

Hagerstown Community College

2011–2012

Catalog



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

www.hagerstowncc.edu

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

Table of Contents

Accreditations/Approvals/Certifications	ii
Message from the President	iv
Board of Trustees	v
Introduction to the College	1
Admission to the College.....	9
Tuition and Fees	21
Financial Aid	25
Student Services and Activities	35
Academic Policies.....	41
Programs of Study.....	51
Course Descriptions	119
College Directory	175
Appendix	197
Application for Admission	201
How to Find HCC	205
Index	207
Academic Calendars	inside back cover

Message from the President



Hagerstown Community College's vision is to be "a learner-centered, accessible, life-long learning institution dedicated to student and community success." The College has, over the years, been chosen for many awards and other forms of recognition for both the quality of its programs and the high caliber of its faculty and staff. We have achieved these honors because we do a superb job of meeting the needs of our students and the communities we serve. Our committed faculty and staff are pleased to serve all types of students, whether they are new to college, changing careers, seeking skill upgrades, transferring from another college to complete a degree, or returning to school after many years away from formal education.

Student enrollments continue to increase rapidly, as an ever-growing community of learners discover that HCC is the perfect place for them. Students like you tell me that the College's courses are challenging, relevant, useful, and fun. New students are especially pleased to learn that our faculty demonstrate excellent teaching skills and very caring attitudes. Students particularly appreciate the variety of learning options offered, which include classroom instruction, various workplace learning formats, well-equipped labs and other resource centers, and a rapidly growing number of online course offerings.

For 65 years, the College has become the local gateway for tens of thousands of students who want to enhance their skills, explore new careers, take personal enrichment courses, or seek a degree or certification. In addition, HCC continues to remain very financially accessible to those in need of its services. In fact, our tuition and fees are among the lowest in the region.

We are proud of our large enrollment growth in recent years, as more and more students are making the "smart choice" to attend HCC. To learn why the College is so popular visit our web site (www.hagerstowncc.edu), give us a call (301-790-2800), or spend some time on our picturesque 319-acre campus. However you contact us, you will find that we are here to serve you. We offer a wide variety of courses and support services on the main campus, over the Internet, and at a number of off-campus sites for your convenience.

The College in recent years has had to expand its facilities, building many new classrooms, labs, studios, and specialty spaces to provide students with excellent learning environments. In addition, new courses and programs have been added annually. I urge you to discover in this catalog and from other sources why more and more people are making the "smart choice" to select HCC as their college of choice.

Guy Altieri, Ed.D.

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
(Appointed 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

Construction at HCC continues in 2011-2012. The new Science, Technology, Engineering, and Mathematics (STEM) Building and the renovated and enlarged Kepler Theater/Performing and Visual Arts Education Center are both scheduled for completion in December 2011. Renovations to the Classroom Building and the Science Building will begin in January of 2012.

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, the Office of the President; Internships and Job Services; 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. This building will close at the end of December 2011 for renovations.

The **Science Building** contains a 60-seat lecture hall, laboratories, a learning center, seminar room, classrooms, and faculty offices. This building will close at the end of December 2011 for renovations. It will become the Learning Center and will house all developmental education and tutoring services.

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, 35 Web-accessible databases, 22,000 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** is currently undergoing a complete renovation and an addition for the Performing and Visual Arts Education Center. The new facility will open in January 2012.

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 Fitness 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.

Construction on the **Waltersdorf-Quad** is scheduled to be complete in September 2011. This outdoor gathering area will be located in the center of HCC's main instructional buildings and adjacent to the STEM Building plaza. It will include stone wall seating areas, outdoor classroom space, walkways, flowering trees and plants, outdoor lighting, and Wi-Fi connectivity. It will provide an essential place for students to study, meet and interact, both academically and socially, as they make their way across campus.

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 ljcohen@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 jmgerhart@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 lsstewart@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 lsstewart@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 lsstewart@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 Hagerstown Community College Continuing Education and Community Services Division offer 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.

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.

Program Areas

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. (www.hagerstowncc.edu/coned/areas/animal)

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.

HCC also 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. (www.hagerstowncc.edu/coned/areas)

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. (www.hagerstowncc.edu/coned/areas/nursing)

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. (www.hagerstowncc.edu/coned/areas/driving)

Computer Training and Testing

Computer courses at the consumer and industry professional level are offered. 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. (www.hagerstowncc.edu/coned/areas/computers)

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. (www.hagerstowncc.edu/coned/areas/it)

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. (www.hagerstowncc.edu/coned/areas/languages)

Personal Enrichment

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. (www.hagerstowncc.edu/coned/areas/lifelong)

College for Kids

College for Kids is a summer enrichment program designed to provide exciting, challenging, and enjoyable learning experiences for children entering grades second 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. (www.hagerstowncc.edu/kids)

Customized Contract Training

HCC offers customized contract training which is available to businesses and agencies. Any of our programs can be customized to meet an organization's unique needs. 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. Topics include:

- Management Skills: Supervisory, Coaching, Decision-Making and Strategic Planning
- Individual Skills: Business Writing, Team Building, Customer Service, Time and Stress Management
- Computer Skills: MS office, Cyber Security and Certification
- Technical Skills: Welding, HVAC, Electrical and "Green" Training in Alternative Energy

Hagerstown Community College customized contract training courses can be developed to address the specific needs of the organization. In addition, we partner with nationally acclaimed training partners such as the American Management Association, Achieve Global and Developmental Dimensions International (DDI) to tailor the program for your business. (www.hagerstowncc.edu/coned/areas/business)

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

(www.hagerstowncc.edu/coned/seminars)

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 pcmarschner@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 a.m. to 7 p.m. and Friday from 7 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.

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. Schedule assessments online at www.hagerstowncc.edu/testing.

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 prerequisites, 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.

International Baccalaureate (IB) Program

HCC will award incoming students, who have scores consistent with the list that faculty and academic officers deem appropriate, credits for International Baccalaureate (IB) examinations in the subject areas offered at HCC. See page 16 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 191, 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 agrees 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

Transfer credit is posted to an HCC transcript 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 and certificates 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**), International Baccalaureate (**IB**), 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

International Baccalaureate (IB) Examinations

These exams, sponsored by the International Baccalaureate Diploma Programme, are administered by IB teachers. HCC awards credits based on IB exams and scores listed in the catalog. For more information, visit www.ibo.org, or write to:

Americas/Global Centre
7501 Wisconsin Avenue, Suite 200 West
Bethesda, MD 20814

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 15. 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	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 I	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 I	50	3	HIS 101
Western Civilization 2	50	3	HIS 102

IB EXAM	LEVEL	MINIMUM SCORE	HCC COURSE EQUIVALENT	CREDITS
Anthropology	SL	5	ANT-201 Cultural Anthropology	3
	HL	4	ANT-201 Cultural Anthropology	3
Biology	SL	5	BIO-101 General Biology	4
	HL	4	BIO-101 General Biology	4
Business & Mgt.	SL	5	MGT-103 Principles of Mgt.	3
	HL	4	MGT-103 Principles of Mgt.	3
Chemistry	SL	5	CHM-103 General Chemistry I	4
	HL	5	CHM-103 General Chemistry I	4
Economics	SL	5	ECO 201-202 Macro/Micro Econ	6
	HL	4	ECO 201-202 Macro/Micro Econ	6
English AI	SL	5	ENG-101 English Composition	3
	HL	4	ENG-101 English Composition	3
French	SL	5	FRN 101-102 Elem French I & II	8
	HL	4	FRN 101-102 Elem French I & II	8
Geography	SL	5	GEO-101 Physical Geography	3
	HL	4	GEO-101 Physical Geography	3
German	SL	5	GER 101-102 Elem German I & II	8
	HL	4	GER 101-102 Elem German I & II	8
History	America	SL	HIS-201 American History I	3
		HL	HIS-201 American History I	3
	Europe	SL	HIS-101 History of Civilization I	3
		HL	HIS-101 History of Civilization I	3
Info Tech Global Soc	SL	5	IST-102 Intro to Info Tech	
	HL	4	IST-102 Intro to Info Tech	3
Mathematics	SL	5	MAT-203 Calculus I	4
	HL	5	MAT-203 Calculus I	4
Music	SL	5	MUS-101 Music Appreciation	3
	HL	4	MUS-101 Music Appreciation	3
Philosophy	SL	5	PHL-101 Intro to Philosophy	3
	HL	4	PHL-101 Intro to Philosophy	3
Physics	SL	5	PHY-201 General Physics I	4
	HL	5	PHY-201 General Physics I	4
Psychology	SL	5	PSY-201 General Psychology	3
	HL	4	PSY-201 General Psychology	3
Spanish	SL	5	SPN 101-02 Elem Spanish I & II	8
	HL	4	SPN 101-02 Elem Spanish I & II	8
Visual Arts	SL	5	ART-101 Intro to Visual Arts	3
	HL	4	ART-101 Intro to Visual Arts	3

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	NATE	NATE Core HVAC Installation Exam or documented completion of NCCER HVAC Level One coursework and exam	INT 107
National Center for Construction Education Research	NCCER	or HVAC Journeyman license or Master HVAC license	
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
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 260 IST 261 IST 262 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
North American Board of Certified Energy Practitioners	NABCEP	NABCEP PV Entry Level Exam	AET 106
International Maintenance Institute	IMI	Certified Maintenance Technician (CMT)	INT 101
Occupational and Safety Health Administration	OSHA	OSHA 10 and 30 hour training certificate	INT 104
International Society of Automation	CCST	ISA Certified Control Systems Technician Exam	INT 213
Microsoft Certified Application Specialist	MOS MOS MOS MOS	Using Microsoft Office PowerPoint 2010 Using Microsoft Office Word Expert 2010 Using Microsoft Office Excel Expert 2010 Using Microsoft Office Access 2010	IST 103 IST 105 IST 106 IST 107

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.

* A+ exams taken prior to January 1, 2011 do not have an expiration date. A+ exams taken after Jan. 1, 2011 must be renewed in three years in compliance with CompTIA's Continuing Education Program.

** 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 and HCC Web site 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 program of study form in WebAdvisor.

Change of Address

To officially change a name, address, or telephone number, students should go to WebAdvisor. Proof of residency is required for address changes into Maryland.

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 must 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	\$103.00
Out-of-County Residents	
Per credit hour	\$161.00
Out-of-State Residents	
Per credit hour	\$212.00

(Students who audit courses are charged the same tuition as students taking courses for credit.)

Fees*

General College Fee (per credit hour).....	\$ 10.00
Credit-by-Evaluation Fee.....	(varies)
(60% of county tuition rate per credit, plus \$15 per credit administrative fee)	
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.....	\$ 35.00
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 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.

Rate Agreements

Out-of-state and out-of-county students who work in Maryland may be eligible for in/out-of-county rates if the employer has a signed tuition rate agreement with HCC. Students are advised to check with their human resources director.

If the employer has a rate agreement with HCC, students are required to provide proof of employment at the time of registration, or, no later than the day before classes begin, to the Office of

Admissions and Registration. The proof of employment must be on company letterhead and dated no more than one week from the time it is provided to the College. The student must provide proof of employment each semester to retain in-county rates.

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 30.

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.

** *Refund policy is subject to change.*

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).

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).

The statewide designated programs include industrial technology (A.A.S. and certificate), facilities maintenance technology (certificate), and alternative energy technology (A.A.S. and certificate). Students must demonstrate eligibility each semester. Sixty-six percent of the registered courses must be a part of the program of study.

- B. 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.
 - C. 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.
 - D. 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.

Student 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.**

Financial aid information may also be obtained through www.hagerstowncc.edu. Get video answers to your financial aid questions using Financial Aid TV. Inquiries may be addressed to: finaid@hagerstowncc.edu.

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.
- 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.
- Priority consideration for Federal Work Study and certain other federal programs is given to students who meet the deadlines of March 15 for the fall semester and November 15 for the spring semester.
- Deadline dates for the Federal Pell Grant are less restrictive. Students must have their financial aid process finalized with the Financial Aid Office no later than their last day of enrollment of the semester or term.
- 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 are responsible for payment of tuition and fees if aid has not been awarded. To determine if student financial aid can be applied to the semester charges: tuition, fees, and books, review the Financial Aid Status by Term information available on WebAdvisor.
- 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.

Financial Aid Program Requirements

To receive aid from federal and state 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: pre-algebra/numerical skills (25), reading (62), and writing (32), or the following passing scores if you are an English as a Second Language (ESL) 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.

Students who have been convicted for possessing or selling illegal drugs may not be eligible for Title IV aid. Students who have questions regarding their eligibility should call 1-800-4FEDAID.

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. 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.

It is recommended 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 spouse's or parents' if applicable) federal income tax return and W-2 earnings statement
- Your (and your spouse's or parents' if applicable) current bank statement and records of stocks, bonds and other investments

- Your (and spouse's or 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 an e-mail requesting additional information, if needed. Students must promptly provide all documentation, such as income tax returns if requested. The WebAdvisor Student Menu has a link to My Financial Aid Documents listing the items needed to complete the financial aid file.

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.

To receive student loan funds, you must:

- Complete the FAFSA at www.fafsa.gov.
- Complete the entrance counseling and the Master Promissory Note at www.studentloans.gov (Note: you will need your FAFSA Pin Number to complete this step).
- 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.

How HCC Awards Federal and MD State Financial Aid

Student applications are reviewed for completeness and accuracy. The student is notified by email and WebAdvisor if 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, whom the Department of Education selects 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.

The selection of students for federal grants and Federal Work Study is based on the criteria established by the program and the funds available to award. Financial need is determined by the cost of education in relation to the amount reasonably expected to be contributed by parents, spouse and/or the student. This contribution is determined by an analysis of the Free Application for Federal Student Aid (FAFSA). Estimated cost of education budget information is available on the Paying for College portion of the HCC Web site.

Student awards may be viewed over a secure Web site: WebAdvisor at www.hagerstowncc.edu/webadvisor.

Federal Financial Aid Programs (Title IV)

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. The amount of the grant depends on the Expected Family Contribution (EFC) and the number of credits for which the student enrolls.

Federal Supplemental Educational Opportunity Grant (FSEOG) is for undergraduates with exceptional financial need, who receive Federal Pell Grant Funds and are enrolled in six (6) credits or more. 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.

Iraq and Afghanistan Service Grant is for students who are not eligible for a Pell Grant but whose parents was members of the U.S. Armed Forces and died as a result of service performed in Iraq or Afghanistan after September 11, 2001.

Additional Student Eligibility Requirements:

- Be under 24 years old or
- Enrolled in college at least part-time at the time of the parent's or guardian's death.

The grant award is equal to the amount of a maximum Pell Grant for the award year – not to exceed the cost of attendance for that award year.

Federal Work-Study Program (FWS) program provides part-time jobs for students who have financial need, allowing them to earn money to help pay for educational expenses. Preference is given to students who request FWS when completing the FAFSA. Students must be enrolled in a minimum of six (6) credits in order to receive a FWS award. 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 Loans are low-interest loans for eligible students to help cover the cost of higher education. Eligible students borrow directly from the U.S. Department of Education.

There are two types of Federal Direct Stafford Loans:

- **Subsidized** – based on financial need and federal government pays interest during the student's enrollment in school and the six month grace period after graduation
- **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, www.studentloans.gov. Students may complete the entrance counseling and the MPN prior to receiving a loan award.

If you have a complete financial aid file, your student loan and any other aid you are eligible for will be awarded.

- Freshmen 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).

Prior to receiving loan funds, the student must go to WebAdvisor to print the award notification. Students 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.**

An independent student or a dependent student whose parent has been denied a parent loan and 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 of the certified loan amount is disbursed during the fall semester and the second half is disbursed during the spring semester.

Students should carefully consider 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) 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 Programs

The Office of Student Financial Assistance (OSFA), a division of the 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. Maryland residents 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 by March 1 of each year and the 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 high school guidance offices.

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.

Satisfactory Academic Progress Policy

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

U.S. Department of Education Regulations requires Hagerstown Community College establish satisfactory academic progress (SAP) standards for all financial aid recipients. All Federal Financial Aid recipients must be enrolled in an eligible 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, Iraq and Afghanistan Service 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. GPA (Qualitative) Standards
2. Completion Rate (Pace Standards)
3. Maximum Time Frame

If a financial aid recipient fails to meet the policy standards, he or she will lose eligibility for student financial aid. Students' SAP will be calculated each semester once grades are made available and before aid is awarded for the next academic year (HCC awards before SAP is calculated). All of the above named programs of financial aid will be removed from students' accounts if it is determined the student is not maintaining SAP.

Courses that have been removed for Academic Amnesty will still count in the calculation for SAP requirements as mandated by federal law.

NEW: In addition to any credits attempted at HCC, all credits transferred into HCC will be evaluated for SAP. New students transferring into HCC could potentially be

placed on Financial Aid Warning upon evaluation of transfer credits.

GPA (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

Completion Rate (Pace):

The completion rate is calculated by dividing the number of credits completed by the number of credits attempted:

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

The following grades have a "Quality-Point Value" of zero (0), in the numerator of the completion rate; however, their full credit value would be included in the denominator. Example: A student, who enrolls in two three credit hour classes for the fall semester and receives an "F" in one class and a "B" in the other, would have a completion ration of 3/6 or 50%.

- 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. Students who satisfactorily complete an Incomplete grades are responsible for requesting that the SFAO re-evaluate their SAP status and eligibility for Financial Aid.

It is the student's responsibility to know and adhere to the add/drop dates published each semester in the credit class schedules.

Maximum Time Frame:

Students will lose eligibility for financial aid if they have not completed their educational programs 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 or more credits of developmental level courses will allow a student to receive an additional semester of aid.

Students who are evaluated as Maximum Time Frame are eligible to appeal the removal of their financial aid. **Filing an appeal will not hold a student in classes.** Appeals for Maximum Time Frame must include completion of an educational planning session which can be completed with the student's advisor. Students should confirm they are registered for the correct program of study with HCC. If payment is due for the upcoming semester the student will need to make arrangements for payments with the Finance Office or the student will be administratively withdrawn for non-payment.

Financial Aid Warning Status:

- Status assigned to a student who fails to meet the SAP policy requirements after SAP is calculated each semester.
- Students assigned to this status will continue to receive aid for one semester after signing a **Financial Aid Warning Contract**.
- No appeal is necessary.
- Students must achieve a C or better in all coursework after signing the contract.
- Students who do not achieve a C or better in all coursework after signing the contract will have their aid removed for the next semester, but are eligible to appeal this decision if extenuating circumstances warrant an appeal.

Appeal Process:

- This is the process by which a student who is not meeting the SAP Policy Requirements petitions HCC's SAP Appeal Committee for reconsideration of the student's eligibility for Financial Aid.
- It is the student's responsibility to submit the typed appeal statement, the completed appeal form, and all documentation supporting the student's claim.
- Extenuating circumstances affecting the student's ability to complete past coursework must be documented. (Example: death of an immediate family member, health reasons, undue hardship)
- Failure to submit written appeal to the Financial Aid Office, within the specified time results in forfeiture of the right to appeal.

- The Satisfactory Academic Progress Committee will evaluate student appeals.
- Students must explain why they have not successfully completed courses in the past and document what has changed making them more likely to academically succeed in the future.
- Students must also show that they are following an academic plan that will lead to a degree or certificate by submitting a Degree Audit or Educational Plan with their appeal.
- **Submission of an appeal will not hold a student in classes. Students should sign up for the FACTS payment plan if they plan on registering for courses for the next semester.**
- Submission of an appeal does not guarantee that the appeal will be granted.
- 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 requirements.

Financial Aid Probation Status:

- This is the status assigned to a student who fails to make SAP and who has appealed and has had eligibility for Financial Aid reinstated.
- Before aid will be awarded students are required to sign a **Financial Aid Probation Contract**.
- Students on a Financial Aid Probation Contract must maintain a C or better in all coursework.
- There is no appeal process for students who do not meet the stipulations of the Probation Contract.
- A student whose first appeal was granted and were placed on financial aid probation but subsequently did not honor their Financial Aid Probation Contract are NOT ELIGIBLE to file a second appeal and are NOT ELIGIBLE for financial aid until they meet the SAP Policy Requirements.

Financial Aid Denial Status:

- Status assigned to a student who has lost eligibility for Federal Financial Aid.
- Students with this status are responsible for paying all tuition and fees until they meet the SAP Policy Completion Rate & GPA Requirements.
- Students who have submitted an appeal, which was subsequently denied, are not eligible for federal financial aid until they meet the SAP Policy Requirements. Their financial aid eligibility will not be reinstated at HCC unless the student meets the academic standards.
- If the student plans on attending upcoming semesters, he or she will need to make arrangements for payments with the Finance Office or be administratively withdrawn for non-payment.

Refund and Return of Title IV Aid

When you withdraw during the semester, the amount of federal student aid 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 determined 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 thirtieth 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.

Community Scholarships

Students applying for scholarships must complete a separate scholarship application. Scholarship information is available on HCC's financial aid Web site. This scholarship page contains a list of scholarships made available through local community organizations.

Student's receiving scholarship money from outside organizations must notify the Financial Aid Office. Make sure the student's name and HCC Student ID number are recorded either on the check or scholarship award notification letter.

HCC works with many local and national organizations to award student scholarships. Any scholarship checks students receive should be sent to or brought in to the Finance Office at HCC to be applied to the student's account. This helps the Student Finan-

cial Aid Office calculate a student's total award package. Many organizations base scholarship awards on things like enrollment status, program of study, GPA, and which high school a student attended. Feel free to contact the Student Financial Aid Office for information on community scholarships.

Hagerstown Community College Scholarships

HCC offers the following scholarships to HCC students:

- Opportunity Fund Scholarship
- Child Care Career and Professional Development Fund (CCCPDF)
- Carolyn Hill Scholarship
- HCC Foundation Scholarships
- ESSENCE Scholarship (Foundation Scholarship available only to ESSENCE students)
- HCC Faculty/Foundation Scholarship for Academic Excellence

Scholarships and grants funded by Hagerstown Community College Foundation, Inc. are to help HCC students attain their educational goals. Applications can be printed from the HCC website.

Hagerstown Community College 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. Applications without an essay will not be considered. New students must complete the form for new students and return the application form to the Admissions Office. Returning students must complete the form for returning students and return it to Heather Barnhart in the Student Activities Office. 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 and 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/childcare/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.

Carolyn Hill Scholarship is a special scholarship for senior citizens. The upward limit of the scholarship is \$750 per year to cover the cost of credit course related fees, books, and materials (tuition is free based on our current policy of waiving tuition for local seniors). The distribution of these dollars is based on a \$50 per credit basis with a maximum of 15 credits for \$750. The recipient(s) of this scholarship will be identified by the HCC Opportunity Fund working group with concurrence from the President's Office. Preference will be given to those who have financial need, but this determination is less rigorous than the College uses to award most government sponsored aid programs. In order to qualify for this scholarship, candidates must:

- Reside in Washington County
- Be 72 years of age or older
- Pursue a first college degree, but may have already completed credits from prior College work
- Prepare a written statement about their reasons for pursuing College courses, which will be shared with HCC Trustees and the local media

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
 Arthur and Marianne S. Schneider 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.

Disability Support Services

Hagerstown Community College provides reasonable accommodations to students with disabilities in accordance with the Americans with Disabilities Act Amendments Act (ADAAA) and the Rehabilitation Act of 1973 and its amendments. Unlike secondary education, the College's services are not covered under the Individuals with Disabilities Education Act (IDEA). Therefore, more responsibility is placed on the student when moving from secondary education to postsecondary education. In this transition, there is a shift from entitlement services to eligibility services. Students are responsible for self-identification and for obtaining documentation from an appropriate professional to verify the presence and impact of a disability. Students are also responsible for the cost of this verification. The College does not have a special education program for students with disabilities in

which those with disabilities are served separately from those without disabilities. The Disability Support Services (DSS) office coordinates the provision of reasonable accommodations which are determined on an individual basis. These accommodations and services are provided within the framework of student self-determination and self-advocacy. 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. It is the student's responsibility to identify him/herself to the coordinator of Disability Support 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.

Services may include supplemental financial assistance with books, tuition/fees and costs of child care and transportation. JTSR students have access to additional assistance such as help with academic planning, keeping track of class progress and referrals to other services on campus.

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 coordinator of Internships and Job Services for internships at 301-790-2800, ext. 260, 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. Assistance with CCN is available in the online student services lab located in ASA-900.

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 at www.hagerstowncc.edu/current-students/college-guide.

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 at www.hagerstowncc.edu/current-students/college-guide.

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 Bookstore will also offer several styles of computers for purchase beginning Fall of 2011. 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, TRIO: Project Success offices, the Hilltop Grill eatery, 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 and four senator positions. 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.

Campus Clubs

HCC offers students a wide variety of clubs and organizations in which you can become involved. Membership in all HCC clubs is open to any credit students. Club participation allows you to meet others with similar interests, learn leadership skills, have an impact on campus, and show co-curricular activity on your resume. For a current list of active clubs, visit the Web site or look in the student handbook. To find out more about joining a club or how to start a club, contact the Student Activities Office at 301-790-2800, ext. 225, or hbbarnhart@hagerstowncc.edu.

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.

Total Hours of Coursework to Earn Academic Credit

To earn one academic credit at HCC, students are required to complete a minimum of 37.5 clock hours (45 fifty-minute "academic" hours) of coursework per semester. Those hours of coursework may be completed through a combination of hours within the classroom and hours outside the classroom. Certain courses may require more than the 37.5 minimum hours of coursework per credit. For most classes, students should expect to do at least two hours of coursework outside of class for each hour of in-class coursework.

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
W	Withdrawn from course and/or College during approved withdrawal period.....	0
AU	Audit.....	0

“I,” “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 "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 work 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 for non-academic issues 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 within 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."

- 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.
- 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.
- 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.

- Disagreement with the course requirements established by the professor.
- Disagreement with the grading standards established by the professor.
- 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.
- 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 Chair/Director

- 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, student ID 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
- Web/Multimedia Development

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 the Vice President of Academic Affairs. The student will document the rationale for the 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
MUS	102	The History of Jazz	3
MUS	180	The History of Rock and Roll	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			
WEB	101	Web Design I.....	3

Mathematics

MAT	101	College Algebra.....	3
MAT	103	Finite Mathematics.....	3
MAT	106	Elements of Logic.....	3
MAT	109	Introduction to Statistics.....	3
MAT	114	Introduction to Applied Algebra.....	3
MAT	118	Mathematic Modeling Using Algebra.....	4
MAT	119	Introduction to Statistics with Computer Applications.....	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 Saunders, ASA-801, 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.

U.S. Department of Education Gainful Employment Requirements

In October 2010, the U.S. Department of Education established regulations that went into effect on July 1, 2011, whereby colleges must disclose certain information to prospective students about certificates of 16 or more credits. For each of these certificates, the college must disclose the name and Standard Occupational Classification code of occupations the program prepares students to enter, the on-time graduation rate for students who complete the program, the tuition and fees the college charges a student for completing the program within normal time, the typical costs for book and supplies, the job placement rate for students completing the program, and the median loan debt incurred by students who completed the program.

For FY10 information pertaining to completion and job placement for HCC's certificate programs of 16 credits or more, please see the college's website at www.hagerstowncc.edu/academics/divisions.

PROGRAMS OF STUDY

	L	C	D	Pg.		L	C	D	Pg.
Arts and Sciences			•	58	MATHEMATICS AND SCIENCE				
General Studies			•	80	Option in Biology			•	58
BEHAVIORAL AND SOCIAL SCIENCES/BUSINESS					Biotechnology		•	•	59
Accounting and Business			•	54	Option in Chemistry			•	61
Administration of Justice (ADJ)			•	55	Option in Mathematics			•	87
Option in Administration of Justice			•	54	Pharmacy Technician	•	•		110
ADJ: Police Services		•		55	Option in Physics			•	113
Administrative Assistant	•	•		60	Option in Pre-Pharmacy			•	111
Business Administration			•	60	Engineering			•	77
Customer Service Assistant	•			60	NURSING				
Early Childhood Education			•	69	Certified Medicine Aide	•			109
Early Childhood and Primary Grades Education			•	68	Certified Nursing Assistant/ Geriatric Nursing Assistant	•			108
Education			•	69	Nursing			•	100
Education: Child Care Professional	•	•		68	Nursing: LPN to RN Transition			•	103
Elementary Education/ Generic Special Education Pre-K- 12			•	70	Nursing: Practical Nursing		•		106
Option in Human Services	•		•	82	PHYSICAL EDUCATION AND LEISURE STUDIES				
Human Services Technician			•	82	Option in Health, Physical Education, and Leisure Studies	•		•	111
Management	•	•	•	86	Fitness Training	•			112
Option in Management: Marketing	•	•	•	87	Sports Coaching	•			112
Option in Paralegal Studies			•	110	Sports Officiating	•			112
Option in Political Science			•	113	TECHNOLOGY AND COMPUTER STUDIES				
Option in Psychology			•	114	Alternative Energy Technology			•	56
Option in Sociology			•	114	AET: Geothermal Energy Installation and Maintenance		•		56
ENGLISH AND HUMANITIES					AET: Solar/Wind Energy Installation and Maintenance		•		56
Option in English			•	78	Commercial Transportation Administration			•	115
Option in English Education			•	78	Commercial Transportation Management			•	116
Option in Foreign Language			•	85	Commercial Vehicle Transportation Specialist			•	116
Option in Foreign Language Education			•	85	Computer Science			•	61
Option in History			•	81	Digital Implementation and Process Control*			•	83
Option in History Education			•	81	Option in Graphic Design			•	79
Option in Music			•	99	Graphic Design Technology (GDT)			•	80
Option in Music Education			•	99	GDT: Computer Graphic Artist	•			80
Option in Theater			•	115	GDT: Graphic Production Specialist	•			80
Option in Visual Arts			•	57	Industrial Technology (INT)			•	83
Option in Visual Arts Education			•	57	INT: Facilities Maintenance Technology			•	84
HEALTH SCIENCES					INT: HVAC and Plumbing	•			84
Computed Tomography Imaging		•		93	Information Systems Technology (IST)			•	62
Dental Assisting		•		66	IST: Option in Computer Forensics			•	62
Magnetic Resonance Imaging		•		95	IST: Option in Computer Support Specialist			•	62
Mammography	•			97	IST: Computer Support Specialist		•		64
Medical Assistant		•	•	88	IST: Option in Developer			•	63
Medical Coding and Reimbursement Specialist		•		89	IST: Desktop User Specialist			•	64
Paramedic Emergency Services	•	•	•	71	IST: Option in Networking Technology			•	63
Paramedic Emergency Services: EMT-I to EMT-P Bridge		•		74	IST: Networking Technology			•	65
Phlebotomy		•		89	IST: Option in Simulation and Digital Entertainment			•	64
Radiography			•	90	IST: Small Business Technology			•	65
					IST: Technician Specialist I			•	65
					Mechanical Engineering Technology (MET)			•	76
					MET: Option in Computer-Aided Design	•	•	•	76
					Web and Multimedia Technology (WEB)			•	116
					WEB: Web Design	•			117
					WEB: Web/Multimedia Development		•		117
					WEB: Web Site Development	•			117

L = Letter of Recognition
 C = Certificate
 D = Degree or Option
 Pg. = Page number

* Pending MHEC approval.

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 66 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		45 Credits
ACC	101	Principles of Accounting I 3
ACC	102	Principles of Accounting II 3
ACC	105	Income Tax Accounting I 3
ACC	109	Computerized Accounting 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.....		66

ADMINISTRATION OF JUSTICE

A.A. Degree Arts and Sciences Option in Administration of Justice

The transfer program in Administration of Justice is designed for students who plan to transfer to a four-year institution and major in criminal justice or related fields. Students should identify an intended transfer institution as early as possible and complete appropriate courses. Students should always confer with advisors and transferring institutions for specific requirements as these are subject to change.

General Education Requirements		31-33 Credits
Arts/Humanities		
Select two courses in different disciplines from approved General Education course list. (Foreign language recommended)..... 6		
Behavioral/Social Sciences		
SOC	101	Introduction to Sociology 3
Take one course from HIS discipline.		
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)
Biological/Physical Science		
Select two courses from approved General Education course list – one must include a laboratory course 7-8		
English		
ENG	101	English Composition 3
ENG	102	Composition and Literature 3
OR		
ENG	112	Technical Writing (3)
Information Literacy		
IST	102	Introduction to Information Technology 3
Mathematics		
MAT	109	Introduction to Statistics 3
OR		
MAT	119	Introduction to Statistics with Computer Applications (4)
Program Requirements		21 Credits
ADJ	101	Introduction to Criminal Justice 3
ADJ	203	Criminal Law 3
POL	101	American Government 3
PSY	201	General Psychology 3
SOC	103	Criminology 3
SPD	103	Public Speaking 3
OR		
SPD	108	Introduction to Human Communication 3
ADJ	Elective	Criminal Justice Elective 3
Free Electives		10-12 Credits
Electives should be selected in consultation with a transfer advisor and the transfer institution. Some recommended courses are listed below: Select from the following list:		
ADJ	102	American Law Enforcement (3)
ADJ	104	Corrections in America (3)
ADJ	108	Introduction to Homeland Security (3)
ADJ	201	Law Enforcement in the Community (3)
ADJ	204	Criminal Investigation (3)
MAT	101	College Algebra (3)
PED	Elective	Physical Education Elective (1-3)
PSY	206	Abnormal Psychology (3)
PSY	212	Interviewing and Counseling (3)
Degree Requirement.....		64

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	(3)
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

* 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 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

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 list3

Behavioral/Social Sciences
 Select from approved General Education course list3

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 Composition3
 Select from approved General Education course list3

Information Literacy
 IST 102 Introduction to Information Technology3

Mathematics
 MAT 114 Introduction to Applied Algebra.....3

Program Requirements 43 Credits

- AET 101 Applied Mathematics for Technology1
- AET 102 Introduction to Alternative Energy3
- AET 104 Geothermal Installation3
- AET 106 Photovoltaic Installation3
- AET 108 Wind Energy Installation3
- AET 240 Capstone Project1
- AET 269/270 Internship3
- BUS 145 Customer Service.....1
- INT 101 Introduction to Industrial Technology3
- INT 104 Facilities Safety and Compliance3
- INT 105 Plumbing and Pipefitting.....3
- INT 107 Introduction to HVAC/R3
- INT 110 Fundamentals of Electricity4
- INT 111 Pump & Motor Operation and Maintenance3
- INT 113 Instrumentation and Process Control I3
- IST 106 Spreadsheet Software Excel.....3

Degree Requirements 64

Certificate

Alternative Energy Technology Geothermal Energy Installation and Service

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 Applied Mathematics for Technology1
- AET 102 Introduction to Alternative Energy3
- AET 104 Geothermal Installation3
- BUS 145 Customer Service.....1
- INT 104 Facilities Safety and Compliance3
- INT 105 Plumbing and Pipefitting.....3
- INT 107 Introduction to HVAC.....3
- INT 110 Fundamentals of Electricity4
- IST 102 Introduction to Information Technology3

Electives 1-3 Credits

- AET 240 Capstone Project (1)
- AET 269 Internship(1-3)

Certificate Requirement 25

Certificate

Alternative Energy Technology Solar/Wind Energy Installation and Service

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 Applied Mathematics for Technology1
- AET 102 Introduction to Alternative Energy3
- AET 106 Photovoltaic Installation3
- AET 108 Wind Energy Installation.....3
- BUS 145 Customer Service.....1
- INT 104 Facilities Safety and Compliance3
- INT 110 Fundamentals of Electricity4
- IST 102 Introduction to Information Technology3

Electives 1-3 Credits

- AET 240 Capstone Project (1)
- AET 269 Internship(1-3)

Certificate Requirements 22

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 Composition3
- ENG 102 Composition and Literature.....3

Information Literacy

- IST 102 Introduction to Information Technology3
- 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 Arts3
- ART 102 2D Design3
- ART 103 Drawing I.....3
- ART 104 Painting I.....3
- ART 108 3D Design3
- OR
- ART 120 Beginning Ceramics(3)
- OR
- ART 122 Sculpture I(3)
- ART 231 History of Western Art I3
- 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 level3

All majors will be required to pass a professional portfolio review and an exit interview with an art department faculty panel.

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 211 Portraiture.....(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 Psychology3
- 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 Composition3
- ENG 102 Composition and Literature.....3

Information Literacy

- IST 102 Introduction to Information Technology3
- 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 Visual Arts3
- ART 102 2D Design3
- ART 103 Drawing I.....3
- ART 104 Painting I.....3
- ART 108 3D Design3
- 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 Education3
- PSY 203 Educational Psychology3

Studio Art

- Must take at least one studio course at the 200 level3

All majors will be required to pass a professional portfolio review and an exit interview with an art department faculty panel.

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 211	Portraiture.....	(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 Composition3
Select another English course from approved General Education course list....3

Information Literacy
Select one course from approved General Education course list3

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 program at HCC provides a broad general education in biology, chemistry, math, plus study options in a variety of more specific sciences such as physics, geology, anatomy and physiology, microbiology, environmental science, and biotechnology. Students who graduate from this program should be prepared to successfully continue their education at four year colleges and universities. Biology majors find jobs in the areas of health sciences and services, biotechnology and biomufacturing, environmental protection, remediation and management.

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 follows8

* 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 Composition3

Take another English class from approved list.....3

Information Literacy

IST 102 Introduction to Information Technology3

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 Genetics4
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 and Genetics	(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 and Physiology I	(4)
BIO 104	Human Anatomy and 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

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	18 Credits
ACC 101 Principles of Accounting I.....	3
ACC 102 Principles of Accounting II.....	3
BUS 104 Legal Environment of Business.....	3
ECO 201 Macroeconomic Principles.....	3
ECO 202 Microeconomic Principles.....	3
MGT 103 Principles of Management.....	3

Electives 13-15 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
SPD Speech course.....	3

Degree Requirement..... 64

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

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 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 and 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

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

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.....	(3)
ACC	102	Principles of Accounting II.....	(3)
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

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 II3

Option B: Network Security

(Mapping is pending to NSTISSI-401 I, National Standard for Information Systems Security [INFOSEC] Professionals.) The option Network Security mapping is pending to NSTISSI-401 I, National Training Standard for Information Systems Security [INFOSEC] Professionals.

IST 160	Introduction to Security Fundamentals (CW 160)3
IST 253	TCP/IP3
IST 254	Network Design and Defense3
IST 267	Network Security (CW 215)3

Degree Requirement..... 69

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 Graphics3
GDT/ART 116	Digital Imaging3
GDT 142	Computer Illustration: Adobe Illustrator3
SDE 102	Multimedia Authoring3
SDE 104	Game Programming I3
SDE 130	Introduction to Object-Oriented Programming3
SDE 201	Multimedia Algorithms3
SDE 203	3D and Advanced Animation3
SDE 205	Game Programming II3
SDE 207	Multimedia Project Development3

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

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 Service1
IST 101	Basic Keyboarding1
IST 102	Introduction to Information Technology (CW 120)3
IST 103	Presentation Software1
IST 105	Fundamentals of Word Processing3
IST 106	Spreadsheet Software3
IST 107	Database Management3
IST 108	Microsoft Operating System3
IST 109	UNIX/Linux Operating System (CW 140)3
IST 150	PC Tech: Repair and Troubleshooting3
IST 151	PC Tech: Operating Systems3
IST 154	Networking Basics3
IST 203	Troubleshooting Software Applications3
IST 204	Help Desk Technology and Services3
WEB 101	Web Design I3

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 Service1
IST 101	Basic Keyboarding1
IST 102	Introduction to Information Technology (CW 120)3
IST 103	Presentation Software1
IST 105	Fundamentals of Word Processing3
IST 106	Spreadsheet Software3
IST 107	Database Management3
IST 108	Microsoft Operating System3

Restricted Electives 1-3 Credits

Choose one of the following:
 STU 102 Career Planning.....(1)
 WEB 101 Web Design I.....(3)

Certificate Requirement 19

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		37 Credits
IST 101	Basic Keyboarding	1
IST 102	Introduction to Information Technology (CW 120)	3
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	(3)
ACC 102	Principles of Accounting II	(3)
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 44

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
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 knowledge 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 099 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 College 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.

Over the course of the Dental Assisting program, students may be required to participate in enhanced dental-related activities, which are determined by the Program Coordinator.

An orientation session will be held prior to the beginning of the first semester of the dental assisting program—attendance is mandatory.

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 technical standards
3. Satisfactory completion of a health examination record and all required tests and immunizations, along with a urine drug screen and criminal background checks
4. Prior to externship rotations, students must have a current American Heart Association Healthcare Provider 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 one 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 one year of 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 have worked for two years in the dental field or are currently enrolled in HCC's dental assisting program, the course DEN 245, Orthodontics for the Dental Assistant, is available. Those who successfully complete this course are eligible to sit for the Maryland Orthodontic Dental Assisting Expanded Functions exam administered by DANB. DEN 245 is offered during the summer semester. Current dental assisting program students are strongly encouraged to take this course.

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	24 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 116 Infant and Toddler Development	3
EDU 117 School Age Child Care Seminar I	3
EDU 211 Introduction to Special Education	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)
EDU 212 Processes and Acquisition of Reading	(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. Students are required to submit a professional portfolio prior to graduation.

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

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, submit a professional portfolio, 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 Synthesis3
Behavioral/Social Sciences		
HIS	201	American History I3
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 Composition3
ENG	102	Composition and Literature.....3
Information Technology		
IST	102	Introduction to Information Technology3
Mathematics		
MAT	101	College Algebra.....3
OR		
MAT	118	Mathematic Modeling Using Algebra(4)

Program Requirements 37 credits

EDU	103	Foundations of Early Childhood Education3
EDU	114	The Developing Child3
EDU	115	Methods and Materials in Early Childhood Education.....3
*	EDU	211 Introduction to Special Education3
EDU	212	Processes and Acquisition of Reading3
ENG	104	Children's Literature3
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 Statistics3
PHS	111	Earth and Space Science.....4
PSY	203	Educational Psychology3

Degree Requirement..... 66

Recommended Course Sequence

First Semester	Semester Hours
BIO 106	Unity and Diversity of Living Things.....4
EDU 103	Foundations of Early Childhood Education3
ENG 101	English Composition3
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 Child3
ENG	102	Composition and Literature.....3
MAT	109	Introduction to Statistics3
PHS	104	General Physical Science.....4
PSY	203	Educational Psychology3

Semester Total 16

Third Semester Semester Hours

EDU	115	Methods and Materials in Early Childhood Education.....3
EDU	212	Processes and Acquisition of Reading3
HIS	201	American History I3
OR		
HIS	202	American History II(3)
HUM	201	The Arts: A Creative Synthesis3
IST	102	Introduction to Information Technology3
MAT	107	Fundamental Concepts of Mathematics I3

Semester Total 18

Fourth Semester Semester Hours

*	EDU	211	Introduction to Special Education3
ENG	104	Children's Literature3	
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

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**. Students are required to submit a professional portfolio prior to graduation.

General Education Requirements 31-33 Credits

Arts/Humanities		
ART	101	Introduction to Visual Arts3
MUS	101	Music Appreciation.....3
Behavioral/Social Sciences		
PSY	201	General Psychology3
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 Composition3
ENG	102	Composition and Literature.....3

Information Literacy	
IST 102	Introduction to Information Technology3
Mathematics	
MAT 101	College Algebra or another MAT course from approved list 3-4
Program Requirements 15 Credits	
EDU 101	Introduction to Education3
PSY 203	Educational Psychology3
Take additional required courses from the list below.	
	Arts/Humanities/English General Education course3
	Mathematics course3
	Behavioral/Social Sciences course3
Electives 16-21 Credits	
Courses should be selected in consultation with a transfer advisor and the transfer institution.	

Degree Requirement 64

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, submit a professional portfolio, 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 Synthesis3
Behavioral/Social Sciences	
HIS 201	American History I3
OR	
HIS 202	American History II(3)
PSY 201	General Psychology3
Biological/Physical Science	
BIO 106	Unity and Diversity of Living Things.....4
PHS 104	General Physical Science4
English	
ENG 101	English Composition3
ENG 102	Composition and Literature3
Information Literacy	
IST 102	Introduction to Information Technology3
Mathematics	
MAT 101	College Algebra.....3
OR	
MAT 118	Mathematic Modeling using Algebra (4)

Program Requirements 38 Credits	
EDU 101	Introduction to Education3
* EDU 211	Introduction to Special Education3
EDU 212	Processes and Acquisition of Reading3
GEO 102	Human Geography3
HEA 103	Personal Health3
MAT 107	Fundamental Concepts of Mathematics I3
MAT 108	Fundamental Concepts of Mathematics II3
MAT 109	Introduction to Statistics3
PED 198	Fundamental Fitness and Motor Skills1
PHS 111	Earth and Space Science4
PSY 203	Educational Psychology3
PSY 204	Developmental Psychology: Lifespan Human Development ...3
SPD 108	Introduction to Human Communication.....3

Degree Requirement..... 67

Recommended Course Sequence:

First Semester	Semester Hours
BIO 106	Unity and Diversity of Living Things.....4
EDU 101	Introduction to Education3
ENG 101	English Composition3
MAT 101	College Algebra.....3
OR	
MAT 118	Mathematic Modeling Using Algebra (4)
PED 198	Fundamental Fitness and Motor Skills1
PSY 201	General Psychology3
Semester Total 17-18	
Second Semester	Semester Hours
ENG 102	Composition and Literature.....3
IST 102	Introduction to Information Technology3
MAT 109	Introduction to Statistics3
PHS 104	General Physical Science4
PSY 204	Developmental Psychology: Lifespan Human Development.....3
Semester Total 16	
Third Semester	Semester Hours
HEA 103	Personal Health3
HIS 201	American History I3
OR	
HIS 202	American History II (3)
HUM 201	The Arts: A Creative Synthesis3
MAT 107	Fundamental Concepts of Mathematics I3
PSY 203	Educational Psychology3
SPD 108	Introduction to Human Communication.....3
Semester Total 18	
Fourth Semester	Semester Hours
* EDU 211	Introduction to Special Education3
EDU 212	Processes and Acquisition of Reading3
GEO 102	Human Geography3
MAT 108	Fundamental Concepts of Mathematics II3
PHS 111	Earth and Space Science.....4
Semester Total 16	

Degree Requirement..... 67

* 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.

EMERGENCY MEDICAL SERVICES

Degree

PARAMEDIC EMERGENCY SERVICES

CAREER PROGRAMS BUILDING, ROOM 165, 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 67 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 Science Degree in Paramedic Emergency Services will be able to:

1. Perform patient assessments and treatment skills with attention to detail and safety.
2. Utilize critical thinking in various field and clinical settings.
3. Practice within established ethical and legal guidelines.
4. Use appropriate oral and written communication skills.
5. Work in collaboration with family, crew, and other healthcare providers.
6. Demonstrate effective use of equipment and resources.
7. Recognize the importance of continuing education.

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
- Current certification as an Emergency Medical Technician is required
- College placement tests in mathematics, English, and reading with a minimum placement in MAT 098 and ENG 098
- 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
- English as a Second Language students may require other testing to verify English language competency
- 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 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.
3. Students must receive satisfactory marks in the Affective (Behavioral) Domain in order to complete the program.

Students who cannot complete the program due to Affective Domain issues 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
OR		
MAT 114	Introduction to Applied 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

38 credits

EMS 151	Introduction to Emergency Medical Services	3
EMS 155	Anatomy and Physiology for EMS providers	4
EMS 161	Airway Management	2
EMS 162	Prehospital Pharmacology	3
EMS 163	Medical Emergencies I	3
EMS 164	Medical Emergencies II	3
EMS 181	EMS Practicum I	1
EMS 182	EMS Practicum II	3
EMS 201	Shock-Trauma Resuscitation	2
EMS 210	Medical Emergencies III	2
EMS 211	Special Topics in Emergency Medical Services	2
EMS 220	EMS Operations	3
EMS 221	Seminar in Prehospital Care	1
EMS 281	EMS Practicum III	3
EMS 282	EMS Practicum IV	3

Degree Requirements 67

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.

EMERGENCY MEDICAL SERVICES

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, Emergency Medical Services or by consulting the National Registry website at 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

Paramedic training is based on a cohort system where students who start the program at the same time, progress through classes sequentially and with the same group of students. If a student fails a class during the first year, they will be required to begin the program again during the next year. Students who fail in the second year, may reapply and if there are class seats, may begin with the second year students, after successfully completing a cumulative first year test with a score of 70% or better.

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, Emergency Medical Services for an additional evaluation. An interview with the Coordinator, Emergency Medical 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 165, 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 38 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. Perform patient assessments and treatment skills with attention to detail and safety.
2. Utilize critical thinking in various field and clinical settings.
3. Practice within established ethical and legal guidelines.
4. Use appropriate oral and written communication skills.
5. Work in collaboration with family, crew, and other healthcare providers.
6. Demonstrate effective use of equipment and resources.
7. Recognize the importance of continuing education.

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
- Current certification as an Emergency Medical Technician is required
- College placement tests in mathematics, English, and reading with a minimum placement in MAT 098 and ENG 098
- 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
- English as a Second Language students may require other testing to verify English language competency
- 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.
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.
3. Students must receive satisfactory marks in the Affective (Behavioral) Domain in order to complete the program.

Students who cannot complete the program due to Affective Domain issues 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	38 credits
EMS 151 Introduction to Emergency Medical Services.....	3
EMS 155 Anatomy and Physiology for EMS providers	4
EMS 161 Airway Management	2
EMS 162 Prehospital Pharmacology.....	3
EMS 163 Medical Emergencies I.....	3
EMS 164 Medical Emergencies II.....	3
EMS 181 EMS Practicum I	1
EMS 182 EMS Practicum II	3
EMS 201 Shock-Trauma Resuscitation	2
EMS 210 Medical Emergencies III.....	2
EMS 211 Special Topics in Emergency Medical Services	2
EMS 220 EMS Operations	3
EMS 221 Seminar in Prehospital Care.....	1
EMS 281 EMS Practicum III	3
EMS 282 EMS Practicum IV.....	3

Certificate Requirements..... 38

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.

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 165, 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. Perform patient assessments and treatment skills with attention to detail and safety.
2. Utilize critical thinking in various field and clinical settings.
3. Practice within established ethical and legal guidelines.
4. Use appropriate oral and written communication skills.
5. Work in collaboration with family, crew, and other healthcare providers.
6. Demonstrate effective use of equipment and resources.
7. Recognize the importance of continuing education.

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
- Current certification as an Emergency Medical Technician is required
- College placement tests in mathematics, English, and reading with a minimum placement in MAT 098 and ENG 098
- 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
- English as a Second Language students may require other testing to verify English language competency
- 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
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.
3. Students must receive satisfactory marks in the Affective (Behavioral) Domain in order to complete the program.

Students who cannot complete the program due to Affective Domain issues 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
EMS 155	Anatomy and Physiology for EMS Providers	4
EMS 170	EMT Intermediate to Paramedic Transition	3
EMS 163	Medical Emergencies I.....	3
EMS 164	Medical Emergencies II.....	3
EMS 210	Medical Emergencies III.....	2
EMS 211	Special Topics in Emergency Medical Services	2
EMS 281	EMS Practicum III	3
EMS 282	EMS Practicum IV.....	3
EMS 221	Seminar in Prehospital Care.....	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.

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

Letter of Recognition

PREHOSPITAL BASIC LIFE SUPPORT

CAREER PROGRAMS BUILDING, ROOM 165, 301-790-2800, EXT. 436

Award: Letter of Recognition in Prehospital Basic Life Support

Total Credit Hours: A minimum of 7 credit hours.

Purpose: Prepares students for work in the Emergency Medical Services field. Students who complete this program are eligible to sit for the Maryland and National Registry certification tests.

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 EMT to meet the needs of individuals in times of an emergency.

Program Outcomes: Graduates of the Letter of Recognition in Prehospital Basic Life Support 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, 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

- Official transcripts from all colleges attended
- College placement tests in mathematics, English, and reading, with a minimum placement in ENG 098
- 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
- English as a Second Language students may require other testing to verify English language competency
- 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 course.
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 cannot complete the program due to Affective Domain issues 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.

Program Requirements

7 credits

EMS 101	Emergency Medical Technology—Basic	4
EMS 140	Introduction to Advanced Life Support	3

Certificate Requirements 7

Criminal Background Checks

A criminal background check may 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.

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, Emergency Medical Services or by consulting the National Registry website at www.nrent.org.

Drug Screen

Students may be required by a clinical site 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 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.

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**

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

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 Composition3
ENG 102 Composition and Literature.....3

Information Literacy

- IST 102 Introduction to Information Technology3
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 Grammar3
ENG 240 Seminar in English Studies1

(ENG 240 should be taken during the last semester of study)

Take three courses, one from each group:

Group 1

- ENG 201 World Literature I3
OR

- ENG 202 World Literature II(3)

Group 2

- ENG 203 British Literature I3
OR

- ENG 204 British Literature II(3)

Group 3

- ENG 205 American Literature I3
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 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 Composition3
ENG 102 Composition and Literature.....3

Information Literacy

- IST 102 Introduction to Information Technology3
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 Education3
PSY 203 Educational Psychology3

English

- ENG 214 Applied English Grammar3

Take three courses, one from each group:

Group 1

- ENG 201 World Literature I3
OR

- ENG 202 World Literature II(3)

Group 2

- ENG 203 British Literature I3
OR

- ENG 204 British Literature II(3)

Group 3

- ENG 205 American Literature I3
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 Composition3
ENG 102 Composition and Literature.....3

Information Literacy
IST 102 Introduction to Information Technology3
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 Arts and Sciences 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 Arts3
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 Composition3
ENG 112 Technical Writing I3
OR
ENG 102 Composition and Literature.....(3)

Information Literacy
GDT 112 Computer Graphics3

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/Prepress3
GDT 146 Graphic Design I.....3
GDT 215 Typography3
GDT 246 Graphic Design II.....3
WEB 101 Web Design I.....3

Electives 10-12 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

**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 13-14 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

**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

A.A. Degree 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
<i>(History 202 must be taken only after HIS 101, HIS 102, and HIS 201 have been completed.)</i>	

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
<i>(History 202 must be taken only after HIS 101, HIS 102, and HIS 201 have been completed.)</i>	

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 Composition3
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 Technology3
OR
GDT 112 Computer Graphics(3)

Mathematics

MAT 101 College Algebra.....3

Program Requirements 12 Credits

HST 103 Introduction to Human Services and Social Work3
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 Work3
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 list3

Behavioral/Social Sciences

PSY 201 General Psychology.....3

English

ENG 101 English Composition3
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 Technology3
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 Work3
HST 201 Understanding Diversity for the Helping Professional3
OR

SOC 102 Sociology of Social Problems.....(3)
HST 207 Social Work With Individuals.....3

HST 208 Social Work With Groups3

HST 269 Human Services Internship I.....4

PSY 204 Developmental Psychology: Lifespan Human Development ...3

PSY 206 Abnormal Psychology.....3

PSY 212 Interviewing and Counseling3

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 STUDIES

A.A.S. Degree
**Digital Instrumentation and
Process Control**

(pending MHEC approval)

The Digital Instrumentation and Process Control program prepares students for a career in the growing area of microprocessor based instrument technology. Built upon a solid foundation of technical skills in electricity and electronics, students will learn the function and features of a variety of digital instrumentation components and systems used in commercial as well as industrial settings. Students will learn Supervisory Control and Data Acquisition, also known as SCADA and how to implement and service these systems. The methods of instruction include hands-on training as well as classroom instruction using equipment and software typically found in various industries.

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		
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 101	College Algebra.....	3
Program Requirements 34 Credits		
ELE 101	Computer Networking for Digital Instrumentation.....	3
ELE 103	Analog and Digital Electronics.....	3
ELE 205	Repair and Maintenance for Instrumentation.....	2
ELE 235	Advanced Concepts and Applications of Instrumentation	3
INT 101	Introduction to Industrial Technology	3
INT 102	Introduction to PLC	3
INT 103	PLC Applications.....	3
INT 110	Fundamentals of Electricity	4
INT 113	Instrumentation and Process Control I	3
INT 213	Instrumentation and Process Control II	4
MAT 102	Trigonometry.....	3

Electives 9 Credits

Select from the following:

ELE 269	Internship	(1-3)
INT 107	Introduction to HVAC/R	(3)
INT 104	Facilities Safety and Compliance	(3)
IST 106	Spreadsheet Software Excel.....	(3)
IST 154	Networking Basics	(3)
IST 160	Introduction to Security Fundamentals	(3)

Degree Requirements 65

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—		
<i>Students intending to transfer should take the General Physics course.</i>		
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

* 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	36 Credits
ACC 101 Principles of Accounting I	3
ACC 102 Principles of Accounting II	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
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	5-7 Credits
Select courses based on your interest from the following list.	
ACC Accounting course.....	(3)
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 Credits
ACC Accounting course.....	(3)
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**

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 Credits
Choose two courses from the following:	
ACC Accounting course.....	(3)
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**

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	39 Credits
ACC 101 Principles of Accounting I	3
ACC 102 Principles of Accounting II	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 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	3 Credits
ACC Accounting course	(3)
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 64

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 hours are scheduled during the day, Monday thru Friday. 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. It is possible that students will be required to repeat MAP and/or PLB courses, based upon the time sequence when these program courses were completed. Prior to externship, students must provide appropriate health examination record(s) and all required tests and immunizations, along with a urine drug screen and criminal background checks. 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

Some recommended courses are listed below.

MAP 206	Advanced Coding.....	(3)
MGT 214	Small Business Management.....	(3)

3 Credits

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 hours are scheduled during the day, Monday thru Friday. 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. It is possible that students will be required to repeat MAP and/or PLB courses, based upon the time sequence when these program courses were completed. Prior to externship, students must provide appropriate health examination record(s) and all required tests and immunizations, along with a urine drug screen and criminal background checks. 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.

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. It is possible that students will be required to repeat MAP and/or PLB courses, based upon the time sequence when these program courses were completed. 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 health science 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 hours are scheduled during the day, Monday thru Friday. 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. It is possible that students will be required to repeat MAP and/or PLB courses, based upon the time sequence when these program courses were completed. Prior to externship, students must provide appropriate health examination record(s) and all required tests and immunizations, along with a urine drug screen and criminal background checks. Students must also have a current American Heart Association Healthcare Provider certification. 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.

PROGRAMS OF STUDY

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 grade of “C” or higher is required for all general education courses.
- 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)
- 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. A grade of “C” (75%) or higher is required for all radiography courses.
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 College 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 list3
Behavioral/Social Sciences		
PSY	201 General Psychology3
Biological/Physical Science		
BIO	103 Human Anatomy and Physiology I4
BIO	104 Human Anatomy and Physiology II4
English		
ENG	101 English Composition3
Mathematics		
MAT	101 College Algebra3

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 (ARRT) certification exam may need to complete a Pre-Application Review to determine ethics eligibility. Hagerstown Community College has no influence or control over the ARRT's judgment in these matters. 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

Student placement in the clinical education component of the radiography program is determined each semester. 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 Radiography Program 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 Coordinator, Medical Imaging Programs 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 Division. 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 Web site at www.rrt.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: 16 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 sit 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
- Computed Tomography program application
- Official college transcript(s)
- Current ARRT or NMTCB certification
- Current resume or curriculum vitae, including current and previous position(s) as a radiographer/technologist
- Students who have been out of the patient care environment for more than two years may be considered for admission upon successful completion of RAD 213, Patient Care for Advanced Medical Imagers, with a minimum grade of 75% or higher

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 College, 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.

Clinical Acceptance

Acceptance into the clinical component of the program is contingent upon the following criteria. Students unable to meet these criteria will not be considered for clinical placement.

- Current state license (if applicable)
- Current American Heart Association Healthcare Provider certification
- Satisfactory completion of a health examination record and all required tests and immunizations
- Students must meet the Technical Standards for the medical imaging programs

Program Requirements		16 Credits
RAD 212	Cross-Sectional Anatomy.....	3
RAD 215	Pathology for Imaging Sciences	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 16

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 (ARRT) certification exam may need to complete a Pre-Application Review to determine ethics eligibility. Hagerstown Community College has no influence or control over the ARRT's judgment in these matters. 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.

MEDICAL IMAGING PROGRAMS: COMPUTED TOMOGRAPHY IMAGING

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

Student placement in the clinical education component of the computed tomography program is determined each semester. Misconduct in the clinical education site may result in loss of clinical placement and/or program dismissal.

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 Computed Tomography Program 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 designated program faculty and the Coordinator, Medical Imaging Programs 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, Health Sciences Division. The Director's decision is considered final.

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 designated program faculty and the Coordinator, Medical Imaging Programs for an additional evaluation. An interview with the designated program faculty and a reference check from the student's previous computed tomography program is required. A decision is then made by the designated program faculty and 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, Health Sciences Division. 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.rrt.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. 499

Award: Certificate

Total Credit Hours: 16 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, sonographers, 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
- Magnetic Resonance Imaging program application
- Official college transcripts
- Current ARRT or NMTCB or ARDMS certification
- Current resume or curriculum vitae, including current and previous position(s) as a radiographer/technologist
- Students who have been out of the patient care environment for more than two years may be considered for admission upon successful completion of RAD 213, Patient Care for Advanced Medical Imagers, with a minimum grade of 75% or higher

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 College 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.

Clinical Acceptance

Acceptance into the clinical component of the program is contingent upon the following criteria. Students unable to meet these criteria will not be considered for clinical placement.

- Current state license (if applicable)
- Current American Heart Association Healthcare Provider certification
- Satisfactory completion of a health examination record and all required tests and immunizations
- Students must meet the Technical Standards for the medical imaging programs

Program Requirements

16 Credits

RAD 212	Cross-Sectional Anatomy.....	3
RAD 215	Pathology for Imaging Sciences	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 16

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 (AART) certification exam may need to complete a Pre-Application Review to determine ethics eligibility. Hagerstown Community College has no influence or control over the ARRT’s judgment in these matters. 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.

MEDICAL IMAGING PROGRAMS: MAGNETIC RESONANCE IMAGING

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 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

Student placement in the clinical education component of the magnetic resonance imaging program is determined each semester. 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 Magnetic Resonance Imaging Program 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 designated program faculty and the Coordinator, Medical Imaging Programs 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, Health Sciences Division. 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 designated program faculty and the Coordinator for an additional evaluation. An interview with the designated program faculty and a reference check from the student's previous magnetic resonance imaging program is required. A decision is then made by the designated program faculty and 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, Health Sciences Division. The Director's decision is considered final.

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: 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 and students enrolled in the sophomore year of any accredited radiography program.

- Hagerstown Community College application
- Mammography program application
- Official college transcript(s)
- Current ARRT or NMTCB certification
- Current resume or curriculum vitae, including current and previous position(s) as a radiographer/technologist
- Students who have been out of the patient care environment for more than two years may be considered for admission upon successful completion of RAD 213 Patient Care for Advanced Medical Imagers, with a minimum grade of 75% or higher

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 one year 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 College, 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.

Clinical Acceptance

Acceptance into the clinical component of the program is contingent upon the following criteria. Students unable to meet these criteria will not be considered for clinical placement.

- Current state license (if applicable)
- Current American Heart Association Healthcare Provider certification
- Satisfactory completion of a health examination record and all required tests and immunizations.
- Students must meet the Technical Standards for the medical imaging programs

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 (ARRT) certification exam may need to complete a Pre-Application Review to determine ethics eligibility. Hagerstown Community College has no influence or control over the ARRT's judgement in these matters. 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

MEDICAL IMAGING PROGRAMS: MAMMOGRAPHY

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.

Clinical Site Placement

Student placement in the clinical education component of the mammography program is determined each semester. 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 Mammography Program 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 designated program faculty and the Coordinator, Medical Imaging Programs 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, Health Sciences Division. 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 designated program faculty and the Coordinator, Medical Imaging Programs for an additional evaluation. An interview with the designated program faculty and a reference check from the student's previous mammography program is required. A decision is then made by the designated program faculty and 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, Health Sciences Division. 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.rrt.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

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

NURSING

SPECIAL ADMISSION REQUIREMENTS— PROGRAM APPLICATION DEADLINE: JANUARY 15 FOR FALL • 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 apply 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 the required scores on the TEAS. Applicants should consult the HCC Web site at www.hagerstowncc.edu/academics/divisions/nursing/teas for specific information about the TEAS, including score requirements. 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.
5. Upon completion of nursing coursework, students must achieve an Adjusted Individual Score of 70% or higher on the ATI Comprehensive Predictor Exam. Students who do not achieve this score will be allowed to retake the exam after appropriate remediation until they achieve the required score.

NURSING

SPECIAL ADMISSION REQUIREMENTS— PROGRAM APPLICATION DEADLINE: JANUARY 15 FOR FALL • JULY 15 FOR SPRING

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 Nurses' 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

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 127 Nursing Care of Children.....4
NUR 229 Nursing Care of the Acute and Chronically Ill Adult.....4

First Summer Semester

NUR 224 Pharmacology for Nursing Practice.....2

Second Year – Semester 1

NUR 126 Nursing Care of Women and Infants.....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.....2
NUR 231 Nursing Care of the Acute and Chronically Ill Adult III.....4

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 Meritus Medical Center 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 technical 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 complete a 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.

NURSING

SPECIAL ADMISSION REQUIREMENTS—
PROGRAM APPLICATION DEADLINE: JANUARY 15 FOR FALL • JULY 15 FOR SPRING

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. 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 apply 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.
5. Upon completion of nursing coursework, students must achieve an Adjusted Individual Score of 70% or higher on the ATI Comprehensive Predictor Exam. Students who do not achieve this score will be allowed to retake the exam after appropriate remediation until they achieve the required score.

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 Nurses’ 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 I

- 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 127 Nursing Care of Children.....4
NUR 229 Nursing Care of the Acute and Chronically Ill Adult I.....4

First Summer Semester

- NUR 224 Pharmacology for Nursing Practice.....2

Second Year – Semester I

- NUR 126 Nursing Care of Women and Infants.....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.....2
NUR 231 Nursing Care of the Acute and Chronically Ill Adult III.....4

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.
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 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 nursing students who are offered admission to the nursing program will be required to complete a 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. 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—ROLLING ADMISSION
 INITIAL PROGRAM APPLICATION DEADLINE: NOVEMBER 1 • FINAL APPLICATION DEADLINE: APRIL 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 apply 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.

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 the required scores on the TEAS. Applicants should consult the HCC Web site at www.hagerstowncc.edu/academics/divisions/nursing/teas for specific information about the TEAS, including score requirements. 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. Students who complete admission requirements and submit all required documentation will be considered for the program until April 1. Qualified applicants will be admitted on a first come, first serve basis.

- 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
- 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 Nurses' Association Code of Ethics.

NURSING

SPECIAL ADMISSION REQUIREMENTS—ROLLING ADMISSION
INITIAL PROGRAM APPLICATION DEADLINE: NOVEMBER 1 • FINAL APPLICATION DEADLINE: APRIL 1

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

Selection Criteria

Students will be admitted to the practical nursing program each summer. 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 their TEAS score. 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 June 1. 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 technical 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 complete a 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, 301-790-2800, 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 technical 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 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 Assistant7

Letter of Recognition Requirement..... 7 credits

Criminal Background Checks

All students in the CNA/GNA program will be required to complete a 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 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 technical 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 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 Psychology3
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 Composition3
ENG 102 Composition and Literature.....3
OR
ENG 112 Technical Writing I.....(3)

Information Literacy
IST 102 Introduction to Information Technology3

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 Litigation3
PLS 105 Contracts and Torts.....3
PLS 203 Domestic Relations3
PLS 207 Real Estate Law3

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

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 Composition3
IST 102 Introduction to Information Technology3
PLS 101 Introduction to Paralegal Studies.....3
PLS 102 Legal Research.....3
PLS 103 Legal Writing and Documents.....3
PLS 104 Principles of Litigation3
PLS 105 Contracts and Torts.....3
PLS 203 Domestic Relations3
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 Technology3
MAP 102 Medical Terminology3
PHR 101 Introduction to Pharmacy Technology4
PHR 102 Pharmaceutical Calculation2
PHR 103 Pharmacy Applications1
PHR 111 Pharmacology and Therapeutics3
PHR 112 Dispensing and Compounding Applications3
PHR 113 Pharmacy Operations3
PHR 269 Pharmacy Internship.....3
STU 106 Professionalism in the Workplace1

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

A.S. Degree Arts and Sciences Option in Pre-Pharmacy

The Pre-Pharmacy option is designed for students interested in attending pharmacy school at a graduate institution. This program provides the general education and science course work necessary for acceptance to pharmacy school upon receiving adequate Pharmacy College Admission Test (PCAT) scores. Students will be required to learn the specific course requirements for the schools they wish to attend. Specific school requirements can be found through the Pharmacy College Application Service at (www.pharmcas.org/collegesschools/start.htm). Students accepted into the program will be eligible for priority admission to Shenandoah University Pharmacy school if, when accepted, the students have a high school GPA of 3.25 on a 4.0 grading scale and SAT scores of 1100 or greater or ACT scores of 24 or greater. Priority admission requires that the student continue their academic excellence and PCAT scores in the 75th percentile.

General Education Requirements 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	
CHM 103 General Chemistry I.....	4
CHM 104 General Chemistry II.....	4
English	
ENG 101 English Composition	3
ENG 102 Composition and Literature.....	3
Information Literacy	
IST 102 Introduction to Information Technology	3
Mathematics	
MAT 203 Calculus I.....	4

Program Requirements 22 Credits

BIO 205 Microbiology	4
CHM 203 Organic Chemistry I.....	4
CHM 204 Organic Chemistry II.....	4
ECO 202 Microeconomics.....	3
PHY 201 General Physics I.....	4
SPD 103 Public Speaking.....	3

Restricted Electives 11-12 Credits

Select three courses from the list below.

BIO 101 General Biology I.....	(4)
OR	
BIO 113 Principles of Biology I.....	(4)
BIO 102 General Biology II.....	(4)
OR	
BIO 114 Principles of Biology II.....	(4)
BIO 103 Anatomy and Physiology I	(4)
BIO 104 Anatomy and Physiology II	(4)
MAT 109 Introduction to Statistics	(3)
OR	
MAT 119 Introduction to Statistics with Computer Applications	(4)
PHY 202 General Physics II	(4)

Recommended Electives 3-4 Credits

Select one course from the list below.

PHL 101 Introduction to Philosophy.....	(3)
PHL 103 Ethics	(3)
HUM 214 World Religions	(3)
BIO 201 Cell Biology	(4)
MAT 161 Precalculus	(4)

Degree Requirement..... 68

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	
Select two courses in different disciplines from approved General Education course list.....	6
Biological/Physical Science.....	
Take two laboratory courses.	8
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	
Select one MAT course from approved General Education Course list.....	3-4

Program Requirements 20 Credits

PED	Take two activity courses.....	2
PED 201	Introductory Analysis of Physical Education.....	3
OR		
EDU 101	Introduction to Education	(3)

HEA 105	First Aid.....	3
	OR	
HEA 205	Sports First Aid and CPR.....	(3)
PSY 201	General Psychology.....	3
PSY 203	Educational Psychology.....	3
	OR	
PSY 204	Developmental Psychology: Lifespan Human Development.....	(3)
SPD 103	Public Speaking.....	3
	OR	
SPD 108	Introduction to Human Communication.....	(3)

Select one course from the following list:

ECO 201	Macroeconomic Principles.....	(3)
ECO 202	Microeconomic Principles.....	(3)
POL 101	American Government.....	(3)
SOC 101	Introduction to Sociology.....	(3)

Restricted Electives 9 Credits

Choose three courses from the following list:

HEA 102	Nutrition.....	(3)
HEA 103	Personal Health.....	(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)
PED 230	Concepts of Exercise Programming.....	(3)
REC 101	Community Recreation.....	(3)
REC 102	Basic Camping.....	(3)

Free Electives 2-3 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

**Letter of Recognition
Health, Physical Education and
Leisure Studies**

This Letter of Recognition in Fitness Training will be an entry-level credential for those who have an interest in the blossoming Fitness industry. These courses will allow the student to gain appropriate knowledge and skills to assist individuals and groups as they pursue their goals for a healthy lifestyle. The required courses for this Letter of Recognition are included in other Health, Physical Education and Leisure Studies programs of study.

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 226	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

**Letter of Recognition
Fitness Training**

This Letter of Recognition in Fitness Training will allow the basic entry level documentation for those students interested in personal or group fitness training.

Program Requirements 8 credits

PED 141	Strength Training.....	1
PED 170	Personal Assessment.....	1
HEA 105	First Aid.....	3
PED 230	Concepts of Exercise Programming.....	3

Letter of Recognition Requirement..... 8

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 I5
PHY 204	Principles of Physics II5
English	
ENG 101	English Composition 3
Select another English class from approved list..... 3	
Information Literacy	
IST 102	Introduction to Information Technology3
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	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)
Biological/Physical Science	
Select two courses from approved General Education course list— one must be a laboratory course..... 7-8	
English	
ENG 101	English Composition3
ENG 102	Composition and Literature.....3
Information Literacy	
IST 102	Introduction to Information Technology3
OR	
GDT 112	Computer Graphics (3)
Mathematics	
MAT 101	College Algebra or another MAT course from approved list..... 3-4
Program Requirements	13 Credits
POL 101	American Government.....3
POL 102	State and Local Government.....3
POL 202	Constitutional Law3
POL 269	Internship I 1
Take one course from HIS discipline.	
HIS 201	American History I3
HIS 202	American History II (3)
Electives	19-20 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

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 Composition3
ENG 102 Composition and Literature.....3

Information Literacy
IST 102 Introduction to Information Technology3
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 Macroeconomic 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**

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 Composition3
ENG 102 Composition and Literature.....3

Information Literacy
IST 102 Introduction to Information Technology3
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

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, and manager, general manager of transportation and logistics, director. Students who currently possess a valid Commercial Driver's License (CDL) 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		35 Credits
BUS 101	Introduction to Business Organization and Management.....	3
BUS 104	Legal Environment of Business.....	3
BUS 145	Customer service.....	1
IST 106	Spreadsheet Software.....	3

MGT 103	Principles of Management	3
MGT 104	Marketing	3
MGT 210	Human Resources Management.....	3
SPD 103	Public Speaking.....	3
STU 106	Professionalism in the Workplace	1
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 9 Credits

Some recommended courses are listed below:

ACC 101	Principles of Accounting I.....	(3)
ACC 102	Principles of Accounting II.....	(3)
ACC 210	Managerial Accounting	(3)
ECO 201	Macroeconomics.....	(3)
ECO 202	Microeconomics.....	(3)
IST 107	Database Management.....	(3)
MAT 109	Introduction to Statistics	(3)
TRK 108	Commercial Vehicle Transportation Career Development.....	(1)
TRK 110	Introduction to Commercial Vehicle Transportation.....	(4)
TRK 115	Commercial Vehicle Skills Application	(8)

Degree Requirement 65

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) may petition to receive college credit for TRK 115.

Program Requirements 25 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.....	4
TRK 112	Pre-trip Inspection	3
TRK 115	Commercial Vehicle Skills Application	8
TRK 130	Production and Operations Management	3
TRK 210	Transportation Management	3
Track II:		
BUS 101	Introduction to Business Organization and Management	3
BUS 104	Legal Environment of Business.....	3
BUS 145	Customer Service.....	1
IST 106	Spreadsheet Software	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

Certificate Requirement 25

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 Defensive Driving Certification. This program has a 97 percent pass rate through the state CDL testing facilities as well as a job placement assistance. 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 drug screen. Students must be eligible to receive a CDL Learner’s permit.

Program Requirements 16 Credits

TRK 108	Commercial Vehicle Transportation Career Development.....	1
TRK 110	Introduction to Commercial Vehicle Transportation.....	4
TRK 112	Pre-trip Inspection	3
TRK 115	Commercial Vehicle Skills Application	8

Certificate Requirement 16

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 Developer, Web Designer, or Web Graphic and Multimedia artist. Technologies taught include HTML, CSS, JavaScript, PHP and SQL.

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		
WEB 101	Web Design I.....	3
Mathematics		
MAT 101	College Algebra.....	3

Program Requirements	40 Credits
BUS 101	Introduction to Business Organization and Management3
GDT 112	Computer Graphics3
GDT/ART 116	Digital Imaging.....3
IST 101	Basic Keyboarding.....1
IST 102	Introduction to Information Technology3
IST 109	UNIX/Linux Operating System.....3
IST 173	Database Fundamentals3
SDE 102	Multimedia Authoring.....3
STU 106	Professionalism in the Workplace1
WEB 110	Web Design II.....3
WEB 115	Web Developer I3
WEB 210	Web Developer II.....3
WEB 215	JavaScript and Multimedia3
WEB 220	Content Management Systems for the Web.....2
WEB 269	Internship I3

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 six 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)
MGT 104	Marketing(3)
MGT 201	E-Commerce in the Business Environment.....(3)
SDE 201	Multimedia Algorithms(3)

Degree Requirement..... 67

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 Graphics3
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 the Web Development occupation. This certificate program provides for formal academic preparation without loss of credit if an associate of applied science degree is desired.

Program Requirements	31 Credits
GDT 112	Computer Graphics3
IST 101	Basic Keyboarding1
IST 102	Introduction to Information Technology3
IST 109	UNIX/Linux Operating System.....3
IST 173	Database Fundamentals3
SDE 102	Multimedia Authoring.....3
WEB 101	Web Design I.....3
WEB 110	Web Design II.....3
WEB 115	Web Developer I.....3
WEB 210	Web Developer II.....3
WEB 215	JavaScript and Multimedia3

Certificate Requirement 31

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 Technology3
WEB 101	Web Design I.....3
WEB 115	Web Developer I.....3

Letter of Recognition Requirement..... 9

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
Electronics.....	ELE
Emergency Medical Services.....	EMS
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 (See EMS).....	EMS
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. Total of 45 hours of lecture. Prerequisite: MAT 098. Semesters offered: Fall, Spring, Summer. 3 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. Total of 45 hours of lecture. Prerequisite: ACC 101. Semesters offered: Fall, Spring, Summer. 3 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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. Prerequisite: ACC 101. Semester offered: Spring. 3 Credits

ACC-109 Computerized Accounting

This course will demonstrate the use of commercial accounting software in managing the accounting function of a business. Students will learn to account for purchases, sales, cash receipts and payments, and payroll. The end result will be the generation of financial statements. Total of 45 hours of lecture. Prerequisite: ACC 102. Semester offered: Fall, 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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 60 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. 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 Applied Mathematics for Technology

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 Hydro-fuel 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

AET-270 AET Internship II

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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 60 hours of lecture. 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. Total of 60 hours of lecture. 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. Total of 60 hours of lecture. 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. Total of 60 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 60 hours of lecture. Semesters offered: Fall, Spring. 3 Credits

ART-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. Total of 45 hours of lecture. 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. Total of 60 hours of lecture. 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. Total of 60 hours of lecture. 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. Total of 60 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 60 hours of lecture. 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. Total of 60 hours of lecture. 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. Total of 60 hours of lecture. 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. Total of 60 hours of lecture. Semester offered: Spring. 3 Credits

ART-211 Portraiture

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. Course fee required. Total of 60 hours of lecture. Semester offered: Fall. 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. Total of 60 hours of lecture. Prerequisite: ART 115. Semesters offered: Fall, Spring. 3 Credits

ART-218 Photography for the Public Discourse

This course prepares students for professional commercial use of their art: commercial portraits, environmental portraits (events), street, a day in a life, American family. Students participate in events of choice and group field trips to selected photo opportunities, public events and celebrations. SLR Digital Camera recommended. Students produce a portfolio. Course fee required. Total of 60 hours of lecture. 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 ap-

proach 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. Total of 60 hours of lecture. 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. Total of 60 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. 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. 45 contact hours. 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. 45 hours of lecture and 45 hours of lab. 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. 45 hours of lecture and 45 hours of lab. 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. 45 hours of lecture and 45 hours of lab. 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. 45 hours of lecture and 45 hours of lab. 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. 45 hours of lecture and 45 hours of lab. 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. 15 contact hours. 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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. 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. 45 hours of lecture and 45 hours of lab. 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. 45 hours of lecture and 45 hours of lab. Prerequisite: BIO 101 or BIO 113. Corequisite: 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 expres-

sion and control, cell signaling and signal transduction, cancer and immunology. Laboratory fee required. 45 hours of lecture and 45 hours of lab. 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. 45 hours of lecture. 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. 45 hours of lecture and 45 hours of lab. 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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. 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. 45 hours of lecture and 45 hours of lab. 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. 45 hours of lecture and 45 hours of lab. 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. 45 hours of lecture and 45 hours of lab. 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. Total of 45 hours of lecture. Prerequisite: ENG 099. 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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 15 hours of lecture. 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. 45 hours of lecture and 45 hours of lab. 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 101 and want increased formal instruction and additional practice in problem-solving skills required for success in CHM 101. 30 contact hours. Co-requisites: 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. 45 hours of lecture and 45 hours of lab. Prerequisites: CHM 101 or high school chemistry. Co-requisite: 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. 45 hours of lecture and 45 hours of lab. 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. 45 hours of lecture and 45 hours of lab. Prerequisite: CHM 103. Three hours of lecture and three hours of laboratory each week. Semester offered: Spring. 4 Credits

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. 45 hours of lecture and 45 hours of lab. 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 aromatic compounds, alcohols, aldehydes, ketones, carboxylic acids and derivatives, amines, biomolecules which include lipids, proteins, and carbohydrates. Laboratory fee required. 45 hours of lecture and 45 hours of lab. 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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. 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. Total

of 45 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. Course fee required. Prerequisite: IST 102 and MAT 101 or consent of TCS Division. Semester offered: Spring. 3 Credits

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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 30 contact hours. 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. Total of 30 contact hours. 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. Total of 30 contact hours. 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. Total of 30 contact hours. 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, 60 hours of laboratory. Prerequisites: MAT 098 and ENG 099 or appropriate score on placement test, BIO 110 or concurrent enrollment. Co-requisite: 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, 30 hours of laboratory. Prerequisites: DEN 101, DEN 109 enrollment, BIO 110 or concurrent enrollment. Co-requisites: 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. Co-requisite: 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. Co-requisites: 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, 60 hours of laboratory. Prerequisites: DEN 104, DEN 107, SPD 108 or concurrent enrollment. Co-requisites: 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. Co-requisite: 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. Co-requisite: 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. The externship is scheduled during daytime hours of the work week. Total of 15 hours lecture, 120 hours clinical. Prerequisites: DEN 110, DEN 115, SPD 108 or concurrent enrollment. Co-requisite: 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. This course requires some on-line coursework and prepares students for the Maryland General Dental Assisting Expanded Functions (MGD) exam. The externship is scheduled during daytime hours of the work week. 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 45 contact 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 245. 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. Total of 45 hours of lecture. Prerequisite: ENG 099 and MAT 098. 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. Total 45 hours of lecture. Prerequisites: ENG 099 and MAT 098. 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. Total 45 hours of lecture. 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. Total 45 hours of lecture. 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. Total 45 hours of lecture. 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. Total 45 hours of lecture. 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. Total 45 hours of lecture. 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. Total 45 hours of lecture. 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. Total 45 hours of lecture. 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. Total 45 hours of lecture. 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. Total 45 hours of lecture. 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. Total 45 hours of lecture. Prerequisite: EDU 101 or EDU 103 and 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. Total 45 hours of lecture. 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). Total 45 hours of lecture. 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

Electronics

ELE-101 Computer Networking for Digital Instrumentation

Students will learn the concepts of basic computer networking protocols and covers the essentials of SCADA communication systems focusing on DNP3, IEC standard and other new developments in this area. Students will be given a brief overview of the fundamentals of SCADA systems, including hardware, software, and communication systems. Prerequisite: IC3 certification or IST 102. Semester offered: Periodically. 3 Credits

ELE-103 Analog and Digital Electronics

Students will learn the principles of analog and digital circuits to include; logic gates, counting circuits, registers, A/D and D/A converters. Study includes transistors, diodes, thyristors, operational amplifiers, timers, phase-locked loops, voltage regulators, amplifiers, oscillators, numbering systems, logic design, sequential and combination logic, digital troubleshooting. Prerequisite: INT 110. Semester offered: Periodically. 3 Credits

ELE-205 Repair and Maintenance for Instrumentation

Students will learn how to troubleshoot and repair typical instrumentation components using logical thinking, diagrams, and sequential techniques. Students will learn to recognize typical alarm conditions and take the appropriate corrective action. Students will recognize self-diagnostic errors and resolve the issue which caused the error. Use of measurement and testing equipment will be emphasized along with safe trade practices. Prerequisite: INT 113. Semester offered: Periodically. 2 Credits

ELE-235 Advanced Concepts and Applications of Instrumentation

Students will learn the concepts and applications behind combining electrical devices, electronic devices, instrumentation devices, and mechanical devices in the ever growing area of automation. Topics include advanced PLC and PC-based SCADA system monitor and control of complex processes. Prerequisite: ELE 103, INT 110 and INT 213. Semester offered: Periodically. 3 Credits

Emergency Medical Services

EMS-101 Emergency Medical Technology - Basic

This course is the minimum level training of for the National Standard Curriculum. It provides instruction and experience for emergency prehospital care and transport, and prepares students to sit for Maryland's EMT certification test. Course fee required. Total of 115 hours of lecture and 20 hours of clinical. Semester offered: Summer. 4 Credits

EMS-140 Introduction to Advanced Life Support Principles

This course prepares the student for entry into EMT-Intermediate or Paramedic training by introducing pathophysiology, cardiology, and neurology concepts. Practical training includes an introduction to electrocardiography, ALS diagnostic equipment, and assessment approaches. Additionally, students are introduced to the medical model of diagnosis and its relationship to paramedic assessment in the prehospital setting. Course fee required. Total of 45 hours of lecture. Prerequisite: current EMT certification or equivalent. Semester offered: Summer. 3 Credits

EMS-151 Introduction to Emergency Medical Services

This course introduces students to emergency medical services design, roles and responsibilities, paramedic wellness, critical thinking in the prehospital environment, paramedic assessment and diagnosis, history taking, and physical examination. Total of 45 hours. Prerequisite: current EMT certification. Semester offered: Fall. 3 Credits

EMS-155 Anatomy and 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 are cell biology, biochemistry, and histology, the body systems, as well as fluid and electrolyte balance, metabolism and homeostasis. Course fee required. Total of 60 hours of lecture. Prerequisites: Current EMT certification and approval of the EMS Coordinator. Semester offered: Fall. 4 Credits

EMS-161 Airway Management

This course considers appropriate assessment and airway management for medical and trauma patients. Course fee required. Total of 30 hours of lecture. Prerequisites: Current EMT certification. Co-requisite: EMS 151 and EMS 155. Semester offered: Fall. 2 Credits

EMS-162 Prehospital Pharmacology

This course addresses pharmacokinetics, pharmacodynamics, and drug calculation and administration. Drugs used in prehospital settings are reviewed according to classification. Total of 45 hours of lecture. Course fee required. Prerequisites: EMS 151, EMS 155 and EMS 161. Semester offered: Fall. 3 Credits

EMS-163 Medical Emergencies I

This course emphasizes the pathophysiology, assessment, and management of patients with specific medical emergencies - respiratory, endocrine, toxicology, allergies, anaphylaxis, and infection. Total of 45 hours of lecture. Course fee required. Prerequisites: EMS 151, EMS 155, EMS 161 or EMS 170. Semester offered: Spring. 3 Credits

EMS-164 Medical Emergencies II

This course emphasizes specific pathophysiology, assessment, and management of patients with cardiovascular emergencies. Total of 45 hours of lecture. Course fee required. Prerequisites: EMS 151, EMS 155, EMS, 161 or EMS 170. Semester offered: Fall. 3 Credits

EMS-170 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

EMS-181 EMS Practicum I

This course provides supervised clinical experience in area facilities for the skills learned in EMS 101 and EMS 151. Course fee required. Total of 60 hours of clinical. Course fee required. Prerequisites: EMS 151, EMS 155 and EMS 161. Semester offered: Spring. 1 Credit

EMS-182 EMS Practicum II

This course provides supervised clinical experience in various settings for the skills learned during the first program year. Total of 135 hours of clinical. Course fee required. Prerequisites: EMS 162, EMS 163, EMS 164 and EMS 181. Total of 160 hours of clinical and in class seminars. Semester offered: Summer. 3 Credits

EMS-185 Paramedic Practicum

This course is for students currently accepted in the Paramedic program who want an additional opportunity to practice their paramedic skills. Total of 60 hours of clinical. Course fee required. Prerequisite: EMS 151. Semester offered: Periodically. 1 Credit

EMS-201 Shock Trauma Resuscitation

This course considers the pathophysiology and treatment of shock and recognition and management of specific traumatic emergencies. Total of 30 hours of lecture. Course fee required. Prerequisites: EMS 182. Semester offered: Fall. 2 Credits

EMS-210 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. Total of 30 hours of lecture. Course fee required. Prerequisites: EMS 182 or EMS 170. Semester offered: Fall. 2 Credits

EMS-211 Special Topics in Medical Emergency Services

This course considers approaches for patients with special needs, including those in home health care, with cognitive and physical disabilities, and from different cultural backgrounds. Total of 30 hours of lecture. Course fee required. Prerequisites: EMS 182 or EMS 170. Semester offered: Fall. 2 Credits

EMS-220 EMS Operations

This course considers various topics associated with EMS operations. Total of 45 hours of lecture. Valid driver's license required. Prerequisites: EMS 201, EMS 210, EMS 211, and EMS 281. Semester offered: Spring. 3 Credits

EMS-221 Seminar in Prehospital Care

This course serves as a review and preparation for the National Registry cognitive and skills examination following program completion. It serves to summarize and culminate all cognitive, psychomotor, and effective domain training. Total of 15 hours of lecture. Course fee required. Prerequisites: EMS 210, EMS 211 and EMS 281 or EMS 170. Semester offered: Spring. 1 Credit

EMS-281 EMS Practicum III

This course provides opportunities to apply the knowledge and skills of EMS 163 and EMS 164 in supervised clinical settings. Total of 150 hours of clinical. Course fee required. Prerequisites: EMS 182 or EMS 170. Semester offered: Fall. 3 Credits

EMS-282 EMS Practicum IV

This course offers opportunities to apply the knowledge and skills learned in the Paramedic program in supervised clinical settings. Total of 150 hours of clinical. Course fee required. Prerequisites: EMS 210, EMS 211, and EMS 281 or EMS 180. Semester offered: Spring. 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. Total of 30 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 30 hours of lecture and 30 hours of lab. 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. Total of 45 hours of lecture. 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. Total of 60 hours of lecture. 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. Total of 30 hours of lecture and 30 hours of lab. Laboratory fee required. Co-requisite: 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. Total of 45 hours of lecture. 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 solution of equilibrium problems of trusses, frames, and machines. Total of 45 hours of lecture. Co-requisite: 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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. 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 four hours a week and/or the Learning Centers for additional instruction, homework, and skill-building exercises. Total of 45 hours of lecture. 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 four hours a week and/or the Learning Centers for additional instruction, homework, and skill-building exercises. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 15 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. Prerequisite: Successful completion of ESL/ENG 099 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. Total 45 hours of lecture. 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. Total 45 hours of lecture. 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. Total 45 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. 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 certified. CPR adult/child training is included. Course fee required. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. Prerequisite: ENG 100 or placement into ENG 101. Semester offered: Periodically. 3 Credits

HIS-269 Internship I

See “Programs of Study” section of current HCC Catalog for Internship guidelines. 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. Total of 45 hours of lecture. 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. Total 45 hours of lecture. 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. Total 45 hours of lecture. 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. Total 45 hours of lecture. 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. Total 45 hours of lecture. 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. Total of 165 hours. 4 Credits

HST-270 Human Services Internship II

See "Programs of Study" section of current HCC Catalog for internship guidelines. Total of 165 hours. 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. Total of 30 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture.

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). Total of 45 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. Course fee required. Co-requisite: INT 109. 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: MAT 099. 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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. Course fee required. Prerequisites: INT 109. 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. Total of 45 hours of lecture. Course fee required. Prerequisite: INT 101 and INT 110. Concurrent enrollment in INT 110 is permissible. Semester offered: Spring. 3 Credits

INT-213 Instrumentation and Process Control II

Students will study instrumentation applications, techniques, adjustment, and calibration of various systems. SCADA, PC and PLC based system control of basic processes are covered in detail. Topics such as computerized data acquisition and evaluation are incorporated into the lab environment. Students will use hands-on training systems to build and control processes. Students will be able to identify the signal processing capabilities, apply major features of smart transmitters. Students will practice the techniques of system calibration using process simulation and real world lab equipment. Prerequisite: INT 113. Semester offered: Periodically. 4 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: ist101cbe. 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. Co-requisite: 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. Emphasis will be placed on assessing a workplace scenario and generating the appropriate document. 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 on 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 and evaluation of system performance. Students are introduced to the Registry and introductory troubleshooting. 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-120 Web Publishing

Students learn to create files that contain text, graphics, and hyperlinks that can be read by the Web. Students create Web pages by writing in HTML. In addition, popular Internet topics are re-

searched. This is an introductory course where a simple website is created using Microsoft FrontPage. This course is offered on-line. Course fee required. Prerequisite: IST 102 or GDT 112 or consent of TCS Division. Semester offered: Periodically. 1 Credit

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 develop 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 software, 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, recovering data, advanced application solutions and on-line 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 network 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 de-

vices 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 Technology Specialist exam. 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, DHCP, 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 skills needed to manage a Microsoft Windows server 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. Total of 60 hours of lecture. 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. Total of 60 hours of lecture. 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. Total of 60 hours of lecture. 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. Total of 60 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 60 hours of lecture. 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. Total of 60 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 60 hours of lecture. 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. Total of 60 hours of lecture. 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. Total of 45 hours of lecture. 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 sophis-

ticated and incorporate many idiomatic expressions. Much attention is given to the Italian culture and students are encouraged to learn from an Italian perspective. Total of 45 hours of lecture. 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. Total of 60 hours of lecture. 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. Total of 60 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. Prerequisite: SPN 201 or Level III of high school Spanish or instructor consent. Semesters offered: Spring, Summer. 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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. 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. Total 45 hours of lecture. Prerequisites: BUS 101. Highly recommended: MGT 104. Semester offered: Periodically. 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. Total 45 hours of lecture. 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. Total 45 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. 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 Communications

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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. 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 MyMathLab 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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 60 contact hours. 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. Total of 45 contact hours. 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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. Prerequisites: MAT 100 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. Total of 30 hours of lab. 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. Total of 45 hours of lecture. 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. Total of 60 hours of lecture. 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. Total of 60 hours. Prerequisites: MAT 100 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. Total of 60 hours of lecture. 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. Total of 60 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 60 hours of lecture. Prerequisite: MAT 161 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. Total of 60 hours of lecture. 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. Total of 60 hours of lecture. 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. Total of 60 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 60 hours of lecture. 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 of lecture. 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 of 60 hours of lecture. Course fee required. Students must receive a grade of "C" or better in all required MAP and PLB courses prior to registering for this course. Prerequisites: MAP 110 and MAP 102 or concurrent enrollment. Semesters offered: Fall, Spring. 4 Credits

MAP-108 Medical Records 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 of lecture. Course fee required. Students must receive a grade of "C" or better in all required MAP and PLB courses prior to registering for this course. Prerequisites: MAP 102, MAP 110 and BIO 110. 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 hours of lecture. Course fee required. Prerequisite: ENG 100. Co-requisite: IST 102 Semesters offered: Fall, Spring, Summer. 3 Credits

MAP-115 Administrative Externship

This course provides the student with hands-on administrative experience in a medical office setting. The student will work for a total of eighty (80) uncompensated hours in a medical office. Administrative and general 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 100 level courses prior to registering for this course. A uniform may be required. Total of 80 hours. Course fee required. Prerequisites: MAP 101, MAP 102, MAP 105, and MAP 107. Semesters offered: Fall, Spring, Summer. 2 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. Medical scrubs required. Total of 30 hours of lecture and 30 hours of laboratory. Students must receive a grade of "C" or better in all required MAP and PLB courses prior to registering for this course. Course fee required. Prerequisites: MAP 110, MAP 102, and BIO 110. 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 of 45 hours of lecture. Course fee required. Students must receive a grade of "C" or better in all MAP and PLB required courses prior to registering for this course. Prerequisites: MAP 108. Semesters offered: Fall, Spring, Summer. 3 Credits

MAP-210 Clinical Medical Assistant

This course provides the medical assistant student with the clinical theory and skills that are utilized within medical practices. Emphasis is placed on patient examinations, patient care and education with office and ambulatory surgery procedures, assisting with rehabilitative treatments and modalities, medical and surgical asepsis wound care, and basic pharmacology including oral and parenteral drug administration. Medical scrubs required. Total of 45 hours of lecture and 30 hours of laboratory. Course fee required. Students must receive a grade of "C" or better in all required MAP and PLB courses prior to registering for this course. Prerequisites: MAP 110, MAP 102, MAT 098 and BIO 110. 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 through completion of coding simulation exercises that take the students 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 Associate Certified Coding Associate (CCA) exam, and the American Medical Billing Association Certified Medical Reimbursement Specialist (CMRS) exam. Total of 45 hours of lecture. Course fee required. Students must receive a grade of "C" or better in all required MAP and PLB courses prior to registering for this course. Prerequisite: MAP 108. 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. Externship hours are scheduled during the day, Monday thru Friday. A uniform or medical scrubs may be required. Total of 160 hours of clinical. Course fee required. Students must receive a grade of 'C' or better in all MAP and PLB courses prior to registering for this course. 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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 30 hours of lecture. 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. Total of 30 hours of lecture. 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. Total of 60 hours of lecture. 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. Total of 30 hours of lecture. 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. Total of 30 hours of lecture. 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. Total of 30 hours of lecture. 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. Total of 30 hours of lecture. 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. Total of 30 hours of lecture. 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. Total of 30 hours of lecture. 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. Total of 30 hours of lecture. Semester offered: Fall, Spring. 1 Credit

MUS-132 Electronic Music Ensemble I

Students in this course form a group consisting of electronic instruments, or traditional instruments modified using electronic means, for the purpose of performing musical literature specifically arranged for electronic instruments. Students will further their ensemble musicianship, stylistic and interpretation skills. Open to everyone with reasonable playing skills. Total of 30 hours of lecture. 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. Total of 30 hours of lecture. 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. Total of 15 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 30 hours of lecture. 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. Total of 30 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 30 hours of lecture. 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. Total of 30 hours of lecture. 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. Total of 30 hours of lecture. 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. Total of 30 hours of lecture. 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. Total of 6 contact hours and a total of 6 hours of required practice. 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. Total of 6 contact hours and a total of 6 hours of required practice. 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. Total of 6 contact hours and a total of 6 hours of required practice. 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. Total of 6 contact hours and a total of 6 hours of required practice. 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. Total of 6 contact hours and a total of 6 hours of required practice. 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. Total of 6 contact hours and a total of 6 hours of required practice. Semesters offered: Fall, Spring. 1 Credit

MUA-289 Voice IV

One hour lesson and one hour practice time each week. Course fee required. Total of 12 contact hours and a total of 12 hours of required practice. Semesters offered: Fall, Spring. 2 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, 32 hours of laboratory, 4 hours of simulation exercises, 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, 34 hours of laboratory, 6 hours of simulation exercises, 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, 14 hours of laboratory, 8 hours of simulation exercises, 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, 16 hours of laboratory, 6 hours of simulation exercises, 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, 16 hours of laboratory, 6 hours of simulation exercises, 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 determine 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. Co-requisite: 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, 18 hours of laboratory, 2 hours of simulation exercises, and 99 hours of clinical. Laboratory fee required. Co-requisite: 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 Women and Infants

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 simulation exercises, and 48 hours of clinical. Laboratory fee is required. Prerequisite: NUR 127, NUR 229 and NUR 224 or concurrent enrollment by permission of the instructor. 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, 4 hours of laboratory, 5 hours of simulation exercises, and 51 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-physiol-

ogy) 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, 4 hours of simulation exercises, and 55 hours of clinical. Laboratory fee required. Prerequisites: NUR 127, NUR 229 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 30 hours of lecture. Course fee required. Prerequisites: NUR 126 and NUR 226. Semesters offered: Fall, Spring. 2 Credits

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, 3 hours of laboratory, 12 hours of simulation exercises, and 55 hours of clinical. Laboratory fee required. Prerequisites: NUR 116 and NUR 117. 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, 18 hours of simulation exercises, and 52 hours of clinical. Laboratory fee required. Prerequisites: NUR 126 and NUR 226. 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 38 hours of lecture, 22 hours of simulation exercises, and 60 hours of clinical. Laboratory fee required. Prerequisites: NUR 230. Semesters offered: Fall, Spring. 4 Credits

Paralegal Studies

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. Total of 45 hours of lecture. 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. Total 45 hours of lecture. 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. Total 45 hours of lecture. 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. Total 45 hours of lecture. 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. Total 45 hours of lecture. 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. Total 45 hours of lecture. 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. Total 45 hours of lecture. 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

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 HIPAA, pharmacy law, pharmacy computer systems, business practices, drug information literacy, and drug dose forms and delivery systems. Total of 60 hours of lecture. 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. Total of 30 hours of lecture. 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. Total of 15 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. Prerequisite: PHR 101. Semesters offered: Fall, Spring. 3 Credits

PHR-269 Pharmacy Experience

This capstone course requires students to work 180 hours in various pharmacy settings including both retail and institutional operations and to critically analyze their pharmacy experience. Students interested in this class must apply no later than one month prior to the start of the semester with the college internship office. Students must pass a criminal background check and a drug screen test prior to registering for the class. Students must be 18 years of age and able to present evidence of high school completion or high school equivalency. Criminal background check results are disclosed to internship sites as required. If a student is denied access by a clinical site because of the background check results, the student will be withdrawn from the course. Total of 180 hours. Prerequisite: PHR 101. Co-requisites: PHR 111, 112, and 113. Semesters offered: Fall, Spring, Summer. 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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. 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 hands-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. Phlebotomy techniques will be performed on fellow students as well as artificial venipuncture arms. Medical scrubs are required. Course fee required. Students must receive a grade of "C" or better in all required MAP courses prior to registering for this course. Total of 30 hours of lecture and 30 hours of lab. Prerequisites: MAP 110, MAP 102, and IST 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 the direct supervision of a phlebotomist. The externship is one hundred twenty (120) uncompensated hours in length. Students are expected to perform a minimum of 125 successful venipunctures and several 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. Externship hours are scheduled during the day, Monday thru Friday. A uniform or medical scrubs may be required. Total of 120 hours of clinical. Course fee required. Students must receive a grade of "C" or better in all required MAP and PLB courses prior to registering for this course. Prerequisites: MAP 110, MAP 102, and PLB 105. Semesters offered: Fall, Spring, Summer. 3 Credits

Physical Education

PED-101 Developmental Physical Education Activity

Two hours each week. Course fee required. Total 30 contact hours. Semester offered: Periodically. 1 Credit

PED-102 Remedial Physical Education Activity

Two hours each week. Course fee required. Total 30 contact hours. Semester offered: Periodically. 1 Credit

PED-107 Basic Self Defense

Two hours each week. Course fee required. Total 30 contact hours. Semester offered: Periodically. 1 Credit

PED-108 Badminton

Two hours each week. Course fee required. Total 30 contact hours. Semester offered: Periodically. 1 Credit

PED-110 Golf

Two hours each week. Course fee required. Total 30 contact hours. Semester offered: Spring. 1 Credit

PED-113 Rock Climbing

Two hours each week. Course fee required. Total 30 contact hours. Semester offered: Periodically. 1 Credit

PED-116 Tennis

Two hours each week. Course fee required. Total 30 contact hours. Semesters offered: Fall, Spring. 1 Credit

PED-117 Table Tennis

Two hours each week. Course fee required. Total 30 contact hours. Semesters offered: Fall, Spring. 1 Credit

PED-118 Volleyball

Two hours each week. Course fee required. Total 30 contact hours. Semester offered: Fall. 1 Credit

PED-119 Advanced Volleyball

Two hours each week. Course fee required. Total 30 contact hours. Prerequisite: PED 118. Semester offered: Fall. 1 Credit

PED-127 Aikido

Two hours each week. Course fee required. Total 30 contact hours. Semester offered: Periodically. 1 Credit

PED-128 Karate: Beginning

Two hours each week. Course fee required. Total 30 contact hours. Semesters offered: Fall, Spring. 1 Credit

PED-129 Karate: Intermediate

Two hours each week. Course fee required. Total 30 contact hours. Prerequisite: PED 128. Semesters offered: Fall, Spring. 1 Credit

PED-130 Karate: Advanced

Two hours each week. Course fee required. Total 30 contact hours. Prerequisite: PED 129. Semesters offered: Fall, Spring. 1 Credit

PED-132 Yoga: Beginning

Two hours each week. Course fee required. Total 30 contact hours. Semester offered: Periodically. 1 Credit

PED-133 Yoga: Intermediate

Two hours each week. Course fee required. Total 30 contact hours. Prerequisite: PED 132. Semester offered: Periodically. 1 Credit

PED-134 Yoga: Advanced

Two hours each week. Course fee required. Total 30 contact hours. Prerequisite: PED 133. Semester offered: Periodically. 1 Credit

PED-136 Bowling: Duck Pin

Two hours each week. Course fee required. Total 30 contact hours. Semester offered: Periodically. 1 Credit

PED-138 Bowling: Ten Pin

Two hours each week. Course fee required. Total 30 contact hours. Semesters offered: Fall, Spring. 1 Credit

PED-139 Fitness Walking

Two hours each week. Course fee required. Total 30 contact hours. Semesters offered: Fall, Spring. 1 Credit

PED-141 Strength Training: Beginning

Two hours each week. Course fee required. Total 30 contact hours. Semesters offered: Fall, Spring, Summer. 1 Credit

PED-142 Strength Training: Intermediate

Two hours each week. Course fee required. Total 30 contact hours. Prerequisite: PED 141. Semesters offered: Fall, Spring, Summer. 1 Credit

PED-143 Strength Training: Advanced

Two hours each week. Course fee required. Total 30 contact hours. Prerequisite: PED 142. Semesters offered: Fall, Spring, Summer. 1 Credit

PED-144 Jogging

Two hours each week. Course fee required. Total 30 contact hours. Semesters offered: Fall, Spring, Summer. 1 Credit

PED-145 Advanced Jogging

Two hours each week. Course fee required. Total 30 contact hours. Prerequisite: PED 144. Semesters offered: Fall, Spring. 1 Credit

PED-148 Cycling

Two hours each week. Course fee required. Total 30 contact hours. Semester offered: Periodically. 1 Credit

PED-155 Aerobic Dance I

Two hours each week. Course fee required. Total 30 contact hours. Semester offered: Periodically. 1 Credit

PED-156 Aerobic Dance II

Two hours each week. Course fee required. Total 30 contact hours. Prerequisite: PED 155. Semester offered: Periodically. 1 Credit

PED-161 Aerobic Workout I

Two hours each week. Course fee required. Total 30 contact hours. Semesters offered: Fall, Spring, Summer. 1 Credit

PED-162 Aerobic Workout II

Two hours each week. Course fee required. Total 30 contact hours. Prerequisite: PED 161. Semesters offered: Fall, Spring, Summer. 1 Credit

PED-170 Individual Assessment: Beginning

Course fee required. Total 30 contact hours. Semesters offered: Fall, Spring, Summer. 1 Credit

PED-171 Individual Assessment: Intermediate

Course fee required. Total 30 contact hours. Prerequisite: PED 170. Semesters offered: Fall, Spring, Summer. 1 Credit

PED-172 Individual Assessment: Advanced

Course fee required. Total 30 contact hours. Prerequisite: PED 171. Semesters offered: Fall, Spring, Summer. 1 Credit

PED-175 Track

Two hours each week. Course fee required. Total 30 contact hours. Semester offered: Periodically. 1 Credit

PED-176 Women: Basketball

Two hours each week. Course fee required. Total 30 contact hours. Semester offered: Periodically. 1 Credit

PED-177 Men: Basketball

Two hours each week. Course fee required. Total 30 contact hours. Semester offered: Periodically. 1 Credit

PED-179 Baseball

Two hours each week. Course fee required. Total 30 contact hours. Semesters offered: Fall, Spring. 1 Credit

PED-180 Soccer

Two hours each week. Course fee required. Total 30 contact hours. Semester offered: Periodically. 1 Credit

PED-181 Softball

Two hours each week. Course fee required. Total 30 contact hours. Semester offered: Periodically. 1 Credit

PED-183 Women: Basketball - Advanced

Two hours each week. Course fee required. Total 30 contact hours. Prerequisite: PED 176. Semester offered: Periodically. 1 Credit

PED-184 Men: Basketball - Advanced

Two hours each week. Course fee required. Total 30 contact hours. Prerequisite: PED 177. Semester offered; Periodically. 1 Credit

PED-189 Intermediate Baseball

Two hours each week. Course fee required. Total 30 contact hours. Prerequisite: PED 179. Semester offered: Fall. 1 Credit

PED-191 Intermediate Softball

Two hours each week. Course fee required. 30 contact hours. 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. 15 contact hours. 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. 45 contact hours. 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. 30 contact hours. 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: Periodically. 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. 30 contact hours. Prerequisites: Minimum age of 17 years, mastery of all major swimming strokes, and current Red Cross Lifesaving Certificate. Semester offered: Periodically. 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. 45 contact hours. 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. 45 contact hours. 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. 45 contact hours. 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 required. 45 contact hours. 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. 45 contact hours. 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. 45 contact hours. 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. 45 contact hours. 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. 45 contact hours. 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. 45 contact hours. 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. 45 contact hours. 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 pursuing 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. 45 hours of lecture and 45 hours of lab. Prerequisites: ENG 099 and MAT 099 or appropriate score on placement test. Semesters offered: Fall, Spring. 4 Credits

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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. 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. 45 hours of lecture and 45 hours of lab. 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. Total of 60 hours. 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. Total of 45 hours of lecture. 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. 45 hours of lecture and 45 hours of lab. 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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. Prerequisite: MAT 101 or MAT 114. 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. 45 hours of lecture and 45 hours of lab. 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. 45 hours of lecture and 45 hours of lab. 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. 60 hours of lecture and 45 hours of lab. Prerequisites: MAT 101 and MAT 102 or MAT 161. Co-requisite: 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. 60 hours of lecture and 45 hours of lab. Prerequisite: PHY 203. Co-requisite: MAT 204. 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. Total of 30 contact hours. Co-requisite: 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. Total 45 hours of lecture. 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. Total 45 hours of lecture. 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. Total 45 hours of lecture. 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 interna-

tional 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. Total 45 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. Prerequisite: PSY 201, EDU-101 or EDU-103 or permission of instructor. 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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. 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. Total 45 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. Prerequisite: PSY 201. Semester offered: Periodically. 3 Credits

PSY-269 Internship I

See "Programs of Study" section of current HCC Catalog for internship 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/physiology placement examination or completion of BIO 099. Semesters offered. Fall, Spring, Summer. 1 Credit

RAD-190 Supplemental Clinical Education

This course is designed to meet the needs of students desiring readmission to the radiography program, completing course requirements under an incomplete, or enhancing technical and/or patient care skills or requesting supplemental clinical education experience in specialized radiographic imaging procedures. Students enrolled in the course will meet with faculty to develop a clinical education plan to strengthen areas of concern or enhance imaging abilities. Enrollment in the course is determined by available clinical slots. Minimum of 135 contact hours. Course fee required. Prerequisite: Eligibility to be considered for readmission or currently enrolled in the radiography program. Semesters offered: Fall, Spring, Summer. 3 Credits

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 108. Semesters offered: Fall, Spring, Summer. 3 Credits

RAD-213 Patient Care for Advanced Medical Imagers

This course is designed as a patient care refresher for the medical imager who has been out of the patient care environment for more than two years. The course reviews patient care skills, radiography equipment and protection for the advanced medical imager. Total of 30 hours of web-based instruction and 30 hours of laboratory instruction. Course fee required. This course must be completed prior to the start of practicum course(s). Instructor approval required. Semester offered: Periodically. 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-215 Pathology for Imaging Sciences

This course will focus on common pathological conditions found on X-ray, Computed Tomography, Magnetic Resonance, Ultrasound and Position Emission Tomography images, including protocol appearance variations. The units of CNS, musculoskeletal, neck/thorax and abdominopelvic pathology will be covered. Common pathologies from each of these body sections will be covered. Learning will be enhanced by textbook readings, discussion board activities and special projects including case studies and Power Point presentations. Total of 45 hours of web-based instruction. Course fee required. Prerequisite: RAD 212. Semester offered: Fall, Spring. 3 Credits

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. 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. Course fee required. Prerequisite: RAD 216. Practicum 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. Practicum 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. Co-requisite: RAD 212 and RAD 215. 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. Course fee required. Prerequisite: RAD 218. Practicum 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. Practicum 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. Practicum 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. Co-requisites: RAD 212 and RAD 215. 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. Course fee required. Prerequisites: RAD 222. Practicum 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. Practicum 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. Practicum hours as arranged. Semesters offered: Fall, Spring, Summer. 2 Credits

RAD-226 Introduction to Interventional Radiology

This course introduces the medical imaging student to the fundamentals of interventional radiology including patient care, equipment, instrumentation, implantable devices and common angiographic procedures. Total of 45 hours of lecture. Course fee required. Prerequisite: RAD 200. Semester offered: Spring. 3 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. 45 contact hours. 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. 45 contact hours. 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. 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. The class covers variables, function, subroutines, user-centered design, arrays, rule sets and random events. Students will be able to recognize and

correct common programming errors as well as utilize programming problem solving techniques. Course fee required. Co-requisite: 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: Fall. 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: Spring. 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 Sciences

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

Sociology

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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. 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

Speech

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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 15 hours of lecture. 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. Total of 15 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 45 hours of lecture. 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. Total of 60 hours of lecture. 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. Total of 60 hours of lecture. 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. Total of 45 hours of lecture. 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. Co-requisites: 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. Co-requisites: TRK 108, TRK 115. Semesters offered: Fall, Spring, Summer. 4 Credits

TRK-112 Pre-Trip Inspections

This course introduces the principles and practices of commercial vehicle inspections as required by federal law. All vehicle components and systems will be introduced and their relationship in the inspection process. In-cab and air brake inspections will be explained and practice sessions are included as part of the curriculum. Co-requisites: TRK 108, TRK 110 and TRK 115. Semesters offered: Fall, Spring, Summer. 3 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. Co-requisites: TRK 108, TRK 110. Semesters offered: Fall, Spring, Summer. 8 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 and Multimedia Technology

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. Prerequisite: IST 101 Basic Keyboarding and IST 100 Computer Basics or 70% or better on the SALI test 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-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 Javascript and Multimedia

This course focuses on JavaScript as the client-side scripting technologies for web sites. Students will learn form validation, page animation, the Document Object Model as well as basic programming concepts such as functions, arrays, loops and variables. Students will also incorporate interactive elements into projects including audio, video and other multimedia. Course fee required. Prerequisite: WEB 101 or consent of TCS Division. Semester offered: Fall. 3 Credits

WEB-220 Introduction to Content Management Systems

Students will install, customize and maintain server-based open-source content management systems including blogs, wikis, and shopping carts. This is the capstone class for the WEB program and students will participate in a group service learning project as well as create an online portfolio and resume site. Course fee required. Prerequisite: WEB 110, WEB 210 and WEB 215 or consent of TCS Division. Semesters offered: Spring. 2 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/Organizational Structure

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

Executive Assistant I

Mida V. Clipp, 2005

- A.S., Hagerstown Community College

Administrative Office Associate I

Kellie A. Koons, 2010

- A.A., Hagerstown Community College

Beverly M. Long, 2009

Administrative Office Associate I, part-time

Jasmine N. Woolard, 2010

Coordinator, Health Professions

Linda L. Altizer, 2009

- B.S.N., M.S.N., George Mason University

Coordinator, Information Technology Training

Jack A. Drooger Jr., 1999

- A.A., Hagerstown Community College

Coordinator, Lifelong Learning

Anne C. Myers, 2000

- B.A., Temple University

Business Recruitment Specialist and Program Manager

Stephanie A. Powers, 2011

- B.A., The Pennsylvania State University, Altoona College

Program Manager, Certification and Licensure

Cynthia K. Hull, 2004

- A.A., Hagerstown Community College
- B.A., Hood College
- M.Ed., Frostburg State University

Transportation Safety Specialist

TBN

Office Associate/Test Center Support Technician

Samantha L. Willard, 2009

- B.A., Shepherd University

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

Construction Project Manager

Gerard F. Rath, 2010

- B.S., SUNY, ESF

Facilities Project Coordinator

Dawn M. Baker, 2008

- A.A.S., Hagerstown Community College
- B.S., University of Maryland

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

Custodial Operations Supervisor

Peter S. Chapelle, 2010

- B.S., University of Maryland

Custodian/Security Associates

Donald W. Baker, 1988

James L. Bechtol, 2009

Paul D. Boyd, 2010

Dennis B. Carroll, 1981

- A.A., Hagerstown Community College

Sterling D. Frey, 2010

Megan L. Fritz, 2009

Timothy M. George, 2011

Ann M. Gilles, 2010

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

Warren C. Sipes, 2008

Shawn G. Starliper, 2010

- A.S., Blue Ridge, CTC

TBN

Custodian, part-time

Roger D. Case, 2009

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

Fonda E. Franklin, 2002

- A.A., Hagerstown Community College
- B.S., Towson University

Human Resources Specialist

Rosalynn R. Oberholzer, 2009

- A.A.S., Harcum College
- A.A.S., Hagerstown Community College

Human Resources Specialist, part-time

Faye L. Miller, 2011

- B.A., Lock Haven University

Human Resources Specialist

Barbara A. Lease, 1988

- A.A., 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. Eyer, 1993

- A.A., Hagerstown Community College

Coordinator, Alumni Relations and Annual Giving

Lisa S. Stewart, 1991

- A.A., Hagerstown Community College
- B.A., Shepherd University

Coordinator, Campus Volunteers

Irene E. Young, 2009

- B.A., Wheeling Jesuit University
- M.S., American University
- M.Ed., George Washington University

Development Associate

William L. Mann, 2005

- B.A., Hood College

Planning and Institutional Effectiveness

Dean, Planning and Institutional Effectiveness

Barbara E. Macht, 1984

- B.A., M.S., Hood College

Director, Grants Development

Anne M. Rich, 2009

- B.S., Concordia University
- M.A., Georgetown University

Administrative Office Associate I, part-time

Deborah A. Power, 2007

- A.S., Hagerstown Community College

Coordinator, Research and Assessment

Bradley G. Shepard, 2003

- B.S., B.S., Virginia Tech

Evaluation Specialist

Tammy K. Strite

- A.A., Hagerstown Community College

Research Analyst

Linda K. Vrboncic, 1982

Research Associate

Dawn M. Reed, 1989

- A.A., Hagerstown Community College

Public Information and Government Relations

Director

Elizabeth K. Stull, 2000

- B.A., M.S., Shippensburg University

Coordinator, Web and Multimedia

Stephen J. Recker, 2007

- B.M., Berklee College of Music

Social Media and Public Information Specialist

Leigh-Anne Mauk, 2008

- A.A., Hagerstown Community College
- B.A., Shepherd University

Multimedia and Special Projects Assistant

TBN

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 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

E. Louise Bird, 2003

- A.A., Hagerstown Community College

Director, Instruction

Gerald C. Haines, 2006

- A.B., Loyola College
- M.Ed., Shippensburg University
- M.Ed., Shippensburg University

Administrative Office Associate I

Sally J. Matthis, 1998

Coordinator, Curriculum and Academic Systems

Judith M. Gerhart, 2005

- B.S., Towson University

Academic Systems Specialist

Jacqueline Griggs

- A.A., Hagerstown Community College
- B. S., Shepherd University

Library and Distance Education

Director

James R. Feagin, 2002

- B.A., Middlebury College
- M.L.I.S., Louisiana State University

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 Technology Assistants, part-time

Lindsay A. Febres, 2010

- A.A., Hagerstown Community College

Aaron L. Kilmer, 2008

- B.S., Shepherd University

Audio-Visual Technician

Peter D. Mathews, 2003

Library

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

Library Assistants I

Karen A. Giannoumis, 2006

- B.A., Virginia Tech

Letitia M. Mehalow, 1990

- B.A., University of Pittsburgh

Theater

Theater Technician

Jason A. Buhrman, 2006

- A.A., Hagerstown Community College
- B.A., Villa Julie College

Art/Theater Assistant, part-time

Benjamin B. Buhrman, 2010

- A.A., Hagerstown Community College
- B.S., Towson University

FACULTY/DIVISIONS

Behavioral and Social Sciences/ Business Division

Chair, Behavioral and Social Sciences/Business Division and 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

Administrative Office Associate I, Behavioral and Social Sciences/Business

Debra K. Daley, 2002

Faculty

Assistant Professor, 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

Instructor, Psychology

Melinda S. Kowlasky, 2011

- B.A., Ball State University
- Ph.D., University of Minnesota

Instructor, Sociology

Daniel J. Madron, 2010

- B.A., Eastern University
- M.A., UMBC

Assistant Professor, Business and 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., Shippensburg 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

Instructor, Accounting**TBN****Instructor, Business****TBN**

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

Administrative Office Associate II**Cassie W. Taylor, 2011****Intake/Assessment Specialist****Michael A. Pindell, 2006**

- B.A., M.A., Shippensburg University

Instructional Specialist**Nancy S. Louia, 2011**

- B.A., High Point University
- M.A., Appalachian State University
- Ed.D., Nova Southeastern University

Instructional Assistant, ESL and Developmental Composition**Catherine E. Hadley, 2010**

- B.A., Hood College
- M.A., M.A., Catholic University

Instructional Assistants, 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

*Academic Testing Center***Coordinator, Academic Testing Center****Pamela J. McIntyre, 2010**

- A.A., Hagerstown Community College
- B.A., Hood College

Academic Testing Center Assistants**Beverly Kruger, 2001**

- A.A., Hagerstown Community College
- Valerie M. Schmidt, 2010**
- A.A., Frederick Community College
 - B.A., Salisbury University

Academic Testing Center Assistants, part-time**Frances M. Cain, 2010****TBN***Faculty***Assistant Professor, Developmental Mathematics****Richard D. Campbell Jr., 2008**

- B.S., Bucknell University
- M.Ed., Frostburg University

Instructor, Developmental English**Sonjrae M. Cross, 2006**

- A.A., Hagerstown Community College
- B.A., Hood College
- M.A., Morgan State 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 and Associate Professor, English Composition**Joan M. Johnson, 1999**

- B.A., Towson University
- M.A., Shippensburg University

Administrative Office Associate I, English and Humanities**Rita A. Arch, 1992**

- A.A., Hagerstown Community College

*Faculty***Assistant Professor, Art Appreciation/Art History****Joan H. Bontempo, 2006**

- 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

Associate 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

Assistant Professor, English

Amanda H. Skjeveland, 2008

- B.A., Roanoke College
- M.A., University of Baltimore

Instructor, Art, Music, Humanities

Daniel R. Webber, 2010

- A.A., Hagerstown Community College
- B.S., Shepherd College
- M.A., Frostburg State University

Health Sciences Division

Director, Health Sciences

Angela D. Stoops, 2000

- Diploma, Lancaster General Hospital
- B.S., Wilson College
- M.B.A., Mount Saint Mary's University

Administrative Office Associate II, Health Sciences

Helen G. Spurrier, 2007

- A.A., Frederick Community College
- B.A., Hood College

Clinical Coordinator, Radiography

Michelle L. McDaniel, 2011

- A.S., A.S., Hagerstown Community College
- B.S., Widener University

Workplace Learning Advisor, Externships/Clinicals

Cheryl A. Keller, 2010

- B.S., Bowling Green State University
- M.B.A., Hood College

Faculty

Instructor and Program Coordinator, EMS/Paramedic

Devin S. Buries, 2010

- A.A., Long Beach City College
- Paramedic certification, Mt. San Antonio College

Instructor, Radiography

Dawn M. Dingle, 1998

- A.A., Hagerstown Community College
- B.S., Widener University

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 and 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 and

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

Administrative Office Associate II, Mathematics and Science

Robin E. Thomas, 2006

- A.A.S., Hagerstown Community College

Coordinator, Physical and Life Sciences Laboratory

Jack D. Smith, 1996

- A.S., Hagerstown Community College
- B.A., Hood College

Biotech Advisor/Recruiter

Mylynh Nguyen

- B.S., University of Maryland, College Park

Science Learning Center Specialist

Clayton A. Marquiss, 2010

- B.S., University of Maryland

Instructional Assistant, College Algebra

Rebecca A. Kendrick, 2006

- B.S., Shepherd University

*Faculty***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
- M.A.T., University of Idaho

Associate 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

Instructor, Biotechnology**Alicia J. Manfre, 2011**

- B.A., Texas Christian University
- Ph.D., Clemson University

Associate Professor, Mathematics**Joseph C. Mason, 2007**

- B.S., Lock Haven State College
- M.S., Shippensburg University of PA

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

Associate 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

Instructor, Engineering and Mathematics**TBN****Nursing Division****Director, Nursing and 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

Administrative Office Associate III, Nursing Division**Janice M. McLaughlin, 2001**

- A.A., Mid-State College

Lab Coordinator, Nursing**Susan E. Payne, 2009**

- R.N., Union Memorial
- B.S.N., Penn State University

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

Simulation Lab Assistant**Matthew J. Dorsey, 2009**

- A.S., Hagerstown Community College

*Faculty***Instructor, Nursing****Robin A. Banfe, 2010**

- B.S.N., Shepherd College
- M.S., Post-Master Certificate, University of Maryland School of Nursing

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

Assistant Professor, Nursing**B. Lynn Drury, 2009**

- B.S.N., Columbia Union College
- M.S.N., Marymount University

Assistant Professor, Nursing

Sonja L. Kirchner, 2005

- B.S.N., Salisbury University
- M.S.N., Shenandoah University

Assistant Professor, Psychology and 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

Instructor, Nursing

Stephanie H. Nicholson, 2010

- A.S.N., Prince Georges Community College
- B.S.N., Mountain State University

Assistant Professor, 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, 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

Faculty

Instructor, Physical Education and Fitness Center

Coordinator

Thomas K. Burge, 2010

- B.S., Guilford College
- M.S., California University of PA

Instructor, Physical Education and Athletic Trainer

Shannon M. Cameron, 2008

- B.S., James Madison University
- M.A., University of South Carolina

Professor, Health and Physical Education and 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

Administrative Office Associate III, Technology and Computer Studies

Sharon Plank, 2002

- Certificate, Hagerstown Community College

Commercial Vehicle Transportation

Coordinator, Commercial Vehicle Transportation

John A. Cavey, 2008

Commercial Vehicle Transportation Specialist

F. Jane Spielman, 2007

Faculty

Professor, Information Systems Technology

Trudy M. Gift, 1981

- B.S., M.Ed., Shippensburg University

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

Instructor, Mechanical Engineering Technology

Stephanie S. Rittler, 2010

- B.S., Virginia Tech

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

Instructor, Industrial and Energy Technology

Anthony R. Valente, 2009

Assistant Professor, Information Systems Technology

Karen Weil-Yates, 2003

- B.A., M.S., Shippensburg University

OFFICE OF ADMINISTRATION AND FINANCE

Vice-President, Administration and Finance

Anna M. Barker, 1989

- B.S., Shepherd University
- M.B.A., Frostburg State University

Executive Assistant I

Carolyn L. Hoover, 1998

- A.A.S., Hagerstown Community College

Grants and Special Projects Accountant

Jennifer M. Felice, 2010

- A.S., Hagerstown Community College
- B.S., University of Maryland, University College

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

Bookstore

Manager

Daniel F.A. Dell, 1994

- B.S., Shepherd University
- M.B.A., Frostburg State University

Bookstore Assistants I

Lynn M. Burress, 2009

Heather R. Oden, 2006

Bookstore Assistant II

Anita Y. Edwards, 2003

Food Services

Manager

Sandra E. Harrison, 2002

Catering Coordinator/Lead General Worker

Bonnie L. Sisco, 2008

Lead General Worker

Melissa M. Thomas, 2010

Food Service Workers

Kristine L. Brodka, 2010

Christopher L. Schindler, 2009

- A.S., B.S., Baltimore International College

Food Service Workers, part-time

Romaine Hannah, 2007

TBN

Campus Police and Safety

Chief, Campus Police and Safety

Henry L. Gautney, 1994

Police Officer

Stephen G. Scalf Jr., 2010

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

Payroll Associate

Kevin B. Unger, 2005

- A.A., Hagerstown Business College
- B.S., Liberty University

Cashier, part-time

Kim Mullins, 2006

- B.S., State University of New York at Cortland

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 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

Computer Support Technician

Christopher S. McAfee, 2002

- A.A.S., Hagerstown Community College

Computer Support Technician, 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

Telecommunications Specialist

Willard J. Byram, 2010

- 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

User Support Specialist I

Tina M. Hartman, 1978

Kathy L. Stakem, 1993

- A.A., Allegany College

Web Programmer

Ricky L. Martz Jr., 2000

- A.S., Hagerstown Community College

Reprographic Services

Manager

Norman E. Brown, 2009

Administrative Office Associate

Michelle K. Shank, 1993

- A.A., Hagerstown Community College

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

Word Processing/Bindery Finisher Specialist

Carole L. Clark, 2003

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

Tina C. Dillow, 2011

- B.S., Shepherd College

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

Alisha A. Commer, 2011

-A.S., Hagerstown Community College

Danielle M. Donovan, 2010

- A.S., Hagerstown Community College

Christine L. Poffenberger, 2005

Admissions, Records and Registration

Director

Jennifer A. Haughie, 2005

- B.A., M.S., Shippensburg University

- Ed.D., University of Phoenix

Coordinator, Recruitment

Kevin L. Crawford, 2006

- A.A., Hagerstown Community College

- B.S., Bridgewater College

- M.Ed., Frostburg State University

Multicultural Recruiter

Luis J. Flores, 2011

- B.A., Shepherd University

Recruitment Specialist/Advisor for Industrial Technology/Alternative Energy Technology Programs

Sherry K. Donovan, 2001

- A.A.S., A.A., Hagerstown Community College

- B.S., Frostburg State University

Enrollment Assistants

Gloria J. Hughes, 1980

Shelley R. Leshner, 2008

Janet L. Martinez, 2010

Brandi R. South, 2009

Iris D. Yates, 2001

Extension Sites

Recruitment/Operations Coordinator of Extension Sites

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

Athletic Department and Athletic, Recreation and 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

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

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

Lead Teachers

Denise C. Howell, 2006
- A.A.S., Hagerstown Community College
Elizabeth G. Stull, 2001

Pre-Kindergarten Teacher

Wendy S. Roberts, 2005
- B.S., Frostburg State University

Teacher, part-time

Mary E. Mock, 2011

Teacher's Assistants, part-time

Jodi L. Coode, 2006
Kristie K. Drury, 2010
TBN

Teacher's Aides, part-time

Tammie Nestor, 2003
- Certificate, Sheridan Vocational Technical School
TBN

Food Service Worker, part-time

TBN

Disability Services

Coordinator, Disabilities Services

Jaime L. Bachtell, 2002
- B.S., Towson University
- M.A., University of Maryland

Disability Support Services Advisor

Katherine L. Dyke, 2010
-B.A., B.S., M.A., Shepherd University

Internship and Job Services

Coordinator, Internship and Job Services

Bonnie A. Saunders, 2007
- A.A., Hagerstown Community College
- B.S., Mount St. Mary's University
- M.A., Hood College

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

Coordinator, Teen/Parent Program

Maria Spinnler, 2003
- B.A., Eastern Kentucky 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

Student Activities

Coordinator, Student Activities

Heather B. Barnhart, 2002
- A.S., Hagerstown Community College
- B.S., Shepherd University

Student Financial Aid

Director

Carolyn S. Cox, 1993
- B.A., Glenville State College
- M.A., West Virginia University

Administrative Office Associate I – Virtual Advisor

TBN

Data Coordinator

Lisa M. Wynkoop, 2009
- Certificate, Hagerstown Community College

Student Financial Aid Coordinator

Stephny M. Lietuvnikas, 2004
- B.A., Shepherd University

Student Financial Counselor

Britney L. Carter, 2009
- A.A., Garden City Community College
- B.A., William Penn University

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

Student Support Services/TRiO

Interim Coordinator

Harold V. Macht, 2010
-B.S., University of Maryland
-M.S., Hood College

Administrative Office Associate

Laura K. Barnes, 2010
-A.A., Hagerstown Community College

Counselor/Advisor

Rachael V. McLoud, 2010
-A.A., Hagerstown Community College
-B.A., Shepherd University

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

Michael S. Metz

- A.S., Hagerstown Community College
- B.S., M.B.A., Frostburg State University
- CMA., Institute of Management Accountants

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

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

Thomas H. Renner

- A.A., Hagerstown Community College
- B.A., Shepherd University
- M.Ed., University of Maryland

Art

Jeffrey T. Smith

- A.A., Frederick Community College
- B.F.A., Maryland Institute, College of Art

Art

Stephen M. Wright

- B.F.A., East Carolina University

Art/Jewelry

Elizabeth B. Carey

- B.A., St. Mary's College
- Additional studies: Frostburg State University

Biological Science

Mindy L. Rouzer

- B.S., Bloomsburg University
- D.C., New York Chiropractic College

Certified/Geriatric Nursing Assistant

Sondra J. Dorsey

- A.S., Hagerstown Community College

Chemistry

James T. Stemmler

- B.A., Ballarmine College
- Ph.D., Catholic University of America

Commercial Vehicle Transportation

Ronald S. Chambers

Dance

Kelly J. Jenkins-Moreland

Developmental English

Charles W. Malone

- B.S., Shippensburg University

Developmental English

Stephanie J. Murphy

- B.S., Salisbury State University
- M.Ed., Coppin State College

Developmental English

Joan R. Smeltzer

- B.S., Concord College
- M.A., West Virginia University

Developmental Mathematics

Maxwell G. Christopher

- B.E.E., University of Virginia
- M.A., University of South Florida

Developmental Mathematics

Joli Ann Kemp

- B.S., University of Maryland

Developmental Mathematics

Gary F. Sturniolo

- B.S., Pennsylvania State University

Developmental Mathematics

Janice M. Sturniolo

- B.S., Pennsylvania State University

Developmental Mathematics

Tony Suranno

- A.A., Hagerstown Community 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

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

Humanities

Don R. Stevenson

- B.S., Clemson University
- M.D., M.Th., Southeastern Baptist Theological Seminary

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

Bonnie J. Errico

- A.A., Hagerstown Junior College
- B.A., Hood College
- M.B.A., Frostburg State University

Information Systems Technology

Douglas K. Horton

- A.A., Montgomery College
- B.S., University of Maryland

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

James Edward Miller

- A.A., Hagerstown Junior College

Information Systems Technology

Thomas R. Paci-Funk

- B.S.E., Millersville University
- M.A., McDaniel College

Management

Arnold A. Callaham

- B.S., University of Maryland
- M.B.A., Mt. St. Mary's

Management

C. Michael Mason

- B.S., Frostburg State University
- J.D., University of Baltimore

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

Gary L. Rupert

- A.A., Potomac State College
- B.A., West Virginia University
- M.A. Equivalent, Indiana University of Pennsylvania

Music

Korby L. Moss-Sanders

- Shepherd University

Music

Candice Mowbray

- A.A., Hagerstown Community College
- B.A., Shepherd University
- M.M., Shenandoah University

Music

Bradley M. O'Connor

- B.S., Towson University

Music

Deborah L. Stotemyer

- B.S., Frostburg State University

Nursing

Diane L. McCleaf

- B.S.N., West Virginia University

Paralegal

William P. Young, Jr.

- A.B., Johns Hopkins University
- J.D., University of Maryland Law School

Photography

Audra H. Martenot

- A.A., Hagerstown Junior College
- B.A., M.S., Shippensburg University

Physical Education/Aerobics

Dyanne A. Sharrar

Physical Education/Baseball

Scott B. Jennings

- A.A., Hagerstown Community College

Physical Education/Recreation

John B. Whitman

- B.S., SUC Brockport

Physical Education/Self-Defense

Edward Hillson

- B.A., Thomas Edison College

Physical Education/Yoga

Simone G. Heurich

Physical Science

Howard A. Goldstein

- B.A.S., University of Minnesota
- M.M.Sc., Emory University

Physical Science

Rodney L. Martin

- B.S., Shippensburg University
- M.Ed., Indiana University of Pennsylvania

Physical Science/Meteorology

David W. Terlizzi

- B.S., Salisbury State University
- M.S., Mississippi State University

Program Advisory Committees

HCC's advisory committees provide advice and support to specific curricular areas and play an important role in helping HCC maintain currency and relevance in career programs and courses. Advisory committee members have direct and current knowledge and experience related to the curricular areas they advise. Each of the following advisory committees also includes numerous HCC faculty and staff members whose expertise and academic responsibilities are directly related to the particular area of study.

Psychology

Cheyenne J. Lewis

- A.A., Hagerstown Community College
- B.A., Shepherd College
- M.S., Shippensburg University

Psychology

Ginger K. Scally

- B.S., Towson State University
- M.A., Hood College

Psychology

Robin L. Witmer-Kline

- B.S., Wilson College
- M.S., Shippensburg University
- Ph.D., South Florida Bible College and Theological Seminary

Radiography

Mary F. Ellis

- (R)RT, Washington County Hospital X-Ray School
- RDMS, RUT, Johns Hopkins Evening US School

Radiography

Colleen S. Kassman

- A.A.S., Trocaire College
- B.A., Wilson College

Radiography

Gina H. Lester

- A.A.S., Wake Technical Community College

Radiography

Linda L. Walla

- A.A., Hagerstown Junior College
- B.A., Hood College

Sociology

Frederick J. Nastri

- A.A., Hagerstown Community College
- B.S., University of Baltimore
- M.A., Hood College

Sociology

Richard C. Snyder

- B.S., University of Maryland
- M.A., Hood College

Theater/Drama

David B. Dull

- A.A., Hagerstown Community College
- B.A., Salisbury State University
- M.S., Shippensburg University

Theater/Drama (Costume Design)

Robin L. Shaner

- A.A., Hagerstown Community College
- B.S., Philadelphia College of Textiles & Science

Administration of Justice

Major Don Bales

Retired, Maryland Department of Corrections

Timothy Buskirk, Chief

Hancock Police Department

Jim Cameron

Washington County Technical High School

Ed Ernst

Maryland State Fire Marshall's Office

Steve Ganley

Washington County Public Schools

Lance Miller

National Law Enforcement and Corrections Technology Center

Captain John Moulton, Jr.

Hagerstown Police Department

Douglas Mullendore, Sheriff

Washington County Sheriff's Office

Richelle Scrugham

Division of Parole and Probation

Arthur Smith, Chief

Hagerstown Police Department

William Sondervan, EdD

University of Maryland University College

Rod Sowers, Warden

Maryland Correctional Institution

Charles Strong

Washington County State's Attorney

David Yohman

Retired, Hagerstown Community College

Alternative Energy Technology

James Aaron

Total Comfort Inc.

John Barr

Ellsworth Electric Inc.

David Bedard

Allegheny Energy Inc.

Rocky Bishop

Washington County Facilities Maintenance

Kim Bowers

Washington County Department of Water Quality

Zayn Bradley

Sustainable Energy Systems Inc.

Michael Cunningham

Johnson Controls Inc.

Betsy Delozier

Big D Electric

Daniel Divito

Washington County Government

Robert Driggers

BOPAT Electric Co. Inc.

Carlos Fernandez

Potomac Wind Energy

Robin Ferree

Hagerstown-Washington County Economic Development Commission

Paul Fisher

Berkeley County Public Service

Dennis Fulk

United Refrigeration

Kelly Gibson

Staples: Distribution Center

Andrew Greenwood

Johnson Controls Inc.

Larry Heck

Guilford Water Authority

Brent Hollenbeck

TimberRock Energy Solutions

Tim Jones

Glory Energy Solutions

Phil Kelly

Millennium 3 Energy

Joe Kroboth, III

Washington County Government

Henry Maier

LNH Enterprises LLC

Paul McAllister, DDS

Smile Design Centre

Mike McKechnie

Mountain View Solar

Craig McQuin

Banner Home Solutions

Gregory Murray

Washington County Government

Chris Nicholson

Standard Solar

Joe Pecar

Banner Home Solutions

Julie Pippel

Washington County Government

S. Leiter Pryor

Borough of Waynesboro

Richard Raione

US Nuclear Regulatory Commission

Ramiro Ramos

Washington County Dept. of Permits and Inspections

Chad Randle

Sustainable Energy Systems LLC

Will Seilhamer

Miller and Anderson Inc.

Carroll Shifler

Shifler Electrical Associates Inc.

Robert Slocum

Washington County Dept. of Public Works

Robert Socks, Jr.

Control Systems Inc.

William Sonnik

Washington County Division of HR

Rick Stump

Dixie Electric Inc.

Peter Thomas

Western Maryland Consortium

Tad Tweed

Mace Energy Supply Inc.

Scott Wiater

Standard Solar

Clayton Zug

City of Hagerstown

Biotechnology

April Bishop

Washington County Public Schools

Ann Boyd, PhD

Hood College

Ann Callahan, PhD

USDA-ARS

Meena Chandok, PhD

Ambay Immune Sensors and Controls

James Cherry, PhD

National Cancer Institute

Sharon Chirgott

Washington County Public Schools

Kathleen Dowell

EvalSolutions

Robin Ferree

Hagerstown-Washington County Economic Development Commission

Wendy Fraker

Washington County Public Schools

Robert Garver

Maryland DBED

Sandy Graff

Washington County Public Schools

Justin Hartings, PhD

Biaera Technologies

Tahnee Haupt

Washington County Public Schools

Sally Irwin

Washington County Technical High School

Michael McCaman, PhD

Lonza

Sheryl Moles

Life Technologies

David Munroe, PhD

National Cancer Institute

Aline Novak

Washington County Public Schools

Yniv Palti, PhD

National Center for Cool and Cold Water Aquaculture

Eileen Patton

University of Maryland, School of Medicine

George Phillips

Washington County Public Schools

Frank Portugal, PhD

The Catholic University of America

Mike Scott

MedImmune

Lisa Shaw

Chambersburg Area High School

Andrea Stahl, Lt. Col., PhD

USACEHR

Brad Stiles, PhD

USAMRIID

Peter Thomas

Western Maryland Consortium

Kathy Warner, PhD

University of Maryland University College

Robert Webb, PhD

USAMRIID

*Business, Accounting and Customer Service***Karen Beck**

First Data Merchant Services

Art Callahan

Greater Hagerstown Committee

David Crotty

CitiGroup

Brian Flook

Power Marketing and Advertising

Neal Glessner

Glessner Alarm & Communications

John Itell

Albright, Crumbacher, Moul & Itell

Mike Manspeaker

Smith, Elliott, Kearns and Company

Martha Mattare, PhD

Frostburg State University

Al Martin

City of Hagerstown

Dave Munday

Washington County Public Schools

Vicki Sanders

H&R Block

David Warner, EdD

The University System of Maryland at Hagerstown

Laurie Williams

Review and Herald Publishing Association

*CNA/GNA, CMA, and PCT***Cathy Bergeman**

Western Maryland Consortium

Paula Boyer

Glade Valley Nursing Home & Rehab

Elise Culler

Home Health Care

April Cushwa

Homewood at Williamsport

Ruth Freshman

Golden Living Center

Jennifer Harrison

Homewood at Crumland Farms

Lora Hawkins

Easter Seals Adult Day Services

Tanya Jordan

Coffman Nursing Home

Ruth Leizear

Meritus Medical Center

Catherine Ricketts

Homecall, Inc.

Cassandra Weaver

Fahrney Keedy Home and Village

*Commercial Vehicle Transportation***Sharon Chirgott**

Washington County Public Schools

Mike Collins

Con-Way Central Express

Scott Doleman

FedEx Freight Inc.

Deb Gilbert

Western Maryland Consortium

Gary Kelley

DM Bowman Inc.

Darrin Nardi

FedEx Freight Inc.

George Phillips

Washington County Public Schools

Ralph Richmond

USA Cartage Inc.

Kathy Robinson

USA Cartage Inc.

Skip Spessard

Hoffman Transport Inc.

Mike Stevenson

DOT Foods

Anthony Triggs

DM Bowman Inc.

Jim Ward

DM Bowman Inc.

Vickie Walls

YRC WorldWide Inc.

Ellen Werry
DM Bowman Inc.

Barry Willard
YRC WorldWide Inc.

Dental Assisting

Michael E. Anderson, DDS

Jay S. Boyd, DDS
Briarwood Dental Center

Rebecca W. Bye, DDS, MS
The Bye Center for Implants & Periodontics

Brenda R. Diefenderfer-Paul, DDS

Brandon Ellis, DDS
Ellis & Stull

Justin C. Hollingshead, DMD
GW Thorne & Hollingshead

Jayne T. Keller, DMD

Harvey Levy, DMD, MAGD
Dr. Harvey Levy and Associates, PC

Paul McAllister, DDS
Smile Design Centre

Robert P. Nitzell, DDS
Retired

Jon A. Pike, DDS
Associated Oral & Maxillofacial Surgeons

Alfred E. Smith, DDS
Allegany Dental Care

Nancy C. Stannert, RDH

Robert G. Steiner, DDS
Retired

Gregory W. Stout, DDS
Chambersburg Dental Associates

G. William Thorne, DDS
GW Thorne & Hollingshead

Margaret L. Wade, DDS

Kirk M. Zeger, DMD

Robert R. Zimmerman, DDS
Cornerstone Family Dentistry

Early Childhood Education

Sharon Chirgott
Washington County Public Schools

Beth Fox
Citi Family Center/Bright Horizons

Dee Harne
Head Start of Washington County

Denise Kuhna
Fountaindale Elementary School

Marion Mitchell
Child Care Administration

Melissa Nearchos
Washington County Community Partnership for Children and Families

Rosemary Pellegrino
Frostburg State University at Hagerstown

Nicole Potter
Washington County Technical High School

Annette Searfoss
APPLES: Resources for Children, Inc.

Teresa Shifler
Kids Club, Inc.

Charles Wainwright
The Learning Center

Emergency Medical Services

Christopher Amos
Community Rescue Service

Lisa Fairburn
Red Cross

Elizabeth Fields
Meritus Medical Center

R. David Hays
Community Rescue Service

Stephen Kotch, MD, FAAEM
Meritus Medical Center

Kevin Lewis
Washington County Emergency Services

Alan Matheny
Washington County Sheriff's Office

Richard Meighen
MIEMSS Region II

English as a Second Language

Phil Bennett
Big Brothers/Big Sisters of Washington County

Barbara Blair
CASA

Ruth Anne Callahan
Food Resources Inc.

James Cannon
Meritus Medical Center

James Deaner
Boys and Girls Club of Washington County

Deb Gilbert
Western Maryland Consortium

Maureen Grove
Girls Inc.

Terri Hansberger
Hagerstown Housing Authority

David Jordan
Washington County Community Action Council

Kelli Miller
Washington County Family Center

Paula Moore
Washington County Public Schools

Vivian Ochoa
Iglesia Adventista Hispana

Kathleen O'Connell

Washington County Free Library

Sue Parks

Washington County Health Department

Luis Pena

St. Joseph's Catholic Church

Michael Piercy

Washington County Dept. of Social Services

Eli Rivera-Toledo

Latino Church of the Nazarene

Gladys Rojas

Comunidad Latina de Washington County

Hugo Vasquez

Iglesia de Restauracion

Harvey Wentzel

Cross Trek Community Church

Loretta Wright

Memorial Recreation Center

Vicki Robinson

Washington County Head Start

Christine Sweigert

DORS

Kathleen Kerns

Judy Center

*Graphic Design Technology/Web Design***Kim Artz**

Washington County Information Technologies

Kathleen Austin

University of Baltimore

Tracy Boyd

Mount St. Mary's University

Tony Campello

National Park Service

Sharon Chirgott

Washington County Public Schools

Thomas Dahbura

Hub Labels, Inc.

Susan Fries

Washington County Technical High School

Chris Grahl

d'Vinci Interactive

Dave Hall

DH Web, Inc.

Jill Harner

Flyeye Design

David Henneberger

DH Web, Inc.

Kristen Kaineg

Shepherd University

Debra Lanzendorfer

Graphic Designer

Nancy McKeithen

McKeithen Marketing Communications

Martin Nikirk

Washington County Technical High School

Amanda Potter

National Park Service

Kate Rader

RidgeRunner Publishing

Russell Richards

Historical Entertainment

Lori Schulman

HBP, Inc.

Lisa Sheirer

Frederick Community College

Robert Shelley

Shelley Design

Derek Stine

d'Vinci Interactive

Jamie Stup

Wood Street, Inc.

Trent Truman

Truman Studio

Veronica Varsanyi

Hub Labels, Inc.

Zhijun Wang

Shepherd University

Brady Wilks

Graphic Designer

*Human Services***Richard Avey**

Catocin Summit

Washington County Health Department

Debbie Burkner

Sommerford House

Anne Catapang

Cameo House

Washington County Health Department

Ruth Cunningham

Department of Social Services

Jim Deaner

Boys/Girls Club

Kathy Henson

Homewood Retirement Center

Abby Housel

Ravenwood Lutheran Village

David Jordan

Community Action Council

Millie Lohman

Parent/Child Center

Jill Parker

REACH

Vicki Robinson

Head Start

Vicki Sadehvandi

CASA

Melissa Sibley

Commission on Aging

Richard Snyder, Jr.

Department of Social Services, retired

Christina Trenton

W House

Courtney Washington

Oak Hill House

Siri Young

Washington County Health Department

Industrial Technology

Jim Aaron

Total Comfort Heating

Ken Allen

Maryland Department of Corrections

Kevin Bain

Volvo Powertrain North America

Robert Barnett

Nursery Supplies, Inc.

David Bedard

Allegheny Power

Sharon Chirgott

Washington County Public Schools

Ed Dorsey

GBC-Industrial Print and Finishing Group

Denny Falk

United Refrigeration

Tom Fogle

Cinetic Landis Corporation

Ted Guarriello

United Solutions Group

Frank Guthrie

Volvo Powertrain North America

Joe Kroboth

Washington County Division of Public Works

Jeffrey Rowland

Mellott Company

Craig Kollar

Manitowoc Crane Group

George Phillips

Washington County Public Schools

Scott Sanders

Manitowoc Crane Group

Matt Shockey

Cinetic Landis Corporation

Steve Staley

S&M Welding & Fabrication

William Staley

Retired, Washington County Public Schools

Joe Wachter

Hagerstown Prison Complex

Information Systems Technology

Kathleen Austin

University of Baltimore

Joanne Ballengee

City of Hagerstown Housing Authority

Jeffery Bearden

B&D Consulting Inc.

John Berry

Global Data Consultants

Tim Byers

Franklin County Career and Technology Center

Tony Campello

National Park Service

Sharon Chirgott

Washington County Public Schools

Sam Cool

Planet Technologies

Matthew Dick

First Data Commercial Services

Robert Fountain

NETCONN Solutions

Roger Greenwell

DISA FSO

Arnold Hammann

Washington County Public Schools

Jim Harless

Manpower

Michelle Harr

Solution Partners North America

Kurt Heckman

Sycamore.US

Douglas Horton

United States Coast Guard

H. Pete John

Chambersburg Hospital

Kurt Johnson

First Data Commercial Services

Tom Kershner

NETCONN Solutions

Dragan Knezevic

United States Coast Guard

Zoran Knezevic

High Rock Studios

Doug Leisher

Southern Fulton School District

David Long

Washington County Technical High School

Christine McKinney

DISA FSO

James Miller

After Five Productions

Reza Mirdamadi

Shepherd University

Margie Moats

City of Hagerstown

Martin Nikirk

Washington County Technical High School

Frank Mullins Pacanins

Volvo Powertrain North America

Tom Paci-Funk

North Hagerstown High School

George Phillips

Washington County Public Schools

Russell Richards

Historical Entertainment

Angie Ridge

Interstate Communication Services

Travis Rosiek

DISA FSO

Chris Russell

Manpower

Todd Sanbury

Fort Detrick IATC

Arnie Schuster

DocuTrac, Inc.

John Snyder

Brethren Mutual Insurance Company

George Stull

City of Hagerstown Housing Authority

Karen Teach

Clear Spring High School

Herbert Thompson

B&D Consulting Inc.

Tim Thorpe

Meritus Health System

Sandy Toomey

DISA FSO

Zhijun Wang

Shepherd University

Ron Whitt

Washington County Information Technologies Department

*Mechanical Engineering Technology***Sharon Chirgott**

Washington County Public Schools

Chuck Ernst

QMS Auditing

Michael Gehr

BMGM Architects

Bud Gudmundson

Washington County Government

Bryan Hale

Washington County Government

James Hassinger

Retired, Hagerstown Community College

Tim Hykes

Cinetic Landis

Joe Kroboth

Washington County Division of Public Works

Doug Leather

The Cavetown Planing Mill Co., Inc.

Tim Martin

Duvinage Corporation

Norm Morin

Bushey Feight Morin Architects

William Pflager

Cinetic Landis

George Phillips

Washington County Public Schools

Judith Scriptunas

JLG Industries

Kevin Stoops

Tyco

Jeff Swan

City of Hagerstown

Tim Williams

City of Hagerstown

Todd Wolford

Fulton County Area Vocational Technical School

Alan Zube

Washington County Public Schools

*Medical Assistant***Donna Bidle**

Hagerstown Medical Lab

Cynthia Bitner

Hagerstown Heart

Karen Buhrman

Hagerstown Medical Lab

Kristy Lovingood

Capital Women's Care

Rhoda Mathews

Women's Health at Robinwood

Kerry McClain

Frederick Memorial Hospital

Melinda McIntire

Franklin County ENT

Ray Myers

VA Medical Center

Stacy Schweitzer

Johns Hopkins Community Physicians

Donna Trueax

Robinwood Surgery Center

Faye Yommer

Capital Women's Care

Nursing

Jason Allen, RN

Brook Lane Health Services

Shannon Blaisdell, RN, MSN

Western Maryland Center

Julie Cunningham, RN

Homewood Retirement Center

Betsy Day

Frederick Memorial Hospital

Frances Fox, RN, MS, MA

Retired, Washington County Hospital

Ruth Leizear

Meritus Medical Center

Polly McMullen, RN

Chambersburg Hospital

Barbara Mull, RN, MSN

Veterans Affairs Medical Center

Susan Parks, RN, MS

Washington County Health Department

Mary Shindle

City Hospital

Beverly Stoner, RN

Reeders Memorial Home

Mary Towe, RN, MBA

Meritus Medical Center

Paralegal

Judge Donald Beachley

Washington County Circuit Court

Linda D. Cooper

Semmes, Bowen & Semmes, P.A.

Catherine Drummond

Attorney

Emilia Henson

Paralegal

Brian Kane

Poole & Kane, P.A.

Vicki Lumm

County Clerk

Megan Oseth

Legal Assistant

Emmalee W. Replogle

Certified Legal Assistant

Melisha Souders

Attorney

William P. Young Jr.

Meyers, Young, Grove & Thomas, P.A.

Pharmacy Technician

Gary Aziz, PharmD

Meritus Medical Center

Leslie Bailey, PharmD

Meritus Medical Center

Scott Boyd, PharmD

Jefferson Pharmacy

Kendra Byron

CVS Pharmacy

Terry Davis, PharmD

Savage Family Pharmacy

Michael Evanco, PharmD

VA Medical Center Pharmacy

Larry Flowers

Meritus Medical Center

Thomas Gossert, PharmD

Savage Family Pharmacy

Bob Gough

Martin's Pharmacy

Thomas Harsh, PharmD

Wal-Mart Pharmacy

Chris Hessong

Meritus Medical Center

Sue Higgins, PharmD

HomeCare Pharmacy

Elaine Loizos Hobday

Patterson's Pharmacy

Mary Anne Kirkpatrick, PharmD

Shenandoah University

Michael Madsen, PharmD

Meritus Medical Center

Christian Miller, PharmD

City Hospital Pharmacy

Darriek Mount, PharmD

The Johns Hopkins Hospital

Scott Person, PharmD

Meritus Medical Center

David Russo

Russo's Rx

Mark Williams

Reed's Pharmacy

Terry Wills, PharmD

HomeCare Pharmacy

*Radiography***David Agoney, RT(R)**

City Hospital

Kathy Ausherman, RT(R)

Diagnostic Imaging Services

Barbara Barnes, RT(R)

Diagnostic Imaging Services

Larry Benton, RT(R)

Diagnostic Imaging Services

Jessica Burick, RT(R)

Frederick Memorial Hospital

Nicole Butts, RT(R)

Chambersburg Hospital

Francis Citro, MD

Associated Radiologists, PA

Glynis Knibb, RT(R)

City Hospital

Judith Kofoet, RT(R)

Radiography Faculty, HCC, Retired

Martin R. Line, RT(R)

Retired

Marli Lockitsky

Community Imaging Partners, Inc.

Sherry K. Mace, RT(R)

Meritus Medical Center

Jill Marwine, RT(R)

Carroll Hospital Center

Gene Perry

Community Radiology Associates

Barbara Renn, RT(R)

Hanover Hospital

Susan Ronchi, RT(R)(M)(CT)

Chambersburg Hospital

Jamie Sandeen, RT(R)

Frederick Memorial Hospital

John Schaffer, RT(R)

Waynesboro Hospital

Phanee Thanabodee, RT(R)

Waynesboro Hospital

Linda Walla, RT(R)(M)

Meritus Medical Center

Michelle Wiles, RT, RDMS

Morgan County War Memorial Hospital

Glenn Wingert, RTT

Chambersburg Hospital

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 _____

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 ___ years ___ months 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.?			<input type="checkbox"/> Yes <input type="checkbox"/> No	
2. Do you plan to request a change of status to F1 while remaining in the U.S.?			<input type="checkbox"/> Yes <input type="checkbox"/> No	
3. Do you have an F1 visa or F1 status through another school?			<input type="checkbox"/> Yes <input type="checkbox"/> No	
a. If yes, Name of School on current I-20 and expiration date of current I-20			___/___/___ (day/month/year)	
_____			<i>Name of School on current I-20</i>	
b. Do you plan to transfer your F1 status to Hagerstown Community College?			<input type="checkbox"/> Yes <input type="checkbox"/> No	

Emergency Contact:

Name _____ Relationship _____ Home phone _____ Work 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

<p>Do you plan to apply for financial aid? ___ Yes ___ No</p> <p>Are you a veteran? ___ Yes ___ No</p> <p>Do you plan to apply for veterans benefits? ___ Yes ___ No</p> <p>Are you currently serving on active duty with the military? ___ Yes ___ No</p>	<p>What influenced your decision to apply to HCC?</p> <table border="0"> <tr> <td>___ 1. Newspaper</td> <td>___ 6. Schedule booklet</td> </tr> <tr> <td>___ 2. Television</td> <td>___ 7. Family/friends</td> </tr> <tr> <td>___ 3. HCC Event</td> <td>___ 8. Referral</td> </tr> <tr> <td>___ 4. High School visit</td> <td>___ 9. Athletic coach</td> </tr> <tr> <td>___ 5. Radio</td> <td>___ 10. Web</td> </tr> </table>	___ 1. Newspaper	___ 6. Schedule booklet	___ 2. Television	___ 7. Family/friends	___ 3. HCC Event	___ 8. Referral	___ 4. High School visit	___ 9. Athletic coach	___ 5. Radio	___ 10. Web
___ 1. Newspaper	___ 6. Schedule booklet										
___ 2. Television	___ 7. Family/friends										
___ 3. HCC Event	___ 8. Referral										
___ 4. High School visit	___ 9. Athletic coach										
___ 5. Radio	___ 10. Web										

FAMILY EDUCATION BACKGROUND

Did your mother attend college? Yes No
 Indicate highest degree obtained by mother: No Degree Associate's Bachelor's Master's Doctoral

Did your father attend college? Yes No
 Indicate highest degree obtained by father: No Degree Associate's Bachelor's Master's Doctoral

* 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.

Program of Study:

Select one from page 3.

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 in _____ (year) 219200 Maryland GED 219400 Out-of-state GED

Check which high school you graduated from or plan to graduate from:

Year of graduation

- 210609 Barbara Ingram
- 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
- 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

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: _____

- I have earned a college degree (check highest degree earned):
 Associate's Bachelor's Master's 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** _____

PROGRAMS OF STUDY—PLEASE INDICATE YOUR SELECTION ON PAGE 2**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	AS	GDT	Graphic Design	CER	MCR	Medical Coding and Reimbursement Specialist
AA	ADJ	Administration of Justice	AAS	GDT	Graphic Design Technology	AA	MUS	Option in Music
AAS	ADJ	Administration of Justice	CER	GDT	Graphic Design Technology	AA	MUE	Option in Music Education
CER	AJP	ADJ: Police Services	LTR	GDC	GDT: Computer Graphic Artist	AS	PNU	Nursing
CER	ADA	Administrative Assistant	LTR	GDG	GDT: Graphic Production Specialist	AA	PSC	Option in Paralegal Studies
LTR	ADA	Administrative Assistant	LTR	GDP	GDT: Page Layout Specialist	CER	PSC	Paralegal Studies
AAS	AET	Alternative Energy Technology	AA	HPL	Option in Health, Physical Education and Leisure Studies	AAS	PPE	Paramedic Emergency Services
CER	AESW	AET: Solar and Wind Installation and Service	LTR	HPL	Health, Physical Education and Leisure Studies	CER	PPE	Paramedic Emergency Services
CER	AEGT	AET: Geothermal Energy Installation and Service	AA	HIS	Option in History	CER	PHR	Pharmacy Technician
AA	ASC	Arts & Sciences	AA	HIE	Option in History Education	LTR	PHT	Pharmacy Technician
AS	ASC	Arts & Sciences	LTR	HVAC	Heating, Ventilation, and Air Conditioning and Plumbing	AS	PPH	Pre-Pharmacy
AS	BIO	Option in Biology	AS	HSV	Option in Human Services	CER	PLB	Plebotomy
AAS	BTC	Biotechnology	AAS	HST	Human Services Technician	AS	PHY	Option in Physics
CER	BTC	Biotechnology	LTR	HST	Human Services	CER	PPN	Practical Nursing
AS	BUS	Business Administration	AAS	INT	Industrial Technology	AA	POL	Option in Political Science
LTR	CMA	Certified Medicine Aide	CER	IND	Industrial Technology	LTR	EMS	Prehospital Basic Life Support
LTR	NGA	Certified Nursing/Geriatic Assistant	CER	FMT	INT: Facilities Maintenance Technology	AA	PSY	Option in Psychology
AS	CHM	Option in Chemistry	LTR	FIT	Fitness Training	AAS	PRA	Radiography
CER	CCP	Child Care Professional	AAS	ISCS	IST: Option in Computer Support Specialist	AA	SOC	Option in Sociology
LTR	CCP	Child Care Professional	CER	ISCS	IST: Computer Support Specialist	LTR	SPC	Sports Coaching
AAS	CVT	Commercial Transportation Administration	CER	ISUS	IST: Desktop User Specialist	LTR	SPO	Sports Officiating
CER	CVT	Commercial Transportation Management	AAS	ISPR	IST: Option in Developer	AA	THR	Option in Theater
CER	TRK	Commercial Vehicle Transportation Specialist	CER	ISNT	IST: Networking Technology	AS	UND	Undecided
CER	CTI	Computed Tomography Imaging	AAS	ISCF	IST: Option in Computer Forensics	AA	VAR	Option in Visual Arts
AS	CSC	Computer Science	AAS	ISN1	IST: Option in Networking Technology, Track 1	AA	VAE	Option in Visual Arts Education
LTR	CSA	Customer Service Assistant	AAS	ISN2	IST: Option in Networking Technology, Track 2	AAS	WEB	Web and Multimedia Technology
CER	DLA	Dental Assisting	AAS	SDE	IST: Option in Simulation and Digital Entertainment	CER	WBM	Web and Multimedia Development
AAS	IPC	Digital Instrumentation and Process Control	CER	SBT	IST: Small Business Technology	LTR	WBS	Web Site Development
AAT	ECH	Early Childhood Education	CER	ISTI	IST: Technician Specialist I	LTR	WBD	Web Design
AAS	ECE	Early Childhood and Primary Grades Education	CER	MRI	Magnetic Resonance Imaging	NDG	NOM	Not Seeking a Letter, Certificate or Degree (<i>Students selecting this option are not eligible for financial aid.</i>)
AS	EDU	Education	LTR	MAM	Mammography			
AAT	ELE	Elementary Education	AAS	MGT	Management			
CER	EMT	EMS: EMT-I to EMT-P Bridge	CER	MGT	Management			
AS	EGR	Engineering	LTR	MGT	Management			
AA	ENG	Option in English	AAS	MMC	Option in Management: Marketing			
AAT	ENE	English, Secondary Education	CER	MMC	Management: Marketing			
LTR	FIT	Fitness Training	LTR	MMC	Management: Marketing			
AA	FLA	Option in Foreign Language	AA	MAT	Option in Mathematics			
AA	FLE	Option in Foreign Language Education	AAS	MET	Mechanical Engineering Technology			
AA	GST	General Studies	AAS	CAD	MET: Option in Computer-Aided Design			
			CER	CAD	MET: Computer-Aided Design			
			LTR	CAD	MET: Computer-Aided Design			
			AAS	MDA	Medical Assistant			
			CER	MDA	Medical Assistant			

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.

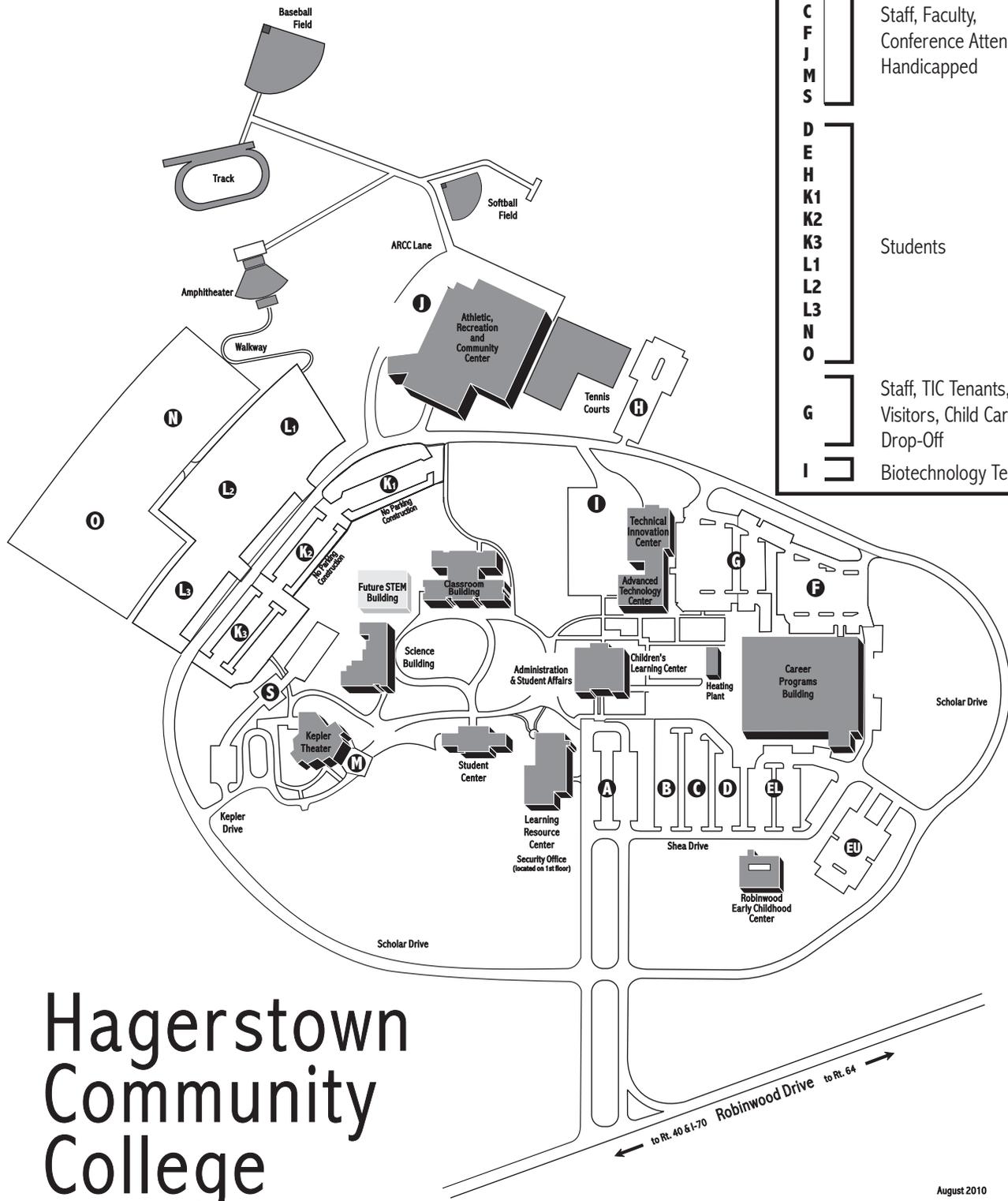
Students should contact the Office of Admissions and Registration or an academic advisor for more information on the selection process. For consideration, a “Supplemental Application for Selective Admissions Programs” must be submitted according to the deadline below. Supplemental Applications are available on the Web site and in the Office of Admissions and Registration.

<u>PROGRAM</u>	<u>DEADLINE</u>	<u>CLASSES BEGIN</u>
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–initial; April 1–final	May

Schedule testing online at www.hagerstowncc.edu/testing

CAMPUS MAP

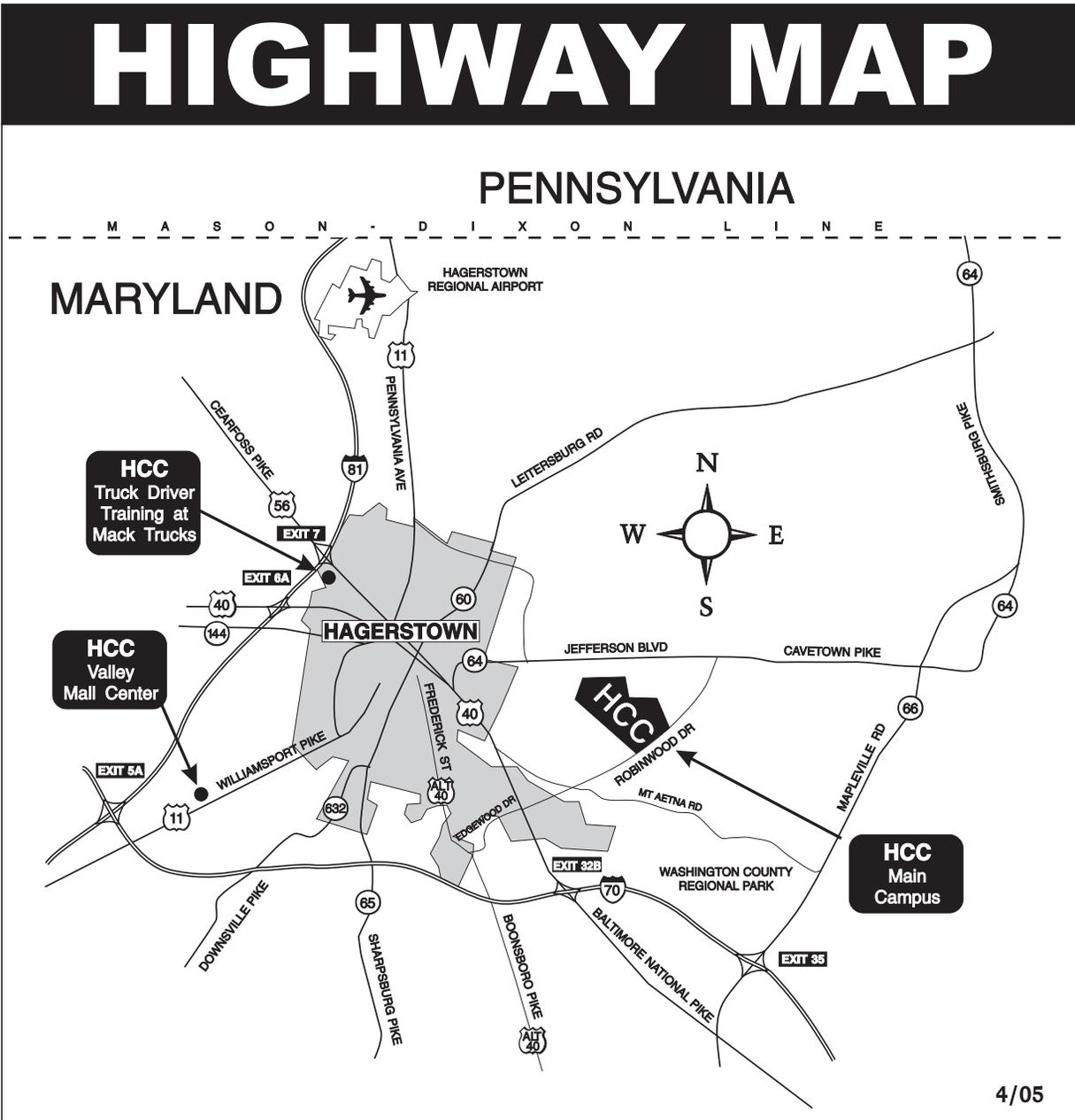
PARKING AREAS	
A B C F J M S	Staff, Faculty, Conference Attendees, Handicapped
D E H K1 K2 K3 L1 L2 L3 N O	Students
G	Staff, TIC Tenants, Tic Visitors, Child Care Drop-Off
I	Biotechnology Tenants



Hagerstown
Community
College

to Rt. 40 & I-70 Robinwood Drive to Rt. 64

August 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.

Index

A

Academic Advisement, 35
 Academic Amnesty, 46
 Academic Dismissal, 46
 Academic Honors, 47
 Academic Integrity, 41
 Academic Policies, 41
 Academic Probation, 46
 Academic Records, 41
 Academic Regulations, 41
 Academic Standing, 46
 Accounting, 54, 119
 Accounting and Business, 54
 Accreditation, 2
 Acronyms, 211
 Adding/Dropping Courses, 19
 Administration of Justice, 54, 55, 119
 Administrative Assistant, 60
 Admission Policies, 9
 Admission Procedures, 10
 Adult Education Program, 6
 Advanced Placement Examinations, 13
 Advanced Placement (AP) Program, 10
 All New Students, 10
 Alternative Energy Technology, 120
 Alternative Energy Technology
 Geothermal Energy Installation and Service, 56
 Alternative Energy Technology
 Solar/Wind Energy Installation and Service, 56
 Alumni Association, 3
 Alumni Association Paid Membership, 4
 American Sign Language, 121
 Animal Care and Veterinary Office Careers, 4
 Annual Community Report, 40
 Anthropology, 121
 Antietam Cable Channel 99 Courses, 20
 Appeal Process, 12
 Appendix, 196
 Application for Admission, 201
 Applying for Federal and Maryland State Financial Aid, 25
 Approved General Education Core Courses by Discipline, 49
 Art, 57, 121
 Articulated Credits, 11
 Articulation Agreements, 18
 Arts and Sciences, 58
 Assessment of Student Learning, 42
 Association Committees, 4
 Athletics, 39
 Attendance, 42
 Auditing, 42
 Auditing Courses, 19
 Authorized Payment Plan/Fast Automatic Cash Transfer System
 (FACTS), 22

B

Biology, 58, 123
 Biotechnology, 59, 125
 Business, 126
 Business Administration, 60
 Business and Professional Development, 4

C

Campus Bookstore, 39
 Campus Clubs, 40
 Campus Map, 205
 Campus Safety, 37
 Campus Volunteers, 4
 Career Programs, 51
 Cash, 21
 Catalog of Entry, 48
 Certificate Programs, 51
 Certified Medicine Aide, 109
 Certified Nursing Assistant/Geriatric Assistant, 108
 Change of Address, 20
 Change of Program, 19
 Chemistry, 61, 126
 Child Care, 36
 Child Care Professional, 68
 Classification of Students, 42
 Class Schedules, 19, 40
 Code of Maryland Regulations, 196
 Collection Policy, 22
 College and University Transfer Credit, 12
 College Central Network, 36
 College Closings (Emergencies and Inclement Weather), 38
 College Directory, 174
 College Entry Assessment and Course Placement Policy, 9
 College for Kids, 5
 College Level Examination Program (CLEP), 13
 College Policies, 38
 Commercial Transportation Administration, 115
 Commercial Transportation Management, 116
 Commercial Vehicle Transportation Specialist, 116
 Compressed Video Classroom (ATC-132), 20
 Computed Tomography Imaging, 93
 Computer-Aided Design, 76, 77, 127
 Computer Access, 10
 Computer Graphic Artist, 80
 Computer Information Systems, 61
 Computer/Information Literacy, 48
 Computer Science, 61, 127
 Computer Support Specialist, 64
 Computer Training and Testing, 5
 Conferences/Seminars, 6
 Continuing Education and Community Services Division, 4
 Course Descriptions, 118
 Course Load, 42
 Course Load for Working Students, 42
 Credit Cards, 22
 Customer Service Assistant, 60
 Customized Contract Training, 6

D

Dance, 128
 Dantes Subject Standardized Tests (DSST), 13
 Defense Activity for Nontraditional Educational Support (DANTES), 13
 Degree, Certificate, and Letter of Recognition Requirements, 48
 Dental Assisting, 66, 128
 Desktop User Specialist, 64
 Digital Instrumentation and Process Control, 83
 Disability Support Service, 35
 Disabled Retired Persons, 21
 Discipline Designations, 118

Distance Learning, 20
Discontinued Programs, 52
Dual Admissions, 19

E

Early Childhood and Primary Grades Education, 68
Early Childhood Education, 69
Economics, 129
Education, 69, 129
Education Child Care Professional, 68
Electronics, 130
Elementary Education, 70
Emergency Management and Response Plan, 37
Emergency Medical Services, 71, 131
Employer-Paid Tuition, 22
EMT-I to EMT-P Bridge, 74
Enforcement of Tobacco Policy, 38
Engineering, 77, 133
Engineering Technology, 132
English, 78, 133
English as a Second Language, 135
Enrollment Status, 19
Evaluation of Prior Learning and Experience, 12
Experiential Learning, 136

F

Facilities, 2
Facilities Maintenance Technology, 84
Federal Financial Aid Programs (Title IV), 26
Fees, 21
Fees and Charges, 21
Financial Aid, 25
Financial Aid Program Requirements, 25
Fitness Center, 39
Food Service, 39
Foreign Language, 85
Foreign Language Education, 85
Full and Cancelled Courses, 19

G

General Education Core Requirements for the AA and AS Degree, 48
General Education Core Requirements for the AAS Degree, 49
General Education Core Requirements for the AAT Degree, 49
General Grievance Policy, 38
General Grievance Policy for Students, 43
General Studies, 79
General Transfer Criteria, 12
Geography, 136
Gifted and Talented Students, 9
Grade Reports, 43
Grading System and Reporting, 42
Graduation Honors, 47
Graduation Requirements, 47
Graphic Design, 79
Graphic Design Technology, 80, 136
Graphic Production Specialist, 80

H

Hagerstown Community College Foundation, Inc., 3
Hagerstown Community College Foundation Scholarships, 31
Hagerstown Community College Scholarships, 31
HCC New Horizons, 40
HCC/WCPS, 18
Health, 137
Health, Physical Education and Leisure Studies, 111, 112
Hedge Apple, 40
High School Students, 10
Highway Map, 206
History, 1, 81, 138
History Education, 81
Honors Convocation, 47
Housing, 38
How HCC Awards Federal and MD State Financial Aid, 26
Human Services, 82, 139
Human Services Technician, 82
Humanities, 139
HVAC and Plumbing, 84
Hybrid Courses, 20

I

Independent Study, 51
Industrial Technology, 83, 84, 140
Industry Certifications, 17
Information Systems Technology, 62, 141
Institutional Examinations, 13
Interactive Video, 20
Intercollegiate, 39
International Baccalaureate (IB) Examinations, 13
International Baccalaureate (IB) Program, 11
Internships, 36, 51
Introduction to the College, 1

J

Job Training Student Resources (JTSR), 35

K

Key to Course Descriptions, 118

L

Languages, 5, 145
Learning Centers, 36
Learning Technologies, 7
Letters of Recognition, 51
Location, 1
LPN to RN Transition Program, 103

M

Magnetic Resonance Imaging, 95
Mammography, 97
Management, 86, 147
Management/Marketing, 87
Marketing, 87
Maryland Colleges and Universities, 18
Maryland Grants and Scholarships Programs, 27
Maryland Legislative Programs, 27

Maryland Merit-based Programs, 28
 Maryland National Guard, 12
 Maryland Need-based Aid Programs, 27
 Mass Communications, 147
 Mathematics, 87, 148
 Mechanical Engineering Technology, 76
 Medical Assistant, 88, 89, 150
 Medical Coding and Reimbursement Specialist, 89
 Medical Imaging Programs: Radiography, 90
 Member Benefits, 4
 Military Education and Training, 13
 Military Personnel, 12
 Mission, 1
 Money Order, 22
 Music, 99, 151
 Music: Applied Lessons, 153
 Music Education, 99

N

National Examinations, 13
 Networking Technology, 65
 New Students, 19
 Noncollegiate Programs, 13
 Nontraditional Credit, 13
 Nursing, 157
 Nursing and Allied Health, 5
 Nursing (Practical Nursing), 106
 Nursing (Registered Nurse), 100

O

Off-Campus Studies, 20
 Office of Institutional Advancement, 3
 Online Courses, 20
 Orientation, 35
 Out-of-State Colleges and Universities, 18
 Out-of-State High Schools, 18
 Oversubscribed Programs, 12

P

Paralegal Studies, 110, 159
 Paramedic Emergency Services, 71
 Part-Time Faculty, 185
 Payments of Tuition and Fees, 21
 Personal Check, 21
 Personal Enrichment, 5
 Pharmacy Technician, 110, 160
 Philosophy, 9, 160
 Phlebotomy, 89, 161
 Physical Education, 161
 Physical Science, 164
 Physics, 113, 165
 Police Services, 55
 Policy on Alcoholic Beverages and Drug Abuse, 37
 Policy on Smoking, 38
 Political Science, 113, 165
 Pre-Pharmacy, 111
 Prerequisites, 19
 Procedures for Reclassification of Residency, 23
 Program Advisory Committees, 187
 Program Changes, 46
 Program Completion, 52
 Programs of Study, 51, 53
 Psychology, 114, 165
 Publications, 40

Q

Quality-Point Index, 43

R

Radiography, 168
 Rate Agreement, 22
 Readmission of Dismissed Students, 46
 Readmit Students, 11
 Recreation, 168
 Refund and Return of Title IV Aid, 30
 Refunds and Withdrawals, 22
 Registration, 19
 Rental of College Facilities, 3
 Repeating a Course, 47
 Requirements for International Students Who Need Form I-20, 11
 Requirements for Students Who Choose to Earn Multiple HCC Credit Credentials, 48
 Residency Policy and Tuition Requirements, 23
 Returned Checks, 21
 Returning Students, 19
 Returning Students/Web Registration, 19

S

Sale of Tobacco Products, 38
 Satisfactory Academic Progress Policy, 28
 Scholarships, 30
 Secondary English Education, 78
 Selection of an Academic Program, 48
 Semester Hours, 41
 Senior Citizens, 21
 Servicemembers Opportunity College, 12
 Sexual Misconduct Policies, 38
 Shared Governance, 1
 Simulation and Digital Entertainment, 168
 Small Business Technology, 65
 Social Networking Sites, 40
 Social Sciences, 169
 Sociology, 114, 169
 Speech, 170
 Sports Coaching, 112
 Sports Officiating, 112
 Stopped Payments, 22
 Strategic Goals, 1
 Student Activities, 39
 Student Center, 39
 Student Conduct, 37
 Student Development, 170
 Student E-mail Accounts, 20
 Student Financial Aid Office Statement of Conduct, 30
 Student Government Association, 39
 Student Grade Appeal Process, 44
 Student Handbook, 40
 Student Identification, 20
 Student Life, 37
 Student Responsibilities, 25
 Student Services, 35
 Student Services and Activities, 35
 Students With No High School Diploma or GED, 11

T

Technician Specialist I, 65
Tech-Prep, 18
Technical Innovation Center, 6
Technology Resources, 7
Theater, 115, 170
The ESSENCE Program, 10
The ESSENCE II Program, 10
The Hawk, 40
Total Hours of Coursework to Earn Academic Credit, 41
Transcripts, 41
Transfer from Hagerstown Community College, 18
Transfer Programs, 51
Transfer Students, 11
Transportation Safety, 5
Tuition, 21
Tuition Requirements, 23
Tuition Waivers, 21

U

Use of Surveillance Cameras on Campus, 37
US Department of Education Gainful Employment Requirements, 53

V

Values, 1
Verizon Distance Learning Classroom (ATC-140), 20
Veterans, 12
Veterans' Benefits, 36
View Book, 40
Vision, 1
Visual Arts, 57
Visual Arts Education, 57

W

Web/Multimedia Development, 117
Web and Multimedia Technology, 116, 172
Web Design, 117
Web Payments, 21
Web Site, 40
Web Site Development, 117
Withdrawal and Course Changes, 47
Withdrawing from the College, 47

Hagerstown Community College

Acronyms

AA	Associate of Arts	HCC	Hagerstown Community College
AAS	Associate of Applied Science	HJC	Hagerstown Junior College
AAT	Associate of Arts in Teaching	HR	Human Resources
ADA	Americans with Disabilities	ILR	Institute for Learning in Retirement
AFACCT	Association of Faculty for the Advancement of Community College Teaching	IPT	Innovative Partnerships for Technology
APPR	Annual Performance and Planning Review	IR	Institutional Research
ARCC	Athletic, Recreation and Community Center	IT	Information Technology
ARR	Admissions, Records and Registration	JTSR	Job Training Student Resources
ARTSYS	Articulation and Transfer System	LAN	Local Area Network
ASA or ASAB	Administration and Student Affairs Building	LERN	Learning Resources Network
AS	Associate of Science	LPN	Licensed Practical Nurse
ATC	Advanced Technology Center	LRC	Learning Resource Center
AY	Academic Year	LT	Learning Technologies
BOT	Board of Trustees	MACC	Maryland Association of Community Colleges
CAAP	Collegiate Assessment of Academic Proficiency	MHEC	Maryland Higher Education Commission
CC	College Center	MP	Making Progress
CCN	College Central Network	MSDE	Maryland State Department of Education
CCSSE	Community College Survey of Student Engagement	NJCAA	National Junior College Athletic Association
CE	Continuing Education	OPGR	Office of Planning, Governance and Research (Committee on) Pride and Recognition
CLC	Children's Learning Center	PAR	Periodic Review Report
COMAR	Code of Maryland	SAO	Student Activities Office
CP or CPB	Career Programs Building	SFAO	Student Financial Aid Office
CPD	Campus Police Department	SGA	Student Government Association
CRSC	Computer Resources Steering Committee	SLC	Science Learning Center
DACUM	Design a Curriculum	SLOA	Student Learning Outcomes Assessment
DE	Distance Education	SOAR	Student Orientation and Registration
DEC	Distance Education Center	TIC	Technical Innovation Center
DLLR	Department of Labor, Licensing and Regulation	TPC	Technology Planning Council
ESSENCE	Early Support for Students to Enter College Education	TQM	Total Quality Management
FERPA	Family Educational Rights and Privacy Act of 1974, as amended	USM	University System of Maryland
FLPTC	Faculty, Load, Promotion and Tenure Committee	VMC	Valley Mall Center
FMP	Facilities Master Plan	WCHEA	Washington County Higher Education Association
FPA	Faculty Professional Association	WCHS	Washington County Health Systems
FTE	Full-time Equivalent	WCPS	Washington County Public Schools
FY	Fiscal Year	WL	Workplace Learning
		WMCCT	Western Maryland Community College Teleconsortium

Notes

Notes

Notes