students will experience hands-on activities using practical examples of business documents and layout techniques. Course fee required. Prerequisite: IST 102 or consent of TCS Division. Semesters offered: Fall, Spring, Summer, (Online-Fall). 3 Credits

IST-106 Spreadsheet Software
Students learn the Microsoft Office Specialist skills required for certification for Microsoft Excel using the latest version. Students are introduced to the concept of spreadsheets in business using the following skills: entering and formatting data, creating formulas, using functions (mathematical, financial, lookup, logical), creating charts, sorting and filtering data, and creating macros. Hands-on participation involves students in exercises and business case studies. Laboratory fee required. Prerequisite: IST 102 or consent of TCS Division. Semesters offered: Fall, Spring. 3 Credits

IST-107 Database Management
This course is intended as a first course in database management. Microsoft Access is a relational database management system which enables users to manipulate data without redundancy by defining relationships between sets of data. The following database management skills are encountered through the use of business applications: creating and modifying the structure of tables, creating and editing data, sorting, indexing, and querying a database. Hands-on participation involves students in exercises and business case studies. Course fee required. Prerequisite: IST 102 or consent of TCS Division. Semesters offered: Fall, Spring. 3 Credits

IST-108 Microsoft Operating System
This course provides students with an understanding of both basic and advanced principles of the current Windows operating system. A brief overview takes students through dynamic menus, task-oriented views, the Help and Support Center, and the system environment. Emphasis is placed upon Computer Management Console disk and file management, optimization for better performance, planning and performing backups, navigation of the system through both the GUI environment and command line, configuration of systems software, improving performance and system support through system utilities and security. Students are introduced to the Registry, introductory troubleshooting and evaluation of system performance are covered. Course fee required. Prerequisite: IST 102 or consent of TCS Division. May be taken concurrently with IST 102. Semesters offered: Fall, Spring. 3 Credits

IST-109 UNIX/Linux Operating System
Using RedHat Linux, this course covers the basic concepts, commands, and skills used in the UNIX/Linux operating systems. The shells examined are the C, Bourne, and Korn. Because UNIX/Linux is a very extensive operating system, this course uses the command line and introduces students to basic elements, such as utilities, electronic mail, Visual Editor, directories, messaging, shell programming, permissions, system security, online help, controlling user processes, printing, sed, and awk. The course is recommended for users with an operating systems background. Course fee required. Prerequisite: IST 102 or consent of TCS Division. Semesters offered: Fall, Spring. 3 Credits

IST-132 Introduction to C and C++ Programming
This course provides students with an understanding of the basic principles of C and C++. It covers the basic syntax and structure of the language with an emphasis on problem solving techniques. Students create programs using input/output statements; if, while, do while, and for-loop logic structures; arrays, functions, pointers and reference variables, record structures, header files, file I/O, and basic object-oriented programming techniques. Students will be able to recognize and correct common programming errors. Course fee required. Prerequisite: IST 102 and MAT 101 or consent of TCS Division. Semester offered: Fall. 3 Credits

IST-133 Visual Basic
This course provides an introduction to Microsoft Visual Basic. Using the latest version, topics will include designing a Visual Basic user interface, creating a windows application, utilizing variables and arithmetic operations, creating mobile applications using decision structures and looping structures, designing Web applications with ASP, manipulating strings, creating Microsoft Office applications with Visual Studio tools, accessing arrays, function procedures and exception handling, creating, accessing, and maintaining databases with ADO.NET, creating classes, and cell phone application. Prerequisite: IST 102 or consent of TCS Division. Semester offered: Spring. 3 Credits

IST-134 Introduction to JAVA Programming
This course provides students with a basic understanding of the principles of JAVA Programming. It covers syntax, structure and emphasizes problem solving techniques. Students create programs using input/output statements; if, while, do while, and for-loop logic structures; arrays, functions, and basic object-oriented programming techniques. Students will be able to recognize and correct common programming errors. Course fee required. Prerequisite: IST 102 and MAT 101 or consent of TCS Division. Semester offered: Spring. 3 Credits

IST-140 Fundamentals of Wireless Computing
Fundamentals of Wireless Computing is an introductory examination into the world of wireless technology. The course will cover the benefits and uses of wireless technology, offer a framework to navigate through the process of selecting and assembling a wireless solution, and provide technical overviews on various aspects of wireless technology including management issues, solution considerations, devices, networks, applications, and support requirements. Prerequisite: IST 102 or consent of TCS Division. Semester offered: Spring. 3 Credits

IST-150 PC Tech: Repair and Troubleshooting
This course prepares students to acquire skills needed to be a successful computer technician and also prepares students for CompTIA's A+ certification exams. In this class students experience techniques used to diagnose hardware problems, configure PC components, and replace defective computer parts. Students also experience installing mother boards, configuring multiple hard drives, adding peripheral devices, configuring network connectivity, solving basic printer problems, and modifying BIOS settings. Diagnostic software and hardware procedures are included. Course fee required. Prerequisite: IST 102 or consent of TCS Division. Semesters offered: Fall, Spring. 3 Credits

IST-151 PC Tech: Operating Systems
This course provides installation, configuration, support and troubleshooting of PC desktop operating systems and preparation for CompTIA's A+ certification exams. Topics include hardware requirements for installation, upgrades, customizing the user environment and memory, installing hardware/software, (including printers), troubleshooting the boot process, and recovery from OS crashes. The fundamentals of introductory networking topics include OSI model, connecting through wireless/wired networks, and TCP/IP protocols, addressing, and troubleshooting tools. Course fee required. Prerequisite: IST 108 or consent of TCS Division. May be taken concurrently with IST 150. Semesters offered: Fall, Spring. 3 Credits

IST-154 Networking Basics
Students become familiar with networking terminology and concepts. This course introduces the fundamental building blocks that form a modern network, such as protocols, topologies, hardware, and network operating systems. It then provides coverage of the most important concepts in contemporary networking, such as client/server architecture, TCP/IP, Ethernet, wireless transmission, and security. A current network operating system is used to examine managing users, groups and devices. Additional networking operating systems are surveyed. Also included are discussions of the OSI model, subnets, troubleshooting, and networking integrity. Course objectives map to the CompTIA Net+ Exam. Successful completion of a DOS or Windows course is strongly recommended. Course fee required. Prerequisite: IST 102. Semesters offered: Fall, Spring. 3 credits. 3 Credits

IST-155 Networking I
This course introduces the architecture, structure, functions, components, and models of the Internet and other computer networks. It uses the OSI and TCP layered models to examine the nature and roles of protocols and services at the application, network, data link, and physical layers in conjunction with the Cisco Networking Academy. The principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for the curriculum. Introductory router/switch device configuration skills are also included. Students must have a personal computer and Internet access to complete online assignments and exams. Class

also meets at least one Saturday per session per the instructor's discretion. Course fee required. Prerequisites: IST 150 and IST 151 or A+ certification or equivalent work experience. Semester offered: Fall. 4 Credits

IST-156 Networking II

This course describes the architecture, components, and operation of routers, and explains the principles of routing and routing protocols. Students analyze, configure, verify, and troubleshoot the primary routing protocols RIPv1, RIPv2, EIGRP, and OSPF. By the end of this course, students will be able to recognize and correct common routing issues and problems. This course is offered in conjunction with the Cisco Networking Academy. Students must have a personal computer and Internet access to complete online assignments and exams. Class also meets at least one Saturday per session per the instructor's discretion. Course fee required. Prerequisite: IST 155. Semesters offered: Fall. 4 Credits

IST-160 Introduction to Security Fundamentals

This is a first course in the fundamentals of information, computer and network security. The course discusses common security issues, identifies methods of assessing systems to identify critical data and presents tools and techniques for securing computers and networks. Course objectives map to the CompTIA Security+ Exam and include general security concepts, communication security, infrastructure security, basics of cryptography and operational/organizational security. Prerequisite: IST 102 or consent of TCS Division. Semester offered: Spring. 3 Credits

IST-166 Computer Forensics I - Principles And Practices

Computer Forensics I is an introductory course in electronic evidence; what types exist, where it may be found and the methods to investigate it. Discussions include legal, technical, investigative, intrusive attacks and ethical issues. First course in the fundamentals of information, computer and network security. The course is presented in lecture, lab and discussion format. Case studies are included. Prerequisite: IST 102 or consent of TCS Division. Semester offered: Fall 3 Credits

IST-173 Database Fundamentals

This is an introduction to relational database management systems and their applications. Students learn about types of databases, data modeling, designing relational databases, normalization and relationship, and recent trends in database management. Students will construct and understand SQL (structured query language) statements in order to create, retrieve, insert, delete and secure data from database (create simple and compound conditions, computed fields, build-in functions, subqueries, grouping, join tables, union operations, updating tables, create tables). Prerequisite: IST 102 or consent of TCS Division. Semester offered: Periodically. 3 Credits

IST-202 Systems Design and Analysis

This course presents an in-depth look at the system development life cycle. Emphasis is on tools and techniques the developer/analyst can use to document systems. Classical and structured tools (standalone and integrated) for describing data flow, data structure, process flow, file design, input and output design, and program specifications are applied to documentation. A group project is a major part of the course grade. Time outside of the class will be required for group meetings. Course fee required. Prerequisites: IST 102 and any computer programming course or consent of TCS Division. Semester offered: Spring. 3 Credits

IST-203 Troubleshooting Software Applications

This course provides students with an in-depth look at application software in order to support end-users in the workplace. Students will install, troubleshoot, and customize, applications software. Compatibility, workplace standards, networking applications, security, updates, printing, advanced applications and team management and collaboration will be covered. Course fee required. Prerequisites: IST 105, IST 106, IST 107, IST 151. Semester offered: Fall. 3 Credits

IST-204 Help Desk Technology and Services

This course prepares the student to help and support non-technical people with computer-related problems in the workplace. Students will learn the fundamentals of help desk organization; the role of technology and computer support personnel in a business organization; software technologies to track and monitor the help desk infrastructure; integration of telephony and web-based support into the help desk environment; effective use of basic tools and technologies required for end-user support; positive, effective methods for meeting customer expectation and needs. Course fee required. Recommended prerequisites: IST 105 and IST 106. Semester offered: Spring. 3 Credits

IST-232 Advanced C++ Programming

This course continues to introduce students to object-oriented programming (OOP) using C++ and Visual C++. It builds on the foundation of IST/CSC 132. Students learn OOP concepts such as classes, friends, and templates and use these to build a program designed to run under a Microsoft Windows environment. Using a hands-on approach, students have the opportunity to design, code, and test object-oriented applications. Additional time outside of class will be necessary to write programs. Course fee required. Prerequisite: IST 132 or CSC 132. Semester offered: Spring. 3 Credits

IST-253 TCP/IP

Transmission Control Protocol/Internet Protocol (TCP/IP) defines the broad family of protocols and services that make the Internet possible. The course covers models, protocols, services and standards that govern TCP/IP and that guide its behavior on modern networks. Real-world and interactive examples are offered in addition to hands-on projects to reinforce key concepts and to demonstrate the use of monitoring and managing TCP/IP in its native environment. Prerequisite: IST 154. Semester offered: Fall. 3 Credits

IST-254 Network Design and Defense

Network Design and Defense along with IST 269 serve as the capstone courses for the Networking Program at Hagerstown Community College. The course solidifies concepts presented in earlier coursework by reinforcing how networks function and then applying these concepts to create business solutions and net-

work security. Units include: concepts review, network attacks, footprinting, port scanning, enumeration, OS vulnerabilities, Web servers, wireless networks, cryptography and protecting networks. Case studies are included in the course discussion. Prerequisite: IST 253. Semester offered: Spring. 3 Credits

IST-255 Networking III
This course provides a comprehensive, theoretical, and practical approach to learning the technologies and protocols needed to design and implement a converged switched network. Students learn about the hierarchical network design model and how to select devices for each layer. The course explains how to configure a switch for basic functionality and how to implement Virtual LANs, VTP, Inter-VLAN routing, and Spanning Tree Protocol in a converged network. In conjunction with the Cisco Networking Academy, students also develop the knowledge and skills necessary to implement a WLAN in a small to medium network. Students must have a personal computer and Internet access to complete online assignments and exams. Class also meets at least one Saturday per session per the instructor's discretion. Course fee required. Prerequisite: IST 156. Semesters offered: Spring. 4 Credits

IST-256 Networking IV
This course discusses the WAN technologies and network services required by converged applications in Enterprise Networks. Students learn how to implement and configure common data link protocols and how to apply WAN security concepts, principles of traffic, access control and addressing services. Students must have a personal computer and Internet access to complete online assignments and exams. Class also meets at least one Saturday per session per the instructor's discretion. Course fee required. Prerequisite: IST 255. Semesters offered: Spring. 4 Credits

IST-260 MCSA/E Windows Professional
This course shows students how to set up and support the Microsoft Windows operating system and prepares them for the Microsoft Certified Professional Examination. Students gain experience installing, administering, and troubleshooting the Windows desktop environment. Course fee required. Prerequisite: IST 108, IST 151 or consent of TCS Division. Semester offered: Fall. 3 Credits

IST-261 Server Management I
This course covers set up and support of Microsoft Windows Server operating system and preparation for the Microsoft Certified Professional Examination. Practical experience is gained in hands-on labs installing, administering, and troubleshooting this enterprise server system. Course fee required. Prerequisite: IST 260 or consent of TCS Division. Semester offered: Fall. 3 Credits

IST-262 MCSA/E Windows Network Infrastructure
This course prepares students to install, configure, manage, and support a network built on the Microsoft Windows server platform. Topics include DNS, DNCP, Remote Access, Network Protocols, IP Routing, and WINS in a Windows Network Infrastructure. Network Address Translation and Certificate Services implementation and troubleshooting are included. Course fee required. Prerequisite: IST 261 or consent of TCS Division. Semester offered: Periodically. 2 Credits

IST-263 MCSA/E Windows Active Directory
This course is for the advanced student and focuses on the ability to install, configure, and troubleshoot the Windows Active Directory components, DNS for Active Directory, and Active Directory security solutions. The material also focuses on the skills required to manage, monitor, and optimize the desktop environment by using Group Policy. Course fee required. Prerequisite: IST 261 or consent of TCS Division. Semester offered: Periodically. 2 Credits

IST-264 Server Management II
This course prepares students for the day-to-day management skills in Microsoft, Managing a Windows Network Environment. Topics include publishing resources in Active Directory, managing data storage, creating shared resources, configuring and troubleshooting IIS, monitoring and managing network security, troubleshooting routing and RRAS, configuring and troubleshooting TCP/IP, configuring and administering DHCP, configuring and administering DNS and troubleshooting start-up problems. Course fee required. Prerequisite: IST 261 or consent of TCS Division. Semester offered: Spring. 3 Credits

IST-266 Computer Forensics II - Investigations Practices
Computer Forensics II provides a foundation for those seeking skills to investigate criminal and civil cases. Hands-on experience is provided with operating systems, computer hardware and forensic software. The course is presented in lecture, lab and discussion format. Case studies are examined. Course content includes data acquisition, processing crime scenes, computer forensics tools, and recovering graphics files. Semester offered: Spring. 3 Credits

IST-267 Network Security
Network Security is a course that examines the concepts of information, computer and network security. The course is presented at the beginning and intermediate technical level using lecture, lab and discussion format. Course goals include increasing awareness of security issues, defining basic security terms, identifying security infrastructure and codes, and examining policies that may be employed in security management. Course content includes examining a broad range of domains: access control, telecommunications, security management, applications development, cryptography, security architecture, operations security, disaster recovery planning, ethics, and physical security. Prerequisite: IST 160 or consent of instructor. Semester offered: Fall. 3 Credits

IST-269 Internship I
See "Programs of Study" section of current HCC Catalog for internship guidelines. 3 Credits

IST-270 Internship II
See "Programs of Study" section of current HCC Catalog for internship guidelines. 3 Credits

Languages

ARA-101 Elementary Arabic I
This course introduces students to the fundamentals of Modern Standard Arabic with some introduction to Egyptian dialect. The course includes grammar, writing Arabic script, sentence structure, and incorporates the four skills of listening, speaking, reading, and writing. The course will also emphasize Arabic customs and culture. Prerequisite: ENG 099 or higher. Semester offered: Fall. 4 Credits

ARA-102 Elementary Arabic II
This course is the second of elementary Arabic which focuses on developing the student further in his/her reading and writing skills with a focus on developing a richer vocabulary. The course includes grammar, writing Arabic script, sentence structure, and incorporates the four skills of listening, speaking, reading, and writing. The course will also shed light on the Arab culture and its customs and traditions. Prerequisite: ARA 101. Semester offered: Spring. 4 Credits

FRN-101 Elementary French I
This introductory course in French incorporates the four skills of listening, speaking, reading, and writing. The methodology is total immersion. Students are exposed to native speakers of French. Much attention is given to the study of French culture. Students are encouraged to learn and speak from a French perspective. Prerequisite: ENG 099 or higher. Semester offered: Fall. 4 Credits

FRN-102 Elementary French II
This course continues the study of the French language and reviews the four skills introduced in FRN 101. The methodology remains total immersion. Students are exposed to native speakers of French. Much attention is given to the study of the French culture. Students are encouraged to learn and speak from a French perspective. Prerequisite: FRN 101 or Level I of high school French or instructor consent. Semester offered: Spring. 4 Credits

FRN-201 Intermediate French I
This course continues the study of the French language and reviews the four basic skills introduced in FRN 101 and FRN 102. Emphasis is placed on increasing the skills taught in the previous two sessions. Conversations and readings are longer and incorporate many idiomatic expressions. Students continue to study French culture and the methodology remains total immersion. Prerequisite: FRN 102 or Level II of high school French or instructor consent. Semester offered: Fall. 3 Credits

FRN-202 Intermediate French II
This course continues the study of the French language and reviews the four basic skills introduced in FRN 101, FRN 102 and FRN 201. Emphasis is placed on increasing the skills taught in the previous three semesters. Conversations and readings are longer and incorporate many idiomatic expressions. Students continue to study French culture and the methodology remains total immersion. Prerequisite: FRN 201 or Level III of high school French or instructor consent. Semester offered: Spring. 3 Credits

GER-101 Elementary German I
This is an introductory course in German that incorporates the four skills of listening, speaking, reading, and writing using the audio-lingual method. Emphasis is given to grammar, spoken German and reading ability in the language. Prerequisite: ENG 099 or higher. Semester offered: Fall. 4 Credits

GER-102 Elementary German II
This course continues the study of the German language incorporating the four skills of listening, speaking, reading, and writing using the audio-lingual method. Emphasis is given to grammar, spoken German and reading ability in the language. Prerequisite: GER 101 or Level I of high school German or instructor consent. Semester offered: Spring. 4 Credits

GER-201 Intermediate German I
This course continues the study of the German language and reviews the skills introduced in GER 101 and GER 102. Emphasis is given to grammar and reading ability. Prerequisite: GER 102 or Level II of high school German or instructor consent. Semester offered: Periodically. 3 Credits

GER-202 Intermediate German II
This course continues the study of the German language which reviews the four basic skills introduced in previous semesters. Emphasis is given to grammar and reading ability. Prerequisite: GER 201 or Level III of high school German or instructor consent. Semester offered: Periodically. 3 Credits

ITL-101 Elementary Italian I
This is an introductory course in Italian that incorporates the four skills of listening, speaking, reading, and writing, using the method of total immersion. Students are exposed to native speakers of Italian. Much attention is given to the study of the Italian culture. Students are encouraged to learn and speak from an Italian perspective. Prerequisite: ENG 099 or higher. Semester offered: Periodically. 4 Credits

ITL-102 Elementary Italian II
This course continues the study of the Italian language and reviews skills introduced in ITL 101. The methodology remains total immersion. Students are exposed to native speakers of Italian. Attention is given to the study of the Italian culture. Students are encouraged to learn and speak from an Italian perspective. Prerequisite: ITL 101 or Level I of high school Italian or instructor consent. Semester offered: Periodically. 4 Credits

ITL-201 Intermediate Italian I
This course continues the study of the Italian language and reviews the four basic skills introduced in the two previous semesters. Emphasis is placed on increasing the skills taught in those semesters. Conversations and readings are longer and incorporate many idiomatic expressions. Much attention is given to the Italian culture. Prerequisite: ITL 102 or Level II of high school Italian or instructor consent. Semester offered: Periodically. 3 Credits

ITL-202 Intermediate Italian II
This course continues the study of the Italian language and reviews the four basic skills introduced in the three previous semesters. Emphasis is placed on increasing the skills taught in those semesters. Conversations and readings are longer, more sophisticated and incorporate many idiomatic expressions. Much attention is given to the Italian culture and students are encouraged to learn from an Italian perspective. Prerequisite: ITL 201 or Level III of high school Italian or instructor consent. Semester offered: Periodically. 3 Credits

SPN-101 Elementary Spanish I
This introductory course in Spanish incorporates the four skills of listening, speaking, reading, and writing. The methodology is total immersion. Spanish speakers from several countries are presented. Students are exposed to a wealth of cultural knowledge and awareness from a variety of Spanish speaking areas. Prerequisite: ENG 099 or higher. Semesters offered: Fall, Spring, Summer. 4 Credits

SPN-102 Elementary Spanish II
This course continues the study of Spanish and reviews the skills introduced in SPN 101. The methodology remains total immersion. Spanish speakers from several countries are presented. Students are exposed to a wealth of cultural knowledge from a variety of Spanish speaking areas. Prerequisite: SPN 101 or Level I of high school Spanish or instructor consent. Semesters offered: Fall, Spring, Summer. 4 Credits

SPN-201 Intermediate Spanish I
This course continues the study of the Spanish language and reviews the skills introduced in SPN 101 and SPN 102. Emphasis is placed on increasing all of these skills. Conversations and readings are longer and more sophisticated. Students continue to study cultures from a variety of Spanish speaking areas. The methodology remains total immersion. Prerequisite: SPN 102 or Level II of high school Spanish or instructor consent. Semesters offered: Fall. 3 Credits

SPN-202 Intermediate Spanish II
This course continues the study of the Spanish language and reviews the skills introduced in previous semesters. Emphasis is placed on increasing all of those skills. Conversations and readings are longer and more sophisticated. Students continue to study cultures from a variety of Spanish speaking areas. The methodology remains total immersion. Prerequisite: SPN 201 or Level III of high school Spanish or instructor consent. Semesters offered: Spring. 3 Credits

SPN-203 Spanish Conversation and Culture
This course focuses on active conversation and comprehension, applying skills learned at the intermediate level. The methodology is total immersion. Students discuss films, cultural captions and short readings on everyday situations taken from the Hispanic world. Prerequisite: SPN 202 or four years of high school Spanish or permission of instructor. Semester offered: Periodically. 3 Credits

Management

MGT-101 Retail Management
This course explores the principles of successful retail management, including inventory and cost control, store location, market analysis, advertising, store image, visual merchandising, and pricing. Semester offered: Periodically. 3 Credits

MGT-102 Sales
This course offers an examination of modern selling techniques. Emphasis is on consumer buying motives and successful methods of satisfying customer need. The selling of self is also covered to improve presentation ability. Semester offered: Periodically. 3 Credits

MGT-103 Principles of Management
This course investigates concepts and theories of management, with a focus on the essential skills of planning, organizing, hiring and evaluating, motivating and leading, and controlling. The course considers such issues as customer service, quality, individual and group behaviors, decision making, team building, change management, delegation, discipline, conflict resolution, global issues impacting managers, and communication skills. Semesters offered: Fall, Spring, Summer. 3 Credits

MGT-104 Marketing
This course studies market research techniques and buyer behavior, product planning and development, pricing strategies, wholesaling and retailing channels of distribution, various external forces on the consumer, and promotional programs. Semesters offered: Fall, Spring, Summer. 3 Credits

MGT-105 Personal Finance
This course encompasses the basics of personal financial planning. Emphasis is placed on such topics as the correct use of credit, how to make sound purchasing decisions, evaluating the role of insurance, and personal investment fundamentals. Semester offered: Periodically. 3 Credits

MGT-201 E-Commerce in the Business Environment
This course explores the key trends in e-business, e-commerce and e-marketing -- how the traditional marketing concepts and functions are being transformed to digital age marketing and focuses on the convergence of media to increase or create businesses' market presence. Products, services and information-based marketing strategies, including B2B, B2C, C2C, and C2B models, are also explored. Prerequisites: BUS 101. Highly recommended: MGT 104. Semester offered: Spring. 3 Credits

MGT-202 Global Marketing
This course will analyze global trade from a marketing perspective. The cultural, political, and business aspects of operating in internationally competitive markets will be studied. Students will gain both a theoretical and practical knowledge of the techniques, tactics, and strategies of successful business plan implementation in foreign economies. MGT-104 is preferred but students with background or experience in foreign markets may ask for permission of the instructor. Semester offered: Periodically. 3 Credits

MGT-203 Finance
This course encompasses the basics of managerial finance. Emphasis is placed on financial analysis and forecasting, capital budgeting, cash management, and short-term and long-term sources of funds. Recommended: successful completion of ACC 101. Semester offered: Spring. 3 Credits

MGT-210 Human Resources Management
This course examines both the theory and practice involved in acquiring, developing, and compensating people at work. Employee benefits, safety and health, labor relations, and legal implications are considered. Semester offered: Fall. 3 Credits

MGT-214 Small Business Management
This course is an application of various concepts, such as accounting, economics, finance, marketing, personnel management, and law for the planning and operating of a small business. Semester offered: Fall. 3 Credits

MGT-218 Advertising and Public Relations
Students study the development, production, placement, and evaluation of advertising; they study public relations research, media relations, communications, and public relations writing; and they study sales promotion. Semester offered: Spring. 3 Credits

MGT-269 Internship I
See "Programs of Study" section of current HCC Catalog for internship guidelines. 3 Credits

MGT-270 Internship II
See "Programs of Study" section of current HCC Catalog for internship guidelines. 3 Credits

Mass Communication

MCM-101 Introduction to Mass Communications
This course studies the process of mass communications in the United States. Topics include types of mass communications, ethical gathering and application of information, and production of mass communications. Students will gain experience and knowledge about print, broadcast, and web-based journalism, advertising, public relations, and other forms of mass communication. Prerequisite: ENG 100 or placement into ENG 101. Semester offered: Periodically. 3 Credits

MCM-102 Writing for Mass Media
In this course, students will learn the fundamentals of writing for the different media. It will cover the basic tools of media writing, legal issues with media writing as well as writing for print, the World Wide Web, broadcast news, advertising and public relations. Prerequisite: MCM 101. Semester offered: Spring. 3 Credits

Mathematics

MAT-098 Pre-Algebra
This is a developmental course in pre-algebra skills. It includes addition, subtraction, multiplication, and division of whole numbers, fractions, decimals, and real numbers. Also covered is a study of percent, the metric system, data analysis, geometry, signed numbers and equations. Approximately three additional hours per week should be expected using MathXL to complete online homework and tutorial programs. Students in this course may be required to attend the Learning Centers for additional instruction and skill-building exercises. Semesters offered: Fall, Spring, Summer. 3 Credits

MAT-099 Elementary Algebra
This is a developmental course covering the standard topics in a high school Algebra I course. Included are units on the properties of the real number system, solving linear and quadratic equations, linear inequalities, operations with algebraic expressions, factoring, exponents, and radicals. Simple relations, the concept of a function, and an introduction to graphing are also included. Approximately three additional hours per week should be expected using MathXL to complete online homework and tutorial programs. Students in this course may be required to attend the Learning Centers for additional instruction and skill-building exercises. Prerequisite: MAT 098 or appropriate score on placement test. Semesters offered: Fall, Spring, Summer. 3 Credits

MAT-100 Intermediate Algebra
This is a developmental course covering the standard topics of a high school Algebra II course. It includes units on sets and their properties, the real number system, operating with algebraic expressions, factoring, exponents, and radicals. Students solve linear and quadratic equations, and inequalities. There are also units on the properties and graphs of functions and relations including lines, the conic sections centered at the origin, and the exponential and logarithmic functions. Math XL is required. Approximately three additional hours per week should be expected using MathXL to complete online homework and tutorial programs. Students in this course may be required to attend the Learning Centers for additional instruction and skill-building exercises. Prerequisite: MAT 099 or appropriate score on placement test. Semesters offered: Fall, Spring, Summer. 3 Credits

MAT-101 College Algebra
This course is a problem solving approach to the nature of mathematics as a logical system. The structure of the number system is developed axiomatically and extended by logical reasoning to cover essential algebraic topics: algebraic expression, functions, and theory of equations. Approximately two additional hours per week should be expected using MyMathLab to complete online homework and tutorial programs. Prerequisite: MAT 100 or appropriate score on placement test. Semesters offered: Fall, Spring, Summer. 3 Credits

MAT-102 Trigonometry
The study of exponential, logarithmic, trigonometric and inverse trigonometric functions, as well as their applications. Topics include: triangles, trigonometric identities and equations, polar coordinates, equations and graphs, the complex plane and DeMoivre's Theorem. Prerequisite: MAT 101 or appropriate score on placement test. Semesters offered: Fall, Spring. 3 Credits

MAT-103 Finite Mathematics
This course introduces students to selected topics from finite mathematics. Sets and set relations are used as vehicles to study the real number system, permutations, combinations, and probability. Also included are operating with polynomials, rational exponents, solving first degree equations and inequalities with one variable, quadratic equations, and systems of linear equations with two and three unknowns. Determinants, Cramer's rule, and matrix algebra are employed. Prerequisite: MAT 100 or appropriate score on placement test. Semesters offered: Fall, Spring. 3 Credits

MAT-106 Elements of Logic
This course is an introduction to the study of reasoning. Principles and methods of effective and efficient thinking are discussed. The instructional focus is on analysis and application of core concepts. Students are expected to explore and discuss the fundamental principles of deductive and inductive logic. Core concepts include argument types, forms, and quality, the nature of precision of definition, types and causes of fallacy, categorical propositions and syllogisms, and propositional logic. Prerequisite: MAT 100 or appropriate score on placement test. Semesters offered: Fall, Spring, Summer. 3 Credits

MAT-107 Fundamental Concepts of Mathematics I
This course is required for the AAT program and includes set theory, logic, estimation, measurement, numeration systems, operational algorithms, elementary number theory, and problem solving. The course emphasizes constructing and expanding mathematical knowledge using modern technologies to investigate questions and solve mathematical problems. Prerequisite: MAT 101 or appropriate score on placement test. Semesters offered: Fall, Spring. 3 Credits

MAT-108 Fundamental Concepts of Mathematics II
This course is required for the AAT program (Elementary Education). Topics include use of the graphing calculator and statistical software, understanding geometry coordinates and systems. The relation between algebra and geometry is established with an emphasis on probability and statistics. Students use appropriate software for visualization and understanding. Prerequisite: MAT 101 or appropriate score on placement test. Semesters offered: Fall and Spring. 3 Credits

MAT-109 Introduction to Statistics
A study of modern statistical analysis enhanced with appropriate technology is presented for use in business, education, social sciences, and natural sciences. Included in the course are fundamental ideas and applications of descriptive topics, basic probability, the binomial and normal distributions, confidence intervals, hypothesis testing, regression, and chi-square tests. Students will be expected to use online homework and tutorial programs. This course is not open to students who have successfully completed MAT-119. Prerequisites: MAT 101, MAT 103, MAT 118, MAT 131 or MAT 161 or appropriate score on placement test or consent of math department. Semesters offered: Fall, Spring, Summer. 3 Credits

MAT-110 Statistical Methods Laboratory
This course is the laboratory for students who have already completed MAT 109. It provides an introduction to statistical computing procedures using appropriate software. ANOVA and multiple regression analysis are introduced. Prerequisite: MAT 109 or concurrent enrollment in MAT 109. Semester offered: Periodically. 1 Credit

MAT-114 Introduction to Applied Algebra
This is an applications-based course recommended for the technology programs. The course focuses on modeling and applications from multiple scientific disciplines and includes collaborative learning. Technologies in the form of graphing calculators and spreadsheet software are employed. Topics include linear, quadratic, piecewise-defined, exponential, logarithmic, and trigonometric functions, as well as vectors, data analysis and units of measure. Approximately two additional hours per week should be expected using MyMathLab to complete online homework and tutorial programs. Prerequisites: MAT-100 and IST-100. Semesters offered: Fall, Spring. 3 Credits

MAT-118 Mathematic Modeling Using Algebra
This is an applications-based course recommended for the AAT program. The course focuses on modeling real data from multiple scientific disciplines. The course incorporates collaborative learning and oral and written projects. Technologies in the form of graphing calculators, software and Computer Algebra Systems are employed. Topics include linear, quadratic, piecewise-defined, rational, polynomial, exponential and logarithmic functions, and linear programming. Prerequisite: MAT 100 and IST 102 or enroll for IST 102 concurrently. Semester offered: Periodically. 4 Credits

MAT-119 Introduction to Statistics With Computer Applications
This course is a study of modern statistical analysis enhanced with appropriate technology and is presented for use in business, education, social studies and the natural sciences. Computer software is employed to apply course topics to real world situations. Included in the course are fundamental topics in descriptive statistics, probability, normal and binomial distributions, confidence intervals, hypothesis testing, regression and correlation, chi-square distributions and ANOVA. Not open to students who successfully complete MAT 109. Students will be expected to use online homework and tutorial programs. Prerequisites: MAT 101, MAT 103, MAT 108, MAT 118, MAT 131 or MAT 161 or appropriate score on placement test or consent of math department. Semesters offered: Fall, Spring, Summer. 4 Credits

MAT-152 Analytic Geometry
This course is the study of coordinates, the straight line, locus problems, the conic sections, some higher degree algebraic curves, transformation of coordinates, parametric equations, transcendental equations, and solid analytic geometry, including lines, planes, quadric surfaces, projecting cylinders, and nets on surfaces. Technological tools such as spreadsheets, geometric software, and CAS packages are used. Prerequisite: MAT 102. Concurrent enrollment in MAT 102 is permissible. Semester offered: Periodically. 4 Credits

MAT-161 Precalculus
This course is a one-semester preparation for calculus which is acceptable as a general education course. The concept of a function underlies and unifies the treatment of polynomial and rational functions, exponential and logarithmic functions, trigonometric functions, and coordinate geometry. Prerequisite: Four units of high school mathematics to include Algebra I and II, plane geometry, and trigonometry or MAT 101. Semester offered: Fall, Spring. 4 Credits

MAT-164 Calculus with Applications
This course is an applications-oriented approach to differential and integral calculus for the science, business, or social science student who desires a course more intuitive than MAT 203. Prerequisite: MAT 101 or MAT 161 or appropriate score on placement test. Semesters offered: Fall, Spring, Summer. 3 Credits

MAT-165 Statistics for Business and Economics
This course investigates the application of statistical tools to practical exercises and cases from the disciplines of business and economics. While introductory statistical concepts will be reviewed; familiarity with elementary statistics, normal distributions, and statistical notation is highly recommended. Exercises, practical applications, and case problems will be used to guide student investigation of probability and sampling distributions, interval estimation, hypothesis testing, comparison of means, and regression. Special attention will be given to ANOVA, multiple regression, and statistical methods for product and service quality control. Prerequisite: MAT 164. Semester offered: Periodically. 3 Credits

MAT-203 Calculus I
This course is an introduction to differential and integral calculus applied to algebraic and transcendental functions. Topics include: limits, derivatives, differentials, The Mean Value Theorem, curve sketching, optimization, Newton's method, antiderivatives, the definite integral, and The Fundamental Theorem of Calculus. Applications are studied throughout the entire Calculus I, II, III sequence. Prerequisite: MAT 152 or MAT 161 or MAT 101 and MAT 102 or consent of mathematics department. Semesters offered: Fall, Spring, Summer. 4 Credits

MAT-204 Calculus II
This course is a continuation of Calculus I. Topics include: techniques and applications of integration, infinite sequences and series, convergence tests, series representation of functions, and parametric equations. Prerequisite: MAT 203. Semesters offered: Fall, Spring, Summer. 4 Credits

MAT-205 Calculus III
This course is the study of differentiation and integration applied to multivariable functions and vector functions. Topics include: vectors and the geometry of space, partial derivatives, directional derivatives and the gradient vector, multiple integrals, integration with cylindrical and spherical coordinates, and vector calculus. Prerequisite: MAT 204. Semester offered: Spring. 4 Credits

MAT-206 Differential Equations
This course includes classification of differential equations, solutions of equations of order one and higher order, solutions of linear equations, differential operators, systems of equations, solution of certain non-linear equations, solution in series, Laplace transforms, partial differential equations with variables separable, and an existence and uniqueness theorem are among the topics covered in this course. Prerequisite: MAT 204. Semester offered: Spring. 4 Credits

MAT-207 Discrete Mathematics
This is an introduction to discrete mathematics with emphasis on topics relevant to computer science including: sets and logic, number systems and number theory, graph theory, matrices, algorithm design, mathematical induction and recursion. Prerequisite: MAT 101 or MAT 161. Semester offered: Summer. 3 Credits

MAT-208 Linear Algebra
This course is the study of the relationships between matrix algebra, vector spaces and linear transformations. Topics include: systems of linear equations, linear independence, The Invertible Matrix Theorem, determinants, vector spaces, null spaces, column spaces, bases, rank, eigenvalues and eigenvectors, diagonalization, inner product, orthogonality, symmetric matrices and quadratic forms. Applications to business, science and engineering are studied, including Leontief input-output models and Markov chains. Prerequisite: MAT 204. Semester offered: Fall. 4 Credits

Medical Assistant

MAP-102 Medical Terminology
This course is an integral component in understanding the language of medicine. It is designed to give the student a foundation in the basic structure of medical terms, word building and definitions as well as the applications of medical terminology. A human body systems approach is utilized and topics covered in each system include anatomy and physiology overview, medical terms, symptoms and signs, diseases and disorders, treatments, procedures and devices. Total of 45 hours. Course fee required. Prerequisite: ENG 100. Semesters offered: Fall, Spring, Summer. 3 Credits

MAP-105 Medical Office Management
This course is designed to provide the student with the fundamentals of administrative medical assisting. Topics include fiscal and administrative management of the medical office, electronic and written communications, medical insurance, billing and reimbursement including the life cycle of an insurance claim and fundamentals of health information management. Students will utilize medical practice management software to simulate the actual

medical office environment. Total course 60 hours. Course fee required. *Prerequisites: MAP 110 and MAP 102 or concurrent enrollment. Semesters offered: Fall, Spring, Summer.

MAP-108 Medical Record Analysis and Coding

The focus of this course is the use of source documents to apply diagnostic and procedural codes to patient records for the purpose of preparing insurance claims. Topics covered include reading and interpreting medical records, legal and regulatory issues, ICD-9-CM, CPT, and HCPCS coding, quality assurance for evaluation and management coding, and coding for medical necessity. Total of 60 hours. Course fee required. Prerequisites: BIO 110, MAP 102, MAP 105. Semesters offered: Fall, Spring, Summer. 4 Credits

MAP-110 Introduction to Health Science Professions and Technology

This course will serve as a solid foundation for students in health sciences or health occupations. Introducing students to a variety of health occupations, this course assists students in acquiring the basic knowledge and professional behaviors required to work and interact with patients in a healthcare setting. Total of 45 lecture hours. Course fee required. Prerequisite: ENG 100. Co-requisite: IST 102. Semesters offered: Fall, Spring, Summer. 3 Credits

MAP-205 Diagnostic Lab Procedures For the Medical Assistant

This course is designed to introduce the student to point of care testing performed in the physician office laboratory. Topics include safety and regulatory guidelines, introduction to the medical laboratory, specimen collection and processing, CLIA waived hematology, serology, and chemistry testing, basic microbiology, and electrocardiograms. Total of 45 hours. Course fee required. Prerequisites: BIO 110, MAP 110, MAP 102. Semesters offered: Fall, Spring. 3 Credits

MAP-206 Advanced Coding

This advanced course builds upon the ICD-9-CM, CPT, and HCPCS coding skills acquired in previous courses. Emphasis is placed on evaluation and management, hospital, surgery, radiology, anesthesia, and other specialty areas. Students will use detailed medical reports to code scenarios. Detailed use of modifiers and CCI edits will be covered. Total 45 hours. Course fee required. Prerequisites: MAP 107. Semesters offered: Fall, Spring. 3 Credits

MAP-210 Clinical Medical Assistant

This course offers the medical assistant student the opportunity to learn basic clinical theory and skills that are utilized within medical practices. Examinations and procedures of various body systems are covered. Emphasis is placed on listening and observational skills, patient care and instruction, as well as sound fundamental diagnostic and treatment modalities. In addition, assisting with office/ambulatory surgery, diagnostic imaging, rehabilitation and therapeutic modalities, and nutrition in health and disease are covered. Total course 90 hours. Course fee required. Prerequisites: BIO 110 and MAP 203 or concurrent enrollment. Semesters offered: Fall, Spring. 4 Credits

MAP-211 Coding Simulation and Certification Preparation

This course focuses the ICD-9-CM, CPT, and HCPCS coding skills acquired in previous courses toward completion of coding simulation exercises that take the student from patient care through insurance claim submission and payment. This course will prepare students to sit for the American Academy of Professional Coders Certified Professional Coder (CPC) exam, the American Health Information Management Association Certified Coding Associate (CCA) exam, and the American Medical Billing Association Certified Medical Reimbursement Specialist (CMRS) exam. Total of 45 hours. Course fee required. Prerequisite: MAP 107. Co-requisite: MAP 207. Semester offered: Periodically. 3 Credits.

MAP-217 Medical Assistant Externship

This course provides the student with hands-on administrative and clinical experience in a medical office setting. The student will work for a total of one hundred sixty (160) uncompensated hours in a medical office. Administrative and clinical competencies will be evaluated by a medical office preceptor(s) and under the direction of a member of the Division of Health Sciences. Before permission to register for the course will be granted, the student is required to attend an informational session and meet with a representative from the Division of Health Sciences. In addition, a mandatory orientation meeting is scheduled prior to semester start. Student placements at externship sites are determined by the Division of Health Sciences and can only be modified at the discretion of the Division. Externship sites are located throughout the tri-state area (MD, WV, and PA) – they are not limited to Washington County alone. Students must have received a grade of "C" or better in ALL MAP and PLB courses prior to registering for this course. Uniforms or medical scrubs may be required. Total of 160 hours. Course fee required. Prerequisites: MAP 105, MAP 108, MAP 205, MAP 210, and PLB 105. Semesters offered: Fall, Spring, Summer. 4 Credits..

Music

MUS-101 Music Appreciation

This course in the elements of music gives the average listener a better understanding and appreciation of the world's greatest music. The life and times of the great composers and the various forms of musical composition and expression are surveyed. Semesters offered: Fall, Spring, Summer. 3 Credits

MUS-102 The History of Jazz

This course provides a survey of the elements leading to the growth and development of the various styles of music that have culminated into the form commonly called jazz. Discussions of both musical characteristics and social/cultural relationships will be central to the progress of the class. By the end of the course the student should have an understanding of various jazz styles, important figures in jazz history, and a systematic process for thinking about the music. Semesters offered: Fall, Spring. 3 Credits

MUS-103 Choral Singing I
This course is for students who wish to sing various types of choral music. Vocabulary and elements of rhythm and pitch will be taught as they become necessary for the singing of the choral literature. Semester offered: Fall and Spring. 1 Credit

MUS-104 Choral Singing II
This course is for students who wish to sing various types of choral music. Vocabulary and elements of rhythm and pitch will be taught as they become necessary for the singing of the choral literature. Semester offered: Spring. 1 Credit

MUS-106 Introduction to Musical Theater
This course covers the materials, procedures, and techniques used in the rehearsal and performance of a college level musical theater production. Elements studied include conducting, coaching, accompaniment, singing, and dancing. The audition process is thoroughly examined. Semesters offered: Spring, Summer. 3 Credits

MUS-107 Jazz Band I
Students in this course form an instrumental group which specializes in the performance of jazz and other twentieth-century popular music idioms. Performances may include college and community functions. Open to everyone experienced in playing jazz band instruments. Semester offered: Fall. 1 Credit

MUS-108 Jazz Band II
Students in this course form an instrumental group which specializes in the performance of jazz and other twentieth-century popular music idioms. Performances may include college and community functions. Open to everyone experienced in playing jazz band instruments. Prerequisite: MUS 107. Semester offered: Spring. 1 Credit

MUS-109 Show Choir the Superlatives
Join the "Superlatives" for a singing and dancing production of all styles of music. There will be voice solo numbers as well as chorus. Students should be able to sing and learn beginner/intermediate dance steps. There will be opportunities for more advanced dance solos. All music needs to be memorized and students participate in creating choreography. The Superlatives will have an end of semester performance. Semester offered: Fall, Spring. 2 Credits

MUS-110 Show Choir II
Continue your performance journey or begin your performance journey with the "Superlatives" Show Choir. Learn an entire show, complete with choreography, to be performed at the end of the semester. Students will be assigned a musical section to uniquely choreograph on their own or with a partner. There will be opportunities for solo voice and solo dancing on an audition type basis. Semester offered: Fall, Spring. 2 Credits

MUS-128 Piano I
This course is designed for the beginning piano student. The student will learn a variety of skills such as sightreading, transposition, harmonization, scales, diatonic triads, seventh chords and their inversions and chord progressions. Semesters offered: Fall, Spring. 2 Credits

MUS-130 Wind Ensemble I
Students in this course form an instrumental group which specializes in the performance of wind ensemble repertoire, including both symphonic band and chamber literature. Students will further their ensemble musicianship, performance and stylistic interpretation skills. Open to everyone with access to a wind instrument and reasonable playing skills. Semester offered: Fall, Spring. 1 Credit

MUS-131 Wind Ensemble II
Students in this course form an instrumental group which specializes in the performance of wind ensemble repertoire, including both symphonic band and chamber literature. Students will further their ensemble musicianship, performance and stylistic interpretation skills. Open to everyone with access to a wind instrument and reasonable playing skills. Semester offered: Fall, Spring. 1 Credit

MUS-170 Advanced Choral Ensemble
This choral ensemble of 80 - 95 voices specializes and performs choral works from all periods of music history including Broadway and Popular genres, sometimes with orchestra. This massed ensemble is open to all campus and community singers by audition and/or by recommendation of voice teacher. Performance schedule includes 1-2 performances each semester. Semester offered: Periodically. 2 Credits

MUS-171 Fundamentals of Music
This course covers the basic elements of music with an emphasis on the study of musical notation. Scales, modality, meter, principles of harmony and texture are studied. Aural skills are developed with practice in ear-training, sight-singing and simple dictation. Semester offered: Fall. 1 Credit

MUS-175 Introduction to Electronic Music
This course explores methods of commercial music production used by composers, artists, and producers in recording studios and live performances. Topics such as MIDI interfacing, digital audio sampling, waveform synthesis, and multitrack recording are covered to allow students to become familiar with current production practices and equipment. Semester offered: Periodically. 3 Credits

MUS-180 The History of Rock and Roll
This course provides a survey of the musical, social, and historical elements leading to the growth and development of the various styles of music that have culminated into the form commonly called "Rock n' Roll". Discussions of both musical characteristics and social/cultural relationships will be central to the progress of the class. By the end of the course the student should have an understanding of various rock n' roll styles, important trends and figures in its history, and a systematic process for thinking about and listening to the music. The course is enhanced by an extensive

series of audio, video and multimedia resources as well as guest lecturers/performers. Semester offered: Periodically. 3 Credits

MUS-201 Theory of Music I
An introduction to the fundamentals of music and harmony, the course develops both written and aural skills for the student of music. Scales, intervals, triads and their inversions, harmonic progressions, and rhythm and meter are among the subjects presented. The course covers harmonic, melodic and rhythmic dictation, and elementary score-reading. Prerequisite: MUS 171 or permission of instructor. Semester offered: Fall. 3 Credits

MUS-202 Theory of Music II
This course continues the development of both written and aural skills introduced in MUS 201 for the student of music. Triads and seventh chords and their inversions, advanced non-diatonic harmonic progressions, and non-chord tones are among the written aspects. Prerequisite: MUS 201. Semester offered: Spring. 3 Credits

MUS-203 Advanced Choral Singing I
This course presumes a mastery of the choral techniques learned in MUS 103 and MUS 104 and continues to develop expertise at the 200 level, emphasizing sight singing and dynamics as they are used in performance situations. Nonacademic experience or choral training may substitute for 100 level training. Prerequisite: MUS 104. Semester offered: Fall. 1 Credit

MUS-204 Advanced Choral Singing II
This course presumes a mastery of the choral techniques learned in MUS 103 and MUS 104 and continues to develop expertise at the 200 level, emphasizing sight singing and dynamics as they are used in performance situations. Nonacademic experience or choral training may substitute for 100 level training. Prerequisite: MUS 203. Semester offered: Spring. 1 Credit

MUS-205 Music Skills for the Classroom Teacher
This course covers the fundamentals of music theory as they relate to the needs of the classroom. Basic techniques of reading music, singing, conducting, and playing selected instruments including the piano, recorder, autoharp, and rhythm devices are covered. Semesters offered: Fall, Spring. 3 Credits

MUS-207 Advanced Jazz Band I
This course includes further performance experience for those students completing MUS 107 and MUS 108. It provides continued participation in jazz band performances. Prerequisite: MUS 107 or MUS 108. Semester offered: Fall. 1 Credit

MUS-208 Advanced Jazz Band II
This course includes further performance experience for those students completing MUS 107 and MUS 108. It provides continued participation in jazz band performances. Prerequisite: MUS 207. Semester offered: Spring. 1 Credit

MUS-209 Show Choir III
Continue your performance journey with the "Superlatives" Show Choir. Learn an entire show, complete with choreography, to be performed at the end of the semester. Students will be assigned a musical section to uniquely choreograph on their own or with a partner. There will be opportunities for solo voice and solo dancing on an audition type basis. Prerequisite: MUS 110. Semester offered: Fall, Spring. 2 Credits

MUS-210 Show Choir IV
Continue your performance journey with the "Superlatives" Show Choir. Learn an entire show, complete with choreography, to be performed at the end of the semester. Students will be assigned a musical section to uniquely choreograph on their own or with a partner. There will be opportunities for solo voice and solo dancing on an audition type basis. Prerequisite: MUS 209. Semester offered: Fall, Spring. 2 Credits

Music: Applied Lessons

MUA-111 Woodwind Instrument I
One half-hour lesson and one half-hour practice time each week. Course fee required. Semesters offered: Fall, Spring. 1 Credit

MUA-112 Brass Instrument I
One half-hour lesson and one half-hour practice time each week. Course fee required. Semesters offered: Fall, Spring. 1 Credit

MUA-113 String Instrument I
One half-hour lesson and one half-hour practice time each week. Course fee required. Semesters offered: Fall, Spring. 1 Credit

MUA-114 Percussion Instrument I
One half-hour lesson and one half-hour practice time each week. Course fee required. Semesters offered: Fall, Spring. 1 Credit

MUA-115 Electric Guitar I
One half-hour lesson and one half-hour practice time each week. Course fee required. Semesters offered: Fall, Spring. 1 Credit

MUA-116 Classical Guitar I
One half-hour lesson and one half-hour practice time each week. Course fee required. Semesters offered: Fall, Spring. 1 Credit

MUA-117 Bass Guitar I
One half-hour lesson and one half-hour practice time each week. Course fee required. Semesters offered: Fall, Spring. 1 Credit

MUA-118 Piano I
One half-hour lesson and one half-hour practice time each week. Course fee required. Semesters offered: Fall, Spring. 1 Credit

MUA-119 Voice I
One half-hour lesson and one half-hour practice time each week. Course fee required. Semesters offered: Fall, Spring. 1 Credit

MUA-121 Woodwind Instrument I
One hour lesson and one hour practice time each week. Course fee required. Semesters offered: Fall, Spring. 2 Credits

MUA-122 Brass Instrument I
One hour lesson and one hour practice time each week. Course fee required. Semesters offered: Fall, Spring. 2 Credits

MUA-123 String Instrument I
One hour lesson and one hour practice time each week. Course fee required. Semesters offered: Fall, Spring. 2 Credits

MUA-124 Percussion Instrument I
One hour lesson and one hour practice time each week. Course fee required. Semesters offered: Fall, Spring. 2 Credits

MUA-125 Electric Guitar I
One hour lesson and one hour practice time each week. Course fee required. Semesters offered: Fall, Spring. 2 Credits

MUA-126 Classical Guitar I
One hour lesson and one hour practice time each week. Course fee required. Semesters offered: Fall, Spring. 2 Credits

MUA-127 Bass Guitar I
One hour lesson and one hour practice time each week. Course fee required. Semesters offered: Fall, Spring. 2 Credits

MUA-128 Piano I
One hour lesson and one hour practice time each week. Course fee required. Semesters offered: Fall, Spring. 2 Credits

MUA-129 Voice I
One hour lesson and one hour practice time each week. Course fee required. Semesters offered: Fall, Spring. 2 Credits

MUA-151 Woodwind Instrument II
One half-hour lesson and one half-hour practice time each week. Course fee required. Semesters offered: Fall, Spring. 1 Credit

MUA-152 Brass Instrument II
One half-hour lesson and one half-hour practice time each week. Course fee required. Semesters offered: Fall, Spring. 1 Credit

MUA-153 String Instrument II
One half-hour lesson and one half-hour practice time each week. Course fee required. Semesters offered: Fall, Spring. 1 Credit

MUA-154 Percussion Instrument II
One half-hour lesson and one half-hour practice time each week. Course fee required. Semesters offered: Fall, Spring. 1 Credit

MUA-155 Electric Guitar II
One half-hour lesson and one half-hour practice time each week. Course fee required. Semesters offered: Fall, Spring. 1 Credit

MUA-156 Classical Guitar II
One half-hour lesson and one half-hour practice time each week. Course fee required. Semesters offered: Fall, Spring. 1 Credit

MUA-157 Bass Guitar II
One half-hour lesson and one half-hour practice time each week. Course fee required. Semesters offered: Fall, Spring. 1 Credit

MUA-158 Piano II
One half-hour lesson and one half-hour practice time each week. Course fee required. Semesters offered; Fall, Spring. 1 Credit

MUA-159 Voice II
One half-hour lesson and one half-hour practice each week. Course fee required. Semesters offered: Fall, Spring. 1 Credit

MUA-161 Woodwind Instrument II
One hour lesson and one hour practice time each week. Course fee required. Semesters offered: Fall, Spring. 2 Credits

MUA-162 Brass Instrument II
One hour lesson and one hour practice time each week. Course fee required. Semesters offered: Fall, Spring. 2 Credits

MUA-163 String Instrument II
One hour lesson and one hour practice time each week. Course fee required. Semesters offered: Fall, Spring. 2 Credits

MUA-164 Percussion Instrument II
One hour lesson and one hour practice time each week. Course fee required. Semesters offered: Fall, Spring. 2 Credits

MUA-165 Electric Guitar II
One hour lesson and one hour practice time each week. Course fee required. Semesters offered: Fall, Spring. 2 Credits

MUA-166 Classical Guitar II
One hour lesson and one hour practice time each week. Course fee required. Semesters offered: Fall, Spring. 2 Credits

MUA-167 Bass Guitar II
One hour lesson and one hour practice time each week. Course fee required. Semesters offered: Fall, Spring. 2 Credits

MUA-168 Piano II
One hour lesson and one hour practice time each week. Course fee required. Semesters offered: Fall, Spring. 2 Credits

MUA-169 Voice II
One hour lesson and one hour practice time each week. Course fee required. Semesters offered: Fall, Spring. 2 Credits

MUA-211 Woodwind Instrument III
One half-hour lesson and one half-hour practice time each week. Course fee required. Semesters offered: Fall, Spring. 1 Credit

MUA-212 Brass Instrument III
One half-hour lesson and one half-hour practice time each week. Course fee required.Semesters offered: Fall, Spring. 1 Credit

MUA-213 String Instrument III
One half-hour lesson and one half-hour practice time each week. Course fee required. Semesters offered: Fall, Spring. 1 Credit

MUA-214 Percussion Instrument III
One half-hour lesson and one half-hour practice time each week. Course fee required. Semesters offered: Fall, Spring. 1 Credit

MUA-215 Electric Guitar III
One half-hour lesson and one half-hour practice time each week. Course fee required. Semesters offered. Fall, Spring. 1 Credit

MUA-216 Classical Guitar III
One half-hour lesson and one half-hour practice time each week. Course fee required. Semesters offered: Fall, Spring. 1 Credit

MUA-217 Bass Guitar III
One half-hour lesson and one half-hour practice time each week. Course fee required. Semesters offered: Fall, Spring. 1 Credit

MUA-218 Piano III
One half-hour lesson and one half-hour practice time each week. Course fee required. Semesters offered: Fall, Spring. 1 Credit

MUA-219 Voice III
One half-hour lesson and one half-hour practice time each week. Course fee required. Semesters offered: Fall, Spring. 1 Credit

MUA-221 Woodwind Instrument III
One hour lesson and one hour practice time each week. Course fee required. Semesters offered: Fall, Spring. 2 Credits

MUA-222 Brass Instrument III
One hour lesson and one hour practice time each week. Course fee required. Semesters offered: Fall, Spring. 2 Credits

MUA-223 String Instrument III
One hour lesson and one hour practice time each week. Course fee required. Semesters offered: Fall, Spring. 2 Credits

MUA-224 Percussion Instrument III
One hour lesson and one hour practice time each week. Course fee required. Semesters offered: Fall, Spring. 2 Credits

MUA-225 Electric Guitar III
One hour lesson and one hour practice time each week. Course fee required. Semesters offered: Fall, Spring. 2 Credits

MUA-226 Classical Guitar III
One hour lesson and one hour practice time each week. Course fee required. Semesters offered: Fall, Spring. 2 Credits

MUA-227 Bass Guitar III
One hour lesson and one hour practice time each week. Course fee required. Semesters offered: Fall, Spring. 2 Credits

MUA-228 Piano III
One hour lesson and one hour practice time each week. Course fee required. Semesters offered: Fall, Spring. 2 Credits

MUA-229 Voice III
One hour lesson and one hour practice time each week. Course fee required. Semesters offered: Fall, Spring. 2 Credits

MUA-251 Woodwind Instrument IV
One half-hour lesson and one half-hour practice time each week. Course fee required. Semesters offered: Fall, Spring. 1 Credit

MUA-252 Brass Instrument IV
One half-hour lesson and one half-hour practice time each week. Course fee required. Semesters offered: Fall, Spring. 1 Credit

MUA-253 String Instrument IV
One half-hour lesson and one half-hour practice time each week. Course fee required. Semesters offered: Fall, Spring. 1 Credit

MUA-254 Percussion Instrument IV
One half-hour lesson and one half-hour practice time each week. Course fee required. Semesters offered: Fall, Spring. 1 Credit

MUA-255 Electric Guitar IV
One half-hour lesson and one half-hour practice time each week. Course fee required. ^Semesters offered: Fall, Spring. 1 Credit

MUA-256 Classical Guitar IV
One half-hour lesson and one half-hour practice time each week. Course fee required. Semesters offered: Fall, Spring. 1 Credit

MUA-257 Bass Guitar IV
One half-hour lesson and one half-hour practice time each week. Course fee required. Semesters offered; Fall, Spring. 1 Credit

MUA-258 Piano IV
One half-hour lesson and one half-hour practice time each week. Course fee required. Semesters offered: Fall, Spring. 1 Credit

MUA-261 Woodwind Instrument IV
One hour lesson and one hour practice time each week. Course fee required. Semesters offered: Fall, Spring. 2 Credits

MUA-262 Brass Instrument IV
One hour lesson and one hour practice time each week. Course fee required. Semesters offered: Fall, Spring. 2 Credits

MUA-263 String Instrument IV
One hour lesson and one hour practice time each week. Course fee required. Semesters offered: Fall, Spring. 2 Credits

MUA-264 Percussion Instrument IV
One hour lesson and one hour practice time each week. Course fee required. Semesters offered: Fall, Spring. 2 Credits

MUA-265 Electric Guitar IV
One hour lesson and one hour practice time each week. Course fee required. Semesters offered: Fall, Spring. 2 Credits

MUA-266 Classical Guitar IV
One hour lesson and one hour practice time each week. Course fee required. Semesters offered: Fall, Spring. 2 Credits

MUA-267 Bass Guitar IV
One hour lesson and one hour practice time each week. Course fee required. Semesters offered: Fall, Spring. 2 Credits

MUA-268 Piano IV
One hour lesson and one hour practice time each week. Course fee required. Semesters offered: Fall, Spring. 2 Credits

MUA-279 Voice IV
One half-hour lesson and one half-hour practice time each week. Course fee required. Semesters offered: Fall, Spring. 1 Credit

MUA-289 Voice IV
One hour lesson and one hour practice time each week. Course fee required. Semesters offered: Fall, Spring. 2 Credits

MUA-290 Independent Study
3 Credits

Nursing

NUR-111 Introduction to Practical Nursing
This course provides the foundation for the practical nursing program. The role of the practical nurse in using the nursing process to meet human needs is explored. Basic assessment and intervention skills, dosage calculations, concepts of nutrition, and beginning documentation are stressed. In order to progress in the Nursing Program, a grade of 75% or above must be achieved on all exams and a 75% or above must be attained on all course requirements. A grade of 90% or above must be attained on a dosage calculations exam in this course. Classroom, skills lab, and clinical experiences. Total of 45 hours lecture, 36 hours of laboratory, and 16 hours of clinical. Laboratory fee required. Prerequisites: BIO 103 with a grade of "C" or better, BIO 104 with a grade of "C" or better or concurrent enrollment, PSY 201 and ENG 101 with a grade of "C" or better. Semester offered: Summer. 4 Credits

NUR-112 Care of Human Needs
This course focuses on the care of patients with biological need interferences. Mobility, infection control, hygiene, and other activities of daily living are stressed. In order to progress in the Nursing Program, a grade of 75% or above must be achieved on all exams and a 75% or above must be attained on all course requirements. A grade of 90% or above must be attained on a dosage calculations exam in this course. Classroom, skills lab, and clinical experience. Total of 67 hours of lecture, 40 hours of laboratory, and 36 hours of clinical. Laboratory fee required. Prerequisites: NUR 111 and BIO 104 with a grade of "C" or better. Semester offered: Fall. 6 Credits

NUR-113 Practical Nursing Through the Lifespan I
This course focuses on human needs and need interferences in women and children. Growth and development concepts are explored. Clinical experiences in maternity and pediatrics are provided. In order to progress in the Nursing Program, a grade of 75% or above must be achieved on all exams and a 75% or above must be attained on all course requirements. A grade of 90% or above must be attained on a dosage calculations exam in this course. Classroom, skills lab, and clinical experiences. Total of 67 hours of lecture, 22 hours of laboratory, and 60 hours of clinical. Laboratory fee required. Prerequisite: NUR 112 with a grade of "C" or better. Semester offered: Fall. 6 Credits

NUR-114 Practical Nursing Through the Lifespan II
This course focuses on the needs, problems, and nursing care of patients with mental health-illness, social interference, and medical/surgical issues. Communication, mobility, infection control, hygiene, therapeutic (medication or as ordered by the physician), and other activities of daily living are stressed. In order to progress in the Nursing Program, a grade of 75% or above must be achieved on all exams and a 75% or above must be attained on all course requirements. A grade of 90% or above must be attained on a dosage calculations exam in this course. Classroom, skills lab, and clinical experiences. Total of 67 hours of lecture, 22 hours of laboratory, and 60 hours of clinical. Laboratory fee required. Prerequisite: NUR 113 with a grade of "C" or better. Semester offered: Spring. 6 Credits

NUR-115 Practical Nursing Through The Lifespan III
This course focuses on the needs, problems, and nursing care of patients with medical/surgical issues and gerontological nursing issues. Essentials of nursing leadership and management are also incorporated into the course. Experiences in the acute care (medical/surgical units) and long term care facilities are provided. In order to progress in the Nursing Program, a grade of 75% or above must be achieved on all exams and a 75% or above must be attained on all course requirements. A grade of 90% or above must be attained on a dosage calculations exam in this course. Classroom, skills lab, and clinical experiences. Total of 67 hours of lecture, 22 hours of laboratory, and 60 hours of clinical. Laboratory fee required. Prerequisite: NUR 114 with a grade of "C" or better. Semester offered: Spring. 6 Credits

NUR-116 Foundations of Nursing I
This course assists students in acquiring the basic knowledge, skills, and professional behaviors needed for the delivery of comprehensive nursing care. Emphasis is placed on readying the student to begin clinical experiences. Use of the nursing process in skills labs provides the student with a variety of simulated patient care experiences. At the completion of this course, students will automatically progress to NUR 117. Grades earned in NUR 116 will be combined with the grades earned in NUR 117 to deter-

mine the final grade for both courses. No credits will be awarded until both courses are successfully completed. Total of 45 hours of lecture. Laboratory fee required. Prerequisites: Acceptance into the program-see admission criteria, BIO 103 and BIO 104. Corequisite: NUR 117. Semesters offered: Fall and Spring. 3 Credits

NUR-117 Foundations of Nursing II

This course is a sequence to NUR 116 and continues to assist students in acquiring the basic knowledge, skills, and professional behaviors needed for the delivery of comprehensive nursing care. The nursing skills lab and a variety of acute care settings are utilized for the clinical component. In order to progress in the Nursing Program, a combined course grade of 75% or above must be achieved on all exams and a 75% or above must be attained on all course requirements. A grade of 90% or above must be attained on a dosage calculations exam in this course. Total of 59 hours of lecture, 20 hours of laboratory, and 99 hours of clinical. Laboratory fee required. Corequisite: NUR 116. Semesters offered: Fall and Spring. 6 Credits

NUR-121 Certified Nursing/Geriatric Assistant

This course prepares the student to effectively implement the nursing care plan for client populations with health alterations while utilizing professional standards of practice. Content includes disease processes, systems review, nutrition, and infection control. Community facilities provide settings for clinical experience that is focused on skill competencies. Total of 70 hours of lecture, 30 hours of laboratory, and 60 hours of clinical. Laboratory fee required. Prerequisite: ENG 099 and MAT 098. Semesters offered: Fall, Spring, Summer. 7 Credits

NUR-122 Medicine Aide

This course is designed for the geriatric nursing assistant with one year experience (2000 hours) in a state of Maryland comprehensive care facility or an extended care facility within the last three years. Course work includes medical pharmacokinetics, mechanism of action, indication and dosage, preparation and administration, and interactions. The lab experiences focus on clinical skills competencies. Total of 30 hours of lecture, 7 hours of laboratory, and 39 hours of clinical. Laboratory fee required. Prerequisite: ENG 099 and MAT 099. Semesters offered: Fall, Spring, Summer. 3 Credits

NUR-126 Nursing Care of Maternal/Newborn

The unifying principle of this course is that the family is the unit of care. The health of the pregnant woman is followed from adolescence through adulthood. The developing infant from conception through the neonatal period is integrated throughout this course. In order to progress in the Nursing Program, a grade of 75% or above must be achieved on all exams and a 75% or above must be attained on all course requirements. A grade of 90% or above must be attained on a dosage calculations exam in this course. Total of 44 hours of lecture, 6 hours of laboratory, 7 hours of computer simulation exercises, and 48 hours of clinical. Laboratory fee is required. Prerequisite: NUR 116, NUR 117. Semesters offered: Fall, Spring. 4 Credits

NUR-127 Nursing Care of Children

The unifying principle of this course is that the family is the unit of care. Acute and chronic issues of children from birth through adolescence are addressed within a family perspective. Growth and development are integrated throughout this course. A variety of acute care and community health settings are utilized for the clinical component. In order to progress in the Nursing Program, a grade of 75% or above must be achieved on all exams and a 75% or above must be attained on all course requirements. A grade of 90% or above must be attained on a dosage calculations exam in this course. Total of 45 hours of lecture and 60 hours of clinical. Laboratory fee required. Prerequisite: NUR 116, NUR 117. Semesters offered: Fall, Spring. 4 Credits

NUR-205 Intravenous Therapy

This course provides the major theoretical concepts and practices associated with intravenous therapy. Laboratory fee required. Prerequisite: Open only to current health care employee or current health science students. Total of 15 hours. Semesters offered: Fall, Spring. 1 Credit

NUR-211 EKG Technician

This course provides the major theoretical concepts associated with EKG anatomy and physiology (structural and electro-physiology) and medical terminology. Other types of cardiovascular testing such as halter monitoring, stress tests, echos, signal averaging and event recording will be discussed. Also included in this course is dysrhythmia interpretation, major diagnostic consideration and differentiation of cardiac problems, the principles of HIPPA, customer service, medical legal aspects and cultural diversity. Upon completion of the course, the student will be able to perform a 12 lead EKG and have the skills and knowledge to sit for a national certification exam. Laboratory fee required. Prerequisites: Math and Reading placement tests with MAT-098 and ENG-100 equivalencies. Please follow the placement testing exemptions that are listed in our course schedule or in the college catalog under academic skills assessment and placement policy. Open only to current health care employee or current health science student. Students are required to bring a pair of calipers and a magnifying glass to class. Please wait until after the first class meets and the instructor specifies caliper and magnifying glass requirements to make your purchase. Semesters offered: Fall, Spring. 3 Credits

NUR-224 Pharmacology for Nursing Practice

This course provides information on a variety of drugs that students need to know in order to administer drugs safely. Major drug categories associated with body systems will be reviewed. Students will learn about drug pharmacokinetics, dosage, preparation, administration and interactions. Particular emphasis will be on the use of the nursing process when providing care to patients receiving medications. A grade of 75% or above must be achieved on all exams and a 75% or above must be attained on all course requirements. Total of 30 hours of lecture. Prerequisites: NUR 116 and NUR 117 or completion of NUR 116-117 challenge exam for transition students, BIO 205 or concurrent enrollment. Semesters offered: Summer and Fall by instructor permission. 2 Credits

NUR-226 Behavioral Health Nursing

This course assists the student in acquiring the basic knowledge and skills needed to provide care to clients with behavioral health problems. Principles and concepts of behavioral health nursing, therapeutic communication techniques, and use of the nursing process to plan care will be discussed. Clinical practice occurs in a variety of acute and community based settings. In order to progress in the Nursing Program, a grade of 75% or above must be achieved on all exams and a 75% or above must be attained on all course requirements. A grade of 90% or above must be attained on a dosage calculations exam in this course. Total of 45 hours of lecture and 61 hours of clinical. Laboratory fee required. Prerequisites: NUR 126, NUR 127 and NUR 224 or concurrent enrollment by permission of the instructor. Semesters offered: Fall, Spring. 4 Credits

NUR-228 Contemporary Trends in Nursing And Leadership

This seminar course is designed to help the student transition into professional nursing practice. Current trends in nursing and concepts related to the nurse as a member of the health care team and manager of patient care will be discussed. Topics will include leading and managing, working within an organization, and professional issues and trends. A grade of 75% or above must be attained in this course. Total of 15 hours of lecture. Course fee required. Prerequisites: NUR 224, NUR 225, and NUR 226. Semesters offered: Fall, Spring. 1 Credit

NUR-229 Nursing Care of the Acute and Chronically Ill Adult I

This course prepares the student to acquire the advanced knowledge and skills needed to provide care to adults with acute and chronic alterations in wellness. Emphasis will be placed on use of the nursing process when providing care to clients with acute and chronic medical-surgical issues. Clinical practice occurs in a variety of acute and community based settings. In order to progress in the Nursing Program, a grade of 75% or above must be achieved on all exams and a 75% or above must be attained on all course requirements. A grade of 90% or above must be attained on a dosage calculations exam in this course. Total of 41 hours of lecture, 15 hours of laboratory, and 55 hours of clinical. Laboratory fee required. Prerequisites: NUR 126, NUR 127 and NUR 224 or concurrent enrollment by permission of the instructor. Semesters offered: Fall, Spring. 4 Credits

NUR-230 Nursing Care of the Acute and Chronically Ill Adult II

This course is a sequence to NUR 229. Additional emphasis will be placed on preparing students to assume greater responsibility for organizing, managing, and delivering care to a larger group of clients. In order to progress in the Nursing Program, a grade of 75% or above must be achieved on all exams and a 75% or above must be attained on all course requirements. A grade of 90% or above must be attained on a dosage calculations exam in this course. Total of 41 hours of lecture, 15 hours of laboratory, and 55 hours of clinical. Laboratory fee required. Prerequisites: NUR 224, NUR 226 and NUR 229. Semesters offered: Fall, Spring. 4 Credits

NUR-231 Nursing Care of the Acute and Chronically Ill Adult III

This course is a sequence to NUR 230. Additional emphasis will be placed on preparing students to assume an even greater responsibility for organizing, managing, and delivering care to clients with life threatening situations or complex health problems. Complex critical care concepts and advanced technical skills are introduced. Focus moves from maintenance and promotion of health to utilization of emergency measures, monitoring devices and life-support equipment. Clinical experiences are provided in critical care settings. In order to progress in the Nursing Program, a grade of 75% or above must be achieved on all exams and a 75% or above must be attained on all course requirements. A grade of 90% or above must be attained on a dosage calculations exam in this course. Total of 49 hours of lecture, 18 hours of laboratory, and 80 hours of clinical. Laboratory fee required. Prerequisites: NUR 230. Semesters offered: Fall, Spring. 5 Credits

Paralegal

PLS-101 Introduction to Paralegal Studies

This course helps students develop a basic knowledge of the paralegal profession. Topics include: the role of the paralegal in the legal field; the American court system; the American legislative system; researching and interpreting the law; and several areas of specialized legal study such as real estate law, wills and estates, business organizations, civil litigation, and criminal litigation. This course also stresses ethics as well as attitudes, skills and behaviors required in a professional setting. Semesters offered: Fall, Spring. 3 Credits

PLS-102 Legal Research

This course introduces students to various legal research sources such as codes, case law, digests, encyclopedias, etc. Instruction is provided in the use of books and computer-aided research. The "briefing" of cases and the use of proper citations are stressed. This course also stresses ethics as well as attitudes, skills and behaviors required in a professional setting. Prerequisites: PLS 101, IST 102 and ENG 101 or concurrent registration. Semester offered: Fall. 3 Credits

PLS-103 Legal Writing and Documents

Students practice various forms of legal writing including legal correspondence, memoranda, pleadings, and other legal documents. Legal terminology, document form and content, and use of citations are emphasized. Legal research skills are enhanced in this course. This course also stresses ethics as well as attitudes, skills and behaviors required in a professional setting. Prerequisite: PLS 102. Semester offered: Spring. 3 Credits

PLS-104 Principles of Litigation

This course provides students with a working knowledge of interviewing and investigative techniques, pleadings practice, discovery techniques, pretrial preparation, and court proceedings. Emphasis is given to the paralegal's role in assisting the attorney in the different stages of the litigation process. This course also stresses ethics as well as attitudes, skills and behaviors required

in a professional setting. Prerequisites: PLS 101, PLS 105 recommended. Semester offered: Spring. 3 Credits

PLS-105 Contracts and Torts
This course provides students with a foundation in the substantive legal principles of tort law and contract law. Students learn the elements of various tort actions, the damages recoverable, and the defenses available. Students also study the formation of contracts, the elements of breach of contract actions, and the remedies available in and the defenses to such actions. This course also stresses ethics as well as attitudes, skills and behaviors required in a professional setting. Prerequisite: PLS 101 or concurrent registration. Semester offered: Fall. 3 Credits

PLS-203 Domestic Relations
This course examines domestic relations law and practice in Maryland. The rights of the parties as to custody, visitation, support, alimony, and marital property; the preparation and conduct of divorce; and related proceedings are explored. The paralegal's role in assisting counsel in fact finding and preparation of documents and pleadings is emphasized. This course also stresses ethics as well as attitudes, skills and behaviors required in a professional setting. Prerequisite: PLS 101 or concurrent registration. Semester offered: Spring. 3 Credits

PLS-207 Real Estate Law
This is a practice-oriented course examining the role of the paralegal in routine real estate transactions. It encompasses lease and sales contract requirements, title work, mortgage financing, the preparation of settlement statements and documents, and the coordination of closings. This course also stresses ethics as well as attitudes, skills and behaviors required in a professional setting. Prerequisite: PLS 101 or concurrent registration. Semester offered: Periodically. 3 Credits

PLS-269 Internship I
See "Programs of Study" section of current HCC Catalog for internship guidelines. 3 Credits

PLS-270 Internship II
See "Programs of Study" section of current HCC Catalog for internship guidelines. 3 Credits

Paramedic Emergency Services

PES-101 Emergency Medical Technology - Basic
This course is the minimum level training of the National Standard Curriculum. It provides instruction and experience for emergency care and transport. Course fee required. Total of 200 hours. Semester offered: Summer. 4 Credits

PES-102 Introduction to Emergency Medical Services
This course introduces students to emergency medical services design, roles and responsibilities, and other areas of importance. Total of 30 hours. Semester offered: Fall. 2 Credits

PES-103 EMS Practicum I
This course provides supervised clinical experience in area facilities for the skills learned in PES 101 and PES 102. Course fee required. Prerequisites: Enrollment in or completion of PES 101 and PES 102. Total of 45 hours clinical and in class seminars. Semester offered: Fall. 1 Credit

PES-104 EMS Operations
This course considers various topics associated with EMS operations. Valid driver's license required. Total of 45 hours. Semester offered: Fall. 3 Credits

PES-105 Patient Assessment/Airway Management
This course considers appropriate assessment and airway management for medical and trauma patients. Course fee required. Prerequisites: PES 102 and BIO 103 or PES-110 and acceptance into the paramedic program. Semester offered: Spring. 2 Credits

PES-106 Prehospital Pharmacology
This course addresses pharmakinetics, pharmadynamics, and drug calculations and administration. Drugs used in pre-hospital settings are reviewed according to classification. Course fee required. Prerequisites: PES 101, PES 102, and PES 110 or BIO 103 and acceptance into paramedic program. Semester offered: Spring. 3 Credits

PES-107 Shock Trauma Resuscitation
This course considers the pathophysiology and treatment of shock and recognition and management of specific traumatic emergencies. Prerequisites: PES 101, PES 102, and BIO 103 or PES-110 and acceptance into paramedic program. Semester offered: Spring. 2 Credits

PES-108 EMS Practicum II
This course provides supervised clinical experience in various settings for the skills learned in PES 105, 106, and 107. Course fee required. Prerequisites: PES 101, PES 102, and BIO 103 and enrollment in PES 105, 106, and 107. Total of 135 hours of clinical and in class seminars. Semester offered: Spring. 3 Credits

PES-110 Anatomy & Physiology for EMS Providers
This course is an integrated course of the structure and function of the human body systems and processes. Included in this course is cell biology, biochemistry, and histology, the body systems, as well as fluid and electrolyte balance, metabolism and homeostasis. Course fee required. Prerequisites: Certification as an EMT-I or equivalent, and approval of the PES Coordinator. Semesters offered: Summer and Fall. 4 Credits

PES-111 EMT Intermediate to Paramedic Transition
The EMT-Intermediate to Paramedic Bridge Program is designed for an individual who is licensed as an EMT-I or its equivalent and is seeking to obtain the National Registry Emergency Medical Technician - Paramedic (EMT-P). Prerequisite: Must possess a current National Registry Emergency Medical Technician - Intermediate or be in the process of National Registry Testing for EMT-Intermediate. Semester offered: Summer. 3 Credits

PES-187 Paramedic Practicum
This course is for students currently accepted in the Paramedic program who want an opportunity to practice their paramedic skills over the summer. Course fee and liability insurance required. Semester offered: Summer. 1 Credit

PES-201 Medical Emergencies I
This course emphasizes the pathophysiology, assessment, and management of patients with specific medical emergencies - respiratory, endocrine, toxicology, allergies, anaphylaxis, and infection. Course fee required. Prerequisites: PES 101 and PES 108. Total of 45 hours. Semester offered: Fall. 3 Credits

PES-202 Medical Emergencies II
This course emphasizes specific pathophysiology, assessment, and management of patients with cardiovascular emergencies. Course fee required. Prerequisites: PES 101 and PES 108. Total of 45 hours. Semester offered: Fall. 3 Credits

PES-203 Medical Emergencies III
This course reviews the pathophysiology, assessment, and management of medical patients with neurological, environmental, genitourinary, obstetric and gynecologic emergencies, and behavioral emergencies. Course fee required. Prerequisites: PES 101 and PES 108. Semester offered: Spring. 2 Credits

PES-204 Special Topics in Paramedic Emergency Services
This course considers approaches for patients with special needs. Home health care issues and research are also included. Prerequisites: PES 101 and PES 108. Semester offered: Spring. 2 Credits

PES-205 EMS Practicum III
This course provides opportunities to apply the knowledge and skills of PES 201 and PES 202 in supervised clinical settings. Course fee required. Prerequisites: PES 108 and completion or enrollment in PES 201 and PES 202. Total of 135 hours of clinical and in class seminars. Semester offered: Fall. 3 Credits

PES-206 EMS Practicum IV
This course offers opportunities to apply the knowledge and skills of PES 203 and PES 204 in supervised clinical settings. Liability insurance required. Course fee required. Prerequisites: PES 205 and completion or enrollment in PES 203 and PES 204. Total of 135 hours of clinical and in class seminars. Semester offered: Spring. 3 Credits

PES-207 Seminar: Paramedic Emergency Services
This course examines current programs, problems, and policy issues of emergency medical services. Prerequisites: PES 205 and completion or enrollment in PES 203 and PES 204. Semester offered: Spring. 1 Credit

Pharmacy Technician

PHR-101 Introduction to Pharmacy Technology
This course is designed to introduce students to the practice of pharmacy and the technician's role in assisting pharmacists. Discussion includes HIPPA, pharmacy law, pharmacy computer systems, business practices, drug information literacy, and drug dose forms and delivery systems. Semester offered: Fall, Spring. 4 Credits

PHR-102 Pharmaceutical Calculation
This course prepares students to accurately perform dosage calculations for solid and liquid medications and IV solutions in order assure patients safety. Prerequisite: MAT 098. Semesters offered: Fall, Spring. 2 Credits

PHR-103 Pharmacy Applications
This skills-focused course introduces best practices of receiving prescriptions or medication orders, dispensing, counting, labeling, and compounding of medications. Laboratory fee required. Prerequisite: MAT 098. Co-requisite: PHR 102. Semesters offered: Fall, Spring. 1 Credit

PHR-111 Pharmacology and Therapeutics
This course is an introduction to pharmacology including a review of disease states, drug actions, and medication classes. Prerequisite: ENG 099. Semesters offered: Fall, Spring. 3 Credits

PHR-112 Dispensing and Compounding Applications
This advanced pharmacy technique course includes sterile technique and IV preparations, infection control, and safe handling of medications. Focus will be on understanding techniques used in both institutional and retail practice. Laboratory fee required. Prerequisite: PHR 101, or 6 months work experience as a pharmacy technician. Semesters offered: Fall, Spring. 3 Credits

PHR-113 Pharmacy Operations
This course includes pharmacy information systems, requirements of medication orders and prescriptions, understanding formularies and processing insurance claims. A focus will be placed on professionalism in pharmacy practice and working with others both within and outside of the pharmacy to process patient prescriptions and medication orders. Prerequisite: PHR 101. Semesters offered: Fall, Spring. 3 Credits

PHR-269 Pharmacy Experience
This capstone course requires students to work 160 hours in various pharmacy settings including both retail and institutional operations. Prerequisite: PHR 101. Co-requisites: PHR 111, 112, and 113. Semesters offered: Fall, Spring. 3 Credits

Philosophy

PHL-101 Introduction to Philosophy
This course is an introduction to the methods, problems, and major ontologies contained within the discipline of philosophy. Philosophies of science, history, art, and religion are also considered. Prerequisite: ENG 101. Semesters offered: Fall, Spring, Summer. 3 Credits

PHL-103 Ethics
This course is a presentation and critique of ethical theories. These theories are applied to analysis of the moral content of contemporary issues such as abortion and capital punishment. Semesters offered: Fall, Spring. 3 Credits

PHL-106 Elements of Logic
This course is an introduction to the study of reasoning. Principles and methods of sound thinking are discussed. The course introduces students to the fundamental principles of deductive and inductive logic. Prerequisite: MAT 100 or equivalent score on placement exam. Semester offered: Spring. 3 Credits

Phlebotomy

PLB-105 Phlebotomy
This course prepares students with the fundamentals of phlebotomy. Both theory and hand-on experience are provided. Course content includes the history of phlebotomy, basic anatomy and physiology, infection control, venipuncture techniques, dermal punctures, venipuncture complications, legal and regulatory issues, and non-blood specimen collections. Course fee required. Prerequisite: MAP 110 and MAP 102. Semesters offered: Fall, Spring, Summer. 3 Credits

PLB-106 Phlebotomy Clinical Externship
This course allows students to work in a CLIA approved laboratory setting and function under direct supervision of a phlebotomist. The externship is one hundred and twenty (120) uncompensated hours in length. Students are expected to perform a minimum of 125 successful venipunctures and several successful dermal punctures. Phlebotomy competencies will be evaluated by a phlebotomy preceptor(s) and under the direction of a member of the Division of Health Sciences. Before permission to register for the course will be granted, the student is required to attend an informational session and meet with a representative from the Division of Health Sciences. In addition, a mandatory orientation meeting is scheduled prior to semester start. Student placements at externship sites are determined by the Division of Health Sciences and can only be modified at the discretion of the Division. Externship sites are located throughout the tri-state area (MD, WV, and PA) – they are not limited to Washington County alone. Course fee required. *Students must have received a grade of "C" or better in MAP 110, MAP 102, and PLB 105 courses prior to registering for this course. A uniform or medical scrubs may be required. Prerequisites: MAP 110, MAP 102, PLB 105, and IST-102. Semesters offered: Fall, Spring, Summer. 3 Credits

Physical Education

PED-101 Developmental Physical Education Activity
Two hours each week. Course fee required. Semester offered: Periodically. 1 Credit

PED-102 Remedial Physical Education Activity
Two hours each week. Course fee required. Semester offered: Periodically. 1 Credit

PED-107 Basic Self Defense
Two hours each week. Course fee required. Semester offered: Periodically. 1 Credit

PED-108 Badminton
Two hours each week. Course fee required. Semester offered: Periodically. 1 Credit

PED-110 Golf
Course fee required. Semester offered: Spring. 1 Credit

PED-113 Rock Climbing
Two hours each week. Course fee required. Semester offered: Periodically. 1 Credit

PED-116 Tennis
Two hours each week. Course fee required. Semesters offered: Fall, Spring. 1 Credit

PED-117 Table Tennis
Two hours each week. Course fee required. Semesters offered: Fall, Spring. 1 Credit

PED-118 Volleyball
Two hours each week. Course fee required. Semester offered: Fall. 1 Credit

PED-119 Advanced Volleyball
Two hours each week. Course fee required. Prerequisite: PED 118. Semester offered: Fall. 1 Credit

PED-127 Aikido
Two hours each week. Course fee required. Semester offered: Periodically. 1 Credit

PED-128 Karate: Beginning
Two hours each week. Course fee required. Semesters offered: Fall, Spring. 1 Credit

PED-129 Karate: Intermediate
Two hours each week. Course fee required. Prerequisite: PED 128. Semesters offered: Fall, Spring. 1 Credit

PED-130 Karate: Advanced
Two hours each week. Course fee required. Prerequisite: PED 129. Semesters offered: Fall, Spring. 1 Credit

PED-132 Yoga: Beginning
Two hours each week. Course fee required. Semester offered: Periodically. 1 Credit

PED-133 Yoga: Intermediate
Two hours each week. Course fee required. Prerequisite: PED 132. Semester offered: Periodically. 1 Credit

PED-134 Yoga: Advanced
Two hours each week. Course fee required. Prerequisite: PED 133. Semester offered: Periodically. 1 Credit

PED-136 Bowling: Duck Pin
Two hours each week. Course fee required. Semester offered: Periodically. 1 Credit

PED-138 Bowling: Ten Pin
Two hours each week. Course fee required. Semesters offered: Fall, Spring. 1 Credit

PED-139 Fitness Walking
Two hours each week. Course fee required. Semesters offered: Fall, Spring. 1 Credit

PED-141 Strength Training: Beginning
Two hours each week. Course fee required. Semesters offered: Fall, Spring, Summer. 1 Credit

PED-142 Strength Training: Intermediate
Two hours each week. Course fee required. Prerequisite: PED 141. Semesters offered: Fall, Spring, Summer. 1 Credit

PED-143 Strength Training: Advanced
Two hours each week. Course fee required. Prerequisite: PED 142. Semesters offered: Fall, Spring, Summer. 1 Credit

PED-144 Jogging
Two hours each week. Course fee required. Semesters offered: Fall, Spring, Summer. 1 Credit

PED-145 Advanced Jogging
Two hours each week. Course fee required. Prerequisite: PED 144. Semesters offered: Fall, Spring. 1 Credit

PED-148 Cycling
Two hours each week. Course fee required. Semester offered: Periodically. 1 Credit

PED-155 Aerobic Dance I
Two hours each week. Course fee required. Semester offered: Periodically. 1 Credit

PED-156 Aerobic Dance II
Two hours each week. Course fee required. Prerequisite: PED 155. Semester offered: Periodically. 1 Credit

PED-161 Aerobic Workout I
Two hours each week. Course fee required. Semesters offered: Fall, Spring, Summer. 1 Credit

PED-162 Aerobic Workout II
Two hours each week. Course fee required. Prerequisite: PED 161. Semesters offered: Fall, Spring, Summer. 1 Credit

PED-170 Individual Assessment: Beginning
Course fee required. Semesters offered: Fall, Spring, Summer. 1 Credit

PED-171 Individual Assessment: Intermediate
Course fee required. Prerequisite: PED 170. Semesters offered: Fall, Spring, Summer. 1 Credit

PED-172 Individual Assessment: Advanced
Course fee required. Prerequisite: PED 171. Semesters offered: Fall, Spring, Summer. 1 Credit

PED-175 Track
Two hours each week. Course fee required. Semester offered: Periodically. 1 Credit

PED-176 Women: Basketball
Two hours each week. Course fee required. Semester offered: Periodically. 1 Credit

PED-177 Men: Basketball
Two hours each week. Course fee required. Semester offered: Periodically. 1 Credit

PED-179 Baseball
Two hours each week. Course fee required. Semesters offered: Fall, Spring. 1 Credit

PED-180 Soccer
Two hours each week. Course fee required. Semester offered: Periodically. 1 Credit

PED-181 Softball
Two hours each week. Course fee required. Semester offered: Periodically. 1 Credit

PED-183 Women: Basketball - Advanced
Two hours each week. Course fee required. Prerequisite: PED 176. Semester offered: Periodically. 1 Credit

PED-184 Men: Basketball - Advanced
Two hours each week. Course fee required. Prerequisite: PED 177. Semester offered; Periodically. 1 Credit

PED-189 Intermediate Baseball
Two hours each week. Course fee required. Prerequisite: PED 179. Semester offered: Fall. 1 Credit

PED-191 Intermediate Softball
Two hours each week. Course fee required. Prerequisite: PED 181. Semester offered: Fall. 1 Credit

PED-198 Fundamental Fitness and Motor Skills
This course examines primary movement skills, developmentally appropriate fitness activities, and the relationship of movement and fitness to individual health. This course is a requirement for the Elementary AAT degree program. Course fee required. Semester offered: Periodically. 1 Credit

PED-201 Introductory Analysis of Physical Education
This course introduces students to the professional aspects of the field. It includes an historical overview and the role of physical education in our present society. It acquaints students with professional organizations and literature and previews career possibilities and qualifications for work in the field. Semester offered: Fall. 3 Credits

PED-207 Lifesaving
This standard American Red Cross class teaches lifeguards the skills and knowledge needed to prevent and respond to aquatic emergencies. Course fee required. Prerequisites: Tread water for two minutes using legs only; swim 500 yards continuously using each of the following strokes for at least 100 yards - crawl, breaststroke, and sidestroke; submerge to a minimum depth of 7 feet, retrieve a 10 pound object, and return to surface. Semesters offered: Fall, Spring. 2 Credits

PED-210 Water Safety Instructor Training
Satisfactory completion of this advanced training will qualify students as water safety instructors in accordance to the guidelines prescribed by the American National Red Cross. Course fee required. Prerequisites: Minimum age of 17 years, mastery of all major swimming strokes, and current Red Cross Lifesaving Certificate. Semester offered: Spring. 2 Credits

PED-214 Teaching Individual and Dual Sports
This course prepares future teachers of physical education to teach individual and dual sports. Emphasis is on teaching approaches to lifetime activities and the development and implementation of lesson plans. Semester offered: Spring. 3 Credits

PED-215 Early Childhood Physical Activities
This course considers exercise, games, creative play, and grouping for the developmental stages of childhood. Lesson plans emphasize appropriate time allocation, space, and materials. Exercises for physical handicaps are addressed. Course fee required. Semesters offered: Fall, Spring, Summer. 3 Credits

PED-216 Care and Prevention of Athletic Injuries
This course provides students knowledge of specific areas of sports-related injuries. Prevention and treatment are stressed through systematic understanding of recognition, evaluation, diagnosis, and intervention of athletic injuries. Course fee required. Semesters offered: Fall, Spring. 3 Credits

PED-220 Sports Officiating - Football
This course provides instruction specific to the art of officiating. At the core of the course students will learn the history of football officiating and the justification for the rules as they presently exist. The emphasis will be on proper mechanics, safety, knowledge of game preparation, and working as an effective team. Students will have the opportunity to become certified in the local officials association by passing the NFHS Exam. Course fee rerquired. Semester offered: Periodically. 3 Credits

PED-221 Sports Officiating - Track and Field
This course provides instruction specific to the art of officiating. At the core of the course students will learn the history of track and field officiating and the justifications for the rules as they presently exist. The emphasis will be on proper mechanics, safety, knowledge of meet and contest preparation, and working as an effective team. Students will have the opportunity to become certified in the local officials association by passing the NFHS Exam. Course fee required. Semester offered: Periodically. 3 Credits

PED-222 Sports Officiating - Volleyball
This course provides instruction specific to the art of officiating. The fundamentals and positioning of officials are discussed and analyzed. The rules as developed and written by the National Federation of High Schools are studied and interpreted. Conditioning for officials will be emphasized along with the safety responsibilities of the official at the game site. Laboratory sessions will cover the various responsibilities of the referee and umpire and other necessary duties common to all Volleyball officials. Students will have the opportunity to become certified in the local officials association by passing the NFHS Exam. Course fee required. Semester offered: Periodically. 3 Credits

PED-223 Sports Officiating - Baseball/Softball
This course provides instruction specific to the art of officiating. The fundamentals and positioning of officials are discussed and analyzed. The rules as developed and written by the National Federation of High Schools are studied and interpreted. Conditioning for officials will be emphasized along with the safety responsibilities of the official at the game site. Laboratory sessions will cover the various responsibilities of the referee and umpire and other necessary duties common to all Baseball officials. Students will have the opportunity to become certified in the local officials association by passing the NFHS Exam. Course fee required. Semester offered: Periodically. 3 Credits

PED-225 Principles and Practices of Sport Coaching
This course provides theory, practical application and skills development that will assist the emerging coach. The course is designed to be interactive and participatory. Guest lecturers will include nationally-known and regarded coaches who will share their philosophies. Special emphasis will be placed on sportsmanship and building positive relationships with athletes in addition to developing game strategies. Course fee required. Semester Offered: Periodically. 3 Credits

PED-226 Sport Psychology
Sport Psychology provides knowledge and skills to assist coaches with maximizing their athletes' potential. The "mental game" is the other half of sports performance. Physical skills are only a portion of the formula for success on the court, track or field. Athletes need to exude confidence and learn to control their emotions when performing at a level where the competition is equal. Emphasis will be on the history of sport psychology and the practical application of appropriate and maximal arousal and mental rehearsal to improve performance. Course fee required. Semester offered: Periodically. 3 Credits

PED-230 Concepts of Exercise Programming
This course will offer the opportunity to become more familiar with physical activity, health and fitness. Students will be able to master skills in identifying a healthy lifestyle vs. unhealthy lifestyle. Students will examine in detail how to identify risk factors, perform exercise tests, and learn how to develop an exercise prescription in order to assist someone in achieving a healthier lifestyle. Students will also learn safe and effective exercises in addition to diet and behavior modification as methods to teach people with the desire to make life altering lifestyle changes. Semesters offered: Periodically. 3 Credits

PED-269 Internship
See "Programs of Study" section of current HCC Catalog for internship guidelines. 3 Credits

Physical Science

PHS-104 General Physical Science
This is an active/collaborative learning science course with laboratory, designed and recommended for students pursing the AAT degree program. The course is open to all students and meets general education science requirements. Topics include basic laws and concepts of physics and chemistry, practical applications, problem solving and technology, data collection and analysis, computer graphics, and presentation. Laboratory fee required. Prerequisites: ENG 099 and MAT 099 or appropriate score on placement test. Semesters offered: Fall, Spring. 4 Credits

PHS-104L General Physical Science: Lab

PHS-105 Descriptive Astronomy
This is an introductory course offered at the HCC Campus and William M. Brish Planetarium and covers the structure and operation of the universe. Topics include celestial motions, gravitation, stellar processes, and celestial bodies. Semester offered: Spring. 3 Credits

PHS-107 Introductory Physical Geology
This is a non-laboratory earth science course which includes rocks and minerals, weathering and erosion, surface and groundwater, geologic time, plate tectonics, earthquakes and volcanoes, mountain building, glaciers, and shorelines. Local, regional, national, and global examples are used to demonstrate geological principles and environmental applications. Semesters offered: Fall, Spring. 3 Credits

PHS-108 Introductory Physical Geology
This earth science course includes the same lecture content as described for PHS 107 with complementary laboratory each week which includes rock and mineral identification, data analysis, map reading, groundwater and stream flow analysis, glacial and coastal processes, and structural geology. Local applications are stressed. Laboratory fee required. Prerequisite: MAT 099 or appropriate score on placement test. Semesters offered: Fall, Spring. 4 Credits

PHS-109 Meteorology
This on-line course is offered in conjunction with the American Meteorology Society (AMS) and delivered over the Internet. Emphasis is placed on movements and processes of the atmosphere, radiation and atmospheric heating, global circulation, weather systems, fronts and air masses, cloud physics, and basic forecasting skills. Included is a laboratory activity each week based on archived weather data provided by the AMS. Prerequisite: MAT 099 and ENG 099 or appropriate score on placement test. All work is done on-line. Examinations must be taken in person on campus. Semesters offered: Fall, Spring. 4 Credits

PHS-110 Earth Science
This course is based on an Annenberg video instructional series which explores the historical geologic forces and events involved in the continuing evolution of the Earth, how scientific theories are developed and the effects of present-day activities on the stability of the planet. Class sessions and internet assignments will complement video instruction with lecture, discussion, and recitation. Semester offered: Periodically. 3 Credits

PHS-111 Earth and Space Science
This is an active/collaborative learning science course with laboratory designed and recommended for students pursuing the AAT degree program and open to all students. The topics include the earth in space and the solar system, the evolution and structure of the earth, tectonics, maps and models, weathering and water, atmosphere and oceans, data collection, analysis and presentation. Laboratory fee required. Prerequisite: PHS 104 or CHM 101. Semester offered: Spring. 4 Credits

Physics

PHY-106 Radiological Physics Theory
This course is required for students enrolled in the Radiography program. It includes the basic laws and principles of physics necessary for understanding the production of x-rays and radiation protection. Prerequisite: RAD 102 and MAT 101 or appropriate score on placement test. Semester offered: Spring. 3 Credits

PHY-112 Applied Physics
This course is an introductory level non-laboratory Physics course with emphasis on the study of energy. It is NOT an appropriate substitute for the traditional two semester sequence of Physics that includes laboratory. This course is designed to fit the needs of the Alternative Energy Technology A.A.S. Degree program but

is also appropriate for students desiring a three credit non-laboratory general studies science course. Prerequisite: MAT-101 or MAT-111. Semester offered: Fall, Spring. 3 Credits

PHY-201 General Physics I
This course is the first semester of a two-semester sequence of physics with laboratory for biology, pre-professional, and liberal arts students. It includes mechanics, properties of matter, heat, and sound. Laboratory fee required. Prerequisite: MAT 161 or MAT 102 or enroll in MAT 102 concurrently. Semester offered: Fall. 4 Credits

PHY-202 General Physics II
This course is a continuation of PHY 201. The course covers electricity and magnetism, light, and selected topics in modern physics. Laboratory fee required. Prerequisite: PHY 201. Semester offered: Spring. 4 Credits

PHY-203 Principles of Physics I
This course is the first semester of a rigorous two-semester sequence of calculus-based physics for chemistry, physics, engineering, and computer science majors. It includes mechanics, heat, wave motion, and sound. Laboratory fee required. Prerequisites: MAT 101 and MAT 102 or MAT 161. Corequisite: MAT 203. Semester offered: Fall. 5 Credits

PHY-204 Principles of Physics II
This course is a continuation of PHY 203. The course covers electricity, magnetism, light, and introductory atomic physics. Laboratory fee required. Prerequisite: PHY 203. Corequisite: MAT 204 or enroll in MAT 204 concurrently. Semester offered: Spring. 5 Credits

PHY-205 Principles of Physics III
This is a supplementary course to PHY 204 offered tutorially as needed and concurrently with PHY 204. Topics include nuclear physics and relativity. Corequisite: PHY 204. Semester offered: Spring. 1 Credit

Political Science

POL-101 American Government
This course covers the structure and functions of the United States federal government. Emphasis is placed upon American constitutional development; the executive, legislative, and judicial functions; and their interrelationships. The growth and operation of political parties in the federal structure are emphasized also. Prerequisite: ENG 100 or placement into ENG 101. Semesters offered: Fall, Spring, Summer. 3 Credits

POL-102 State and Local Government
This course is a study of the organization and functions of government: states, counties, townships, and municipalities. The course is a general survey of the governments in the states of the United States. Prerequisite: ENG 100 or placement into ENG 101. Semesters offered: Fall, Spring. 3 Credits

POL-202 Constitutional Law
This course is a study of constitutional law as it has developed through interpretations of the United States Supreme Court. Subjects include judicial review, federalism, congressional and presidential authority, the First Amendment, criminal rights, due process and equal protection of the law. Prerequisite: POL 101. Semesters offered: Fall, Spring. 3 Credits

POL-204 International Relations
This course examines the major approaches to international relations, stressing interstate relations and the contemporary international political system. Special emphasis is placed on the methods and goals of diplomacy and the peaceful settlement of disputes. Other topics include an examination of the history of diplomacy; international institutions and organizations; transnationalism, decision making, and the increasing interdependence of the modern world; the methods of conducting foreign relations, the foreign policies of the major powers, and the means of avoiding and alleviating international conflicts. Prerequisite: GEO 105 or POL 101. Semester offered: Periodically. 3 Credits

POL-269 Internship I
See "Programs of Study" section of current HCC Catalog for internship guidelines. 3 Credits

Psychology

PSY-201 General Psychology
Designed as a foundation course and prerequisite to other psychology courses, general psychology introduces the data, concepts, theories, principles and methods of contemporary psychology while examining the dynamic factors that influence behavior. Prerequisite: ENG 100 or placement into ENG 101. Semesters offered: Fall, Spring, Summer. 3 Credits

PSY-203 Educational Psychology
This course surveys current psychological research and theory to address issues of teaching and learning. Instruction focuses on developmental theories, learning theories, instructional approaches, motivation, classroom management, and other relevant topics. Students are required to participate in a fifteen hour field experience in a local school. Prerequisite: PSY 201 and EDU 101 or EDU 103. Semesters offered: Fall, Spring. 3 Credits

PSY-204 Developmental Psychology: Lifespan Human Development
The data, concepts, theories, models, and methods of contemporary psychology are focused on the physical, cognitive, emotional and social growth patterns of human beings, from conception through life. Career needs of nursing and education majors receive particular attention. Prerequisite: PSY 201. Semesters offered: Fall, Spring, Summer. 3 Credits

PSY-206 Abnormal Psychology
This course focuses on identifying, understanding, and effecting desirable changes in abnormal patterns of personality and behavior. Prerequisite: PSY 201. Semesters offered: Fall, Spring. 3 Credits

PSY-208 Theories of Personality
This course focuses on the analysis and evaluation of the major models of personality theory including Psychoanalytic, Neoanalytic, Behavioral, Trait, and Humanistic. Emphasis is placed on application of the various theories to describe and understand human personality and behavior. Prerequisite: PSY 201. Semesters offered: Fall, Spring. 3 Credits

PSY-212 Interviewing and Counseling
This course reviews the basic principles and techniques used in establishing the helping relationship. Emphasis is placed on the identification and development of relationship skills appropriate to client needs. Class attendance and participation are crucial elements in this seminar class. Prerequisite: PSY 201. Semesters offered: Fall, Spring. 3 Credits

PSY-216 Social Psychology
This course surveys and analyzes the social and interpersonal factors influencing individual behavior. Theories and research on the topics of aggression, attraction, attribution, conformity, attitudes, interpersonal relations, social roles, person perception, and group dynamics receive special attention. Prerequisite: PSY 201. Semester offered: Periodically. 3 Credits

PSY-269 Internship I
See "Programs of Study" section of current HCC Catalog for intership guidelines. 3 Credits

Radiography

RAD-101 Radiography I
This course introduces the principles and practices of radiography and the medical profession. Emphasis is placed on the fundamentals of radiographic equipment operation, exposure, protection, and patient care. Total of 30 hours of lecture and 45 hours of laboratory. Laboratory fee required. Prerequisite: Acceptance into the radiography program, MAT 101. Semester offered: Summer of freshman year. 3 Credits

RAD-102 Radiography II
This course focuses on the components, circuitry, safety guidelines and operation of radiographic equipment. The radiographic accessories utilized to enhance the production of quality radiographic images are also discussed. Total of 30 hours of lecture and 45 hours of laboratory. Laboratory fee required. Prerequisite: RAD 101. Semester offered: Fall of freshman year. 3 Credits

RAD-103 Radiographic Positioning I
This course introduces radiographic positioning, procedures and routines, pertaining to radiography of the chest, abdomen, and the upper appendicular skeletal system. Total of 30 hours of lecture and 45 hours of laboratory. Laboratory fee required. Prerequisite: MAT 101 and acceptance into the radiography program. Semester offered: Summer of freshman year. 3 Credits

RAD-104 Radiographic Positioning II
Radiographic procedures and equipment utilized for radiography of the lower appendicular skeleton and axial skeletal system are studied in this course. Total of 30 hours of lecture and 45 hours of laboratory. Laboratory fee required. Prerequisites: RAD 101 and RAD 103. Semester offered: Fall of freshman year. 3 Credits

RAD-105 Radiographic Positioning III
This course concludes the study of the axial skeleton system introduced in RAD 104. Emphasis is placed on the imaging procedures that require the use of contrast media to examine the upper and lower GI systems and urinary system. Total of 30 hours of web-based instruction and 45 hours of laboratory. Laboratory fee required. Prerequisites: RAD 102 and RAD 104. Semester offered: Spring of freshman year. 3 Credits

RAD-106 Clinical Technique I
This course provides supervised clinical experience in fluoroscopy, general radiography, operating room, and portable radiographic procedures. Students are rotated through a variety of learning experiences. Clinical rotations are scheduled during day, evening and weekend hours. Minimum of 180 contact hours. Course fee required. Prerequisites: RAD 101 and RAD 103. Semester offered: Fall of freshman year. 3 Credits

RAD-108 Clinical Technique II
This course expands the material of RAD 106, to provide the novice Radiographic student additional opportunities to utilize and practice patient care skills, radiographic procedures and equipment manipulation. Clinical rotations are scheduled during day, evening, and weekend hours. Minimum of 210 contact hours. Course fee required. Prerequisites: RAD 102 and RAD 104. Semester offered: Spring of freshman year. 3 Credits

RAD-110 Venipuncture for Radiographers
Students develop an understanding of the circulatory system as it relates to Radiography and the proper techniques to insert and maintain a patent intravenous device for Radiography exams. Total of 15 hours. Course fee required. Prerequisite: Passing score on the anatomy/phisology placement examination or completion of BIO 099. Semesters offered. Fall, Spring, Summer. 1 Credit

RAD-200 Clinical Practicum
The student receives intensive clinical education in areas explored in RAD 106 and RAD 108. Clinical rotations are scheduled during day, evening, and weekend hours. Minimum of 320 contact hours. Course fee required. Prerequisites: PHY 106, RAD 105 and RAD 108. Semester offered: Summer of sophomore year. 3 Credits

RAD-201 Medical Imaging I
This course is designed to enhance the sophomore student's knowledge of analog radiographic imaging and digital imaging in healthcare. Total of 30 hours of lecture and 45 hours of laboratory. Laboratory fee required. Prerequisite: RAD 200 and IST 102. Semester offered: Fall of sophomore year. 3 Credits

RAD-202 Medical Imaging II
In this course special imaging areas such as pediatrics, geriatrics and advanced imaging techniques used to enhance patient diagnosis, treatment and patient care are studied. Total of 45 hours of lecture. Course fee required. Prerequisite: RAD 201. Semester offered: Spring of sophomore year. 3 Credits

RAD-205 Clinical Technique III
Students continue to develop their clinical knowledge and expertise in areas covered in RAD 108 and RAD 200. Clinical rotations are scheduled during day, evening and weekend hours. Minimum of 350 contact hours. Course fee required. Prerequisite: RAD 200. Semester offered: Fall of sophomore year. 3 Credits

RAD-211 Clinical Technique IV
This course focuses on the mastery of the required imaging knowledge and expertise needed for successful entry into practice. Students may select advanced imaging modalities. Clinical rotations are scheduled during day, evening, and weekend hours. Students may opt to take this course as an Honors Course. Minimum of 275 contact hours. Course fee required. Prerequisites: RAD 201 and RAD 205. Semester offered: Spring of sophomore year. 3 Credits

RAD-212 Cross-Sectional Anatomy
This course enhances the student's knowledge of sectional human anatomy. Using computed tomographic and magnetic resonance images, diagrams and computerized software, anatomical sections of the extremities, thorax, pelvis, abdomen, spine, head and neck in the transaxial, sagittal and coronal planes are studied. Total of 45 hours of web-based instruction. Course fee required. Prerequisites: RAD 200 and BIO 104 or equivalent. Semesters offered: Fall, Spring, Summer. 3 Credits

RAD-214 Introduction to Ultrasonography
This course introduces the imaging of body organs using ultrasound. Basic instruction in ultrasound physics and instrumentation is included. Total of 15 hours. Course fee required. Prerequisites: RAD 106 and BIO 104 or equivalent. Semester offered: Spring. 1 Credit

RAD-216 Mammography for Radiographers
This course focuses on the anatomy and physiology of the breast, positioning, quality assurance, and patient care requirements of mammography. Practice sessions are incorporated into the lecture component emphasizing proper patient positioning and patient care skills. Total of 45 hours. Course fee required. Prerequisites: RAD 200 and BIO 104 or equivalent. Semester offered: Fall. 3 Credits

RAD-216A Mammography Practicum I
This course provides students with a flexible clinical educational experience in mammography and to assist with American Registry of Radiologic Technologists' clinical education requirements for certification in mammography. This clinical practicum requires a total of 120 contact hours, for a total of 2 credit hours. Students must enroll in this course within six months of completing RAD 216. Course fee required. Prerequisite: RAD 216. Internship hours as arranged. Semesters offered: Fall, Spring, Summer. 2 Credits

RAD-216B Mammography Practicum II
This course provides students with a flexible clinical educational experience in mammography and to assist with American Registry of Radiologic Technologists' clinical education requirements for certification in mammography. This clinical practicum requires a total of 120 contact hours, for a total of 2 credit hours. Course fee required. Prerequisite: RAD 216A. Internship hours as arranged. Semesters offered: Fall, Spring, Summer. 2 Credits

RAD-218 Principles of CT Imaging
This course focuses on the physics, theories, application and instrumentation of computed tomography (CT) equipment. Imaging of body areas are discussed in relation to their anatomical composition, pathology and physiology. Students identify imaging artifacts and determine the adjustment required for correction. Total of 60 hours of web-based instruction. Course fee required. Prerequisite: RAD 212. Semester offered: Spring. 4 Credits

RAD-220 CT Imaging Practicum I
This course provides students with a flexible clinical educational experience in computed tomography imaging and to assisting in completing the American Registry of Radiologic Technologists' clinical education requirements for certification in computed tomography. This clinical practicum requires a total of 120 contact hours, for a total of 2 credit hours. Students must enroll in this course within six months of completing RAD 218. Course fee required. Prerequisites: RAD 110 or equivalent, RAD 218. Internship hours as arranged. Semesters offered: Fall, Spring, Summer. 2 Credits

RAD-220A CT Imaging Practicum II
This course provides students with a flexible clinical educational experience in computed tomography imaging and to assisting in completing the American Registry of Radiologic Technologists' clinical education requirements for certification in computed tomography. This clinical practicum requires a total of 120 contact hours, for a total of 2 credit hours. Course fee required. Prerequisite: RAD 220 or concurrent enrollment. Internship hours as arranged. Semesters offered: Fall, Spring, Summer. 2 Credits

RAD-220B CT Imaging Practicum III
This course is designed to provide students with a flexible clinical educational experience in computed tomography imaging and to assist in completing the American Registry of Radiologic Technologists' clinical education requirements for certification in computed tomography. This clinical practicum requires a total of 120 contact hours, for a total of 2 credit hours. Course fee

required. Prerequisites: RAD 220 and RAD 220A or concurrent enrollment. Internship hours as arranged. Semesters offered: Fall, Spring, Summer. 2 Credits

RAD-222 Principles of MR Imaging
This course provides a comprehensive overview of magnetic resonance imaging, including its historical development, the concepts of electricity and magnetism, image formation and the factors affecting image quality. Magnetic resonance hardware and system operation and advanced imaging techniques are also discussed. Total of 60 hours of hybrid instruction. Prerequisite: RAD 212. Semester offered: Spring. 4 Credits

RAD-224 MRI Clinical Practicum I
This course is designed to provide students with a flexible clinical education experience in magnetic resonance imaging and to assist completing the American Registry of Radiologic Technologists' clinical education requirements for certification in magnetic resonance imaging. This clinical practicum requires a total of 180 contact hours, for a total of 2 credit hours. Students must enroll in this course within 12 months of completing RAD 222. Course fee required. Prerequisites: RAD 110 or equivalent, RAD 222. Internship hours as arranged. Semesters offered: Fall, Spring, Summer. 2 Credits

RAD-224A MRI Clinical Practicum II
This course is designed to provide students with a flexible clinical education experience in magnetic resonance imaging and to assist completing the American Registry of Radiologic Technologists' clinical education requirements for certification in magnetic resonance imaging. This clinical practicum requires a total of 180 contact hours, for a total of 2 credit hours. Course fee required. Prerequisite: RAD 224. Internship hours as arranged. Semesters offered: Fall, Spring, Summer. 2 Credits

RAD-224B MRI Clinical Practicum III
This course is designed to provide students with a flexible clinical education experience in magnetic resonance imaging and to assist completing the American Registry of Radiologic Technologists' clinical education requirements for certification in magnetic resonance imaging. This clinical practicum requires a total of 180 contact hours, for a total of 2 credit hours. Course fee required. Prerequisites: RAD 224A. Internship hours as arranged. Semesters offered: Fall, Spring, Summer. 2 Credits

Recreation

REC-101 Community Recreation
This course provides a comprehensive overview of community recreation. A philosophy of recreation is developed through the study of the services rendered by recreation, the settings where it occurs, and the principles underlying its programs. Emphasis is placed on the community impact of recreational programs and personnel. Semesters offered: Fall, Spring, Summer. 3 Credits

REC-102 Basic Camping
This course presents the basic skills of outdoor living. The topics included are safety procedures, equipment selection, site selection and preparation, fire building and cooking, tenting, and orienteering. Course fee required. Semester offered: Spring. 3 Credits

Simulation and Digital Entertainment

SDE-102 Multimedia Authoring
This is a survey course with introduction to concepts needed for career opportunities in interactive design. This course teaches the fundamentals of producing audio and video. Both studio and field production will be emphasized as students learn the basic equipment, process, terminology, and creative options for producing audio and video, as well as the unique characteristics and restrictions associated with delivering these forms of multimedia. Adobe Flash will be used to complete projects. Course fee required. Prerequisite: GDT 112 or concurrent enrollment is permissible. Semesters offered: Fall, Spring. 3 Credits

SDE-104 Game Programming I
Introduces programming using an event driven programming environment with an emphasis on simulation and game application; includes use of computers for learning games; event driven programming concepts; game hardware integration; usability and algorithm development. Covers variables, functions, subroutines, user-centered design, arrays, rule sets and random events. Note additional lab time outside of class is required for programming assignments. Course fee required. Co-requisite: IST-102. Semester offered: Periodically. 3 Credits

SDE-130 Introduction to Object Oriented Programming
This course is intended to show basic concepts in programming. Using Alice, a utility from Carnegie Mellon University, students will learn file management, programming techniques, program design and implementation, basic Object Oriented Programming (OOP), control statements and structure. Students will be able to recognize and correct common programming errors as well as utilize programming problem solving techniques. Course fee required. Corequisite: IST-102. Semesters offered: Fall, Spring. 3 Credits

SDE-201 Multimedia Algorithms
This is a survey course with introduction to concepts needed for career opportunities in interactive design. This course teaches the fundamentals of producing audio and video. The course will guide the student from initial stages like storyboards, through designing of content into a final stage of a fully functioning animation. Both studio and field production will be emphasized as students learn the basic equipment, process, terminology, and creative options for producing audio and video, as well as the unique characteristics and restrictions associated with delivering these forms of multimedia. Adobe Flash will be used to complete projects. Course fee required. Prerequisite: SDE 104 or SDE 130 or WEB 115 or consent of TCS Division. Semester offered: Fall. 3 Credits

SDE-203 3D and Advanced Animation
This course explores the process of creating and animating 3D landscapes and objects. 3D Studio Max will be incorporated for lecture and projects. Course fee required. Prerequisite: SDE 102 and GDT 112 or consent of TCS Division. Semester offered: Periodically. 3 Credits

SDE-205 Game Programming II
Students completing this course will understand contemporary game industry platforms and their specific challenges. Through class discussion, technical applications, case studies, and team assignments students will learn the basics of video game projects and game designer tasks. The course includes an in-depth focus on the production cycle including: pre-production, the design phase, production (alpha, beta), and post-production (tuning, QA testing). Other topics include: video game design, game systems, scripting, level editors, level design fundamentals, power-up design, and enemy design. Course fee required. Prerequisite: SDE 102 and GDT 116 or consent of TCS Division. Semester offered: Periodically. 3 Credits

SDE-207 Multimedia Project Development
Provides the structure and environment to design, develop and deliver web-based multimedia projects. This is a capstone course in the Internet and Multimedia Technology program. Students work together in teams to create a learning object. Course fee required. Prerequisite: Completion of 50% or more of Program Requirements. Semester offered: Periodically. 3 Credits

SDE-269 Internship I
See "Programs of Study" section of current HCC Catalog for internship guidelines. 3 Credits

SDE-270 Internship II
See "Programs of Study" section of current HCC Catalog for internship guidelines. 3 Credits

Social Science

SSC-100 Introduction to Social Science
Based on the belief that students should be aware of the techniques and contents of the social sciences, especially as they bear on the pressing social and environmental problems of our world, this course is organized around several problem examples. An interdisciplinary teaching approach focuses on an understanding of processes and principles. Semester offered: Periodically. 3 Credits

SSC-159 Career Exploration
This course guides students through systematic career exploration or specific career activities. An inquiry-based, individualized method of learning provides specific assignments to students who are sampling possible careers, or who are gaining direct experience in chosen career fields. Topics may include job-seeking activities, on-the-job behavior, labor market trends, transferable skills, and career mobility. The course includes appropriate community placement, regular student appointments with the instructor, and community evaluations by the instructor. Semester offered: Periodically. 3 Credits

SOC-101 Introduction to Sociology
This course introduces students to sociology as a social science. Major topics include the nature of group structure and interaction, social control and deviance, culture, social change, and the structure and function of social institutions. Prerequisite: ENG 100 or placement into ENG 101. Semesters offered: Fall, Spring, Summer. 3 Credits

SOC-102 Sociology of Social Problems
This course provides general frameworks within which to analyze and interpret contemporary social issues. Major social problems are analyzed as they relate to structural conditions, social values, changing technologies and demographic variables. Prerequisite: SOC 101. Semesters offered: Fall, Spring, Summer. 3 Credits

SOC-103 Criminology
This course introduces students to the basic theories, facts, and problems associated with the study of criminal behavior. It provides a basis for the study of criminal justice in America. Prerequisite: SOC 101. Semester offered: Fall, Spring. 3 Credits

SOC-105 Juvenile Delinquency
This course focuses on youthful crime: its volume, causes, and trends. Prediction, prevention, and treatment are examined relative to social policies. Prerequisite: SOC 101. Semester offered: Spring. 3 Credits

SOC-106 Race and Ethnic Relations in the United States
The objective of this course is to introduce students to the sociological study of race and ethnic relations in the United States. A variety of theories surrounding the origins of racial and ethnic inequality will be explored in order to put racial/ethnic relations in cultural, historical and social structural context. Major topics to be covered include: racism and intolerance, institutionalized discrimination, ethnocentrism, colonialism and assimilation, historical immigration and migration patterns, segregation, hate crimes, and societal diversification. Prerequisite: SOC-101. Semesters offered: Fall, Spring. 3 Credits

SOC-206 Marriage and Family Relations
This course offers a study of contemporary marriage and family relationships. Major topics include courtship, sex roles, marital communication and adjustment, divorce, economic and political impacts, and alternative life styles. Prerequisite: SOC 101. Semester offered: Periodically. 3 Credits

SOC-211 Introduction to Gerontology
This introductory course is an overview of the biological, sociological, and psychological theories of aging. Focus is on the difference between normal and abnormal aging. Prerequisite: ENG 100 or placement into ENG 101. Semester offered: Periodically. 3 Credits

SOC-269 Internship I
See "Programs of Study" section of current HCC Catalog for internship guidelines. 3 Credits

SPD-103 Public Speaking
This beginning course studies the theory of public address and gives students practice in speaking to a classroom audience. Mechanics of speech preparation and organization, and the delivery of short original speeches are included. Emphasis is on informative presentations and the implementation of visual aids. Semesters offered: Fall, Spring, Summer. 3 Credits

SPD-104 Advanced Public Speaking
This course focuses on the theory of persuasive speech and group discussion processes. Emphasis is placed on the role of persuasive communication in contemporary life. Topics include studies in the mechanics of persuasive communication and the preparation and delivery of original persuasive speeches. Students also plan and participate in panel and problem solving symposium presentations. Prerequisite: SPD 103. Semester offered: Spring. 3 Credits

SPD-108 Introduction to Human Communication
This course focuses on the communicative processes of speaking and listening from the intrapersonal, interpersonal, and group communication point of view. Skills learned assist students in developing an effective conversational style when speaking with a group or with an individual. Emphasis is also placed on communication theory and the development of students' listening skills in receiving, interpreting, and retaining oral communication. Semesters offered: Fall, Spring, Summer. 3 Credits

Student Development

STU-102 Career Planning
This course assists students in making sound career choices through the utilization and synthesis of theoretical and self-assessment (interests, abilities, values, and lifestyle preferences) information. Career decision-making techniques teach students how to choose occupations which will validate their self concepts in the world of work. The course provides instruction in the use of occupational outlook information and career field research methods. Emphasis is placed on the career development process and its relationship to personal development. Course fee required for "Strong Interest Inventory." Semesters offered: Fall, Spring. 1 Credit

STU-106 Professionalism in the Workplace
This course prepares students to enter the workplace with the attitudes and skills required in a professional setting. Designed as a capstone course for students enrolled in career programs, or for students preparing to transfer, the course includes the following topics: workplace behaviors; business etiquette; business protocol and office relationships; ethical behaviors; and career development skills. The course assumes a knowledge of Word. Must have access to the Internet. Semester offered: Periodically. 1 Credit

Theater

THR-101 Introduction to the Theater
This course introduces the first principles and practice of the correlated arts which make up the production of a play. A theater production will integrate the content of the course. Semester offered: Fall. 3 Credits

THR-102 Elements of Dramatic Production
Basic elements of production, including acting, directing, set design and construction, lighting, makeup, and costuming are presented. Students will apply the knowledge and sharpen their skills through participation in a College production. Semester offered: Spring. 3 Credits

THR-106 Fundamentals of Acting
This course provides the forum for an exploration of the role of the actor in the theater and training of the body in the art and skill of expressing thought, emotion, and characterization. Characters in dramatic literature and improvisation are studied. Students in the class are expected to participate in College theater activities. Prerequisite: THR 101. Semester offered: Periodically. 3 Credits

THR-112 Costume Design
This course provides an introduction to the role of costume design in theater production. Students design and construct costumes for the theater department's productions. Prerequisite: ENG 100 or instructor consent. Semesters offered: Fall, Spring, Summer. 3 Credits

THR-113 Introduction to Directing: Television and Theater
Fundamentals of directing including script breakdown, communications with cast and crew, and the logistics of production are covered in this course. Projects in directing short scenes will be included. Semester offered: Spring. 3 Credits

THR-114 History of the Theatre
This course provides a chronological look at the history of theatre as a sociocultural institution. Historical periods such as ancient Greece, the European Middle Ages, Renaissance drama, 18th century theatre, and 20th century theatre are covered. As theatre is an extremely complex institution encompassing playwriting, texts, directing, acting, and many other areas, this course indicates some of the forces that explain the paths theatre has taken. Through text reading, class discussions and various projects, students learn the flavors of theatre in each era covered in class. Semester offered: Periodically. 3 Credits

THR-115 Introduction to Theater Makeup
This course provides an introduction to makeup design for the theater. Students learn the aesthetics of makeup as well as the technical aspects of applying makeup. Topics include the importance of developing a character through makeup, techniques of physically applying makeup to the actor and special effects makeup such as old age and prosthetic makeup appliances. At the end of the course, students are able to research and identify elements of creating a character through makeup and the application of

stage makeup to an actor in order to create a character for the stage. Semester offered: Periodically. 3 Credits

THR-120 Theater Practicum
This course provides practical training in acting, costuming, makeup, lighting, scenic design, and construction through participation in a College production. A minimum of 50 hours is required for credit. Credit is not available during the semesters that the student is enrolled in a theater course that would duplicate the area of credit. The course may be repeated for a total of four credits (THR 120, 121, 122, 123). Open to all students. Semesters offered: Fall, Spring, Summer. 1 Credit

THR-201 Theater Workshop
This course provides students with an intensive hands-on theater production experience. Students get involved in all aspects of on-stage and off-stage theatrical experiences which culminate in the final production. Semester offered: Periodically. 3 Credits

THR-207 Technical Theater
This course is a practical study of all technical aspects of theater. Emphasis is on scene design and construction, lighting theory and practice, the placement and use of stage equipment and lighting instruments. Semesters offered: Fall, Spring. 3 Credits

Commercial Vehicle Transportation

TRK-108 Commercial Vehicle Transportation Career Development
An overview of career paths, employment preparation and opportunities will provide direction for appropriately focused job service, industry image, research techniques and adjusting to a new career. Corequisites: TRK 110, TRK 115. Semester offered: Periodically. 1 Credit

TRK-109 Fundamentals of Commercial Vehicle Transportation
This course provides an overview of the structure and importance of the commercial transportation industry in the logistics sector of business. Topics include regulations, economics, warehousing, distribution and system operations. Semester offered: Periodically. 3 Credits

TRK-110 Introduction to Commercial Vehicle Transportation
This course introduces the principles and practices of the commercial vehicle transportation industry. Students will become familiar with basic state and federal motor vehicle traffic laws to include Federal Motor Carrier Safety regulations and their application to the industry. The National Safety Council Defensive Driving course for Professional Drivers is offered with certification awarded after successful completion. Career paths in the industry and employment preparation are explored. Commercial Drivers License endorsement preparation will include HazMat, Doubles/Triples and Tanker. Course fee required. Fee also required through the MVA for CDL learners permit. Prerequisites: Individuals must have a valid driver's license from Maryland, Pennsylvania, West Virginia, or Virginia, and must have a Department of Transportation (DOT) Medical Examiners Certificate, or be qualified to pass a DOT physical examination and drug screen. Candidates for this program must communicate in the English language sufficiently as required by the U.S. Department of Transportation. CDL Class A learners permit required. A reading placement test must be taken, with Compass test results indicating 59 or higher. Corequisites: TRK 108, TRK 115. Semesters offered: Fall, Spring, Summer. 10 Credits

TRK-115 Commercial Vehicle Skills Application
This practicum will focus on skill development in tractor-trailer combination operation. Basic systems, coordination of vehicle controls, maneuvering and placement of equipment will be covered before road training begins. A comprehensive driving experience includes exposure to varied situations with a strong emphasis on safety. This course will also provide the major skills training and practice necessary in preparation for the state CDL Class A driving exam. CDL Class A learners permit required. Corequisites: TRK 108, TRK 110. Semesters offered: Fall, Spring, Summer. 6 Credits

TRK-117 Commercial Vehicle Transportation Class B Training
This course introduces the principles and practices of Class B commercial vehicle transportation. Familiarization of basic state and federal motor vehicle traffic laws will include Federal Motor Carrier Safety regulations, and their application to the industry. The National Safety Council Defensive Driving course for Professional Drivers will be offered with a certification after successful completion. Career paths in the industry and employment preparation will also be explored. Course fee required. Fees also required through the MVA. Prerequisites: A reading placement test must be taken, with Compass test results indicating 59 or better. CDL Class B Learner's Permit. Semesters offered: Fall, Spring, Summer. 6 Credits

TRK-130 Production and Operations Management
This course will examine the planning, operation, and control of goods and services production. Topics include: quality assurance, production systems, project management, forecasting and inventory management. Factors that influence efficient delivery of goods and services such as vehicle-routing issues, shipment size and mix, warehouse location, customer services, and market structure will also be covered. Semester offered: Periodically. 3 Credits

TRK-210 Transportation Management
Transportation Management examines transportation infrastructure to include functional areas of transportation management and its interface with other business and logistics activities. Topics include many aspects of the line and staff functions of traffic management such as strategic planning, legal influences concerning distribution and carrier obligations, freight movement and logistics productivity. Semester offered: Periodically. 3 Credits

TRK-269 Internship
See "Programs of Study" section of current HCC Catalog for internship guidelines. 3 Credits

Web

WEB-101 Web Design I
Students will learn fundamental design techniques of the web including graphics, HTML, JavaScript, rollovers, publishing with FTP and tables-based design. Dreamweaver will be the primary software used and students will learn to manage websites, use templates, and gain a general understanding of the Dreamweaver design and coding environment. This course will serve as an introduction to Internet technologies used to support browsing, file transfers, e-commerce and user security. Steps will be taught on selecting and configuring software to support these activities. Other topics will include standards, accessibility (508 compliance), internet research and intellectual property rights as they relate to web content. Course fee required. Prerequisites: IST 101 and IST 100 or 70% or better on the SALI exam or consent of TCS Division. Semesters offered: Fall, Spring. 3 Credits

WEB-110 Web Design II
Students learn fundamental design and development concepts for creating Web sites. This course provides a more detailed introduction to Web design, from planning to publishing. Topics include using (X)HTML and Cascading Style Sheets (CSS), internationalization, multimedia integration and implementing professional techniques for successful search engine recognition. This course will have a strong focus on CSS page design as well as 508 compliance. Course fee required. Prerequisite: WEB 101 or consent of TCS Division. Semester offered: Spring. 3 Credits

WEB-115 Web Developer I
Upon completion of this course, students will understand the fundamentals of server-side scripting technologies and how to integrate them with relational databases to create web applications. As an introductory programming course, this class will focus on planning, programming and debugging PHP and MySQL on a web server. Course fee required. Prerequisite: WEB 101. Semester offered: Spring. 3 Credits

WEB-205 Web Server Administration
Students will learn to install, customize and administer open-source web software to a client's needs. Topics covered will include open-source licensing, e-commerce, social networking, security and content management systems with a focus on practical methodologies. Class will be conducted using open-source web software. Course fee required. Prerequisite: WEB 210. Semester offered: Spring. 2 Credits

WEB-210 Web Developer II
Students learn advanced server-side scripting application development for the web including custom database development and deployment, advanced programming including user logins, user tracking, dynamic web pages and graphics, content management system concepts and search engine creation. Course fee required. Prerequisite: WEB 115 and either IST 107 or IST 173 or consent of TCS Division. Semester offered: Fall. 3 Credits

WEB-215 Interactive Media
This course will focus on JavaScript and other multimedia used on the web including video, sound, interactive media, forms, and animation as well as integration into a website. Animation, Internet gaming, interactive design and online entertainment will be covered as well. Course fee required. Prerequisite: WEB 110. Semester offered: Fall. 3 Credits

WEB-269 Internship
See "Programs of Study" section of current HCC Catalog for internship guidelines. 3 Credits

WEB-270 Internship II
See "Programs of Study" section of current HCC Catalog for internship guidelines. 3 Credits

College Directory

Office of President

President
Guy Altieri, 2002
- B.A., M.A., Rowan University
- M.A., West Chester University
- M.A., Ed.D., Teachers College, Columbia University

Executive Assistant to the President
Barbara W. Roulette, 2002
- Certificate, Hagerstown Business College
- A.A., Hagerstown Community College
- B.S., University of Maryland University College

Continuing Education and Community Services Division

Dean
Theresa M. Shank, 2010
- B.S., B.A., Shippensburg University
- M.B.A., Mount Saint Mary's University

Coordinator, Health Professions
Linda L. Altizer, 2009
- B.S.N., M.S.N., George Mason University

Program Manager, Certification and Licensure
Cynthia K. Hull, 2004
- A.A., Hagerstown Community College
- B.A., Hood College
- M.Ed., Frostburg State University

Conference Coordinator
Deborah M. Staley, 2004
- A.A., Hagerstown Community College
- B.A., Frostburg State University

Administrative Office Associate I
Beverly M. Long, 2009

Coordinator, Business and Industry
TBA

Administrative Office Associate I, part-time
Jasmine N. Woolard, 2010

Administrative Office Associate I
Susan E. Harris, 2005
- Certificate, Hagerstown Business College

Coordinator, Information Technology Training
Jack A. Drooger Jr., 1999
- A.A., Hagerstown Community College

Office Associate/Test Center Support Technician
Samantha L. Willard, 2009
- B.A., Shepherd University

Computer Training Specialist
Mida V. Clipp, 2005
- A.S., Hagerstown Community College

Coordinator, Lifelong Learning
Anne C. Myers, 2000
- B.A., Temple University

Transportation Safety Specialist
Deborah A. Bauer, 2009
- B.S., York College

Facilities Management and Planning

Director
Robert J. Spong, 2009
- B.S., M.Ed., Millersville University
- Ed.D., Trevecca Nazarene University

Office Support Associate I
Marlene S. Newell, 2010

Custodial Supervisor (Night)
Wayne L. Siler, 1998

Custodian/Security Associates
Donald W. Baker, 1988
James L. Bechtol, 2009
Samantha L. Burker, 2006
Dennis B. Carroll, 1981
- A.A., Hagerstown Community College

Sterling D. Frey, 2010
Jason D. Guderjohn, 2005
Mark N. Hande, 1999
James L. Hawkins, 2001
Kevin E. Lee, 2005
Zachary K. Nave, 1996
Wade R. Needy, 2010
Susan A. Raber, 2001
Thomas C. Rickard, 1981
Roy R. Riley, 2006
Warren C. Sipes, 2008
Kevin L. Smith, 2010
TBN
TBN

Custodian, part-time
Roger D. Case, 2009

Maintenance Supervisor/Assistant Director
Donald C. Reiff, 2003
- Certificate, Journeyman Electrician

Head Groundskeeper
Edward W. Rhone, 2007

Maintenance Associates
Jason Boudreaux, 2007
Mark D. Brown, 2004
Philip E. Miller, 1996
Lance E. Mulligan, 1985
Raymond W. Snow, 2005

Maintenance/Security Associates
Lawrence R. Flowers, 2005
Ronald L. Lucas, 1992

Vehicle Maintenance Mechanic
Michael W. Riley, 2004

Facilities Project Coordinator
Dawn M. Baker, 2008
- A.A.S, Hagerstown Community College
- B.S, University of Maryland

Human Resources

Director
Donna M. Marriott, 2008
- A.A., St. Leo's University
- B.A., Baker College
- M.B.A., Mt. Saint Mary's University

Manager, Human Resources
Fonda E. Franklin, 2002
- A.A., Hagerstown Community College
- B.S., Towson University

Human Resources Specialists
Barbara A. Lease, 1988
- A.A., Hagerstown Community College

Rosalynn R. Oberholzer, 2009
- A.A.S., Harcum College
- A.A.S., Hagerstown Community College

Institutional Advancement

Director
Lieba J. Cohen, 1988
- B.A., State University of New York at Albany
- M.B.A., Frostburg State University

Administrative Office Associate II
Cynthia A. Eyler, 1993
- A.A., Hagerstown Community College

Coordinator of Alumni Relations and Annual Giving
Lisa S. Stewart, 1991
- A.A., Hagerstown Community College
- B.A., Shepherd University

Development Associate
William L. Mann, 2005
- B.A., Hood College

Coordinator, Campus Volunteers
Irene E. Young, 2009
- B.A., Wheeling Jesuit University
- M.S., American University
- M.Ed., George Washington University

Planning and Institutional Effectiveness

Dean, Planning and Institutional Effectiveness
Barbara E. Macht, 1984
- B.A., M.S., Hood College

Evaluation Specialist
Tammy K. Strite
- A.A., Hagerstown Community College

Research Analyst
Linda K. Vrboncic, 1982

Coordinator, Research and Assessment
Bradley G. Shepard, 2003
- B.S., B.S., Virginia Tech

Research Associate
Dawn M. Reed, 1989
- A.A., Hagerstown Community College

Director, Grants Development
Anne M. Rich, 2009
- B.S., Concordia University
- M.A., Georgetown University

Public Information and Government Relations

Director
Elizabeth K. Stull, 2000
- B.A., M.S., Shippensburg University

Public Information Assistant
Leigh-Anne Mauk, 2008
- A.A., Hagerstown Community College
- B.A., Shepherd University

Coordinator, Web and Multimedia
Stephen J. Recker, 2007
- B.M., Berklee College of Music

Technical Innovation Center

Manager
P. Chris Marschner, 1996
- A.A., Hagerstown Community College
- B.S., University of Baltimore
- M.B.A., Frostburg State University

Administrative Office Associate I
Mary J. Saum, 2006
- A.A., Hagerstown Community College
- B.A., University of Maryland

Office of Administration and Finance

Vice President, Administration and Finance
Anna M. Barker, 1989
- B.S., Shepherd University
- M.B.A., Frostburg State University

Grants and Special Projects Accountant
Jennifer M. Felice, 2010
- A.S., Hagerstown Community College
- B.S., University of Maryland, University College

Executive Assistant I
Carolyn L. Hoover, 1998
- A.A.S., Hagerstown Community College

Finance

Director
David C. Bittorf, 2002
- B.S., Fairmont State College

Accounting Associates
Janet K. Gardenhour, 2007
Kristina M. Martin, 2006
Sharon J. Wilson, 1991
- A.A., Hagerstown Community College

Accounts Receivable Associate
Carol E. Rowland, 1983

Cashier, Part-time
Kim Mullins, 2006
- B.S., State University of New York at Cortland

Payroll Associate
Kevin B. Unger, 2005
- A.A., Hagerstown Business College
- B.S., Liberty University

Campus Police and Safety

Chief, Campus Police and Safety
Henry L. Gautney, 1994

Police Officer
Stephen G. Scalf Jr., 2010

Business and Procurement Services

Director
Lita J. Orner, 2008
- B.S., Messiah College

Buyer/Inventory Control Associate
Ellen L. Crofford, 2003

Mail/Shipping Clerk
William R. Hudson, Jr., 2010
- A.A., Hagerstown Community College

College Food Services

Manager
Sandra E. Harrison, 2002

Catering Coordinator/Lead General Worker
Bonnie L. Sisco, 2008

Food Service Workers
Ryan A. Hundertmark, 2009
- A.A., New Tribes Bible Institute

Norman E. Morse, 2008
- Certification, Baltimore Culinary College

Christopher L. Schindler, 2009
- A.S., B.S., Baltimore International College

Food Service Worker, Part-time
Andrew S. Davis, 2009
Romaine Hannah, 2007

Bookstore

Manager
Daniel F.A. Dell, 1994
- B.S., Shepherd University
- M.B.A., Frostburg State University

Bookstore Assistant I
Lynn M. Burress, 2009
Heather R. Oden, 2006

Bookstore Assistant II
Anita Y. Edwards, 2003

Information Technology

Director
Craig M. Fentress, 1998
- B.S., Frostburg State University
- M.B.A., Frostburg State University

Database/System Administrator
Christopher C. Davis, 1998
- A.A., Hagerstown Community College

Senior Information Systems Specialists
Cynthia J. Golem, 2008
- A.A., A.A., Hagerstown Community College
- B.S., Shippensburg University

Jeanne L. SanGiovanni, 2007
Jacquelyn A. Simmons, 2000
- A.S., Hagerstown Community College

Web Programmer
Ricky L. Martz Jr., 2000
- A.S., Hagerstown Community College

Senior Network System Manager
Wiley Scott McIntyre, 1983
- A.A., Allegany College of Maryland

Network Administrator
Herbert R. Fiege, 2009

IT Project Specialist
Joshua M. Stultz, 2007

PC Support Manager
TBN

Computer Support Technician
Christopher S. McAfee, 2002
- A.A.S., Hagerstown Community College

Computer Support Technicians, Part-time
Anthony T. Campello, 2005
- A.A.S., Hagerstown Community College
- B.S., University of Maryland University College
- M.S., University of Maryland, University College

Telecommunications and Maintenance Service Manager
Robert L. Mitchell, 1977
- A.A., Hagerstown Community College
- B.S., Pennsylvania State University

User Support Specialists I
Tina M. Hartman, 1978
Kathy L. Stakem, 1993
- A.A., Allegany College

Reprographic Services

Manager
Norman E. Brown, 2009

Desktop Publishing/Software User Specialist
Cheri A. McDannell, 2003
- A.A., Greensburg Institute of Technology

Graphic Arts/Desktop Publishing Specialist
Rachel P. Parks, 2002
- B.A., Hobart and William Smith College

Printing and Graphic Arts Technician
Richard L. Vanderau, 1986

Administrative Office Associate I
Michelle K. Shank, 1993
- A.A., Hagerstown Community College

Word Processing/Bindery Finisher Specialist
Carole L. Clark, 2003

Office of Academic Affairs

Vice President, Academic Affairs
Judith C. Oleks, 2005
- B.A., State College at Salem
- M.S., University of Lowell
- Ed.D., University of Massachusetts, Boston

Executive Assistant I
Sandra L. Krieger, 1977

Administrative Office Associate III, Nursing Division
Janice M. McLaughlin, 2001
- A.A., Mid-State College

Administrative Office Associate II, Technology and Computer Studies
Sharon Plank, 2002
- Certificate, Hagerstown Community College

Administrative Office Associate II, Mathematics and Science
Robin E. Thomas, 2006
- A.A.S., Hagerstown Community College

Administrative Office Associate I, English and Humanities
Rita A. Arch, 1992
- A.A., Hagerstown Community College

Administrative Office Associate I, Behavioral and Social Sciences/Business
Debra K. Daley, 2002

Administrative Office Associate I, Health Sciences
Helen G. Spurrier, 2007
- A.A., Frederick Community College
- B.A., Hood College

Nursing Training Grant Director/Program Coordinator
Deborah L. McClain, 2005
- A.S.N., Davis & Elkins College
- B.S.N., University of Maryland

Grant Administrative Office Associate
Abbe K. Jacobs, 2010
- B.S., Virginia Tech

Student Support Specialist
Jeffrey J. Leister, 2008
- B.M., Northwestern University
- M.A., M.Ed., Teachers College, Columbia University

Director, Instruction
Gerald C. Haines, 2006
- A.B., Loyola College
- M.Ed., Shippensburg University
- M.Ed., Shippensburg University

Administrative Office Associates I
Sally J. Matthis, 1998
Deborah A. Power, 2007, Part-time
- A.S., Hagerstown Community College

Academic Systems Specialist
Judith M. Gerhart, 2005
- B.S., Towson University

Workplace Learning Advisor/Externships/Clinicals
TBN

Academic Testing Center

Coordinator, Academic Testing Center
TBN

Testing Center Specialist
Marie-Ernestine Salgado, 1980
- A.A., Immaculata College of Washington

Testing Center Assistant
Beverly Kruger, 2001
- A.A., Hagerstown Community College

Testing Center Assistant, Part-time
Wilma M. Lopez, 2005
- A.A., Hagerstown Community College

Developmental Education and Adult Learning Services

Administrative Office Associate II
E. Louise Bird, 2003
- A.A., Hagerstown Community College

Intake/Assessment Specialist
Michael A. Pindell, 2006
- B.A., M.A., Shippensburg University

Instructional Specialist/Adult Education
Nettie Q. Schubel, 2006
- B.A., Marquette University

Instructional Assistant, Developmental Composition and Reading
Sonjurae M. Cross, 2006
- A.A., Hagerstown Community College
- B.A., Hood College

Instructional Assistant, Developmental Math
Paul W. Fulk, 2007
- B.S., Catawba College
- M.B.A., Frostburg State University

James E. Moore, 2009
- A.S., Hagerstown Community College
- B.S., Hood College

Instructional Assistant, Developmental Reading/Writing
Martha L. Grahl, 2008
- B.A., Shepherd University

Commercial Vehicle Transportation

Coordinator, Commercial Vehicle Transportation
John A. Cavey, 2008

Commercial Vehicle Transportation Specialist
F. Jane Spielman, 2007

Library Services and Distance Education

Director
James R. Feagin, 2002
- B.A., Middlebury College
- M.L.I.S., Louisiana State University

Audio-Visual Technician
Peter D. Mathews, 2003

Distance Education

Coordinator, Distance Education Services
Brenda K. Huffman, 1996
- A.A., Hagerstown Community College
- B.S., University of Maryland

Learning Technologies

Coordinator, Learning Technology
Peggy A. Hutson, 1989
- A.A., Hagerstown Community College
- B.A., Shippensburg University

Learning Technologies Assistants, Part-time
TBN
Aaron L. Kilmer, 2008
- B.S., Shepherd University

Library Assistants I
Letitia M. Mehalow, 1990
- B.A., University of Pittsburgh

Karen A. Giannoumis, 2006
- B.A., Virginia Tech

TBN

Reference and Bibliographic Instruction Librarian
LuAnn E. Fisher, 2000
- B.A., State University of New York at Genesco
- M.L.S., State University of New York at Albany

Reference and Electronic Resources Librarian
Shi-Chia T. (Alice) Yang, 2000
- B.S., Clarion University
- M.A., West Virginia University
- M.L.S., Clarion University

Theater

Theater Technician
Jason A. Buhrman, 2006
- A.A., Hagerstown Community College
- B.A., Villa Julie College

Art/Theater Assistant, Part-time
TBN

Instructional Support

Coordinator, Physical and Life Sciences Laboratory
Jack D. Smith, 1996
- A.S., Hagerstown Community College
- B.A., Hood College

Science Learning Center Specialist
Maria E. Jozik, 2000
- A.A., Hagerstown Community College

Instructional Assistant, College Algebra
Rebecca A. Kendrick, 2006
- B.S., Shepherd University

Biotech Advisor/Recruiter
Mylynh Nguyen
- B.S., University of Maryland, College Park

Lab Coordinator, Nursing
Susan E. Payne, 2009
- R.N., Union Memorial
- B.S.N., Penn State University

Simulation Lab Assistant
Matthew J. Dorsey, 2009
- A.S., Hagerstown Community College

OFFICE OF STUDENT AFFAIRS

Dean, Student Affairs
Donna E. Rudy, 2003
- B.A., University of Illinois
- M.S., Northern Illinois University
- Ph.D., Loyola University of Chicago

Executive Assistant I
Wendy S. Schneider, 2008
- A.A., Hagerstown Community College

Student Activities

Coordinator, Student Activities
Heather B. Barnhart, 2002
- A.S., Hagerstown Community College
- B.S., Shepherd University

Disability Services

Coordinator, Disabilities Services
Jaime L. Bachtell, 2002
- B.S., Towson University
- M.A., University of Maryland

Academic Advisement

Coordinator, Academic Advising
Michael E. Martin, 1999
- A.A., Hagerstown Community College
- B.A., University of Maryland, Baltimore County
- M.Ed., Frostburg State University

Academic Advisors
Angela L. Auldridge, 2005
- A.A., Hagerstown Community College
- B.A., Hood College
- M.S., Johns Hopkins University

W. Christopher Baer, 2004
- B.A., Gettysburg College
- M.S., Hood College

Monica T. Hutchins, 2004
- B.S., Morgan State University
- M.A., Trinity College

Information Center

Customer Service Representatives, Part-time
Danielle M. Donovan, 2010
- A.S., Hagerstown Community College

Christine L. Poffenberger, 2005
Laura L. Sheffield, 2008
- A.A., Hagerstown Community College

Admissions, Records and Registration

Director
Jennifer A. Haughie, 2005
- B.A., M.S., Shippensburg University
- Ed.D., University of Phoenix

Assistant Director, Admissions
Daniel E. Bock, 1971
- C.A.G.S, Virginia Polytechnic Institute and State University
- B.A., Slippery Rock University
- M.A., Indiana University of Pennsylvania
- Ed.D., Virginia Polytechnic Institute and State University

Enrollment Assistants
Sherry K. Donovan, 2001
- A.A.S., A.A., Hagerstown Community College
- B.S., Frostburg State University

Gloria J. Hughes, 1980
Shelley R. Lesher, 2008
Brandi R. South, 2009
Iris D. Yates, 2001
TBN

Coordinator, Recruitment
Kevin L. Crawford, 2006
- A.A., Hagerstown Community College
- B.S., Bridgewater College
- M.Ed., Frostburg State University

Multicultural Recruiter
Jacqueline T. Ravenet, 2009
- B.A., Towson University

Recruitment/Operations Coordinator of Extension Services
Emily J. Hollins, 2005
- B.A., Western Maryland College
- M.S., McDaniel College

Lead Enrollment Assistant, Valley Mall
Sharon Y. Rhodes, 2003

Enrollment Assistants, Part-time
Cheryl D. Parks 2009
Joyce W. Sollenberger, 2006
- L.P.N., Chambersburg LPN School

Tamara A. Stenger, 2006
TBN

Athletic Department and Athletic Recreation & Community Center

Director, Athletic and Leisure Studies
Robert T. Myers, 2006
- B.A., Shepherd College
- M.A., Pepperdine University
- M.S., United States Sports Academy

Administrative Office Associate II
Jacqueline Taylor, 2001
- A.A., Hagerstown Community College

Athletic Trainer
Shannon M. Cameron, 2008
- B.S., James Madison University
- M.A., University of South Carolina

Coordinator, ARCC Facility
Amy E. Sterner, 1997
- A.A., Hagerstown Community College

ARCC Associates
Sarah E. Devlin, 2009
- A.A., Hagerstown Community College
- B.A., Shippensburg University

Kenneth E. Keyes, 1985
- A.A., Hagerstown Community College

Coordinator, Fitness Center
Jennifer N. Eckenrode, 1999
- A.A., Hagerstown Community College
- B.S., Salisbury University
- M.P.H., West Virginia University

Internship and Job Services

Coordinator of Internships and Job Services
Bonnie A. Owens, 2007
- A.A., Hagerstown Community College
- B.S., Mount St. Mary's University
- M.A., Hood College

Children's Learning Center

Director
Teresa J. Kitchen, 1997
- B.S., University of Delaware
- M.A., Hood College

Administrative Office Associate II/Lead Teacher
Brenda L. Butler, 1998
- B.S., West Virginia University

Food Service Worker, Part-time
Megan L. Fritz, 2009

Pre-Kindergarten Teacher
Wendy S. Roberts, 2005
- B.S., Frostburg State University

Lead Teacher
Denise C. Howell, 2006
- A.A.S., Hagerstown Community College

Elizabeth G. Stull, 2001

Teacher's Aide, Part-time
Tammie Nestor, 2003
- Certificate, Sheridan Vocational Technical School

TBN

Teacher Assistants, Part-time
Amanda L. Ales, 2010
Jennifer L. Buhrman, 2008
Jodi L. Coode, 2006
Lisa E. Deighton, 2008

Job Training Student Resources

Coordinator
Lisa A. Mowen, 2003
- A.A., Hagerstown Community College
- B.A., Shepherd University

Administrative Office Associate I
JoAnna K. Shank, 2002
- A.A., Hagerstown Community College
- B.S., Frostburg State University

JTSR Advisor
Jill A. Dennison, 2004
- A.A., Hagerstown Community College

JTSR Advisor, part-time
Jennifer M. Mills, 2009
- B.S., Mount St. Mary's University
- M.A., McDaniel College

Coordinator, Teen/Parent Program
Maria Spinnler, 2003
- B.A., Eastern Kentucky University

Student Financial Aid

Director
Carolyn S. Cox, 1993
- B.A., Glenville State College
- M.A., West Virginia University

Student Financial Aid Coordinator
Stephny M. Lietuvnikas, 2004
- B.A., Shepherd University

Administrative Office Associate I—Virtual Advisor
Mildred A. Keith, 2002

Student Financial Aid Associate I—Records
Ann M. Carbaugh, 2006

Student Financial Aid Associate I—Special Populations
Beth Ann Deardorff, 2006
- A.S., Pennsylvania State University

Data Coordinator
Lisa M. Wynkoop, 2009
- Certificate, Hagerstown Community College

Student Financial Aid Counselor
Britney L. Carter, 2009
- A.A., Garden City Community College
- B.A., William Penn University

Faculty

Behavioral and Social Sciences/ Business Division

Chair, Behavioral and Social Sciences/Business Division
Assistant Professor, Human Services
Frances N. Cade, 2003
- B.S., Troy State University
- B.S., University of Southern Mississippi
- M.S.W., University of Maryland

Instructor, Psychology
Janet B. Buries, 2010
- B.S. University of St. Andrews
- M.A., PhD., UCLA

Instructor, Early Childhood Education/Reading
Mary Beth Chaney, 2008
- A.S., Hagerstown Community College
- B.S., M.Ed., Frostburg State University

Professor, Psychology
Vaughn D. Crowl, 1970
- B.S., Frostburg State University
- M.Ed., M.S., C.A.S., The Johns Hopkins University
- Ph.D., The American University

Assistant Professor, Accounting
Richard J. Gagliardi, 2005
- B.S., Bentley College
- M.S., Long Island University

Assistant Professor, Business
Terry H. Hughes, 2009
- B.S., M.S., Mississippi State University
- Ph.D., Texas A & M University

Instructor, Sociology
Daniel J. Madron, 2010
- B.A., Eastern University
- M.A., UMBC

Instructor, Business & Accounting
Stacey M. McGee, 2008
-B.B.A., James Madison University
-M.B.A., Frostburg State University

Assistant Professor, Geography
Suzannah B. Moran, 1999
- B.A., St. Mary's College of Maryland
- M.S., Shippensburg University

Assistant Professor, Administration of Justice
Jeffrey A. Morgan, 2007
- A.A., Hagerstown Community College
- B.S., University of Baltimore
- M.B.A., Frostburg University
- M.S., Shippenburg University

Instructor, Sociology
Daniel B. Ryan, 2009
- B.A., M.A., SUNY New Paltz

Assistant Professor, Economics
Lori J. Spessard, 2003
- A.A., Hagerstown Community College
- B.S., University of Maryland
- M.B.A., Frostburg State University

Assistant Professor, Psychology and Elementary Education
Jeannine L. Stonestreet, 2005
- B.S., University of Maryland
- M.A., Johns Hopkins University

Professor, Paralegal Studies
Loretta J. Thornhill, 1997
- B.A., Western Maryland College
- M.A., Hood College
- M.A., McDaniel College

Associate Professor, History and Political Science
Spring Ward, 1992
- B.A., Bridgewater College
- M.A., University of Keele, England

Professor, Psychology and Education
Louise D. Wine, 1992
- B.S., College of William and Mary
- M.A., Hood College
- C.A.S., George Mason University

Developmental Education and Adult Literacy Services

Director, Developmental Education and Adult Literacy Services
Dawn M. Schoenenberger, 2004
- A.A.S., Pierce College
- B.S., Pacific Lutheran University
- M.S., Capella University

Assistant Professor, Developmental Mathematics
Richard D. Campbell Jr., 2008
- B.S., Bucknell University
- M.S., Frostburg University

Assistant Professor, Developmental Math
Carrie L. Hawbecker, 1999
- B.S., Indiana University of Pennsylvania
- M.S., Towson University

Assistant Professor, Developmental Composition
Ardyce L. Ketterling, 2005
- B.A., M.A., North Dakota State University

Assistant Professor, Developmental Composition
James G. Niessner, 2006
- A.A., Howard Community College
- B.A., Loyola College
- M.F.A., University of Iowa

Instructor, English as a Second Language
TBN

English and Humanities Division

Chair, English and Humanities Division
Associate Professor, English Composition
Joan M. Johnson, 1999
- B.A., Towson University
- M.A., Shippensburg University

Assistant Professor, Art Appreciation/Art History
Joan H. Bontempo
- B.F.A., University of Notre Dame
- M.F.A., Wayne State University

Assistant Professor, English
Ann M. Clark, 2003
- B.A., Georgian Court College
- M.L.A., McDaniel College

Professor, History and Political Science
Thomas G. Clemens, 1978
- B.A., M.A., Salisbury State University
- D.A., George Mason University

Professor, English, Speech, and Drama
Michael G. Harsh, 1983
- B.S., Towson University
- M.L.A., McDaniel College
- C.A.S., George Mason University

Assistant Professor, Music Appreciation and Western Civilization
Andrew E. Keyser, 2005
- B.A., LaSalle University
- M.A., Villanova University
- A.B.D., Temple University

Assistant Professor, Music/Drama
Joseph A. Marschner, 1993
- A.A., Hagerstown Community College
- B.A., Shepherd University
- M.A., Frostburg State University

Associate Professor, English and Humanities
Melinda B. May, 2007
- A.A., Hagerstown Community College
- B.A., Shepherd College
- M.Ed., Shippensburg State University
- Ph.D., University of Maryland

Professor, English
Dixie D. Myers, 1975
- B.A., M.A., Catholic University

Associate Professor, Foreign Language
Thomas A. Seward, 2006
- B.A., M.A., Ph.D., Pennsylvania State University

Instructor, English
Amanda H. Skjeveland, 2008
- B.A., Roanoke College
- M.A., University of Baltimore

Health Sciences

Director, Health Sciences
Angela D. Stoops, 2000
- Diploma, Lancaster General Hospital
- B.S., Wilson College
- M.B.A., Mount Saint Mary's University

Assistant Professor, Radiography
Lance D. Baker, 2004
- A.A., Hagerstown Community College
- B.A.S.E., Shepherd College
- M.Ed., Frostburg State University

Instructor and Program Coordinator, EMS/Paramedic
Devin S. Buries, 2010
- A.A., Long Beach City College
- Paramedic cerification, Mt. San Antonio College

Instructor, Radiography
Dawn M. Dingle, 1998
- A.A., Hagerstown Community College

Professor and Education Coordinator, Radiography
Brenda J. Hassinger, 1974
- R.T., Washington County Hospital
- A.A., Hagerstown Community College
- B.S., M.S., Hood College

Instructor, Dental Assisting/Hygiene
Theresa M. Marks, 2009
- A.S., Cape Cod Community College
- B.S., Eastern Washington University
- M.S., University of Washington

Instructor, Medical Assisting & Phlebotomy
Dawn G. Nally, 2009
- B.S.N., Mountain State University

Instructor, Radiography
Lori L. Olden, 2006
- A.A., Hagerstown Community College
- B.S., Florida Hospital College of Health Sciences

Instructor, Medical Assisting/Phlebotomy Program
Melanie F. Rowland, 2009
- B.A., University of Tennessee
- M.S., University of North Carolina

Mathematics and Science Division

Chair, Mathematics and Science Division
Professor, Biology and Chemistry
Judith N. Peisen, 1987
- B.A., University of Pennsylvania
- M.Ed., Boston University
- M.S., Hood College
- Ph.D., Georgetown University

Professor, Biology and Chemistry
Elaine R. Ashby, 1985
- B.A., University of Maryland, Baltimore County
- M.B.A., West Virginia University
- M.S., Shippensburg University
- D.P., Shenandoah University

Professor, Biology
Theresa S. Bidle, 1992
- B.S., Rutgers University
- M.S., Hood College

Associate Professor, Mathematics and Business
Thomas S. Crawford, 2006
- A.A., Hagerstown Community College
- B.S., Elmhurst College
- M.B.A., DePaul University

Assistant Professor, Anatomy and Physiology/Microbiology
Cynthia A. Dove, 2002
- B.S., Frostburg State University
- M.S., University of Tennessee
- Ph.D., University of Idaho

Professor, Physics
Paul Jozik, 1982
- B.S., Edinboro University
- M.Ed., Shippensburg University

Assistant Professor, Anatomy and Physiology/Microbiology
David E. Karstaedt, 2003
- B.S., M.S., Bowling Green University

Assistant Professor, Mathematics
Paula S. Kessler, 1996
- A.A., Hagerstown Community College
- B.S., Shippensburg University
- M.S., Western Maryland College

Associate Professor, Mathematics
Christopher J. Lewis, 2003
- B.S., M.A.,The George Washington University

Associate Professor, Mathematics
Joseph C. Mason, 2007
- B.S., Lock Haven State College
- M.S., Shippensburg University of PA

Instructor, Engineering & Mathematics
TBN

Associate Professor, Biology and Chemistry
Bernard Murphy, 1996
- B.S., Southern Connecticut State College
- M.S., University of Maine
- Ph.D., University of Illinois

Professor, Biology
Rosemary G. Nickerson, 1996
- B.A., Rutgers College
- Ph.D., State University of New York at Stony Brook

Assistant Professor, Chemistry and Physical Science
Veronica M. Stein, 2006
- B.S., Bradley University
- Ph.D., University of Wisconsin

Assistant Professor, Mathematics
Jennifer S. Szczesniak, 2007
- B.A., King's College
- M.S., Lehigh University

Associate Professor, Chemistry
Nancy Thorpe, 2001
- A.A., Montgomery College
- B.S., University of Maryland at College Park
- M.S., Shippensburg University
- Ph.D., University of Maryland at College Park

Assistant Professor, Biotechnology
Melanie P. Ulrich, 2007
- B.A., Rutgers University
- M.S., Ph.D., Clemson University

Instructor/Lecturer, Biotechnology
Ricky L. Ulrich, 2010
- B.S., Ph.D., Clemson University

Nursing Division

Director, Nursing
Assistant Professor, Nursing
Karen S. Hammond, 2005
- A.A.S., Hagerstown Community College
- B.S.N., West Virginia University
- M.S.N., University of Maryland

Assistant Professor, Nursing
Sonja L. Barnes, 2005
- B.S.N., Salisbury University
- M.S.N., Shenandoah University

Assistant Professor, LPN Program
Michelle L. Blash, 2005
- Diploma in Nursing, Lancaster General Hospital School of Nursing
- B.S.N., Millersville University
- M.S.N., Mountain State University

Professor, Nursing
Susan H. Clutz, 1986
- B.S.N., University of Virginia
- M.S.N., University of Maryland

Instructor, Nursing
Robin A. Banfe, 2010
- B.S., Shepherd College
- M.S., Post-Master Certificate, University of Maryland School of Nursing

Assistant Professor, Nursing
B. Lynn Drury
- B.S.N., Columbia Union College
- M.S.N., Marymount University

Instructor, Psychology & Mental Health Nursing
Lori A. Manilla, 2008
- L.P.N., Central Chester County Vocational Technical School
- R.N., Brandywine Hospital & Trauma Center School of Nursing
- B.S.N., University of Phoenix
- M.S.N., University of Central Missouri

Assistant Professor, Nursing
TBN
TBN

Instructor, Nursing
Teresa M. Weedon, 2007
- B.S.N., M.S.N., University of Maryland

Assistant Professor, Practical Nursing
Patricia C. Williams, 2003
- A.S.N., Shepherd University
- B.S.N., M.S.N., George Mason University

Physical Education and Leisure Studies Division

Director, Athletics and Leisure Studies
Robert T. Myers, 2006
- B.A., Shepherd College
- M.A., Pepperdine University
- M.S., United States Sports Academy

Professor, Health and Physical Education
Women's Basketball Coach
Marlys A. Palmer, 1980
- B.S., M.Ed., D.Ed., Pennsylvania State University

Technology and Computer Studies Division

Director, Technology and Computer Studies
Margaret Clark Spivey, 1991
- B.S., James Madison University
- M.S., M.Ed., Shippensburg University

Professor, Information Systems Technology
Trudy M. Gift, 1981
- B.S., M.Ed., Shippensburg University

Instructor, Industrial Technology and Energy
Anthony R. Valente, 2009

Instructor, Web Design and Multimedia Technology
Sean Maher, 2005
- B.A., West Virginia Wesleyan

Instructor, Simulation and Digital Entertainment
David P. Maruszewski, 2007
- A.B.A., Frederick Community College
- B.S., Marquette University
- M.S., George Washington University

Associate Professor, Information Systems Technology
Stephen P. Shank, 2000
- A.A., Hagerstown Community College
- B.S., Towson University
- M.Ed., Shippensburg University

Associate Professor, Graphic Design Technology
Ellen Smith, 2003
- B.F.A., B.A., State University of New York
- M.F.A., University of Hartford

Assistant Professor, Information Systems Technology
Karen Weil-Yates, 2003
- B.A., M.S., Shippensburg University

Instructor, Mechanical Engineering Technology
TBN

Emeritus

Trustee Emeritus
Wayne E. Alter Jr.
John Baer*
Roger L. Fiery Jr.
Leister E. Mobley Jr.*
Florence M. Murdock
William J. Reuter

President Emeritus
Dr. Atlee C. Kepler*
Dr. Norman P. Shea

Comptroller Emeritus
Arthur G. Barnhart

Dean Emeritus
George E. Elliott *
Carl J. Galligan
Frederick F. Otto

Director of Admissions Emeritus
Max E. Creager

Director of Athletics and ARCC Emeritus
James W. Brown

Director of Counseling Emeritus
Marie E. Nowakowski

Director of Facilities Emeritus
Phillip R. Snodderly*

Professor Emeritus
John Astegher
Ronald L. Ballard
R. Hugh Beall*
Pearl Bobbitt*
Harold L. Boyer*
Carol L. Campbell*
Robert L. Carson
E. Walter Clark*
D. Lamar Creager
Irvin R. Easterday
William D. Elliott
Charles M. Ernst
Thelma C. Harding*
James F. Hassinger
Mary A. Hawbecker
Kathleen A. Hess
Linda C. Hildenbrand
Gilbert P. Hull Jr.*
Patricia L. Jennings'
Ray M. Johns
Eleanor D. Johnson*
Ronald A. Kepple
Judith M. Kofoet
Helen Z. Kreykenbohm
Shan Loganathan
John M. Means
Richard J. Montgomery
Margie L. Ng
Allan R. Powell
Robert G. (Cokey) Robertson
Laurence Sharpe
Robert G. Stenger
Anna L. Strawmyre*
Mabel R. Walter*
Steve Zabetakis
John A. Ziegler

Deceased

Part-Time Faculty

The following list includes part-time faculty who have served a minimum of five years with the College or those who play substantial roles with programs that require external certification.

Accounting
Larry J. Stockslager
- A.A., Hagerstown Community College
- B.S., M.S., Shippensburg State College

Administration of Justice
Don L. Bales
- A.A., Hagerstown Community College
- B.S., University of Baltimore

Administration of Justice
Carl F. Creeden
- B.S., J.D., Northeastern University

Administration of Justice
Barbara V. Day-Bartgis
- A.A., Catonsville Community College
- B.S., M.P.A., University of Baltimore

Administration of Justice
Jeffrey C. Kercheval
- A.A., Hagerstown Community College
- B.S., St. Mary's College
- M.S., George Washington University

Administration of Justice
Steve Zabetakis
- Certificate, Southern Police Institute, Louisville University
- A.A., Community College of Baltimore
- B.S., M.S., University of Baltimore

Art
Martha B. Amrhein
- B.A., Towson State University
- M.L.A., Western Maryland College

Art/Jewelry
Elizabeth B. Carey
- B.A., St. Mary's College
- Additional studies: Frostburg State University

Art
Thomas H. Renner
- A.A., Hagerstown Community College
- B.A., Shepherd University
- M.Ed., University of Maryland

Art
Stephen M. Wright
- B.F.A., East Carolina University

Biological Science
Mindy L. Rouzer
- B.S., Bloomsburg University
- D.C., New York Chiropractic College

Biology
Sarah M. Brown
- B.A., St. John's College
- M.S., Hood College
- A.B.D., Pennsylvania State University

Certified/Geriatric Nursing Assistant
Sondra J. Dorsey
- A.S., Hagerstown Community College

Chemistry
James T. Stemmle
-B.A., Ballarmine College
-Ph.D., Catholic University of America

Commercial Vehicle Transportation
Wayne W. Billmeyer

Dance
Kelly J. Jenkins-Moreland

Developmental English
Stephanie J. Murphy
- B.S., Salisbury State University
- M.Ed., Coppin State College

Developmental Mathematics
Maxwell G. Christopher
- B.E.E., University of Virginia
- M.A., University of South Florida

Developmental Mathematics
Tony Suranno
- A.A., Hagerstown Community College

English
Mary Annetta Fortson
- B.A., Juniata College
- M.Ed., Frostburg State University

English
Robert W. Hershey
- A.A., Hagerstown Community College
- B.S., Towson University
- M.L.A., McDaniel College

English
Jill M. Lawson
- B.A., Mississippi College
- M.Ed., William-Carey College

English
Krista D. Smith
- B.A., M.Ed., Shippensburg University

English and Speech
Nancy R. Bushey
- A.A., Hagerstown Community College
- B.A., Shepherd College

Developmental English
Charles W. Malone
- B.S., Shippensburg University

Developmental English
Joan R. Smeltzer
- B.S., Concord College
- M.A., West Virginia University

Developmental Mathematics
Joli Ann Kemp
- B.S., University of Maryland

German
Robert E. Apgar-Taylor
- B.A., University of Albany
- M.Div., Wesley Theological Seminary
- D.Min., Princeton Theological Seminary

Graphic Design Technology
Bettina M. Messersmith
- R.B.A., West Virginia University Institute of Technology
- M.A., Maryland Institute College of Art
- Additional studies: Shepherd College, Hagerstown Junior College

Health
Beth A. Domenico
-A.A., Hagerstown Community College
-B.S., University of North Carolina/Pembroke

Health
Lisa Ann Downie
- B.S., Harding University
- M.S., Middle Tennessee State University

History and Sociology
Rebecca M. Elgin
- A.A., Hagerstown Community College
- B.S., M.A., Shippensburg University

History and Sociology
Edward L. Gift
- A.A., Hagerstown Community College
- B.S., Towson University
- M.Ed., Shippensburg University

Information Systems Technology
Douglas A. Courter
- B.A., University of Toledo
- Th.M., Grace Theological Seminary

Information Systems Technology
Douglas K. Horton
- A.A., Montgomery College
- B.S., University of Maryland

Information Systems Technology
Gurmindersingh J. Khalsa
- A.A.S., Northern Virginia Community College
- B.S., Strayer College

Information Systems Technology
Robert M. Koziel
- A.A., Ferrum College
- B.S.Ed., Concord College
- M.Ed., Shippensburg University

Information Systems Technology
Douglas K. Leisher
- B.A., M.S., Shippensburg University

Information Systems Technology
John C. Mills
- A.A., Hagerstown Community College
- B.S., Shippensburg University

Information Systems Technology
James Edward Miller
- A.A., Hagerstown Junior College

Management
Arnold A. Callaham
- B.S., University of Maryland
- M.B.A., Mt. St. Mary's

Mathematics
Gary F. Sturniolo
- B.S., Pennsylvania State University

Mathematics
Janice M. Sturniolo
- B.S., Pennsylvania State University

Mathematics
Larry E. Wadel
- B.S., M.Ed., Shippensburg University

Medical Assistant
Mary L. Deal
- A.A., Hagerstown Community College
- B.S., National Louis University

Medical Assistant
April C. Evans
- Certificate, LDS Business College
- C.M.M., Professional Association of Health Care Office Managers

Medical Assistant
Melinda M. McIntire
- Certificate, Colorado University
- C.P.C., Medical Management Institute

Music
Morgan Jenkins
- B.M., Peabody Institute
- M.M., James Madison University

Music
Korby L. Moss-Sanders
- Shepherd University

Music
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Appendix

Code of Maryland Regulations
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 lifelong 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 four-year institution of higher education.
(13) "Receiving institution" means the institution of higher education at which a transfer student currently desires to enroll.
(14) "Recommended transfer program" means a planned program of courses, both general education and courses in the major, taken at a community college, which is applicable to a baccalaureate program at a receiving institution, and ordinarily the first two years of the baccalaureate degree.
(15) "Sending institution" means the institution of higher education of most recent previous enrollment by a transfer student at which transferable academic credit was earned.
(16) "Social and behavioral sciences" means courses that examine the psychology of individuals and the ways in which individuals, groups, or segments of society behave, function and influence one another. 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 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 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 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 three 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 eight semester hours in a sixth category that addresses emerging issues that institutions have identified as essential to a full program of general education for their students. These courses may:
  (a) Be integrated into other general education courses or may be presented as separate courses; and
  (b) Include courses that:
    (i) Provide an interdisciplinary examination of issues across the five areas, or
    (ii) Address other categories of knowledge, skills, and values that lie outside of the five areas.

(2) Public institutions may not include the courses in this section in a general education program unless they provide academic content and rigor equivalent to the areas in §§ A(1) of this regulation.

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 three-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 four 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 Nongeneral Education Program Credit

A. Transfer to Another Public Institution.

(1) Credit earned at any public institution in the State is transferable to any other public institution if the:
  (a) Credit is from a college or university parallel course or program;
  (b) Grades in the block of courses transferred average 2.0 or higher; and
  (c) Acceptance of the credit is consistent with the policies of the receiving institution governing native students following the same program.

(2) If a native student's "D" grade in a specific course is acceptable in a program, then a "D" earned by a transfer student in the same course at a sending institution is also acceptable in the program. Conversely, if a native student is required to earn a grade of "C" or better in a required course, the transfer student shall also be required to earn a grade of "C" or better to meet the same requirement.

B. Credit earned in or transferred from a community college is limited to:

(1) One-half the baccalaureate degree program requirement, but may not be more than 70 semester hours; and

(2) The first two years of the undergraduate 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 four-year colleges;
  (b) Transmit information about transfer students who are capable of honors work or independent study to the receiving institution; and
  (c) Promptly supply the receiving institution with all the required documents 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 mid-semester of the student's first semester of enrollment at the receiving institution, if all official transcripts have been received at least 15 working days before mid-semester. The receiving institution shall inform a student of the courses which are acceptable for transfer credit and the courses which are applicable to the student's intended program of study.

(4) A receiving institution shall give a transfer student the option of satisfying institutional graduation requirements that were in effect at the receiving institution at the time the student enrolled as a freshman at the sending institution. In the case of major requirements, a transfer student may satisfy the major requirements in effect at the time when the student was identifiable as pursuing the recommended transfer program at the sending institution. These conditions are applicable to 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 two-year and four-year public colleges provide input or comments to the institution proposing the change. Sufficient lead time shall be provided to effect the change with minimum disruption. Transfer students are not required to repeat equivalent 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 four-year colleges and universities and the community colleges.

B. Sending and receiving institutions that disagree on the transferability of general education courses as defined by this chapter shall submit their disagreements to the Transfer Mediation Committee. The Transfer Mediation Committee shall address general questions regarding existing or past courses only, not individual student cases, and shall also address questions raised by institutions about the acceptability of new general education courses. As appropriate, the Committee shall consult with faculty on curricular issues.

C. The findings of the Transfer Mediation Committee are considered binding on both parties.

.09 Appeal Process

A. Notice of Denial of Transfer Credit by a Receiving Institution.

(1) Except as provided in §§ A(2) of this regulation, a receiving institution shall inform a transfer student in writing of the denial of transfer credit not later than mid-semester of the transfer student's first semester, if all official transcripts have been received at least 15 working days before mid-semester.
(2) If transcripts are submitted after 15 working days before mid-semester of 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 two-year and four-year institutions within the State to each community college and to the Secretary of the Maryland Higher Education Commission.
(2) An annual report shall include ongoing reports on the subsequent academic success of enrolled transfer students, including graduation rates, by major subject areas.
(3) A receiving institution shall include in the reports comparable information on the progress of native students.

B. Transfer Coordinator. A public institution of higher education shall designate a transfer coordinator, who serves as a resource person to transfer students at either the sending or receiving campus. The transfer coordinator is responsible for overseeing the application of the policies and procedures outlined in this chapter and interpreting transfer policies to the individual student and to the institution.

C. The Maryland Higher Education Commission shall establish a permanent Student Transfer Advisory Committee that meets regularly to review transfer issues and recommend policy changes as needed. The Student Transfer Advisory Committee shall address issues of interpretation and implementation of this chapter.

Hagerstown Community College

APPLICATION FOR ADMISSION

11400 ROBINWOOD DRIVE • HAGERSTOWN, MARYLAND 21742-6514 • 301-790-2800, EXT. 238 • WWW.HAGERSTOWNCC.EDU

PERSONAL DATA

I am applying for the semester beginning:
Fall 20____ Spring 20____ Summer 20____

Check One:
____Mr. ____Mrs. ____Ms. ____Other_____

Last Name | First Name | MI

Previous Name | Home Telephone Number | Work Telephone Number | Extension

Date of Birth MONTH ☐☐ DAY ☐☐ YEAR ☐☐☐☐

Cell Phone Number | Fax Number

Address

City | State | Zip Code | Country

E-Mail Address

Social Security Number ☐☐☐–☐☐–☐☐☐☐ ❑ Male ❑ Female

(Social security number is not required for admission. However, if you intend to apply for financial aid or claim tuition and fee costs on income taxes, you must provide your SSN.

Declaration of Residency—I am a legal resident of _____*(State)* _____*(County)* and have resided there for _____*(Length of Time)* prior to the first day of classes of the semester for which I am applying at Hagerstown Community College. I have not established a temporary residence for the purpose of enrollment at HCC. *(Documentation of residency may be requested.)*

Ethnicity: Are you of Hispanic or Latino origin? ❑ Yes ❑ No *Information not used for admission. Federal regulations require colleges to report enrollment data by ethnic, racial, and gender categories.*

Race: Please indicate your race. *You may check more than one race. Information not used for admission. Federal regulations require colleges to report enrollment data by ethnic, racial, and gender categories.*

❑ White ❑ Black or African American ❑ Asian ❑ American Indian or Alaskan Native ❑ Native Hawaiian or Pacific Islander

Citizenship: ❑ U.S. ❑ Permanent Resident* ❑ Other than U.S.* *(Please complete the information below)*

Date of Entry to U.S. | Immigration Status (I-94) | I-94 Departure/Expiration Date | Nation of Birth | Nation of Citizenship

1. Do you plan to request an F1 (student visa) while living outside of the U.S.? ❑ Yes ❑ No
2. Do you plan to request a change of status to F1 while remaining in the U.S.? ❑ Yes ❑ No
3. Do you have an F1 visa or F1 status through another school? ❑ Yes ❑ No
   a. If yes, Name of School on current I-20 and expiration date of current I-20 ___/____/____ (day/month/year)

   _____
   Name of School on current I-20

   b. Do you plan to transfer your F1 status to Hagerstown Community College? ❑ Yes ❑ No

Emergency Contact:

Name_____ Relationship _____ Work phone _____ Home phone _____

Educational goals (*check the one statement that most closely reflects your reason for attending HCC*):

___ 1. Exploration of a new career or academic areas
___ 2. Preparation for immediate entry into a career
___ 3. Preparation for a transfer to a four-year institution
___ 4. Update skills for a job currently held
___ 5. Interest and self-enrichment

Do you plan to apply for financial aid?
___Yes ___No

Do you plan to apply for veterans benefits?
___Yes ___No

Are you currently serving on active duty with the military?
___Yes ___No

What influenced your decision to apply to HCC?

___ 1. Newspaper
___ 2. Television
___ 3. HCC Event
___ 4. High School visit
___ 5. Radio
___ 6. Schedule
___ 7. Family/friends
___ 8. Referral
___ 9. Athletic coach
___10. Web

** Submit a copy of your permanent resident card and/or other citizenship documentation to the Office of Admissions and Registration.*

ACADEMIC HISTORY

Admit Status:

___ **New**—first time attending college for credit classes.
___ **Transfer**—attended another college but taking classes at HCC for the first time.
___ **Readmit**—have taken credit courses at HCC but not in the past two years.
___ **Visiting**—enrolled at another post-secondary institution but taking courses at HCC.

Check one statement that applies to you:

__ I have graduated or will graduate from high school before starting college courses.
__ I will be taking college courses while still enrolled in high school. (ESSENCE Program)
__ I am home-schooled. Please list organization you are affiliated with: _____
__ I have not earned a high school diploma or GED.
__ I have obtained a certificate of attendance from high school (did not receive a high school diploma).
__ I have earned a GED.

Check which high school you graduated from or plan to graduate from:

__ 490095 Berkeley Springs
__ 210280 Boonsboro
__ 210606 Broadfording
__ 390603 Chambersburg
__ 210400 Clear Spring
__ 215049 Evening high school
__ 395345 Fannett Metal
__ 391875 Forbes Road
__ 210601 Grace Academy
__ 391570 Greencastle-Antrim
__ 210625 Hancock
__ 490545 Hedgesville
__ 210603 Heritage Academy
__ 210605 Highland View Academy
__ 392565 James Buchanan
__ 491178 Jefferson
__ 490770 Martinsburg
__ 490175 Musselman
__ 210615 North Hagerstown
__ 210610 Saint Maria Goretti
__ 210970 Smithsburg
__ 210616 South Hagerstown
__ 210600 Washington County Technical
__ 395105 Waynesboro
__ 211090 Williamsport
__ 219501 Home School

Year of graduation ☐☐☐☐

__ Other Maryland high school
Please list name and location of high school:
_____

__ Out-of-state high school
Please list name and location of high school:
_____

__ 999999 Out-of-country high school
Please list name and location of high school:
_____

__ 219200 Maryland GED
__ 219400 Out-of-state GED
__ No Diploma/GED

__ I have earned a college degree (check highest degree earned):
__Associates __Bachelors __Masters __Doctorate

Colleges, universities, or postsecondary institutions attended *(please list below)*:

A transfer credit evaluation will not be completed until all transcripts have been received.

Institution	City	State	Year Last Attended	Major	Degree Earned	Student Name (if different at time of attendance)

ADMISSIONS REQUIREMENTS

1. This application must be completed, signed and submitted to the Admissions and Registration Office.
2. Students seeking a degree or certificate must submit appropriate academic transcripts and take placement assessments if required.
3. If you are a student with a disability and need testing accommodations, please call extension 273.
4. For additional information about Hagerstown Community College check our web site (www.hagerstowncc.edu).

I understand that I am responsible for adhering to all policies and procedures of the College listed in the current Hagerstown Community College Catalog and Student Handbook. I certify that the information in this application is complete and accurate. Failure to provide accurate information, particularly regarding residency, may result in dismissal from the College.

I also understand that I may request a copy of the annual Security Report prepared by the Campus Police office. The report states the College's security and crime reporting policies; crime prevention programs; policies regarding alcoholic beverages, illegal drugs, and sex offenses; and the police authority of the Campus Police and the cooperation with other law enforcement agencies. For a copy of the report call 301-790-2800, extension 312 or mail a request to Hagerstown Community College, 11400 Robinwood Drive, Hagerstown, MD 21742-6514, Attention: Campus Police Department.

Applicant's Signature *(required)* _____ **Date** _____

INTENDED PROGRAM OF STUDY (CHECK ONE)

KEY TO ABBREVIATIONS:

AA Associate of Arts degree
AAS Associate of Applied Science degree
AAT Associate of Arts in Teaching degree
AS Associate of Science degree
CER Certificate
LTR Letter of Recognition

____ AAS A&B **Accounting and Business**
____ AAS ADJ **Administration of Justice**
____ CER AJC **ADJ: Correctional Services**
____ CER AJP **ADJ: Police Services**
____ CER ADA **Administrative Assistant**
____ LTR ADA **Administrative Assistant**
____ AAS AET **Alternative Energy Technology**
____ CER AESW **AET: Solar and Wind Installation and Service**
____ CER AEGT **AET: Geothermal Energy Installation and Service**
____ AA ASC **Arts & Sciences**
____ AS ASC **Arts & Sciences**
____ AS BIO Option in **Biology**
____ AAS BTC **Biotechnology**
____ CER BTC **Biotechnology**
____ AS BUS **Business Administration**
____ LTR CMA **Certified Medicine Aide**
____ LTR NGA **Certified Nursing/Geriatric Assistant**
____ AS CHM Option in **Chemistry**
____ CER CCP **Child Care Professional**
____ LTR CCP **Child Care Professional**
____ AAS CVT **Commercial Transportation Administration**
____ CER CVT **Commerical Transportation Management**
____ CER TRK **Commercial Vehicle Transportation Specialist**
____ LTR TRK **Commercial Vehicle Transportation Specialist Class B**
____ CER CTI **Computed Tomography Imaging**
____ AS CSC **Computer Science**
____ CER CSA **Customer Service Assistant**
____ LTR CSA **Customer Service Assistant**
____ CER DLA **Dental Assisting**
____ AAT ECH **Early Childhood Education**
____ AAS ECE **Early Childhood and Primary Grades Education**
____ AS EDU **Education**
____ CER IPL **Education Instructional Paraprofessional: Language Arts**
____ CER IPM **Education Instructional Paraprofessional: Mathematics**
____ CER IPS **Education Instructional Paraprofessional: Science**
____ AAT ELE **Elementary Education**
____ AA ENG Option in **English**
____ AA ENE Option in **English Education**
____ AAT ENE **English, Secondary Education**
____ AA FLA Option in **Foreign Language**
____ AA FLE Option in **Foreign Language Education**
____ AA GST **General Studies**
____ AS GDT **Graphic Design**
____ AAS GDT **Graphic Design Technology**
____ CER GDT **Graphic Design Technology**
____ LTR GDC **GDT: Computer Graphic Artist**
____ LTR GDG **GDT: Graphic Production Specialist**
____ LTR GDP **GDT: Page Layout Specialist**
____ AA HPL Option in **Health, Physical Education and Leisure Studies**
____ CER HPL **Health, Physical Education and Leisure Studies**
____ LTR HPL **Health, Physical Education and Leisure Studies**
____ AA HIS Option in **History**
____ AA HIE Option in **History Education**
____ LTR HVAC **Heating, Ventilation, and Air Conditioning and Plumbing**
____ AS HSV Option in **Human Services**
____ AAS HST **Human Services Technician**
____ LTR HST **Human Services**
____ AAS INT **Industrial Technology**
____ CER IND **Industrial Technology**
____ CER FMT **INT: Facilities Maintenance Technology**
____ AAS ISCS **IST:** Option in **Computer Support Specialist**
____ CER ISCS **IST: Computer Support Specialist**
____ CER ISUS **IST: Desktop User Specialist**
____ AAS ISPR **IST:** Option in **Developer**
____ CER ISNT **IST: Networking Technology**
____ AAS ISCF **IST: Option in Computer Forensics**
____ AAS ISN1 **IST:** Option in **Networking Technology, Track 1**
____ AAS ISN2 **IST:** Option in **Networking Technology, Track 2**
____ AAS SDE **IST:** Option in **Simulation and Digital Entertainment**
____ CER SIM **IST: Simulation and Digital Entertainment**
____ CER SBT **IST: Small Business Technology**
____ CER IST1 **IST: Technician Specialist I**
____ CER MRI **Magnetic Resonance Imaging**
____ LTR MAM **Mammography**
____ AAS MGT **Management**
____ CER MGT **Management**
____ LTR MGT **Management**
____ AAS MMC Option in **Management: Marketing**
____ CER MMC **Management: Marketing**
____ LTR MMC **Management: Marketing**
____ AA MAT Option in **Mathematics**
____ AAS MET **Mechanical Engineering Technology**
____ AAS CAD **MET:** Option in **Computer-Aided Design**
____ CER CAD **MET: Computer-Aided Design**
____ LTR CAD **MET: Computer-Aided Design**
____ CER MEC **MET: Computerized Manufacturing**
____ AAS MDA **Medical Assistant**
____ CER MDA **Medical Assistant**
____ CER MCR **Medical Coding and Reimbursement Specialist**
____ AA MUS Option in **Music**
____ AA MUE Option in **Music Education**
____ AS PNU **Nursing**
____ AA PSC Option in **Paralegal Studies**
____ CER PSC **Paralegal Studies**
____ AAS PPE **Paramedic Emergency Services**
____ CER PPE **Paramedic Emergency Services**
____ CER EMT **PES: EMT-I to EMT-P Bridge**
____ CER PHR **Pharmacy Technician**
____ LTR PHT **Pharmacy Technician**
____ CER PLB **Phlebotomy**
____ AS PHY Option in **Physics**
____ CER PPN **Practical Nursing**
____ AS EGR **Engineering**
____ AA POL Option in **Political Science**
____ AA PSY Option in **Psychology**
____ AAS PRA **Radiography**
____ AA SOC Option in **Sociology**
____ LTR SPC **Sports Coaching**
____ LTR SPO **Sports Officiating**
____ AA THR Option in **Theater**
____ AS UND **Undecided**
____ AA VAR Option in **Visual Arts**
____ AA VAE Option in **Visual Arts Education**
____ AAS WEB **Web and Multimedia Technology**
____ CER WBA **Web Applications Developer**
____ CER WBM **Web and Multimedia Development**
____ LTR WBS **Web Site Development**
____ LTR WBD **Web Design**

____ NDG NOM Not Seeking a Letter, Certificate or Degree *(Students selecting this option are not eligible for financial aid.)*

HAGERSTOWN COMMUNITY COLLEGE

Stay close. Go far.

- **Complete application for admission (no fee) and submit to:**
  Office of Admissions and Registration
  Hagerstown Community College
  11400 Robinwood Drive
  Hagerstown, MD 21742-6514
  Fax 301-791-9165
- **You may also apply online at www.hagerstowncc.edu**.
- **Request that an official high school transcript be sent directly to HCC. You do not need to submit a high school transcript if you graduated five or more years ago** (unless you are applying to Practical Nursing or will be applying for financial aid).
- **Request that official transcripts from all higher education institutions attended be sent directly to HCC.**
- **Submit official scores for all tests previously taken** (SAT, ACT, AP, TOEFL, CLEP, DANTES).
- **Schedule and take College Placement Exams if required (no fee.) Please allow approximately three hours to complete the testing.**

Special Note for Nursing, Practical Nursing, Radiography and Paramedic Emergency Services Students:
Admission to the college does not guarantee admission to the nursing, practical nursing, radiography or paramedic emergency services programs. Enrollment in these programs is selective and limited by the availability of staff and facilities.

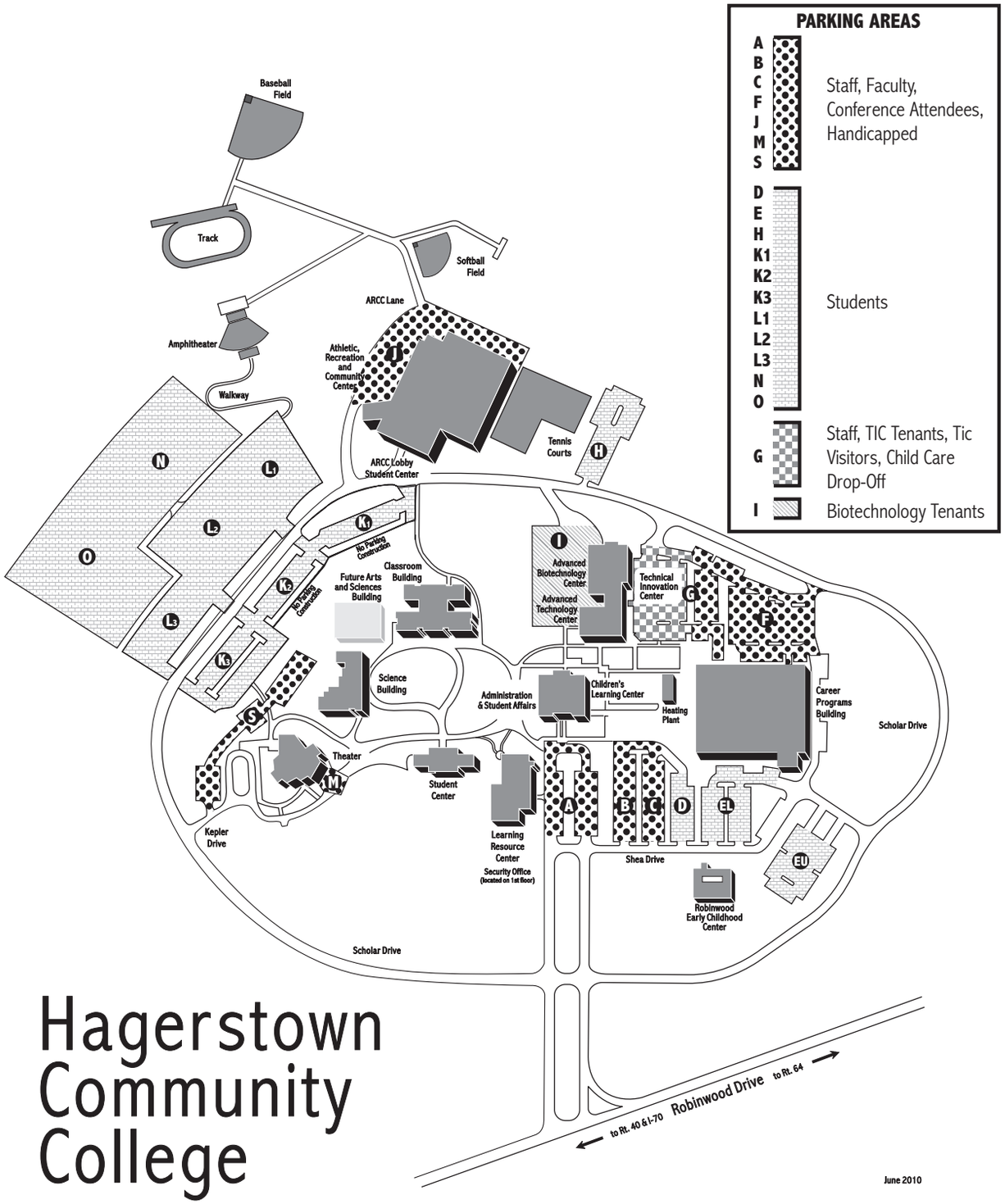
Students should contact the Office of Admissions and Registration or an academic advisor for more information on the selection process. For consideration, a "Supplemental Application for Selective Admissions Programs" must be submitted according to the deadline below. Supplemental Applications are available on the Web site and in the Office of Admissions and Registration.

PROGRAM	DEADLINE	CLASSES BEGIN
Associates Degree in Nursing (AS.NUR)	January 15	August
Associates Degree in Nursing (AS.NUR)	July 15	January
Associates Degree in Radiography (AAS.RAD)	October 1	May
Certificate in Practical Nursing (CER.PRN)	November 1	May

Schedule testing online at www.hagerstowncc.edu/testing

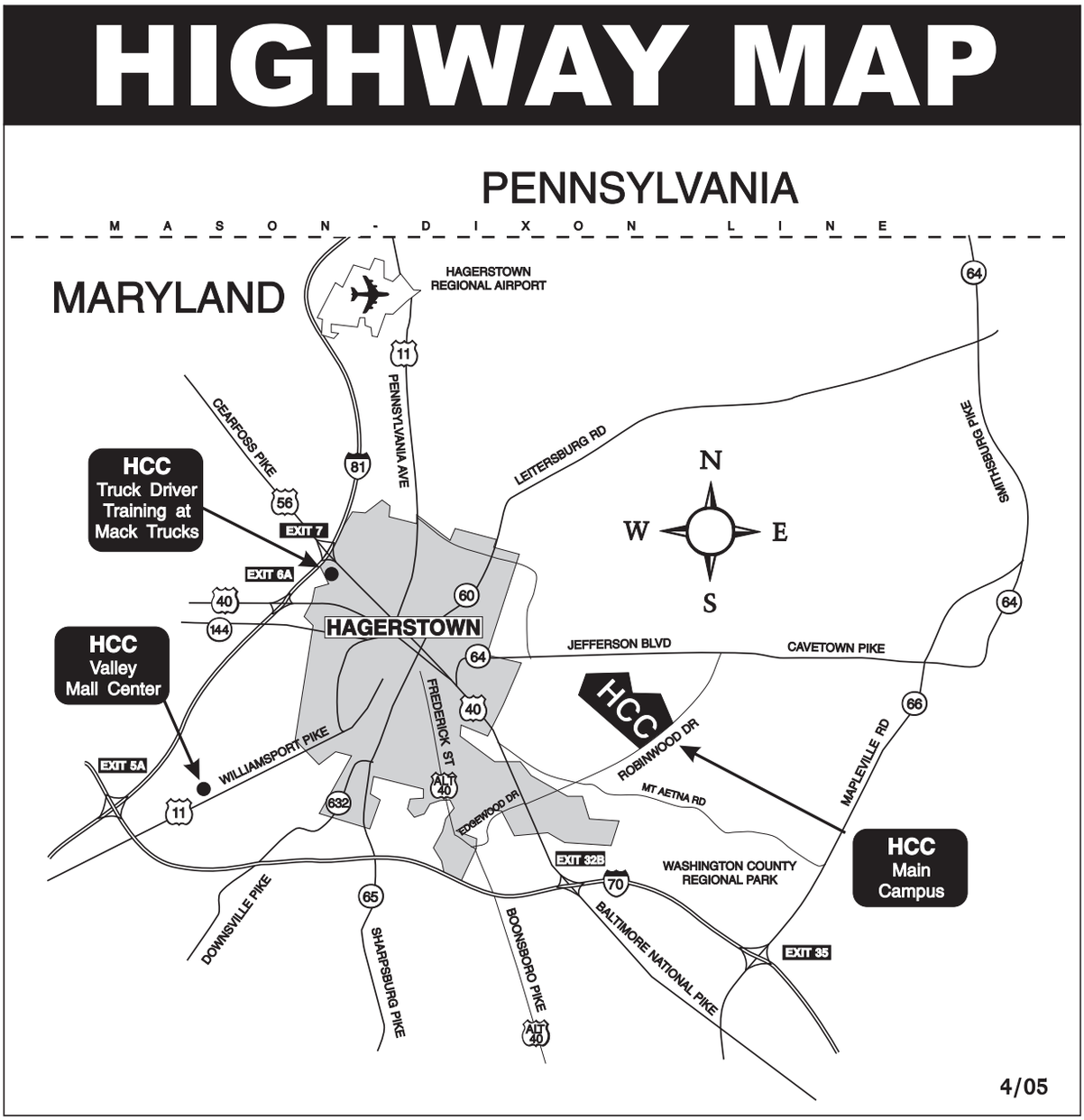
JH:RS:RP
6-7-10

CAMPUS MAP



Hagerstown Community College

June 2010



DIRECTIONS TO HCC

From Interstate 70

Take exit 32B onto Dual Highway. At the first stoplight turn right onto Edgewood Drive. (Edgewood Drive turns into Robinwood Drive.) Turn left at third stoplight onto the HCC campus.

From Interstate 81

Take exit 6A onto Route 40 East. Proceed through downtown Hagerstown and continue straight (road is now called Dual Highway). Turn left onto Mt. Aetna Road (beside Pizza Hut). Turn left at the second stoplight onto Robinwood Drive. Turn left onto the HCC campus at the second stoplight.

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Hagerstown Community College
Acronyms

AA	Associate of Arts
AAS	Associate of Applied Science
AAT	Associate of Arts in Teaching
ADA	Americans with Disabilities
AFACCT	Association of Faculty for the Advancement of Community College Teaching
APPR	Annual Performance and Planning Review
ARCC	Athletic, Recreation and Community Center
ARR	Admissions, Records and Registration
ARTSYS	Articulation and Transfer System
ASA or ASAB	Administration and Student Affairs Building
AS	Associate of Science
ATC	Advanced Technology Center
AY	Academic Year
BOT	Board of Trustees
CAAP	Collegiate Assessment of Academic Proficiency
CC	College Center
CCN	College Central Network
CCSSE	Community College Survey of Student Engagement
CE	Continuing Education
CLC	Children's Learning Center
COMAR	Code of Maryland
CP or CPB	Career Programs Building
CPD	Campus Police Department
CRSC	Computer Resources Steering Committee
DACUM	Design a Curriculum
DE	Distance Education
DEC	Distance Education Center
DLLR	Department of Labor, Licensing and Regulation
ESSENCE	Early Support for Students to Enter College Education
FERPA	Family Educational Rights and Privacy Act of 1974, as amended
FLPTC	Faculty, Load, Promotion and Tenure Committee
FMP	Facilities Master Plan
FPA	Faculty Professional Association
FTE	Full-time Equivalent
FY	Fiscal Year
HCC	Hagerstown Community College
HJC	Hagerstown Junior College
HR	Human Resources
ILR	Institute for Learning in Retirement
IPT	Innovative Partnerships for Technology
IR	Institutional Research
IT	Information Technology
JTSR	Job Training Student Resources
LAN	Local Area Network
LERN	Learning Resources Network
LPN	Licensed Practical Nurse
LRC	Learning Resource Center
LT	Learning Technologies
MACC	Maryland Association of Community Colleges
MHEC	Maryland Higher Education Commission
MP	Making Progress
MSDE	Maryland State Department of Education
NJCAA	National Junior College Athletic Association
OPGR	Office of Planning, Governance and Research
PAR	(Committee on) Pride and Recognition
PRR	Periodic Review Report
SAO	Student Activities Office
SFAO	Student Financial Aid Office
SGA	Student Government Association
SLC	Science Learning Center
SLOA	Student Learning Outcomes Assessment
SOAR	Student Orientation and Registration
TIC	Technical Innovation Center
TPC	Technology Planning Council
TQM	Total Quality Management
USM	University System of Maryland
VMC	Valley Mall Center
WCHEA	Washington County Higher Education Association
WCHS	Washington County Health Systems
WCPS	Washington County Public Schools
WL	Workplace Learning
WMCCT	Western Maryland Community College Teleconsortium

Notes