

# Hagerstown Community College

## 2017-2018 Catalog



The provisions of this publication are not to be regarded as an irrevocable contract between the student and the College. The College reserves the right to change any provision or requirement when such action will serve the interests of the College or its students. Failure to read this catalog or content on the HCC website does not excuse students from adhering to the requirements and regulations.

### **Non-Discrimination Policy**

Hagerstown Community College does not discriminate against any individual for reasons of race, sex, color, religion, national or ethnic origin, age, sexual orientation, or conditions of disability in the admission and treatment of students, educational programs and activities, scholarship and loan programs, hiring of faculty and staff, or any terms and conditions of employment. The College is committed to affirmative action.

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## General Information

# 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.msche.org](http://www.msche.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 Continuing Education and Business Services Division is certified by:

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

The Dental Assisting and Dental Hygiene Programs are approved by:

Commission on Dental Accreditation (CODA)  
211 East Chicago Ave., Ste. 1900  
Chicago, IL 60611  
[www.ada.org/coda](http://www.ada.org/coda)

The Nursing Program is approved by:

The Maryland Board of Nursing  
4140 Patterson Avenue  
Baltimore, MD 21215  
Phone: 888-202-9861  
[www.mbon.org](http://www.mbon.org)

The Nursing Program is accredited by:

Accreditation Commission for Education in Nursing  
3343 Peachtree Road NE, Suite 850  
Atlanta, GA 30326  
Phone: 404-975-5000  
[www.acenursing.org](http://www.acenursing.org)

The Emergency Medical Services (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](http://miemss.umaryland.edu/home.htm)

Commission on Accreditation of Allied Health Education Programs  
 1361 Park Street  
 Clearwater, FL 33756  
 Phone: 727-210-2350  
[www.caahep.org](http://www.caahep.org)

Committee on Accreditation for the EMS Professions (CoAEMSP)  
 8301 Lakeview Pkwy, Suite 111-312  
 Rowlett TX 75088  
 P: 214-703-8445  
[www.coaemsp.org](http://www.coaemsp.org)

The Radiography Program is accredited by:

Joint Review Committee on Education in Radiologic Technology (JCERT)  
 20 North Wacker Drive, Suite 2850  
 Chicago, IL 60606-3183  
 Phone: 312-704-5300  
[www.jrcert.org](http://www.jrcert.org)

The Pharmacy Technician Program is accredited by:

Pharmacy Technician Accreditation Commission (PTAC)  
 Accreditation Council for Pharmacy Education (ACPE)/American Society of Health-System Pharmacists (ASHP)  
 135 S. LaSalle Street, Suite 4100  
 Chicago, IL 60603-4810  
 Phone: 312-664-3575  
[www.acpe-accredit.org](http://www.acpe-accredit.org)

Hagerstown Community College has been given authority to operate in the state of Maryland by the Maryland Higher Education Commission. View the MHEC resolution.

## Message from the President

Hagerstown Community College was founded in 1946 and has always been committed to serving all types of students. This includes those who are new to college, getting an early start by taking college courses while still in high school, making the transition from military service, changing careers, seeking skill upgrades, transferring from another college, or returning to school after many years away from formal education. This commitment is reflected in the extraordinary work that is continuously accomplished by the faculty and staff to keep the curriculum, instructional techniques, and the student support systems of the highest quality possible to maximize student success.

HCC's fine reputation was reaffirmed, in the spring of 2015, when the Middle States Commission on Higher Education granted the college continued accreditation, following a visit by a team of seven peer evaluators. The College met all the standards of excellence identified by Middle States and therefore had its accreditation extended without any required follow-up.

During the 2016 fiscal year, the College opened its spectacular new Student Center, which was renovated and greatly expanded

to create a beautiful and highly functional campus home for all students. Wonderful food venues, a campus store with the latest smart technology products, expanded space for many different student activities, and numerous gathering areas, including an outdoor dining deck and volleyball court, are all part of these dedicated student spaces, which have added greatly to student life and extracurricular opportunities for students.

In 2016, HCC celebrated its 70th anniversary, which marks seven decades that the College has been the local higher education gateway of choice for tens of thousands of students. Many people have come here over the years to enhance their skills, explore new careers, take personal enrichment courses, or seek a degree or certification. In addition, the College continues to remain very financially accessible to those in need of its programs and services. In fact, HCC's tuition and fees remain among the lowest in the quad-state region.

I urge you to discover in this catalog and throughout our website why more and more people are making the intelligent choice, based on low cost and high quality, to select HCC as their college. If you also choose to come here to complete a program of study, you too will be making a smart decision and in a few years you will be joining decades of graduates who greatly benefited from their time at the "community's college."

Guy Altieri, Ed.D.

President

## Board of Trustees

Austin Abraham, Chair (Appointed 2008)  
 John Williamson, Vice Chair (Appointed 2012)  
 Carolyn Brooks (Appointed 1993)  
 Patricia Cushwa, Chair (Appointed 2003, Reappointed 2008)  
 Gregory Snook (Appointed 2007)  
 L. William Proctor, Jr. (Appointed 2012)  
 Paula Lampton (Appointed 2016)

## 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.

## Vision

HCC will be a learner-centered, accessible, lifelong 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 lifelong learning.

## Strategic Goals

1. Maintain Strategic Change and Continuous Quality Improvement Systems
2. Maintain a Responsive, Dynamic Curriculum and Teaching Excellence
3. Strengthen Enrollment Management Systems and Improve Retention and Program Completion
4. Expand Community and Business Services and Strategic Partnerships and Alliances
5. Expand and Enhance Online Programs and Services
6. Improve Human Resource Development Systems, Practices, and Procedures
7. Align Technology Enhancements, Facilities Development, and Safety and Security Practices with Mission-Based Priorities
8. Enhance Financial Resource Development, Allocation, and Reallocation Strategies to Ensure the Efficient and Effective Use of Available Funds and Resources

## 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 a satellite location at the Valley Mall in Hagerstown. 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 on Industry Drive, near Hagerstown Regional Airport.

## 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

The **Administration and Student Affairs (ASA) Building** offers students a central location to register for classes, apply for financial aid, pay tuition, and request transcripts. It houses registration for credit and non-credit students, Financial Aid, Finance, Student Records, the Office of the President; Internship 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.

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 **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.

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 **Behavioral Sciences and Humanities (BSH) Building**, formerly known as the Classroom Building, was renovated in 2012. The building now features improved classroom and instructional spaces, and updated faculty offices and meeting rooms. The BSH Building is also home to HCC's Fletcher Faculty Development Center. The goal of the center is to provide resources that will strengthen the teaching skills of both full- and part-time faculty through professional development activities.

The **Career Programs Building (CPB)** is 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, dental, and other health sciences programs, as well as the industrial technology program and HCC's Digital Printing and Design Services, Information Technology (IT) Department, and Business and Procurement Services, which includes the campus mail room.

The **Kepler Performing and Visual Arts Education Center** features a dance studio/black box theater, campus gallery, classrooms, practice rooms, art rooms, and faculty offices. The 491-seat Kepler Theater includes dressing rooms, a costume shop, and extensive wardrobe storage.

The **Learning Resource Center (LRC)** houses the Academic Testing Center, Adult Basic Education, Campus Police, classrooms, computer laboratories, faculty offices, HCC Police Academy, the STEM Middle College, and the William M. Brish Library. The Academic Testing Center, housed on the third floor of the LRC, offers placement testing, course testing requested by HCC instructors, online GED testing, testing for other colleges, and professional testing through outside vendors such as Pearson VUE and Prometric. The Academic Testing Center is certified by the National College Testing Association (NCTA).

The **Learning Support Center (LSC)** provides academic support in a wide range of content areas to all students taking courses at HCC. Services include individual drop-in tutoring, staff and peer-led study groups, supplemental instruction, workshops, and specialized assistance with specific populations. The LSC also offers group study rooms and a large number of desktop and laptop computers with printing.

The **Science, Technology, Engineering, and Math (STEM) Building** is a five-story, 65,000 square-foot structure and home to all the science programs, including the alternative energy technology, biotechnology, cybersecurity, mechanical engineering, and mathematics programs. The building features green roof components, as well as solar, wind, and geothermal energy components.

The **Student Center** has been newly renovated and expanded and now houses academic advising and registration, TRiO Student Support Services, Job Training Student Resources, disability services, Office of the Dean of Students, student activities, the Student Government Association, the campus store, the Hilltop Grill, a coffee shop, game room, student lounge, Veterans Connection Center, and other designated student meeting spaces.

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 developing new technologies, markets, and funding sources. Existing businesses and entrepreneurs wishing to receive more information on incubation services should visit the website at [www.hcctic.com](http://www.hcctic.com) or call 240-500-2399.

The **Waltersdorf Quad** is an outdoor gathering area located in the center of HCC's main instructional buildings and adjacent to the STEM Building plaza. It includes stone wall seating areas, outdoor classroom space, walkways, flowering trees and plants, outdoor lighting, Wi-Fi connectivity, and a solar charging station.

The **William M. Brish Library**, located on the second floor of the LRC, offers both quiet and collaborative study rooms in its newly remodeled space. Collections include scholarly articles from more than 30 academic databases, 180,000+ e-books, 19,000 streaming videos, and approximately 5,000 books in print. The library website ([www.hagerstowncc.edu/library](http://www.hagerstowncc.edu/library)) features subject guides, tutorials, and 24/7 online reference chat. HCC librarians are eager to assist students with research in person during hours of operation and via email. Students have access to printing/copying, ten computer workstations, and 30 laptops that may be checked out for use in the library. Several types of assistive technology are available for those with physical or learning disabilities. Off-campus access to electronic resources is limited to current students, faculty, and staff.

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 College Advancement at 240-500-2348, or email [slcrawford@hagerstowncc.edu](mailto:slcrawford@hagerstowncc.edu).

## 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 240-500-2356, or email [classroomreservation@hagerstowncc.edu](mailto:classroomreservation@hagerstowncc.edu).

## Office of College Advancement

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

Through its fundraising, alumni activities, and volunteers, the Office of College Advancement 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. Many of 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 the 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 12-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, host an annual summer concert series in the HCC Alumni Amphitheater, plan reunions and/or other social events, offer travel opportunities for alumni, 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 240-500-2346, or via email at [lsstewart@hagerstowncc.edu](mailto:lsstewart@hagerstowncc.edu).

## Member Benefits

Member benefits include recognition in the alumni newsletter, *HCC New Horizons*, 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 240-500-2346, or via email at [lsstewart@hagerstowncc.edu](mailto:lsstewart@hagerstowncc.edu).

## Association Committees

Member alumni are offered the opportunity to serve on one of the Association's 11 committees and the Board of Directors:

- Alumni Center: Directs funding and building of the future HCC Alumni Center.
- 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.
- Social: Plans a variety of social activities for association members and friends of the College.

## 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 240-500-2346, or via email at [lsstewart@hagerstowncc.edu](mailto:lsstewart@hagerstowncc.edu).

## **Campus Volunteers**

HCC maintains a corps of dedicated volunteers who complement and supplement the mission, vision, and goals of the College. The corps is comprised of giving people from high school students to local seniors, who provide service in a variety of ways across the campus. To learn more, contact the coordinator of campus volunteers at 240-500-2577 or [seburge@hagerstowncc.edu](mailto:seburge@hagerstowncc.edu).

## **Continuing Education and Workforce Development**

The Continuing Education and Workforce Development Division at Hagerstown Community College offers courses for those who may not be seeking a degree, but instead want to upgrade their skills to begin or advance their career, need recertification to maintain a license, start their own business, develop a new hobby, or simply learn something new and interesting to enrich their life. High quality programs are taught by experts in the field. Certificates of completion, continuing education units (CEUs), and preparation for professional certification in many areas are provided.

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

## **Noncredit Course Selections**

The Continuing Education and Workforce Development Division offers a wide range of course selections. To meet the demands of the community, courses are updated frequently. Local businesses and organizations are consulted to develop customized training programs tailored to their individual needs. To learn more about these programs, please visit [www.hagerstowncc.edu/coned](http://www.hagerstowncc.edu/coned) or call 240-500-2236.

## **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. In addition, pet grooming courses are offered for those interested in this career or to care for their own pet. Learn more at: [www.hagerstowncc.edu/coned/areas/animal](http://www.hagerstowncc.edu/coned/areas/animal).

### **Business and Professional Development**

The Continuing Education and Business Services Division offers non-credit courses designed to develop the skills of today's business professionals. Topics include management and supervision, strategic planning, leadership, teambuilding, customer service, communication, project management, process improvement, marketing, sales, grant writing, entrepreneurship, and others.

HCC's training includes customized programs as well as curriculum from partners including the American Management Association (AMA), Achieve Global™ and DDI™. HCC also partners with other Western Maryland entities that provide small business development to offer entrepreneurship and small business development training programs. Learn more at: [www.hagerstowncc.edu/coned/areas/business](http://www.hagerstowncc.edu/coned/areas/business).

## **Certification and Licensure**

The Continuing Education and Workforce Development Division provides course work for careers that require state/national licensing or certification. HCC offers courses to prepare an individual for initial licensing or for license/certificate renewal. Programs include real estate, insurance, lead paint abatement, child care, home inspector, pool operator, personal trainer, techniques of alcohol management, bartending, food safety, and notary public. Many of these programs offer a new career in less than a year. Learn more at: [www.hagerstowncc.edu/coned/areas/licensing](http://www.hagerstowncc.edu/coned/areas/licensing).

## **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. Learn more at: [www.hagerstowncc.edu/kids](http://www.hagerstowncc.edu/kids).

## **Industrial Technology/Trades/Alternative Energy**

Trades and industrial technology courses in HCC's industrial facilities lab and STEM Building develop and enhance skills for individuals employed in manufacturing or trades related positions. Training topics include welding, HVAC, plumbing and pipe fitting, electrical wiring, PLC and CNC automation, alternative energy, and OSHA safety. HCC is also an approved NABCEP testing center. Learn more at: [www.hagerstowncc.edu/coned/areas/it](http://www.hagerstowncc.edu/coned/areas/it).

## **Information Technology Training**

Flexible delivery mechanisms allow students to enhance their technology skills through traditional evening classes, convenient one-day courses, or instructor-facilitated online classes. In addition, the Cybersecurity Training Institute and the Cisco Networking Academy program offer advanced skill options for the area's technology workforce. An industry testing center provides an exam site for IT professionals to take job-related certification exams. Learn more at: [www.hagerstowncc.edu/coned/areas/computers](http://www.hagerstowncc.edu/coned/areas/computers).

## **Nursing and Allied Health**

The Continuing Education and Business 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. Learn more at: [www.hagerstowncc.edu/coned/areas/nursing](http://www.hagerstowncc.edu/coned/areas/nursing).

## **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. Learn more at: [www.hagerstowncc.edu/coned/areas/lifelong](http://www.hagerstowncc.edu/coned/areas/lifelong).

## 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. All motorcycle Basic Rider courses use State of Maryland Motorcycle Safety Program and Motorcycle Safety Foundation content and are led by instructors who are certified by the MVA and the MSF. Driver education courses are offered every eight weeks throughout the year for new drivers, and are offered in English and Spanish. CDL Learner's Permit preparation classes and CDL refresher courses assist new and returning truck drivers who want to work in commercial transportation. Learn more at: [www.hagerstowncc.edu/godrive](http://www.hagerstowncc.edu/godrive)

## Other Services

### Customized Contract Training

HCC helps businesses maximize resources and stay on top of shifts in the marketplace through customized business solutions. HCC's customized training is crafted to meet the unique goals of individual businesses, from developing and applying basic competency to mastering advanced skills. Through customized training solutions, employees stay innovative, productive, and competitive. HCC offers customized training in the following areas:

- Leadership and Management: Customer service, team building, sales and marketing, supervision, strategic planning, project management, and more
- Information Technology: Cybersecurity, Microsoft Office Suite, Adobe, and other specialized software packages
- Industrial Technology: Welding, HVAC, plumbing and pipe fitting, electrical wiring, PLC and CNC automation, OSHA safety, and alternative energy
- Transportation: Large vehicle maneuvering for non-commercial driving roles, CDL skills training and enhancement, fleet driver evaluation in-truck or simulator-based

HCC can also provide:

- Executive coaching
- Curriculum development
- Specialized training modules to augment meetings, retreats and workshops

Learn more at: [www.hagerstowncc.edu/coned/areas/business](http://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 and onsite catering for conferences, seminars, workshops, retreats, or meetings.

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

View a full list of upcoming conferences and seminars at [www.hagerstowncc.edu/coned/seminars](http://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, and mathematics in order to enhance their participation as community members, enable greater success in the workplace, and increase their opportunity for further education beyond a high school level.

Programs and services provided include Adult Basic Education (ABE), Adult Secondary Education (ASE), Family Literacy, and English as a Second Language (ESL). The National External Diploma Program (NEDP) is also offered. In addition, Integrated Employment Training (IET) is an option to qualifying students. A required orientation and assessment will be used to place students into the appropriate class level or related program. All classes or programs, with the exception of NEDP, have no fee. Textbooks are available to students for classroom use only. Students may purchase their own textbooks for personal use.

The Adult Education Program is administered by HCC, and classes are offered on the HCC campus and at other sites throughout the county. HCC and the core partners, American Job Center, Department of Social Services, Division of Rehabilitation Services, and Western Maryland Consortium align services to most appropriately serve shared clients. Other partners include Comunidad Latina de Washington County, Family Center, Goodwill Industries, Head Start, Housing Authority of Hagerstown, Judy Center, Memorial Recreation Center, Potomac Case Management, Washington County Board of Education, Washington County Free Library, and Washington County Literacy Council.

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

For more information or to schedule an orientation appointment, call 240-500-2313, or go to [www.hagerstowncc.edu/academics/divisions/deals](http://www.hagerstowncc.edu/academics/divisions/deals).

## Technical Innovation Center

The Technical Innovation Center (TIC) at HCC is Western Maryland's largest and most comprehensive technology-based business incubator. The first incubator in Maryland to be based at a community college, the TIC has provided an environment that fosters business development since 1995. The TIC offers office, wet lab, and manufacturing space with affordable leases in its 30,000 foot facility. The staff in the TIC provides entrepreneurial support services specific to emerging tech companies, educational events to build sustainable local community, networking and collaboration opportunities among fellow incubator clients, in order to foster partnerships and joint ventures and provide access to business and government communities. The TIC partners with the Maryland Biotechnology Center, SCORE, SBTDC, MBIA, and TEDCO to offer a widely varied expertise to provide clients with business and technical assistance.

Hub City Hive (HCH), a co-working space, was recently opened in the TIC. HCH is a community of startups, entrepreneurs, and creative professionals sharing a common workspace at in the TIC. It provides the basics of an office space while enabling HCH members the freedom and creativity to work on what they want, when they want. Collaboration between HCH members is one of the key components of this environment.

With 4,000 square feet of wet lab space and a wide variety of equipment, the TIC is well suited for biotech, ag-bio, and alternative energy industries. To learn more, contact the TIC at 240-500-2399 or email [tic@hagerstowncc.edu](mailto:tic@hagerstowncc.edu).

## Academic Services & Online Education

The Academic Services and Online Education Department oversees Learning Technology (LT), Distance Education (including Moodle management), the Fletcher Faculty Development Center, Internship and Job Services, Brish Library, and the Academic Testing Center. To learn more about these services, visit [www.hagerstowncc.edu/faculty-staff/college-operations/academic-services-online-education](http://www.hagerstowncc.edu/faculty-staff/college-operations/academic-services-online-education).

To learn more about HCC's online education offerings, visit [www.hagerstowncc.edu/online](http://www.hagerstowncc.edu/online).

## 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. 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.

## 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. "A.A.T. degree" means the Associate of Arts in Teaching degree.
  - 4. "A.F.A. degree" means the Associate of Fine Arts degree.
  - 5. "Arts" means courses that examine aesthetics and the development of the aesthetic form and explore the relationship between theory and practice.
  - 6. "A.S. degree" means the Associate of Sciences degree.

7. "A.S.E. degree" means the Associate of Science in Engineering degree.
8. "Associate's degree" includes an:
  - a. A.A. degree;
  - b. A.S. degree;
  - c. A.A.S. degree;
  - d. A.A.T. degree;
  - e. A.F.A. degree; and
  - f. A.S.E degree.
9. "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.
10. "Cumulative grade point average" means the average of grades received for completed coursework at all institutions attended.
11. "English composition courses" means courses that provide students with communication knowledge and skills appropriate to various writing situations, including intellectual inquiry and academic research.
12. "General education" means the foundation of the higher education curriculum providing a coherent intellectual experience for all students.
13. "General education program" means a program that is designed to:
  - a. Introduce undergraduates to the fundamental knowledge, skills, and values that are essential to the study of academic disciplines;
  - b. Encourage the pursuit of life-long learning; and
  - c. Foster the development of educated members of the community and the world.
14. "Humanities" means courses that examine the values and cultural heritage that establish the framework for inquiry into the meaning of life.
15. "Mathematics" means courses that provide students with numerical, analytical, statistical, and problem-solving skills.
16. "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.
17. "Parallel program" means the program of study or courses at one institution of higher education that has parallel courses and comparable objectives as those at another higher education institution, for example, a transfer program in psychology in a community college is definable as a parallel program to a baccalaureate psychology program at a 4-year institution of higher education.
18. "Receiving institution" means the institution of higher education at which a transfer student currently desires to enroll.
19. "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 half of the baccalaureate degree.
20. "Reverse transfer" means a process whereby credits that a student earns at any public senior higher education institution in the State toward a bachelor's degree are transferrable to any community college in the State for credit toward an associate's degree.
21. "Sending institution" means the institution of higher education of most recent previous enrollment by a transfer student at which transferable academic credit was earned.
22. "Social and behavioral sciences" means courses that are concerned with the examination of society and the relationships among individuals within a society.
23. "Transfer student" means a student entering an institution for the first time having successfully completed a minimum of 12 semester hours at another institution that are applicable for credit at the institution the student is entering.

## **.02-1 Admission of Transfer Students to Public Institutions**

### **A. Admission to Institutions.**

1. Subject to §B of this regulation, a student attending a public institution who has completed an associate's degree or who has completed 60 or more semester hours of credit, may 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 at the sending institution, except as provided in §A(4) of this regulation.

2. Subject to §B of this regulation, a student attending a public institution who has not completed an associate's degree or who has completed fewer than 60 semester hours of credit, is eligible to transfer to a public institution regardless of the number of credit hours earned if the student:
    - a. Satisfied the admission criteria of the receiving public institution as a high school senior; and
    - b. Attained at least a cumulative grade point average of 2.0 on a 4.0 scale or its equivalent at the sending institution.
  3. Subject to §B of this regulation, 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 on the institution's website; 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 additional program admission requirements to some programs if the standards and criteria for admission to the program:
    - a. Are developed and published by the receiving public institution; and
    - b. Maintain fair and equal treatment for native and transfer students.
  2. 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 is 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.
  4. A receiving public institution shall ensure that any changes to program standards and criteria for admission and the transfer of credits maintain the fair and equal treatment of native and transfer students, and are communicated in a timely manner.

### *.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, and incorporate the general education knowledge and skills required by the Middle States Commission on Higher Education Standards for Accreditation. No later than August 1, 2017, 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 28 and not more than 36 semester hours, and each baccalaureate degree program to include not less than 38 and not more than 46 semester hours of required core courses, with the core requiring, at a minimum, course work in each of the following five areas:
    - a. Arts and humanities,
    - b. Social and behavioral sciences,
    - c. Biological and physical sciences,
    - d. Mathematics, and
    - e. English composition; or
  2. Conforming with COMAR 13B.02.02.16D(2)(b)-(c).
- B. Each core course used to satisfy the distribution requirements of §A(1) of this regulation shall carry at least 3 semester hours.
- C. General education programs of public institutions shall require at least:
1. Two courses in arts and humanities;

2. Two courses in social and behavioral sciences;
  3. Two science courses, at least one of which shall be a laboratory course;
  4. One course in mathematics, having performance expectations demonstrating a level of mathematical maturity beyond the Maryland College and Career Ready Standards in Mathematics (including problem-solving skills, and mathematical concepts and techniques that can be applied in the student's program of study); and
  5. One course in English composition, completed with a grade of C- or better.
- D. Institution-Specific Requirements.
1. In addition to the five required areas in §A of this regulation, a public institution may include up to 8 semester hours in course work outside the five areas. These courses may be integrated into other general education courses or may be presented as separate courses. Examples include, but are not limited to, Health, Diversity, and Computer Literacy.
  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 18 semester hours from the same course list designated by the sending institution for the A.A. and A.S. degrees. The A.A.S. degree shall include at least one 3-semester-hour course from each of the five areas listed in §A(1) of this regulation.
- F. A course in a discipline listed in more than one of the areas of general education may be applied only to one area of general education.
- G. A public institution may allow a speech communication or foreign language course to be part of the arts and humanities category.
- H. Composition and literature courses may be placed in the arts and humanities area if literature is included as part of the content of the course.
- I. Public institutions may not include physical education skills courses as part of the general education requirements.
- J. General education courses shall reflect current scholarship in the discipline and provide reference to theoretical frameworks and methods of inquiry appropriate to academic disciplines.
- K. Courses that are theoretical may include applications, but all applications courses shall include theoretical components if they are to be included as meeting general education requirements.
- L. Notwithstanding §A(1) of this regulation, a public 4-year institution may require 48 semester hours of required core courses if courses upon which the institution's curriculum is based carry 4 semester hours.
- M. Public institutions shall develop systems to ensure that courses approved for inclusion on the list of general education courses are designed and assessed to comply with the requirements of this chapter.

#### *.04 Transfer of Education Program Credit*

- A. Transfer of Credit 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.
1. Except as provided in §B(5) of this regulation, at least 60 credits but not more than 70 credits of general education, elective, and major courses that a student earns at any community college in the State toward an associate's of art or an associate's of science degree shall be transferrable to any public senior higher education institution in the State for credit toward a bachelor's degree.
  2. To be transferrable, a credit shall have been earned in accordance with the student's degree plan.
  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 the receiving public institution granting the degree if successfully completed in accordance with the receiving institution's policies governing native students in the same program.

4. Students earning an A.A.S. or A.F.A. degree shall have their credits evaluated in a manner that maximizes the transfer of articulated and elective credit.
5. A community college and a public senior higher education institution may provide in an articulation agreement for the transfer of credits in addition to credits transferred under §B(1) of this regulation.

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 according to the same standards that apply to native students at the receiving institution:
  - a. Technical courses from career programs;
  - b. Course credit awarded through articulation agreements with other segments or agencies, which should be developed in collaboration with all public institutions, including course credit awarded by articulation with Maryland public secondary schools;
  - c. Credit awarded for clinical practice or cooperative education experiences;
  - d. Credit awarded for life and work experiences; and
  - e. Credit awarded for training, coursework, or education through the military.
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 collaboration 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 for seamless transfer. 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.

E. Reverse Transfer of Credit

1. Subject to §E(2) of this regulation, a community college shall accept for reverse transfer any credits that an individual earned at a public senior institution up to 45 credits. Credits in excess of 45 credits may be accepted in accordance with the community college's policy.
2. To be eligible for the transfer of credit under §E(1) of this regulation, a student shall have completed at least 15 credits at the community college to which the credits are transferred.
3. Community colleges and public senior institutions shall develop a process to identify students eligible for reverse transfer at no cost to the student.

F. Transfer of General Education Credit

1. 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.
2. 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.
3. 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.
4. A Maryland community college shall accept 28-36 credits of general education as specified in Regulation .03(C) of this chapter as completion of the general education requirements at the community college, without further review or the need for a course-by-course match.

5. 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.
6. 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 10-18 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.
7. Each public 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.
8. Associate's Degrees.
  - a. While there may be variance in the numbers of hours of general education required for associate'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.
  - b. A student possessing an associate's degree 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 credits.
  - c. Student Responsibilities. A student is held:
  - d. Accountable for the loss of credits that:
    - i. Result from changes in the student's selection of the major program of study;
    - ii. Were earned for remedial course work; or
    - iii. Exceed the total course credits accepted in transfer as allowed by this chapter; and
  - e. Responsible for meeting all requirements of the academic program of the receiving institution.

#### **.05 Academic Success and General Well-Being of Transfer Students**

##### **A. Sending Institutions.**

1. Community colleges shall encourage their students to complete the associate degree in a recommended transfer program that includes both general education courses and courses applicable toward the program at the receiving institution.
2. Community college students are encouraged to choose as early as possible the institution and program into which they expect to transfer.
3. The sending institution shall:
  - a. Provide to community college students information about the specific transferability of courses and programs to 4-year colleges;
  - b. Transmit information about transfer students who are capable of honors work or independent study to the receiving institution; and
  - c. Promptly supply the receiving institution with all the required documents if the student has met all financial and other obligations of the sending institution for transfer.

##### **B. Receiving Institutions.**

1. Admission requirements and curriculum prerequisites shall be stated explicitly in institutional publications.
2. A receiving institution shall admit transfer students from newly established public colleges that are functioning with the approval of the Maryland Higher Education Commission on the same basis as applicants from regionally accredited colleges.
3. A receiving institution shall evaluate the transcript or transcripts of a degree-seeking transfer student as expeditiously as possible, and notify the student of the results within 20 working days of the receipt of all official transcripts. The receiving institution shall inform a student of the courses that are acceptable for transfer credit and the courses that are applicable to the student's intended program of study.
4. A transfer student shall be provided the same opportunity as a native student to pursue the program and degree requirements that were in effect at the time that the student enrolled at the sending institution provided they have been continuously enrolled and otherwise meet the same requirements of the native student.

## **.06 Programmatic Currency**

- A. Maryland public institutions shall collaborate to develop and provide to students current and accurate information on transferable programs and courses.
- B. Upon approval of new baccalaureate programs, recommended transfer programs shall be developed with each community college.
- C. When considering curricular changes, institutions shall notify each other of the proposed changes that might affect transfer students. An appropriate mechanism shall be created to ensure that both 2-year and 4-year public colleges provide input or comments to the institution proposing the change. Sufficient lead time shall be provided to effect the change with minimum disruption. Transfer students are not required to repeat equivalent course work successfully completed at a community college.

## **.07 Transfer Mediation Committee**

- A. Sending and receiving institutions that disagree on the transferability of general education courses as defined by this chapter shall submit their disagreements to the Secretary, who shall appoint a Transfer Mediation Committee to adjudicate the disagreement. Members appointed to the Transfer Mediation Committee shall be representative of the public 4-year colleges and universities and the community colleges.
- B. The Transfer Mediation Committee shall address general education issues at the course or curricular level, not individual student cases. 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.

## **.08 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 written 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.

#### **.09 Periodic Review**

- A. Report by Receiving Institution.
  1. A receiving institution shall report annually the progress of students who transfer from 2-year and 4-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.

## **HCC Acronyms**

<b>AA</b>	Associate of Arts
<b>AAS</b>	Associate of Applied Science
<b>AAT</b>	Associate of Arts in Teaching
<b>ADA</b>	Americans with Disabilities
<b>AFACCT</b>	Association of Faculty for the Advancement of Community College Teaching
<b>APPR</b>	Annual Performance and Planning Review
<b>ARCC</b>	Athletic, Recreation and Community Center
<b>ARR</b>	Admissions, Records and Registration
<b>ARTSYS</b>	Articulation and Transfer System
<b>ASA</b>	Administration and Student Affairs Building
<b>AS</b>	Associate of Science

<b>ATC</b>	Advanced Technology Center
<b>AY</b>	Academic Year
<b>BOT</b>	Board of Trustees
<b>CAAP</b>	Collegiate Assessment of Academic Proficiency
<b>CCN</b>	College Central Network
<b>CCSSE</b>	Community College Survey of Student Engagement
<b>CE</b>	Continuing Education
<b>CFK</b>	College for Kids
<b>CIP</b>	Capital Improvement Project
<b>CLC</b>	Children's Learning Center
<b>COG</b>	Course Outcomes Guide
<b>COMAR</b>	Code of Maryland
<b>CPB</b>	Career Programs Building
<b>CPD</b>	Campus Police Department
<b>DACUM</b>	Design a Curriculum
<b>DE</b>	Distance Education
<b>DEALS</b>	Developmental Education and Adult Literacy Services
<b>DEC</b>	Distance Education Center
<b>DLLR</b>	Department of Labor, Licensing and Regulation
<b>ESSENCE</b>	Early Support for Students Entering College Education
<b>FAFSA</b>	Free Application for Federal Student Aid
<b>FERPA</b>	Family Educational Rights and Privacy Act of 1974, as amended

<b>FLPTC</b>	Faculty, Load, Promotion and Tenure Committee
<b>FMP</b>	Facilities Master Plan
<b>FPA</b>	Faculty Professional Association
<b>FTE</b>	Full-Time Equivalent
<b>FY</b>	Fiscal Year
<b>HCC</b>	Hagerstown Community College
<b>HJC</b>	Hagerstown Junior College
<b>HR</b>	Human Resources
<b>ILR</b>	Institute for Learning in Retirement
<b>IPT</b>	Innovative Partnerships for Technology
<b>IR</b>	Institutional Research
<b>IT</b>	Information Technology
<b>JTSR</b>	Job Training Student Resources
<b>LAN</b>	Local Area Network
<b>LERN</b>	Learning Resources Network
<b>LPN</b>	Licensed Practical Nurse
<b>LRC</b>	Learning Resource Center
<b>LSC</b>	Learning Support Center
<b>LT</b>	Learning Technologies
<b>MACC</b>	Maryland Association of Community Colleges
<b>MHEC</b>	Maryland Higher Education Commission
<b>MP</b>	Making Progress

<b>MSDE</b>	Maryland State Department of Education
<b>NJCAA</b>	National Junior College Athletic Association
<b>PAR</b>	(Committee on) Pride and Recognition
<b>PIE</b>	Planning and Institutional Effectiveness
<b>PIGR</b>	Public Information and Government Relations
<b>POG</b>	Program Outcomes Guide
<b>PRR</b>	Periodic Review Report
<b>PTK</b>	Phi Theta Kappa Honor Society
<b>SAO</b>	Student Activities Office
<b>SFAO</b>	Student Financial Aid Office
<b>SGA</b>	Student Government Association
<b>SLOA</b>	Student Learning Outcomes Assessment
<b>SOAR</b>	Student Orientation and Registration
<b>STEM</b>	Science, Technology, Engineering and Math programs
<b>STEMM</b>	STEMM Technical Middle College
<b>TIC</b>	Technical Innovation Center
<b>TPC</b>	Technology Planning Council
<b>USM-H</b>	University System of Maryland at Hagerstown
<b>VMC</b>	Valley Mall Center
<b>WCHEA</b>	Washington County Higher Education Association
<b>WCHS</b>	Washington County Health Systems
<b>WCPS</b>	Washington County Public Schools

**WL** Workplace Learning

**WMCCT** Western Maryland Community College Teleconsortium

## **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 viewed online at [www.hagerstowncc.edu/student-activities/student-guidebook](http://www.hagerstowncc.edu/student-activities/student-guidebook). Hard copies can also be obtained in the Student Activities Office. The Code of Conduct includes principles, rights, and prohibited conduct related to academic integrity and due process.

## **College & Career Readiness and The College Completion Act of 2013**

All degree programs have a program pathway available to guide students in the completion of their degree. Students are encouraged to discuss their program pathway with an advisor.

College-level English and Mathematics courses should be completed within the first 24 credits of their program. Program pathways have been designed to include college-level English and Mathematics in the first semester.

In compliance with CCRCCA, HCC recommends that students take all required developmental courses in sequence without any gaps in registration. Additionally, students are encouraged to enroll in college-level English and Mathematics in the semester immediately following the completion of developmental courses.

## 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 registrar.

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 may 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. Transcript requests can be accessed on WebAdvisor or the HCC website. HCC uses the authorized third-party agency, Transcripts on Demand, and transcripts are processed within two business days. During peak periods, please allow for additional time. Transcripts are available to students at a cost of \$5.25 each. For more information, go to [www.hagerstowncc.edu/transcripts](http://www.hagerstowncc.edu/transcripts).

## 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 expected to participate in student learning outcomes assessment activities related to their courses, programs, general education outcomes and institutional student learning 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 email 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 advising 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 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 WebAdvisor. 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:

$$B = 3 \times 3 \text{ (semester hours)} = 9 \text{ (quality points)}$$

$$C = 2 \times 4 \text{ (semester hours)} = 8 \text{ (quality points)}$$

$$\begin{array}{rcl} 7 \text{ Total} & & 17 \text{ divided by } 7 = \\ & & 2.429 \end{array}$$

## Student Learning Outcomes Assessment (SLOA)

Student Learning Outcomes Assessment (SLOA) is a deliberate, systematic, and collaborative process driven by the college's commitment to improve student learning. It is a purposeful course of action that defines student accomplishments in terms of expected learning outcomes and core competencies. Actual student achievement is measured using established internal standards and external benchmarks.

The outcomes assessment process is learning-centered and accumulates data from numerous sources to determine what students know, what skills they possess, how they conceptualize, and how they will continue to learn. The overall goal of assessment is to create a quality learning environment under ideal conditions through the use of best practices that inspire creativity, innovation, and critical thinking. On the SLOA page, you will find resources for students, parents, faculty and staff. These resources include templates for faculty, recent outcomes planning documents, and links to external information. Visit [www.hagerstowncc.edu/academics/outcomes-assessment](http://www.hagerstowncc.edu/academics/outcomes-assessment) for more information.

# 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."

- A. Assignment of a grade that is malicious and/or discriminatory. This is applicable if, in determining the grade, the professor clearly did not apply the same standards used for grading other members of the class whose work and behavior were similar to those of the appealing student.
- B. Assignment of a grade that is arbitrary and/or capricious. This is applicable if the professor apparently had no discernible rationale for arriving at the grade given.
- C. Assignment of a grade that has resulted from innocent human error. The professor reported an incorrect grade as the consequence of a mistake in computation, in recording, or in some other mechanical aspect of the grading process.

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

- A. Disagreement with the course requirements established by the professor.
- B. Disagreement with the grading standards established by the professor.
- C. Disagreement with the judgment of the professor in applying grading standards as long as he or she has made a reasonable effort in good faith to be fair and consistent in exercising that judgment. Good faith on the professor's part shall be assumed unless the student can offer convincing arguments to the contrary.
- D. The student's desire or "need" for a particular grade. While this sort of reason may seem compelling to the individual on the personal level, it shall not be considered "good cause" for purposes of appeal and shall not be regarded as relevant in consideration of the student's appeal. Examples of the student's need to have a higher grade include, but are not limited to, the need to graduate, to transfer course credits, gain employment or promotion, or to qualify for a more advanced course.

### II. Process for Grade Appeal

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

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

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

#### Step 1

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

**Step 2**

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

**Step 3**

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

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

**Step 4**

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

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

**Step 5**

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

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

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

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

**Step 6**

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

## Responsibilities in the Grade Appeal Process

### Student

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

### Faculty Who Assigned the Final Grade

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

### Division 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 grade-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. Students on probation are not permitted to engage in extracurricular activities such as HCC clubs or intercollegiate athletics. A student on probation is not allowed to register on WebAdvisor and must meet with an academic advisor in person.

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 grade-point average is below:

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

Part-time students are subject to the same regulations as full-time students after completion of 15 credits.

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

Developmental courses are counted in the total cumulative grade-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 registrar 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 Academic Dismissal Appeal (re-instatement) form is available in the Records Office or online at [www.hagerstowncc.edu/admissions/forms-documents](http://www.hagerstowncc.edu/admissions/forms-documents).

Evidence of planning, curriculum load, and work activities is 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.

Readmitted students will be readmitted on probationary status, and therefore, are not permitted to participate in HCC clubs or intercollegiate athletics until they are no longer on probation.

Students who are readmitted must earn a 2.5 grade-point average for the semester of readmission. After that, if the grade-point average is 2.0 or above for their work in the most recent semester attended, students may be retained and put on academic probation.

## Academic Amnesty

If a student has not more than 30 completed credits at HCC and has not been enrolled at HCC for at least two years, the student may request academic amnesty from the registrar. 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. Please note that course grades which are no longer factored into your academic GPA will still count in the calculation for Financial Aid Satisfactory Academic Progress (SAP) requirements as mandated by federal law. Students must complete a change of major form in the Academic Advising and Re

## Program Changes

Students may at any time change their programs by submitting an official change of major form. 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. Students must complete a change of major form in the Academic Advising and Registration Office.

## 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

The college posts withdraw deadlines for each semester. Students desiring to withdraw from the College at any time during the academic year may do so online through WebAdvisor within the published deadlines. 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. If a student fails to meet the deadline(s) but still wishes to withdraw, a Registration Appeal Form must be submitted to the registrar. Learn more at [www.hagerstowncc.edu/registration/refund-policy](http://www.hagerstowncc.edu/registration/refund-policy).

## 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.

## Honors Program

The Honors Program is a rigorous curriculum track for all majors, designed to foster scholarship, intellectual growth, and cultural understanding for students committed to personal and educational enrichment. Learn more at [www.hagerstowncc.edu/honors](http://www.hagerstowncc.edu/honors).

## Graduation Honors

The associate degree is awarded with "high honor" to students with 50 percent of their total institutional college-level credit hours completed in their academic program 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 with 50 percent of their total institutional college-level credit hours completed in their academic program at HCC will be awarded the associate degree with "honor."

## Graduation Requirements

Annual commencement ceremonies are held each May and December (beginning December 2016), and are presided over by HCC's president. The commencement ceremony is a traditional academic service and signifies the completion of the degree or certificate being awarded. Students completing a degree or certificate program with 30 or more credits are eligible to participate in the commencement ceremony. Only students who have filed an application for graduation and have met all requirements will be permitted to participate in the ceremony.

Students are permitted to attend the annual commencement ceremony if they have fulfilled the applicable requirements in their degree program (60-70 college level credits):

- A.A. degree
- A.A.S. degree
- A.A.T. degree
- A.S. 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:

- Child Care Professional
- Computer Support Specialist
- Dental Assisting
- Medical Assistant
- Networking Technology
- Paralegal Studies
- Paramedic Emergency Services
- Pharmacy Technician
- Practical Nursing
- 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, graduating with honors or receiving a special award are recognized. Learn more at [www.hagerstowncc.edu/academics/graduation/honors-convocation](http://www.hagerstowncc.edu/academics/graduation/honors-convocation).

## 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 60 semester hours for a degree and all required semester hours for a certificate or a letter of recognition program.
3. All 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, certificates, and letters of recognition should submit applications via WebAdvisor by the published deadline date. Questions regarding this process should be directed to the registrar.

## 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.

## General Education Core Requirements for the AA Degree

Candidates for the associate of arts degree must satisfy specific general education requirements within their degree programs. A minimum of 28 to a maximum of 36 credits must be completed. The requirements are listed below:

Arts/Humanities	6 credits
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Students must choose one course according to the specific requirements of their program of study.

Behavioral/Social Science	6 credits
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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
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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.

Diversity	3 credits
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Students must choose one course from the approved list according to the specific requirements of their program of study.

English 6 credits

Students must choose two courses from the approved list according to the specific requirements of their program of study.

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 AS Degree

Candidates for the associate of science degree must satisfy specific general education requirements within their degree programs. A minimum of 28 to a maximum of 36 credits must be completed. The requirements are listed below:

Arts/Humanities 6 credits

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

Behavioral/Social Science 6 credits

Students must choose one course 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.

Diversity 3 credits

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

English 3 credits

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

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 18 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.

Diversity 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.

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 28-36 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 101 - General Psychology and either HIS 201 - United States History I or HIS 202 - United States 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.

Diversity 3 credits

Students are required to take one course from the approved list according to the specific requirements 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.

Mathematics 3(4) credits

Students must take MAT 101 - College Algebra or MAT 108 - Fundamental Concepts of Mathematics II for this degree program.

# Approved General Education Core Courses by Discipline

## Arts/Humanities

- ART 101 - Introduction to Visual Arts (3 Credits)
- ART 231 - History of Western Art I (3 Credits)
- ART 232 - History of Western Art II (3 Credits)
- DNC 101 - Dance Appreciation (3 Credits)
- DNC 201 - Dance History (3 Credits)
- HUM 201 - The Arts: A Creative Synthesis (3 Credits)
- MUS 101 - Music Appreciation (3 Credits)
- MUS 102 - The History of Jazz (3 Credits)
- MUS 180 - The History of Rock and Roll (3 Credits)
- PHL 101 - Introduction to Philosophy (3 Credits)
- Any Foreign Language (3 Credits)

## Behavioral/Social Science

- ECO 201 - Macroeconomic Principles (3 Credits)
- ECO 202 - Microeconomic Principles (3 Credits)
- HIS 101 - World History to 1500 (3 Credits)
- HIS 102 - World History Since 1500 (3 Credits)
- HIS 201 - United States History I (3 Credits)
- HIS 202 - United States History II (3 Credits)
- POL 101 - American Government (3 Credits)
- PSY 101 - General Psychology (3 Credits)
- PSY 204 - Developmental Psychology: Lifespan Human Development (3 Credits)
- SOC 101 - Introduction to Sociology (3 Credits)

## Biological/Physical Science

- BIO 203 - Human Anatomy and Physiology I (4 Credits)
- BIO 204 - Human Anatomy and Physiology II (4 Credits)
- BIO 106 - Unity and Diversity of Living Things (4 Credits)
- BIO 110 - Human Biology (3 Credits)
- BIO 111 - Contemporary Issues in Biology (3 Credits)
- BIO 112 - Biology of Disease (3 Credits)
- BIO 113 - Principles of Biology I (4 Credits)
- BIO 114 - Principles of Biology II (4 Credits)
- BIO 116 - Human Anatomy and Physiology for Allied Health (4 Credits)
- BIO 117 - Environmental Science (4 Credits)
- BIO 119 - Introductory Biology for Health Professions (4 Credits)

- BIO 205 - Microbiology (4 Credits)
- BTC 101 - Introduction to Biotechnology (3 Credits)
- BTC 103 - Forensic Science (4 Credits)
- CHM 101 - Introductory College Chemistry (4 Credits)
- CHM 103 - General Chemistry I (4 Credits)
- CHM 104 - General Chemistry II (4 Credits)
- CHM 107 - Kitchen Chemistry (4 Credits)
- PHS 104 - General Physical Science (4 Credits)
- PHS 105 - Descriptive Astronomy (3 Credits)
- PHS 107 - Introductory Physical Geology (3 Credits)
- PHS 108 - Introductory Physical Geology (4 Credits)
- PHS 109 - Meteorology (4 Credits)
- PHS 111 - Earth and Space Science (4 Credits)
- PHS 113 - AMS Ocean Studies (4 Credits)
- PHY 112 - Applied Physics (3 Credits)
- PHY 201 - General Physics I (4 Credits)
- PHY 202 - General Physics II (4 Credits)
- PHY 203 - Principles of Physics I (5 Credits)
- PHY 204 - Principles of Physics II (5 Credits)

## Diversity

- ANT 201 - Cultural Anthropology (3 Credits)
- ENG 216 - Ethnic Voices in American Literature (3 Credits)
- GEO 105 - World Regional Geography (3 Credits)
- HIS 210 - Latin American History (3 Credits)
- HUM 214 - World Religions (3 Credits)
- IST 123 - Diversity in a Technological Society (3 Credits)
- PED 240 - Diversity and Cultural Issues in Sport and Athletics (3 Credits)
- SOC 106 - Race and Ethnic Relations in the United States (3 Credits)

## English

- BUS 113 - Business Communication (3 Credits)
- ELL 101 - English Composition for English Language Learners (4 Credits)
- ENG 101 - English Composition (3 Credits)
- ENG 102 - Composition and Literature (3 Credits)
- ENG 112 - Technical Writing I (3 Credits)
- ENG 201 - World Literature I (3 Credits)
- ENG 202 - World Literature II (3 Credits)
- ENG 203 - British Literature I (3 Credits)
- ENG 204 - British Literature II (3 Credits)
- ENG 205 - American Literature I (3 Credits)
- ENG 206 - American Literature II (3 Credits)

- ENG 219 - Contemporary Literature (3 Credits)
- SPD 103 - Public Speaking (3 Credits)
- SPD 108 - Introduction to Human Communication (3 Credits)

## Mathematics

- MAT 101 - College Algebra (3 Credits)
- MAT 103 - Finite Mathematics (3 Credits)
- MAT 109 - Introduction to Statistics (3 Credits)
- MAT 114 - Introduction to Applied Algebra (3 Credits)
- MAT 161 - Precalculus (4 Credits)
- MAT 203 - Calculus I (4 Credits)
- Any Mathematics (MAT) course with a prerequisite of MAT 101 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 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. The eligibility requirements to participate in an internship include: active enrollment in an HCC Degree or Certificate program, completion of the internship application and submission of a resume, 2.0 or higher Grade Point Average, completion of 50% or more of the major's program requirements, approvals from faculty, division director, and Vice President of Academic Affairs and Student Affairs or the Dean of Student Affairs. All Internships need to be supervised by a faculty member who is responsible for approving internship sites, developing learning outcomes with internship site supervisors, and providing faculty supervision during the internship experience. For more information contact the Coordinator of Internship and Job Services at 240-500-2260 or visit [www.hagerstowncc.edu/internships](http://www.hagerstowncc.edu/internships). Application deadlines: Fall Semester-July 31<sup>st</sup>, Spring Semester-December 15<sup>th</sup>, and Summer Semester -April 15<sup>th</sup>. Nursing and Health Sciences clinical experiences are governed by third-party accrediting regulations and are coordinated through the Nursing and Health Sciences Divisions.

## 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.

## **Program Pathways**

Program Pathways have been designed for each degree, certificate, and letter of recognition offered at HCC, and are located in the Academic Catalog with curricular requirements. These pathways indicate the most expedient way to progress toward the credential and are suggested for full-time students who place into college-level coursework. Each student should make his or her own completion plan in collaboration with an academic advisor.

## **Reverse Transfer**

Reverse Transfer is a process whereby academic credits for course work completed at another institution are transferred back to HCC to satisfy associate degree requirements. HCC has several reverse transfer partnerships or agreements in place with four year institutions and is working on securing additional agreements.

## **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 60 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 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/gepd](http://www.hagerstowncc.edu/academics/divisions/gepd).

## **Admission/Registration Policies and Procedures**

### **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](http://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 1200 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 also are required.

#### **College Placement Assessment Testing**

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.

Placement 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 in the Academic Testing Center on the third floor of the Learning Resource Center. Call 240-500-2398, or email [testingcenter@hagerstowncc.edu](mailto:testingcenter@hagerstowncc.edu). Information is available online at [www.hagerstowncc.edu/testing](http://www.hagerstowncc.edu/testing).

## Math Assessment Exemptions

- Students with an SAT math score of 500 or above
- Students with an ACT math score of 21 or above
- Test scores older than five years are not valid.
- Students who have passed a college-level math course

## Reading/Writing Assessment Exemptions

- Student with an SAT evidence-based reading and writing score of 500 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 203) Placement Test, contact the Learning Support Center at 240-500-2251 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 Enrollment Management. 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.

## High School Students

### The ESSENCE Early College Program

The ESSENCE Early College Program is designed to give students who are high academic achievers the opportunity to take college-level coursework at a tuition reduction while still in high school or home school. Developmental courses do not qualify for the tuition reduction. In most cases, students will be responsible for all fees and the cost of books and other materials required in a particular course.

All students applying for the ESSENCE Early College 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 when registering for classes
- be able to comply with the scheduling and transportation (for on-campus courses) requirements
- contact their high school counselor for dual-enrollment classes taught at their high school

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 ESSENCE form to send grade reports to WCPS

HCC provides high school and homeschool students a 25 percent tuition discount on their first 12 college level credits.

Washington County Public School students will also receive a tuition discount from Washington County Public Schools for their first 4 classes. Students who receive Free and Reduced Meals (FARM) will only pay fees for their ESSENCE classes, based on MD Senate Bill 740. Out-of-county or out-of-state residents will also receive a tuition discount up to and including 12 college level credits while still in high school. Maryland residents who attend a public or private high school may apply for additional funding through the ESSENCE Supplemental Scholarship. All high school students who attend a public high school may apply for a Federal Pell Grant. Contact the Financial Aid office at 240-500-2473 or email [finaid@hagerstowncc.edu](mailto:finaid@hagerstowncc.edu) for more information on the ESSENCE Supplemental Scholarship or high school students receiving Pell Grants.

For more information about the ESSENCE Program, please call 240-500-2238 or email [admissions@hagerstowncc.edu](mailto:admissions@hagerstowncc.edu). Visit [www.hagerstowncc.edu/essence](http://www.hagerstowncc.edu/essence) to access paperwork for the ESSENCE Program.

## **Promise Pathway Program**

HCC's Promise Pathway Program is designed to address the financial barriers for Washington County students who have the academic readiness and commitment to succeed in college, but lack all the necessary financial resources to do so, even if they qualify for federal financial aid. The primary goal of the Promise Pathway Program is to assist eligible students in earning a college credential at HCC (a letter of recognition, program certificate, or associate degree), through financial assistance and academic guidance and mentoring before they start college. This special initiative is being supported by the Washington County Public Schools. Visit [www.hagerstowncc.edu/promise](http://www.hagerstowncc.edu/promise) to learn more.

## **STEMM Technical Middle College (STMC)**

The STMC is a partnership between HCC and Washington County Public Schools to allow college-ready high school students, who meet admission criteria, the opportunity to complete college degrees or certificates while completing their high school diplomas. In this program, students attend HCC full-time in their junior and senior years, after doing rigorous coursework preparation at their high schools during their freshman and sophomore years. For more information about the STMC, please call 240-500-2483 or email [tlthorn@hagerstowncc.edu](mailto:tlthorn@hagerstowncc.edu). Information is available online at [www.hagerstowncc.edu/middlecollege](http://www.hagerstowncc.edu/middlecollege).

## **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 [here](#) 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 [here](#) 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.

## 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 Records Office at HCC. After transcripts are submitted, the student must meet with an academic advisor and complete a Transcript Evaluation Request form. Upon completion of a three-credit course at HCC, transfer credits become part of the student's official transcript at HCC. Credits that HCC accepts 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, 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 copy of the student's passport.
3. 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) is required.
4. A statement of financial resources (in U.S. dollars) 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 \$19,000 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.
5. 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](http://www.internationalstudentinsurance.com) and [www.isoa.org](http://www.isoa.org))
6. 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 online test.
7. The College's placement assessments are required once the student has been approved for an F-1 visa and arrives on campus.

The application, copy of the passport, 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 and Veterans

In addition to meeting the admissions policies and procedures for all new students, military personnel should submit either a Joint Services transcript and/or Community College of the Air Force transcript, along with forms DD214 and DD295 (if applicable) to the Admissions Office. After official transcripts are submitted to the Records Office, students may request their official transcripts to be reviewed for transfer credit by meeting with an academic advisor and completing a Transcript Evaluation Request form. Courses presented on a Joint Services Transcripts (JST) military transcript, and have the American Council on Education (ACE) recommendation may be applicable for transfer credit. HCC awards basic training as personal health and fitness credits, and other military training recommendations are reviewed and awarded if they meet the course requirements for a student's academic program.

The following individuals shall be charged a rate of tuition not to exceed the in-state rate for tuition and fees purposes:

- A Veteran using educational assistance under either chapter 30 (Montgomery G.I. Bill - Active Duty Program) or chapter 33 (Post-9/11 G.I. Bill), of title 38, United States Code, who lives in Maryland while attending a school located in Maryland (regardless of his/her formal State of residence) and enrolls in the school within three years of discharge or release from a period of active duty service of 90 days or more.
- Anyone using transferred Post-9/11 GI Bill benefits (38 U.S.C. § 3319) who lives in Maryland while attending a school located in Maryland (regardless of his/her formal State of residence) and enrolls in the school within three years of the transferor's discharge or release from a period of active duty service of 90 days or more.
- Anyone described above while he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same school. The person so described must have enrolled in the school prior to the expiration of the three-year period following discharge or release as described above and must be using educational benefits under either chapter 30 or chapter 33, of title 38, United States Code.
- Anyone using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311(b)(9)) who lives in Maryland while attending a school located in Maryland (regardless of his/her formal State of residence).
- Anyone using transferred Post-9/11 G.I. Bill benefits (38 U.S.C. § 3319) who lives in Maryland while attending a school located in Maryland (regardless of his/her formal state of residence) and the transferor is a member of the uniformed service who is serving on active duty.
- The policy shall be read to be amended as necessary to be compliant with the requirements of 38 U.S.C. 3679(c) as amended.

## 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.

## Veterans

In addition to meeting all admission requirements, veterans should visit [www.hagerstowncc.edu/veterans](http://www.hagerstowncc.edu/veterans) or call 240-500-2377 for information related to veterans 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 before the student registers for classes and entitles the Guard member to pay only 50 percent of the in-county tuition rate regardless of class size, location and number of semester hours the student is taking.

## Oversubscribed Programs

Oversubscribed programs are those that have more eligible applicants than available capacity. Currently, these include nursing, practical nursing, radiography, and dental hygiene. 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.

The program chair/director and the director of Admissions and Enrollment Management determine admissions procedures based on these guidelines in order to maximize student success.

## Transfer Credit and Credit for Prior Learning/Experience

### 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 academic program at HCC. Faculty, along with the director of Instructional Support Services and the registrar may review 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.

### 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 course(s) is presented on a Joint Services Transcripts (JST) military transcript, and the American Council on Education (ACE) has reviewed and recommended the course(s) for credit. HCC awards basic training as personal health and fitness credits, and other military training recommendations are reviewed and awarded if they meet the course requirements for a student's academic program.
4. Coursework completed at institutions that are not regionally accredited, but hold national or specialized accreditation recognized by the U.S. Department of Education and/or the Council for Higher Education Accreditation (CHEA), may be considered for transfer credit in consultation with the academic department on a case-by-case basis.

## Nontraditional Credit

Students may be awarded 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.

## 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 Joint Services transcripts or Community College of the Air Force transcripts, if applicable, should be sent to the Records Office. After official transcripts are submitted to the Records Office, students may request their official transcripts to be reviewed for transfer credit by meeting with an academic advisor and completing a Transcript Evaluation Request form. Courses presented on a Joint Services Transcripts (JST) military transcript, and have the American Council on Education (ACE) recommendation may be applicable for transfer credit. HCC awards basic training as personal health and fitness credits, and other military training recommendations are reviewed and awarded if they meet the course requirements for a student's academic program.

## Industry Certifications

Students with nationally recognized certifications, or those who have received specialized training through non-collegiate organizations can be awarded credits for prior learning.

## 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 Records Office at HCC. To request an official AP score report, write to:

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

Visit the website at [www.collegeboard.com/student](http://www.collegeboard.com/student)

## International Baccalaureate (IB) Examinations

These exams, sponsored by the International Baccalaureate Diploma Programme, are administered by IB teachers. Applicants for admission who have taken IB examinations should have an official copy of their scores sent to the Records Office. HCC awards credits based on IB exams and scores listed below. For more information, visit [www.ibo.org](http://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 below. CLEP exams are administered at HCC in the Academic Testing Center. For more information, call 240-500-2398.

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

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

Visit the website at [www.collegeboard.com/clep](http://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 registrar. Official scores must be sent to the Records Office at HCC. Visit the DSST website at [www.getcollegedcredit.com](http://www.getcollegedcredit.com).

## **Excelsior College Examinations**

ECEs have been evaluated and found worthy of credit by the American Council on Education. As such, HCC can award credit based on satisfactory scores on these exams. Official scores must be sent to the Records Office. For more information about the offered exams, visit [www.excelsior.edu/ecapps/exams/creditByExam.jsf](http://www.excelsior.edu/ecapps/exams/creditByExam.jsf)

## **Credit by Validation**

Students may be awarded up to 15 credits for work and life experience as validated by HCC via Portfolios, Advanced Standing and/or Institutional (or Challenge) examinations. These credits cannot be used to fulfill the required minimum credits in residence for graduation and may not be eligible for transfer.

## **Institutional Examinations**

Institutional examinations (practical or written) are offered at HCC in selected subjects for 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 faculty and division chair or director.

## **Advanced Standing**

By completing upper-level courses, students can demonstrate their prior knowledge and receive corresponding lower-level credits retroactively. Students must first meet with an appropriate faculty member and complete all paperwork before beginning the upper-level course. For more information, contact the registrar.

## **Credit by Portfolio**

Students can present portfolios of their work history to appropriate faculty members to receive college credit. Portfolios can include writing/work samples, job descriptions, etc. Some certifications have already been evaluated and deemed appropriate for credit. For more information on these, please refer to "Industry Certifications" in the catalog.

## Standardized Exams

Advanced Placement Test Title	Score
Art History	3 4 or 5
Art-Studio: 2D Design	3
Art-Studio: 3D Design	3
Art-Studio: Drawing	3
Biology	3 4 or 5
Chemistry	3 4 or 5
Chinese Language and Culture	3 or above
Computer Science A	3 or above
Computer Science Principles	4 or 5
English (Language and Composition)	3 or above
English (Literature and Composition)	3 4 or 5

Environmental Science	3
European History	3 or above
French (Language)	3 4 or 5
German (Language)	3 4 or 5
Government and Politics/Comp.	3
Government and Politics/US	3 or above
Human Geography	3 or above
Italian Language and Culture	3 or above
Japanese Language and Culture	3 or above
Latin: Vergil	3 or above
Macroeconomics	3 or above
Math (Calculus AB)	3 4 or 5
Math (Calculus BC)	3 or above 4 or 5

Microeconomics	3 or above
Music (Theory)	3 or above
Physics 1: Algebra Based	3
Physics 2: Algebra Based	3 or above
Physics (C) Mechanics	3 or above
Physics (C) Electricity and Magnetism	3 or above
Psychology	3 or above
Spanish (Language)	3 4 or 5
Spanish Literature	3
Statistics	3 or above
United States History	3 4 or 5
World History	3 4 or 5

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 113 & BIO 114
Business Law: Introduction	50	3	BUS 104
Calculus	50	4	MAT 203
Chemistry (General)	50	8	CHM 103-CHM 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	3	ACC 101
French, Level 1	50	6	FRN 101 & FRN 102
French, Level 2	62	12	FRN 101-FRN 202

German, Level 1	50	6	GER 101 & GER 102
German, Level 2	63	12	GER 101-GER 202
History of the US 1	50	3	HIS 201
History of the US 2	50	3	HIS 202
Human Growth and Development	50	3	PSY 204
Humanities	50	3	HUM elective
Information Systems and Computer Applications	50	3	IST 102
Macroeconomics, Principles of	50	3	ECO 201
Management, Principles of	50	3	MGT 103
Marketing, Principles	50	3	MGT 104
Microeconomics, Principles of	50	3	ECO 202
Natural Sciences	50	6	BIO/PHS elective
Precalculus	50	4	MAT 161
Psychology, Introduction	50	3	PSY 101

Social Sciences and History	50	6	SSC elective
Sociology, Introductory	50	3	SOC 101
Spanish, Level 1	50	6	SPN 101 & SPN 102
Spanish, Level 2	63	12	SPN 101-SPN 202
Western Civilization 1	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 113 - Principles of Biology I	4
	HL	4	BIO 114 - Principles of Biology II	4
Business & Mgt.	SL	5	MGT 103 - Principles of Management	3
	HL	4	MGT 103 - Principles of Management	3
Chemistry	SL	5	CHM 103 - General Chemistry I	4
	HL	5	CHM 103 - General Chemistry I	4
Economics	SL	5	ECO 201 - Macroeconomic Principles-ECO 202 - Microeconomic Principles	6
	HL	4	ECO 201 - Macroeconomic Principles-ECO 202 - Microeconomic Principles	6
English A1	SL	5	ENG 101 - English Composition	3

	HL	4	ENG 101 - English Composition	3
French	SL	5	FRN 101 - Elementary French I-FRN 102 - Elementary French II	6
	HL	4	FRN 101 - Elementary French I-FRN 102 - Elementary French II	6
German	SL	5	GER 101 - Elementary German I-GER 102 - Elementary German II	6
	HL	4	GER 101 - Elementary German I-GER 102 - Elementary German II	6
History				
America	SL	5	HIS 201 - United States History I	3
	HL	4	HIS 201 - United States History I	3
Europe	SL	5	HIS 101 - World History to 1500	3
	HL	4	HIS 101 - World History to 1500	3
Info Tech Global Soc	SL	5	IST 102 - Introduction to Information Technology	
	HL	4	IST 102 - Introduction to Information Technology	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 - Introduction to Philosophy	3
	HL	4	PHL 101 - Introduction to Philosophy	3
Physics	SL	5	PHY 201 - General Physics I	4
	HL	5	PHY 201 - General Physics I	4

Psychology	SL	5	PSY 101 - General Psychology	3
	HL	4	PSY 101 - General Psychology	3
Spanish	SL	5	SPN 101 - Elementary Spanish I-SPN 102 - Elementary Spanish II	6
	HL	4	SPN 101 - Elementary Spanish I-SPN 102 - Elementary Spanish II	6
Visual Arts	SL	5	ART 101 - Introduction to Visual Arts	3
	HL	4	ART 101 - Introduction 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 CS3, CS4, CS5, CS6 or CC	GDT 116
Adobe Certified Associate	ACA	Web Communication Using Dreamweaver CS3, CS4, CS5, CS6, or CC	WEB 101 - Web Design I
Adobe Certified Associate	ACA	Interactive Media Using Flash CS3, CS4, CS5, CS6, or CC	SDE 102 - Multimedia Authoring and 2-Dimensional Animation
National Center for Construction Education Research	NCCER	Documented completion of NCCER Plumbing Level One coursework and exam or Plumber Journeyman license or Master Plumber license	INT 105
American Welding Society	AWS	AWS Certified Welder Certification	INT 106
North American Technician Excellence National Center for Construction Education Research	NATE NCCER	NATE Core HVAC Installation Exam or documented completion of NCCER HVAC Level One coursework and exam or HVAC Journeyman license or Master HVAC license	INT 107

National Center for Construction Education Research	NCCER	Documented completion of NCCER Electrician Level One coursework and exam or Electrical Journeyman license or Master Electrician license	ELE 110
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
CompTIA	A+ Net+ Security +	A+ Certification * (Includes both CompTIA A+ Essentials* exam and CompTIA A+ Practical Application exam) Network + Exam Security + Exam	IST 150 IST 151 IST 154 IST 160
Cisco	CCENT	ISDN1 Exam	IST 155 - Networking I IST 156 - Networking II
Cisco Networking Academy: Cisco Certified Network Associate	CCNA	ISDN1 and ISDN2 exams or composite. 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 Ethical Hacker	CEH	CEH certification must be current standing with EC-Council	CYB 240 - Ethical Hacking Fundamentals
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	ELE 213
Microsoft Certified Application Specialist	MOS	Using Microsoft Office PowerPoint 2010	IST 103
	MOS	Using Microsoft Office Word Expert 2010	IST 105
	MOS	Using Microsoft Office Excel Expert 2010	IST 106
	MOS	Using Microsoft Office Access 2010	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 (240-500-2553).
2. Visit the Prometric Web site at <http://www.2test.com> to schedule an exam appointment at HCC or any Prometric testing center. Contact <http://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](http://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 and student services at 240-500-2231, or visit [www.hagerstowncc.edu/advisement/articulation-agreements](http://www.hagerstowncc.edu/advisement/articulation-agreements).

## **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 Records Office 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 Office of Admissions and Enrollment Management 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 Records Office 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 <http://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:

- Drexel University
- Frostburg State University
- Pennsylvania State University, Harrisburg
- Shepherd University
- Shippensburg University
- University of Maryland, University College

## **Registration**

### **Course Guides**

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, 10, and 12-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. Credit course guides 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, provide information on program requirements and help select courses that are appropriate for students. 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 240-500-2225.

### **Returning Students/Web Registration**

Returning students are required to register via WebAdvisor. In the event a student does not remember his or her user ID and password, he or she must call 240-500-2891. In order to receive confirmation of registration, students must open an email account via the College's website at [www.hagerstowncc.edu/current-students/email](http://www.hagerstowncc.edu/current-students/email).

Instructions on how to register online are available at [www.hagerstowncc.edu/registration/online](http://www.hagerstowncc.edu/registration/online). Personal assistance is also available at the Office of Advising and Registration in the Student Center.

### **Returning Students**

Returning students are required to meet with an advisor only if they have been placed on academic probation or have been academically dismissed.

## **Enrollment Status**

Students who are registered for 12 or more credits are considered full-time. Students who are registered for fewer than 12 credits are part-time. Students are encouraged to take 15 credits per semester to ensure the timely completion of their programs.

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 HCC website should be consulted for all add/drop deadlines. Important dates and deadline are available at [www.hagerstowncc.edu/registration/dates-and-deadlines](http://www.hagerstowncc.edu/registration/dates-and-deadlines). Failure to officially drop/withdraw from a course results in a grade of "F" and forfeiture of tuition and fees. Drops/withdrawals may be done via WebAdvisor or by submitting the appropriate forms to the Office of Advising and Registration. Students who receive any financial aid (PELL, grants, loans, or scholarships) should contact the Financial Aid Office before making any changes to their schedule 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 select the courses and sections of their choice. Seats in classes are available on a first-come, first-served 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 major form in the Academic Advising and Registration Office.

## Change of Address/Name

To change address or telephone number, students should go to WebAdvisor. Proof of residency is required for address changes into Maryland. Residency guidelines and acceptable proofs of residency may be found here at [www.hagerstowncc.edu/sites/default/files/printforms/16-residency-form\\_0.pdf](http://www.hagerstowncc.edu/sites/default/files/printforms/16-residency-form_0.pdf).

To make an official name change, students need to complete a Change of Name Form and bring proof supporting documentation of the change to the Records Office. Change of Name Form and list of acceptable documents may be found at [www.hagerstowncc.edu/forms/academic-advising-and-registration/change-name-form](http://www.hagerstowncc.edu/forms/academic-advising-and-registration/change-name-form).

## 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.

## Student Email Accounts

New students receive access to an email account via the HCC website: [www.hagerstowncc.edu/current-students/email](http://www.hagerstowncc.edu/current-students/email). Once an account has been established, students can access their accounts at HCC, home, work, or public libraries.

Files and email messages created or stored on equipment or media owned by HCC are the property of the College. Users are cautioned that files or email 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.

## 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 email 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. All students enrolled in online courses are required to complete at least one assessment in the Academic Testing Center. Students must present valid photo identification. Check the current credit course guide or WebAdvisor for online course offerings. A list of online programs is available at [www.hagerstowncc.edu/online](http://www.hagerstowncc.edu/online).

## 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.

## 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 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. The Valley Mall Center is staffed Monday through Thursday from 8:30 a.m. to 9 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 240-500-2565.

## Paying for College

- Tuition
- Fees
- Tuition Waivers
- Payments of Tuition and Fees
- Refunds and Withdrawals
- Residency Policy and Tuition Requirements
- Maryland Dream Act
- Student Financial Aid
- Student Financial Aid Office Statement of Conduct
- Scholarships
- Hagerstown Community College Foundation Scholarships

## Tuition\*

Washington County  
Residents

Per  
credit\$ 119.00  
hour

Out-of-County Residents

Per  
credit\$ 187.00  
hour

Out-of-State Residents

Per  
credit\$ 246.00  
hour

Neighbor-State Rate  
(residents of Franklin and  
Fulton Counties, PA;  
Berkeley, Jefferson, and  
Morgan Counties, WV; and  
Loudoun County, VA)

Per  
credit\$ 230.00  
hour

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

## Fees\*

General College Fee (per credit  
hour) \$ 12.00

Credit-by-Evaluation Fee (varies)

(60% of  
county tuition  
rate per  
credit, plus  
\$16 per credit  
administrative  
fee)

Laboratory Fee (varies)

Library Use Fee (out-of-state residents, per year) \$ 10.50

Library Use Fee (out-of-state alumni, per year) \$ 5.25

Physical Education Fee (varies)

Registration Fee (per semester-**non refundable**) \$ 30.00

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)

Transcript Fee for e-transcript \$ 5.25

\* 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

#### Maryland Tuition Waiver for Students with Disabilities

Any Maryland student receiving Supplemental Security Income (SSI) or Social Security Disability Insurance (SSDI) benefits is eligible to apply for this waiver. You must provide proof from the Social Security Administration (SSA) of receiving SSI or SSDI benefits.

#### WAIVER AMOUNT

You are exempt from paying tuition at community colleges in Maryland for up to 12 credits per semester if you are taking classes as part of a degree or a certificate program designed to lead to employment. The waiver is limited to 6 credits if you are enrolled in community college credit courses for any other reason. A course must have at least 10 enrolled students for the waiver to apply. The tuition waiver applies to any **balance** on tuition after any grants and scholarships you receive have been applied to your tuition and fees. You are responsible for **all** other costs associated with the courses, such as books.

#### RENEWING A WAIVER

You must request the waiver every time you enroll and file the annual Free Application for Federal Student Aid (FAFSA). For State aid consideration, complete and submit the FAFSA by **March 1 each year**.

## 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-on to WebAdvisor and pay with VISA, MasterCard, Discover, or American Express. If you are unsure of your user ID or password, please email [hccit@hagerstowncc.edu](mailto:hccit@hagerstowncc.edu) or call 240-500-2891 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.

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 the deadline posted on the website, by notifying the Office of Admissions and Registration and filling out a Credit Schedule Form. Otherwise, you will be held responsible for the full amount of your fees. View the Registration Dates & Refund Deadlines page.

## 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 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. Students must register for FACTS on the HCC website at [www.hagerstowncc.edu/finance](http://www.hagerstowncc.edu/finance). Questions should be directed to the Finance Office.
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 Academic Advising 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 Records 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 here.

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

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

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

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

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

Registration appeal forms are available online at [www.hagerstowncc.edu/registration/refund-policy](http://www.hagerstowncc.edu/registration/refund-policy). Forms should be returned to the registrar, located in the Administration and Student Affairs (ASA) Building. 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 Financial Aid and Records. **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, 240-500-2220, or emailed to [finance@hagerstowncc.edu](mailto:finance@hagerstowncc.edu).

\*\* Refund policy is subject to change.

## 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 Enrollment Management.
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.

## Maryland DREAM Act

As an open-admission institution, Hagerstown Community College grants admission to all students regardless of citizenship. Maryland Senate Bill 167 enacted in the 2011 Session of the Maryland General Assembly, also known as the Maryland Dream Act, allows some non-U.S. citizens to be exempt from paying the out-of-state tuition rate.

In order for a student to qualify for an exemption from paying out-of-state tuition, the student must have:

1. Attended a public or nonpublic high school in Maryland for at least 3 academic years not earlier than the 2005-2006 school year;
2. Graduated from a public or nonpublic high school in Maryland or received the equivalent of a high school diploma from the State not earlier than the 2007-2008 school year;
3. Registered within four years after graduating from a public or nonpublic secondary school in the State or received the equivalent of a high school diploma in the State;
4. Provided documentation that the student, or the student's parent or legal guardian has filed a Maryland income tax return:
  - a. annually for the 3 years that coincide with the individual's attendance at a public or nonpublic secondary school in the State (home-schooled students are subject to this requirement in the same manner);

- b. annually each year between secondary school attendance and enrolling at the college, and
- c. annually while attending a community college;
- 5. Provides an affidavit stating that the individual will file an application to become a permanent resident within 30 days after the individual becomes eligible to do so;
- 6. Provides proof that the individual has registered with the Selective Service System. *(This currently applies to all males 18-25. Proof of Selective Service registration can be obtained by filing with the Post Office and returning a receipt to the college that shows proof of registration or by providing a Selective Service card.)*

Each community college will verify statutory compliance for each eligible student. Students seeking this exemption must be prepared to provide copies of Maryland Tax Returns and other documents. A student who meets the requirements described above may be eligible to pay the in-county tuition rate at the community college that serves the high school from which he/she graduated or most recently attended (if he/she received a GED).

Applying for the exemption does not alter your responsibility to pay by the college deadline any nonresident tuition and associated fees that may be due before your eligibility is determined. For institution-specific instructions regarding documentation and deadline dates, contact the Office of Admissions and Enrollment Management at 240-500-2572.

\*The completed paperwork (form and all supporting documentation) is due before the semester begins. If you complete the paperwork after the semester has begun, the exemption will be considered for the following semester.

Learn more at [www.hagerstowncc.edu/dream-act](http://www.hagerstowncc.edu/dream-act).

## Tuition Requirements

1. Out-of-county or out-of-state students pay tuition in accordance with Education Article, &16-310(a&b), Annotated Code of Maryland.
2. 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. 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.
3. 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 at [www.hagerstowncc.edu/financial-aid](http://www.hagerstowncc.edu/financial-aid). Get video answers to your financial aid questions using Financial Aid TV. Inquiries may be addressed to [finaid@hagerstowncc.edu](mailto:finaid@hagerstowncc.edu).

## Student Responsibilities

- All written communications from the Student Financial Aid Office will be by student email. It is the student's responsibility to check their e-mail frequently.
- It is the students' responsibility to submit copies of the documentation needed to complete their financial aid application. Students whom the U.S. Department of Education selects for verification must complete the verification process.
- 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.
- Financial aid will only cover courses that count as required courses in the degree program for graduation. Each course students register for must be listed as a needed course in your program evaluation/degree audit.
- Priority consideration for certain federal programs is given to students who meet the deadlines of May 30 for the fall semester, October 30 for the spring semester, and March 30 for the summer semester.
- Maryland students applying for Maryland scholarships and grants must complete the FAFSA before March 1 for the following academic year.
- Deadline dates for the Federal Pell Grant are less restrictive.
- 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 be eligible for aid from Federal Financial aid programs, you must:

- 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 you will use federal student aid only for educational purpose
- not have a federal student loan 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.

For further details, view <http://studentaid.ed.gov> and view the Funding Your Education guide.

## 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. There is no charge for completing or submitting the FAFSA. Apply online at [www.fafsa.gov](http://www.fafsa.gov).

You must reapply for financial aid every year. You should reapply for financial aid starting in October, 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.

You should complete the federal income tax return before completing the FAFSA.

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 EFC is your federal aid eligibility index. 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 official income tax transcripts 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 letter on WebAdvisor.

To apply for Federal Work Study (FWS) a student should (1) complete the FAFSA, (2) review the student jobs listed on the human resources page of the college's website and (3) apply for and accept an on-campus student worker position.

To receive student loan funds, you must:

- Complete the FAFSA at [www.fafsa.gov](http://www.fafsa.gov).
- Complete the entrance counseling and the Master Promissory Note at [www.studentloans.gov](http://www.studentloans.gov)
- Sign the HCC award letter, printed from WebAdvisor, and return it to the Student Financial Aid Office. The award letter 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. 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 financial aid will only cover courses that count as required courses in a student's degree program needed to graduate. This means each courses registered for must be listed as a needed course in the program evaluation/degree audit. To access degree audit students use the EVALUATE PROGRESS IN PROGRAM link/option under the STUDENTS section of WebAdvisor. Students must be logged in to access this feature. If students have questions about whether courses count in the program evaluation or can be used to determine eligibility for aid the students should see the Academic Advisor in the Student Center.

Student awards may be viewed over a secure website at [www.hagerstowncc.edu/webadvisor](http://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.

All students may receive Pell Grants for up to 12 semesters, measured by percentage of scheduled award(s) disbursed ("lifetime eligibility used," or "LEU" field in COD up to 600%).

**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 parent was a member 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. 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 student 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
- **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](http://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 (depending on need, \$2,000 or more will be unsubsidized).
- Sophomore students, who have completed at least 30 credit hours, will be awarded \$6,500 (\$2,000 or more will be unsubsidized).

Prior to receiving loan funds, the student must go to WebAdvisor to print the award letter. Students must sign the award letter 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, which can be found online at [www.hagerstowncc.edu/financial-aid/forms](http://www.hagerstowncc.edu/financial-aid/forms).

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.

Student loans have two (2) disbursements.

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 online at [www.hagerstowncc.edu/financial-aid/forms](http://www.hagerstowncc.edu/financial-aid/forms).

## 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. Students must meet satisfactory academic progress requirements in order to receive or renew state

financial aid. Maryland residents should **complete the FAFSA before March 1**, to be considered for Maryland Grants and Scholarships. Additional application information is available at [www.mhec.state.md.us/](http://www.mhec.state.md.us/).

## 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](http://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](http://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. Priority consideration is given to students who 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 October 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.

**2 +2 Transfer Scholarship:** Maryland residents who have completed an associate's degree 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 2 + 2 College Transfer Scholarship application and submit an official college transcript(s).

## Maryland Tuition Waiver Programs

**Tuition Waiver for Foster Care Recipients and Unaccompanied Homeless Youth:** Students may be exempt from paying tuition and mandatory fees if they are in out of home placement on their 18th birthday. Students who resided in an out-of-care placement for at least one year on or after the individual's 13th birthday for and return to live with their parents after the out-of-home placement may also be exempt from paying tuition and fees. To apply for this waiver students must complete the FAFSA, also be enrolled working toward a degree or certificate in an eligible program and complete the Tuition Waiver form found on the HCC website.

**Tuition Waiver for Students with Disabilities:** Students receiving SSI or SSDI payments through the Social Security Administration, may be exempt from paying tuition and mandatory fees. To apply for this waiver students must complete the FAFSA, pick up the certificate for Tuition Waiver form from the office Disability Support Services, have the form completed by the Social Security Administration and return the form to the college.

## 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 Maryland student grants and scholarships.

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. 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.

For the most up-to-date academic progress standards, review the Financial Aid Eligibility page of the HCC website at [www.hagerstowncc.edu/financial-aid/eligibility](http://www.hagerstowncc.edu/financial-aid/eligibility).

## 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 withdraw from classes before the day your loan is scheduled to disburse, you will not earn any direct student loan funds that you would have received if you had remained enrolled.

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](http://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 online at [www.hagerstowncc.edu/public-information/heoa-public-disclosure](http://www.hagerstowncc.edu/public-information/heoa-public-disclosure).

## **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 online at [www.hagerstowncc.edu/scholarships](http://www.hagerstowncc.edu/scholarships). 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 Student Financial Aid Office at HCC to be applied to the student's account. This helps the Student Financial 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

**S-STEM Scholarships:** The S-STEM Scholarship, provided by a National Science Foundation grant, provides scholarships to students who are attending full-time and pursuing an associate degree in an eligible science, technology, engineering, or mathematics program. Scholarships are based on financial need, with maximum of \$3000 a semester. All applicants must complete a FAFSA (Free Application for Federal Student Aid). To review scholarship criteria, recipient requirements, and to access the S-Stem scholarship application, visit [www.hagerstowncc.edu/financial-aid/types-of-aid/scholarships/hcc](http://www.hagerstowncc.edu/financial-aid/types-of-aid/scholarships/hcc).

**HCC Foundation Scholarship:** The HCC Foundation Scholarship Committee awards a number of scholarships, with its own criteria and dollar amounts, in the fall and spring of every academic year to students taking at least six credits and have at least a 2.0 GPA. Recipients are selected by the Foundation Scholarship Committee. Scholarships are usually awarded to students in financial need and who show scholastic promise. Most scholarships are for a one-year period, but some may be renewed the following year. Applications are kept on file for one year in the event additional funds become available to award. To apply for the HCC Foundation Scholarship, students need to complete the FAFSA (Free Application for Federal Student Aid) and complete the HCC Foundation Scholarship Application Form online at [www.hagerstowncc.edu/forms/college-advancement/hcc-foundation-scholarship-application](http://www.hagerstowncc.edu/forms/college-advancement/hcc-foundation-scholarship-application).

**HCC Faculty/Foundation Scholarship for Academic Excellence:** Only current high school students who are graduating in May/June are eligible to apply. The HCC Faculty/Foundation Scholarship for Academic Excellence Committee offers an academic excellence scholarship program for qualified graduates of area high schools. The committee awards scholarships based on GPA, SAT scores, and extracurricular activities. These awards provide \$550 per semester at Hagerstown Community College. Recipients who maintain satisfactory academic records at the college will be supported for four consecutive semesters of college for a total of \$2,200. To review scholarship criteria, recipient requirements, and to access the Faculty/Foundation Scholarship for Academic Excellence Application, visit [www.hagerstowncc.edu/financial-aid/types-of-aid/scholarships/hcc](http://www.hagerstowncc.edu/financial-aid/types-of-aid/scholarships/hcc).

**HCC Promise Pathway Program Scholarship:** HCC's Promise Pathway Program is designed to address financial barriers for Washington County students who have the academic readiness and commitment to succeed in college, but lack all the necessary financial resources. Students will not receive the financial support promise tuition scholarship until 10th grade, or after, when the student is formally admitted into the HCC Promise Pathway Program. All applicants must complete a FAFSA (Free Application for Federal Student Aid) and use available federal and state financial aid as well as external scholarships before the "promise dollars" are awarded by the HCC Foundation and HCC. This special initiative is being supported by Washington County Public Schools. For additional information visit the [www.hagerstowncc.edu/promise](http://www.hagerstowncc.edu/promise).

**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 degree (A.A.S. or A.A.T.) in Early Childhood Education, A.A.T. in Elementary Education, or an A.S. in Education. The CCCPDF provides funding for college tuition, fees, and books for eligible child care providers working in the State of Maryland. Approved candidates must possess the motivation and skills that will assist them in successfully completing their degree while employed in childcare and will continue to work in family or center-based early education programs upon completion of their degree, for a service commitment equaling one month per credit or two years for the completion of an associate degree. To learn more, call 240-500-2604.

**Advanced Manufacturing Systems Scholarship:** The Advanced Manufacturing Systems scholarship, provided by a National Science Foundation grant, provides scholarships to students who are pursuing an associate degree in Advanced Manufacturing Systems and the certificate in the Basic Electronics and Industrial Technology. All applicants must complete the FAFSA (Free Application for Federal Student Aid). To review scholarship criteria, recipient requirements, and to access the Advanced Manufacturing Systems scholarship application at [www.hagerstowncc.edu/forms/technology-and-computer-studies-division/advanced-manufacturing-systems-scholarship](http://www.hagerstowncc.edu/forms/technology-and-computer-studies-division/advanced-manufacturing-systems-scholarship).

## Student Services & Activities

### Student Services

#### Academic Advisement and Registration

All new students must meet with an academic advisor for their first semester before registering for classes. Academic advising 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 both a walk-in and appointment basis, depending on the time of the year and situation. Students can contact HCC's Academic Advising and Registration office at 240-500-2240 for appointments and basic academic advising information or email questions to [advise@hagerstowncc.edu](mailto:advise@hagerstowncc.edu). Students are initially referred to an advisor for the purpose of developing an academic plan in his/her program, which includes completing developmental courses before reaching 24 credits. Faculty advisors also are available within each instructional division. New students will receive a WebAdvisor login in the admissions letter. All students are strongly encouraged to register online via WebAdvisor, HCC's online scheduling tool. Advising and registration staff are available to assist students with online registration. Students can make changes to their class schedules through WebAdvisor as long as they meet published deadlines. Transfer students may need to submit copies of transcripts (unofficial or official) in order to register for most courses. For more information about academic advising, registration, and other services provided, please visit [www.hagerstowncc.edu/academics/advisement](http://www.hagerstowncc.edu/academics/advisement).

##### Office Hours:

Monday-Thursday: 8:30 a.m. - 6:30 p.m.

Friday: 8:30 a.m. - 4:30 p.m.

\*Please note Academic Advising and Registration will have extended hours the week before the start of classes for the fall, spring and summer semester, and will also be available on selected Saturdays and according to a published schedule.

#### 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 post-secondary 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 contact the DSS office to request accommodations at least two weeks prior to the start of classes to allow time for necessary arrangements to be made. It is expected that all DSS students will meet with the DSS office for advising questions and educational planning to ensure proper course selection and academic guidance. Students may contact the DSS office at 240-500-2628 (TTY 301-739-5813) or email at [dss@hagerstowncc.edu](mailto:dss@hagerstowncc.edu).

## Job Training Student Resources (JTSR)

The Job Training Student Resources (JTSR) Office, located in the Student Center, is dedicated to providing support services to students that are enrolled and actively registered in courses toward a career program, Pell eligible, and 24 years of age or older (students under 24 may still be eligible if the Financial Aid Office qualifies them as independent students). The mission of the JTSR Office is to empower adult learners to become academically successful through collaborative, individualized services and financially supportive programs that assist in enhancing opportunities to facilitate their success. Some of the services offered to JTSR students are loaner textbooks, childcare or transportation stipends, bus passes, and individualized advising. For more information on this program, contact the JTSR Office at 240-500-2392, or email [jtsr@hagerstowncc.edu](mailto:jtsr@hagerstowncc.edu).

## TRiO Student Support Services (TRiO SSS)

The mission of TRiO Student Support Services (TRiO SSS) at Hagerstown Community College is to help ensure the retention and graduation of eligible students. TRiO SSS seeks to guide participants through their first two years of postsecondary education with the ultimate goal of graduation and transfer to a four year university or entry into a chosen career.

TRiO Student Support Services is a program designed to assist students in reaching their academic goals by providing personalized assistance from program entry through graduation. Students must meet at least one of three eligibility criteria (first-generation status, income eligibility according to federal levels, or a documented disability) and must be pursuing an associate's degree or certificate at HCC to be eligible for the program. Upon acceptance into TRiO SSS, students will have access to academic, financial, and transfer advising, trips to four-year colleges, specialized tutoring, cultural events, and educational workshops. Additionally, program participants also have exclusive access to the TRiO SSS study area, a quiet study space where resources such as computers, printing, reference materials, and calculators are available. To complete an application or for more information, visit the offices in Student Center Room 131, call 240-500-2659, or visit [www.hagerstowncc.edu/trioss](http://www.hagerstowncc.edu/trioss) to apply online.

*The TRiO Student Support Services grant is intended to aid students in achieving their personal, educational, and financial goals. HCC received the \$1.1 million dollar TRiO grant in 2010 and was renewed in 2015. Funds are distributed over a five-year period with 83 percent financed through federal sources, which amounts to \$219,999 per year, and 17 percent financed through non-governmental sources, which amounts to \$44,762 per year. The contents of this section were developed under a grant from the Department of Education; however, those contents do not necessarily represent the policy of the Department of Education, and you should not assume endorsement by the Federal Government.*

## Student Orientation

All students are required to complete HCC's New Student Orientation, either on campus or online, before they can receive their student ID card and HCC parking pass. Orientation programs are conducted before each fall and spring semester. Evening and daytime sessions are offered to accommodate student schedules. Registration for orientation can be found [here](#).

These sessions contain a campus tour and combination of general information along with an explanation of support services, policies, and procedures that will enhance the new student's understanding of college life. Student tour guides lead new students through the orientation activities and allow ample opportunity for interaction and questions.

A virtual orientation option is available on the HCC website for students who are not able to attend orientation on campus, or would like a review of the information given during the on-campus orientation.

Questions about HCC's on-campus and virtual New Student Orientation program should be directed to the Student Activities Office at [studentactivities@hagerstowncc.edu](mailto:studentactivities@hagerstowncc.edu) or 240-500-2225, located in STC-163.

## 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. In addition to meeting the admissions policies and procedures for all new students, military personnel should submit either a Joint Services transcript and/or Community College of the Air Force transcript, along with forms DD214 and DD295 (if applicable) to the Admissions Office.

Veterans should make contact with the veteran's recruiter/adviser upon admission to ensure they are properly orientated to the college and are aware of valuable resources to help them during their time of study. This is especially important given the complexities involved with processing VA educational benefits. Students should contact the VA certifying official at 240-500-2519, 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.

Veterans wishing to have transfer credits evaluated should request official transcripts from all post-secondary institutions they have attended and/or submit a Joint Services Transcript (JST). After official transcripts are submitted to the Records Office, students may request their official transcripts to be reviewed for transfer credit by meeting with an academic advisor and completing a Transcript Evaluation Request form. Courses presented on a Joint Services Transcripts (JST) military transcript, and have the American Council on Education (ACE) recommendation may be applicable for transfer credit. HCC awards basic training as personal health and fitness credits, and other military training recommendations are reviewed and awarded if they meet the course requirements for a student's academic program.

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. The veteran's recruiter/adviser can assist with this process. For assistance in choosing classes that meet these criteria, students should contact an academic advisor. Students must notify the veteran's recruiter/adviser if they add or drop classes, completely withdraw, or change majors due to impact on receipt of benefits. The veteran's recruiter/adviser is available in room 140 of the Student Center and the VA certifying official is available in the ASA Building, room 403. For more information, visit [www.hagerstowncc.edu/veterans](http://www.hagerstowncc.edu/veterans).

## Child Care

HCC's Children's Learning Center is open from 7 a.m. to 6 p.m., Monday through Friday, throughout the year except for College approved holidays. Full and part-time schedules are available for children ages two to five years. School-age children (up to age eight) 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 [www.hagerstowncc.edu/student-services/childrens-learning-center](http://www.hagerstowncc.edu/student-services/childrens-learning-center) or call 240-500-2322 for information about costs, schedules, and how to apply for child care.

## Internship and Job Services

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. The internship course serves as a capstone whereby students may apply the knowledge and skills they have learned in the classroom. Students may enroll in the internship course for one to four credits. Eligibility for the internship program requires students to be actively enrolled in a program of study at HCC, maintain a GPA of 2.0 or higher, and have completed at least half of their program requirements. The internship application and additional information are available at [www.hagerstowncc.edu/internships](http://www.hagerstowncc.edu/internships). Internship applications are due at least one month prior to the start of the semester.

## 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](http://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 Support Center

The mission of the HCC Learning Support Center (LSC) is to engage and empower students to become independent, resourceful learners. The intention is for the LSC to become a hub where students, learning support specialists, and faculty work as a team to reach common academic goals. Fostering an optimal learning environment for supplemental instruction, the LSC will offer resources which both students and faculty may rely on to impact course success levels.

The LSC provides academic support to all students taking credit and non-credit courses at HCC. The LSC professional staff has content area specialties of English, writing, science, nursing, math, business, accounting, economics, and computer technology. In addition, LSC staff has more than two dozen peer tutors with expertise in a vast array of subjects. The LSC offers individual drop-in tutoring (no appointment necessary), scheduled peer-led small group studies, supplemental instruction, workshops, and specialized assistance with specific populations, such as students in the TRiO: Student Support Services Program. Computers, scientific and graphing calculators, specialized graphics programs, science models, and technology equipment for hands-on training are available for student use in the LSC. The LSC portion of the HCC website is also growing and includes an online tutoring option for writing assignments, as well as many handouts and resources for all content areas.

Both LSC professional staff and peer tutors encourage, inspire, motivate, and enable students to develop confidence in their academic abilities. The goal of tutoring is to enable students to become independent and fearless lifelong learners eager to explore learning and create lives that will inspire others.

For more information about the Learning Support Center including hours of operation, visit [www.hagerstowncc.edu/lsc](http://www.hagerstowncc.edu/lsc), or email [lsc@hagerstowncc.edu](mailto:lsc@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 *Student Handbook* which is available in the Student Center and on the HCC website at [www.hagerstowncc.edu/student-activities/student-handbook](http://www.hagerstowncc.edu/student-activities/student-handbook).

### 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](http://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 *Student Handbook* and on the HCC website.

The dean of students is responsible for implementing the student discipline procedure when the Code of Conduct is violated. Details regarding this procedure and its requirements can be found in the *Student Handbook* and on the HCC website.

## 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 *Student Handbook*. Hard copies of the planner are available in the Student Center.

## Policy on Smoking

Hagerstown Community College is committed to providing a safe and healthy working and learning environment for students, faculty, staff, and visitors on its campus, and is therefore adopting a Tobacco-Free Policy effective January 1, 2015.

The Tobacco-Free Policy applies to all HCC facilities and vehicles, owned or leased, regardless of location. Smoking and the use of tobacco and e-cigarette products shall not be permitted on any HCC property, including all buildings and facilities, walkways, recreational and athletic areas, building entrances, and parking lots. This policy applies to all students, faculty, staff, and other persons on campus, regardless of the purpose of their visit.

The College administration shall establish appropriate procedures and consequences, which may include fines or disciplinary measures, for violations of this policy and create an information campaign and signage. In consideration for tobacco users, college administration shall offer ongoing tobacco cessation programs to assist and encourage individuals who wish to quit. More information on this policy can be found at [www.hagerstowncc.edu/tobaccofree](http://www.hagerstowncc.edu/tobaccofree).

## 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. The student begins this process with the dean of students. More information can be found in the *Student Handbook*.

## 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-affairs/college-policies](http://www.hagerstowncc.edu/student-affairs/college-policies).

- Acceptable Computer Usage Policy
- Anti-Discrimination Policy
- Communicable Disease Policy
- Expressive Activity Policy

- Family Educational Rights and Privacy Act
- Involuntary Course Withdrawal Policy
- Parking and Traffic Policy
- Sexual Harassment Policy
- Social Media Policy
- Student Drug and Alcohol Abuse Policy
- Student Organization Policy
- Tobacco-Free Campus 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 *Student Handbook* and is available in the Student Center and on the HCC website at [www.hagerstowncc.edu/student-activities/student-handbook](http://www.hagerstowncc.edu/student-activities/student-handbook).

## Title IX and Campus SaVE Act Information

Title IX of the Education Amendments of 1972 states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."

The Clery Act of 1990 amended federal financial aid laws to require all post-secondary schools receiving federal financial aid to annually disclose campus crime statistics and security information.

The Violence Against Women Act of 1994 established federal legal definitions of domestic violence, dating violence, sexual assault, and stalking. In 2013, the Campus SaVE (Sexual Violence Elimination) Act amended the Clery Act to mandate extensive "primary prevention and awareness programs" regarding sexual misconduct and related offenses.

### Contact Information for the Title IX Coordinator:

Dr. Christine Ohl-Gigliotti  
Dean of Students  
Student Center, room 142  
240-500-2526  
[caohl-gigliotti@hagerstowncc.edu](mailto:caohl-gigliotti@hagerstowncc.edu)

The Title IX Coordinator is the designated College official with primary responsibility for coordinating the College's compliance with Title IX. This includes providing leadership for Title IX activities, providing consultation, education and training, and helping to ensure the College responds appropriately, effectively and equitably to Title IX issues.

More information on Title IX and Campus SaVE Act Information is available at [www.hagerstowncc.edu/titleix](http://www.hagerstowncc.edu/titleix).

## 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 shared via HCC's text alert system, on local radio and TV stations, on the college social media accounts (Facebook and Twitter), and posted on the College website. 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.

When class schedules are affected by a delayed opening or early closing, the class will meet if 30 minutes or more of the class time remains after the start of the delay or prior to the closing time. Once the college is open, the regular schedule resumes for that day.

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 offsite 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 practice 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 email in advance of the scheduled class) indicating that they have special weather-related circumstances that prevent their attendance. For more information, visit [www.hagerstowncc.edu/college-closings](http://www.hagerstowncc.edu/college-closings).

## Food Services

HCC has five options for dining on campus, offering a wide variety and varying hours:

The Valley Eatery is in the upper level of the Career Programs Building. The Valley Eatery offers breakfast, cold and hot sandwiches, salad bar and pizza, and is home to the "Hawk Sub."

Spring and fall semester hours:  
Monday-Friday, 7:30 a.m.-1:30 p.m.

The Hilltop Grill, located in the newly expanded Student Center, offers, lunch, dinner, and a large selection of grab-n-go items. This is a great option when your time is limited.

Spring and fall semester hours:  
Monday-Thursday, 10:30 a.m.-6:30 p.m.  
Friday, 10:30 a.m.-1:30 p.m.

Summer semester hours:

Monday-Friday, 8:30 a.m.-1:30 p.m.

The HCC Coffee Shop, located adjacent to the Hilltop Grill in the Student Center, offers pastry items, pre-made sandwiches, pre-made salads, and hot and cold specialty drinks.

Spring and fall semester hours:

Monday - Thursday, 8 a.m. - 8:30 p.m.

Friday, 8 a.m. - 3 p.m.

Summer semester hours:

Monday-Thursday, 8 a.m.-6:30 p.m.

Friday, 8 a.m.-2 p.m.

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

Food for Thought is HCC's in-house catering service. All requests for catering service must be made at least 14 days prior to any event and is intended for groups over 20. Pre-paid meal vouchers can be obtained for smaller groups and utilized at the eateries. For more information, contact the catering office at 240-500-2281.

Vending machines are conveniently located in most buildings. All vending machines on campus are managed by the HCC Food Service Department and serviced by Black Tie Services, LLP. If you encounter problems with a machine, please notify Food Service staff in the Hilltop Grill or HCC Coffee Shop, located in the Student Center, or the Valley Eatery in the Career Programs Building.

## **HCC Campus Store**

The HCC Campus Store is located in the Student Center. In addition to textbooks, the Campus Store carries a large variety of school supplies, HCC clothing, greeting cards, gifts, a variety of chargers and electronic accessories and snacks. Students may special order several styles of computers and computer software at educational prices through the Campus Store. More information is available online at [www.hagerstowncc.edu/student-services/campus-store](http://www.hagerstowncc.edu/student-services/campus-store).

## **Student Activities**

The mission of HCC's Student Activities Program is to develop a wide range of co-curricular opportunities for students to achieve their highest levels of personal and academic success. The department strives to support the College mission of cultivating civic-minded awareness by engaging students both on campus and in the community through cultural, social, recreational, and leadership enrichment programming.

In addition to programming, the Student Activities Office, located in the Student Center, assists students with identification cards, parking permits, student handbooks, distributing materials around campus, and HCC student organization information.

## **Student Center**

The Student Center has been newly renovated and expanded and now houses academic advising and registration, TRiO Student Support Services, Job Training Student Resources, disability services, the office of the dean of students, student activities, the Student Government Association, the campus store, the Hilltop Grill, a coffee shop, game room, student lounge, and other designated student meeting spaces. More information is available [here](#).

## 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. 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.

All active students can be members of the SGA by participating on the Student Activities Program Board. The SGA 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 active 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 SGA Program Board, please go to the Student Activities Office.

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, room 171. For additional information, call 240-500-2225, or email [sga@hagerstowncc.edu](mailto: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, men's and women's basketball, baseball, softball, men's and women's soccer, and golf.

The director of athletics and leisure studies in cooperation with the dean of students 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 use by HCC students and HCC employees and their families. Community memberships are available to individuals for a yearly fee. 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 and community members 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.

## Student Organizations

HCC offers students a wide variety of student organizations that are both program-based and interest-based. Membership in all HCC organizations is open to any active student. Student organization participation allows students to meet others with similar interests, learn leadership skills, have an impact on campus, and show co-curricular activity on their resume. For a current list of active organizations, go to [www.hagerstowncc.edu/clubs](http://www.hagerstowncc.edu/clubs). To find out more about joining or starting an organization, contact the Student Activities Office in the Student Center, room 163, call 240-500-2225, or email [studentactivities@hagerstowncc.edu](mailto:studentactivities@hagerstowncc.edu).

## Publications

### Student Handbook

The *Student Handbook and Planner* is published by the Student Activities Office and is distributed at the beginning of each academic year. The free guide includes student support services, campus policies and regulations, and a planner with important dates for college deadlines and holidays included.

### 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. The *Hedge Apple* may be viewed online at [www.hedgeapplemagazine.com](http://www.hedgeapplemagazine.com).

### 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.

### Website

Current events, course descriptions, class schedules, and general information are available on the College website at [www.hagerstowncc.edu](http://www.hagerstowncc.edu).

### Social Media and Social Networking Sites

The HCC Public Information and Government Relations (PIGR) Office is responsible for the maintenance and monitoring of official college accounts on several social media sites as a way to provide announcements and information about upcoming events and activities as well as to provide a forum for open discussion among students, faculty, staff, alumni, and the community. As the administrative gatekeeper of social media, the PIGR Office is responsible for establishing, maintaining, and enforcing HCC's social media policy and guidelines as necessary.

College staff and faculty administering institutional social media accounts are expected to follow established social media guidelines and procedures. Please note that faculty, staff, and students are **NOT** permitted to establish their own department, program, or club social media accounts without written approval from the PIGR Office. Fans and followers of HCC's social media accounts understand that HCC officials have the right to remove any content deemed to be offensive, inappropriate, of a harassing or threatening nature, or comments that could be construed as defamation of character. Comments that contain profanity will also be deleted. For more information about HCC's social media policy and guidelines, visit [www.hagerstowncc.edu/social-media](http://www.hagerstowncc.edu/social-media).

### College Course Guides and Class Schedules

A credit course guide is printed each semester and non-credit class schedules are printed three times a year. Course guides and schedules can be viewed online at [www.hagerstowncc.edu/schedules-catalogs](http://www.hagerstowncc.edu/schedules-catalogs).

## 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.

## Online Programs at HCC

Hagerstown Community College offers more than 240 online and hybrid courses in a variety of different subjects and new courses are added each semester. There are 24 degree and certificate programs offered online. Please see the list below and click on any program for more information.

## Programs Offered 100% Online

**All program requirements included in these programs are available online.**

### Associates Degrees (two-year programs)

- Arts and Sciences, A.A.
- Arts and Sciences, A.S.
- Business Administration, A.S.
- Commercial Transportation Administration, A.A.S.
- Cybersecurity, A.A.S.
- Education, A.S.
- Foreign Language Concentration, Arts and Sciences, A.A.
- General Studies, A.A.
- Human Services Concentration, Arts and Sciences, A.S.
- Management, A.A.S.
- Management, Marketing Concentration, A.A.S.
- Psychology Concentration, Arts and Sciences, A.A.
- Sociology Concentration, Arts and Sciences, A.A.

### Certificates

- Administrative Assistant, Certificate
- Advanced Network Security, Cybersecurity, Certificate
- Bookkeeping, Certificate
- Commercial Transportation Management, Certificate (Track 2)
- Cisco CCNA Prep, Cybersecurity, Certificate
- Management, Certificate
- Management: Marketing, Certificate
- Network Security, Cybersecurity, Certificate

### Letters of Recognition

- Administrative Assistant, Letter of Recognition
- Computer-Aided Design, Letter of Recognition

- Computer Graphic Artist, Graphic Design Technology, Letter of Recognition
- Customer Service Assistant, Letter of Recognition
- Education Child Care Professional, Letter of Recognition
- Graphic Production Specialist, Graphic Design Technology, Letter of Recognition
- Human Services, Letter of Recognition
- Management, Letter of Recognition
- Management: Marketing, Letter of Recognition
- Web Site Development, Web and Multimedia Technology, Letter of Recognition

## Programs offered 75% Online

**75 percent of the following programs are available online.**

**Additional program requirements will need to be taken in person on the HCC Campus.**

### Associates Degrees (two year programs)

- Administration of Justice Concentration, Arts and Sciences, A.A.
- Computer Support Specialist Concentration, Information Systems Technology, A.A.S.
- Cybersecurity, A.S.
- Early Childhood Education/Early Childhood Special Education, A.A.T.
- Early Childhood and Primary Grades Education, A.A.S.
- Elementary Education/Elementary Special Education, A.A.T.
- English Concentration, Arts and Sciences, A.A.
- Graphic Design Concentration, Arts and Sciences, A.A.
- Health, Physical Education and Leisure Studies Concentration, Arts and Sciences, A.A.
- History Concentration, Arts and Sciences, A.A.
- Network Administration Concentration, Information Systems Technology, A.A.S.
- Political Science Concentration, Arts and Sciences, A.A.
- Pre-Pharmacy Concentration, Arts and Sciences, A.S.
- Secondary Education-English, A.A.T.
- Simulation and Digital Entertainment Concentration, Information Systems Technology, A.A.S.
- Web and Multimedia Technology, A.A.S.

### Certificates

- Computer Support Specialist, Information Systems Technology, Certificate
- Education Child Care Professional, Certificate
- Network Administration, Information Systems Technology, Certificate
- Web/Multimedia Development, Web and Multimedia Technology, Certificate

## Statewide Designated and Health Manpower Shortage Programs

The Maryland Higher Education Commission designates certain community college programs as statewide programs. These programs are designed to enable students in certain fields to earn an education more affordably. Some residents of Maryland may enroll in these programs at the same rates as in-county residents if a particular program is not offered by the local community college or if the student cannot enroll due to an enrollment limit.

The list of eligible programs changes frequently for both Statewide Designated and Health Manpower Shortage programs. In addition, funding availability for these programs is based on funding from the State of Maryland and is thus subject to change.

## **Health Manpower Shortage Programs**

- Dental Hygiene, A.A.S.
- Medical Assistant, A.A.S.
- Nursing (Registered Nurse), A.S.
- Paramedic Emergency Services, A.A.S.
- Radiography, A.A.S.
- Dental Assisting, Certificate
- Medical Assistant, Certificate
- Medical Coding and Reimbursement Specialist, Certificate
- Paramedic Emergency Services, Certificate
- Paramedic Emergency Services, Certificate, EMT-I to EMT-P Bridge
- Nursing (Practical Nursing), Certificate

## **Statewide Designated Programs**

- Alternative Energy Technology, A.A.S.
- Digital Instrumentation and Process Control, A.A.S.
- Administration of Justice, Police Services, Certificate
- Geothermal Energy Installation and Service, Alternative Energy Technology, Certificate
- Industrial Technology, Certificate
- Solar/Wind Energy Installation and Service, Alternative Energy Technology, Certificate

## Programs of Study

### Accounting

#### Accounting and Business, A.A.S.

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 60 credits.

### Program Pathway

First Year Fall			First Year Spring		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
ENG 101	English Composition	3	BUS 113	Business Communication	3
Gen Ed	Mathematics	3	Gen Ed	Biological/Physical Science	3
Gen Ed	Arts/Humanities	3	ACC 102	Principles of Accounting II	3
ACC 101	Principles of Accounting I	3	Restricted Elective	Choose from the list	3
Restricted Elective	Choose from the list	3	Restricted Elective	Choose from the list	3
<b>TOTAL</b>		<b>15</b>	<b>TOTAL</b>		<b>15</b>
Second Year Fall			Second Year Spring		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
Gen Ed	Diversity	3	Restricted Elective	Choose from the list	3
ECO 201	Macroeconomic Principles	3	ACC 205	Income Tax Accounting II	3
ACC 105	Income Tax Accounting I	3	ACC 202	Intermediate Accounting II	3
ACC 201	Intermediate Accounting I	3	ACC 210	Managerial Accounting	3
Restricted Elective	Choose from the list	3	Restricted Elective	Choose from the list	3
<b>TOTAL</b>		<b>15</b>	<b>TOTAL</b>		<b>15</b>

## General Education Requirements (21-23 Credits)

### Arts/Humanities

- Select one course from the approved General Education course list in the Arts/Humanities category (3 Credits)

### Behavioral/Social Sciences

- ECO 201 - Macroeconomic Principles (3 Credits)

### Biological/Physical Science

- Select one course from the approved General Education course list in the Biological/Physical Science category (3-4 Credits)

### Diversity

- Select one course from the approved General Education course list in the Diversity category (3 Credits)

### English

- ENG 101 - English Composition (3 Credits) *\*minimum grade of "C" or better is required*
- BUS 113 - Business Communication (3 Credits)

### Mathematics

- Select one course from the approved General Education course list in the Mathematics category (3-4 Credits)

## Program Requirements (21 Credits)

- ACC 101 - Principles of Accounting I (3 Credits)
- ACC 102 - Principles of Accounting II (3 Credits)
- ACC 105 - Income Tax Accounting I (3 Credits)
- ACC 201 - Intermediate Accounting I (3 Credits)
- ACC 202 - Intermediate Accounting II (3 Credits)
- ACC 205 - Income Tax Accounting II (3 Credits)
- ACC 210 - Managerial Accounting (3 Credits)

## Restricted Electives (18 credits)

Select 18 restricted elective credits from the following list:

- ACC 109 - Computerized Accounting (3 Credits)
- ACC 165 - Certified Bookkeeping Preparation (3 Credits)
- BUS 104 - Legal Environment of Business (3 Credits)
- CSC 102 - Introduction to Information Technology (3 Credits)
- ECO 202 - Microeconomic Principles (3 Credits)

- IST 106 - Spreadsheet Software (3 Credits)
- MGT 103 - Principles of Management (3 Credits)
- MGT 203 - Corporate Finance (3 Credits)

## Degree Requirement (60 Credits)

## Bookkeeping, Certificate

This certificate is designed to allow students in the Business Division an opportunity to enhance their credentials by achieving national certification in bookkeeping through the American Institute of Professional Bookkeepers (AIPB).

## Program Requirements (18 Credits)

- ACC 101 - Principles of Accounting I (3 Credits)
- ACC 102 - Principles of Accounting II (3 Credits)
- ACC 109 - Computerized Accounting (3 Credits)
- ACC 165 - Certified Bookkeeping Preparation (3 Credits)
- CSC 102 - Introduction to Information Technology (3 Credits)
- MGT 203 - Corporate Finance (3 Credits)

## Certificate Requirement (18 Credits)

## Administration of Justice

## Administration of Justice Concentration, Arts and Sciences, A.A.

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.

- View the Administration of Justice Fact Sheet.

## Program Pathway

First Year Fall			First Year Spring		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
ENG 101	English Composition	3	ENG 102 or ENG 112	Composition and Literature or Technical Writing I	3
MAT 109	Introduction to Statistics	3	SOC 101	Introduction to Sociology	3

Gen Ed	Arts/Humanities (foreign language recommended)	3	Gen Ed	Arts/Humanities	3
Gen Ed	Diversity	3	ADJ 203	Criminal Law	3
ADJ 101	Introduction to Criminal Justice	3	POL 101	American Government	3
<b>TOTAL</b>		<b>15</b>	<b>TOTAL</b>		<b>15</b>
<b>Second Year Fall</b>			<b>Second Year Spring</b>		
<b>Course Number</b>	<b>Course Name</b>	<b>Credits</b>	<b>Course Number</b>	<b>Course Name</b>	<b>Credits</b>
Gen Ed	Biological/Physical Science (of your two science requirements, one must have a lab)	3	Gen Ed	Biological/Physical Science (of your two Science requirements, one must have a lab)	4
HIS	History 101, 102, 201, or 202	3	SOC 103	Criminology	3
PSY 101	General Psychology	3	Elective	Choose in consultation with an advisor	3
SPD 103 or SPD 108	Public Speaking or Introduction to Human Communication	3	Elective	Choose in consultation with an advisor	3
ADJ 206	Criminal Procedure for Criminal Justice	3	Elective	Choose in consultation with an advisor	2
<b>TOTAL</b>		<b>15</b>	<b>TOTAL</b>		<b>15</b>

## General Education Requirements (31-32 Credits)

### Arts/Humanities

- Select two courses from the approved General Education course list in the Arts/Humanities category (6 Credits)
  - Foreign language course is recommended (FRN, GER, SPN)

### Behavioral/Social Sciences

- SOC 101 - Introduction to Sociology (3 Credits)

Select one History (HIS) course from the following list:

- HIS 101 - World History to 1500 (3 Credits)
- HIS 102 - World History Since 1500 (3 Credits)
- HIS 201 - United States History I (3 Credits)

- HIS 202 - United States History II (3 Credits)

## Biological/Physical Science

- Select two courses from the approved General Education course list in the Biological/Physical Science category- one must include a laboratory course (7-8 Credits)

## Diversity

- Select one course from the approved General Education course list in the Diversity category (3 Credits)

## English

- ENG 101 - English Composition (3 Credits) *\*minimum grade of "C" or better is required*
- ENG 102 - Composition and Literature (3 Credits)

**OR**

- ENG 112 - Technical Writing I (3 Credits)

## Mathematics

- MAT 109 - Introduction to Statistics (3 Credits)

## Program Requirements (21 Credits)

- ADJ 101 - Introduction to Criminal Justice (3 Credits)
- ADJ 203 - Criminal Law (3 Credits)
- ADJ 206 - Criminal Procedure for Criminal Justice (3 Credits)
- POL 101 - American Government (3 Credits)
- PSY 101 - General Psychology (3 Credits)
- SOC 103 - Criminology (3 Credits)
- SPD 103 - Public Speaking (3 Credits) or SPD 108 - Introduction to Human Communication (3 Credits)

## Free Electives (7-8 Credits)

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

- Any foreign language (FRN, GER, SPN) course - preferably in the same language as the first; if a foreign language course was selected to fulfill the Arts/Humanities requirement (3 Credits)
- Any Physical Education (PED) activity course (1 Credit)
- ADJ 102 - American Law Enforcement (3 Credits)
- ADJ 104 - Corrections in America (3 Credits)
- ADJ 108 - Introduction to Homeland Security (3 Credits)
- ADJ 204 - Criminal Investigation (3 Credits)
- ADJ 210 - Gangs and Law Enforcement (3 Credits)
- MAT 101 - College Algebra (3 Credits)

- PSY 206 - Abnormal Psychology (3 Credits)

## Degree Requirement (60 Credits)

## Administration of Justice, A.A.S.

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

- View the Administration of Justice Fact Sheet.

## Program Pathway

First Year Fall			First Year Spring		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
ENG 101	English Composition	3	ENG 102 or ENG 112	Composition and Literature or Technical Writing I	3
Gen Ed	Mathematics	3	SOC 101	Introduction to Sociology	3
Gen Ed	Arts/Humanities	3	ADJ 201	Law Enforcement and the Community	3
ADJ 101	Introduction to Criminal Justice	3	ADJ 104	Corrections in America	3
ADJ 102	American Law Enforcement	3	Restricted Elective	Choose from the list	3
<b>TOTAL</b>		<b>15</b>	<b>TOTAL</b>		<b>15</b>
Second Year Fall			Second Year Spring		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
Gen Ed	Biological/Physical Science	3	Gen Ed	Diversity	3
ADJ 203	Criminal Law	3	ADJ 206	Criminal Procedure for Criminal Justice	3
ADJ 204	Criminal Investigation	3	Restricted Elective	Choose from the list	3

Restricted Elective	Choose from the list	3	Restricted Elective	Choose from the list	3
Restricted Elective	Choose from the list	3	Restricted Elective	Choose from the list	3
<b>TOTAL</b>		<b>15</b>	<b>TOTAL</b>		<b>15</b>

## General Education Requirements (21-23 Credits)

### Arts/Humanities

- Select one course from the approved General Education course list in the Arts/Humanities category (3 Credits)

### Behavioral/Social Sciences

- SOC 101 - Introduction to Sociology (3 Credits)

### Biological/Physical Science

- Select one course from the approved General Education course list in the Biological/Physical Science category (3-4 Credits)

### Diversity

- Select one course from the approved General Education course list in the Diversity category (3 Credits)

### English

- ENG 101 - English Composition (3 Credits) *minimum grade of "C" or better is required*
- ENG 102 - Composition and Literature (3 Credits)
- OR
- ENG 112 - Technical Writing I (3 Credits)

### Mathematics

- Select one course from the approved General Education course list in the Mathematics category (3-4 Credits)

## Program Requirements (21 Credits)

- ADJ 101 - Introduction to Criminal Justice (3 Credits)
- ADJ 102 - American Law Enforcement (3 Credits)
- ADJ 104 - Corrections in America (3 Credits)
- ADJ 201 - Law Enforcement and the Community (3 Credits)
- ADJ 203 - Criminal Law (3 Credits)

- ADJ 204 - Criminal Investigation (3 Credits)
- ADJ 206 - Criminal Procedure for Criminal Justice (3 Credits)

## Restricted Electives (16-18 Credits)

Select Restricted Elective credits from the following list:

- ADJ 108 - Introduction to Homeland Security (3 Credits)
- ADJ 210 - Gangs and Law Enforcement (3 Credits)
- ADJ 269 - Internship I (3 Credits)
- MAT 109 - Introduction to Statistics (3 Credits) \*
- PED - Physical Education Elective (1-3 Credits)
- POL 101 - American Government (3 Credits)
- POL 202 - Constitutional Law (3 Credits)
- PSY 101 - General Psychology (3 Credits)
- PSY 206 - Abnormal Psychology (3 Credits)
- SOC 103 - Criminology (3 Credits)
- SOC 105 - Juvenile Delinquency (3 Credits)
- SPD 103 - Public Speaking (3 Credits) \*

## Degree Requirement (60 Credits)

### Note:

*\* 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.*

## Police Academy Concentration, Administration of Justice, A.A.S.

This program designates a specific option within the current Administration of Justice A.A.S. curriculum for students who intend to complete the Police Academy in conjunction with their degree. It provides a logical order for coursework to be completed for both students who want to complete coursework prior to the Academy and those for whom completion of the Academy is the first priority.

- View the Police Academy Fact Sheet.

## Program Pathway

First Year Fall			First Year Spring		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
ENG 101	English Composition	3	ENG 102 or ENG 112	Composition and Literature or Technical Writing I	3
Gen Ed	Mathematics	3	SOC 101	Introduction to Sociology	3
Gen Ed	Arts/Humanities	3	Gen Ed	Diversity	3
ADJ 101	Introduction to Criminal Justice	3	Gen Ed	Biological/Physical Science	3
ADJ 104	Corrections in America	3	ADJ Elective	Select an ADJ course	3
Restricted Elective	Choose from the list	3			
<b>TOTAL</b>		<b>15</b>	<b>TOTAL</b>		<b>15</b>

Police Academy Core Courses		
Course Number	Course Name	Credits
ADJ 102	American Law Enforcement	3
ADJ 110	Policing Theory, Practice and Skills	9
ADJ 200	Criminal Procedure	3
ADJ 201	Law Enforcement and the Community	3
ADJ 203	Criminal Law	3
ADJ 204	Criminal Investigation	3
ADJ 205	Forensic Science for Criminal Justice	3
<b>TOTAL</b>		<b>27</b>

## General Education Requirements (21-23 Credits)

### Arts/Humanities

- Select one course from the approved General Education course list in the Arts/Humanities category (3 Credits)

### Behavioral/Social Sciences

- SOC 101 - Introduction to Sociology (3 Credits)

### Biological/Physical Science

- Select one course from the approved General Education course list in the Biological/Physical Science category (3-4 Credits)

### Diversity

- Select one course from the approved General Education course list in the Diversity category (3 Credits)

### English

- ENG 101 - English Composition (3 Credits) *minimum grade of "C" or better is required*
- ENG 102 - Composition and Literature (3 Credits)
- OR
- ENG 112 - Technical Writing I (3 Credits)

### Mathematics

- Select one course from the approved General Education course list in the Mathematics category (3-4 Credits)

## Program Requirements (36 Credits)

Complete the following courses before or after the Academy:

- ADJ 101 - Introduction to Criminal Justice (3 Credits)
- ADJ 104 - Corrections in America (3 Credits)
- Select an ADJ elective course (3 Credits)

### Police Academy Core Courses

The following courses are completed while attending and successfully completing the Police Academy:

- ADJ 102 - American Law Enforcement (3 Credits)
- ADJ 110 - Policing Theory, Practice and Skills (9 Credits)
- ADJ 200 - Criminal Procedure (3 Credits)
- ADJ 201 - Law Enforcement and the Community (3 Credits)

- ADJ 203 - Criminal Law (3 Credits)
- ADJ 204 - Criminal Investigation (3 Credits)
- ADJ 205 - Forensic Science for Criminal Justice (3 Credits)

## Restricted Electives (1-3 Credits)

Select Restricted Elective credits from the following list:

- ADJ 108 - Introduction to Homeland Security (3 Credits)
- ADJ 210 - Gangs and Law Enforcement (3 Credits)
- ADJ 269 - Internship I (3 Credits)
- MAT 109 - Introduction to Statistics (3 Credits)
- PED - Any Physical Education activity-based course (1 Credit)
- POL 101 - American Government (3 Credits)
- POL 202 - Constitutional Law (3 Credits)
- PSY 101 - General Psychology (3 Credits)
- PSY 206 - Abnormal Psychology (3 Credits)
- SOC 103 - Criminology (3 Credits)
- SOC 105 - Juvenile Delinquency (3 Credits)
- SPD 103 - Public Speaking (3 Credits)
- STU 106 - Professionalism in the Workplace (1 Credit)

## Degree Requirement (60 Credits)

### Note:

*\* 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.*

## Police Academy, Administration of Justice, Certificate

*The Police Academy Certificate program is designated as a Statewide 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.*

The Police Academy Certificate Program consists of core-professional courses designed to provide an academically enhanced delivery of the objectives required by HCC's intensive 24-week Police Academy (see Police Academy requirements below). Successful completion of the program allows students to meet the Maryland Police and Corrections Training Commission (MPCTC) requirements for entry-level police certification. All courses within the program can also be applied toward partial completion of the Administration of Justice A.A.S. degree.

- View the Police Academy Fact Sheet.

## Program Requirements (27 Credits)

- ADJ 102 - American Law Enforcement (3 Credits)
- ADJ 110 - Policing Theory, Practice and Skills (9 Credits)
- ADJ 200 - Criminal Procedure (3 Credits)
- ADJ 201 - Law Enforcement and the Community (3 Credits)
- ADJ 203 - Criminal Law (3 Credits)
- ADJ 204 - Criminal Investigation (3 Credits)
- ADJ 205 - Forensic Science for Criminal Justice (3 Credits)

## Certificate Requirement (27 Credits)

### \*Note

*These courses are wholly integrated into entry-level police training and instruction offered only through the HCC Police Academy and are required for recruits who are members of a Police Academy cohort.*

*Students who have a criminal record need to be aware this could prelude 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.*

## Advanced Manufacturing Systems

### Advanced Manufacturing Systems, A.A.S.

The Advanced Manufacturing Systems program provides a sequence of technical and manufacturing courses for students who are currently in, or plan to enter, today's advanced manufacturing environment where multi-skilled workers are in high demand. Students wishing to continue their education beyond the A.A.S. degree in the areas of Manufacturing Engineering and Management will benefit from the program as well. Students should identify an intended transfer institution as early as possible and complete appropriate courses.

- View the Advanced Manufacturing Systems Fact Sheet.

# Program Pathway

Fall Admission Cohort:

First Year Fall			First Year Spring		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
MAT 101 or MAT 114	College Algebra or Introduction to Applied Algebra	3	ENG 101	English Composition	3
INT 101	Introduction to Industrial Technology	3	Gen Ed	Arts/Humanities	3
ELE 110	Fundamentals of Electricity	4	ELE 103	Analog and Digital Electronics	3
INT 102	Introduction to PLCs	3	ELE 113	Instrumentation and Process Control I	3
ELE 158	Circuits, Schematics, and Test Equipment	3	ELE 140	Introduction to Robotics	3
<b>TOTAL</b>		<b>16</b>	<b>TOTAL</b>		<b>15</b>
Second Year Fall			Second Year Spring		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
Gen Ed	English	3	Gen Ed	Diversity	3
PHY 112 or PHY 201	Applied Physics or General Physics I (transfer students should take PHY 201)	3	Gen Ed	Behavioral/Social Science	3
EGT 150	Introduction to CNC Programming	3	EGT 235 or ADM 269	Fluid Power or Internship	3
CSC 132	Introduction to C and C++ Programming	3	ADM 201	Lean Manufacturing and Quality Assurance	2
ELE 203	PLC Applications	3	ADM 258	Advanced Motors, Machines, and Devices	3
<b>TOTAL</b>		<b>15</b>	<b>TOTAL</b>		<b>14</b>

## Spring Admission Cohort:

First Year Spring			First Year Fall		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
MAT 101 or MAT 114	College Algebra or Introduction to Applied Algebra	3	ENG 101	English Composition	3
INT 101	Introduction to Industrial Technology	3	INT 102	Introduction to PLCs	3
ELE 110	Fundamentals of Electricity	4	ELE 158	Circuits, Schematics, and Test Equipment	3
ELE 103	Analog and Digital Electronics	3	EGT 150	Introduction to CNC Programming	3
ELE 113	Instrumentation and Process Control I	3	CSC 132	Introduction to C and C++ Programming	3
<b>TOTAL</b>		<b>16</b>	<b>TOTAL</b>		<b>15</b>
Second Year Spring			Second Year Fall		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
Gen Ed	English	3	Gen Ed	Diversity	3
Gen Ed	Arts/Humanities	3	PHY 112 or PHY 201	Applied Physics or General Physics I (transfer students should take PHY 201)	3
Gen Ed	Behavioral/Social Sciences	3	ELE 203	PLC Applications	3
EGT 235 or ADM 269	Fluid Power or Internship	3	ADM 201	Lean Manufacturing and Quality Assurance	2
ELE 140	Introduction to Robotics	3	ADM 258	Advanced Motors, Machines, and Devices	3
<b>TOTAL</b>		<b>15</b>	<b>TOTAL</b>		<b>14</b>

## General Education Requirements (21-22 Credits)

### Arts/Humanities

- Select one course from the approved General Education course list in the Arts/Humanities category (3 Credits)

### Behavioral/Social Science

- Select one course from the approved General Education course list in the Behavioral/Social Science category (3 Credits)

### Biological/Physical Science

*Students intending to transfer should take the General Physics course.*

- PHY 112 - Applied Physics (3 Credits)
- OR
- PHY 201 - General Physics I (4 Credits)

### Diversity

- Select one course from the approved General Education course list in the Diversity category (3 Credits)

### English

- ENG 101 - English Composition (3 Credits) *\*minimum grade of "C" or better is required*
- AND
- Select another course from the approved General Education course list in the English category (3 Credits)

### Mathematics

- MAT 101 - College Algebra (3 Credits)
- OR
- MAT 114 - Introduction to Applied Algebra (3 Credits)

## Program Requirements (36 Credits)

- ADM 201 - Lean Manufacturing and Quality Assurance (2 Credits)
- ADM 258 - Advanced Motors, Machines, and Devices (3 Credits)
- CSC 132 - Introduction to C and C++ Programming (3 Credits)
- EGT 150 - Introduction to CNC Programming (3 Credits)
- ELE 103 - Analog and Digital Electronics (3 Credits)
- ELE 110 - Fundamentals of Electricity (4 Credits)

- ELE 113 - Instrumentation and Process Control I (3 Credits)
- ELE 140 - Introduction to Robotics (3 Credits)
- ELE 158 - Circuits, Schematics, and Test Equipment (3 Credits)
- ELE 203 - PLC Applications (3 Credits)
- INT 101 - Introduction to Industrial Technology (3 Credits)
- INT 102 - Introduction to PLCs (3 Credits)

## Restricted Electives (2-3 Credits)

Select Restricted Elective credits from the following courses:

- EGT 235 - Fluid Power (3 Credits)
- ADM 269 - Internship (3 Credits)

## Degree Requirement (60 Credits)

### Basic Electronics, Certificate

The Basic Electronics Certificate program provides students with the skills required to analyze and repair basic electronics circuits in the manufacturing environment, including evaluating the root cause of component failure to avoid unnecessary equipment down time and repeated failures.

### Program Requirements (16 Credits)

- ELE 103 - Analog and Digital Electronics (3 Credits)
- ELE 110 - Fundamentals of Electricity (4 Credits)
- ELE 113 - Instrumentation and Process Control I (3 Credits)
- ELE 158 - Circuits, Schematics, and Test Equipment (3 Credits)
- INT 102 - Introduction to PLCs (3 Credits)

### Certificate Requirement (16 Credits)

### Industrial Technology, Certificate

*The Industrial Technology Certificate program is designated as a Statewide 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.*

The Industrial Technology Certificate program provides students with a fundamental knowledge of the manufacturing environment with a focus on multi-skilled operators and technicians. Basic mechanical and electrical theory as well as functionality and maintenance are covered. This certificate is beneficial for production operators as well as technicians.

### Program Requirements (16 Credits)

- ADM 258 - Advanced Motors, Machines, and Devices (3 Credits)
- ELE 110 - Fundamentals of Electricity (4 Credits)
- ELE 158 - Circuits, Schematics, and Test Equipment (3 Credits)

- INT 101 - Introduction to Industrial Technology (3 Credits)
- INT 102 - Introduction to PLCs (3 Credits)

## Certificate Requirement (16 Credits)

## Alternative Energy Technology

### Alternative Energy Technology, A.A.S.

*The Alternative Energy Technology Program program is designated as a Statewide 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.*

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.

- View the Alternative Energy Technology Fact Sheet.

## Program Pathways

### Fall Admission Cohort:

First Year Fall			First Year Spring		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
MAT 101 or MAT 114	College Algebra or Introduction to Applied Algebra	3	ENG 101	English Composition	3
INT 101	Introduction to Industrial Technology	3	Gen Ed	Arts/Humanities	3
INT 104	Facilities Safety and Compliance	3	ELE 113	Instrumentation and Process Control I	3
ELE 110	Fundamentals of Electricity	4	INT 105	Plumbing and Pipe Fitting	3
AET 102	Introduction to Alternative Energy	3	INT 107	Heating, Ventilation, Air Conditioning, and Refrigeration (HVAC)	3
<b>TOTAL</b>		<b>16</b>	<b>TOTAL</b>		<b>15</b>

Second Year Fall			Second Year Spring		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
Gen Ed	English	3	Gen Ed	Behavioral/Social Science	3
Gen Ed	Diversity	3	INT 111	Pump and Motor Operation and Maintenance	3
PHY 112 or PHY 201	Applied Physics or General Physics I (transfer students should take PHY 201)	3	AET 104	Geothermal Installation	3
AET 106	Photovoltaic Installation	3	AET 108	Wind Energy Installation	3
AET 101	Applied Mathematics for Technology	1	Restricted Elective	Choose from the list	3
BUS 145	Customer Service	1			
<b>TOTAL</b>		<b>14</b>	<b>TOTAL</b>		<b>15</b>

## Spring Admission Cohort:

First Year Spring			First Year Fall		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
MAT 101 or MAT 114	College Algebra or Introduction to Applied Algebra	3	ENG 101	English Composition	3
INT 101	Introduction to Industrial Technology	3	Gen Ed	Diversity	3
ELE 110	Fundamentals of Electricity	4	AET 102	Introduction to Alternative Energy	3
INT 105	Plumbing and Pipefitting	3	INT 104	Facilities Safety and Compliance	3
INT 107	Heating, Ventilation, Air Conditioning, and Refrigeration (HVAC)	3	AET 101	Applied Mathematics for Technology	1
			BUS 145	Customer Service	1
<b>TOTAL</b>		<b>16</b>	<b>TOTAL</b>		<b>14</b>

Second Year Spring			Second Year Fall		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
Gen Ed	English	3	Gen Ed	Arts/Humanities	3
INT 111	Pump and Motor Operation and Maintenance	3	Gen Ed	Behavioral/Social Sciences	3
ELE 113	Instrumentation and Process Control I	3	PHY 112 or PHY 201	Applied Physics or General Physics I (transfer students should take PHY 201)	3
AET 104	Geo-Thermal Installation	3	AET 106	Photovoltaic Installation	3
AET 108	Wind Energy Installation	3	Restricted Elective	Choose from the list	3
<b>TOTAL</b>		<b>15</b>	<b>TOTAL</b>		<b>15</b>

## General Education Requirements (21-22 Credits)

### Arts/Humanities

- Select one course from the approved General Education course list in the Arts/Humanities category (3 Credits)

### Behavioral/Social Sciences

- Select one course from the approved General Education course list in the Behavioral/Social Sciences category (3 Credits)

### Biological/ Physical Science

Students intending to transfer should take the General Physics course.

- PHY 112 - Applied Physics (3 Credits)
- OR
- PHY 201 - General Physics I (4 Credits)

### Diversity

- Select one course from the approved General Education course list in the Diversity category (3 Credits)

## English

- ENG 101 - English Composition (3 Credits) *\*minimum grade of "C" or better is required*
- Select another course from the approved General Education course list in the English Category (3 Credits)

## Mathematics

- MAT 101 - College Algebra (3 Credits)
- OR
- MAT 114 - Introduction to Applied Algebra (3 Credits)

## Program Requirements (36 Credits)

- AET 101 - Applied Mathematics for Technology (1 Credit)
- AET 102 - Introduction to Alternative Energy (3 Credits)
- AET 104 - Geo-Thermal Installation (3 Credits)
- AET 106 - Photovoltaic Installation (3 Credits)
- AET 108 - Wind Energy Installation (3 Credits)
- BUS 145 - Customer Service (1 Credit)
- ELE 110 - Fundamentals of Electricity (4 Credits)
- ELE 113 - Instrumentation and Process Control I (3 Credits)
- INT 101 - Introduction to Industrial Technology (3 Credits)
- INT 104 - Facilities Safety and Compliance (3 Credits)
- INT 105 - Plumbing and Pipefitting (3 Credits)
- INT 107 - Heating, Ventilation, Air Conditioning and Refrigeration (HVAC/R) (3 Credits)
- INT 111 - Pump and Motor Operation and Maintenance (3 Credits)

## Restricted Electives (2-3 Credits)

Select Restricted Elective credits from the following list:

- AET 240 - AET Capstone Project (1 Credit)
- AET 269 - AET Internship (3 Credits)
- AET 270 - AET Internship II (3 Credits)
- CAD 152 - Computer-Aided Design (3 Credits)
- CSC 102 - Introduction to Information Technology (3 Credits)
- IST 106 - Spreadsheet Software (3 Credits)

## Degree Requirements (60 Credits)

## Geothermal Energy Installation and Service, Alternative Energy Technology, Certificate

*The Geothermal Energy Installation and Service Certificate program is designated as a Statewide 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.*

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.

- View the Alternative Energy Technology Fact Sheet.

## Program Requirements (21 Credits)

- AET 101 - Applied Mathematics for Technology (1 Credit)
- AET 102 - Introduction to Alternative Energy (3 Credits)
- AET 104 - Geo-Thermal Installation (3 Credits)
- BUS 145 - Customer Service (1 Credit)
- ELE 110 - Fundamentals of Electricity (4 Credits)
- INT 104 - Facilities Safety and Compliance (3 Credits)
- INT 105 - Plumbing and Pipefitting (3 Credits)
- INT 107 - Heating, Ventilation, Air Conditioning and Refrigeration (HVAC/R) (3 Credits)

## Restricted Electives (4 Credits)

Select 4 credits of restricted electives from the following list:

- AET 240 - AET Capstone Project (1 Credit)
- AET 269 - AET Internship (3 Credits)
- CAD 152 - Computer-Aided Design (3 Credits)
- CSC 102 - Introduction to Information Technology (3 Credits)

## Certificate Requirement (25 Credits)

### **Solar/Wind Energy Installation and Service, Alternative Energy Technology, Certificate**

*The Solar/Wind Energy Installation and Service Certificate program is designated as a Statewide 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.*

Students completing the Solar/Wind Energy Installation and Service Certificate 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.

- View the Alternative Energy Technology Fact Sheet.

## Program Requirements (18 Credits)

- AET 101 - Applied Mathematics for Technology (1 Credit)
- AET 102 - Introduction to Alternative Energy (3 Credits)
- AET 106 - Photovoltaic Installation (3 Credits)
- AET 108 - Wind Energy Installation (3 Credits)

- BUS 145 - Customer Service (1 Credit)
- ELE 110 - Fundamentals of Electricity (4 Credits)
- INT 104 - Facilities Safety and Compliance (3 Credits)

### Restricted Electives (4 Credits)

- AET 240 - AET Capstone Project (1 Credit)
- AET 269 - AET Internship (3 Credits)
- CAD 152 - Computer-Aided Design (3 Credits)
- CSC 102 - Introduction to Information Technology (3 Credits)

### Certificate Requirement (22 Credits)

## Art

### Visual Arts Concentration, Arts and Sciences, A.A.

The transfer program in visual arts is designed for students who plan to transfer to a four-year institution and major in visual arts, visual arts education, or a related field. 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. All majors will be required to pass a professional portfolio review and an exit interview with an art department faculty panel.

- View the Visual Arts Fact Sheet.

## Program Pathway

First Year Fall			First Year Spring		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
ENG 101	English Composition	3	Gen Ed	English	3
Gen Ed	Mathematics	3	Gen Ed	Behavioral/Social Sciences	3
ART 231 or ART 232	History of Western Art I or History of Western Art II	3	ART 120 or ART 122	Ceramics or Sculpture I	3
ART 103	Drawing I	3	Gen Ed	Arts/Humanities	3

ART 102	Two-Dimensional Design	3	Area 1 or 2	Choose from the list	3
<b>TOTAL</b>		<b>15</b>	<b>TOTAL</b>		<b>15</b>
<b>Second Year Fall</b>			<b>Second Year Spring</b>		
<b>Course Number</b>	<b>Course Name</b>	<b>Credits</b>	<b>Course Number</b>	<b>Course Name</b>	<b>Credits</b>
Gen Ed	Biological/Physical Science (of your two Science requirements, one must have a lab)	3	Gen Ed	Biological/Physical Science (of your two Science requirements, one must have a lab)	4
Gen Ed	Behavioral/Social Sciences	3	ART 290	Independent Study/Portfolio Review	2
Gen Ed	Diversity	3	Area 1 or 2	Choose in from the list	3
ART 104	Painting I	3	Elective	Choose in consultation with advisor	3
Elective	Choose in consultation with advisor	3	Elective	Choose in consultation with advisor	3
<b>TOTAL</b>		<b>15</b>	<b>TOTAL</b>		<b>15</b>

## General Education Requirements (31-33 Credits)

### Arts/Humanities

- ART 231 - History of Western Art I (3 Credits)  
OR
- ART 232 - History of Western Art II (3 Credits)
- Select another course from the approved General Education course list in the Arts/Humanities category (3 Credits)

### Behavioral/Social Sciences

- Select two courses from the approved General Education course list in the Behavioral/Social Sciences category (6 Credits)

### Biological/Physical Science

- Select two courses from the approved General Education course list in the Biological/Physical Science category - one must be a laboratory course (7-8 Credits)

### Diversity

- Select one course from the approved General Education course list in the Diversity category (3 Credits)

## English

- ENG 101 - English Composition (3 Credits) *\*minimum grade of "C" or better is required*
- Select another course from the approved General Education course list in the English category (3 Credits)

## Mathematics

- Select one course from the approved General Education course list in the Mathematics category (3-4 Credits)

## Program Requirements (14 Credits)

- ART 102 - Two-Dimensional Design (3 Credits)
- ART 103 - Drawing I (3 Credits)
- ART 104 - Painting I (3 Credits)
- ART 120 - Beginning Ceramics (3 Credits)
- OR
- ART 122 - Sculpture I (3 Credits)
- ART 290 - Independent Study in Chosen Medium and Portfolio Review (2 Credits)

## Restricted Electives (6 Credits)

Select one course from each area.

### Area 1: (3 Credits)

- ART 115 - Photography I (3 Credits)
- ART 120 - Beginning Ceramics (3 Credits)
- ART 122 - Sculpture I (3 Credits)
- ART 123 - Jewelry I (3 Credits)

### Area 2: (3 Credits)

- ART 203 - Drawing II (3 Credits)
- ART 204 - Painting II (3 Credits)
- ART 209 - Figure Drawing (3 Credits)
- ART 211 - Portraiture (3 Credits)
- ART 215 - Photography II (3 Credits)
- ART 218 - Photography for the Public Discourse (3 Credits)
- ART 220 - Advanced Ceramics (3 Credits)
- ART 222 - Sculpture II (3 Credits)
- ART 223 - Jewelry II (3 Credits)

## Free Electives (9 Credits)

Electives should be selected in consultation with an academic advisor. Some recommended courses are listed below:

- ART 101 - Introduction to Visual Arts (3 Credits)

- ART 231 - History of Western Art I (3 Credits)
- ART 232 - History of Western Art II (3 Credits)
- GDT any Graphic Design Technology course (3 Credits)

## Degree Requirement (60 Credits)

## Arts and Sciences

### Arts and Sciences, A.A.

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.

## Program Pathway

First Year Fall			First Year Spring		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
ENG 101	English Composition	3	Gen Ed	English	3
Gen Ed	Mathematics	3	Gen Ed	Arts/Humanities	3
Gen Ed	Behavioral/Social Science	3	Gen Ed	Behavioral/Social Science	3
Program	Choose in consultation with advisor	3	Gen Ed	Diversity	3
Elective	Choose in consultation with advisor	3	Program	Choose in consultation with advisor	3
<b>TOTAL</b>		<b>15</b>	<b>TOTAL</b>		<b>15</b>

Second Year Fall			Second Year Spring		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
Gen Ed	Biological/Physical Science (one science requirement must include a lab)	3	Gen Ed	Biological/Physical Science (one science requirement must include a lab)	4
Program	Choose in consultation with advisor	3	Gen Ed	Arts/Humanities	3
Elective	Choose in consultation with advisor	3	Program	Choose in consultation with advisor	3
Elective	Choose in consultation with advisor	3	Elective	Choose in consultation with advisor	3
Elective	Choose in consultation with advisor	3	Elective	Choose in consultation with advisor	2
<b>TOTAL</b>		<b>15</b>	<b>TOTAL</b>		<b>15</b>

## General Education Requirements (31-33 Credits)

### Arts/Humanities

- Select two courses from the approved General Education course list in the Arts/Humanities category (6 Credits)

### Behavioral/Social Sciences

- Select two courses from the approved General Education course list in the Behavioral/Social Sciences category (6 Credits)

### Biological/Physical Science

- Select two courses from the approved General Education course list in the Biological/Physical Science category - one must be a laboratory course (7-8 Credits)

### Diversity

- Select one course from the approved General Education course list in the Diversity category (3 Credits)

### English

- ENG 101 - English Composition (3 Credits) *\*minimum grade of "C" or better is required*
- Select another course from the approved General Education course list in the English category (3 Credits)

### Mathematics

- Select one course from the approved General Education course list in the Mathematics category (3-4 Credits)

## Program Requirements (12 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, MUS, PHL, PLS, POL, PSY, SOC, SPD, SPN (12 Credits)

## Electives (15-17 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 (60 Credits)

### Arts and Sciences, A.S.

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.

## Program Pathway

First Year Fall			First Year Spring		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
ENG 101	English Composition	3	Gen Ed	English	3
Gen Ed	Mathematics	3	Gen Ed	Arts/Humanities	3
Gen Ed	Biological/Physical Science (of your two science requirements, one must have a lab)	3	Gen Ed	Biological/Physical Science (of your science requirements, one must have a lab)	4
Program	Choose from the list; 3-4 credits	4	Program	Choose from the list; 3-4 credits	4
Elective	Choose in consultation with advisor; 3-4 credits	3	Elective	Choose in consultation with advisor	3
<b>TOTAL</b>		<b>16</b>	<b>TOTAL</b>		<b>17</b>

Second Year Fall			Second Year Spring		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
Gen Ed	Behavioral/Social Science	3	Gen Ed	Behavioral/Social Science	3
Gen Ed	Diversity	3	Gen Ed	Arts/Humanities Gen Ed	3
Program	Choose from the list; 3-4 credits	4	Elective	Choose in consultation with advisor; 3-4 credits	3
Elective	Choose in consultation with advisor; 3-4 credits	4	Elective	Choose in consultation with advisor; 3-4 credits	4
<b>TOTAL</b>		<b>14</b>	<b>TOTAL</b>		<b>13</b>

## General Education Requirements (31-33 Credits)

### Arts/Humanities

- Select two courses from the approved General Education course list in the Arts/Humanities category (6 Credits)

### Behavioral/Social Sciences

- Select two courses from the approved General Education course list in the Behavioral/Social Sciences category (6 Credits)

### Biological/Physical Science

- Select two courses from the approved General Education course list in the Biological/Physical Science category - one must be a laboratory course (7-8 Credits)

### Diversity

- Select one course from the approved General Education course list in the Diversity category (3 Credits)

### English

- ENG 101 - English Composition (3 Credits) *\*minimum grade of "C" or better is required*
- Select another course from the approved General Education course list in the English category (3 Credits)

### Mathematics

- Select one course from the approved General Education course list in the Mathematics category (3 Credits)

## Program Requirements (12 Credits)

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, EGR, ENV, GEO, HST, MAT, PHS, PHY (12 Credits)

## Electives (16-17 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 (60 Credits)

## Biology

### Biology Concentration, Arts and Sciences, A.S.

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 biomanufacturing, environmental protection, remediation and management.

## Program Pathway

First Year Fall			First Year Spring		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
ENG 101	English Composition	3	Gen Ed	English	3
Gen Ed	Mathematics (3-4 credits)	3	Gen Ed	Arts/Humanities	3
CHM 103	General Chemistry I	4	Gen Ed	Behavioral/Social Science	3
BIO 113	Principles of Biology I	4	CHM 104	General Chemistry II	4
			BIO 114	Principles of Biology II	4
<b>TOTAL</b>		<b>14</b>	<b>TOTAL</b>		<b>17</b>

Second Year Fall			Second Year Spring		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
Gen Ed	Diversity	3	Gen Ed	Arts/Humanities	3
Gen Ed	Behavioral/Social Sciences	3	CHM 204 or PHY 202	Organic Chemistry II or General Physics II	4
CHM 203 or PHY 201	Organic Chemistry I or General Physics I	4	BIO 201 or BIO 205	Cell Biology or Microbiology	4
Elective	If not completing both Organic Chemistry and Physics sequences	4	Elective	If not completing both Organic Chemistry and Physics sequences	4
<b>TOTAL</b>		<b>14</b>	<b>TOTAL</b>		<b>15</b>

## General Education Requirements (32-33 Credits)

### Arts/Humanities

- Select two courses from the approved General Education course list in the Arts/Humanities category (6 Credits)

### Behavioral/Social Sciences

- Select two courses from the approved General Education course list in the Behavioral/Social Sciences category (6 Credits)

### Biological/Physical Science

- BIO 113 - Principles of Biology I (4 Credits)
- BIO 114 - Principles of Biology II (4 Credits)

### Diversity

- Select one course from the approved General Education course list in the Diversity category (3 Credits)

### English

- ENG 101 - English Composition (3 Credits) *\*minimum grade of "C" or better is required*
- Select another course from the approved General Education course list in the English category (3 Credits)

### Mathematics

- Select one course from the approved General Education course list in the Mathematics category (3-4 Credits)

## Program Requirements (20-24 Credits)

- BIO 201 - Cell Biology (4 Credits)  
OR
- BIO 205 - Microbiology (4 Credits)
- CHM 103 - General Chemistry I (4 Credits)
- CHM 104 - General Chemistry II (4 Credits)
- CHM 203 - Organic Chemistry I (4 Credits)
- CHM 204 - Organic Chemistry II (4 Credits)  
OR (Both sequences may be required depending on the transfer institution. See a transfer advisor.)
- PHY 201 - General Physics I (4 Credits)
- PHY 202 - General Physics II (4 Credits)

## Free Electives (3-8 Credits)

Electives should be selected in consultation with a transfer advisor and/or the transfer institution. Some recommended courses are listed below:

- BIO 111 - Contemporary Issues in Biology (3 Credits)
- BIO 117 - Environmental Science (4 Credits)
- BIO 201 - Cell Biology (4 Credits)
- BIO 203 - Human Anatomy and Physiology I (4 Credits)
- BIO 204 - Human Anatomy and Physiology II (4 Credits)
- BIO 205 - Microbiology (4 Credits)
- BIO 206 - Nutrition for Health Sciences (3 Credits)
- BIO 269 - Internship I (3 Credits)
- BIO 270 - Internship II (3 Credits)
- BTC 101 - Introduction to Biotechnology (3 Credits)
- BTC 102 - Introduction to Applied Biotechnology Research (3 Credits)
- BTC 103 - Forensic Science (4 Credits)
- BTC 201 - Discovery Research (4 Credits)
- BTC 202 - Biomanufacturing (4 Credits)
- BTC 269 - Biotechnology Internship I (3 Credits)
- BTC 270 - Biotechnology Internship II (3 Credits)
- CHM 101 - Introductory College Chemistry (4 Credits)
- CHM 203 - Organic Chemistry I (4 Credits)
- CHM 204 - Organic Chemistry II (4 Credits)
- EDU 101 - Introduction to Education (3 Credits)
- EGR - select any Engineering Science course (3-4 Credits)
- ENV 201 - Fundamentals of Environmental Science I (4 Credits)
- ENV 202 - Fundamentals of Environmental Science II (4 Credits)
- MAT 109 - Introduction to Statistics (3 Credits)
- MAT 102 - Trigonometry (3 Credits)
- MAT 161 - Precalculus (4 Credits)

- MAT 203 - Calculus I (4 Credits)
- PHY 201 - General Physics I (4 Credits)
- PHY 202 - General Physics II (4 Credits)
- STU 102 - Career Planning (1 Credit)

## Degree Requirement (60 Credits)

## Biotechnology

### Biotechnology, A.A.S.

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 (A.A.S.) degree in Biotechnology (60 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, bio-manufacturing, pharmaceuticals, plant research, and forensics.

- View the Biotechnology Fact Sheet.

## Program Pathway

First Year Fall			First Year Spring		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
ENG 101	English Composition	3	Gen Ed	Arts/Humanities	3
Gen Ed	Mathematics	3	Gen Ed	Behavioral/Social Sciences	3
BTC 101	Introduction to Biotechnology	3	BIO 201	Cell Biology	4
BIO 113	Principles of Biology I	4	MAT 109	Introduction to Statistics	3
CHM 101 or CHM 103	Introductory College Chemistry or General Chemistry I	4			
<b>TOTAL</b>		<b>17</b>	<b>TOTAL</b>		<b>13</b>

Second Year Fall			Second Year Spring		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
BIO 205	Microbiology	4	Gen Ed	Diversity	3
BTC 201	Discovery Research	4	BTC 202	Biomanufacturing	4
Restricted Elective	Choose from the list	4	Restricted Elective	Choose from the list	3
Restricted Elective	Choose from the list	4	Restricted Elective	Choose from the list	4
<b>TOTAL</b>		<b>16</b>	<b>TOTAL</b>		<b>14</b>

## General Education Requirements (23-24 Credits)

### Arts/Humanities

- Select one course from the approved General Education course list in the Arts/Humanities category (3 Credits)

### Behavioral/Social Sciences

- Select one course from the approved General Education course list in the Behavioral/Social Sciences category (3 Credits)

### Biological/Physical Science

- BIO 113 - Principles of Biology I (4 Credits)
- CHM 101 - Introductory College Chemistry (4 Credits)  
OR
- CHM 103 - General Chemistry I (4 Credits)

### Diversity

- Select one course from the approved General Education course list in the Diversity category (3 Credits)

### English

- ENG 101 - English Composition (3 Credits) *\*minimum grade of "C" or better is required*

### Mathematics

- Select one course from the approved General Education course list in the Mathematics category (3-4 Credits)

## Program Requirements (22 Credits)

- BIO 201 - Cell Biology (4 Credits)
- BIO 205 - Microbiology (4 Credits)
- BTC 101 - Introduction to Biotechnology (3 Credits)
- BTC 201 - Discovery Research (4 Credits)
- BTC 202 - Biomanufacturing (4 Credits)
- MAT 109 - Introduction to Statistics (3 Credits)

## Restricted Electives (14-15 Credits)

Please select Restricted Elective credits from the list below. *\*\*BTC 269 - Biotechnology Internship I is strongly recommended for all qualified students.*

- BIO 111 - Contemporary Issues in Biology (3 Credits)
- BIO 114 - Principles of Biology II (4 Credits)
- BIO 203 - Human Anatomy and Physiology I (4 Credits)
- BIO 204 - Human Anatomy and Physiology II (4 Credits)
- BTC 102 - Introduction to Applied Biotechnology Research (3 Credits)
- BTC 103 - Forensic Science (4 Credits)
- BTC 111 - Special Topics in Biotechnology (3 Credits)
- BTC 269 - Biotechnology Internship I (3 Credits)
- BTC 270 - Biotechnology Internship II (3 Credits)
- CHM 103 - General Chemistry I (4 Credits)
- CHM 104 - General Chemistry II (4 Credits)
- CHM 203 - Organic Chemistry I (4 Credits)
- CHM 204 - Organic Chemistry II (4 Credits)
- EGR - select any Engineering Science course (3-4 Credits)
- ENV 201 - Fundamentals of Environmental Science I (4 Credits)
- ENV 202 - Fundamentals of Environmental Science II (4 Credits)
- IST 166 - Computer Forensics I - Principles And Practices (3 Credits)
- IST 266 - Computer Forensics II - Investigations Practices (3 Credits)
- PHL 103 - Ethics (3 Credits)
- PHY 201 - General Physics I (4 Credits)
- PHY 202 - General Physics II (4 Credits)

## Degree Requirement (60 Credits)

### Biotechnology, Certificate

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 A.A.S. degree or to many B.S. degrees at upper division institutions. Some areas of opportunity for technicians with this certificate include: biomedical technology, biomanufacturing, pharmaceuticals, plant research, and forensics.

- View the Biotechnology Fact Sheet.

## Program Requirements (22 Credits)

- BIO 113 - Principles of Biology I (4 Credits)
- BIO 201 - Cell Biology (4 Credits)  
OR
- BIO 205 - Microbiology (4 Credits)
- BTC 101 - Introduction to Biotechnology (3 Credits)
- BTC 201 - Discovery Research (4 Credits)  
OR
- BTC 202 - Biomanufacturing (4 Credits)
- CHM 101 - Introductory College Chemistry (4 Credits)  
OR
- CHM 103 - General Chemistry I (4 Credits)
- Select one course from the approved General Education course list in the Mathematics category (3-4 Credits)

## Certificate Requirement (22 Credits)

### Business

#### Administrative Assistant, Certificate

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

## Certificate Requirement (21 Credits)

## Administrative Assistant, Letter of Recognition

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 Credit)
- CSC 102 - Introduction to Information Technology (3 Credits)
- IST 101 - Basic Keyboarding (1 Credit)
- IST 105 - Fundamentals of Word Processing (3 Credits)
- IST 106 - Spreadsheet Software (3 Credits)

### Letter of Recognition Requirement (11 Credits)

## Business Administration, A.S.

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.

## Program Pathway

First Year Fall			First Year Spring		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
ENG 101	English Composition	3	Gen Ed	English	3
Gen Ed	Mathematics	3	Gen Ed	Arts/Humanities	3
Gen Ed	Arts/Humanities	3	ACC 102	Principles of Accounting II	3
ACC 101	Principles of Accounting I	3	ECO 202	Microeconomic Principles	3
ECO 201	Macroeconomic Principles	3	Restricted Elective	Choose from the list	3
<b>TOTAL</b>		<b>15</b>	<b>TOTAL</b>		<b>15</b>

Second Year Fall			Second Year Spring		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
Gen Ed	Biological/Physical Science Gen Ed (of your two Science requirements, one must have a lab)	4	Gen Ed	Diversity	3
Gen Ed	Behavioral/Social Science	3	Gen Ed	Behavioral/Social Science	3
Elective	Choose in consultation with advisor	3	Gen Ed	Biological/Physical Science Gen Ed (of your two Science requirements, one must have a lab)	3
Elective	Choose in consultation with advisor	2	Elective	Choose in consultation with advisor	3
Restricted Elective	Choose from the list	3	Elective	Choose in consultation with advisor	3
<b>TOTAL</b>		<b>15</b>	<b>TOTAL</b>		<b>15</b>

## General Education Requirements (31-33 Credits)

### Arts/Humanities

- Select two courses from the approved General Education course list in the Arts/Humanities category (6 Credits)

### Behavioral/Social Sciences

- Select two courses from the approved General Education course list in the Behavioral/Social Sciences category.

### Biological/Physical Science

- Select two courses from the approved General Education course list in the Biological/Physical Science category - one must be a laboratory course (7-8 Credits)

### Diversity

- Select one course from the approved General Education course list in the Diversity category (3 Credits)

### English

- ENG 101 - English Composition (3 Credits) *\*minimum grade of "C" or better is required.*
- Select another course from the approved General Education course list in the English category (3 Credits)

## Mathematics

- Select one course from the approved General Education course list in the Mathematics category (3-4 Credits)

### Note:

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

## Program Requirements (12 Credits)

- ACC 101 - Principles of Accounting I (3 Credits)
- ACC 102 - Principles of Accounting II (3 Credits)
- ECO 201 - Macroeconomic Principles (3 Credits)
- ECO 202 - Microeconomic Principles (3 Credits)

## Restricted Electives (6-7 Credits)

Select Restricted Elective credits from the following list:

- BUS 104 - Legal Environment of Business (3 Credits)
- ENT 101 - Introduction to Entrepreneurship (3 Credits)
- ENT 102 - Entrepreneurship: Creativity & Problem-Solving (3 Credits)
- ENT 103 - Entrepreneurship: Developing an Effective Business Plan (3 Credits)
- MAT 109 - Introduction to Statistics (3 Credits)
- MAT 164 - Calculus with Applications (3 Credits)
- MAT 203 - Calculus I (4 Credits)
- MGT 103 - Principles of Management (3 Credits)
- MGT 214 - Small Business Management (3 Credits)

## Free Electives (8-11 Credits)

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

## Degree Requirement (60 Credits)

## Customer Service Assistant, Letter of Recognition

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.

## Program Requirements (11 Credits)

- BUS 101 - Introduction to Business Organization and Management (3 Credits)
- BUS 145 - Customer Service (1 Credit)
- CSC 102 - Introduction to Information Technology (3 Credits)
- IST 101 - Basic Keyboarding (1 Credit)
- IST 105 - Fundamentals of Word Processing (3 Credits)

## Letter of Recognition Requirement (11 Credits)

## Entrepreneurship, Certificate

This certificate is designed for students interested in learning about entrepreneurship and new ventures. It is intended for both business and non-business students, and can be customized to meet various interests. The certificate emphasizes experiential, real-world learning. Students will have the opportunity to connect with local resources and entrepreneurs.

## Program Requirements (12 Credits)

- ENT 101 - Introduction to Entrepreneurship (3 Credits)
- ENT 102 - Entrepreneurship: Creativity & Problem-Solving (3 Credits)
- ENT 103 - Entrepreneurship: Developing an Effective Business Plan (3 Credits)
- MGT 214 - Small Business Management (3 Credits)

## Restricted Electives (4-6 Credits)

Select two courses from the following list to satisfy the restricted elective requirement:

- BUS 269 - Internship I (3 Credits)
- BUS 270 - Internship II (3 Credits)
- BUS 290 - Independent Study (1-3 Credits)
- ENT 104 - Entrepreneurship in Practice I (3 Credits)
- ENT 105 - Entrepreneurship in Practice II (3 Credits)
- ENT 106 - Entrepreneurial Marketing (3 Credits)
- ENT 107 - Entrepreneurial Finance (3 Credits)

## Certificate Requirement (16-18 Credits)

## Chemistry

### Chemistry Concentration, Arts and Sciences, A.S.

The chemistry concentration 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.

## Program Pathway

First Year Fall			First Year Spring		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
ENG 101	English Composition	3	Gen Ed	English	3
MAT 203	Calculus I	4	Gen Ed	Arts/Humanities	3
Gen Ed	Arts/Humanities	3	Gen Ed	Behavioral/Social Science	3
CHM 103	General Chemistry I	4	CHM 104	General Chemistry II	4
Gen Ed	Behavioral/Social Science	3	Elective	Choose in consultation with advisor	3
<b>TOTAL</b>		<b>17</b>	<b>TOTAL</b>		<b>16</b>
Second Year Fall			Second Year Spring		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
Gen Ed	Diversity	3	Elective	Choose in consultation with an advisor	3
CHM 203	Organic Chemistry I	4	CHM 204	Organic Chemistry II	4
PHY 201 or PHY 203	General Physics I or Principles of Physics I (5 credits)	4	PHY 202 or PHY 204	General Physics II or Principles of Physics II (5 credits)	4
Elective	Choose in consultation with advisor	3	Elective	Choose in consultation with an advisor	2
<b>TOTAL</b>		<b>14</b>	<b>TOTAL</b>		<b>13</b>

## General Education Requirements (33 Credits)

### Arts/Humanities

- Select two courses from the approved General Education course list in the Arts/Humanities category (6 Credits)

## Behavioral/Social Sciences

- Select two courses from the approved General Education course list in the Behavioral/Social Sciences category (6 Credits)

## Biological/Physical Science

- CHM 103 - General Chemistry I (4 Credits)
- CHM 104 - General Chemistry II (4 Credits)

## Diversity

- Select one course from the approved General Education course list in the Diversity category (3 Credits)

## English

- ENG 101 - English Composition (3 Credits) *\*minimum grade of "C" or better is required*
- Select another course from the approved General Education course list in the English category (3 Credits)

## Mathematics

- MAT 203 - Calculus I (4 Credits)

## Program Requirements (16-18 Credits)

- CHM 203 - Organic Chemistry I (4 Credits)
- CHM 204 - Organic Chemistry II (4 Credits)  
*One Physics course sequence is required. Student should consult with a transfer advisor.*
- PHY 201 - General Physics I (4 Credits)
- PHY 202 - General Physics II (4 Credits)
- OR
- PHY 203 - Principles of Physics I (5 Credits)
- PHY 204 - Principles of Physics II (5 Credits)

## Free Electives (9-11 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 Credits)
- CHM 101 - Introductory College Chemistry (4 Credits)
- CHM 269 - Internship I (3 Credits)
- CHM 270 - Internship II (3 Credits)
- CSC 132 - Introduction to C and C++ Programming (3 Credits)
- CSC 134 - Introduction to JAVA Programming (3 Credits)
- CSC 232 - Advanced C++ Programming (3 Credits)
- EGR - Select any Engineering Science course (3-4 Credits)
- ENV 201 - Fundamentals of Environmental Science I (4 Credits)
- ENV 202 - Fundamentals of Environmental Science II (4 Credits)

- MAT 101 - College Algebra (3 Credits)
- MAT 102 - Trigonometry (3 Credits)
- MAT 109 - Introduction to Statistics (3 Credits)
- MAT 161 - Precalculus (4 Credits)
- MAT 204 - Calculus II (4 Credits)
- MAT 205 - Calculus III (4 Credits)
- MAT 206 - Differential Equations (4 Credits)
- PHS 108 - Introductory Physical Geology (4 Credits)

## Degree Requirement (60 Credits)

# Computed Tomography Imaging

## Computed Tomography Imaging, Certificate

**Career Programs Building, Room 167**

**Award:** Certificate

**Total Credit Hours:** 14 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](http://www.arrt.org)) certification examination in Computed Tomography. Per ARRT for certification test: Effective January 1, 2016 a total of 16 hours of structured education earned within a 24 month period immediately preceding submission of a testing application is required in addition to clinical experience requirements.

**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 Computed Tomography Certificate Program 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. Be able to 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 Enrollment Management. This program is open to currently ARRT certified radiographers and students enrolled in the sophomore year of a JRCERT accredited program.

- Hagerstown Community College application
- Computed Tomography program application
- Official college transcript(s)
- Current ARRT certification
- Current Maryland state license
- 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. Complete clinical education coursework 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 course instructor no later than one month prior to start of the academic semester to ensure admission into the program.
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 BLS Health Care 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

#### **Fact Sheet**

- View the Computed Tomography Imaging Fact Sheet.

## **Program Requirements (14 Credits)**

- RAD 212 - Cross-Sectional Anatomy (3 Credits)
- RAD 215 - Pathology for Imaging Sciences (3 Credits)
- RAD 218 - Principles of CT Imaging (4 Credits)
- RAD 220 - CT Imaging Practicum I (2 Credits)
- RAD 220A - CT Imaging Practicum II (2 Credits)

## **Certificate Requirement (14 Credits)**

## Additional Program Requirements

### Criminal Background Checks

All students who are offered admission to the CT program will be required to submit to fingerprinting and 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 recommended for dismissal 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.

### 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 recommended for dismissal 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 recommended for 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 five 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 five 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.

All students must take RAD 218 - Principles of CT Imaging at HCC prior to enrolling in RAD 220.

## 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](http://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 10year 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](http://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.

## Cybersecurity

### Advanced Network Security, Cybersecurity, Certificate

The Advanced Network Security Certificate program is designed for students who have completed the requirements for a Certificate in Network Security. Students who complete this program will gain knowledge to prepare for industry certification examinations. Currently, training for national certifications is part of this program: CSP's Security Certified Network Specialist and Security Certified Network Professional; and EC Council's Certified Ethical hacking. Student may continue on to other certificates or degrees in Cybersecurity.

- View the Cybersecurity Fact Sheet.

## Program Requirements (21 Credits)

- CSC 102 - Introduction to Information Technology (3 Credits)
- CYB 101 - Introduction to Cybersecurity (3 Credits)
- CYB 210 - Ethics in the Information Age (3 Credits)
- CYB 225 - Tactical Perimeter Defense (3 Credits)
- CYB 240 - Ethical Hacking Fundamentals (3 Credits)
- CYB 246 - Introduction to Cloud Computing (3 Credits)
- IST 154 - Networking Basics (3 Credits)

## Certificate Requirement (21 Credits)

### Cisco CCNA Prep, Cybersecurity, Certificate

The Network Security Certificate program is designed for students interested in a career in network security. Students who complete this program will gain knowledge to prepare for industry certification examinations. Currently, two national certifications are part of this program: CompTIA Network+ and Security+. Students may continue on to other certificates or degrees in Cybersecurity.

- View the Cybersecurity Fact Sheet.

## Program Requirements (25 Credits)

- CSC 102 - Introduction to Information Technology (3 Credits)
- IST 108 - Microsoft Operating System (3 Credits)
- IST 154 - Networking Basics (3 Credits)
- IST 155 - Networking I (4 Credits)
- IST 156 - Networking II (4 Credits)
- IST 255 - Networking III (4 Credits)
- IST 256 - Networking IV (4 Credits)

## Certificate Requirement (25 Credits)

### Cybersecurity, A.A.S.

The career program in Cybersecurity is designed for students who plan to enter the field of Information Security. Major areas of study include network fundamentals, ethics, penetration testing, computer forensics, and operating systems. Students who plan to transfer to a four-year program 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.

- View the Cybersecurity Fact Sheet.

## Program Pathway

First Year Fall			First Year Spring		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
ENG 101	English Composition	3	ENG 112	Technical Writing I	3
Gen Ed	Mathematics	3	CSC 109	UNIX/Linux Operating System	3
Gen Ed	Behavioral/Social Science	3	IST 154	Networking Basics	3
IST 108	Microsoft Operating System	3	IST 160	Introduction to Security Fundamentals	3
CYB 101	Introduction to Cybersecurity	3	CYB 210	Ethics in the Information Age	3
<b>TOTAL</b>		<b>15</b>	<b>TOTAL</b>		<b>15</b>
Second Year Fall			Second Year Spring		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
Gen Ed	Diversity	3	Gen Ed	Biological/Physical Science Gen Ed (3 - 4 credits)	3
IST 155	Networking I	4	Gen Ed	Arts/Humanities	3
IST 156	Networking II	4	IST 261	Server Management I	3
CYB 225	Tactical Perimeter Defense	3	CYB 246	Introduction to Cloud Computing	3
CYB 240	Ethical Hacking Fundamentals	3	Elective	Choose in consultation an advisor	1
<b>TOTAL</b>		<b>17</b>	<b>TOTAL</b>		<b>13</b>

### General Education Requirements (21 Credits)

#### Arts/Humanities

- Select one course from the approved General Education course list in the Arts/Humanities category (3 Credits)

## Behavioral/Social Sciences

- Select one course from the approved General Education course list in the Behavioral/Social Sciences category (3 Credits)

## Biological/Physical Science

- Select one course from the approved General Education course list in the Biological/Physical Sciences category (3 Credits)

## Diversity

- Select one course from the approved General Education course list in the Diversity category (3 Credits)

## English

- ENG 101 - English Composition (3 Credits) *\*minimum grade of "C" or better is required*
- ENG 112 - Technical Writing I (3 Credits)

## Mathematics

- Select one course from the approved General Education course list in the Mathematics category (3 Credits)

## Program Requirements (38 Credits)

- CSC 109 - UNIX/Linux Operating System (3 Credits)
- CYB 101 - Introduction to Cybersecurity (3 Credits)
- CYB 210 - Ethics in the Information Age (3 Credits)
- CYB 225 - Tactical Perimeter Defense (3 Credits)
- CYB 240 - Ethical Hacking Fundamentals (3 Credits)
- CYB 246 - Introduction to Cloud Computing (3 Credits)
- IST 108 - Microsoft Operating System (3 Credits)
- IST 154 - Networking Basics (3 Credits)
- IST 155 - Networking I (4 Credits)
- IST 156 - Networking II (4 Credits)
- IST 160 - Introduction to Security Fundamentals (3 Credits)
- IST 261 - Server Management I (3 Credits)

## Free Electives (1 Credit)

Electives should be selected in consultation with an advisor to satisfy career goals or a transfer college curriculum.

## Degree Requirement (60 Credits)

## Cybersecurity, A.S.

The transfer program in Cybersecurity is designed for students who plan to transfer to a four-year institution and major in Cybersecurity, Information Assurance, or a related field. 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.

- View the Cybersecurity Fact Sheet.

## Program Pathway

First Year Fall			First Year Spring		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
ENG 101	English Composition	3	Gen Ed	English	3
Gen Ed	Mathematics	3	Gen Ed	Diversity	3
Gen Ed	Behavioral/Social Science	3	Gen Ed	Arts/Humanities	3
Gen Ed	Arts/Humanities	3	IST 154	Networking Basics	3
CYB 101	Introduction to Cybersecurity	3	IST 160	Introduction to Security Fundamentals	3
<b>TOTAL</b>		<b>15</b>	<b>TOTAL</b>		<b>15</b>
Second Year Fall			Second Year Spring		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
Gen Ed	Biological/Physical Science (of your two Science requirements, one must have a lab)	3	Gen Ed	Biological/Physical Science (of your two Science requirements, one must have a lab)	4
CSC 132	Introduction to C and C++ Programming	3	Gen Ed	Behavioral/Social Science	3
CYB 210	Ethics in the Information Age	3	CYB 225	Tactical Perimeter Defense	3
IST 166	Computer Forensics I - Principles and Practices	3	Restricted Elective	Choose from the list	3
Restricted Elective	Choose from the list	3	Elective	Choose in consultation with an advisor	2
<b>TOTAL</b>		<b>15</b>	<b>TOTAL</b>		<b>15</b>

## General Education Requirements (31-32 Credits)

### Arts/Humanities

- Select two courses from the approved General Education course list in the Arts/Humanities category (6 Credits)

### Behavioral/Social Sciences

- Select two courses from the approved General Education course list in the Behavioral/Social Sciences Category (6 Credits)

### Biological/Physical Science

- Select two courses from the approved General Education course list in the Biological/Physical Science Category - one must be a laboratory course (7-8 Credits)

### Diversity

- Select a course from the approved General Education course list in the Diversity category (3 Credits)

### English

- ENG 101 - English Composition (3 Credits) *\*minimum grade of "C" or better is required*
- Select another course from the approved General Education course list in the English category (3 Credits)

### Mathematics

- Select one course from the approved General Education course list in the Mathematics category (3 Credits)

## Program Requirements (21 Credits)

- CSC 132 - Introduction to C and C++ Programming (3 Credits)
- CYB 101 - Introduction to Cybersecurity (3 Credits)
- CYB 210 - Ethics in the Information Age (3 Credits)
- CYB 225 - Tactical Perimeter Defense (3 Credits)
- IST 154 - Networking Basics (3 Credits)
- IST 160 - Introduction to Security Fundamentals (3 Credits)
- IST 166 - Computer Forensics I - Principles And Practices (3 Credits)

## Restricted Electives (6 Credits)

Electives should be selected in consultation with an advisor to satisfy career goals or a transfer college curriculum. Select 6 credits from the following list:

- ADJ 101 - Introduction to Criminal Justice (3 Credits)
- CSC 232 - Advanced C++ Programming (3 Credits)

- CYB 131 - Scripting Fundamentals (3 Credits)
- CYB 223 - Cybersecurity Select Topics (3 Credits)
- CYB 240 - Ethical Hacking Fundamentals (3 Credits)
- CYB 246 - Introduction to Cloud Computing (3 Credits)
- IST 107 - Database Management (3 Credits)
- IST 173 - Database Fundamentals (3 Credits)
- IST 266 - Computer Forensics II - Investigations Practices (3 Credits)

## Free Electives (1-2 Credits)

Electives should be selected in consultation with an advisor to satisfy career goals or a transfer college curriculum.

## Degree Requirement (60 Credits)

### Network Security, Cybersecurity, Certificate

The Network Security Certificate programs is designed for students interested in a career in network security. Students who complete this program will gain knowledge to prepare for industry certification examinations. Currently, three national certifications are part of this program: CompTIA Network+ and Security +; and Cisco Certified Entry Networking Technician. Students may continue on to other certificates or degrees in Cybersecurity.

- [View the Cybersecurity Fact Sheet.](#)

## Program Requirements (20 Credits)

- CSC 102 - Introduction to Information Technology (3 Credits)
- IST 108 - Microsoft Operating System (3 Credits)
- IST 154 - Networking Basics (3 Credits)
- IST 155 - Networking I (4 Credits)
- IST 156 - Networking II (4 Credits)
- IST 160 - Introduction to Security Fundamentals (3 Credits)

## Certificate Requirement (20 Credits)

## Dance

### Dance Concentration, Arts and Sciences, A.A.

The Dance program is designed to offer students who plan to transfer to a four-year college as dance majors the opportunity to develop foundational skills in concert dance technique, performance, improvisation, composition, and audition in order for them

to succeed in upper division dance courses. Core dance courses provide training and practice in the essential areas of dance listed above, as well as extensive exposure to a diverse array of dance studies and contemporary dance practices.

## Program Pathway

First Year Fall			First Year Spring		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
ENG 101	English Composition	3	ENG 102	Composition and Literature	3
MAT 101	College Algebra	3	Gen Ed	Biological/Physical Science (of the two science requirements, one must have a lab)	4
DNC 101	Dance Appreciation	3	PSY 101	General Psychology	3
DNC 115 or DNC 213	Ballet I or Ballet III	2	DNC 116 or DNC 214	Ballet II or Ballet IV	2
DNC 118	Modern Dance I	2	DNC 119	Modern Dance II	2
DNC 130	Dance Improvisation	3			
<b>TOTAL</b>		<b>16</b>	<b>TOTAL</b>		<b>14</b>
Second Year Fall			Second Year Spring		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
Gen Ed	Diversity	3	Gen Ed	Arts/Humanities	3
Gen Ed	Biological/Physical Science (of the two science requirements, one must have a lab)	3	Gen Ed	Behavioral/Social Science	3
MUS 120	Music Skills for Performers	3	DNC 111 or DNC 113	Jazz I or Jazz II	2
DNC 201	Dance History	3	DNC 210	Human Movement Analysis	3
DNC 230	Choreography and Improvisation	3	DNC 295	Dance Company Capstone Project	1
			THR 112 or THR 207	Costume Design or Technical Theater	3
<b>TOTAL</b>		<b>15</b>	<b>TOTAL</b>		<b>15</b>

## General Education Requirements (31-32 Credits)

### Arts/Humanities

- DNC 101 - Dance Appreciation (3 Credits)
- Select another course from the approved General Education course list in the Arts/Humanities category (3 Credits)

### Behavioral/Social Science

- PSY 101 - General Psychology (3 Credits)
- Select another course from the approved General Education course list in the Behavioral/Social Science category (3 Credits)

### Biological/Physical Science

- Select two courses from the approved General Education course list in the Biological/Physical Science category - one course must be a laboratory course (7 - 8 Credits)

### Diversity

- Select one course from the approved General Education course list in the Diversity category (3 Credits)

### English

- ENG 101 - English Composition (3 Credits) *\*minimum grade of "C" or better is required*
- ENG 102 - Composition and Literature (3 Credits)

### Mathematics

- MAT 101 - College Algebra (3 Credits)

## Program Requirements (29 Credits)

- DNC 111 - Jazz Dance: Beginning (2 Credits)  
OR
- DNC 113 - Jazz Dance: Intermediate (2 Credits)
- DNC 115 - Ballet: Beginning (2 Credits)  
OR
- DNC 213 - Ballet: Intermediate II (2 Credits)
- DNC 116 - Ballet: Intermediate (2 Credits)  
OR
- DNC 214 - Ballet: Intermediate III (2 Credits)
- DNC 118 - Modern Dance I (2 Credits)
- DNC 119 - Modern Dance II (2 Credits)
- DNC 130 - Dance Improvisation (3 Credits)

- DNC 201 - Dance History (3 Credits)
- DNC 210 - Concepts in Human Movement (3 Credits)
- DNC 230 - Choreography & Improvisation (3 Credits)
- DNC 295 - HCC Dance Company Capstone Project (1 Credit)
- MUS 120 - Music Skills for Performers (3 Credits)
- THR 112 - Costume Design (3 Credits)
- OR
- THR 207 - Technical Theater (3 Credits)

## Degree Requirement (60 Credits)

# Dental Assisting

## Dental Assisting, Certificate

*The Dental Assisting program 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.*

**Career Programs Building, Room 170I**

**Award:** Certificate

**Total Credit Hours:** 36 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, accredited by the Commission on Dental Accreditation, also prepares students to sit for the Certified Dental Assistant (CDA) exam or the Maryland General Dental Assisting Expanded Functions (MDG) and Radiation Health and Safety (RHS) exams, all administered by Dental Assistant National Board (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.

**Program Outcomes:** Graduates of the Dental Assistant Certificate Program will be able to:

1. Provide appropriate patient care with respect for diverse cultures, values and beliefs.
2. Perform the clinical laboratory and administrative skills of a dental assistant in a variety of dental environments.
3. Practice within the legal and ethical boundaries of the dental assisting profession.
4. Demonstrate effective asepsis and infection control procedures.
5. Perform radiographic techniques in a variety of dental environments.
6. Understand fully the range of diversity in the dental profession and demonstrate a working knowledge of the differences in these specialties.
7. Delineate and describe the various dental practices and explain a dental assistant's scope of practice per each specialty.
8. Demonstrate effective communication skills with patients and other members of the dental team.
9. Participate as an integral member of the dental team.
10. Participate in life-long learning activities that promote professional growth and development.
11. Sit for the Maryland General Dental Assisting Expanded Function (MGD) exam and the Radiation Health and Safety (RHS) exam, both administered by the Dental Assistant National Board (DANB).

**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)

Students will be admitted to the dental assisting program each summer. The dental assisting program is limited to 24 students. This limit is based upon available lab space and externship sites.

**Program Requirements:** All dental assisting students must:

1. Receive a minimum grade of 75 percent in each dental assisting course
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 to the program. 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.

Students who are considering Pennsylvania employment upon program completion should visit [www.dos.state.pa.us/dent](http://www.dos.state.pa.us/dent).

### Fact Sheet

- View the Dental Assisting Fact Sheet.

## Program Requirements (36 Credits)

- BIO 116 - Human Anatomy and Physiology for Allied Health (4 Credits)
- DEN 101 - Dental Assisting I (4 Credits)
- DEN 104 - Dental Radiology (3 Credits)
- DEN 107 - Dental Materials (3 Credits)
- DEN 109 - Oral Anatomy (3 Credits)
- DEN 110 - Dental Assisting II (4 Credits)
- DEN 115 - Dental Office Management (2 Credits)
- DEN 120 - Dental Specialties (3 Credits)
- DEN 140 - Dental Assisting Externship I (3 Credits)
- DEN 240 - Dental Assisting Externship II (4 Credits)
- SPD 103 - Public Speaking (3 Credits)
- OR
- SPD 108 - Introduction to Human Communication (3 Credits)

## Certificate Requirement (36 Credits)

## Additional Program Requirements

### 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 (MDG) exam and the DANB Radiation Health and Safety (RHS) exam through Dental Assistant National Board, Inc. (DANB).

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 (MDG) exam through Dental Assistant National Board, Inc. (DANB). Student may be accepted if there is an open seat in the DEN 110 course.

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 through Dental Assistant National Board, Inc. (DANB). Student may be accepted if there is an open seat in the DEN 104 course.

### 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. Students are required to attend a mandatory orientation session
2. Successful completion of program requirements at the time of registration
3. Students must be able to meet the program's technical standards
4. Satisfactory completion of a health examination record and all required tests and immunizations, along with a urine drug screen and criminal background checks. Prior criminal records may prohibit students from program externship and employment opportunities.
5. Prior to the Dental Radiology course (DEN 104), students must have a current American Heart Association BLS Provider certification or American Red Cross BLS for Healthcare Providers.

### Externship Site Placement

Student placement in externship sites is determined at a designed semester. Misconduct in the assigned externship site may result in loss of externship placement and/or recommendation for program dismissal.

### 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.

# Dental Hygiene

## Dental Hygiene, A.A.S.

*The Dental Hygiene program 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.*

**Special Admissions Requirements:** Program Application Deadline: April 1st

**Career Programs Building, Room 170G**

**Award:** Associate of Applied Science degree, A.A.S.

**Total Credit Hours:** minimum of 70 credit hours

Dental hygienists are licensed preventive oral health care professionals. They provide educational, clinical and therapeutic services to patients in dental offices, schools, long-term facilities, and public health settings. Clinical skills include: taking health histories, blood pressure screenings, oral cancer screenings, dental charting, periodontal assessment, exposing and interpreting dental radiographs, nonsurgical periodontal therapy, dental prophylaxis, application of fluoride and sealants, nutritional counseling and tobacco cessation.

**Purpose:** For students who wish to complete a dental hygiene program with an associate of applied science degree. The dental hygiene program is designed to provide students with the knowledge, skill, and clinical practice to function effectively as an entry-level registered dental hygienist.

**Curriculum:** The curriculum is divided into several broad areas of study and consists of lectures, laboratory and clinical experiences. Emphasis is on implementation of the dental hygiene process of care to meet the oral health needs of a variety of patients in multiple practice settings. Courses in general education and biological and behavioral sciences prepare students to interact with patients, other health care professionals and the community. It is the Dental Hygiene program's philosophy to create ethical, competent professionals who are lifelong learners. Students who are considering transferring to a four-year college should inform their advisors at the earliest opportunity to discuss the options available.

### Program Goals:

1. Provide participatory classroom/lab instruction utilizing current oral healthcare theoretical knowledge, clinical skills, and professional behaviors through faculty who are competent in advanced teaching methodology, evidence-based research, and use of modern technology.
2. Promote success for all dental hygiene students through faculty who promote a strong sense of community, continually strive to improve their teaching, and act as mentors and professional models for students.
3. Provide students the opportunities to develop the reasoning, judgment, and leadership skills necessary to identify problems, develop solutions to problems, implement these solutions and evaluate effectiveness of these solutions.
4. Provide instructional methodology and experiences with current technology that prepares students to successfully complete national, regional, and/or state licensure examinations and thrive in an increasingly complex and rapidly changing interdisciplinary health care workforce.
5. Prepare students who possess the knowledge, clinical competency, information literacy, and life-long learning skills required to provide current, comprehensive dental hygiene services to diverse populations now and in the future.
6. Prepare graduates who can apply a professional code of ethics and adhere to the legal and regulatory issues related to the scope and practice of dental hygiene.

**Program Competencies:** Graduates of the Associate of Applied Degree in Dental Hygiene will be competent to:

1. Assess, plan, implement and evaluate patients of all age groups, that are medically compromised, have special needs and represent all case types.

2. Interact effectively with patients, peers and dental hygiene care members utilizing professional written and oral communications.
3. Develop an identity of self, supportive of continuous learning and professional endeavor.
4. Apply ethical, legal and regulatory concepts from the ADHA Code of Ethics and the State Dental Practice Act.
5. Initiate and assume responsibility for health promotion and disease prevention activities.
6. Acquire and synthesize information in a critical, scientific and effective manner.
7. Utilize technology effectively as it pertains to the delivery of patient care and practice management.

**Admission Requirements:** Admission to HCC does not guarantee admission to the Dental Hygiene Program. The requirements below must be completed and submitted to the Office of Admissions and Enrollment Management by the application deadline (April 1st):

- Submit a completed program application known as the *Supplemental Application for the Dental Hygiene Program* form.
- Official transcripts (*all* schools attended), Students who have completed classes at HCC do not need to submit an HCC transcript.
- Completed Dental Hygiene Observation Verification Form (8 hours of observation). Observation forms older than three years will not be accepted.
- A minimum of 17 credits completed or in progress at the time of application to the program. The courses include ENG 101, BIO 116, (or BIO 203 must be completed and BIO 204 can be in progress), CHM 101, Mathematics course selected from the approved General Education course list, and PSY 101. Recommended courses completed prior to application are SPD 108 or SPD 103, a 3-credit Arts and Humanities course from approved General Education course list, and BIO 205.
- General Education science courses completed within five years of date of entry into the program. Must obtain a grade of "C" or higher in General Education science courses.
- A minimum cumulative grade point average for all college coursework of a 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' transcripts evaluated by WES (World Education Services) or AACRAO International Education Services (IES)

**Program Requirements:** Students learn and practice dental hygiene skills on each other and provide preventive dental hygiene services to community members and patients in the HCC Dental Education Clinic. It is the student's responsibility to find their own patients to meet the clinical requirements necessary for program completion. All dental hygiene students must receive:

1. A final course grade of 75% or higher in all dental hygiene courses.
2. A final clinical skills component grade of 75% for DHY 102; 80% for DHY 111 and DHY 202 and 85% for DHY 221.
3. Adherence to all program and college Codes of Student Conduct and dental hygiene professional standards of practice.

Students who receive a grade of unsatisfactory on the clinical laboratory or clinical skills competency evaluations will be referred for remediation. Students who receive a final total course grade below a 75% in the clinical courses, despite a passing theory grade, will not be permitted to progress in the dental hygiene program.

Students who violate the college's Honor Code and Standards of Conduct, the dental hygiene program's Standard of Conduct, the American Dental Hygiene Association Code of Ethics for Dental Hygienists and the American Dental Association Standard of Care that results in termination from the dental hygiene program are not eligible for readmission.

- View the Dental Hygiene Fact Sheet.

## Program Pathway

First Year Fall			First Year Spring		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
ENG 101	English Composition	3	SPD 108 or SPD 103	Introduction to Human Communication or Public Speaking	3
Gen Ed	Mathematics	3	Gen Ed	Arts/Humanities	3
BIO 116 or BIO 203 & BIO 204	Human Anatomy and Physiology for Allied Health or Anatomy and Physiology I & II	4 or 8	PSY 101	General Psychology	3
CHM 101	Introduction to College Chemistry	4	BIO 205	Microbiology	4
<b>TOTAL</b>		<b>14</b>	<b>TOTAL</b>		<b>13</b>

Second Year Fall			Second Year Spring		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
DHY 101	Dental Hygiene Theory I	2	DHY 110	Dental Hygiene Theory II	2
DHY 102	Dental Hygiene Clinical I	2	DHY 111	Dental Hygiene Clinical II	2
DHY 104	Dental Radiology	3	DHY 112	Dental Materials and Procedures	2
DHY 108	Head, Neck, and Oral Anatomy	4	DHY 113	General and Oral Pathology	2
			DHY 116	Dental Pharmacology	2
<b>TOTAL</b>		<b>11</b>	<b>TOTAL</b>		<b>10</b>

Third Year Fall			Third Year Spring		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
DHY 201	Dental Hygiene Theory III	2	DHY 210	Community Dental Health	2

DHY 202	Dental Hygiene Clinical III	3	DHY 211	Dental Hygiene Ethics and Jurisprudence	1
DHY 203	Periodontics and Advanced Procedures	4	DHY 220	Dental Hygiene Theory IV	2
DHY 204	Pain Management in Dental Hygiene	2	DHY 221	Dental Hygiene Clinical IV	4
DHY 205	Nutrition and Biochemistry in Dentistry	2			
<b>TOTAL</b>		<b>13</b>	<b>TOTAL</b>		<b>9</b>

## General Education Requirements (27-32 Credits)

### Arts/Humanities

- Select one course from the approved General Education course list in the Arts/Humanities category (3 Credits)

### Behavioral/Social Sciences

- PSY 101 - General Psychology (3 Credits)

### Biological/Physical Science

- BIO 116 - Human Anatomy and Physiology for Allied Health (4 Credits)
- OR
- BIO 203 & BIO 204 Human Anatomy and Physiology I and II (8 Credits total)
- AND
- BIO 205 - Microbiology (4 Credits)
- CHM 101 - Introductory College Chemistry (4 Credits)

### English

- ENG 101 - English Composition (3 Credits) *\*minimum grade of "C" or better is required*
- SPD 103 - Public Speaking (3 Credits)
- OR
- SPD 108 - Introduction to Human Communication (3 Credits)

### Mathematics

- Select one course from the approved General Education course list in the Mathematics category (3-4 Credits) (MAT 109 Statistics recommended)

## Program Requirements (43 Credits)

- DHY 101 - Dental Hygiene Theory I (2 Credits)
- DHY 102 - Dental Hygiene Clinical I (2 Credits)
- DHY 104 - Dental Radiology (3 Credits)
- DHY 108 - Head, Neck and Oral Anatomy (4 Credits)
- DHY 110 - Dental Hygiene Theory II (2 Credits)
- DHY 111 - Dental Hygiene Clinical II (2 Credits)
- DHY 112 - Dental Materials and Procedures (2 Credits)
- DHY 113 - General and Oral Pathology (2 Credits)
- DHY 116 - Dental Pharmacology (2 Credits)
- DHY 201 - Dental Hygiene Theory III (2 Credits)
- DHY 202 - Dental Hygiene Clinical III (3 Credits)
- DHY 203 - Periodontics and Advanced Procedures (4 Credits)
- DHY 204 - Pain Management in Dental Hygiene (2 Credits)
- DHY 205 - Nutrition and Biochemistry in Dentistry (2 Credits)
- DHY 210 - Community Dental Health (2 Credits)
- DHY 211 - Dental Hygiene Ethics and Jurisprudence (1 Credit)
- DHY 220 - Dental Hygiene Theory IV (2 Credits)
- DHY 221 - Dental Hygiene Clinical IV (4 Credits)

## Degree Requirement (70 Credits)

## Additional Program Requirements

### Selection Criteria

Students will be admitted to the dental hygiene program each August. 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, residency, and credentialing of a dental assisting certificate or equivalent. Those with the greatest number of points are admitted to the program.

Those students not admitted to the August class will be placed on a standby list until August 1. The standby list is dissolved after August 1, and students who desire admission to the dental hygiene program in the subsequent year, must fill out another *Supplemental Application for Selective Admissions Programs* form.

### 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. Those students accepted into the program must submit a \$50 enrollment deposit when accepting their spot in the program. This deposit will be applied to your tuition for the semester and is not refundable.
2. Successful completion of program requirements at the time of application
3. Students attend the mandatory orientation session
4. Students must successfully pass a drug screen and criminal background check
5. Students must be able to meet Dental Hygiene Technical Standards

6. Satisfactory completion of a health examination record and all required tests and immunizations, including a yearly TB test and Hepatitis series
7. Current American Heart Association BLS Health Care Provider certification or American Red Cross BLS for Healthcare Providers.

## Readmission to the Dental Hygiene Program

Students seeking readmission to the dental hygiene program must submit their request in writing to the Program Coordinator, Dental Hygiene Program, by April 1st, for fall readmission. Readmission to the dental hygiene 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 Dental Hygiene 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 dental hygiene course after readmission are not eligible to be readmitted a second time. Readmission to the dental hygiene program is based on highest grade-point average and available seats in the class.

## Transfer from Other Colleges

Students transferring to HCC from other colleges who seek admission as a first time student into the Dental Hygiene 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 established 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 Enrollment Management to determine which courses a student may transfer to HCC for credit. Science courses that are older than five years must be repeated. Online science labs are not accepted in transfer.

## Transfer from Other Dental Hygiene Programs/Advanced Placement Requirements

Students transferring to HCC who have been enrolled in another dental hygiene program must be enrolled as an HCC student, complete the *Supplemental Application for Selective Admissions Program* form, and submit transcripts from other colleges attended. Students may be considered for advanced placement in the dental hygiene program if the previous dental hygiene coursework has been completed within the last year. Students transferring from another CODA-approved accredited dental hygiene program to Hagerstown Community College must meet the following criteria for advanced placement:

1. Fulfill all academic criteria for admission to the dental hygiene program, including submission of official transcript(s) from the former institution.
2. A transfer evaluation will be completed on all transcripts by the Office of Admissions and Enrollment Management to determine which courses a student may transfer to HCC for credit. Science courses that are older than five years must be repeated. Online science labs are not accepted in transfer.
3. Attended a program accredited by the Commission on Dental Accreditation.
4. Achieved satisfactory grades ("C" or higher) in non-science academic courses with a 2.0 G.P.A.. A 2.5 G.P.A. in all science and previous dental hygiene courses is required.
5. Achieved a score of 75% or greater on written and oral comprehensive examinations and 85% or greater in performance competency tests in the clinical area. For courses which include a lab, a practical exam is required. The student has to demonstrate clinical competence in all aspects evaluated in the course and pass a written exam.
6. Submit a letter of recommendation from the Director of the former program. In addition, the HCC Program Coordinator will conduct an interview with the dental hygiene program director of the student's previous institution.
7. Admission of applicants for advanced placement in the dental hygiene program are considered on an individual basis and restricted by the student capacity of the program. Students should contact the Dental Hygiene Program Coordinator for information.

## Criminal Background Checks

All students who are offered admission to the Dental Hygiene program will be required to submit to fingerprinting and a complete criminal background check. Based on the results of the fingerprinting, complete criminal background check and consultation with dental licensing agencies, student may be ineligible for enrollment in the program.

## Drug Screen

All students who are offered admission to the Dental Hygiene 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 dental hygiene program if a dental hygiene 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 cannot meet program requirements because of the drug screen results, the student will be recommended for dismissal from the dental hygiene program.

## 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](http://www.nrc.gov)) published by the United States Regulatory Commission provides information and guidelines.

## 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.

## Education

### Early Childhood and Primary Grades Education, A.A.S.

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 that meets the standards of the Education faculty prior to graduation.

- View the Early Childhood Education Fact Sheet.

## Program Pathway

First Year Fall			First Year Spring		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
ENG 101	English Composition	3	ENG 102	Composition and Literature	3

Gen Ed	Mathematics	3	Gen Ed	Arts/Humanities	3
Gen Ed	Diversity	3	Gen Ed	Biological/Physical Science (3-4 credits)	3
PSY 101	General Psychology	3	EDU 114	The Developing Child	3
EDU 103	Foundations of Early Childhood Education	3	EDU 117	School Age Child Care Seminar I	3
<b>TOTAL</b>		<b>15</b>	<b>TOTAL</b>		<b>15</b>
<b>Second Year Fall</b>			<b>Second Year Spring</b>		
<b>Course Number</b>	<b>Course Name</b>	<b>Credits</b>	<b>Course Number</b>	<b>Course Name</b>	<b>Credits</b>
PSY 203	Educational Psychology	3	ENG 104	Children's Literature	3
PED 215	Early Childhood Physical Activities	3	EDU 211	Introduction to Special Education	3
MUS 205	Music Skills for the Classroom Teacher	3	EDU 215	Child Care Center Administration and Management	3
EDU 115	Methods and Materials in Early Childhood Education	3	Elective	Choose in consultation with an advisor	3
EDU 212	Processes and Acquisition of Reading	3	Elective	Choose in consultation with an advisor	3
<b>TOTAL</b>		<b>15</b>	<b>TOTAL</b>		<b>15</b>

## General Education Requirements (21-23 Credits)

### Arts/Humanities

- Select one course from the approved General Education course list in the Arts/Humanities category (3 Credits)

### Behavioral/Social Sciences

- PSY 101 - General Psychology (3 Credits)

### Biological/Physical Science

- Select one course from the approved General Education course list in the Biological/Physical Science category (3-4 Credits)

## Diversity

- Select one course from the approved General Education course list in the Diversity category (3 Credits)

## English

- ENG 101 - English Composition (3 Credits) *\*minimum grade of "C" or better is required*
- ENG 102 - Composition and Literature (3 Credits)

## Mathematics

- Select one course from the approved General Education course list in the Mathematics category (3-4 Credits)

## Program Requirements (33 Credits)

- EDU 103 - Foundations of Early Childhood Education (3 Credits)
- EDU 114 - The Developing Child (3 Credits)
- EDU 115 - Methods and Materials in Early Childhood Education (3 Credits)
- EDU 117 - School Age Child Care Seminar I (3 Credits)
- EDU 211 - Introduction to Special Education (3 Credits)
- EDU 212 - Processes and Acquisition of Reading (3 Credits)
- EDU 215 - Child Care Center Administration and Management (3 Credits)
- ENG 104 - Children's Literature (3 Credits)
- MUS 205 - Music Skills for the Classroom Teacher (3 Credits)
- PED 215 - Early Childhood Physical Activities (3 Credits)
- PSY 203 - Educational Psychology (3 Credits)

## Free Electives (4-6 Credits)

Electives should be selected in consultation with an advisor to satisfy career goals or a transfer college curriculum. **\*\*EDU 269 - Internship I is strongly recommended for all qualified students.** Some additional recommended courses are listed below:

- EDU 116 - Infant and Toddler Development (3 Credits)
- EDU 269 - Internship I (1 - 3 Credits)
- ENG 214 - Applied English Grammar (3 Credits)
- HEA 105 - First Aid (3 Credits)
- PED 198 - Fundamental Fitness and Motor Skills (1 Credit)

## Degree Requirement (60 Credits)

### Note:

*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.*

## Early Childhood Education/Early Childhood Special Education, A.A.T.

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 that meets the standards of the Education faculty, earn a passing score on a basic skills test of high school level reading, writing, and math (PRAXIS I, SAT, ACT, or GRE).

- View the Early Childhood Education Fact Sheet.

## Program Pathway

First Year Fall			First Year Spring		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
ENG 101	English Composition	3	ENG 102	Composition and Literature	3
MAT 101	College Algebra	3	MAT 108	Fundamental Concepts of Mathematics II	3
PSY 101	General Psychology	3	PHS 104	General Physical Science	4
BIO 106	Unity and Diversity of Living Things	4	HIS 201 or 202	United States History I or United States History II	3
EDU 103	Foundations of Early Childhood Education	3	EDU 114	The Developing Child	3
<b>TOTAL</b>		<b>16</b>	<b>TOTAL</b>		<b>16</b>
Second Year Fall			Second Year Spring		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
HUM 201	The Arts: A Creative Synthesis	3	GEO 105	World Regional Geography	3
MAT 107	Fundamental Concepts of Mathematics I	3	PHS 111	Earth and Space Science	4
PSY 203	Educational Psychology	3	MAT 109	Introduction to Statistics	3
EDU 115	Methods and Materials in Early Childhood Education	3	EDU 211	Introduction to Special Education	3

EDU 212	Processes and Acquisition of Reading	3			
<b>TOTAL</b>		<b>15</b>	<b>TOTAL</b>		<b>13</b>

## General Education Requirements (32 Credits)

### Arts/Humanities

- HUM 201 - The Arts: A Creative Synthesis (3 Credits)

### Behavioral/Social Sciences

- HIS 201 - United States History I (3 Credits)  
OR
- HIS 202 - United States History II (3 Credits)
- PSY 101 - General Psychology (3 Credits)

### Biological/Physical Science

- BIO 106 - Unity and Diversity of Living Things (4 Credits)
- PHS 104 - General Physical Science (4 Credits)

### Diversity

- GEO 105 - World Regional Geography (3 Credits)

### English

- ENG 101 - English Composition (3 Credits) *\*minimum grade of "C" or better is required*
- ENG 102 - Composition and Literature (3 Credits)

### Mathematics

- MAT 101 - College Algebra (3 Credits)
- MAT 108 - Fundamental Concepts of Mathematics II (3 Credits)

## Program Requirements (28 Credits)

- EDU 103 - Foundations of Early Childhood Education (3 Credits)
- EDU 114 - The Developing Child (3 Credits)
- EDU 115 - Methods and Materials in Early Childhood Education (3 Credits)
- EDU 211 - Introduction to Special Education (3 Credits) \*
- EDU 212 - Processes and Acquisition of Reading (3 Credits)
- MAT 107 - Fundamental Concepts of Mathematics I (3 Credits)
- MAT 109 - Introduction to Statistics (3 Credits)
- PHS 111 - Earth and Space Science (4 Credits)
- PSY 203 - Educational Psychology (3 Credits)

## Degree Requirement (60 Credits)

### Note:

*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.*

## Education Child Care Professional, Certificate

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. Students must complete a portfolio that meets the standards of the Education faculty before graduation.

- View the Early Childhood Education Fact Sheet.

## Program Requirements (21 Credits)

- EDU 103 - Foundations of Early Childhood Education (3 Credits)
- EDU 114 - The Developing Child (3 Credits)
- EDU 115 - Methods and Materials in Early Childhood Education (3 Credits)
- EDU 116 - Infant and Toddler Development (3 Credits)
- EDU 117 - School Age Child Care Seminar I (3 Credits)
- EDU 211 - Introduction to Special Education (3 Credits)
- ENG 101 - English Composition (3 Credits) *\*minimum grade of "C" or better is required*

## Restricted Electives (7-9 Credits)

Select 7-9 credits from the following list:

- ART 102 - Two-Dimensional Design (3 Credits)
- EDU 212 - Processes and Acquisition of Reading (3 Credits)
- EDU 269 - Internship I (1 - 3 Credits) *\*EDU 269 is strongly recommended to all qualified students*
- ENG 104 - Children's Literature (3 Credits)
- ENG 214 - Applied English Grammar (3 Credits)
- HEA 105 - First Aid (3 Credits)
- MUS 205 - Music Skills for the Classroom Teacher (3 Credits)
- PED 215 - Early Childhood Physical Activities (3 Credits)

## Certificate Requirement (28-30 Credits)

## Note:

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

## Education Child Care Professional, Letter of Recognition

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). Students must submit a portfolio that meets the standards of the Education faculty before graduation.

### Program Requirements (9 Credits)

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

### Letter of Recognition Requirement (9 Credits)

## Note:

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

## Education, A.S.

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 that meets the standards of the Education faculty.

## Program Pathway

First Year Fall			First Year Spring		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
ENG 101	English Composition	3	Gen Ed	English	3
Gen Ed	Mathematics	3	Gen Ed	Behavioral/Social Science	3

PSY 101	General Psychology	3	Gen Ed	Diversity	3
Gen Ed	Arts/Humanities	3	Program	Arts/Humanities or English	3
EDU 101 or 103	Introduction to Education or Foundations of Early Childhood Education	3	Elective	Choose in consultation with advisor	3
<b>TOTAL</b>		<b>15</b>	<b>TOTAL</b>		<b>15</b>
<b>Second Year Fall</b>			<b>Second Year Spring</b>		
<b>Course Number</b>	<b>Course Name</b>	<b>Credits</b>	<b>Course Number</b>	<b>Course Name</b>	<b>Credits</b>
Gen Ed	Biological/Physical Science (of your two Science requirements, one must have a lab)	4	Gen Ed	Biological/Physical Science (of your two Science requirements, one must have a lab)	3
Gen Ed	Arts/Humanities Gen Ed	3	Program	Behavioral/Social Science	3
EDU 211 or PSY 203	Introduction to Special Education or Educational Psychology	3	Elective	Choose in consultation with an advisor	3
Program	Math 107, 108, or 109	3	Elective	Choose in consultation with an advisor	3
Elective	Choose in consultation with an advisor	3	Elective	Choose in consultation with an advisor	2
<b>TOTAL</b>		<b>16</b>	<b>TOTAL</b>		<b>14</b>

## General Education Requirements (31-33 Credits)

### Arts/Humanities

- Select two courses from the approved General Education course list in the Arts/Humanities category (6 Credits)

### Behavioral/Social Sciences

- PSY 101 - General Psychology (3 Credits)
- Select another course from the approved General Education course list in the Behavioral/Social Sciences category (3 Credits)

### Biological/Physical Science

- Select two courses from the approved General Education course list in the Biological/Physical Science category-one must be a laboratory course (7-8 Credits)

## Diversity

- Select one course from the approved General Education course list in the Diversity category (3 Credits)

## English

- ENG 101 - English Composition (3 Credits) *\*minimum grade of "C" or better is required*
- Select another course from the approved General Education course list in the English category (3 Credits)

## Mathematics

- Select one course from the approved General Education course list in the Mathematics category (3-4 Credits)

## Program Requirements (15 Credits)

- EDU 101 - Introduction to Education (3 Credits)  
OR
- EDU 103 - Foundations of Early Childhood Education (3 Credits)
- EDU 211 - Introduction to Special Education (3 Credits)  
OR
- PSY 203 - Educational Psychology (3 Credits)

Take additional required courses from the list below.

- Arts/Humanities/English General Education course (3 Credits)
- Mathematics course - Recommend MAT 107, MAT 108, MAT 109 (3 Credits)
- Behavioral/Social Sciences course (3 Credits)

## Free Electives (14 Credits)

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

## Degree Requirement (60 Credits)

### Note:

*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.*

## Elementary Education/Elementary Special Education, A.A.T.

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 that meets the standards of the Education faculty, and earn a passing score on a basic skills test of high school level reading, writing, and math (PRAXIS I, SAT, ACT, or GRE).

## Program Pathway

First Year Fall			First Year Spring		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
ENG 101	English Composition	3	SPD 108	Introduction to Human Communication	3
MAT 101	College Algebra	3	MAT 108	Fundamental Concepts of Mathematics II	3
BIO 106	Unity and Diversity of Living Things	4	PHS 104	General Physical Science	4
PSY 101	General Psychology	3	PED 198	Fundamental Fitness and Motor Skills	1
EDU 101	Introduction to Education	3	PSY 204	Developmental Psychology: Lifespan Human Development	3
<b>TOTAL</b>		<b>16</b>	<b>TOTAL</b>		<b>14</b>
Second Year Fall			Second Year Spring		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
HIS 201 or 202	United States History I or United States History II	3	GEO 105	World Regional Geography	3
HUM 201	The Arts: A Creative Synthesis	3	HEA 103	Personal Health	3
MAT 107	Fundamental Concepts of Mathematics I	3	MAT 109	Introduction to Statistics	3
PSY 203	Educational Psychology	3	PHS 111	Earth and Space Science	4
EDU 212	Processes and Acquisition of Reading	3	EDU 211	Introduction to Special Education	3
<b>TOTAL</b>		<b>15</b>	<b>TOTAL</b>		<b>16</b>

## General Education Requirements (32 Credits)

### Arts/Humanities

- HUM 201 - The Arts: A Creative Synthesis (3 Credits)

### Behavioral/Social Sciences

- HIS 201 - United States History I (3 Credits)  
OR
- HIS 202 - United States History II (3 Credits)
- PSY 101 - General Psychology (3 Credits)

### Biological/Physical Science

- BIO 106 - Unity and Diversity of Living Things (4 Credits)
- PHS 104 - General Physical Science (4 Credits)

### Diversity

- GEO 105 - World Regional Geography (3 Credits)

### English

- ENG 101 - English Composition (3 Credits) *\*minimum grade of "C" or better is required*
- SPD 108 - Introduction to Human Communication (3 Credits)

### Mathematics

- MAT 101 - College Algebra (3 Credits)
- MAT 108 - Fundamental Concepts of Mathematics II (3 Credits)

## Program Requirements (29 Credits)

- EDU 101 - Introduction to Education (3 Credits)
- EDU 211 - Introduction to Special Education (3 Credits) \*
- EDU 212 - Processes and Acquisition of Reading (3 Credits)
- HEA 103 - Personal Health (3 Credits)
- MAT 107 - Fundamental Concepts of Mathematics I (3 Credits)
- MAT 109 - Introduction to Statistics (3 Credits)
- PED 198 - Fundamental Fitness and Motor Skills (1 Credit)
- PHS 111 - Earth and Space Science (4 Credits)
- PSY 203 - Educational Psychology (3 Credits)
- PSY 204 - Developmental Psychology: Lifespan Human Development (3 Credits)

## Degree Requirement (61 Credits)

## Note:

*\* 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

## Emergency Medical Technician, Certificate

**Career Programs Building, Room 165**

**Award:** Certificate

**Total Credit Hours:** 12 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 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 Certificate in Emergency Medical Technician will be able to:

1. Identify patients in need of emergency medical care.
2. Provide basic life support for medical and trauma patients.
3. Determine the most appropriate transport of patients to primary care facilities.
4. Communicate effectively with patients in various "Special Populations."
5. Demonstrate safe and effective application of all required EMT skills.
6. Successfully integrate knowledge and skills in a prehospital setting while being monitored by a preceptor.

**Admission Requirements:** Admission to HCC does not guarantee admission to Emergency Medical Technician Program. The requirements below must be completed and submitted to the Office of Admissions and Registration by the first day of class.

- Official transcripts from all colleges attended
- College placement test scores in English and mathematics. Courses require that students have completed developmental mathematics and English (ENG 098 and MAT 098) or have equivalent placement test scores.
- 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 capable of performing the technical standards of the program

**Program Requirements:** Students practice selected procedures on each other in the college EMS laboratory. All Emergency Medical Technician students must receive:

1. A minimum grade of 70% on each of the 10 Module exams.
2. A minimum grade of 70% in each course.
3. A mark of satisfactory for both the laboratory skills and clinical experiences. Students who receive a final mark of unsatisfactory in the laboratory or clinical experiences, despite a passing theory grade, will not be permitted to progress in the EMT/paramedic program and will receive a final grade of "F" for the course.
4. Complete the requirements of EMS 122:
  - a. Ambulance/BLS equipment inventory and location
  - b. Washington County 911 Center Visit
  - c. Maryland State Police Demon with class
  - d. Minimum of 40 hours with a Washington County EMS preceptor
  - e. Minimum of 10 Patient Care and Transport Reports
5. Students must pass a criminal background check in order to proceed through the program.

Students who cannot complete the program due to Affective Domain (behavior) issues are not eligible for readmission. This readmission guideline also 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.

**Other state-mandated requirements must be met in order to qualify for state certification testing.**

## Program Requirements (12 credits)

- EMS 120 - Emergency Medical Technician - Part A (8 Credits)
- EMS 121 - Emergency Medical Technician - Part B (3 Credits)
- EMS 122 - Emergency Medical Technician Practicum (1 Credit)

## Certificate Requirements (12 Credits)

## Additional Program Requirements

### Criminal Background Checks

Students must pass a criminal background check in order to proceed through the program and prior to beginning a clinical experience. Criminal background check results are disclosed to clinical facilities as required. If a student is denied access to a clinical site because of the background check, and as a result, cannot meet program requirements, the student will be recommended for dismissal from the program.

### 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 recommended for dismissal 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.

*\*EMS 140 Introduction to Advanced Life Support Principles*

*Prerequisite: current EMT certification or equivalent.*

*(3 Credits)*

*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.*

## Paramedic Emergency Services, A.A.S.

*The Paramedic Emergency Services program 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.*

### Career Programs Building, Room 165

**Award:** Associate of Applied Science degree, A.A.S.

**Total Credit Hours:** 64 credit hours

**Purpose:** This program, accredited by the Commission on Accreditation of Allied Health Education Programs and approved by The Maryland Institute for Emergency Medical Services Systems (MIEMSS), 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 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. The paramedic program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). Visit <http://www.caahep.org> for more information.

**Program Outcomes:** Graduates of the Associate of Applied Science Degree in Paramedic Emergency Services will be able to:

1. Demonstrate an understanding of human anatomy and physiology, and the underlying pathophysiology of various medical and traumatic conditions.
2. Provide appropriate patient care with respect for diverse cultures, values, and beliefs. Integrates comprehensive knowledge of pre-hospital pharmacology to formulate a treatment plan intended to mitigate emergencies and improve the overall health of the patient.
3. Integrate scene and patient assessment findings with knowledge of epidemiology and pathophysiology to form a field impression.
4. Integrate assessment findings with principles of epidemiology and pathophysiology to formulate a field expression and implement a comprehensive treatment/disposition plan for a patient with a medical complaint.
5. Given a variety of scenarios conduct assessments and use critical thinking to manage scenes, determine proper patient care, and evaluate changing conditions. Apply local, state, and federal law and protocols to prehospital practice.
6. Competently perform all paramedic skills.
7. Demonstrate consistent positive behavioral characteristics (Affective Domain). Demonstrate effective use of equipment and resources.
8. Integrate comprehensive knowledge of the EMS systems, the safety and well-being of the paramedic, and medical-legal and ethical issues, which is intended to improve the health of the EMS personnel, patients and the community.

9. Integrate assessment findings with the principles of epidemiology and pathophysiology to formulate a field impression to implement a comprehensive treatment/disposition plan for an acutely injured patient. Sit for the NREMT-P Examinations.

**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.

- Students are required to attend a mandatory paramedic program orientation meeting
- Current Emergency Medical Technician Certification
- Official transcripts from all colleges attended
- College placement test scores in English and mathematics. Courses require that students have completed developmental mathematics and English (MAT 098 and ENG 099) or have equivalent placement test scores.
- A minimum cumulative grade point average for all college coursework of 2.0 on a 4.0 scale. In addition, a minimum grade point average of 2.0 for all program courses is required.
- Foreign educated students must have their college and high school transcripts evaluated by World Education Services (WES) or AACRAO International Education Services (IES).
- Students must be capable of performing the technical standards of the program.

**Program Requirements:** Students practice selected procedures on each other in the college EMS laboratory. All paramedic students must receive:

1. A minimum grade of 70% in each paramedic course.
2. A minimum of 70% on the final exam for each course.
3. A mark of P (passing) for both the laboratory skills and clinical experiences. Students who receive a final mark of F (failing) in the 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.
4. A minimum grade of 70% on the Competent Evaluation of the Affective Domain Criteria.
5. A minimum of 70% on an Exit Exam at the end of the program.

An orientation session will be held prior to the beginning of the first semester of the paramedic program. Attendance is mandatory.

Students who do not meet program, course, health, or affective domain standards (see the paramedic handbook and the Web site) that results in termination from the paramedic 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 paramedic program's Standards of Conduct, and the criminal code described by the National Registry of Emergency Medical Technicians.

#### Fact Sheet

- View the Paramedic Emergency Services Fact Sheet.

## Program Pathway

First Year Fall			First Year Spring		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
EMS 151	Introduction to Emergency Medical Services	3	EMS 163	Medical Emergencies I	3
EMS 155	Anatomy and Physiology for EMS Providers	4	EMS 164	Cardiology and Cardiovascular Diseases	4

EMS 161	Airway Management	3	EMS 210	Medical Emergencies II	3
EMS 201	Shock Trauma Resuscitation	2	EMS 211	Pediatrics and Special Populations	2
EMS 181	EMS Practicum I	1	EMS 182	EMS Practicum	3
<b>TOTAL</b>		<b>13</b>	<b>TOTAL</b>		<b>15</b>

<b>Summer</b>		
<b>Course Number</b>	<b>Course Name</b>	<b>Credits</b>
EMS 220	EMS Operations	2
EMS 221	Seminar in Paramedic Emergency Services	2
EMS 281	EMS Practicum III	3
EMS 282	EMS Practicum IV	3
<b>TOTAL</b>		<b>10</b>

<b>Second Year Fall</b>			<b>Second Year Spring</b>		
<b>Course Number</b>	<b>Course Name</b>	<b>Credits</b>	<b>Course Number</b>	<b>Course Name</b>	<b>Credits</b>
ENG 101	English Composition	3	Gen Ed	Mathematics	3
BIO 203 or BIO 116	Human Anatomy and Physiology I or Human Anatomy and Physiology for Allied Health	4	*BIO 204	Human Anatomy and Physiology II <i>*Students that took BIO 203 (rather than BIO 116) must also complete BIO 204</i>	0-4
PSY 101 or SOC 101	General Psychology or Introduction to Sociology	3	Gen Ed	Diversity	3
Gen Ed	Arts/Humanities	3	Gen Ed	English	3
<b>TOTAL</b>		<b>13</b>	<b>TOTAL</b>		<b>9-13</b>

## General Education Requirements (22-26 Credits)

### Arts/Humanities

- Select one course from the approved General Education course list in the Arts/Humanities category (3 Credits)

### Behavioral/Social Sciences

- SOC 101 - Introduction to Sociology (3 Credits)  
OR
- PSY 101 - General Psychology (3 Credits)

### Biological and Physical Science

- BIO 116 - Human Anatomy and Physiology for Allied Health (4 Credits)  
OR
- BIO 203 - Human Anatomy and Physiology I (4 Credits)  
AND
- BIO 204 - Human Anatomy and Physiology II (4 Credits)

### Diversity

- Select one course from the approved General Education course list in the Diversity category (3 Credits)

### English

- ENG 101 - English Composition (3 Credits) *\*minimum grade of "C" or better is required*
- Select another course from the approved General Education course list in the English category (3 Credits)

### Mathematics

- Select one course from the approved General Education course list in the Mathematics category (3 Credits)
  - MAT 101 or MAT 114 (or higher) are recommended

## Program Requirements (38 Credits)

- EMS 151 - Introduction to Emergency Medical Services (3 Credits)
- EMS 155 - Anatomy and Physiology for EMS Providers (4 Credits)
- EMS 161 - Airway Management (3 Credits)
- EMS 163 - Medical Emergencies I (3 Credits)
- EMS 164 - Cardiology and Cardiovascular Diseases (4 Credits)
- EMS 181 - EMS Practicum I (1 Credit)
- EMS 182 - EMS Practicum II (3 Credits)
- EMS 201 - Shock Trauma Resuscitation (2 Credits)
- EMS 210 - Medical Emergencies II (3 Credits)
- EMS 211 - Pediatrics and Special Populations (2 Credits)
- EMS 220 - EMS Operations (2 Credits)

- EMS 221 - Seminar in Paramedic Emergency Services (2 Credits)
- EMS 281 - EMS Practicum III (3 Credits)
- EMS 282 - EMS Practicum IV (3 Credits)

## Degree Requirements (60-64 Credits)

## Additional Program Requirements

### 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.

### 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. Criminal background check results are disclosed to clinical facilities as required. If a student is denied access to a clinical site because of the background check, and as a result, cannot meet program requirements, the student will be recommended for dismissal 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.nremt.org](http://www.nremt.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 recommended for dismissal from the paramedic program.

### Readmission to the Paramedic Program

Students who withdraw from, or fail courses in the paramedic sequence, and desire readmission to the paramedic program must submit a letter requesting re-entry to the Coordinator, Emergency Medical Services by October 1, for spring and summer readmission, and by March 1, for fall readmission. Readmission to the Paramedic program must take place within one year of leaving the program. Readmission cannot be assured and is based on progression criteria for each course, highest grade-point average, and the availability of seats. 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 paramedic 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 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 five years must be repeated. Online science labs are not accepted in transfer.

## 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 five 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.

## 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.

## Paramedic Emergency Services, Certificate

*The Paramedic Emergency Services Certificate program 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.*

### Career Programs Building, Room 165

**Award:** Certificate

**Total Credit Hours:** 38 credit hours

**Purpose:** This program, accredited by the Commission on Accreditation of Allied Health Education Programs and approved by The Maryland Institute for Emergency Medical Services Systems (MIEMSS), 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 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. Demonstrate an understanding of human anatomy and physiology, and the underlying pathophysiology of various medical and traumatic conditions.
2. Provide appropriate patient care with respect for diverse cultures, values, and beliefs.

3. Integrate comprehensive knowledge of pre-hospital pharmacology to formulate a treatment plan intended to mitigate emergencies and improve the overall health of the patient.
4. Integrate scene and patient assessment findings with knowledge of epidemiology and pathophysiology to form a field impression.
5. Integrate assessment findings with principles of epidemiology and pathophysiology to formulate a field impression and implement a comprehensive treatment/disposition plan for a patient with a medical complaint.
6. Given a variety of scenarios, conduct assessments and use critical thinking to manage scenes, determine proper patient care, and evaluate changing conditions.
7. Apply local, state, and federal law and protocols to prehospital practice.
8. Competently perform all paramedic skills.
9. Demonstrate consistent positive behavioral characteristics (Affective Domain).
10. Demonstrate collaborative skills, including communication, documentation, and teamwork in the field of paramedicine.
11. Demonstrate effective use of equipment and resources.
12. Integrate comprehensive knowledge of the EMS systems, the safety and well-being of the paramedic, and medical-legal and ethical issues, which is intended to improve the health of the EMS personnel, patients, and the community.
13. Integrate assessment findings with the principles of epidemiology and pathophysiology to formulate a field impression to implement a comprehensive treatment/disposition plan for an acutely injured patient.
14. Sit for the NREMT-P Examinations.

**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.

- Students must attend a mandatory paramedic program orientation meeting
- Current Emergency Medical Technician Certification
- Official transcripts from all colleges attended
- College placement test scores in English and mathematics. Students must complete ENG 099 and MAT 098 course levels or higher.
- A minimum cumulative grade point average for all college coursework of 2.0 on a 4.0 scale. In addition, a minimum grade point average of 2.0 for all program courses is required
- Foreign educated students must have their college and high school transcripts evaluated by World Education Services (WES)
- Students must be capable of performing the technical standards of the program.

**Program Requirements:** Students practice selected procedures on each other in the college EMS laboratory. All paramedic students must receive:

1. A minimum grade of 70% in each paramedic course.
2. A minimum of 70% on the final exam for each course.
3. A mark of P (passing) for both the laboratory skills and clinical experiences. Students who receive a final mark of F (failing) in the laboratory or clinical experiences, 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.
4. A minimum grade of 70% on the Competent Evaluation of the Affective Domain Criteria.
5. A minimum of 70% on an Exit Exam at the end of the program.

An orientation session will be held prior to the beginning of the first semester of the paramedic program. Attendance is mandatory.

Prior to the start of the first practicum course, students must provide appropriate health examination record(s) and all required tests and immunizations, along with a urine drug screen and criminal background checks; a current American Heart Association BLS Provider CPR certification is also required.

Students who do not meet program, course, health, or affective domain standards (see the paramedic handbook and the Web site), that results in termination from the paramedic program by the College are not eligible for readmission. This guideline includes students who cannot meet safety standards and students who violate the college's Honor Code and Standards of Conduct, the paramedic program's standards of conduct, and the criminal code described by the National Registry of Emergency Medical Technicians.

## Fact Sheet

- View the Paramedic Emergency Services Fact Sheet.

## Program Requirements (38 Credits)

- EMS 151 - Introduction to Emergency Medical Services (3 Credits)
- EMS 155 - Anatomy and Physiology for EMS Providers (4 Credits)
- EMS 161 - Airway Management (3 Credits)
- EMS 163 - Medical Emergencies I (3 Credits)
- EMS 164 - Cardiology and Cardiovascular Diseases (4 Credits)
- EMS 181 - EMS Practicum I (1 Credit)
- EMS 182 - EMS Practicum II (3 Credits)
- EMS 201 - Shock Trauma Resuscitation (2 Credits)
- EMS 210 - Medical Emergencies II (3 Credits)
- EMS 211 - Pediatrics and Special Populations (2 Credits)
- EMS 220 - EMS Operations (2 Credits)
- EMS 221 - Seminar in Paramedic Emergency Services (2 Credits)
- EMS 281 - EMS Practicum III (3 Credits)
- EMS 282 - EMS Practicum IV (3 Credits)

## Certificate Requirement (38 Credits)

## Additional Program Requirements

### Selection Criteria

Students will be admitted to the paramedic emergency services program each fall. The paramedic program may be 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.

### Readmission to the Paramedic Program

Students who withdraw from, or fail courses in the paramedic program sequence, and desire readmission to the paramedic program must submit a letter requesting re-entry to the Coordinator, Emergency Medical Services by October 1, for spring and summer readmission, and by March 1, for fall readmission. Readmission to the Paramedic program must take place within one year of leaving the program. Readmission cannot be assured and is based on progression criteria for each course, highest grade-point average, and the availability of seats. 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 paramedic course after readmission are not eligible to be readmitted a second time.

### 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 to a

clinical site because of the background check, and as a result, cannot meet program requirements, the student will be recommended for dismissal 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 Web site at [www.nremt.org](http://www.nremt.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 of 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 recommended for dismissal from the paramedic 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.

## Paramedic Emergency Services, Certificate, EMT-I to EMT-P Bridge

*The Paramedic Emergency Services Bridge program 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.*

### Career Programs Building, Room 165

**Award:** Certificate

**Total Credit Hours:** 25 credit hours

**Purpose:** This program, accredited by the Commission on Accreditation of Allied Health Education Programs and approved by The Maryland Institute for Emergency Medical Services Systems (MIEMSS), 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 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 Bridge will be able to:

1. Demonstrate an understanding of human anatomy and physiology, and the underlying pathophysiology of various medical and traumatic conditions.
2. Provide appropriate patient care with respect for diverse cultures, values, and beliefs.
3. Integrate comprehensive knowledge or pre-hospital pharmacology to formulate a treatment plan intended to mitigate emergencies and improve the overall health of the patient.

4. Integrate scene and patient assessment findings with knowledge of epidemiology and pathophysiology to form a field impression.
5. Integrate assessment findings with principles of epidemiology and pathophysiology to formulate a field impression and implement a comprehensive treatment/disposition plan for a patient with a medical complaint.
6. Given a variety of scenarios, conduct assessments and use critical thinking to manage scenes, determine proper patient care, and evaluate changing conditions.
7. Apply local, state, and federal law and protocols to prehospital practice.
8. Competently perform all paramedic skills.
9. Demonstrate consistent positive behavioral characteristics (Affective Domain).
10. Demonstrate collaborative skills, including communication, documentation, and teamwork in the field of paramedicine.
11. Demonstrate effective use of equipment and resources.
12. Integrate comprehensive knowledge of the EMS systems, the safety and well-being of the paramedic, and medical-legal and ethical issues, which is intended to improve the health of the EMS personnel, patients, and the community.
13. Integrate assessment findings with the principles of epidemiology and pathophysiology to formulate a field impression to implement a comprehensive treatment/disposition plan for an acutely injured patient.
14. Sit for the NREMT-P Examinations.

**Admission Requirements:** Admission to HCC does not guarantee admission to the Paramedic Emergency Services Bridge Program. The requirements below must be completed and submitted to the Office of Admissions and Registration by the first day of class.

- Current Emergency Medical Technician - Intermediate Certification
- Official transcripts from all colleges attended
- College placement test scores in English and mathematics. Students must complete ENG 099 and MAT 098 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 2.0 for all program courses is required
- Foreign educated students must have their college and high school transcripts evaluated by World Education Services (WES)
- Students must be capable of performing the technical standards of the program

**Program Requirements:** Students practice selected procedures on each other in the college EMS laboratory. All paramedic students must receive:

1. A minimum grade of 70% in each paramedic course.
2. A minimum of 70% on the final exam for each course.
3. A mark of P (passing) for both the laboratory skills and clinical experiences. Students who receive a final mark of F (failing) in the laboratory or clinical experiences, 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.
4. A minimum grade of 70% on the Competent Evaluation of the Affective Domain Criteria.
5. A minimum of 70% on an Exit Exam at the end of the program.

An orientation session will be held prior to the beginning of the first semester of the I to P program. Attendance is mandatory.

Prior to the start of the first practicum course, students must provide appropriate health examination record(s) and all required tests and immunizations, along with a urine drug screen and criminal background checks; a current American Heart Association BLS Provider CPR certification is also required.

Students who do not meet program, course, health, or affective domain standards (see the paramedic handbook and the Web site), that results in termination from the paramedic program by the College are not eligible for readmission. This guideline includes students who cannot meet safety standards and students who violate the college's Honor Code and Standards of Conduct, the paramedic program's Standards of Conduct, and the criminal code described by the National Registry of Emergency Medical Technicians.

### Fact Sheet

- View the Paramedic Emergency Services Fact Sheet.

## Program Requirements (25 Credits)

- EMS 155 - Anatomy and Physiology for EMS Providers (4 Credits)
- EMS 165 - Pharmacology and Cardiology Bridge (4 Credits)
- EMS 166 - Medical Emergencies Bridge (3 Credits)
- EMS 180 - EMT Intermediate to Paramedic Transition (3 Credits)
- EMS 205 - Pediatrics and Trauma Bridge (3 Credits)
- EMS 221 - Seminar in Paramedic Emergency Services (2 Credits)
- EMS 283 - Bridge Practicum I (3 Credits)
- EMS 284 - Bridge Practicum II (3 Credits)

## Certificate Requirement (25 Credits)

## Additional Program Requirements

### Selection Criteria

Students will be admitted to the paramedic bridge program each summer based upon availability.

### Readmission to the Paramedic Bridge Program

Students who withdraw from, or fail courses in the paramedic bridge program sequence and desire readmission to the paramedic bridge program, must submit a request in writing to the Coordinator, Emergency Medical Services by October 1, for spring and summer readmission, and by March 1, for fall readmission.

Readmission to the paramedic bridge program must take place within one year of leaving the program. Readmission cannot be assured and is based on progression criteria for each course, highest grade-point average, and the availability of seats. 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 program requirements in place at the time of readmission. Students who fail or withdraw from a paramedic course after readmission are not eligible to be readmitted a second time.

### Criminal Background Checks

All paramedic students who are offered admission to the paramedic bridge 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 to a clinical site because of the background check, and as a result, cannot meet program requirements, the student will be recommended for dismissal 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 Web site at [www.nremt.org](http://www.nremt.org).

## Drug Screen

All paramedic students who are offered admission to the paramedic bridge 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 bridge 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 recommended for dismissal from the paramedic bridge program.

## Technical Standards

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

*Please see the Paramedic Emergency Services Degree Admission and Program Requirements.*

## Engineering Science

### Engineering Science, A.S.

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.

- View the Engineering Fact Sheet.

## Program Pathways

### Track A: Chemical and Environmental Engineering Pathway

First Year Fall			First Year Spring		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
ENG 101	English Composition	3	Restricted Elective	Choose from the list *(MAT 209 is recommended)	3
MAT 203	Calculus I	4	MAT 204	Calculus II	4
Gen Ed	Behavioral/Social Science	3	EGR 108	Statics	3
EGR 103	Introduction to Engineering Science	3	Gen Ed	Behavioral/Social Science	3

CHM 103	General Chemistry I	4	CHM 104	General Chemistry II	4
<b>TOTAL</b>		<b>17</b>	<b>TOTAL</b>		<b>17</b>
<b>Second Year Fall</b>			<b>Second Year Spring</b>		
<b>Course Number</b>	<b>Course Name</b>	<b>Credits</b>	<b>Course Number</b>	<b>Course Name</b>	<b>Credits</b>
EGR 206	Thermodynamics	3	MAT 206	Differential Equations	4
PHY 203	Principles of Physics I	5	PHY 204	Principles of Physics II	5
Restricted Elective	Choose from list *(CHM 203 is recommended)	4	Restricted Elective	Choose from list *(CHM 204 is recommended)	4
Gen Ed	Diversity	3	Gen Ed	Arts/Humanities	3
Gen Ed	Arts/Humanities	3			
<b>TOTAL</b>		<b>18</b>	<b>TOTAL</b>		<b>16</b>

## Track B: Electrical and Computer Engineering Pathway

<b>First Year Fall</b>			<b>First Year Spring</b>		
<b>Course Number</b>	<b>Course Name</b>	<b>Credits</b>	<b>Course Number</b>	<b>Course Name</b>	<b>Credits</b>
ENG 101	English Composition	3	Gen Ed	Arts/Humanities	3
MAT 203	Calculus I	4	MAT 204	Calculus II	4
Gen Ed	Behavioral/Social Science	3	Gen Ed	Diversity	3
EGR 103	Introduction to Engineering Science	3	CHM 104	General Chemistry II	4
CHM 103	General Chemistry I	4	Restricted Elective	Choose from list *(MAT 209 is recommended)	3
<b>TOTAL</b>		<b>17</b>	<b>TOTAL</b>		<b>17</b>
<b>Second Year Fall</b>			<b>Second Year Spring</b>		
<b>Course Number</b>	<b>Course Name</b>	<b>Credits</b>	<b>Course Number</b>	<b>Course Name</b>	<b>Credits</b>
EGR 210	Digital Logic Design	4	MAT 206	Differential Equations	4

PHY 203	Principles of Physics I	5	PHY 204	Principles of Physics II	5
Gen Ed	Behavioral/Social Science	3	EGR 208	Systems and Circuits	4
Restricted Elective	Choose from list *(MAT 205 is recommended)	4	Gen Ed	Arts/Humanities	3
<b>TOTAL</b>		<b>16</b>	<b>TOTAL</b>		<b>16</b>

### Track C: Mechanical/Aerospace and Civil Engineering Pathway

First Year Fall			First Year Spring		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
ENG 101	English Composition	3	Restricted Elective	Choose from the list (*MAT 209 is recommended)	3
MAT 203	Calculus I	4	MAT 204	Calculus II	4
Gen Ed	Behavioral/Social Science	3	EGR 108	Statics	3
EGR 103	Introduction to Engineering Science	3	Gen Ed	Behavioral/Social Science	3
CHM 103	General Chemistry I	4	CHM 104	General Chemistry II	4
<b>TOTAL</b>		<b>17</b>	<b>TOTAL</b>		<b>17</b>
Second Year Fall			Second Year Spring		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
Restricted Elective	Choose from list *(EGR 206 is recommended)	3	MAT 206	Differential Equations	4
PHY 203	Principles of Physics I	5	PHY 204	Principles of Physics II	5
EGR 203	Mechanics of Materials	3	Gen Ed	Arts/Humanities	3
Gen Ed	Arts/Humanities	3	EGR 204	Dynamics	3
Gen Ed	Diversity	3			
<b>TOTAL</b>		<b>17</b>	<b>TOTAL</b>		<b>15</b>

## General Education Requirements (32 Credits)

### Arts/Humanities

- Select two courses from the approved General Education course list in the Arts/Humanities category (6 Credits)

### Behavioral/Social Sciences

- Select two courses from the approved General Education course list in the Behavioral/Social Sciences category (6 Credits)

### Biological/Physical Science

- PHY 203 - Principles of Physics I (5 Credits)
- PHY 204 - Principles of Physics II (5 Credits)

### Diversity

- Select one course from the approved General Education course list in the Diversity category (3 Credits)

### English

- ENG 101 - English Composition (3 Credits) *\*minimum grade of "C" or better is required*

### Mathematics

- MAT 203 - Calculus I (4 Credits)

## Program Requirements (25-28 Credits)

- EGR 103 - Introduction to Engineering Science (3 Credits)
- CHM 103 - General Chemistry I (4 Credits)
- CHM 104 - General Chemistry II (4 Credits)
- MAT 204 - Calculus II (4 Credits)
- MAT 206 - Differential Equations (4 Credits)

### Select a Program Track:

#### Track A: Chemical/Environmental Engineering (6 Credits)

- EGR 108 - Statics (3 Credits)
- EGR 206 - Thermodynamics (3 Credits)

#### Track B: Electrical/Computer Engineering (8 Credits)

- EGR 208 - Systems and Circuits (4 Credits)
- EGR 210 - Digital Logic Design (4 Credits)

## Track C: Mechanical/Aerospace and Civil Engineering (9 Credits)

- EGR 108 - Statics (3 Credits)
- EGR 203 - Mechanics of Materials (3 Credits)
- EGR 204 - Dynamics (3 Credits)

## Restricted Electives (6-7 Credits)

Electives should be selected in consultation an advisor and the transfer institution. Based on your program track, please select 6-7 restricted elective credits from the following list based on your selected Program Track:

- BIO - Select any Biology laboratory course
- CHM 203 - Organic Chemistry I (4 Credits)
- CHM 204 - Organic Chemistry II (4 Credits)
- CSC - Select any Computer Science course
- EGR 203 - Mechanics of Materials (3 Credits)
- EGR 204 - Dynamics (3 Credits)
- EGR 206 - Thermodynamics (3 Credits)
- EGR 208 - Systems and Circuits (4 Credits)
- EGR 210 - Digital Logic Design (4 Credits)
- EGR 211 - Elements of Discrete Signal Analysis (4 Credits)
- ENV 201 - Fundamentals of Environmental Science I (4 Credits)
- ENV 202 - Fundamentals of Environmental Science II (4 Credits)
- IST - Select any Information Systems Technology course
- MAT 209 - Engineering Programming using MATLAB (3 Credits)
- MAT 161 - Precalculus (4 Credits)
- PHY 205 - Principles of Physics III (1 Credit)

## Degree Requirement (65-68 Credits)

## Engineering Technology

### Computer-Aided Design Concentration, Mechanical Engineering Technology, A.A.S.

The Computer-Aided Design Concentration 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.

- View the Mechanical Engineering Fact Sheet.

# Program Pathways

Fall Admission Cohort:

First Year Fall			First Year Spring		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
ENG 101	English Composition	3	ENG 102 or ENG 112	Composition and Literature or Technical Writing	3
MAT 114 or MAT 161	Introduction to Applied Algebra or Precalculus	3-4	EGT 101	Foundations of Engineering	2
Gen Ed	Arts/Humanities	3	EGT 136	Mechanics	3
GDT 112	Computer Graphics	3	CAD 153	Computer-Aided Drafting	3
CAD 152	Computer-Aided Design	3	Restricted Elective	Choose from the list	3
<b>TOTAL</b>		<b>15</b>	<b>TOTAL</b>		<b>14</b>
Second Year Fall			Second Year Spring		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
Gen Ed	Behavioral/Social Sciences	3	Gen Ed	Diversity	3
PHY 201 or PHS 108	General Physics I or Intro to Physical Geology	4	Restricted Elective	Choose from the list	3
EGT 231	Strength of Materials	3	Restricted Elective	Choose from the list	3
CAD 228 or CAD 226	Solid Modeling or Architectural	3	Restricted Elective	Choose from the list	3
CAD 230 or EGT 150	BIM for Commercial Architecture or Introduction to CNC Programming	3	Restricted Elective	Choose from the list	3
<b>TOTAL</b>		<b>16</b>	<b>TOTAL</b>		<b>15</b>

## Spring Admission Cohort:

First Year Spring			First Year Fall		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
MAT 114 or MAT 161	Introduction to Applied Algebra or Precalculus	3-4	ENG 101	Composition and Literature	3
EGT 101	Foundations of Engineering	2	PHS 108 or PHY 201	Introduction to Physical Geology or General Physics I	4
EGT 136	Mechanics	3	Restricted Elective	Choose from the list	3
GDT 112	Computer Graphics	3	CAD 226 or CAD 228	CAD: Solid Modeling or CAD: Architectural	3
CAD 152	Computer-Aided Design	3	Restricted Elective	Choose from the list	3
<b>TOTAL</b>		<b>14</b>	<b>TOTAL</b>		<b>16</b>
Second Year Spring			Second Year Fall		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
ENG 102 or ENG 112	Composition and Literature or Technical Writing I	3	Gen Ed	Diversity	3
Gen Ed	Behavioral/Social Sciences	3	Gen Ed	Arts/Humanities	3
CAD 153	Computer Aided Drafting	3	Restricted Elective	Choose from the list	3
EGT 231	Strength of Materials	3	Restricted Elective	Choose from the list	3
Restricted Elective	Choose from the list	3	Restricted Elective	Choose from the list	3
<b>TOTAL</b>		<b>15</b>	<b>TOTAL</b>		<b>15</b>

## General Education Requirements (22 Credits)

### Arts/Humanities

- Select one course from the approved General Education course list in the Arts/Humanities category (3 Credits)

### Behavioral/Social Sciences

- Select one course from the approved General Education course list in the Behavioral/Social Sciences category (3 Credits)

### Biological/Physical Science

- PHS 108 - Introductory Physical Geology (4 Credits)  
OR
- PHY 201 - General Physics I (4 Credits)

### Diversity

- Select one course from the approved General Education course list in the Diversity category (3 Credits)

### English

- ENG 101 - English Composition (3 Credits) *\*minimum grade of "C" or better is required*
- ENG 102 - Composition and Literature (3 Credits)  
OR
- ENG 112 - Technical Writing I (3 Credits)

### Mathematics

- MAT 114 - Introduction to Applied Algebra (3 Credits)  
OR
- MAT 161 - Precalculus (4 Credits)

## Program Requirements (23 Credits)

- CAD 152 - Computer-Aided Design (3 Credits)
- CAD 153 - Computer-Aided Drafting (3 Credits)
- EGT 101 - Foundations of Engineering Technology (2 Credits)
- EGT 136 - Mechanics (3 Credits)
- EGT 231 - Strength of Materials (3 Credits)
- GDT 112 - Computer Graphics (3 Credits)

## Select One Pathway:

### Architectural Pathway

- CAD 226 - CAD: Architectural (3 Credits)
- CAD 230 - BIM for Commercial Architecture (3 Credits)

### Mechanical Pathway

- CAD 228 - CAD: Solid Modeling (3 Credits)
- EGT 150 - Introduction to CNC Programming (3 Credits)

## Restricted Electives (15 Credits)

Electives should be selected in consultation with an advisor to satisfy career goals and/or transfer college requirements. Select restricted elective credits from the following list:

- CAD 226 - CAD: Architectural (3 Credits)
- CAD 228 - CAD: Solid Modeling (3 Credits)
- CAD 230 - BIM for Commercial Architecture (3 Credits)
- CAD 269 - Internship I (3 Credits)
- CSC 102 - Introduction to Information Technology (3 Credits)
- EGR 103 - Introduction to Engineering Science (3 Credits)
- EGT 150 - Introduction to CNC Programming (3 Credits)
- EGT 234 - Machine Design (4 Credits)
- EGT 235 - Fluid Power (3 Credits)
- ELE 110 - Fundamentals of Electricity (4 Credits)
- INT 101 - Introduction to Industrial Technology (3 Credits)
- INT 102 - Introduction to PLCs (3 Credits)
- INT 104 - Facilities Safety and Compliance (3 Credits)
- INT 107 - Heating, Ventilation, Air Conditioning and Refrigeration (HVAC/R) (3 Credits)

## Degree Requirement (60 Credits)

## Computer-Aided Design, Certificate

The Computer-Aided Design Certificate program 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.

- View the Mechanical Engineering Fact Sheet.

## Program Requirements (18 Credits)

- CAD 152 - Computer-Aided Design (3 Credits)
- CAD 153 - Computer-Aided Drafting (3 Credits)

- ENG 101 - English Composition (3 Credits) *\*minimum grade of "C" or better is required*
- MAT 114 - Introduction to Applied Algebra (3 Credits)
- OR
- MAT 161 - Precalculus (4 Credits)

### Select One Pathway:

#### Architectural Pathway

- CAD 226 - CAD: Architectural(3 Credits)
- CAD 230 - BIM for Commercial Architecture(3 Credits)

#### Mechanical Pathway

- CAD 228 - CAD: Solid Modeling (3 Credits)
- EGT 150 - Introduction to CNC Programming (3 Credits)

### Free Electives (6 Credits)

Electives should be selected in consultation with an advisor to satisfy career goals and/or transfer college requirements. Some recommended electives are in the list below:

- CSC 102 - Introduction to Information Technology (3 Credits)
- ENG 112 - Technical Writing I (3 Credits)
- GDT 112 - Computer Graphics (3 Credits)
- STU 106 - Professionalism in the Workplace (1 Credit)

### Certificate Requirement (24 Credits)

## Computer-Aided Design, Letter of Recognition

The Letter of Recognition program in Computer-Aided Design is a sequence of courses 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.

- View the Mechanical Engineering Fact Sheet.

### Program Requirements (9 Credits)

- CAD 152 - Computer-Aided Design (3 Credits)
- CSC 102 - Introduction to Information Technology (3 Credits)
- GDT 112 - Computer Graphics (3 Credits)

### Letter of Recognition Requirement (9 Credits)

## Electrical Engineering Technology, A.A.S.

The Electrical Engineering Technology, A.A.S. program prepares students for careers as electrical engineering technicians who assist engineers in the maintenance, installation, design, fabrication and testing of electrical and electronic devices and systems. Students in the program will obtain the scientific, electrical, and technical engineering skills necessary to function as contributing members of engineering teams. The Electrical Engineering Technology program incorporates the Basic Electronics certificate, which creates a stackable credential resulting in a pathway to a job as well as degree completion.

- View the Electrical Engineering Technology Fact Sheet.

## Program Pathways

Fall Admission Cohort:

First Year Fall			First Year Spring		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
Gen Ed	Mathematics	3	Gen Ed	English	3
ELE 110	Fundamentals of Electricity	4	Gen Ed	Diversity	3
INT 102	Introduction to PLCs	3	ELE 101	Device Data Systems Architectures	3
INT 104	Safety	3	ELE 103	Analog and Digital Electronics	3
ELE 158	Circuits, Schematics, and Test Equipment	3	ELE 105	Microprocessors and Microcontrollers	3
<b>TOTAL</b>		<b>16</b>	<b>TOTAL</b>		<b>15</b>
Second Year Fall			Second Year Spring		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
Gen Ed	Arts/Humanities	3	Gen Ed	Behavioral/Social Sciences	3
PHY 201	General Physics I	4	ELE 207	Advanced Electronics/Electricity	4
ELE 204	Electrical Machines	3	ELE 208	Circuit Design and Analysis	3
ELE 206	Electronic Communications Systems	3	Elective	Select in consultation with an Advisor	3
Elective	Select in consultation with an Advisor	3			
<b>TOTAL</b>		<b>16</b>	<b>TOTAL</b>		<b>13</b>

## Spring Admission Cohort:

First Year Spring			First Year Fall		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
Gen Ed	Mathematics	3	Gen Ed	English	3
ELE 110	Fundamentals of Electricity	4	Gen Ed	Diversity	3
ELE 101	Device Data System Architectures	3	INT 102	Introduction to PLCs	3
ELE 103	Analog and Digital Electronics	3	INT 104	Safety	3
ELE 105	Microprocessors and Microcontrollers	3	ELE 158	Circuits, Schematics, and Test Equipment	3
<b>TOTAL</b>		<b>16</b>	<b>TOTAL</b>		<b>15</b>
Second Year Spring			Second Year Fall		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
Gen Ed	Arts/Humanities	3	PHY 201	General Physics I	4
Gen Ed	Behavioral/Social Sciences	3	ELE 204	Electrical Machines	3
ELE 207	Advanced Electronics/Electricity	4	ELE 206	Electronic Communications Systems	2
ELE 208	Circuit Design and Analysis	3	Elective	Select in consultation with an Advisor	3
Elective	Select in consultation with an Advisor	3			
<b>TOTAL</b>		<b>16</b>	<b>TOTAL</b>		<b>13</b>

## General Education Requirements (19 Credits)

## Arts/Humanities

- Select one course from the approved General Education course list in the Arts/Humanities category (3 Credits)

## Behavioral/Social Sciences

- Select one course from the approved General Education course list in the Behavioral/Social Sciences category (3 Credits)

## Biological/Physical Science

- PHY 201 - General Physics I (4 Credits)

## Diversity

- Select one course from the approved General Education course list in the Diversity category (3 Credits)

## English

- Select one course from the approved General Education course list in the English category (3 Credits)  
*\*minimum grade of "C" or better is required*

## Mathematics

- Select one course from the approved General Education course list in the Mathematics category (3 Credits)

## Program Requirements (35 Credits)

- ELE 101 - Device Data System Architectures (3 Credits)
- ELE 103 - Analog and Digital Electronics (3 Credits)
- ELE 105 - Microprocessors & Microcontrollers (3 Credits)
- ELE 110 - Fundamentals of Electricity (4 Credits)
- ELE 158 - Circuits, Schematics, and Test Equipment (3 Credits)
- ELE 204 - Electrical Machines (3 Credits)
- ELE 206 - Electronic Communications Systems (3 Credits)
- ELE 207 - Advanced Electronics/Electricity (3 Credits)
- ELE 208 - Advanced Digital Circuit Design and Analysis (4 Credits)
- INT 102 - Introduction to PLCs (3 Credits)
- INT 104 - Facilities Safety and Compliance (3 Credits)

## Free Electives (6 Credits)

- Free electives should be selected in consultation with an Advisor to satisfy career goals and/or transfer college requirements.

## Degree Requirement (60 Credits)

## Mechanical Engineering Technology, A.A.S.

The Mechanical Engineering Technology A.A.S. 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.

- View the Mechanical Engineering Fact Sheet.

## Program Pathways

Fall Admission Cohort:

First Year Fall			First Year Spring		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
ENG 101	English Composition	3	ENG 112	Technical Writing	3
MAT 102 or MAT 114 or MAT 161	Trigonometry or Introduction to Applied Algebra or Precalculus	3-4	EGT 231	Strength of Materials	3
Gen Ed	Diversity	3	CAD 153	Computer-Aided Drafting	3
EGT 235	Fluid Power	3	EGT 136	Mechanics	3
CAD 152	Introduction to CAD	3	EGT 101	Foundations of Engineering	2
<b>TOTAL</b>		<b>15</b>	<b>TOTAL</b>		<b>14</b>
Second Year Fall			Second Year Spring		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
PHY 201	General Physics I	4	PHY 202	General Physics II	4
Gen Ed	Behavioral/Social Science	3	Gen Ed	Arts/Humanities	3
EGT 234	Machine Design	4	Restricted Elective	Choose from the list	3
Restricted Elective	Choose from the list	4	Restricted Elective	Choose from the list	3

			Elective	Choose in consultation with an advisor	3
<b>TOTAL</b>		<b>15</b>	<b>TOTAL</b>		<b>16</b>

## Spring Admission Cohort:

First Year Spring			First Year Fall		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
ENG 101	English Composition	3	ENG 112	Technical Writing	3
MAT 102 or MAT 114 or MAT-161	Trigonometry or Introduction to Applied Algebra or Precalculus	3-4	Gen Ed	Arts/Humanities	3
EGT 101	Foundations of Engineering	2	PHY 201	General Physics I	4
CAD 152	Introduction to CAD	3	Restricted Elective	Chooses from list	4
EGT 136	Mechanics	3			
<b>TOTAL</b>		<b>14</b>	<b>TOTAL</b>		<b>14</b>
Second Year Spring			Second Year Fall		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
PHY 202	General Physics II	4	Gen Ed	Behavioral/Social Science	3
CAD 153	Computer-Aided Drafting	3	Gen Ed	Diversity	3
EGT 235	Fluid Power	3	EGT 234	Machine Design	4
EGT 231	Strength of Materials	3	Restricted Elective	Choose from the list	3
Restricted Elective	Choose from the list	3	Elective	Chose in consultation with an advisor	3
<b>TOTAL</b>		<b>16</b>	<b>TOTAL</b>		<b>16</b>

## General Education Requirements (26 Credits)

### Arts/Humanities

- Select a course from the approved General Education course list in the Arts/Humanities category (3 Credits)

### Behavioral/Social Sciences

- Select a course from the approved General Education course list in the Behavioral/Social Sciences category (3 Credits)

### Biological/Physical Science

- PHY 201 - General Physics I (4 Credits)
- PHY 202 - General Physics II (4 Credits)

### Diversity

- Select a course from the approved General Education course list in the Diversity category (3 Credits)

### English

- ENG 101 - English Composition (3 Credits) *\*minimum grade of "C" or better is required*
- ENG 112 - Technical Writing I (3 Credits)

### Mathematics

- MAT 102 - Trigonometry (3 Credits)  
or
- MAT 114 - Introduction to Applied Algebra (3 Credits)  
or
- MAT 161 - Precalculus (4 Credits)

## Program Requirements (21 Credits)

- CAD 152 - Computer-Aided Design (3 Credits)
- CAD 153 - Computer-Aided Drafting (3 Credits)
- EGT 101 - Foundations of Engineering Technology (2 Credits)
- EGT 136 - Mechanics (3 Credits)
- EGT 231 - Strength of Materials (3 Credits)
- EGT 234 - Machine Design (4 Credits)
- EGT 235 - Fluid Power (3 Credits)

## Restricted Electives (10-11 Credits)

Electives should be selected in consultation with an advisor to satisfy career goals or a transfer college curriculum.

- CAD 228 - CAD: Solid Modeling (3 Credits)

- EGT 150 - Introduction to CNC Programming (3 Credits)
- ELE 110 - Fundamentals of Electricity (4 Credits)
- ELE 113 - Instrumentation and Process Control I (3 Credits)
- MAT 161 - Precalculus (4 Credits)
- MAT 203 - Calculus I (4 Credits)

## Electives (3 Credits)

Electives should be selected in consultation with an advisor to satisfy career goals or a transfer college curriculum.

- AET 102 - Introduction to Alternative Energy (3 Credits)
- CAD 228 - CAD: Solid Modeling (3 Credits)
- CHM 103 - General Chemistry I (4 Credits)
- CSC 102 - Introduction to Information Technology (3 Credits)
- CSC 132 - Introduction to C and C++ Programming (3 Credits)
- EGR 103 - Introduction to Engineering Science (3 Credits)
- EGT 150 - Introduction to CNC Programming (3 Credits)
- EGT 250 - Advanced CNC (3 Credits)
- EGT 269 - Internship I (3 Credits)
- ELE 110 - Fundamentals of Electricity (4 Credits)
- ELE 113 - Instrumentation and Process Control I (3 Credits)
- ELE 203 - PLC Applications (3 Credits)
- INT 102 - Introduction to PLCs (3 Credits)

## Degree Requirement (60 Credits)

## English

### English Concentration, Arts and Sciences, A.A.

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.

- [View the English Fact Sheet.](#)

## Program Pathway

First Year Fall			First Year Spring		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
ENG 101	English Composition	3	ENG 102	Composition and Literature	3

Gen Ed	Mathematics	3	Gen Ed	Biological/Physical Science (of your two Science requirements, one must have a lab)	3
Gen Ed	Biological/Physical Science (of your two Science requirements, one must have a lab)	4	Gen Ed	Behavioral/Social Science	3
Gen Ed	Arts/Humanities	3	Group	Select one course from Group One, Two, or Three	3
Elective	Choose in consultation with an advisor	3	Restricted Elective	Choose from the list	3
<b>TOTAL</b>		<b>16</b>	<b>TOTAL</b>		<b>15</b>
<b>Second Year Fall</b>			<b>Second Year Spring</b>		
<b>Course Number</b>	<b>Course Name</b>	<b>Credits</b>	<b>Course Number</b>	<b>Course Name</b>	<b>Credits</b>
Gen Ed	Arts/Humanities	3	Gen Ed	Behavioral/Social Science	3
ENG 214	Applied English Grammar	3	Gen Ed	Diversity	3
Group	Select one course from Group One, Two, or Three	3	ENG 240	Seminar in English Studies	1
Restricted Elective	Choose from the list	3	Group	Select one course from Group One, Two, or Three	3
Elective	Choose in consultation with an advisor	4	Elective	Choose in consultation with an advisor	3
<b>TOTAL</b>		<b>16</b>	<b>TOTAL</b>		<b>13</b>

## General Education Requirements (31-32 Credits)

### Arts/Humanities

- Select two courses from the approved General Education course list in the Arts/Humanities category (6 Credits)

### Behavioral/Social Sciences

- Select two courses from the approved General Education course list in the Behavioral/Social Sciences category (6 Credits)

## Biological/Physical Science

- Select two courses from the approved General Education course list in the Biological/Physical Science category - one must be a laboratory course (7-8 Credits)

## Diversity

- Select one course from the approved General Education course list in the Diversity category (3 Credits)

## English

- ENG 101 - English Composition (3 Credits) *\*minimum grade of "C" or better is required*
- ENG 102 - Composition and Literature (3 Credits)

## Mathematics

- Select one course from the approved General Education course list in the Mathematics category (3-4 Credits)

## Program Requirements (13 Credits)

### English

- ENG 214 - Applied English Grammar (3 Credits)
- ENG 240 - Seminar in English Studies (1 Credit)  
(*ENG 240 should be taken during the last semester of study*).

Take three courses, one from each group:

### Group 1

- ENG 201 - World Literature I (3 Credits)  
OR
- ENG 202 - World Literature II (3 Credits)

### Group 2

- ENG 203 - British Literature I (3 Credits)  
OR
- ENG 204 - British Literature II (3 Credits)

### Group 3

- ENG 205 - American Literature I (3 Credits)  
OR
- ENG 206 - American Literature II (3 Credits)

## Restricted Electives (6 Credits)

Take two courses from the following:

- ENG 112 - Technical Writing I (3 Credits)
- ENG 114 - Mythology (3 Credits)
- ENG 208 - Shakespeare (3 Credits)
- ENG 209 - Creative Writing I (3 Credits)
- ENG 216 - Ethnic Voices in American Literature (3 Credits)
- ENG 219 - Contemporary Literature (3 Credits)
- ENG 220 - Literature By and About Women (3 Credits)

## Free Electives (10 Credits)

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

- HUM 201 - The Arts: A Creative Synthesis (3 Credits)
- PHL 101 - Introduction to Philosophy (3 Credits)
- SPD 103 - Public Speaking (3 Credits)
- SPD 108 - Introduction to Human Communication (3 Credits)

## Degree Requirement (60 Credits)

### Secondary Education-English, A.A.T.

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, submit a professional portfolio that meets the standards of the Education faculty before graduation, and earn a passing score on a basic skills test of high school level reading, writing, and math (PRAXIS Core, SAT, ACT or GRE).

### Program Pathway

First Year Fall			First Year Spring		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
ENG 101	English Composition	3	ENG 102	Composition and Literature	3
Gen Ed	Mathematics	3	Gen Ed	Biological/Physical Science (of your two Science requirements, one must have a lab)	3

Gen Ed	Diversity	3	Gen Ed	Arts/Humanities	3
EDU 101	Introduction to Education	3	PSY 101	General Psychology	3
Elective	Choose in consultation with an advisor	3	Group	Select one course from Group One, Two, or Three	3
<b>TOTAL</b>		<b>15</b>	<b>TOTAL</b>		<b>15</b>
<b>Second Year Fall</b>			<b>Second Year Spring</b>		
<b>Course Number</b>	<b>Course Name</b>	<b>Credits</b>	<b>Course Number</b>	<b>Course Name</b>	<b>Credits</b>
PSY 203	Educational Psychology	3	Gen Ed	Behavioral/Social Sciences	3
Gen Ed	Arts/Humanities	3	Gen Ed	Biological/Physical Science (of your two Science requirements, one must have a lab)	4
EDU 211	Introduction to Special Education	3	Group	Select one course from Group One, Two, or Three	3
Group	Select one course from Group One, Two, or Three	3	ENG 240	Seminar in English Studies	1
ENG 214	Applied English Grammar	3	Elective	Choose in consultation with an advisor	4
<b>TOTAL</b>		<b>15</b>	<b>TOTAL</b>		<b>15</b>

## General Education Requirements (31-33 Credits)

### Arts/Humanities

- Select two courses from the approved General Education course list in the Arts/Humanities category (6 Credits)

### Behavioral/Social Sciences

- PSY 101 - General Psychology (3 Credits)
- Select another course from the approved General Education course list in the Behavioral/Social Sciences category (3 Credits)

### Biological/Physical Science

- Select two courses from the approved General Education course list in the Biological/Physical Science category - one must be a laboratory course (7-8 Credits)

## Diversity

- Select one course from the approved General Education course list in the Diversity category (3 Credits)

## English

- ENG 101 - English Composition (3 Credits) *\*minimum grade of "C" or better is required*
- ENG 102 - Composition and Literature (3 Credits)

## Mathematics

- Select one course from the approved General Education course list in the Mathematics category (3-4 Credits)

## Program Requirements (21 Credits)

- EDU 101 - Introduction to Education (3 Credits)
- EDU 211 - Introduction to Special Education (3 Credits)
- PSY 203 - Educational Psychology (3 Credits)

## English

- ENG 214 - Applied English Grammar (3 Credits)
- ENG 240 - Seminar in English Studies (1 Credit)  
(ENG 240 should be taken during the last semester of study).

Take three courses, one from each group:

### Group 1

- ENG 201 - World Literature I (3 Credits)  
OR
- ENG 202 - World Literature II (3 Credits)

### Group 2

- ENG 203 - British Literature I (3 Credits)  
OR
- ENG 204 - British Literature II (3 Credits)

### Group 3

- ENG 205 - American Literature I (3 Credits)  
OR
- ENG 206 - American Literature II (3 Credits)

## Recommended Electives (7-8 Credits)

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

- ENG 112 - Technical Writing I (3 Credits)
- HUM 201 - The Arts: A Creative Synthesis (3 Credits)
- PHL 101 - Introduction to Philosophy (3 Credits)
- SPD 103 - Public Speaking (3 Credits)
- SPD 108 - Introduction to Human Communication (3 Credits)

## Degree Requirement (60 Credits)

## Environmental Studies

### Environmental Studies, A.S.

The Environmental Studies degree will provide students with the opportunity to study both the scientific and policy applications of environmental issues. Students in the program will complete a multi-disciplinary "core" set of courses within a structured, exploratory program of environmental studies that prepares them for transfer to a four-year institution. Depending on their intended career and/or transfer goals, students will be able to select courses from a list of restricted electives that include science, policy, and government courses. The environmental science courses will involve students in the study of the natural sciences and the human context of environmental problems. Students who desire to focus more heavily on environmental policy can focus on the economic, and political aspects of environmental issues.

#### Program Pathway

First Year Fall			First Year Spring		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
ENG 101	English Composition	3	Gen Ed	Arts/Humanities	3
MAT 109 or MAT 161	Introduction to Statistics or Pre-Calculus	3	Gen Ed	Behavioral/Social Sciences	3
CHM 101 or CHM 103	Introductory College Chemistry or General Chemistry I	4	ENV 202	Fundamentals of Environmental Science II	4
ENV 201	Fundamentals of Environmental Science I	4	Restricted Elective	Choose from the list	3

			Restricted Elective	Choose from the list	3
<b>TOTAL</b>		<b>14</b>	<b>TOTAL</b>		<b>16</b>
<b>Second Year Fall</b>			<b>Second Year Spring</b>		
<b>Course Number</b>	<b>Course Name</b>	<b>Credits</b>	<b>Course Number</b>	<b>Course Name</b>	<b>Credits</b>
Gen Ed	Diversity	3	Gen Ed	Behavioral/Social Sciences	3
BIO 113	Principles of Biology I	4	ENV 203	Environmental Policy and Regulations	3
ENV 204	Public Health and the Environment	3	BIO 114	Principles of Biology II	4
Restricted Elective	Choose from the list	3	Elective	Choose in consultation with an Advisor	3
<b>TOTAL</b>		<b>16</b>	<b>TOTAL</b>		<b>14</b>

## General Education Requirements (29-30 Credits)

### Arts/Humanities

- Select two courses from the approved General Education course list in the Arts/Humanities category (6 Credits)

### Behavioral/Social Sciences

- Select two courses from the approved General Education course list in the Behavioral/Social Sciences category (6 Credits)

### Biological/Physical Science

- BIO 113 - Principles of Biology I (4 Credits)
- CHM 101 - Introductory College Chemistry (4 Credits) or CHM 103 - General Chemistry I (4 Credits)

### Diversity

- Select one course from the approved General Education course list in the Diversity category (3 Credits)

### English

- ENG 101 - English Composition (3 Credits) *\*minimum grade of "C" or better is required*

## Mathematics

- MAT 109 - Introduction to Statistics (3 Credits)
- or
- MAT 161 - Precalculus (4 Credits)

## Program Requirements (18 Credits)

- BIO 114 - Principles of Biology II (4 Credits)
- ENV 201 - Fundamentals of Environmental Science I (4 Credits)
- ENV 202 - Fundamentals of Environmental Science II (4 Credits)
- ENV 203 - Environmental Policy and Regulations (3 Credits)
- ENV 204 - Public Health and the Environment (3 Credits)

## Restricted Electives (9-10 Credits)

Please select 9-10 credits of Restricted Electives from the following options:

- Select any Biology (BIO) course with a laboratory (4 Credits)
- Select any Biotechnology (BTC) course (3-4 Credits)
- CHM 104 - General Chemistry II (4 Credits)
- CHM 203 - Organic Chemistry I (4 Credits)
- CHM 204 - Organic Chemistry II (4 Credits)
- ECO 201 - Macroeconomic Principles (3 Credits)
- ECO 202 - Microeconomic Principles (3 Credits)
- Select any Engineering Science (EGR) course (3-5 Credits)
- MAT 203 - Calculus I (4 Credits)
- PHS 109 - Meteorology (4 Credits)
- PHS 111 - Earth and Space Science (4 Credits)
- PHS 113 - AMS Ocean Studies (4 Credits)
- POL 101 - American Government (3 Credits)
- POL 102 - State and Local Government (3 Credits)

## Free Elective (3 Credits)

- Select three credits of free electives in consultation with an Advisor (3 Credits)

## Degree Requirement (60 Credits)

## General Studies

### General Studies, A.A.

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.

## Program Pathway

First Year Fall			First Year Spring		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
ENG 101	English Composition	3	ENG 102	Composition and Literature	3
Gen Ed	Mathematics	3	Gen Ed	Diversity	3
Gen Ed	Arts/Humanities	3	Gen Ed	Arts/Humanities	3
Program	Choose in consultation with advisor	3	Program	Choose in consultation with advisor	3
Program	Choose in consultation with advisor	3	Program	Choose in consultation with advisor	3
<b>TOTAL</b>		<b>15</b>	<b>TOTAL</b>		<b>15</b>
Second Year Fall			Second Year Spring		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
Gen Ed	Biological/Physical Science (of your two Science requirements one must have a lab)	4	Gen Ed	Behavioral/Social Science	3
Gen Ed	Behavioral/Social Science	3	Gen Ed	Biological/Physical Science	3
Program	Choose in consultation with advisor	3	Program	Choose in consultation with advisor	3
Program	Choose in consultation with advisor	3	Program	Choose in consultation with advisor	3
Program	Choose in consultation with advisor; 2-3 credits	2	Program	Choose in consultation with advisor	3
<b>TOTAL</b>		<b>15</b>	<b>TOTAL</b>		<b>15</b>

## General Education Requirements (31 Credits)

### Arts/Humanities

- Select two courses from the approved General Education course list in the Arts/Humanities category (6 Credits)

### Behavioral/Social Sciences

- Select two courses from the approved General Education course list in the Behavioral/Social Sciences category (6 Credits)

### Biological/Physical Science

- Select two courses from the approved General Education course list in the Biological/Physical Science category -one must be a laboratory course (7-8 Credits)

### Diversity

- Select one course from the approved General Education course list in the Diversity category (3 Credits)

### English

- ENG 101 - English Composition (3 Credits) *\*minimum grade of "C" or better is required*
- ENG 102 - Composition and Literature (3 Credits)

### Mathematics

- Select one course from the approved General Education course list in the Mathematics category (3-4 Credits)

## Program Requirements (29 Credits)

- Select 29 credits of college-level courses. Courses should be selected in consultation with a transfer advisor and the transfer institution.

## Degree Requirement (60 Credits)

## Graphic Design

### Computer Graphic Artist, Graphic Design Technology, Letter of Recognition

The Computer Graphic Artist Letter of Recognition program is a sequence of courses that will prepare students 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 Credits)
- GDT 116 - Digital Imaging (3 Credits)
- GDT 142 - Computer Illustration: Adobe Illustrator (3 Credits)

## Letter of Recognition Requirement (9 Credits)

## Graphic Design Concentration, Arts and Sciences, A.A.

The concentration in Graphic Design 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.

- View the Graphic Design Technology Fact Sheet.

## Program Pathway

First Year Fall			First Year Spring		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
ENG 101	English Composition	3	ENG 112 or ENG 102	Technical Writing I or Composition and Literature	3
Gen Ed	Mathematics	3	ANT 201	Cultural Anthropology	3
ART 101 or ART 231 or ART 232	Introduction to Visual Arts or History of Western Art I or History of Western Art II	3	Gen Ed	Behavioral/Social Science	3
ART 115	Photography I	3	GDT 116	Digital Imaging	3
GDT 112 or ART 102	Computer Graphics or Two Dimensional Design	3	ART 103	Drawing I	3
<b>TOTAL</b>		<b>15</b>	<b>TOTAL</b>		<b>15</b>
Second Year Fall			Second Year Spring		
Course Number	Course Name	Credits	Course Number	Course Name	Credits

Gen Ed	Behavioral/Social Science	3	Gen Ed	Biological/Physical Science (of your two Science requirements, one must have a lab)	3
Gen Ed	Biological/Physical Science (of your two Science requirements, one must have a lab)	4	Gen Ed	Arts/Humanities	3
ART 120 or ART 122	Beginning Ceramics or Sculpture I	3	GDT 146 or GDT 215	Graphic Design I or Typography	3
GDT 142 or GDT 143	Computer Illustration: Adobe Illustrator or Digital Layout/Prepress	3	Elective	Choose in consultation with advisor	3
Elective	Choose in consultation with advisor	2	Elective	Choose in consultation with advisor	3
<b>TOTAL</b>		<b>15</b>	<b>TOTAL</b>		<b>15</b>

## General Education Requirements (31-33 Credits)

### Arts/Humanities

Select one course from the following list:

- ART 101 - Introduction to Visual Arts (3 Credits)
- ART 231 - History of Western Art I (3 Credits)
- ART 232 - History of Western Art II (3 Credits)
- Select another course from the approved General Education course list in the Arts/Humanities category (3 Credits)

### Behavioral/Social Sciences

- Select two courses from the approved General Education course list in the Behavioral/Social Sciences category (6 Credits)

### Biological/Physical Science

- Select two courses from the approved General Education course list in the Biological/Physical Science category -one must be a laboratory course (7-8 Credits)

### Diversity

- ANT 201 - Cultural Anthropology (3 Credits)

## English

- ENG 101 - English Composition (3 Credits) *\*minimum grade of "C" or better is required*
- ENG 112 - Technical Writing I (3 Credits)  
OR
- ENG 102 - Composition and Literature (3 Credits)

## Mathematics

- Select one course from the approved General Education course list in the Mathematics category (3-4 Credits)

## Program Requirements (21 Credits)

- ART 103 - Drawing I (3 Credits)
- ART 115 - Photography I (3 Credits)
- GDT 116 - Digital Imaging (3 Credits)

### Area 1: (3 Credits)

Choose one course from the following:

- ART 102 - Two-Dimensional Design (3 Credits)
- GDT 112 - Computer Graphics (3 Credits)

### Area 2: (3 Credits)

Choose one course from the following:

- ART 120 - Beginning Ceramics (3 Credits)
- ART 122 - Sculpture I (3 Credits)

### Area 3: (3 Credits)

Choose one course from the following:

- GDT 142 - Computer Illustration: Adobe Illustrator (3 Credits)
- GDT 143 - Digital Layout/Prepress (3 Credits)

### Area 4: (3 Credits)

Choose one course from the following:

- GDT 146 - Graphic Design I (3 Credits)
- GDT 215 - Typography (3 Credits)

## Free Electives (6-8 Credits)

Electives should be selected in consultation with the Technology and Computer Studies Division to satisfy career goals and/or transfer college requirements. Some recommended courses are as follows:

- ART 104 - Painting I (3 Credits)
- ART 203 - Drawing II (3 Credits)
- ART 209 - Figure Drawing (3 Credits)
- ART 211 - Portraiture (3 Credits)
- ART 215 - Photography II (3 Credits)
- CSC 102 - Introduction to Information Technology (3 Credits)
- GDT 112 - Computer Graphics (3 Credits)
- GDT 146 - Graphic Design I (3 Credits)
- GDT 215 - Typography (3 Credits)
- GDT 220 - Digital Video and Audio (3 Credits)
- GDT 246 - Graphic Design II (3 Credits)
- GDT 269 - Internship I (3 Credits)
- SDE 102 - Multimedia Authoring and 2-Dimensional Animation (3 Credits)
- SPD 103 - Public Speaking (3 Credits)
- SPD 108 - Introduction to Human Communication (3 Credits)
- WEB 101 - Web Design I (3 Credits)
- WEB 110 - Web Design II (3 Credits)

## Degree Requirement (60 Credits)

## Graphic Design Technology, A.A.S.

The Graphic Design Technology A.A.S. 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.

- View the Graphic Design Technology Fact Sheet.

## Program Pathway

First Year Fall			First Year Spring		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
ENG 101	English Composition	3	ENG 112 or SPD 103 or SPD 108	Technical Writing I or Public Speaking or Introduction to Human Communication	3
MAT 101	College Algebra	3	ANT 201	Cultural Anthropology	3
ART 101	Introduction to Visual Arts	3	WEB 101	Web Design I	3

ART 103	Drawing I	3	GDT 116	Digital Imaging	3
GDT 112	Computer Graphics	3	GDT 143	Digital Layout/Prepress	3
<b>TOTAL</b>		<b>15</b>	<b>TOTAL</b>		<b>15</b>
<b>Second Year Fall</b>			<b>Second Year Spring</b>		
<b>Course Number</b>	<b>Course Name</b>	<b>Credits</b>	<b>Course Number</b>	<b>Course Name</b>	<b>Credits</b>
Gen Ed	Biological/Physical Science	3	SDE 102	Multimedia Authoring	3
Gen Ed	Behavioral/Social Science	3	GDT 215	Typography	3
GDT 146	Graphic Design I	3	GDT 220	Digital Video and Audio	3
GDT 142	Computer Illustration: Adobe Illustrator	3	GDT 246	Graphic Design II	3
Restricted Elective	Choose from the list	3	Restricted Elective	Choose from the list	3
<b>TOTAL</b>		<b>15</b>	<b>TOTAL</b>		<b>15</b>

## General Education Requirements (21-22 Credits)

### Arts/Humanities

- ART 101 - Introduction to Visual Arts (3 Credits)

### Behavioral/Social Sciences

- Select one course from the approved General Education course list in the Behavioral/Social Sciences category (3 Credits)

### Biological/Physical Science

- Select one course from the approved General Education course list in the Biological/Physical Science category (3-4 Credits)

### Diversity

- ANT 201 - Cultural Anthropology (3 Credits)

### English

- ENG 101 - English Composition (3 Credits) *\*minimum grade of "C" or better is required*

- ENG 112 - Technical Writing I (3 Credits)  
OR
- SPD 103 - Public Speaking (3 Credits)  
OR
- SPD 108 - Introduction to Human Communication (3 Credits)

## Mathematics

- MAT 101 - College Algebra (3 Credits)

## Program Requirements (33 Credits)

- ART 103 - Drawing I (3 Credits)
- GDT 112 - Computer Graphics (3 Credits)
- GDT 116 - Digital Imaging (3 Credits)
- GDT 142 - Computer Illustration: Adobe Illustrator (3 Credits)
- GDT 143 - Digital Layout/Prepress (3 Credits)
- GDT 146 - Graphic Design I (3 Credits)
- GDT 215 - Typography (3 Credits)
- GDT 220 - Digital Video and Audio (3 Credits)
- GDT 246 - Graphic Design II (3 Credits)
- SDE 102 - Multimedia Authoring and 2-Dimensional Animation (3 Credits)
- WEB 101 - Web Design I (3 Credits)

## Restricted Electives (6 Credits)

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

- ART 102 - Two-Dimensional Design (3 Credits)
- ART 104 - Painting I (3 Credits)
- ART 115 - Photography I (3 Credits)
- ART 203 - Drawing II (3 Credits)
- ART 209 - Figure Drawing (3 Credits)
- ART 211 - Portraiture (3 Credits)
- ART 215 - Photography II (3 Credits)
- GDT 269 - Internship I (3 Credits)
- WEB 110 - Web Design II (3 Credits)

## Degree Requirement (60 Credits)

## Graphic Design Technology, Certificate

The Graphic Design Technology Certificate program consists of specialized courses. 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. This degree may be completed entirely online. However, please keep in mind that

several exams will need to be taken in a supervised setting and that students must attend, in person, an evening orientation for each course.

- View the Graphic Design Technology Fact Sheet.

## Program Requirements (24 Credits)

- GDT 112 - Computer Graphics (3 Credits)
- GDT 116 - Digital Imaging (3 Credits)
- GDT 142 - Computer Illustration: Adobe Illustrator (3 Credits)
- GDT 143 - Digital Layout/Prepress (3 Credits)
- GDT 146 - Graphic Design I (3 Credits)
- GDT 215 - Typography (3 Credits)
- GDT 246 - Graphic Design II (3 Credits)
- WEB 101 - Web Design I (3 Credits)

## Certificate Requirement (24 Credits)

## Graphic Production Specialist, Graphic Design Technology, Letter of Recognition

The Graphic Production Specialist Letter of Recognition program is a sequence of courses that will prepare students 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 Credits)
- GDT 116 - Digital Imaging (3 Credits)
- GDT 143 - Digital Layout/Prepress (3 Credits)

## Letter of Recognition Requirement (9 Credits)

## Health Information Management

## Electronic Health Records, Certificate

### Career Programs Building

**Award:** Certificate

**Total Credit Hours:** 29 credit hours

**Purpose:** The Electronic Health Records certificate will allow individuals to earn a short-term credential that has strong labor market value, which facilitates accelerated entrance into the job market, and provides opportunities for career advancement, as well as higher earning potential.

**Curriculum:** The curriculum is divided into several areas of study and consists of lecture and laboratory providing students with the knowledge and technical skills relating to electronic health records, the legal aspects of health records in an electronic environment and the software programs used for storage and retrieval of the electronic health records (EHR). This program will prepare students for entry-level employment, as well as, be eligible to take the National Healthcare Association (NHA) Certified Electronic Health Records Specialist (CEHRS) examination.

**Program Outcomes:** Graduates of the Certificate Program in Electronic Health Records will be able to:

1. Recall and apply appropriate medical terminology, abbreviations, acronyms, and symbols that are used in the healthcare industry as related to electronic health records.
2. Provide patient centered care and information management within the legal, ethical, and regulatory framework of the electronic health records profession.
3. Demonstrate competency in the use of standard medical office equipment including bar code and scanning devices.
4. Use the common features and functions of specialized electronic health records applications.
5. Apply quality improvement and utilization review principles to ensure the highest quality of information management according to professional standards.
6. Apply knowledge of policies and regulations relating to the organization of health care delivery to ensure compliance and protect confidentiality and privacy of patient data.
7. Use technology and information systems to meet health care organization needs.

**Program Requirements:** All Electronic Health Records students must:

1. Maintain a grade of "C" or better in all program courses.
2. Meet program competency requirements.

**Admission Requirements:** Admission to HCC does not guarantee admission to the Electronic Health Records 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 100, 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 the World Education Services (WES).

## Program Requirements (29 Credits)

- BIO 116 - Human Anatomy and Physiology for Allied Health (4 Credits)
- HIM 101 - Fundamentals of Electronic Health Records (3 Credits)
- HIM 110 - Pharmacology and Pathophysiology (3 Credits)
- HIM 111 - Healthcare Delivery Systems (3 Credits)
- HIM 112 - Electronic Health Records Software Application (4 Credits)
- IST 110 - Introduction to Computer Concepts (3 Credits)
- MAP 102 - Medical Terminology (3 Credits)
- MAP 108 - Medical Records Analysis and Coding (3 Credits)
- MAP 206 - Advanced Coding (3 Credits)

## Certificate Requirement (29 Credits)

## Additional Program Requirements

### 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 these technical standards can be found on the Web page for this program.

### \*Note

\*In order to sit for the National Healthcare Association (NHA) Certified Electronic Health Records Specialist (CEHRS) examination, graduates must have proof of a High School diploma or G.E.D.

## Health Information Management, A.A.S.

### Career Programs Building

**Award:** Associate of Applied Science degree, A.A.S.

**Total Credit Hours:** 65 credit hours

**Purpose:** The Health Information Management Program is designed to provide instruction and professional practice experiences to assist in successful entry into the practice of health information management. Graduates from the program may be employed throughout the health care industry.

**Curriculum:** The curriculum is divided into areas of study consisting of lecture, computer laboratory, practical and simulated experiences to provide the academic foundation necessary to prepare students to be competent health information management professionals and meet the entry-level competencies that will enable them to apply data management processes in support of health care information operations regardless of the setting or environment. The degree is aligned with the entry level competencies defined by the American Information Management Association (AHIMA) and provides students with a unique blend of courses in administrative technology, information management, and health care services. Upon completion of the curriculum, graduates will eligible to sit for the National Healthcare Association (NHA) Certified Electronic Health Records Specialist (CEHRS) examination and the Registered Health Information Technician (RHIT) certification examination.

**Program Outcomes:** Graduates of the Associate of Applied Science degree in health information management will be able to:

1. Recall and apply appropriate medical terminology, abbreviations, acronyms, and symbols that are used in the healthcare industry as related to electronic health records.
2. Provide patient centered care and information management within the legal, ethical, and regulatory framework of the electronic health records profession.
3. Demonstrate competency in the use of standard medical office equipment including bar code and scanning devices.
4. Use the common features and functions of specialized electronic health records applications.
5. Apply quality improvement and utilization review principles to ensure the highest quality of information management according to professional standards.
6. Apply knowledge of policies and regulations relating to the organization of health care delivery to ensure compliance and protect confidentiality and privacy of patient data.
7. Use technology and information systems to meet health care organization needs.
8. Use principles of life sciences and information technology to implement and evaluate solutions to health information technology issues.
9. Apply federal, state, and accrediting agency standards for record content, reimbursement methodologies, and classification systems.

10. Participate in patient centered care and information management within the legal, ethical, and regulatory framework of the health information management profession.
11. Collect, organize, and analyze clinical data to identify trends that demonstrate quality, safety, and effectiveness of health care.
12. Apply quality improvement and utilization review principles to ensure the highest quality of information management according to professional standards.
13. Collaborate as a member of the health care team in the organization, analysis, evaluation, compilation, and coding of health records.
14. Apply general management and personnel supervision to a health information department.

**Program Requirements:** All Health Information Management students must:

1. Maintain a grade of "C" or better in all program courses.
2. Meet program competency requirements and technical standards

**Admission Requirements:** Admission to HCC does not guarantee admission to the Health Information Management 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 100, 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 Pathway

First Year Fall			First Year Spring		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
ENG 101	English Composition I	3	Gen Ed	Mathematics	3
BIO 116	Human Anatomy and Physiology for Allied Health	4	HIM 110	Pharmacology & Pathophysiology	3
MAP 102	Medical Terminology	3	HIM 111	Healthcare Delivery Systems	3
MAP 108	Medical Records Analysis and Coding	3	MAP 206	Advanced Coding	3
HIM 101	Fundamentals of Electronic Health Records	3	HIM 112	Electronic Health Records Software Application	4
IST 110	Introduction to Computer Concepts	3			
<b>TOTAL</b>		<b>19</b>	<b>TOTAL</b>		<b>16</b>

Second Year Fall			Second Year Spring		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
Gen Ed	Arts/Humanities	3	Gen Ed	Behavioral/Social Sciences	3
HIM 201	Fundamentals of Health Information Management	3	Gen Ed	Diversity	3
HIM 204	Clinical Decision Support and Quality Management	3	HIM 220	HIM Leadership and Professional Practices	3
HIM 203	Health Laws and Bioethics	3	HIM 221	Workflow Analysis and Data Mining	3
HIM 202	Medical Reimbursement and Insurance Practices and Procedures	3	HIM 222	Health Information Management Externship	3
<b>TOTAL</b>		<b>15</b>	<b>TOTAL</b>		<b>15</b>

## General Education Requirements (19 Credits)

### Arts/Humanities

- Select one course from the approved General Education course list in the Arts/Humanities category (3 Credits)

### Behavioral/Social Sciences

- Select one course from the approved General Education course list in the Behavioral/Social Sciences category (3 Credits)

### Biological/Physical Science

- BIO 116 - Human Anatomy and Physiology for Allied Health (4 Credits)

### Diversity

- Select one course from the approved General Education course list in the Diversity category (3 Credits)

### English

- ENG 101 - English Composition (3 Credits) *\*minimum grade of "C" or better is required*

## Mathematics

- Select one course from the approved General Education course list in the Mathematics category (3 Credits)

## Program Requirements (46 Credits)

- HIM 101 - Fundamentals of Electronic Health Records (3 Credits)
- HIM 110 - Pharmacology and Pathophysiology (3 Credits)
- HIM 111 - Healthcare Delivery Systems (3 Credits)
- HIM 112 - Electronic Health Records Software Application (4 Credits)
- HIM 201 - Fundamentals of Health Information Management (3 Credits)
- HIM 202 - Medical Reimbursement and Insurance Practices (3 Credits)
- HIM 203 - Health Laws and Bioethics (3 Credits)
- HIM 204 - Clinical Decision Support and Quality Management (3 Credits)
- HIM 220 - HIM Leadership and Professional Practices (3 Credits)
- HIM 221 - Workflow Analysis and Data Mining (3 Credits)
- HIM 222 - Health Information Management Externship (3 Credits)
- IST 110 - Introduction to Computer Concepts (3 Credits)
- MAP 102 - Medical Terminology (3 Credits)
- MAP 108 - Medical Records Analysis and Coding (3 Credits)
- MAP 206 - Advanced Coding (3 Credits)

## Degree Requirement (65 Credits)

## Additional Program Requirements

### Criminal Background Checks

Students must pass a criminal background check in order to proceed through the program and prior to beginning the externship experience. Criminal background check results are disclosed to clinical facilities as required. If a student is denied access to a clinical site because of the background check, and as a result, cannot meet program requirements, the student will be recommended for dismissal from the program.

### Drug Screen

Students may be required by an externship 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 recommended for dismissal from the program.

### Externship Site Placement

Student placement in externship sites is determined at a designed semester. Misconduct in the assigned externship site may result in loss of externship placement and/or recommendation for program dismissal.

## 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.

## History

### History Concentration, Arts and Sciences, A.A.

This option is designed for those students who are planning to transfer to a four-year degree program in history or a related field. Program requirements include general education courses and the history survey courses required in order to advance to upper division coursework at most four-year programs in History.

## Program Pathway

First Year Fall			First Year Spring		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
ENG 101	English Composition	3	ENG 102	Composition and Literature	3
Gen Ed	Mathematics	3	Gen Ed	Diversity	3
Gen Ed	Choose a Foreign Language Course	3	Gen Ed	Arts/Humanities	3
HIS 101	World History to 1500	3	HIS 102	World History Since 1500	3
Elective	Choose in consultation with an advisor	3	Restricted Elective	Take an additional Foreign Language or ANT 201 - Cultural Anthropology	3
<b>TOTAL</b>		<b>15</b>	<b>TOTAL</b>		<b>15</b>
Second Year Fall			Second Year Spring		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
Gen Ed	Biological/Physical Science (of your two Science requirements, one must have a lab)	4	Gen Ed	Biological/Physical Science (of your two Science requirements, one must have a lab)	3
Gen Ed	Behavioral/Social Science	3	Gen Ed	Behavioral/Social Sciences	3
HIS 201	United States History I	3	HIS 202	United States History II	3

Elective	Choose in consultation with an advisor	3	Elective	Choose in consultation with an advisor	3
Elective	Choose in consultation with an advisor; 2-3 credits	2	Elective	Choose in consultation with an advisor	3
<b>TOTAL</b>		<b>15</b>	<b>TOTAL</b>		<b>15</b>

## General Education Requirements (31-32 Credits)

### Arts/Humanities

- Select any foreign language course (3 Credits)
- Select another course from the approved General Education course list in the Arts/Humanities category (3 Credits)

### Behavioral/Social Sciences

- Select two courses from the approved General Education course list in the Behavioral/Social Sciences category (6 Credits)

### Biological/Physical Science

- Select two courses from the approved General Education course list in the Biological/Physical Science category - one must be a laboratory course (7-8 Credits)

### Diversity

- Select one course from the approved General Education course list in the Diversity category (3 Credits)

### English

- ENG 101 - English Composition (3 Credits) *\*minimum grade of "C" or better is required*
- ENG 102 - Composition and Literature (3 Credits)

### Mathematics

- Select one course from the approved General Education course list in the Mathematics category (3 Credits)

## Program Requirements (12 Credits)

- HIS 101 - World History to 1500 (3 Credits)
- HIS 102 - World History Since 1500 (3 Credits)
- HIS 201 - United States History I (3 Credits)
- HIS 202 - United States History II (3 Credits)  
(For History majors only: History 202 should be taken only after HIS 101, HIS 102, and HIS 201, have been completed).

## Restricted Electives (3 Credits)

Select one course from the following:

- Take ANT 201 or take an additional foreign language course, preferably of the same language (3 Credits)
- ANT 201 - Cultural Anthropology (3 Credits)
- FRN 101 - Elementary French I (3 Credits)
- FRN 102 - Elementary French II (3 Credits)
- FRN 201 - Intermediate French I (3 Credits)
- FRN 202 - Intermediate French II (3 Credits)
- GER 101 - Elementary German I (3 Credits)
- GER 102 - Elementary German II (3 Credits)
- GER 201 - Intermediate German I (3 Credits)
- GER 202 - Intermediate German II (3 Credits)
- SPN 101 - Elementary Spanish I (3 Credits)
- SPN 102 - Elementary Spanish II (3 Credits)
- SPN 201 - Intermediate Spanish I (3 Credits)
- SPN 202 - Intermediate Spanish II (3 Credits)
- SPN 203 - Spanish Conversation and Culture (3 Credits)

## Free Electives (12-14 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. Some recommended courses are listed below:

- HIS 207 - The Civil War (3 Credits)
- HIS 210 - Latin American History (3 Credits)
- POL 101 - American Government (3 Credits)
- SPD 103 - Public Speaking (3 Credits)

## History Education

For those majors who are also interested in pursuing careers in teaching history at the secondary level, it is strongly recommended that you include the following courses in your electives/general education options and consult an academic advisor in Education as well as History.

- EDU 101 - Introduction to Education (3 Credits)
- PSY 101 - General Psychology (3 Credits)
- PSY 203 - Educational Psychology (3 Credits)

## Degree Requirement (60 Credits)

## Human Services

### Human Services Concentration, Arts and Sciences, A.S.

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, Salisbury University, and 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.

- View the Human Services Fact Sheet.
- Please see HST Coordinator to discuss how the HST degrees meet the requirements of the state of Maryland for certification as a Drug and Alcohol Counselor Trainee under Option A.

### Program Pathway

First Year Fall			First Year Spring		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
ENG 101	English Composition	3	ENG 102 or SPD 103 or SPD 108	Composition and Literature or Public Speaking or Introduction to Human Communication	3
MAT 109	Introduction to Statistics	3	Gen Ed	Arts/Humanities	3
PSY 101	General Psychology	3	SOC 101	Introduction to Sociology	3
Gen Ed	Diversity	3	HST 208	Social Work with Groups	3
HST 103	Introduction to Human Services and Social Work	3	Elective	Choose in consultation with advisor	3
<b>TOTAL</b>		<b>15</b>	<b>TOTAL</b>		<b>15</b>
Second Year Fall			Second Year Spring		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
Gen Ed	Biological/Physical Science (of your two Science requirements, one must have a lab)	3	Gen Ed	Arts/Humanities	3

PSY 204	Developmental Psychology: Lifespan Human Development	3	Gen Ed	Biological/Physical Science (of your two Science requirements, one must have a lab)	4
HST 201	Understanding Diversity in the Helping Profession	3	Elective	Choose in consultation with advisor	2
HST 207	Social Work With Individuals	3	Elective	Choose in consultation with advisor	3
Elective	Choose in consultation with advisor	3	Elective	Choose in consultation with advisor	3
<b>TOTAL</b>		<b>15</b>	<b>TOTAL</b>		<b>15</b>

## General Education Requirements (31-32 Credits)

### Arts/Humanities

- Select two courses from the approved General Education course list in the arts/Humanities category (6 Credits)

### Behavioral/Social Sciences

- PSY 101 - General Psychology (3 Credits)
- SOC 101 - Introduction to Sociology (3 Credits)

### Biological/Physical Science

- Select two courses from the approved General Education course list in the Biological/Physical Sciences category - one must be a laboratory course (7-8 Credits)

### Diversity

- Select one course from the approved General Education course list in the Diversity category (3 Credits)

### English

- ENG 101 - English Composition (3 Credits) *\*minimum grade of "C" or better is required*
- ENG 102 - Composition and Literature (3 Credits)
- OR
- SPD 103 - Public Speaking (3 Credits)
- OR
- SPD 108 - Introduction to Human Communication (3 Credits)

### Mathematics

- MAT 109 - Introduction to Statistics (3 Credits)

## Program Requirements (15 Credits)

- HST 103 - Introduction to Human Services and Social Work (3 Credits)
- HST 201 - Understanding Diversity in the Helping Profession (3 Credits)
- HST 207 - Social Work With Individuals (3 Credits)
- HST 208 - Social Work With Groups (3 Credits)
- PSY 204 - Developmental Psychology: Lifespan Human Development (3 Credits)

## Free Electives (13-14 Credits)

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

- ECO 201 - Macroeconomic Principles (3 Credits)
- HEA 103 - Personal Health (3 Credits)
- HIS 101 - World History to 1500 (3 Credits)
- HIS 102 - World History Since 1500 (3 Credits)
- HIS 201 - United States History I (3 Credits)
- HIS 202 - United States History II (3 Credits)
- PED 132 - Yoga: Beginning (1 Credit)
- PED 133 - Yoga: Intermediate (1 Credit)
- PED 134 - Yoga: Advanced (1 Credit)
- POL 101 - American Government (3 Credits)
- PSY 206 - Abnormal Psychology (3 Credits)
- PSY 212 - Interviewing and Counseling (3 Credits)
- SOC 102 - Sociology of Social Problems (3 Credits)
- SOC 105 - Juvenile Delinquency (3 Credits)
- STU 106 - Professionalism in the Workplace (1 Credit)

## Degree Requirement (60 Credits)

### Note:

*Students who have been convicted of certain crimes may be precluded from employment in this field. Please discuss concerns with the program coordinator.*

## Human Services Technician, A.A.S.

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.

- View the Human Services Fact Sheet.
- Please see HST Coordinator to discuss how the HST degrees meet the requirements of the state of Maryland for certification as a Drug and Alcohol Counselor Trainee under Option A.

## Program Pathway

Course Number	Course Name	Credits	Course Number	Course Name	Credits
ENG 101	English Composition	3	ENG 112 or SPD 103 or SPD 108	Technical Writing I or Public Speaking or Introduction to Human Communication	3
Gen Ed	Mathematics	3	PSY 101	General Psychology	3
Gen Ed	Arts/Humanities	3	Gen Ed	Diversity	3
HST 103	Introduction to Human Services and Social Work	3	HEA 105	First Aid	3
SOC 101	Introduction to Sociology	3	HST 208	Social Work with Groups	3
<b>TOTAL</b>		<b>15</b>	<b>TOTAL</b>		<b>15</b>
<b>Second Year Fall</b>			<b>Second Year Spring</b>		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
Gen Ed	Biological/Physical Science	3	PSY 206	Abnormal Psychology	3
PSY 204	Developmental Psychology: Lifespan Human Development	3	PSY 212	Interviewing and Counseling	3
HST 201	Understanding Diversity in the Helping Profession	3	Elective	Choose in consultation with advisor	4
HST 207	Social Work with Individuals	3	Elective	Choose in consultation with advisor	3
Elective	Choose in consultation with advisor	3	Elective	Choose in consultation with advisor	2
<b>TOTAL</b>		<b>15</b>	<b>TOTAL</b>		<b>15</b>

## General Education Requirements (21-23 Credits)

### Arts/Humanities

- Select one course from the approved General Education course list in the Arts/Humanities category (3 Credits)

### Behavioral/Social Sciences

- PSY 101 - General Psychology (3 Credits)

### Biological/Physical Science

- Select one course from the approved General Education course list in the Biological/Physical Science category (3-4 Credits)

### Diversity

- Select one course from the approved General Education course list in the Diversity category (3 Credits)

### English

- ENG 101 English Composition (3 Credits) *minimum grade of "C" or better is required*

*Select another course from the following list:*

- ENG 112 Technical Writing I (3 Credits)
- SPD 103 Public Speaking (3 Credits)
- SPD 108 Introduction to Human Communication (3 Credits)

### Mathematics

- Select one course from the approved General Education course list in the Mathematics category (3-4 Credits)

## Program Requirements (27 Credits)

- HEA 105 - First Aid (3 Credits)
- HST 103 - Introduction to Human Services and Social Work (3 Credits)
- HST 201 - Understanding Diversity in the Helping Profession (3 Credits)
- HST 207 - Social Work With Individuals (3 Credits)
- HST 208 - Social Work With Groups (3 Credits)
- PSY 204 - Developmental Psychology: Lifespan Human Development (3 Credits)
- PSY 206 - Abnormal Psychology (3 Credits)
- PSY 212 - Interviewing and Counseling (3 Credits)
- SOC 101 - Introduction to Sociology (3 Credits)

## Free Electives (10-12 Credits)

Electives should be selected in consultation with a transfer advisor and the transfer institution. If the student is planning on transferring, please review the A.S. Option in Human Services. **\*\*HST 269 - Human Services Internship I is strongly recommended for all qualified students.** Some additional recommended courses are listed below:

- ADJ 101 - Introduction to Criminal Justice (3 Credits)
- BUS 104 - Legal Environment of Business (3 Credits)
- HEA 103 - Personal Health (3 Credits)
- HST 269 - Human Services Internship I (3 Credits)
- HUM 214 - World Religions (3 Credits)
- MGT 210 - Human Resources Management (3 Credits)
- PSY 216 - Social Psychology (3 Credits)
- SOC 102 - Sociology of Social Problems (3 Credits)
- SOC 103 - Criminology (3 Credits)
- SOC 105 - Juvenile Delinquency (3 Credits)

## Degree Requirement (60 Credits)

### Note:

*Students who have been convicted of certain crimes may be precluded from employment in this field and may affect internship placement. Please discuss concerns with the program coordinator.*

## Human Services, Letter of Recognition

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.

- View the Human Services Fact Sheet.

## Program Requirements (6 Credits)

- HST 103 - Introduction to Human Services and Social Work (3 Credits)
- PSY 101 - General Psychology (3 Credits)

## Restricted Electives (3 credits)

Choose from the following options when selecting restricted elective credits:

- HST 207 - Social Work With Individuals (3 Credits)
- OR
- Another HST elective (3 Credits)

## Letter of Recognition Requirement (9 Credits)

## Industrial Studies

### Digital Instrumentation and Process Control, A.A.S.

*The Digital Instrumentation and Process Control program is designated as a Statewide 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.*

The Digital Instrumentation and Process Control program prepares students for a career in the growing area of microprocessor based instrument technology and integrated manufacturing, commercial and other control systems. 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 about PLCs, SCADA (Supervisory Control and Data Acquisition), PAC and microcomputer control systems, 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.

- View the Digital Instrumentation and Process Control Fact Sheet.

## Program Pathways

Fall Admission Cohort:

First Year Fall			First Year Spring		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
MAT 101 or MAT 114	College Algebra or Introduction to Applied Algebra	3	ENG 112	Technical Writing I	3
INT 101	Introduction to Industrial Technology	3	ELE 101	Device Data System Architectures	3
ELE 110	Fundamentals of Electricity	4	ELE 103	Analog and Digital Electronics	3
INT 102	Introduction to PLCs	3	ELE 113	Instrumentation and Process Control I	3
CSC 102	Introduction to Information Technology	3	Restricted Elective	Choose from list	3
<b>TOTAL</b>		<b>16</b>	<b>TOTAL</b>		<b>15</b>

Second Year Fall			Second Year Spring		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
Gen Ed	English	3	Gen Ed	Behavioral/Social Sciences	3
ELE 205	Repair and Maintenance for Instrumentation	2	Gen Ed	Diversity	3
ELE 210	Energy System Management	3	Gen Ed	Arts/Humanities	3
ELE 235	Advanced Concepts and Applications and Instrumentation Controls	3	ELE 213	Instrumentation and Process Control II	3
PHY 112 or PHY 201	Applied Physics or General Physics I (transfer students should take PHY 201)	3	Restricted Elective	Choose from the list	3
<b>TOTAL</b>		<b>15</b>	<b>TOTAL</b>		<b>14</b>

### Spring Admission Cohort:

First Year Spring			First Year Fall		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
MAT 101 or MAT 114	College Algebra or Introduction to Applied Algebra	3	ENG 112	Technical Writing I	3
INT 101	Introduction to Industrial Technology	3	Gen Ed	Arts/Humanities	3
ELE 110	Fundamentals of Electricity	4	INT 102	Introduction to PLCs	3
ELE 101	Device Data Systems Architectures	3	CSC 102	Introduction to Information Technology	3
ELE 113	Instrumentation and Process Control I	3	Restricted Elective	Choose from list	3
<b>TOTAL</b>		<b>16</b>	<b>TOTAL</b>		<b>15</b>
Second Year Spring			Second Year Fall		
Course Number	Course Name	Credits	Course Number	Course Name	Credits

Gen Ed	English	3	Gen Ed	Behavioral/Social Sciences	3
Gen Ed	Diversity	3	PHY 112 or PHY 201	Applied Physics or General Physics (transfer students should take PHY 201)	3
ELE 213	Instrumentation and Process Control I	3	ELE 205	Repair and Maintenance for Instrumentation	2
ELE 103	Analog and Digital Electronics	3	ELE 210	Energy System Management	3
Restricted Elective	Choose from list	3	ELE 235	Advanced Concepts and Applications of Instrumentation Controls	3
<b>TOTAL</b>		<b>15</b>	<b>TOTAL</b>		<b>14</b>

## General Education Requirements (21-22 Credits)

### Arts/Humanities

- Select one course from the approved General Education course list in the Arts/Humanities category (3 Credits)

### Behavioral/Social Sciences

- Select one course from the approved General Education course list in the Behavioral/Social Sciences category (3 Credits)

### Biological/Physical Science

- PHY 112 - Applied Physics (3 Credits)  
OR
- PHY 201 - General Physics I (4 Credits)

### Diversity

- Select one course from the approved General Education course list in the Diversity category (3 Credits)

### English

- ENG 112 - Technical Writing I (3 Credits) *\*minimum grade of "C" or better is required*
- Select another course from the approved General Education course list in the English category (3 Credits)

### Mathematics

- MAT 101 - College Algebra (3 Credits)

OR

- MAT 114 - Introduction to Applied Algebra (3 Credits)

## Program Requirements (33 Credits)

- CSC 102 - Introduction to Information Technology (3 Credits)
- ELE 101 - Device Data System Architectures (3 Credits)
- ELE 103 - Analog and Digital Electronics (3 Credits)
- ELE 110 - Fundamentals of Electricity (4 Credits)
- ELE 113 - Instrumentation and Process Control I (3 Credits)
- ELE 205 - Repair and Maintenance for Instrumentation (2 Credits)
- ELE 210 - Energy System Management (3 Credits)
- ELE 213 - Instrumentation and Process Control II (3 Credits)
- ELE 235 - Advanced Concepts and Applications of Instrumentation and Controls (3 Credits)
- INT 101 - Introduction to Industrial Technology (3 Credits)
- INT 102 - Introduction to PLCs (3 Credits)

## Restricted Electives (6 Credits)

Restricted electives should be selected in consultation with an advisor. Approved courses are on the following list:

- ADM 258 - Advanced Motors, Machines, and Devices (3 Credits)
- ELE 203 - PLC Applications (3 Credits)
- ELE 215 - SPC and Device Data Management (3 Credits)
- ELE 269 - Internship (3 Credits)
- INT 104 - Facilities Safety and Compliance (3 Credits)
- INT 107 - Heating, Ventilation, Air Conditioning and Refrigeration (HVAC/R) (3 Credits)
- IST 154 - Networking Basics (3 Credits)
- IST 160 - Introduction to Security Fundamentals (3 Credits)

## Degree Requirement (60 Credits)

# Industrial Technology

## HVAC and Plumbing, Letter of Recognition

Students completing the HVAC and Plumbing Letter of Recognition 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 Credits)
- or
- ELE 110 - Fundamentals of Electricity (4 Credits)
- INT 105 - Plumbing and Pipefitting (3 Credits)

- INT 107 - Heating, Ventilation, Air Conditioning and Refrigeration (HVAC/R) (3 Credits)

## Letter of Recognition Requirement (9-10 Credits)

## Welding and Fabrication, Letter of Recognition

Students completing the Welding and Fabrication Letter of Recognition program will be well prepared to enter various industries that require welding skills as all or part of their business. This program focuses extensively on hands-on practice and quality control.

## Program Requirements (9 Credits)

- INT 106 - Welding (3 Credits)
- INT 116 - Welding Layout and Fabrication (3 Credits)
- INT 206 - AWS Welding Certification Preparation (3 Credits)

## Letter of Recognition Requirement (9 Credits)

## Information Systems Technology

### Computer Science, A.S.

The Computer Science transfer program is designed for students who plan to transfer to a four-year institution and major in Computer Science, Computer Engineering, or a related field. 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.

## Program Pathway

First Year Fall			First Year Spring		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
Gen Ed	English	3	Gen Ed	English	3
MAT 203	Calculus I	4	Gen Ed	Arts/Humanities	3
Gen Ed	Behavioral/Social Sciences	3	Gen Ed	Behavioral/Social Science	3

Gen Ed	Arts/Humanities	3	Elective	Choose in consultation with an advisor	3
CSC 102	Introduction to Information Technology	3	Restricted Elective	Choose from List 2	4
<b>TOTAL</b>		<b>16</b>	<b>TOTAL</b>		<b>16</b>
<b>Second Year Fall</b>			<b>Second Year Spring</b>		
<b>Course Number</b>	<b>Course Name</b>	<b>Credits</b>	<b>Course Number</b>	<b>Course Name</b>	<b>Credits</b>
Gen Ed	Biological/Physical Science (of your two Science requirements, one must have a lab)	4	Gen Ed	Biological/Physical Science (of your two Science requirements, one must have a lab)	3
CSC 132 or CSC 134	Introduction to C and C++ Programming or Introduction to JAVA Programming	3	Gen Ed	Diversity	3
Restricted Elective	Choose from List 2	4	Restricted Elective	Choose from List 1	3
Elective	Choose in consultation with an advisor	3	Elective	Choose in consultation with an advisor	3
			Elective	Choose in consultation with an advisor	2
<b>TOTAL</b>		<b>14</b>	<b>TOTAL</b>		<b>14</b>

## General Education Requirements (32-33 Credits)

### Arts/Humanities

- Select two courses from the approved General Education course list in the Arts/Humanities category (6 Credits)

### Behavioral/Social Sciences

- Select two courses from the approved General Education course list in the Behavioral/Social Science category (6 Credits)

## Biological/Physical Science

- Select two courses from the approved General Education course list in the Biological/Physical Sciences category - one must be a laboratory course (7-8 Credits)

## Diversity

- Select one course from the approved General Education course list in the Diversity category (3 Credits)

## English

- Select a course from the approved General Education course list in the English category (3 Credits) *\*minimum grade of "C" or better is required*
- Select another course from the approved General Education course list in the English category (3 Credits)

## Mathematics

- MAT 203 - Calculus I (4 Credits)

## Program Requirements (17 Credits)

- CSC 102 - Introduction to Information Technology (3 Credits)
- CSC 132 - Introduction to C and C++ Programming (3 Credits)
- or
- CSC 134 - Introduction to JAVA Programming (3 Credits)

## Restricted Electives (11 Credits)

List 1 - Select one course:

- CSC 109 - UNIX/Linux Operating System (3 Credits)
- CSC 202 - Systems Design and Analysis (3 Credits)
- CSC 232 - Advanced C++ Programming (3 Credits)
- IST 154 - Networking Basics (3 Credits)
- IST 160 - Introduction to Security Fundamentals (3 Credits)

List 2 - Select two courses:

- MAT 204 - Calculus II (4 Credits)
- MAT 206 - Differential Equations (4 Credits)
- MAT 207 - Discrete Mathematics (4 Credits)
- MAT 208 - Linear Algebra (4 Credits)

## Free Electives (10-11 Credits)

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

## Degree Requirement (60 Credits)

## Computer Support Specialist Concentration, Information Systems Technology, A.A.S.

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.

### Program Pathway

First Year Fall			First Year Spring		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
ENG 101	English Composition	3	ENG 102 or ENG 112	Composition and Literature or Technical Writing I	3
Gen Ed	Mathematics	3	Gen Ed	Biological/Physical Science; 3-4 credits	4
CSC 102	Introduction to Information Technology	3	Restricted Elective	Choose from the list	1
IST 108	Microsoft Operating System	3	IST 105	Fundamentals of Word Processing	3
IST 150	PC Tech: Repair and Troubleshooting	3	IST 151	PC Tech: Operating Systems	3
			Restricted Elective	Choose from the list	1
<b>TOTAL</b>		<b>15</b>	<b>TOTAL</b>		<b>15</b>
Second Year Fall			Second Year Spring		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
Gen Ed	Behavioral/Social Sciences	3	Gen Ed	Diversity	3
IST 106 or IST 107	Spreadsheet Software or Database Management	3	Gen Ed	Arts/Humanities	3
Restricted Elective	Choose from the list	3	CSC 109	UNIX/Linux Operating System	3

IST 154	Networking Basics	3	IST 204	Help Desk Technology and Services	3
IST 261	Server Management I	3	Restricted Elective	Choose from the list	3
<b>TOTAL</b>		<b>15</b>	<b>TOTAL</b>		<b>15</b>

## General Education Requirements (21-23 Credits)

### Arts and Humanities

- Select one course from the approved General Education course list in the Arts/Humanities category (3 Credits)

### Behavioral/Social Sciences

- Select one course from the approved General Education course list in the Behavioral/Social Sciences category (3 Credits)

### Biological/Physical Science

- Select one course from the approved General Education course list in the Biological/Physical Science category (3-4 Credits)

### Diversity

- Select one course from the approved General Education course list in the Diversity category (3 Credits)

### English

- ENG 101 - English Composition (3 Credits) *\*minimum grade of "C" or better is required*
- ENG 102 - Composition and Literature (3 Credits)
- OR
- ENG 112 - Technical Writing I (3 Credits)

### Mathematics

- Select one course from the approved General Education course list in the Mathematics category (3 Credits)

## Program Requirements (30 Credits)

- CSC 102 - Introduction to Information Technology (3 Credits)
- CSC 109 - UNIX/Linux Operating System (3 Credits)
- IST 105 - Fundamentals of Word Processing (3 Credits)

- IST 106 - Spreadsheet Software (3 Credits)
- OR
- IST 107 - Database Management (3 Credits)
- IST 108 - Microsoft Operating System (3 Credits)
- IST 150 - PC Tech: Repair and Troubleshooting (3 Credits)
- IST 151 - PC Tech: Operating Systems (3 Credits)
- IST 154 - Networking Basics (3 Credits)
- IST 204 - Help Desk Technology and Services (3 Credits)
- IST 261 - Server Management I (3 Credits)

### Restricted Electives (8-9 Credits)

- BUS 145 - Customer Service (1 Credit)
- IST 103 - Presentation Software (1 Credit)
- IST 106 - Spreadsheet Software (3 Credits)
- IST 107 - Database Management (3 Credits)
- IST 160 - Introduction to Security Fundamentals (3 Credits)
- IST 166 - Computer Forensics I - Principles And Practices (3 Credits)
- IST 253 - TCP/IP (3 Credits)
- IST 264 - Server Management II (3 Credits)
- IST 269 - Internship I (3 Credits)
- WEB 101 - Web Design I (3 Credits)

### Degree Requirement (60 Credits)

## Computer Support Specialist, Information Systems Technology, Certificate

The Computer Support Specialist Certificate 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 (38 Credits)

- BUS 145 - Customer Service (1 Credit)
- CSC 102 - Introduction to Information Technology (3 Credits)
- CSC 109 - UNIX/Linux Operating System (3 Credits)
- IST 103 - Presentation Software (1 Credit)
- IST 105 - Fundamentals of Word Processing (3 Credits)
- IST 106 - Spreadsheet Software (3 Credits)
- IST 107 - Database Management (3 Credits)
- IST 108 - Microsoft Operating System (3 Credits)
- IST 150 - PC Tech: Repair and Troubleshooting (3 Credits)
- IST 151 - PC Tech: Operating Systems (3 Credits)

- IST 154 - Networking Basics (3 Credits)
- IST 204 - Help Desk Technology and Services (3 Credits)
- IST 261 - Server Management I (3 Credits)
- WEB 101 - Web Design I (3 Credits)

## Certificate Requirement (38 Credits)

## Digital Forensics Concentration, Information Systems Technology, A.A.S.

The Digital Forensics career program is designed for students who plan to enter the field of Data Recovery, Computer Forensic Investigation, or related fields. Major areas of study include criminal justices, computer forensics, network fundamentals and operating systems. 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. Students should always confer with advisors for specific requirements as these are subject to change.

## Program Pathway

First Year Fall			First Year Spring		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
ENG 112	Technical Writing I	3	CYB 131	Scripting Fundamentals	3
Gen Ed	Mathematics	3	IST 154	Networking Basics	3
Gen Ed	Behavioral/Social Sciences	3	CYB 210	Ethics in the Information Age	3
CYB 101	Introduction to Cybersecurity	3	IST 166	Computer Forensics I	3
IST 108	Microsoft Operating System	3	Restricted Elective	Choose from the list	3
<b>TOTAL</b>		<b>15</b>	<b>TOTAL</b>		<b>15</b>
Second Year Fall			Second Year Spring		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
Gen Ed	English	3	Gen Ed	Biological/Physical Science	3
CSC 109	UNIX/Linux Operating System	3	Gen Ed	Diversity	3
CYB 240	Ethical Hacking Fundamentals	3	Gen Ed	Arts/Humanities	3
IST 266	Computer Forensics II - Investigation Practices	3	IST 276	Network Forensics	3

Restricted Elective	Choose from the list	3	Restricted Elective	Choose from the list	3
<b>TOTAL</b>		<b>15</b>	<b>TOTAL</b>		<b>15</b>

## General Education Requirements (21 Credits)

### Arts/Humanities

- Select one course from the approved General Education course list in the Arts/Humanities category (3 Credits)

### Behavioral/Social Sciences

- Select one course from the approved General Education course list in the Behavioral/Social Sciences category (3 Credits)

### Biological/Physical Science

- Select one course from the approved General Education course list in the Biological/Physical Sciences category (3-4 Credits)

### Diversity

- Select one course from the approved General Education course list in the Diversity category (3 Credits)

### English

- ENG 112 - Technical Writing I (3 Credits) *\*minimum grade of "C" or better is required*
- Select another course from the approved General Education course list in the English category (3 credits)

### Mathematics

- MAT 101 - College Algebra (3 Credits)

## Program Requirements (30 Credits)

- CSC 109 - UNIX/Linux Operating System (3 Credits)
- CYB 101 - Introduction to Cybersecurity (3 Credits)
- CYB 131 - Scripting Fundamentals (3 Credits)
- CYB 210 - Ethics in the Information Age (3 Credits)
- CYB 240 - Ethical Hacking Fundamentals (3 Credits)
- IST 108 - Microsoft Operating System (3 Credits)
- IST 154 - Networking Basics (3 Credits)
- IST 166 - Computer Forensics I - Principles And Practices (3 Credits)
- IST 266 - Computer Forensics II - Investigations Practices (3 Credits)

- IST 276 - Network Forensics (3 Credits)

## Restricted Electives (9 Credits)

Select three courses (9 credits) from the following list:

- ADJ 101 - Introduction to Criminal Justice (3 Credits)
- BTC 101 - Introduction to Biotechnology (3 Credits)
- CYB 225 - Tactical Perimeter Defense (3 Credits)
- CYB 246 - Introduction to Cloud Computing (3 Credits)
- IST 107 - Database Management (3 Credits)
- IST 150 - PC Tech: Repair and Troubleshooting (3 Credits)
- IST 151 - PC Tech: Operating Systems (3 Credits)
- IST 160 - Introduction to Security Fundamentals (3 Credits)
- IST 173 - Database Fundamentals (3 Credits)
- IST 261 - Server Management I (3 Credits)
- IST 269 - Internship I (3 Credits)

## Degree Requirement (60 Credits)

### Network Administration Concentration, Information Systems Technology, A.A.S.

The Network Administration concentration is designed for students who plan to enter the field of information technology. Major areas of study include network fundamentals, design, management, troubleshooting, and operating systems. Students who plan to transfer to a four-year program should identify an intended transfer institution as early as possible and complete appropriate courses. Students should always consult with advisors and transferring institutions for specific requirements as these are subject to change.

- View the Network Administration Fact Sheet.

## Program Pathway

First Year Fall			First Year Spring		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
ENG 101	English Composition	3	Gen Ed	English	3
Gen Ed	Mathematics	3	CSC 109	UNIX/Linux Operating System	3
CSC 102	Introduction to Information Technology	3	Gen Ed	Arts/Humanities	3

IST 108	Microsoft Operating System	3	IST 151	PC Tech: Operating Systems	3
IST 150	PC Tech: Repair/Troubleshooting	3	IST 154	Networking Basics	3
<b>TOTAL</b>		<b>15</b>	<b>TOTAL</b>		<b>15</b>
<b>Second Year Fall</b>			<b>Second Year Spring</b>		
<b>Course Number</b>	<b>Course Name</b>	<b>Credits</b>	<b>Course Number</b>	<b>Course Name</b>	<b>Credits</b>
Gen Ed	Biological/Physical Science; 3 - 4 credits	3	Gen Ed	Diversity	3
IST 155	Networking I	4	Gen Ed	Behavioral/Social Sciences	3
IST 156	Networking II	4	Restricted Elective	Choose from the list	3
Restricted Elective	Choose from the list	3	IST 261	Server Management I	3
Elective	Choose in consultation with an advisor	1	Restricted Elective	Choose from the list	3
<b>TOTAL</b>		<b>15</b>	<b>TOTAL</b>		<b>15</b>

## General Education Requirements (21-22 Credits)

### Arts/Humanities

- Select one course from the approved General Education course list in the Arts/Humanities category (3 Credits)

### Behavioral/Social Sciences

- Select one course from the approved General Education course list in the Behavioral/Social Sciences category (3 Credits)

### Biological/Physical Science

- Select one course from the approved General Education course list in the Biological/Physical Science category (3-4 Credits)

### Diversity

- Select one course from the approved General Education course list in the Diversity category (3 Credits)

## English

- ENG 101 - English Composition (3 Credits) *\*minimum grade of "C" or better is required*
- Select another course from the approved General Education course list in the English category (3 Credits)

## Mathematics

- Select one course from the approved General Education course list in the Mathematics category (3 Credits)

## Program Requirements (29 Credits)

- CSC 102 - Introduction to Information Technology (3 Credits)
- CSC 109 - UNIX/Linux Operating System (3 Credits)
- IST 108 - Microsoft Operating System (3 Credits)
- IST 150 - PC Tech: Repair and Troubleshooting (3 Credits)
- IST 151 - PC Tech: Operating Systems (3 Credits)
- IST 154 - Networking Basics (3 Credits)
- IST 155 - Networking I (4 Credits)
- IST 156 - Networking II (4 Credits)
- IST 261 - Server Management I (3 Credits)

## Restricted Electives (9 Credits)

Select 9 credits of restricted electives from the following list:

- CYB 131 - Scripting Fundamentals (3 Credits)
- CYB 210 - Ethics in the Information Age (3 Credits)
- CYB 240 - Ethical Hacking Fundamentals (3 Credits)
- IST 107 - Database Management (3 Credits)
- IST 160 - Introduction to Security Fundamentals (3 Credits)
- IST 173 - Database Fundamentals (3 Credits)
- IST 253 - TCP/IP (3 Credits)
- IST 254 - Network Design and Defense (3 Credits)
- IST 264 - Server Management II (3 Credits)
- IST 269 - Internship I (3 Credits)

## Free Elective (1 Credit)

Take one additional credit to satisfy the 60 credit degree requirement, if needed. Please select elective credit in consultation with an advisor.

## Degree Requirement (60 Credits)

## Network Administration, Information Systems Technology, Certificate

The Network Administration Certificate 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.

- View the Network Administration Fact Sheet.

### Program Requirements (30 Credits)

- CSC 102 - Introduction to Information Technology (3 Credits)
- IST 108 - Microsoft Operating System (3 Credits)
- IST 150 - PC Tech: Repair and Troubleshooting (3 Credits)
- IST 151 - PC Tech: Operating Systems (3 Credits)
- IST 154 - Networking Basics (3 Credits)
- IST 155 - Networking I (4 Credits) (CW 150)
- IST 156 - Networking II (4 Credits) (CW 151)
- IST 255 - Networking III (4 Credits) (CW 250)
- IST 261 - Server Management I (3 Credits) (CW 230)

### Restricted Electives (3 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:

- CSC 109 - UNIX/Linux Operating System (3 Credits)
- IST 160 - Introduction to Security Fundamentals (3 Credits)
- IST 166 - Computer Forensics I - Principles And Practices (3 Credits)
- IST 173 - Database Fundamentals (3 Credits)

### Certificate Requirement (33 Credits)

#### \*Note

*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.*

## Simulation and Digital Entertainment Concentration, Information Systems Technology, A.A.S.

The Simulation and Digital Entertainment (SDE) concentration provides students with the skills to design and develop computer games, detailed simulations and interactive technologies. Program concentration may be chosen from three separate tracks. Choosing from one of the tracks allows students to specialize in an area that is most beneficial. Course concentration is on game design, virtual modeling, animation, interactive application creation, programming, documentation, structured design principles,

problem solving, and business ethics. Classes are conducted in hands-on labs. Credits from all three options transfer to the University of Baltimore.

- View the Simulation and Digital Entertainment Fact Sheet.

## Program Pathways

### Track A: Programming and Development

First Year Fall			First Year Spring		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
ENG 101	English Composition	3	Gen Ed	Arts/Humanities	3
Gen Ed	Mathematics	3	Gen Ed	Diversity	3
CSC 102	Introduction to Information Technology	3	SDE 102	Multimedia Authoring	3
GDT 112	Computer Graphics	3	SDE 130	Introduction to Object Oriented Programming	3
WEB 101	Web Design	3	Restricted Elective	Choose from the list	3
<b>TOTAL</b>		<b>15</b>	<b>TOTAL</b>		<b>15</b>
Second Year Fall			Second Year Spring		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
ENG 102 or Eng 112	Composition and Literature or Technical Writing	3	Gen Ed	Behavioral/Social Science	3
Gen Ed	Biological/Physical Science	3	SDE 207	Multimedia Project Development	2
CSC 132	Introduction to C+ and C++ Programming	3	SDE 104	Game Programming I	3
SDE 201	Multimedia Algorithms	3	SDE 205	Game Programming II	3
Restricted Elective	Choose from the list	3	Restricted Elective	Choose from the list	3
<b>TOTAL</b>		<b>15</b>	<b>TOTAL</b>		<b>15</b>

## Track B: Art and Design

First Year Fall			First Year Spring		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
ENG 101	English Composition	3	Gen Ed	Arts/Humanities	3
Gen Ed	Mathematics	3	SDE 102	Multimedia Authoring	3
CSC 102	Introduction to Information Technology	3	SDE 130	Introduction to Object Oriented Programming	3
GDT 112	Computer Graphics	3	GDT 142	Computer Illustration	3
Restricted Elective	Choose from the list	3	Restricted Elective	Choose from the list	3
<b>TOTAL</b>		<b>15</b>	<b>TOTAL</b>		<b>15</b>
Second Year Fall			Second Year Spring		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
ENG 102 or ENG 112	Composition and Literature or Technical Writing	3	Gen Ed	Behavioral/Social Science	3
Gen Ed	Biological/Physical Science	3	Gen Ed	Diversity	3
GDT 116	Digital Imaging	3	SDE 207	Multimedia Project Development	3
SDE 201	Multimedia Algorithms	3	WEB 101	Web Design I	3
SDE 203	3D Advanced Animation	3	Restricted Elective	Choose from the list	3
<b>TOTAL</b>		<b>15</b>	<b>TOTAL</b>		<b>15</b>

## Track C: Multimedia

First Year Fall			First Year Spring		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
ENG 101	English Composition	3	Gen Ed	Arts/Humanities	3

Gen Ed	Mathematics	3	Gen Ed	Behavioral/Social Science	3
CSC 102	Introduction to Information Technology	3	SDE 102	Multimedia Authoring	3
WEB 101	Web Design I	3	SDE 130	Introduction to Object Oriented Programming	3
GDT 112	Computer Graphics	3	Restricted Elective	Choose from the list	3
<b>TOTAL</b>		<b>15</b>	<b>TOTAL</b>		<b>15</b>
<b>Second Year Fall</b>			<b>Second Year Spring</b>		
<b>Course Number</b>	<b>Course Name</b>	<b>Credits</b>	<b>Course Number</b>	<b>Course Name</b>	<b>Credits</b>
ENG 102 or ENG 112	Composition and Literature or Technical Writing	3	Gen Ed	Diversity	3
Gen Ed	Biological/Physical Science	3	WEB 115	Web Developer I	3
WEB 215	JavaScript and Multimedia	3	SDE 207	Multimedia Project Development	3
SDE 201	Multimedia Algorithms	3	Restricted Elective	Choose from the list	3
Restricted Elective	Choose from the list	3	Restricted Elective	Choose from the list	3
<b>TOTAL</b>		<b>15</b>	<b>TOTAL</b>		<b>15</b>

## General Education Requirements (21-23 Credits)

### Arts/Humanities

- Select one course from the approved General Education course list in the Arts/Humanities category (3 Credits)

### Behavioral/Social Sciences

- Select one course from the approved General Education course list in the Behavioral/Social Sciences category (3 Credits)

## Biological/Physical Science

- Select one course from the approved General Education course list in the Biological/Physical Science category (3-4 Credits)

## Diversity

- Select one course from the approved General Education course list in the Diversity category (3 Credits)

## English

- ENG 101 - English Composition (3 Credits) *\*minimum grade of "C" or better is required*
- ENG 102 - Composition and Literature (3 Credits)  
OR
- ENG 112 - Technical Writing I (3 Credits)

## Mathematics

- Select one course from the approved General Education course list in the Mathematics category (3 Credits)

## Program Requirements (18 Credits)

- CSC 102 - Introduction to Information Technology (3 Credits)
- GDT 112 - Computer Graphics (3 Credits)
- SDE 102 - Multimedia Authoring and 2-Dimensional Animation (3 Credits)
- SDE 130 - Introduction to Object Oriented Programming (3 Credits)
- SDE 201 - Multimedia Algorithms and Mobile Devices (3 Credits)
- SDE 207 - Multimedia Project Development (3 Credits)

## Select a Program Track:

### Track A: Programming and Development (9 Credits)

Specific Mathematics requirement is MAT 203 and the Science requirement is PHY 201 or PHY 203 .

- CSC 132 - Introduction to C and C++ Programming (3 Credits)
  - SDE 104 - Game Programming and Development I (3 Credits)
  - SDE 205 - Game Programming and Development II (3 Credits)
- 10 restricted elective credits are required. See the listing below.

### Track B: Art and Design (12 Credits)

- GDT 116 - Digital Imaging (3 Credits)
  - GDT 142 - Computer Illustration: Adobe Illustrator (3 Credits)
  - SDE 203 - 3D and Advanced Animation (3 Credits)
  - WEB 101 - Web Design I (3 Credits)
- 9 restricted elective credits are required. See the listing below.

## Track C: Multimedia (9 Credits)

- WEB 101 - Web Design I (3 Credits)
  - WEB 115 - Web Developer I (3 Credits)
  - WEB 215 - Javascript and Multimedia (3 Credits)
- 12 restricted elective credits required. See the listing below.

## Restricted Electives (9-12 Credits)

Electives should be selected in consultation with the Simulation and Digital Entertainment lead faculty or the Technology and Computer Studies Division Director to satisfy career goals and/or transfer college requirements. Select 9-12 elective credits to complete your choice of Tracks, from the following list.

- ART 102 - Two-Dimensional Design (3 Credits)
  - ART 103 - Drawing I (3 Credits)
  - CAD 152 - Computer-Aided Design (3 Credits)
  - CSC 109 - UNIX/Linux Operating System (3 Credits)
  - CSC 132 - Introduction to C and C++ Programming (3 Credits)
  - CSC 134 - Introduction to JAVA Programming (3 Credits)
  - CSC 232 - Advanced C++ Programming (3 Credits)
  - ENG 114 - Mythology (3 Credits)
  - GDT 116 - Digital Imaging (3 Credits)
  - GDT 142 - Computer Illustration: Adobe Illustrator (3 Credits)
  - GDT 220 - Digital Video and Audio (3 Credits)
  - IST 173 - Database Fundamentals (3 Credits)
  - MAT 161 - Precalculus (4 Credits)
  - MAT 203 - Calculus I (4 Credits)
  - MAT 204 - Calculus II (4 Credits)
  - MUS 175 - Introduction to Electronic Music (3 Credits)
  - PHY 201 - General Physics I (4 Credits)
- OR
- PHY 203 - Principles of Physics I (5 Credits)
  - SDE 104 - Game Programming and Development I (3 Credits)
  - SDE 203 - 3D and Advanced Animation (3 Credits)
  - SDE 205 - Game Programming and Development II (3 Credits)
  - SDE 269 - Internship I (3 Credits)
  - SDE 270 - Internship II (3 Credits)
  - SPD 103 - Public Speaking (3 Credits)
- OR
- SPD 108 - Introduction to Human Communication (3 Credits)
  - WEB 101 - Web Design I (3 Credits)
  - WEB 110 - Web Design II (3 Credits)
  - WEB 115 - Web Developer I (3 Credits)
  - WEB 215 - Javascript and Multimedia (3 Credits)

## Degree Requirement (60 Credits)

## Languages

### Foreign Language Concentration, Arts and Sciences, A.A.

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. Students interested in pursuing Foreign Language Education should consult with a transfer advisor regarding their choice of elective courses.

### Program Pathway

Intermediate French, Spanish, or German I

First Year Fall			First Year Spring		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
ENG 101	English Composition	3	ENG 102	Composition and Literature	3
Gen Ed	Mathematics	3	ENG 201 or ENG 202	World Literature I or World Literature II	3
HIS 101	World History to 1500	3	HIS 102	World History Since 1500	3
FRN 201 or SPN 201 or GER 201	Intermediate French I or Intermediate Spanish I or Intermediate German I	3	ENG 214	Applied English Grammar	3
Elective	Choose in consultation with an advisor	3	FRN 201 or SPN 201 or GER 201	Intermediate French I or Spanish I or German I	3
<b>TOTAL</b>		<b>15</b>	<b>TOTAL</b>		<b>15</b>
Second Year Fall			Second Year Spring		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
Gen Ed	Diversity	3	Gen Ed	Biological/Physical Science (of your two Science requirements, one must have a lab)	4

Gen Ed	Behavioral/Social Sciences	3	Gen Ed	Arts/Humanities	3
Gen Ed	Arts/Humanities	3	Gen Ed	Behavioral/Social Sciences	3
Gen Ed	Biological/Physical Science (of your two Science requirements, one must have a lab)	3	Elective	Choose in consultation with an advisor	3
Elective	Choose in consultation with an advisor	3	Elective	Choose in consultation with an advisor	2
<b>TOTAL</b>		<b>15</b>	<b>TOTAL</b>		<b>15</b>

## General Education Requirements (31-33 Credits)

### Arts/Humanities

- Select two courses from approved General Education course list from the Arts/Humanities category (6 Credits)

### Behavioral/Social Sciences

- Select two courses from approved General Education course list from the Behavioral/Social Sciences category (6 Credits)

### Biological/Physical Science

- Select two courses from approved General Education course list from the Biological/Physical Science category- one must be a laboratory course (7-8 Credits)

### Diversity

- Select one course from the approved General Education course list in the Diversity category (3 Credits)

### English

- ENG 101 - English Composition (3 Credits) *\*minimum grade of "C" or better is required*
- ENG 102 - Composition and Literature (3 Credits)

### Mathematics

- Select one course from the approved General Education course list in the Mathematics category (3-4 Credits)

## Program Requirements (18 Credits)

- ENG 201 - World Literature I (3 Credits)  
OR

- ENG 202 - World Literature II (3 Credits)
- ENG 214 - Applied English Grammar (3 Credits)
- HIS 101 - World History to 1500 (3 Credits)
- HIS 102 - World History Since 1500 (3 Credits)

## Foreign Language

- Take at least six credits at the intermediate level (6 Credits)

## Free Electives (10-11 Credits)

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

- EDU 101 - Introduction to Education (3 Credits)
- PSY 203 - Educational Psychology (3 Credits)
- SPD 103 - Public Speaking (3 Credits)
- SPD 108 - Introduction to Human Communication (3 Credits)

## Degree Requirement (60 Credits)

# Magnetic Resonance Imaging

## Magnetic Resonance Imaging, Certificate

**Career Programs Building, Room 166**

**Award:** Certificate

**Total Credit Hours:** 14 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](http://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. Be able to 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 Enrollment Management. This program is open to currently ARRT certified radiographers and students enrolled in the sophomore year of a JRCERT accredited program.

**Any student for whom a strong magnetic environment may be unsafe is encouraged to discuss their concerns with the Program Coordinator.**

- Hagerstown Community College application
- Magnetic Resonance Imaging program application
- Official college transcripts
- Current ARRT certification
- Current Maryland state license
- 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 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 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 to ensure admission into the program.

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 BLS 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

#### **Fact Sheet**

- View the Magnetic Resonance Imaging Fact Sheet.

## **Program Requirements (14 Credits)**

- RAD 212 - Cross-Sectional Anatomy (3 Credits)

- RAD 215 - Pathology for Imaging Sciences (3 Credits)
- RAD 222 - Principles of MR Imaging (4 Credits)
- RAD 224 - MRI Clinical Practicum I (2 Credits)
- RAD 224A - MRI Clinical Practicum II (2 Credits)

## Certificate Requirement (14 Credits)

## Additional Program Requirements

### Criminal Background Checks

All students who are offered admission to the MR program will be required to submit to fingerprinting and 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 recommended for dismissal from the MR 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, if the individual has a criminal history, has been convicted, or pleads nolo contendere to a felony or other serious crime.

### Drug Screen

All students who are offered admission to the MR program will be required to submit to a drug screen. Drug screen results are disclosed to clinical facilities as required. A random drug screen may also be requested at any time during the MR program if a faculty member or a clinical facility representative has reasonable cause to suspect that a student is impaired and poses a safety concern to patients or others. If a student is denied access by a clinical site because of drug screen results, and as such, cannot meet program requirements, the student will be recommended for dismissal 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 recommended for 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 five 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 five 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.

Students must take RAD 222, Principles of MR Imaging, at HCC prior to enrolling in RAD 224.

## 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](http://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.

# Mammography

## Mammography, Letter of Recognition

**Career Programs Building, Room 167**

**Award:** Letter of Recognition

**Total Credit Hours:** 5 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](http://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. Be able to solve age-specific, disease-specific, and non-routine mammographic 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 Mammography Program. The requirements below must be completed and submitted to the Office of Admissions and Enrollment Management. This program is open to currently ARRT certified radiographers and students enrolled in the sophomore year of a JRCERT accredited program.

- Hagerstown Community College application
- Mammography program application
- Official college transcript(s)
- Current ARRT certification
- Current Maryland state license
- 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 BLS 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

#### Fact Sheet

- View the Mammography Fact Sheet.

## Program Requirements (5 credits)

- RAD 216 - Mammography for Radiographers (3 Credits)
- RAD 216A - Mammography Practicum I (2 Credits)

## Certificate Requirement (5 Credits)

## Additional Program Requirements

### Criminal Background Checks

All students who are offered admission to the Mammography program will be required to submit to fingerprinting and 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 recommended for dismissal 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 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.

### Drug Screen

All students who are offered admission to the Mammography program will be required to submit to a drug screen. Drug screen results are disclosed to clinical facilities as required. A random drug screen may also be requested at any time during the Mammography program if a faculty member or a clinical facility representative has reasonable cause to suspect that a student is impaired and poses a safety concern to patients or others. If a student is denied access by a clinical site because of drug screen results, and as such, cannot meet program requirements, the student will be recommended for dismissal 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 recommended for 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 five 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 five 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. All students must take RAD 216, Mammography for Radiographers at HCC prior to enrolling in RAD 216A.

## 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](http://www.nrc.gov)) published by the United States Regulatory Commission provides information and guidelines.

## ARRT—CQ/2011 Continued Requirements

American Registry of Radiologic Technologists (ARRT) certifications awarded January 1, 2011, and thereafter will be time-limited to 10 years. Prior to the end of the 10-year period, the individual will be required to demonstrate qualifications to continue to hold the certification. For additional information, visit the ARRT website at [www.arrt.org](http://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.

## Management

### Management, A.A.S.

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.

## Program Pathway

First Year Fall			First Year Spring		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
Gen Ed	English	3	Gen Ed	English	3
Gen Ed	Mathematics	3	MGT 103	Principles of Management	3
ECO 201	Macroeconomic Principles	3	ECO 202	Microeconomic Principals	3
Gen Ed	Arts/Humanities	3	Elective	Choose in consultation with an advisor	3
BUS 101	Introduction to Business Organization and Management	3	Elective	Choose in consultation with an advisor	3
<b>TOTAL</b>		<b>15</b>	<b>TOTAL</b>		<b>15</b>
Second Year Fall			Second Year Spring		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
Gen Ed	Diversity	3	Gen Ed	Biological/Physical Science	3

ACC 101	Principles of Accounting I	3	ACC 102	Principles of Accounting II	3
BUS 104	Legal Environment of Business	3	Elective	Choose in consultation with advisor	3
Elective	Choose in consultation with advisor	3	Elective	Choose in consultation with advisor	3
Elective	Choose in consultation with advisor	3	Elective	Choose in consultation with advisor	3
<b>TOTAL</b>		<b>15</b>	<b>TOTAL</b>		<b>15</b>

## General Education Requirements (21-23 Credits)

### Arts/Humanities

- Select one course from the approved General Education course list in the Arts/Humanities category (3 Credits)

### Behavioral/Social Sciences

- ECO 201 - Macroeconomic Principles (3 Credits)

### Biological/Physical Science

- Select one course from the approved General Education course list in the Biological/Physical Science category (3-4 Credits)

### Diversity

- Select one course from the approved General Education course list in the Diversity category (3 Credits)

### English

- Select a course from the approved General Education course list in the English category (3 Credits) \*minimum grade of "C" or better is required
- Select another course from the approved General Education course list in the English category (3 Credits)

### Mathematics

- Select one course from the approved General Education course list in the Mathematics category (3-4 Credits)

## Program Requirements (18 Credits)

- ACC 101 - Principles of Accounting I (3 Credits)

- ACC 102 - Principles of Accounting II (3 Credits)
- BUS 101 - Introduction to Business Organization and Management (3 Credits)
- BUS 104 - Legal Environment of Business (3 Credits)
- ECO 202 - Microeconomic Principles (3 Credits)
- MGT 103 - Principles of Management (3 Credits)

## Free Electives (21 Credits)

Electives should be selected in consultation with a transfer advisor and the transfer institution. Some suggested courses are listed below.

- MAT 109 - Introduction to Statistics (3 Credits)
- MAT 164 - Calculus with Applications (3 Credits)
- MGT 104 - Marketing (3 Credits)
- MGT 203 - Corporate Finance (3 Credits)
- MGT 210 - Human Resources Management (3 Credits)
- SPD 103 - Public Speaking (3 Credits)

## Degree Requirement (60 Credits)

### Management, Certificate

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 Credits)

### Electives (18 Credits)

- ACC Accounting course (3 Credits)
- BUS 101 - Introduction to Business Organization and Management (3 Credits)
- BUS 113 - Business Communication (3 Credits)
- OR
- SPD 103 - Public Speaking (3 Credits)
- ECO Economics course (3 Credits)
- IST Information Systems Technology course (3 Credits)
- MGT Management course (3 Credits)

### Certificate Requirement (21 Credits)

## Management, Letter of Recognition

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 Credits)

### Electives (6 credits)

Choose two courses from the following:

- ACC Accounting course (3 Credits)
- BUS Business course (3 Credits)
- BUS 113 - Business Communication (3 Credits)
- OR
- SPD 103 - Public Speaking (3 Credits)
- ECO Economic course (3 Credits)
- MGT Management course (3 Credits)

### Letter of Recognition Requirement (9 Credits)

## Management, Marketing Concentration, A.A.S.

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.

## Program Pathway

First Year Fall			First Year Spring		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
Gen Ed	English	3	Gen Ed	English	3
Gen Ed	Mathematics	3	Gen Ed	Biological/Physical Science; 3 - 4 credits	3

Gen Ed	Arts/Humanities	3	BUS 104	Legal Environment of Business	3
ECO 201	Macroeconomic Principles	3	MGT 104	Marketing	3
BUS 101	Introduction to Business Organization and Management	3	ECO 202	Microeconomic Principles	3
<b>TOTAL</b>		<b>15</b>	<b>TOTAL</b>		<b>15</b>
<b>Second Year Fall</b>			<b>Second Year Spring</b>		
<b>Course Number</b>	<b>Course Name</b>	<b>Credits</b>	<b>Course Number</b>	<b>Course Name</b>	<b>Credits</b>
Gen Ed	Diversity	3	ACC 102	Principals of Accounting II	3
ACC 101	Principles of Accounting I	3	Restricted Elective	Choose from the list	3
MGT 103	Principles of Management	3	Elective	Choose in consultation with advisor	3
Restricted Elective	Choose from the list	3	Elective	Choose in consultation with advisor	3
Elective	Choose in consultation with an advisor	3	Elective	Choose in consultation with advisor	3
<b>TOTAL</b>		<b>15</b>	<b>TOTAL</b>		<b>15</b>

## General Education Requirements (21-23 Credits)

### Arts/Humanities

- Select one course from the approved General Education course list in the Arts/Humanities category (3 Credits)

### Behavioral/Social Sciences

- ECO 201 - Macroeconomic Principles (3 Credits)

### Biological/Physical Science

- Select one course from the approved General Education course list in the Biological/Physical Science category (3-4 Credits)

## Diversity

- Select one course from the approved General Education course list in the Diversity category (3 Credits)

## English

- Select two courses from the approved General Education course list in the English category (6 Credits) *\*Minimum grade of "C" or better is required for English Composition*

## Mathematics

- Select one course from the approved General Education course list in the Mathematics category (3-4 Credits)

## Program Requirements (21 Credits)

- ACC 101 - Principles of Accounting I (3 Credits)
- ACC 102 - Principles of Accounting II (3 Credits)
- BUS 101 - Introduction to Business Organization and Management (3 Credits)
- BUS 104 - Legal Environment of Business (3 Credits)
- ECO 202 - Microeconomic Principles (3 Credits)
- MGT 103 - Principles of Management (3 Credits)
- MGT 104 - Marketing (3 Credits)

## Restricted Electives (6 Credits)

Select 6 Credits from the following list:

- ENT 106 - Entrepreneurial Marketing (3 Credits)
- MGT 101 - Retail Management (3 Credits)
- MGT 102 - Sales (3 Credits)
- MGT 214 - Small Business Management (3 Credits)
- MGT 218 - Advertising and Public Relations (3 Credits)
- MGT 269 - Internship I (3 Credits)

## Free Electives (10-12 Credits)

Electives should be selected in consultation with a transfer advisor and the transfer institution. Some suggestions are below:

- CSC 102 - Introduction to Information Technology (3 Credits)
- ENT 101 - Introduction to Entrepreneurship (3 Credits)
- MAT 109 - Introduction to Statistics (3 Credits)
- MAT 164 - Calculus with Applications (3 Credits)
- MGT 203 - Corporate Finance (3 Credits)
- MGT 210 - Human Resources Management (3 Credits)
- SPD 103 - Public Speaking (3 Credits)

## Degree Requirement (60 Credits)

## Management: Marketing, Certificate

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 (6 Credits)

- MGT 103 - Principles of Management (3 Credits)
- MGT 104 - Marketing (3 Credits)

### Restricted Electives (12 Credits)

Select 12 credits from the following courses:

- BUS 101 Introduction to Business Organization and Management (3 Credits)
- BUS 113 Business Communication *or* SPD 103 Public Speaking (3 Credits)
- CSC 102 Introduction to Information Technology (3 Credits)
- ECO 201 Macroeconomic Principles *or* ECO 202 Microeconomic Principles (3 Credits)
- Any Management (MGT) course (3 Credits)
- Any Entrepreneurship (ENT) course (3 Credits)

### Certificate Requirement (18 Credits)

## Management: Marketing, Letter of Recognition

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 Credits)

### Electives (6 credits)

Choose two courses from the following:

- BUS 113 - Business Communication (3 Credits)
- Any Economics (ECO) course (3 Credits)
- MGT 103 - Principles of Management (3 Credits)

### Letter of Recognition Requirement (9 Credits)

# Mathematics

## Mathematics Concentration, Arts and Sciences, A.S.

The mathematics concentration 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 associates degree in mathematics, a minimum of 16 credit hours in Mathematics 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.

## Program Pathway

First Year Fall			First Year Spring		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
ENG 101	English Composition	3	Gen Ed	English	3
MAT 203	Calculus I	4	Gen Ed	Behavioral and Social Science	3
Gen Ed	Arts/Humanities	3	Gen Ed	Arts/Humanities	3
Gen Ed	Behavioral/Social Science	3	MAT 204	Calculus II	4
Elective	Choose in consultation with advisor	3	Elective	Choose in consultation with advisor	3
<b>TOTAL</b>		<b>16</b>	<b>TOTAL</b>		<b>16</b>
Second Year Fall			Second Year Spring		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
Gen Ed	Diversity	3	Gen Ed	Biological/Physical Science (both science requirements must have a lab)	4
Gen Ed	Biological/Physical Science (both science requirements must have a lab)	4	MAT 205 or MAT 206	Calculus III or Differential Equations	4
MAT 207 or 208	Discrete Math or Linear Algebra	4	Elective	Choose in consultation with advisor	3

Elective	Choose an elective in consultation with advisor	3	Elective	Choose in consultation with advisor	3
<b>TOTAL</b>		<b>14</b>	<b>TOTAL</b>		<b>14</b>

## General Education Requirements (33-35 Credits)

### Arts/Humanities

- Select two courses from the approved General Education course list in the Arts/Humanities category (6 Credits)

### Behavioral/Social Sciences

- Select two courses from the approved General Education course list in the Behavioral/Social Sciences category (6 Credits)

### Biological/Physical Science

Take two laboratory courses from the following list (highly recommend PHY 203) (8-10 Credits)

- BIO 113 - Principles of Biology I (4 Credits)
- BIO 114 - Principles of Biology II (4 Credits)
- CHM 103 - General Chemistry I (4 Credits)
- CHM 104 - General Chemistry II (4 Credits)
- PHY 201 - General Physics I (4 Credits)
- PHY 202 - General Physics II (4 Credits)
- PHY 203 - Principles of Physics I (5 Credits)
- PHY 204 - Principles of Physics II (5 Credits)

### Diversity

- Select one course from the approved General Education course list in the Diversity category (3 Credits)

### English

- ENG 101 - English Composition (3 Credits) *\*minimum grade of "C" or better is required*
- Select another course from the approved General Education course list in the English category (3 credits)

### Mathematics

- MAT 203 - Calculus I (4 Credits)

## Program Requirements (12 Credits)

Select a minimum of 12 credits from the following courses:

- MAT 204 - Calculus II (4 Credits)

- MAT 205 - Calculus III (4 Credits)
- MAT 206 - Differential Equations (4 Credits)
- MAT 207 - Discrete Mathematics (4 Credits)
- MAT 208 - Linear Algebra (4 Credits)

## Free Electives (15 Credits)

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

- CSC - Select any Computer Science course (3 Credits)
- ECO 201 - Macroeconomic Principles (3 Credits)
- OR
- ECO 202 - Microeconomic Principles (3 Credits)
- EGR - Select any Engineering Science course (3-4 Credits)
- EDU 101 - Introduction to Education (3 Credits)
- IST - Select any Information Systems Technology course (3 Credits)
- MAT 205 - Calculus III (4 Credits)
- MAT 206 - Differential Equations (4 Credits)
- MAT 207 - Discrete Mathematics (4 Credits)
- MAT 208 - Linear Algebra (4 Credits)
- MAT 209 - Engineering Programming using MATLAB (3 Credits)
- SPD 103 - Public Speaking (3 Credits)

## Degree Requirement (60 Credits)

# Medical Assisting

## Medical Assistant, A.A.S.

*The Medical Assistant program 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.*

**Career Programs Building, Room 170B**

**Award:** Associate of Applied Science degree, A.A.S.

**Total Credit Hours:** 60 credit hours

**Purpose:** 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 through 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 program courses. Students may be required to repeat MAP and/or PLB courses, based upon the time sequence when these program courses were completed. Prior to externships, students must provide appropriate health examination record(s) and all required tests and immunizations, along with a urine drug screen and criminal background checks. Prior criminal records may prohibit students from program externship and employment opportunities. Students who do not academically pass their externship course or who are asked to leave their externship site, may be recommended for dismissal from the course and/or program.

Students must also have a current American Heart Association BLS Provider CPR certification. Students who successfully complete the program are eligible to sit for the American Medical Technologists, Registered Medical Assistant, or the Registered Phlebotomy Technician national certification exams in medical assisting. \*

**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, information technology, medical office management, diagnostic laboratory procedures, phlebotomy, communications, and professional ethics.

**Program Outcomes:** Graduates of the Associate of Applied Science degree in Medical Assistant will be able to:

1. Provide appropriate patient care with respect for diverse cultures, values and beliefs.
2. Competently perform routine medical assisting procedures.
3. Utilize appropriate standard precautions.
4. Exhibit professionalism in all communication and encounters with patients and the health care team.
5. Make critical decisions appropriate for the medical assistant.
6. Practice within the ethical and legal framework of the profession.

**Admission Requirements:** Admission to HCC does not guarantee admission into the Medical Assistant 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 100, 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).

**Fact Sheet:**

- View the Medical Assistant Fact Sheet.

## Program Pathway

First Year Fall			First Year Spring		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
ENG 101	English Composition	3	MAT 101 or MAT 114 or MAT 109	College Algebra or Introduction to Applied Algebra or Introduction to Statistics	3

BIO 116	Human Anatomy and Physiology for Allied Health	4	ENG 102 or SPD 108	Composition and Literature or Introduction Human Communication	3
SOC 101	Introduction to Sociology	3	MAP 105	Medical Office Management	4
MAP 110	Introduction to Health Science Professions and Technology	3	MAP 108	Medical Records Analysis and Coding	3
MAP 102	Medical Terminology	3	PLB 105	Phlebotomy	3
<b>TOTAL</b>		<b>16</b>	<b>TOTAL</b>		<b>16</b>
<b>Second Year Fall</b>			<b>Second Year Spring</b>		
<b>Course Number</b>	<b>Course Name</b>	<b>Credits</b>	<b>Course Number</b>	<b>Course Name</b>	<b>Credits</b>
Elective	Choose in consultation with an Advisor	2	Gen Ed	Diversity	3
PLB 106	Phlebotomy Clinical Externship	3	Gen Ed	Arts/Humanities	3
MGT 103	Principles of Management	3	PSY 101	General Psychology	3
MAP 210	Clinical Medical Assistant	4	MAP 217	Medical Assistant Externship	4
MAP 205	Diagnostic Laboratory Procedures for the Medical Assistant	3			
<b>TOTAL</b>		<b>15</b>	<b>TOTAL</b>		<b>13</b>

## General Education Requirements (22 Credits)

### Arts/Humanities

- Select one course from the approved General Education course list in the Arts/Humanities category (3 Credits)

### Behavioral/Social Sciences

- PSY 101 - General Psychology (3 Credits)

## Biological/Physical Science

- BIO 116 - Human Anatomy and Physiology for Allied Health (4 Credits)

## Diversity

- Select one course from the approved General Education course list in the Diversity category (3 Credits)

## English

- ENG 101 - English Composition (3 Credits) *\*minimum grade of "C" or better is required*
- ENG 102 - Composition and Literature (3 Credits)  
OR
- SPD 108 - Introduction to Human Communication (3 Credits)

## Mathematics

- MAT 101 - College Algebra (3 Credits)  
OR
- MAT 109 - Introduction to Statistics (3 Credits)  
OR
- MAT 114 - Introduction to Applied Algebra (3 Credits)

## Program Requirements (36 Credits)

- MAP 102 - Medical Terminology (3 Credits)
- MAP 105 - Medical Office Management (4 Credits)
- MAP 108 - Medical Records Analysis and Coding (3 Credits)
- MAP 110 - Introduction to Health Science Professions and Technology (3 Credits)
- MAP 205 - Diagnostic Laboratory Procedures for the Medical Assistant (3 Credits)
- MAP 210 - Clinical Medical Assistant (4 Credits)
- MAP 217 - Medical Assistant Externship (4 Credits)
- MGT 103 - Principles of Management (3 Credits)
- PLB 105 - Phlebotomy (3 Credits)
- PLB 106 - Phlebotomy Clinical Externship (3 Credits)
- SOC 101 - Introduction to Sociology (3 Credits)

## Free Electives (2 Credits)

- Please select two credits of Free Electives. Electives should be selected in consultation with an Advisor.

## Degree Requirement (60 Credits)

## Additional Program Requirements

### Criminal Background Checks

All students who are offered admission to the Medical Assistant program will be required to submit to fingerprinting and a complete criminal background check. Based on the results of the fingerprinting and complete criminal background check, students may be ineligible for enrollment in the program.

### Externship Site Placement

Student placement in externship sites is determined at a designed semester. Misconduct in the assigned externship site may result in loss of externship placement and/or recommendation for program dismissal.

### 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.

### Phlebotomy Pre-Externship Review

Students who do not complete the phlebotomy externship (PLB 106) in the semester immediately following completion of the Phlebotomy course (PLB 105), will be required to enroll in the phlebotomy preexternship review course (PLB 107). This one credit hybrid course will be a review of both didactic and clinical material to ensure that the student has not lost skills from lack of practice prior to being sent to an externship site.

#### \*Note

*\* In order to sit for the American Medical Technologists, Registered Medical Assistant, or Registered Phlebotomy Technician national certification exams in medical assisting, graduates must have proof of High School diploma or G.E.D.*

#### *\*PLB 107 Phlebotomy Pre-Externship Review*

*Prerequisite: PLB 105*

*(1 credit)*

*This course reviews the fundamentals of phlebotomy for students who do not complete their externship (PLB 106) in the semester immediately following their phlebotomy class (PLB 105). Course content includes review of venipuncture techniques, equipment, infection control, professionalism in the workplace, and legal and regulatory issues. Phlebotomy techniques will be performed on artificial venipuncture arms with clinical competency assessed. Medical scrubs are required. Course fee required. Students must receive a grade of "C" or better to proceed to externship, PLB 106 Total of 15 contact hours.*

## Medical Assistant, Certificate

*The Medical Assistant Certificate program is designated as a Health Manpower Shortage Program; therefore, some residents of Maryland enrolled in the Medical Assistant Certificate program on the first day of the term may be eligible for in-county tuition rates for courses required for program completion.*

### **Career Programs Building, Room 170B**

**Award:** Certificate

**Total Credit Hours:** 34 credit hours

**Purpose:** 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 through 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 program courses. Students may be required to repeat MAP and/or PLB courses, based upon the time sequence when these program courses were completed. Prior to externships, students must provide appropriate health examination record(s) and all required tests and immunizations, along with a urine drug screen and criminal background checks. Prior criminal records may prohibit students from program externship and employment opportunities. Students must also have a current American Heart Association BLS Provider CPR certification. Students who do not academically pass their externship course or who are asked to leave their externship site, may be recommended for dismissal from the course and/or program.

Students who successfully complete the program are eligible to sit for the American Medical Technologists, Registered Medical Assistant, or the Registered Phlebotomy Technician national certification exams in medical assisting.\*

**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, information technology, medical office management, diagnostic laboratory procedures, phlebotomy, communications, and professional ethics.

**Program Outcomes:** Graduates of the Certificate Program in Medical Assisting will be able to:

1. Provide appropriate patient care with respect for diverse cultures, values and beliefs.
2. Competently perform routine medical assisting procedures.
3. Utilize appropriate standard precautions
4. Exhibit professionalism in all communications and encounters with patients and the health care team.
5. Make critical decisions appropriate for the medical assistant.
6. Practice within the ethical and legal framework of the profession.

**Admission Requirements:** Admission to HCC does not guarantee admission to the Electronic Health Records 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 100, 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).

#### Fact Sheet

- View the Medical Assistant Fact Sheet.

## Program Requirements (34 credits)

- BIO 116 - Human Anatomy and Physiology for Allied Health (4 Credits)
- MAP 102 - Medical Terminology (3 Credits)
- MAP 105 - Medical Office Management (4 Credits)
- MAP 108 - Medical Records Analysis and Coding (3 Credits)
- MAP 110 - Introduction to Health Science Professions and Technology (3 Credits)
- MAP 205 - Diagnostic Laboratory Procedures for the Medical Assistant (3 Credits)
- MAP 210 - Clinical Medical Assistant (4 Credits)
- MAP 217 - Medical Assistant Externship (4 Credits)
- PLB 105 - Phlebotomy (3 Credits)
- PLB 106 - Phlebotomy Clinical Externship (3 Credits)

## Certificate Requirement (34 Credits)

### Additional Program Requirements

#### Criminal Background Checks

All students who are offered admission to the Medical Assistant program will be required to submit to fingerprinting and a complete criminal background check. Based on the results of the fingerprinting and complete criminal background check, students may be ineligible for enrollment in the program.

#### Externship Site Placement

Student placement in externship sites is determined at a designed semester. Misconduct in the assigned externship site may result in loss of externship placement and/or recommendation for program dismissal.

#### 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.

#### Phlebotomy Pre-Externship Review

Students who do not complete the phlebotomy externship (PLB 106) in the semester immediately following completion of the Phlebotomy course (PLB 105), will be required to enroll in the phlebotomy pre-externship review course (PLB 107 ). This one credit hybrid course will be a review of both didactic and clinical material to ensure that the student has not lost skills from lack of practice prior to being sent to an externship site.

#### \*Note

*\* In order to sit for the American Medical Technologists, Registered Medical Assistant, or Registered Phlebotomy Technician national certification exams in medical assisting, graduates must have proof of High School diploma or G.E.D.*

*\*PLB 107 Phlebotomy Pre-Externship Review*

*Prerequisite: PLB 105*

*(1 credit)*

*This course reviews the fundamentals of phlebotomy for students who do not complete their externship (PLB 106) in the semester immediately following their phlebotomy class (PLB 105). Course content includes review of venipuncture techniques, equipment, infection control, professionalism in the workplace, and legal and regulatory issues. Phlebotomy techniques will be performed on artificial venipuncture arms with clinical competency assessed. Medical scrubs are required. Course fee required. Students must receive a grade of "C" or better to proceed to externship, PLB 106. Total of 15 contact hours.*

## Medical Coding and Reimbursement Specialist, Certificate

*The Medical Coding and Reimbursement Specialist program 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.*

## Career Programs Building, Room 170B

**Award:** Certificate

**Total Credit Hours:** 26 credit hours

**Purpose:** 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 program courses. Students may 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\*

**Curriculum:** The curriculum is divided into areas of study consisting of lecture and laboratory. Content areas of the curriculum include human anatomy, information technology, medical terminology, medical office management and billing, medical records analysis and coding.

**Program Outcomes:** Graduates of the Certificate Program in Medical Coding and Reimbursement will be able to:

1. Competently perform routine reimbursement and coding procedures.
2. Exhibit professionalism in all communications and encounters with patients and the health care team.
3. Make critical decisions related to reimbursement and coding.
4. Practice within the ethical and legal framework of the profession.

**Admission Requirements:** Admission to HCC does not guarantee admission to the Electronic Health Records 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 100, 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).

### Fact Sheet:

- View the Medical Coding and Reimbursement Specialist Fact Sheet.

## Program Requirements (26 Credits)

- BIO 116 - Human Anatomy and Physiology for Allied Health (4 Credits)
- CSC 102 - Introduction to Information Technology (3 Credits)
- MAP 102 - Medical Terminology (3 Credits)
- MAP 105 - Medical Office Management (4 Credits)
- MAP 108 - Medical Records Analysis and Coding (3 Credits)
- MAP 110 - Introduction to Health Science Professions and Technology (3 Credits)
- MAP 206 - Advanced Coding (3 Credits)
- MAP 211 - Coding Simulation and Certification Preparation (3 Credits)

## Certificate Requirement (26 Credits)

## Additional Program Requirements

### Criminal Background Checks

All students who are offered admission to the Medical Assistant program will be required to submit to fingerprinting and a complete criminal background check. Based on the results of the fingerprinting and complete criminal background check, students may be ineligible for enrollment in 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.

### \*Note

*\* 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.*

## Music

### Music Concentration, Arts and Sciences, A.A.

This option is designed for those students who are planning to transfer to a four-year degree program in music or related fields. Students wishing to transfer into a four-year Music Education program may wish to also take MUS 205, EDU 101, and/or PSY 203 after consulting with an academic advisor at the transfer institution.

## Program Pathway

First Year Fall			First Year Spring		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
ENG 101	English Composition	3	Gen Ed	Behavioral/Social Science	3
Gen Ed	Mathematics	3	Gen Ed	English	3
MUS 175	Introduction to Electronic Music	3	Gen Ed	Arts/Humanities	3
MUS 143	Aural Skills I	1	MUS 144	Aural Skills II	1
MUS 201	Theory of Music	3	MUS 202	Theory of Music	3

MUA	Applied Lessons (per instrument); 1-2 credits	1	MUA	Applied Lessons (per instrument); 1-2 credits	1
MUS Ensemble	Select one ensemble course; 1-2 credits	1	MUS Ensemble	Select one ensemble course; 1-2 credits	1
<b>TOTAL</b>		<b>15</b>	<b>TOTAL</b>		<b>15</b>
<b>Second Year Fall</b>			<b>Second Year Spring</b>		
<b>Course Number</b>	<b>Course Name</b>	<b>Credits</b>	<b>Course Number</b>	<b>Course Name</b>	<b>Credits</b>
Gen Ed	Biological/Physical Science (of your two Science requirements, one must have a lab)	3	Gen Ed	Biological/Physical Science Gen Ed (of your two Science requirements, one must have a lab)	4
Gen Ed	Choose one foreign language course	3	Gen Ed	Diversity Gen Ed	3
Gen Ed	Behavioral/Social Science	3	FRN, SPN, GER 202	Choose a foreign language course	3
MUS 241	Theory of Music III	3	MUS 242	Theory of Music IV	3
MUS 243	Aural Skills III	1	MUS 244	Aural Skills IV	1
MUA	Applied Lessons (per instrument); 1-2 credits	1	MUA	Applied Lessons (per instrument); 1-2 credits	1
MUS Ensemble	Select one ensemble course; 1-2 credits	1	MUS Ensemble*	Select one ensemble course; 1-2 credits (not required but recommended for transfer)	
<b>TOTAL</b>		<b>15</b>	<b>TOTAL</b>		<b>15</b>

## General Education Requirements (31 Credits)

### Arts/Humanities

- Select any foreign language course (3 Credits)
- Select another course from the approved General Education course list in the Arts/Humanities category (3 Credits)

### Behavioral/Social Sciences

- Select two courses from the approved General Education course list in the Behavioral/Social Sciences category (6 Credits)

## Biological/Physical Science

- Select two courses from the approved General Education course list in the Biological/Physical Science category -one must be a laboratory course (7-8 Credits)

## Diversity

- Select one course from the approved General Education course list in the Diversity category (3 Credits)

## English

- ENG 101 - English Composition (3 Credits) *\*minimum grade of "C" or better is required*
- Select another course from the approved General Education course list in the English category (3 Credits)

## Mathematics

- Select one course from the approved General Education course list in the Mathematics category (3-4 Credits)

## Program Requirements (29 Credits)

- MUS 143 - Aural Skills I (1 Credit)
- MUS 144 - Aural Skills II (1 Credit)
- MUS 175 - Introduction to Electronic Music (3 Credits)
- MUS 201 - Theory of Music I (3 Credits)
- MUS 202 - Theory of Music II (3 Credits)
- MUS 241 - Theory of Music III (3 Credits)
- MUS 242 - Theory of Music IV (3 Credits)
- MUS 243 - Aural Skills III (1 Credit)
- MUS 244 - Aural Skills IV (1 Credit)
- Foreign Language course (3 Credits)
- MUA - Applied lessons (per instrument) (4-8 Credits)
- MUS Ensembles - select three Ensemble courses (3-8 Credits)

## MUS Ensembles:

- MUS 103 - Choral Singing I (1 Credit)
- MUS 104 - Choral Singing II (1 Credit)
- MUS 107 - Jazz Band I (1 Credit)
- MUS 108 - Jazz Band II (1 Credit)
- MUS 130 - Wind Ensemble I (1 Credit)
- MUS 131 - Wind Ensemble II (1 Credit)
- MUS 132 - Contemporary Music Ensemble I (1 Credit)
- MUS 133 - Contemporary Music Ensemble II (1 Credit)
- MUS 134 - String Ensemble I (1 Credit)
- MUS 135 - String Ensemble II (1 Credit)
- MUS 136 - Opera Chorus I (1 Credit)
- MUS 137 - Opera Chorus II (1 Credit)

- MUS 170 - Advanced Choral Ensemble (2 Credits)
- MUS 203 - Advanced Choral Singing I (1 Credit)
- MUS 204 - Advanced Choral Singing II (1 Credit)
- MUS 207 - Advanced Jazz Band I (1 Credit)
- MUS 208 - Advanced Jazz Band II (1 Credit)

### Note:

*\* Music majors taking applied lessons for credit must enroll in at least one ensemble each semester applied lessons are taken. Call extension 2509 for more information.*

## Degree Requirement (60 Credits)

## Nursing

### LPN to RN Transition Program

*The LPN to RN Transition Program 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.*

**Special Admission Requirements: Program Application Deadline: January 15 for Summer and July 15 for Spring**

**Career Programs Building, Room 110, 240-500-2380**

**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 approved by the Maryland State Board of Nursing and accredited by the Accreditation Commission for Education in Nursing (ACEN). The nursing program is 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 citizens and health care providers.

### Program Outcomes

1. Eighty percent of the RN and PN students who begin the program will successfully complete the program within a maximum of three calendar years from the date of entry.
2. Ninety percent of the program graduates will pass NCLEX on their first attempt.
3. Ninety percent of the graduate survey respondents will be employed as an entry-level practitioner within 6 months of graduation.

4. Seventy five percent of the graduate survey respondents will express satisfaction with curriculum, environment, learning resources, support services, and policies.
5. One hundred percent of students graduating from the HCC Nursing Programs will meet all student learning outcomes.

**Program Student Learning 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.

**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](http://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 Enrollment Management by the application deadline.

- Submit a completed program application known as the *Supplemental Application for LPN to RN Transition Program form*
- Submit TEAS scores
- Official transcripts from other colleges attended (students who took classes at HCC do not need to submit official HCC transcripts)
- 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, a Math General Education course from the approved General Education course list, SOC 101, PSY 101, PSY 204, BIO 203, and BIO 204
- 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
- Must have active LPN license
- Verification from an employer of at least six months full-time employment as an LPN, or the equivalent number of hours within the past 5 years
- Satisfactory letter of recommendation from most recent nurse manager.
- Foreign educated students must have their college transcripts evaluated by World Education Services (WES).

**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 75% on 50% or more of the total exams for the course during the second year of the program (NUR 126, NUR 226, NUR 228, NUR 230, NUR 231).

4. A minimum grade of 90% on a drug calculation exam in each nursing course.
5. 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.
6. Upon completion of nursing coursework, students must achieve 92% probability of passing the NCLEX on the first attempt 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 dismissal from the nursing program are not eligible for readmission. This includes students who cannot meet safety standards, and students who violate the college's Honor Code and Code of Conduct, the nursing program's Standards of Student Conduct, and the American Nurses' Association Code of Ethics for Nurses.

### Fact Sheet

- [View the LPN to RN Nursing Fact Sheet.](#)

## Program Pathway

Pre-Clinical Semester I			Pre-Clinical Semester II		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
ENG 101	English Composition	3	ENG 102	Composition and Literature	3
Gen Ed	Mathematics	3	BIO 204	Human Anatomy and Physiology II	4
BIO 203	Human Anatomy and Physiology I	4	SOC 101	Introduction to Sociology	3
Gen Ed	Arts/Humanities	3	PSY 204	Developmental Psychology: Lifespan Human Development	3
PSY 101	General Psychology	3			
<b>TOTAL</b>		<b>16</b>	<b>TOTAL</b>		<b>13</b>
Credit by Exam Courses			Semester I		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
NUR 116	Foundations of Nursing I	3	NUR 127	Nursing Care of Children	4
NUR 117	Foundations of Nursing II	6	NUR 229	Nursing Care of the Acute and Chronically Ill Adult	4
<b>TOTAL</b>		<b>9</b>	<b>TOTAL</b>		<b>8</b>

Semester II		
Course Number	Course Name	Credits
NUR 224	Pharmacology for Nursing Practice	2
BIO 205	Microbiology	4
<b>TOTAL</b>		<b>6</b>

Semester III			Semester IV		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
NUR 126	Nursing Care of Women and Infants	4	NUR 230	Nursing Care of the Acute and Chronically Ill Adult II	4
NUR 226	Behavioral Health Nursing	4	NUR 228	Contemporary Trends in Nursing and Leadership	2
			NUR 231	Nursing Care of the Acute and Chronically Ill Adult III	4
<b>TOTAL</b>		<b>8</b>	<b>TOTAL</b>		<b>10</b>

## General Education Requirements (33 Credits)

### Arts/Humanities

- Select one course from the approved General Education course list in the Arts/Humanities category (3 Credits)

### Behavioral/Social Sciences

- PSY 101 - General Psychology (3 Credits)
- PSY 204 - Developmental Psychology: Lifespan Human Development (3 Credits)
- SOC 101 - Introduction to Sociology (3 Credits)

### Biological/Physical Science

- BIO 203 - Human Anatomy and Physiology I (4 Credits)
- BIO 204 - Human Anatomy and Physiology II (4 Credits)
- BIO 205 - Microbiology (4 Credits)

### English

- ENG 101 - English Composition (3 Credits) *\*minimum grade of "C" or better is required*
- ENG 102 - Composition and Literature (3 Credits)

## Mathematics

- Select one course from the approved General Education course list in the Mathematics category (3 Credits)

## Program Requirements (37 Credits)

- NUR 116 - Foundations of Nursing I (3 Credits) *credit by exam*
- NUR 117 - Foundations of Nursing II (6 Credits) *credit by exam*
- NUR 126 - Nursing Care of Women and Infants (4 Credits)
- NUR 127 - Nursing Care of Children (4 Credits)
- NUR 224 - Pharmacology for Nursing Practice (2 Credits)
- NUR 226 - Behavioral Health Nursing (4 Credits)
- NUR 228 - Contemporary Trends in Nursing And Leadership (2 Credits)
- NUR 229 - Nursing Care of the Acute and Chronically Ill Adult I (4 Credits)
- NUR 230 - Nursing Care of the Acute and Chronically Ill Adult II (4 Credits)
- NUR 231 - Nursing Care of the Acute and Chronically Ill Adult III (4 Credits)

## Degree Requirement (70 Credits)

## 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 LPN to RN Transition Program 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-NUR 117 challenge exam.
2. Students must pass the NUR 116-NUR 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 Basic Life Support 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 may 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 may 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.

## 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 LPN to RN Transition Program* 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 and a completed *Transcript Evaluation Request* must be submitted. 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. Online science labs will not be accepted in transfer.

No more than half of the baccalaureate degree, with a maximum of 70 non-nursing credits, will be accepted from a community college. Nursing credits will not be transferred. However, Registered Nurses with an active, unencumbered Maryland or compact RN license articulating to the baccalaureate level, are awarded a minimum number of thirty (30) upper division nursing credits in the programs they are entering.

(<http://mbon.maryland.gov/Pages/articulation.aspx>)

## Transfer to Baccalaureate Nursing Programs

No more than half of the baccalaureate degree, with a maximum of 70 non-nursing credits, will be accepted from a community college. Nursing credits will not be transferred. However, Registered Nurses with an active, unencumbered Maryland or compact RN license articulating to the baccalaureate level, are awarded a minimum of thirty (30) upper division nursing credits in the program they are entering. (<http://mbon.maryland.gov/Pages/articulation.aspx>)

## 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 (Practical Nursing), Certificate

*The Practical Nursing Certificate program 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.*

**Special Admission Requirements: Initial Program Application Deadline: November 1 and Final Application Deadline April 1**

**Career Programs Building, Room 110, 240-500-2380**

**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 approved by the Maryland State Board of Nursing and accredited by the Accreditation Commission for Education in Nursing (ACEN). The nursing program is 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). Students must have a social security and tax I.D. number to sit for this exam.

**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

1. Eighty percent of the RN and PN students who begin the program will successfully complete the program within a maximum of three calendar years from the date of entry.
2. Ninety percent of the program graduates will pass NCLEX on their first attempt.
3. Ninety percent of the graduate survey respondents will be employed as an entry-level practitioner within 6 months of graduation.
4. Seventy five percent of the graduate survey respondents will express satisfaction with curriculum, environment, learning resources, support services, and policies.
5. One hundred percent of students graduating from the HCC Nursing Programs will meet all student learning outcomes.

**Program Student Learning 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](http://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 Enrollment Management 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 served basis.

- Submit a completed program application known as the *Supplemental Application for the Practical Nursing Program* form
- Submit TEAS scores to the Office of Admissions and Enrollment Management. Official TEAS scores are needed except for those taken in the HCC Testing Center.
- Submit official high school transcripts or official GED scores to the Office of Admissions and Enrollment Management
- Official transcripts from all colleges attended (students who took classes at HCC do not need to submit official HCC transcripts)
- Completion or in progress of BIO 203 . Students must be eligible for BIO 204 for the summer semester.
- Completion of all required science courses within seven years prior to admission to the program
- Completion of ENG 100 or concurrent enrollment or eligibility to enter ENG 101
- 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)

**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 in each nursing course.
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 dismissal from the nursing program are not eligible for readmission. This includes students who cannot meet safety standards, and students who violate the college's Honor Code and Code of Conduct, the nursing program's Standards of Student Conduct, and the National Federation of Licensed Practical Nurses' Association Code of Ethics.

### Fact Sheet

- View the Practical Nursing Fact Sheet.

## Program Requirements (42 credits)

- BIO 203 - Human Anatomy and Physiology I (4 Credits)
- BIO 204 - Human Anatomy and Physiology II (4 Credits)

- ENG 101 - English Composition (3 Credits)
- NUR 111 - Introduction to Practical Nursing (4 Credits)
- NUR 112 - Care of Human Needs (6 Credits)
- NUR 113 - Practical Nursing Through the Lifespan I (6 Credits)
- NUR 114 - Practical Nursing Through the Lifespan II (6 Credits)
- NUR 115 - Practical Nursing Through The Lifespan III (6 Credits)
- PSY 101 - General Psychology (3 Credits)

## Certificate Requirement (42 Credits)

### 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 the Practical Nursing Program 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. Those students accepted into the program must submit a \$50 enrollment deposit when accepting their spot in the program. This deposit will be applied to your tuition for the semester and is not refundable.
2. Completion of ENG 101, BIO 203, BIO 204, PSY 101 and MAT 099 with a grade of "C" or better. Students must have completed or be eligible to take BIO 204 by the summer semester in which nursing courses begin; this means BIO 203 must be completed during or before the Spring semester of that same year.
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 Basic Life Support 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 may 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 may 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 the Practical Nursing Program* 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. Online science labs will not be accepted in transfer.

## 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. (<http://mbon.maryland.gov/Pages/articulation.aspx>)

## 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 (Registered Nurse), A.S.

*The Nursing program 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.*

**Special Admission Requirements: Program Application Deadline: January 15 for Fall and July 15 for Spring**

**Career Programs Building Room 110, 240-500-2380**

**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 approved by the Maryland State Board of Nursing and accredited by the Accreditation Commission for Education in Nursing (ACEN). The nursing program is 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). Students must have a social security or tax I.D. number to sit for this exam.

**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 citizens and health care providers.

### **Program Outcomes:**

1. Eighty percent of the RN and PN students who begin the program will successfully complete the program within a maximum of three calendar years from the date of entry.
2. Ninety percent of the program graduates will pass the NCLEX on their first attempt.
3. Ninety percent of a graduate survey respondents will be employed as a entry-level practitioner within 6 months of graduation.
4. Seventy five percent of the graduate survey respondents will express satisfaction with curriculum, environment, learning resources, support services, and policies.
5. One hundred percent of students graduating from the HCC Nursing Programs will meet all student learning outcomes.

**Program Student Learning 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 advisors 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](http://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 Enrollment Management by the application deadline (January 15 for the fall nursing class and July 15 for the spring nursing class)

- Submit a completed program application known as the *Supplemental Application for the Nursing Program (RN) form*
- Submit TEAS scores
- Submit SAT scores (If taken within five years of application date)
- Official transcripts from all colleges attended (students who took classes at HCC do not need to submit official HCC transcripts)
- Completion of all required science courses within seven years prior to admission to the program
- BIO 203 must be completed or in progress at the time of application to the program.
- 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
- Eligibility to enter college level Math and English
- A grade of "C" or higher is required for all general education requirements
- Foreign educated students must have their college transcripts evaluated by World Education Services (WES)

**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 75% on 50% or more of the total exams for the course during the second year of the program (NUR 126, NUR 226, NUR 228, NUR 230, NUR 231).
4. A minimum grade of 90% on a drug calculation exam in each nursing course.
5. 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.
6. For students in the two-year pathway, a grade of "C" or better is required for all general education courses. A failure in a required general education course will stop progression in the nursing program until all required general education courses are successfully completed.
7. Upon completion of nursing coursework, students must achieve 92% probability of passing the NCLEX on the first attempt 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 dismissal from the nursing program are not eligible for readmission. This includes students who cannot meet safety standards, and students who violate the college's Honor Code and Code of Conduct, the nursing program's Standards of Student Conduct, and the American Nurses' Association Code of Ethics for Nurses.

### Fact Sheet

- View the Registered Nursing Fact Sheet.
- View the RN to BSN Pathway Fact Sheet.
- View the HS Guidance Brochure for Nursing.

## Three-Year Program Pathway

Pre-Clinical Semester I			Pre-Clinical Semester II		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
ENG 101	English Composition	3	PSY 204	Developmental Psychology: Lifespan Human Development	3
Gen Ed	Mathematics	3	ENG 102	Composition and Literature	3
BIO 203	Human Anatomy and Physiology I	4	BIO 204	Human Anatomy and Physiology II	4
Gen Ed	Arts/Humanities	3	SOC 101	Introduction to Sociology	3
PSY 101	General Psychology	3			
<b>TOTAL</b>		<b>16</b>	<b>TOTAL</b>		<b>13</b>

Semester I			Semester II		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
NUR 116	Foundations of Nursing I	3	NUR 127	Nursing Care of Children	4
NUR 117	Foundations of Nursing II	6	NUR 229	Nursing Care of the Acute and Chronically Ill Adult	4
<b>TOTAL</b>		<b>9</b>	<b>TOTAL</b>		<b>8</b>

Semester III		
Course Number	Course Name	Credits
NUR 224	Pharmacology for Nursing Practice	2
BIO 205	Microbiology	4
<b>TOTAL</b>		<b>6</b>

Semester IV			Semester V		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
NUR 126	Nursing Care of Women and Infants	4	NUR 230	Nursing Care of the Acute and Chronically Ill Adult II	4
NUR 226	Behavioral Health Nursing	4	NUR 228	Contemporary Trends in Nursing and Leadership	2
			NUR 231	Nursing Care of the Acute and Chronically Ill Adult III	4
<b>TOTAL</b>		<b>8</b>	<b>TOTAL</b>		<b>10</b>

## Two-Year Program Pathway (5 - semester)

To learn more about the two-year RN program, click [here](#).

Pre-Clinical Semester I		
Course Number	Course Name	Credits
BIO 203	Human Anatomy and Physiology I	4
Gen Ed	Mathematics	3
ENG 101	English Composition	3
PSY 101	General Psychology	3
<b>TOTAL</b>		<b>13</b>

Semester I			Semester II		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
NUR 116	Foundations of Nursing I	3	NUR 127	Nursing Care of Children	4
NUR 117	Foundations of Nursing II	6	NUR 229	Nursing Care of the Acute and Chronically Ill Adult I	4

PSY 204	Developmental Psychology: Lifespan Human Development	3	BIO 205	Microbiology	4
BIO 204	Human Anatomy and Physiology II	4			
<b>TOTAL</b>		<b>16</b>	<b>TOTAL</b>		<b>12</b>

Semester III			Semester IV		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
NUR 126	Nursing Care of Women and Infants	4	NUR 228	Contemporary Trends in Nursing and Leadership	2
NUR 224	Pharmacology for Nursing Practice	2	NUR 230	Nursing Care of the Acute and Chronically Ill Adult II	4
NUR 226	Behavioral Health Nursing	4	NUR 231	Nursing Care of the Acute and Chronically Ill Adult III	4
ENG 102	Composition and Literature	3	SOC 101	Introduction to Sociology	3
Gen Ed	Arts/Humanities	3			
<b>TOTAL</b>		<b>16</b>	<b>TOTAL</b>		<b>13</b>

## General Education Requirements (33 Credits)

### Arts/Humanities

- Select one course from the approved General Education course list in the Arts/Humanities category (3 Credits)

### Behavioral/Social Sciences

- PSY 101 - General Psychology (3 Credits)
- PSY 204 - Developmental Psychology: Lifespan Human Development (3 Credits)
- SOC 101 - Introduction to Sociology (3 Credits)

### Biological/Physical Science

- BIO 203 - Human Anatomy and Physiology I (4 Credits)
- BIO 204 - Human Anatomy and Physiology II (4 Credits)
- BIO 205 - Microbiology (4 Credits)

## English

- ENG 101 - English Composition (3 Credits) *\*minimum grade of "C" or better is required*
- ENG 102 - Composition and Literature (3 Credits)

## Mathematics

- Select one course from the approved General Education course list in the Mathematics category (3 Credits)

## Program Requirements (37 Credits)

- NUR 116 - Foundations of Nursing I (3 Credits)
- NUR 117 - Foundations of Nursing II (6 Credits)
- NUR 126 - Nursing Care of Women and Infants (4 Credits)
- NUR 127 - Nursing Care of Children (4 Credits)
- NUR 224 - Pharmacology for Nursing Practice (2 Credits)
- NUR 226 - Behavioral Health Nursing (4 Credits)
- NUR 228 - Contemporary Trends in Nursing And Leadership (2 Credits)
- NUR 229 - Nursing Care of the Acute and Chronically Ill Adult I (4 Credits)
- NUR 230 - Nursing Care of the Acute and Chronically Ill Adult II (4 Credits)
- NUR 231 - Nursing Care of the Acute and Chronically Ill Adult III (4 Credits)

## Degree Requirement (70 Credits)

## 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. All applicants must have BIO 203 completed or in progress at the time of application and have achieved the required scores on the TEAS exam by the application deadline. Points are based on SAT scores, GPA or TEAS scores and residency. Those with the greatest points are admitted into 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 the Nursing Program (RN) 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.

- Those students accepted into the program must submit a \$50 enrollment deposit when accepting their spot in the program. This deposit will be applied to your tuition for the semester and is not refundable.
- Successful completion of program requirements in progress at the time of application.
- Students must pass a dosage calculation exam with a score of 90% or above.
- 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 Basic Life Support 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 may 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 may be dismissed from the nursing program.

## Readmission to the Nursing Program

Students who fail NUR 116 and NUR 117 and desire readmission to the nursing program must reapply as a first time student according to the standards listed above. Students who withdraw from, or fail other courses in the nursing sequence and desire readmission to the nursing program, must submit their request in writing to the Director, Nursing Division. 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.

## Associate to Bachelor's Dual Enrollment Option

HCC has an option for students to earn their associate and bachelor's degrees in nursing in as little time as possible, sometimes just four years. Completing the RN program at HCC and an RN to BSN program with a nearby university is much less expensive than spending two full years in a bachelor's degree nursing program. HCC offers an associate to bachelor's (ATB) program with Frostburg State University and Towson University where competitive applicants can take classes toward their associate and bachelor's degrees at the same time, minimizing the amount of time needed to complete the BSN. Several other BSN options allow students to apply during the second year of HCC nursing courses and start taking courses toward their BSN online. Graduates of the HCC nursing program are eligible to sit for the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

## 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 the Nursing Program (RN)* 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 Enrollment Management to determine which courses a student may transfer to HCC for credit. Required science courses that are older than seven years must be repeated. Online science labs will not be accepted in transfer.

## 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 the Nursing Program (RN)* form, take and submit results for the TEAS test, 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 Enrollment Management 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.

No more than half of the baccalaureate degree, with a maximum of 70 non-nursing credits, will be accepted from a community college. Nursing credits will not be transferred. However, Registered Nurses with an active, unencumbered Maryland or compact RN license articulating to the baccalaureate level, are awarded a minimum number of thirty (30) upper division nursing credits in the programs they are entering.

(<http://mbon.maryland.gov/Pages/articulation.aspx>)

## Transfer to Baccalaureate Nursing Programs

No more than half of the baccalaureate degree, with a maximum of 70 non-nursing credits, will be accepted from a community college. Nursing credits will not be transferred. However, Registered Nurses with an active, unencumbered Maryland or compact RN license articulating to the baccalaureate level, are awarded a minimum of thirty (30) upper division nursing credits in the program they are entering. (<http://mbon.maryland.gov/Pages/articulation.aspx>)

## 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.

## Paramedic to RN Transition Program

*The Paramedic to RN Transition Program 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.*

**Special Admission Requirements: Program Application Deadline: January 15 for Summer Admission**

**Career Programs Building, Room 110, 240-500-2380**

**Award:** Associate of Science degree, A.S.

**Total Credit Hours:** A minimum of 70 credit hours.

**Purpose:** For licensed Paramedics who wish to complete a registered nursing program with an associate of science degree. The nursing program is approved by the Maryland Board of Nursing and accredited by the Accreditation Commission for Education in Nursing (ACEN). The nursing program is designed to provide students with the knowledge, skill, and understanding necessary to function effectively in all areas of professional nursing. Graduates of the program are eligible to apply to sit for the National Council Licensure Examination for Registered Nurses (NCLEX-RN). Students must have a social security number or tax I.D. number to sit for this exam.

**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. Upon completion of the 33 credits of general education and successful completion of NUR 195 (8 Credits), students will receive 17 credits for the first year of the nursing program.

### Program Outcomes

1. Eighty percent of the RN and PN students who begin the program will successfully complete the program within a maximum of three calendar years from the date of entry.
2. Ninety percent of the program graduates will pass the NCLEX on their first attempt.
3. Ninety percent of the graduate survey respondents will be employed as an entry-level practitioner within 6 months of graduation.
4. Seventy five percent of the graduate survey respondents will express satisfaction with curriculum, environment, learning resources, support services, and policies.
5. One hundred percent of students graduating from the HCC Nursing Programs will meet all student learning outcomes.

**Program Student Learning Outcomes:** Graduates of the Associate of Science degree in nursing program will be able to:

1. Utilize critical thinking in application of the nursing process to provide care for individuals in a variety of settings that promotes health throughout the lifespan.
2. Adhere to quality of care and safety standards in all client care settings.
3. Facilitate the continuity of care for individuals in various acute and community settings.
4. Practice within the ethical and legal framework of the nursing profession and maintain professional standards of conduct.
5. Provide compassionate care and serve as advocates for individuals and families, respecting their diverse cultures, values, and belief systems.
6. Employ written and therapeutic 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.

**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](http://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 Enrollment Management by the application deadline.

- Submit a completed program application known as the *Supplemental Application for Paramedic to RN Transition Program*.
- Submit TEAS scores.

- Official transcripts from all other colleges attended (students who took classes at HCC do not need to submit official HCC transcripts).
- Completion of all required science courses within seven years prior to admission to the program.
- All General Education courses completed or in progress at the time of application to the program.
- 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 two years employment as an Paramedic within the past 5 years.
- Satisfactory letter of recommendation from most recent employer/manager.
- Must have certification as a Paramedic and National Board of Registry certification (NREMT-P).
- Foreign educated students must have their college transcripts evaluated by World Education Services (WES).

**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 75% on 50% or more of the total exams for the course during the second year of the program (NUR 126, NUR 226, NUR 228)
4. A minimum grade of 90% on a drug calculation exam in each nursing course.
5. 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.
6. Upon completion of nursing coursework, students must achieve 92% of probability of passing the NCLEX on the first attempt on the ATI Comprehensive Predictor Exam. Students who do not achieve this score will be allowed to retake the exam after remediation until they achieve the required score.

Students who do not meet program or course standards that result in dismissal from the nursing program are not eligible for readmission. This includes students who cannot meet safety standards, and students who violate the college's Honor Code and Code of Conduct, the nursing program's Standards of Student Conduct, and the American Nurses' Association Code of Ethics for Nurses.

#### Fact Sheet

- View the Paramedic to RN Transition Fact Sheet

## Program Pathway

Preclinical Semester I			Preclinical Semester II		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
ENG 101	English Composition	3	ENG 102	Composition and Literature	3
Gen Ed	Mathematics	3	BIO 204	Human Anatomy and Physiology II	4
BIO 203	Human Anatomy and Physiology I	4	SOC 101	Introduction to Sociology	3

Gen Ed	Arts/Humanities	3	PSY 204	Developmental Psychology: Lifespan Human Development	3
PSY 101	General Psychology	3	BIO 205	Microbiology	4
<b>TOTAL</b>		<b>16</b>	<b>TOTAL</b>		<b>17</b>

Semester I		
Course Number	Course Name	Credits
NUR 195	Paramedic-RN Transition	8
<b>TOTAL</b>		<b>8</b>

Semester II			Semester III		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
NUR 224	Pharmacology for Nursing Practice	2	NUR 126	Nursing Care of Women and Infants	4
NUR 226	Behavioral Health Nursing	4	NUR 228	Contemporary Trends in Nursing and Leadership	2
<b>TOTAL</b>		<b>6</b>	<b>TOTAL</b>		<b>6</b>

## General Education Requirements (33 Credits)

### Arts/Humanities

- Select one course from the approved General Education course list in the Arts/Humanities category (3 Credits)

### Behavioral/Social Sciences

- PSY 101 - General Psychology (3 Credits)
- PSY 204 - Developmental Psychology: Lifespan Human Development (3 Credits)
- SOC 101 - Introduction to Sociology (3 Credits)

### Biological/Physical Science

- BIO 203 - Human Anatomy and Physiology I (4 Credits)
- BIO 204 - Human Anatomy and Physiology II (4 Credits)

- BIO 205 - Microbiology (4 Credits)

## English

- ENG 101 - English Composition (3 Credits) *\*minimum grade of "C" or better is required*
- ENG 102 - Composition and Literature (3 Credits)

## Mathematics

- Select one course from the approved General Education course list in the Mathematics category (3 Credits)

## Program Requirements (37 Credits)

- NUR 195 - Paramedic to RN Transition (8 Credits)  
(Upon successful completion of NUR 195, students will be granted 17 additional credits based on prior learning and skills from paramedic work experience.)
- NUR 126 - Nursing Care of Women and Infants (4 Credits)
- NUR 224 - Pharmacology for Nursing Practice (2 Credits)
- NUR 226 - Behavioral Health Nursing (4 Credits)
- NUR 228 - Contemporary Trends in Nursing And Leadership (2 Credits)

## Degree Requirement (70 Credits)

## Selection Criteria

Students will be admitted to the paramedic to registered nursing course sequence each summer. 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 Paramedic to RN Transition Program 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.

- Those students accepted into the program must submit a \$50 enrollment deposit when accepting their spot in the program. This deposit will be applied to your tuition for the semester and is not refundable.
- Successful completion of program requirements in progress at the time of application.
- Students must pass a dosage calculation exam with a score of 90% or above.
- 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 Basic Life Support 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 may 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 may be dismissed from the nursing program.

## Readmission to the Nursing Program

Students who fail NUR 195 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 the Paramedic to RN Transition Program* 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 Enrollment Management to determine which courses a student may transfer to HCC for credit. Required science courses that are older than seven years must be repeated. Online science labs are not accepted in transfer.

## 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 appropriate *Supplemental Application for Selective Admissions Programs* form, take and submit results for the TEAS test, 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.

No more than half of the baccalaureate degree, with a maximum of 70 non-nursing credits, will be accepted from a community college. Nursing credits will not be transferred. However, Registered Nurses with an active, unencumbered Maryland or compact RN license articulating to the baccalaureate level, are awarded a minimum number of thirty (30) upper division nursing credits in the programs they are entering.

(<http://mbon.maryland.gov/Pages/articulation.aspx>)

## Transfer to Baccalaureate Nursing Programs

No more than half of the baccalaureate degree, with a maximum of 70 non-nursing credits, will be accepted from a community college. Nursing credits will not be transferred. However, Registered Nurses with an active, unencumbered Maryland or compact RN license articulating to the baccalaureate level, are awarded a minimum of thirty (30) upper division nursing credits in the program they are entering. (<http://mbon.maryland.gov/Pages/articulation.aspx>)

## 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

**Career Programs Building, Room 110, 240-500-2218**

**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 Basic Life Support CPR certification
- Completed Hepatitis waiver (if applicable) and Medical Expense form

Course requirements will be reviewed at first class. Students will need to withdraw if requirements are not met. Any questions should be directed to the Program Coordinator at 240-500-2218.

**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 dismissal from the Certified Medicine Aide program 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 Student Conduct.

#### **Fact Sheet**

- View the Certified Medicine Aide Fact Sheet.

### **Program Requirements (10 credits)**

- NUR 121 - Certified Nursing/Geriatric Assistant (7 Credits)
- NUR 122 - Medicine Aide (3 Credits)

### **Letter of Recognition Requirement (10 Credits)**

## **Additional Program Requirements**

### **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 may 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.

## Certified Nursing Assistant/Geriatric Assistant, Letter of Recognition

**Career Programs Building, Room 110, 240-500-2218**

**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 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:** Completion of required paperwork prior to program deadline. Deadlines are dependent upon the college semester calendar and are different each semester. In addition:

- 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 Basic Life Support CPR certification
- Completed Hepatitis waiver (if applicable) and Medical Expense form
- Students must successfully pass a drug screen and 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 dismissal from the Certified Nursing Assistant program 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.

Students must have a Social Security Number or Federal Tax Identification Number for certification as a nursing assistant in Maryland per Maryland Board of Nursing requirements.

### Fact Sheet

- View the CNA/GNA Fact Sheet.

## Program Requirements (7 credits)

- NUR 121 - Certified Nursing/Geriatric Assistant (7 Credits)

## Letter of Recognition Requirement (7 Credits)

## Additional Program Requirements

### 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 may 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 must take the National Nurse Aide Assessment Program (NNAAP) examination to become a Geriatric Nursing Assistant. This examination includes a competency test, including a written and skills test.

*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 [here](#).

## Paralegal Studies

### Paralegal Studies Concentration, Arts and Sciences, A.A.

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.

- View the Paralegal Studies Fact Sheet.

## Program Pathway

First Year Fall			First Year Spring		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
ENG 101	English Composition	3	ENG 102 or ENG 112	Composition and Literature or Technical Writing I	3
Gen Ed	Mathematics	3	Gen Ed	Behavioral/Social Sciences	3
Gen Ed	Behavioral/Social Sciences	3	Gen Ed	Biological/Physical Science (of your two Science requirements, one must have a lab)	3
PLS 101	Introduction to Paralegal Studies	3	Gen Ed	Arts/Humanities	3
PLS 102	Legal Research	3	PLS 103	Legal Writing and Documents	3
<b>TOTAL</b>		<b>15</b>	<b>TOTAL</b>		<b>15</b>
Second Year Fall			Second Year Spring		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
Gen Ed	Arts/Humanities	3	PLS 104	Principles of Litigation	3
Gen Ed	Diversity	3	PLS 207	Real Estate Law	3
Gen Ed	Biological/Physical Science (of your two Science requirements, one must have a lab)	4	PLS 203	Domestic Relations	3
PLS 105	Contracts and Torts	3	Restricted Elective	Choose from the list	3
Restricted Elective	Choose from the list	3	Elective	Choose in consultation with advisor	2
<b>TOTAL</b>		<b>16</b>	<b>TOTAL</b>		<b>14</b>

## General Education Requirements (31-33 Credits)

### Arts/Humanities

- Select two courses from the approved General Education course list in the Arts/Humanities category (6 Credits)

### Behavioral/Social Sciences

- Select two courses from the approved General Education course list in the Behavioral/Social Sciences category (6 Credits)

### Biological/Physical Science

- Select two courses from the approved General Education course list in the Biological/Physical Science category-one must be a laboratory course (7-8 Credits)

### Diversity

- Select one course from the approved General Education course list in the Diversity category (3 Credits)

### English

- ENG 101 - English Composition (3 Credits) *\*minimum grade of "C" or better is required*
- ENG 102 - Composition and Literature (3 Credits)
- OR
- ENG 112 - Technical Writing I (3 Credits)

### Mathematics

- Select one course from the approved General Education course list in the Mathematics category (3 Credits)

## Program Requirements (21 Credits)

- PLS 101 - Introduction to Paralegal Studies (3 Credits)
- PLS 102 - Legal Research (3 Credits)
- PLS 103 - Legal Writing and Documents (3 Credits)
- PLS 104 - Principles of Litigation (3 Credits)
- PLS 105 - Contracts and Torts (3 Credits)
- PLS 203 - Domestic Relations (3 Credits)
- PLS 207 - Real Estate Law (3 Credits)

## Restricted Electives (6 Credits)

Electives should be selected in consultation with the coordinator of the Paralegal Program to satisfy career goals or a transfer advisor and the transfer institution. Select two courses in different disciplines from the following list:

- ADJ 203 - Criminal Law (3 Credits)
- BUS 104 - Legal Environment of Business (3 Credits)
- HIS 201 - United States History I (3 Credits)
- HIS 202 - United States History II (3 Credits)
- PLS 269 - Internship I (3 Credits)
- POL 101 - American Government (3 Credits)
- POL 102 - State and Local Government (3 Credits)
- POL 202 - Constitutional Law (3 Credits)

### Free Electives (1-2 Credits)

In order to meet the degree requirements of 60 credits, some students may need an additional 1 or 2 credits of free electives. Electives should be selected in consultation with the coordinator of the Paralegal Program to satisfy career goals or a transfer advisor and the transfer institution. Some recommended courses to consider are listed below.

- BUS 145 - Customer Service (1 Credit)
- IST 100 - Computer Basics (1 Credit)
- IST 101 - Basic Keyboarding (1 Credit)
- IST 103 - Presentation Software (1 Credit)
- PED 132 - Yoga: Beginning (1 Credit)
- STU 106 - Professionalism in the Workplace (1 Credit)

### Degree Requirement (60 Credits)

#### Note:

*Students who have been convicted of certain crimes may be precluded from employment in this field and may affect internship placement. Please discuss concerns with the program coordinator.*

## Paralegal Studies, Certificate

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 30 credits from this one-year certificate program to the associate of arts degree in paralegal studies program.

- View the Paralegal Studies Fact Sheet.

### Program Requirements (24 Credits)

- ENG 101 - English Composition (3 Credits)
- PLS 101 - Introduction to Paralegal Studies (3 Credits)
- PLS 102 - Legal Research (3 Credits)
- PLS 103 - Legal Writing and Documents (3 Credits)
- PLS 104 - Principles of Litigation (3 Credits)
- PLS 105 - Contracts and Torts (3 Credits)
- PLS 203 - Domestic Relations (3 Credits)

- PSY 101 - General Psychology (3 Credits)

## Electives (6 credits)

Select two courses from the following list:

- ADJ 201 - Law Enforcement and the Community (3 Credits)
- ADJ 203 - Criminal Law (3 Credits)
- BUS 104 - Legal Environment of Business (3 Credits)
- POL 101 - American Government (3 Credits)
- PLS 207 - Real Estate Law (3 Credits)
- PLS 269 - Internship I (3 Credits)

## Certificate Requirement (30 Credits)

### Note:

*Students who have been convicted of certain crimes may be precluded from employment in this field and may affect internship placement. Please discuss concerns with the program coordinator.*

## Pharmacy

### Pharmacy Technician, Certificate

**Career Programs Building, Room 170L**

**Award:** Certificate

**Total Credit Hours:** 33 credit hours

**Purpose:** This program prepares students to become employed as pharmacy technicians, who are skilled healthcare specialists, who, under the direction and supervision of pharmacists, assist in the varied activities of a pharmacy department in retail and institutional health care settings. Pharmacy Technicians are detail oriented people who fill a central role in accurately providing medication to patients and other assigned functions, assisting with the safe and efficient operation of a pharmacy department. Pharmacy Technicians are trained to interpret physicians' medication orders, fill orders to be checked by pharmacists, and deliver the orders. They prepare admixtures of intravenous solutions, prepare bulk formulations, stock inventory medications, maintain patient profile records, assist with over-the-counter drugs and health aids, answer patient questions, and perform clerical duties, including processing insurance forms required by third-party payers.

Completion of this program will prepare the student to sit for the National Pharmacy Technician Certification Examination.

**Curriculum:** The curriculum is divided into several areas of study and consists of lecture, laboratory and externship. Emphasis is placed on the knowledge and skills of a certified pharmacy technician to meet the needs of the healthcare industry 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.

**Program Outcomes:** Graduates of the Certificate Program in Pharmacy Technician will be able to:

1. The technician should demonstrate appropriate knowledge and understanding of pharmacy's role in the health-care industry, including quality improvement processes that may be used to monitor pharmacy's ability to fulfill its responsibilities within a given health-care system.
2. The technician should have a working knowledge of the pharmaceutical and medical terms, abbreviations, and symbols commonly used in the prescribing, dispensing, administering, and charting of medications.
3. The technician should have a working knowledge of the general chemical and physical properties of drugs handled in the manufacturing and packaging operations used in the delivery of pharmaceutical services.
4. The technician should be able to perform the arithmetical calculations required for the usual dosage determinations and solutions preparation.
5. The technician should be able to perform the essential functions relating to drug purchasing and inventory control.
6. The technician should demonstrate a working knowledge of drug dosages, routes of administration, and mechanical, automatic, or robotic drug delivery systems.
7. The technician should have a working knowledge of the procedures and operations relating to the manufacturing, packaging, and labeling of drug products.
8. The technician should have a working knowledge of the procedures and operations relating to aseptic compounding and parenteral admixture operations.
9. The technician should exhibit the ability to perform the usual technician functions associated with contemporary drug distribution systems.
10. The technician should have a thorough knowledge and understanding of the duties and responsibilities of pharmacy technicians, including standards of ethics governing pharmacy practice; as well as, duties as allowed in the state of Maryland, and how those duties may vary in other states, along with discussion required responsibilities of life-long learning required for maintaining certification.

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

- 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.
- College placement test scores in English and Mathematics. Courses require that students have completed developmental English and Mathematics (ENG 100 and MAT 098) or have equivalent placement test scores.
- Proof of BLS for Healthcare Providers (CPR and AED) certification.
- Pharmacy technician students must maintain a "C" or better in all program courses.
- Students must be capable of performing the technical standards of the program.

**Fact Sheet:**

- View the Pharmacy Technician Fact Sheet.

## Program Pathways

**Fall Admission Cohort:**

First Year Fall			First Year Spring		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
BIO 116	Human Anatomy & Physiology for Allied Health	4	PHR 107	Professionalism, Law and Ethics	3
MAP 102	Medical Terminology	3	PHR 110	Pharmacology and Therapeutics	5

PHR 101	Introduction to Pharmacy Technician	3	PHR 112	Pharmacy Practice: Sterile Medication Preparation	3
PHR 102	Pharmaceutical Calculations	3	PHR 113	Pharmacy Operations and Trends	3
PHR 103	Pharmacy Practice: Dispensing Non-Sterile Apps	3			
<b>TOTAL</b>		<b>16</b>	<b>TOTAL</b>		<b>14</b>

<b>First Year Summer (7.5 week)</b>			
<b>Course Number</b>	<b>Course Name</b>	<b>Credits</b>	
PHR 269	Pharmacy Practicum	3	
<b>TOTAL</b>		<b>3</b>	

**Spring Admission Cohort:**

First Year Spring			First Year Fall		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
BIO 116	Human Anatomy & Physiology for Allied Health	4	PHR 102	Pharmaceutical Calculations	3
MAP 102	Medical Terminology	3	PHR 103	Pharmacy Practice: Dispensing Non-Sterile Applications	3
PHR 101	Introduction to Pharmacy Technician	3	PHR 110	Pharmacology and Therapeutics	5
PHR 107	Professionalism, Law and Ethics	3	PHR 112	Pharmacy Practice: Sterile Medication Preparation	3
PHR 113	Pharmacy Operations and Trends	3			
<b>TOTAL</b>		<b>16</b>	<b>TOTAL</b>		<b>14</b>

<b>First Year Spring (7.5 week)</b>			
<b>Course Number</b>	<b>Course Name</b>	<b>Credits</b>	
PHR 269	Pharmacy Practicum	3	
<b>TOTAL</b>		<b>3</b>	

## Program Requirements (33 Credits)

- BIO 116 - Human Anatomy and Physiology for Allied Health (4 Credits)
- MAP 102 - Medical Terminology (3 Credits)
- PHR 101 - Introduction to Pharmacy Technician (3 Credits)
- PHR 102 - Pharmaceutical Calculation (3 Credits)
- PHR 103 - Pharmacy Practice: Dispensing Non-Sterile Applications (3 Credits)
- PHR 107 - Professionalism, Law and Ethics (3 Credits)
- PHR 110 - Pharmacology and Therapeutics (5 Credits)
- PHR 112 - Pharmacy Practice: Sterile Medication Preparation (3 Credits)
- PHR 113 - Pharmacy Operations and Trends (3 Credits)
- PHR 269 - Pharmacy Practicum (3 Credits)

## Certificate Requirement (33 Credits)

## Additional Program Requirements

### Criminal Background Checks

All students who are offered admission to the Dental Hygiene program will be required to submit to fingerprinting and a complete criminal background check. Based on the results of the fingerprinting, complete criminal background check and consultation with pharmacy licensing agencies, students may be ineligible for enrollment in the program.

### Drug Screen

All students who are offered admission to the Pharmacy Technician 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 Pharmacy Technician 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 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 recommended for dismissal from the pharmacy technician program.

### Externship Site Placement

Student placement in externship sites is determined at a designed semester. Misconduct in the assigned externship site may result in loss of externship placement and/or recommendation for program dismissal.

### 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.

### \*Note

*\*In order to sit for the Pharmacy Technician Certification Exam (PTCE) candidates must satisfy the following eligibility requirements: high school diploma or equivalent educational diploma; full disclosure of all criminal actions; and compliance with all applicable PTCB Certification policies.*

## Pharmacy Technician, Letter of Recognition

**Career Programs Building, Room 170L**

**Award:** Letter of Recognition

**Total Credit Hours:** 9 credit hours

**Purpose:** This Letter of Recognition Program prepares students to gain entry-level employment as a pharmacy technician. The courses completed in this certificate program can be used to fulfill the requirements of the Pharmacy Technician Certificate Program.

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

- 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.
- College placement test scores in English and Mathematics. Courses require that students have completed developmental English and Mathematics (ENG 100 and MAT 098) or have equivalent placement test scores.
- Proof of BLS for Healthcare Providers (CPR and AED) certification.
- Pharmacy technician students must maintain a "C" or better in all program courses.
- Students must be capable of performing the technical standards of the program.

### Fact Sheet:

- [View the Pharmacy Technician Fact Sheet.](#)

## Program Requirements (9 credits)

- PHR 101 - Introduction to Pharmacy Technician (3 Credits)
- PHR 102 - Pharmaceutical Calculation (3 Credits)
- PHR 103 - Pharmacy Practice: Dispensing Non-Sterile Applications (3 Credits)

## Letter of Recognition Requirement (9 Credits)

## Additional Program Requirements

### Criminal Background Checks

All students who are offered admission to the Dental Hygiene program will be required to submit to fingerprinting and a complete criminal background check. Based on the results of the fingerprinting, complete criminal background check and consultation with pharmacy licensing agencies, students may be ineligible for enrollment in the program.

### Drug Screen

All students who are offered admission to the Pharmacy Technician 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 Pharmacy Technician 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 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 recommended for dismissal from the pharmacy technician 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.

### \*Note

\*In order to sit for the Pharmacy Technician Certification Exam (PTCE) candidates must satisfy the following eligibility requirements: high school diploma or equivalent educational diploma; full disclosure of all criminal actions; and compliance with all applicable PTCB Certification policies.

## Pre-Pharmacy Concentration, Arts and Sciences, A.S.

The pre-pharmacy concentration 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](http://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.

- View the Pre-Pharmacy Fact Sheet.

## Program Pathway

First Year Fall			First Year Spring		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
ENG 101	English Composition	3	ENG 102 or SPD 103	Composition and Literature or Public Speaking	3
MAT 203	Calculus I	4	Gen Ed	Arts/Humanities	3
CHM 103	General Chemistry I	4	CHM 104	General Chemistry II	4
Restricted Elective	Choose from the list	4	BIO 205	Microbiology	4
<b>TOTAL</b>		<b>15</b>	<b>TOTAL</b>		<b>14</b>

Second Year Fall			Second Year Spring		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
Gen Ed	Behavioral/Social Science	3	Gen Ed	Diversity	3
CHM 203	Organic Chemistry I	4	Gen Ed	Arts/Humanities	3
PHY 201	General Physics I	4	Gen Ed	Behavioral/Social Science	3
Restricted Elective	Choose from the list	4	CHM 204	Organic Chemistry II	4
			Elective	Choose in consultation with advisor	3
<b>TOTAL</b>		<b>15</b>	<b>TOTAL</b>		<b>16</b>

## General Education Requirements (33 Credits)

### Arts/Humanities

- Select two courses from the approved General Education course list in the Arts/Humanities category (6 Credits)

### Behavioral/Social Sciences

- Select two courses from the approved General Education course list in the Behavioral/Social Sciences category (6 Credits)

### Biological/Physical Science

- CHM 103 - General Chemistry I (4 Credits)
- CHM 104 - General Chemistry II (4 Credits)

### Diversity

- Select one course from the approved General Education course list in the Diversity category (3 credits)

### English

- ENG 101 - English Composition (3 Credits) *\*minimum grade of "C" or better is required*
- ENG 102 - Composition and Literature (3 Credits)
- OR
- SPD 103 - Public Speaking (3 Credits)

## Mathematics

- MAT 203 - Calculus I (4 Credits)

## Program Requirements (16 Credits)

- BIO 205 - Microbiology (4 Credits)
- CHM 203 - Organic Chemistry I (4 Credits)
- CHM 204 - Organic Chemistry II (4 Credits)
- PHY 201 - General Physics I (4 Credits)

## Restricted Electives (8 Credits)

Select 8 credits from the following courses:

- BIO 113 - Principles of Biology I (4 Credits)
- BIO 114 - Principles of Biology II (4 Credits)
- BIO 203 - Human Anatomy and Physiology I (4 Credits)
- BIO 204 - Human Anatomy and Physiology II (4 Credits)
- ECO 202 - Microeconomic Principles (3 Credits)
- MAT 109 - Introduction to Statistics (3 Credits)
- PHY 202 - General Physics II (4 Credits)
- SPD 103 - Public Speaking (3 Credits)

## Free Electives (3 Credits)

Select 3 credits of electives in consultation with an advisor. Some recommended courses are listed below:

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

## Degree Requirement (60 Credits)

# Phlebotomy

## Phlebotomy, Certificate

**Career Programs Building, Room 170B**

**Award:** Certificate

**Total Credit Hours:** 16 credit hours

**Purpose:** 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.

**Curriculum:** The curriculum is divided into areas of students consisting of lecture, laboratory, and clinical experiences. Content areas of the curriculum include anatomy and physiology, medical terminology, blood collection and other lab tests for medical use using venipuncture and micro-techniques, and professional ethics. Successful graduates are eligible to sit for a national certification exam as a phlebotomy technician.\*

**Program Outcomes:** Graduates of the Certificate in Phlebotomy will be able to:

1. Provide appropriate patient care with respect for diverse cultures, values and beliefs.
2. Competently perform routine phlebotomy procedures.
3. Utilize appropriate standard precautions.
4. Exhibit professionalism in the all communications and encounters with patients and the health care team.
5. Make critical decisions appropriate for the phlebotomist.
6. Practice within the ethical and legal framework of the profession.

**Admission Requirements:** Admission to HCC does not guarantee admission into the Phlebotomy program. The requirements below must be completed and submitted to the Office of Admission, Records, and Registration before the first day of class:

- Official transcripts from all college attended.
- College placement tests in mathematics, English and reading.
- Completion of ENG 100, or satisfactory result on placement tests.
- A minimum cumulative grade point average for all college coursework of 2.0 on a 4.0 scale.
- May be required to repeat MAP and/or PLB courses, based upon the time sequence when these program courses were completed.

**Program Requirements:** All Phlebotomy students must:

- Must maintain a grade of "C" or better in all program courses.
- 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.
- Prior criminal records may prohibit students from program externship and employment opportunities.
- Students who do not academically pass their externship course or who are asked to leave their externship site, may be recommended for dismissal from the course and/or program.
- Students must be capable of performing the technical standards of the program.
- Students must have a current American Health Association BLS Provider CPR certification.

#### Fact Sheet

- View the Phlebotomy Fact Sheet.

## Program Requirements (16 Credits)

- CSC 102 - Introduction to Information Technology (3 Credits)
- MAP 102 - Medical Terminology (3 Credits)
- MAP 110 - Introduction to Health Science Professions and Technology (3 Credits)
- PLB 105 - Phlebotomy (3 Credits)
- PLB 106 - Phlebotomy Clinical Externship (3 Credits)
- STU 106 - Professionalism in the Workplace (1 Credit)

## Certificate Requirement (16 Credits)

## Additional Program Requirements

### Criminal Background Checks

All students who are offered admission to the Dental Hygiene program will be required to submit to fingerprinting and a complete criminal background check. Based on the results of the fingerprinting and complete criminal background check, students may be ineligible for enrollment in the program.

### Externship Site Placement

Student placement in externship sites is determined at a designed semester. 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 through Friday. Externship sites may have their own requirements that students must meet prior to their externship experience. Misconduct in the assigned externship site may result in loss of externship placement and/or recommendation for program dismissal.

### 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.

### Phlebotomy Pre-Externship Review

Students who do not complete the phlebotomy externship (PLB 106) in the semester immediately following completion of the Phlebotomy course (PLB 105), will be required to enroll in the phlebotomy pre-externship review course (PLB 107). This one credit hybrid course will be a review of both didactic and clinical material to ensure that the student has not lost skills from lack of practice prior to being sent to an externship site.

#### \*Note

*\* In order to sit for the American Medical Technologists, Registered Medical Assistant, or Registered Phlebotomy Technician national certification exams in medical assisting, graduates must have proof of High School diploma or G.E.D.*

#### *\*PLB 107 Phlebotomy Pre-Externship Review*

*Prerequisite: PLB 105*

*(1 credit)*

*This course reviews the fundamentals of phlebotomy for students who do not complete their externship (PLB 106) in the semester immediately following their phlebotomy class (PLB 105). Course content includes review of venipuncture techniques, equipment, infection control, professionalism in the workplace, and legal and regulatory issues. Phlebotomy techniques will be performed on artificial venipuncture arms with clinical competency assessed. Medical scrubs are required. Course fee required. Students must receive a grade of "C" or better to proceed to externship, PLB 106 . Total of 15 contact hours.*

## Physical Education

### Fitness Training, Letter of Recognition

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 105 - First Aid (3 Credits)
- PED 141 - Strength Training: Beginning (1 Credit)
- PED 170 - Individual Assessment: Beginning (1 Credit)
- PED 230 - Concepts of Exercise Programming (3 Credits)

#### Letter of Recognition Requirement (8 credits)

### Health, Physical Education and Leisure Studies Concentration, Arts and Sciences, A.A.

The Health, Physical Education and Leisure Studies concentration 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.

#### Program Pathway

First Year Fall			First Year Spring		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
ENG 101	English Composition	3	Gen Ed	English	3
Gen Ed	Mathematics	3	PSY 101	General Psychology	3
Program	Choose from List 1	3	Gen Ed	Arts/Humanities	3
PED	Select an activity course	1	Program	Choose from List 2	3
Program	Choose from List 3	3	PED	Select an activity course	1
			Program	Choose from List 3	3
<b>TOTAL</b>		<b>13</b>	<b>TOTAL</b>		<b>16</b>

Second Year Fall			Second Year Spring		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
Gen Ed	Arts/Humanities	3	Gen Ed	Biological/Physical Science with a lab	4
Gen Ed	Behavioral/Social Science	3	Gen Ed	Diversity (other than PED 240)	3
Gen Ed	Biological/Physical Science with a lab	4	Program	Choose from List 3	3
Program	Choose from List 3	3	Restricted Elective	Choose from the list	3
Restricted Elective	Choose from the list	3	Elective	Choose in consultation with an advisor	2
<b>TOTAL</b>		<b>16</b>	<b>TOTAL</b>		<b>15</b>

## General Education Requirements (32 Credits)

### Arts/Humanities

- Select two courses from the approved General Education course list in the Arts/Humanities category (6 Credits)

### Behavioral/Social Sciences

- PSY 101 - General Psychology (3 Credits)
- Select another course from the approved General Education course list in the Behavioral/Social Sciences category (3 Credits)

### Biological/Physical Science

- Select two laboratory courses from approved General Education course list in the Biological/Physical Science category (8 Credits)

### Diversity

- Select one course from the approved General Education course list in the Diversity category (Note: PED 240 will not count as a program requirement if used as a Diversity General Education requirement) (3 Credits)

### English

- ENG 101 - English Composition (3 Credits) *\*minimum grade of "C" or better is required*
- Select another course from the approved General Education course list in the English category (3 credits)

## Mathematics

- Select one course from the approved General Education course list in the Mathematics category (3 Credits)

## Program Requirements (20 Credits)

### List 1 - Select one course:

- HEA 102 - Nutrition (3 Credits)
- HEA 103 - Personal Health (3 Credits)
- HEA 203 - Personalized Approach to Mental and Physical Health (3 Credits)

### List 2 - Select one course:

- HEA 105 - First Aid (3 Credits)
- HEA 205 - Sport First Aid and CPR (3 Credits)

### List 3 - Select four courses:

- ECO 201 - Macroeconomic Principles (3 Credits)
- ECO 202 - Microeconomic Principles (3 Credits)
- HIS 101 - World History to 1500 (3 Credits)
- HIS 102 - World History Since 1500 (3 Credits)
- HIS 201 - United States History I (3 Credits)
- HIS 202 - United States History II (3 Credits)
- POL 101 - American Government (3 Credits)
- PSY 203 - Educational Psychology (3 Credits)
- PSY 204 - Developmental Psychology: Lifespan Human Development (3 Credits)
- SOC 101 - Introduction to Sociology (3 Credits)
- SPD 103 - Public Speaking (3 Credits) **or** SPD 108 - Introduction to Human Communication (3 Credits)

### PED Activity Course - Select two Physical Education courses

- PED 101 - PED 198 (1 Credit)

## Restricted Electives (6 Credits)

Select two restricted elective courses from the following list:

- EDU 101 - Introduction to Education (3 Credits)
- HEA 102 - Nutrition (3 Credits)
- PED 201 - Introductory Analysis of Physical Education (3 Credits)
- PED 215 - Early Childhood Physical Activities (3 Credits)
- PED 216 - Care and Prevention of Athletic Injuries (3 Credits)
- PED 225 - Principles and Practices of Sport Coaching (3 Credits)
- PED 226 - Sport Psychology (3 Credits)

- PED 230 - Concepts of Exercise Programming (3 Credits)
- PED 240 - Diversity and Cultural Issues in Sport and Athletics (3 Credits)
- PED 245 - Introduction to Sport Management (3 Credits)

### Free Electives (2 Credits)

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

### Degree Requirement (60 Credits)

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

This Letter of Recognition will provide the student with a basic foundation in Health, Physical Education and Leisure Studies from which to pursue further study in the variety of fields encompassed in this discipline. For the individual who may desire to explore the multiple career options of education or fitness, these courses can be utilized to fulfill the requirements of a AA Degree in Health, Physical Education and Leisure Studies.

### Program Requirements (8 credits)

- HEA 103 - Personal Health (3 Credits)
- HEA 105 - First Aid (3 Credits) **or** HEA 205 - Sport First Aid and CPR (3 Credits)
- PED 170 - Individual Assessment: Beginning (1 Credit)
- PED - Take one Physical Education activity course (1 Credit)

### Restricted Electives (3 Credits)

Select one of the following courses:

- PED 201 - Introductory Analysis of Physical Education (3 Credits)
- PED 215 - Early Childhood Physical Activities (3 Credits)
- PED 216 - Care and Prevention of Athletic Injuries (3 Credits)

### Letter of Recognition Requirement (11 Credits)

## Physics

### Physics Concentration, Arts and Sciences, A.S.

The physics concentration 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.

## Program Pathway

First Year Fall			First Year Spring		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
ENG 101	English Composition	3	Gen Ed	English	3
MAT 203	Calculus I	4	Gen Ed	Arts/Humanities	3
Gen Ed	Arts/Humanities	3	PHY 204	Principles of Physics II	5
PHY 203	Principles of Physics I	5	PHY 205	Principles of Physics III	1
			MAT 204	Calculus II	4
<b>TOTAL</b>		<b>15</b>	<b>TOTAL</b>		<b>16</b>
Second Year Fall			Second Year Spring		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
Gen Ed	Diversity	3	Gen Ed	Behavioral/Social Science	3
Gen Ed	Behavioral/Social Science	3	MAT 206	Differential Equations	4
Elective	Choose in consultation with advisor	3	MAT 205	Calculus III	4
Elective	Choose in consultation with advisor	3	Elective	Choose in consultation with advisor	3
Elective	Choose in consultation with advisor	3			
<b>TOTAL</b>		<b>15</b>	<b>TOTAL</b>		<b>14</b>

## General Education Requirements (35 Credits)

### Arts/Humanities

- Select two courses from the approved General Education course list in the Arts/Humanities category (6 Credits)

## Behavioral/Social Sciences

- Select two courses from the approved General Education course list in the Behavioral/Social Science category (6 Credits)

## Biological/Physical Science

Take two laboratory courses as follows:

- PHY 203 - Principles of Physics I (5 Credits)
- PHY 204 - Principles of Physics II (5 Credits)

## Diversity

- Select one course from the approved General Education course list in the Diversity category (3 Credits)

## English

- ENG 101 - English Composition (3 Credits) *\*minimum grade of "C" or better is required*
- Select another course from the approved General Education course list in the English category (3 Credits)

## Mathematics

- MAT 203 - Calculus I (4 Credits)

## Program Requirements (13 Credits)

- MAT 204 - Calculus II (4 Credits)
- MAT 205 - Calculus III (4 Credits)
- MAT 206 - Differential Equations (4 Credits)
- PHY 205 - Principles of Physics III (1 Credit)

## Free Electives (12 Credits)

Electives should be selected in consultation with a transfer advisor and the transfer institution. Some recommended courses are as follows:

- CHM 103 - General Chemistry I (4 Credits)
- CHM 104 - General Chemistry II (4 Credits)
- CSC - select any Computer Science course (3 Credits)
- ECO 201 - Macroeconomic Principles (3 Credits)
- OR
- ECO 202 - Microeconomic Principles (3 Credits)
- EGR - select any Engineering Science course (3-4 Credits)
- IST - select any Information Systems Technology course (3 Credits)
- MAT 161 - Precalculus (4 Credits)
- MAT 208 - Linear Algebra (4 Credits)
- SPD 103 - Public Speaking (3 Credits)

## Degree Requirement (60 Credits)

## Political Science

### Political Science Concentration, Arts and Sciences, A.A.

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.

### Program Pathway

First Year Fall			First Year Spring		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
ENG 101	English Composition	3	Gen Ed	English	3
Gen Ed	Mathematics	3	POL 102	State and Local Government	3
SOC 101	Introduction to Sociology	3	Gen Ed	Arts/Humanities	3
POL 101	American Government	3	Gen Ed	Diversity	3
Elective	Choose in consultation with an advisor	3	Elective	Choose in consultation with an advisor	3
<b>TOTAL</b>		<b>15</b>	<b>TOTAL</b>		<b>15</b>
Second Year Fall			Second Year Spring		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
Gen Ed	Biological/Physical Science (of your two Science requirements, one must have a lab)	3-4	Gen Ed	Biological/Physical Science (of your two Science requirements, one must have a lab)	3-4
Gen Ed	Arts/Humanities	3	POL 202 or POL 204 or POL 206	Constitutional Law or International Relations or Comparative Politics	3

HIS 201 or HIS 202	United States History I or United States History II	3	Elective	In consultation with an advisor	3
POL 103	Mass Media and Democracy	3	POL 202 or POL 204 or POL 206	Constitutional Law or International Relations or Comparative Politics	3
Elective	Choose in consultation with an advisor	3	Elective	Choose in consultation with an advisor	3
<b>TOTAL</b>		<b>15</b>	<b>TOTAL</b>		<b>15</b>

## General Education Requirements (31-32 Credits)

### Arts/Humanities

- Select two courses from the approved General Education course list in the Arts/Humanities category (6 Credits)

### Behavioral/Social Sciences

- SOC 101 - Introduction to Sociology (3 Credits)

Take one course from HIS discipline.

- HIS 201 - United States History I (3 Credits)  
OR
- HIS 202 - United States History II (3 Credits)

### Biological/Physical Science

- Select two courses from the approved General Education course list in the Biological/Physical Science category -one must be a laboratory course (7-8 Credits)

### Diversity

- Select one course from the approved General Education course list in the Diversity category (3 Credits)

### English

- ENG 101 - English Composition (3 Credits) *\*minimum grade of "C" or better is required*
- Select another course from the approved General Education course list in the English category (3 Credits)

### Mathematics

- Select one course from the approved General Education course list in the Mathematics category (3 Credits)

## Program Requirements (15 Credits)

Take each of the following courses:

- POL 101 American Government (3 Credits)
- POL 102 State and Local Government (3 Credits)
- POL 103 Mass Media and Democracy (3 Credits)

Select *only two* courses from the following:

- POL 202 Constitutional Law (3 Credits)
- POL 204 International Relations (3 Credits)
- POL 206 Comparative Politics (3 Credits)

## Free Electives (12-14 Credits)

Electives should be selected in consultation with an advisor. Some recommended courses are listed below:

- ADJ 101 - Introduction to Criminal Justice (3 Credits)
- ANT 201 - Cultural Anthropology (3 Credits)
- ECO 201 - Macroeconomic Principles (3 Credits)
- ECO 202 - Microeconomic Principles (3 Credits)
- GEO 105 - World Regional Geography (3 Credits)
- MGT 103 - Principles of Management (3 Credits)
- MAT 109 - Introduction to Statistics (3 Credits)
- POL 206 - Comparative Politics (3 Credits)
- POL 269 - Internship I (3 Credits)
- SOC 102 - Sociology of Social Problems (3 Credits)
- SPD 103 - Public Speaking (3 Credits)

## Degree Requirement (60 Credits)

## Psychology

### Psychology Concentration, Arts and Sciences, A.A.

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.

## Program Pathway

First Year Fall			First Year Spring		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
ENG 101	English Composition	3	Gen Ed	English	3
Gen Ed	Mathematics	3	Gen Ed	Arts/Humanities	3
SOC 101	Introduction to Sociology	3	Gen Ed	Diversity	3
PSY 101	General Psychology	3	PSY	Psychology 203, 204, 206, 208, 216, or 240	3
Elective	Choose in consultation with an advisor	3	Elective	Choose in consultation with an advisor	3
<b>TOTAL</b>		<b>15</b>	<b>TOTAL</b>		<b>15</b>
Second Year Fall			Second Year Spring		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
Gen Ed	Biological/Physical Science (of your two science requirements, one must have a lab)	4	Gen Ed	Biological/Physical Science (of your two science requirements, one must have a lab)	3
Gen Ed	Arts/Humanities	3	PSY	Psychology 203, 204, 206, 208, 216, or 240	3
PSY	Psychology 203, 204, 206, 208, 216, or 240	3	Gen Ed	Behavioral/Social Sciences	3
Elective	Choose in consultation with an advisor	2	Elective	Choose in consultation with an advisor	3
Elective	Choose in consultation with an advisor	3	Elective	Choose in consultation with an advisor	3
<b>TOTAL</b>		<b>15</b>	<b>TOTAL</b>		<b>15</b>

### General Education Requirements (31-32 Credits)

#### Arts/Humanities

- Select two courses from the approved General Education course list in the Arts/Humanities category (6 Credits)

## Behavioral/Social Sciences

- SOC 101 - Introduction to Sociology (3 Credits)
- Select another course from the approved General Education course list in the Behavioral/Social Sciences category (3 Credits)

## Biological/Physical Science

- Select two courses from the approved General Education course list in the Biological/Physical Science category-one must be a laboratory course (7-8 Credits)

## Diversity

- Select one course from the approved General Education course list in the Diversity category (3 Credits)

## English

- ENG 101 - English Composition (3 Credits) *\*minimum grade of "C" or better is required*
- Select another course from approved General Education course list in the English category.

## Mathematics

- Select one course from the approved General Education course list in the Mathematics category (3 Credits)

## Program Requirements (12 Credits)

- PSY 101 - General Psychology (3 Credits)

Take three of the following PSY courses:

- PSY 203 - Educational Psychology (3 Credits)
- PSY 204 - Developmental Psychology: Lifespan Human Development (3 Credits)
- PSY 206 - Abnormal Psychology (3 Credits)
- PSY 208 - Theories of Personality (3 Credits)
- PSY 216 - Social Psychology (3 Credits)
- PSY 240 - Research Methods (3 Credits)

## Electives (17 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 Credits)
- Foreign Language Course (3-6 Credits)
- HST 103 - Introduction to Human Services and Social Work (3 Credits)
- MAT 109 - Introduction to Statistics (3 Credits)
- PED 132 - Yoga: Beginning (1 Credit)
- PED 133 - Yoga: Intermediate (1 Credit)

- PED 134 - Yoga: Advanced (1 Credit)
- PED 161 - Aerobic Workout I (1 Credit)
- PED 162 - Aerobic Workout II (1 Credit)
- PSY 203 - Educational Psychology (3 Credits)
- PSY 204 - Developmental Psychology: Lifespan Human Development (3 Credits)
- PSY 206 - Abnormal Psychology (3 Credits)
- PSY 208 - Theories of Personality (3 Credits)
- PSY 212 - Interviewing and Counseling (3 Credits)
- PSY 216 - Social Psychology (3 Credits)
- PSY 240 - Research Methods (3 Credits)
- SOC 102 - Sociology of Social Problems (3 Credits)
- SOC 103 - Criminology (3 Credits)
- SPD 103 - Public Speaking (3 Credits)
- STU 106 - Professionalism in the Workplace (1 Credit)

## Degree Requirement (60 Credits)

# Radiography

## Radiography, A.A.S.

*The Radiography program 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.*

**Special Admission Requirements:** Program Application Deadline, February 1st

**Career Programs Building, Room 166**

**Award:** Associate of Applied Science degree, A.A.S.

**Total Credit Hours:** 68 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](http://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](http://www.jrcert.org)).

**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. Be able to 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 Enrollment Management by the application deadline of February 1st:

- Completed program application known as the Supplemental Application for Radiography Program form.
- Official transcripts from all colleges attended (students who have completed classes at HCC do not need to submit an HCC transcript.)
- Completed Radiography Program Observation Verification Form (8 hours of observation). This form will not be accepted if older than three years.
- Eligible to enter into college-level English and Mathematics at the time of application. There are two program completion pathways:
  - 3-Year Pathway: Applicants must have a minimum of 19 credits of the following courses completed or in progress at the time of application. The courses include: an Arts/Humanities Elective, PSY 101 - General Psychology, BIO 116 - Human Anatomy and Physiology for Allied Health, a Diversity Elective, ENG 101 - English Composition, MAT 109 - Introduction to Statistics *or* MAT 114 - Introduction to Applied Algebra, and PSY 101 - General Psychology. If you have recently graduated from high school, you must also submit your SAT scores for Math and English.
  - 2-Year Pathway: Applicants can assess additional information by contacting the Student Support Specialist of the Health Sciences Division or as identified in the HCC catalog.
- A minimum grade of "C" or higher is required for all General Education courses.
- A minimum cumulative grade point average of 2.0 on a 4.0 scale for all college coursework is required. In addition, a minimum grade point average of 2.5 for all program courses is also required.
- Foreign educated students must have their college and high school transcripts evaluated by World Education Services (WES).
- Completion of all required science courses within five 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. Complete all radiography courses with a grade of "C" (75%) or higher.
  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.

#### Fact Sheet

- View the Radiography Fact Sheet.

## Three-Year Program Pathway

Courses required for application to the program		
Course Number	Course Name	Credits
ENG 101	English Composition	3
MAT 109 or 114	Introduction to Statistics or Introduction to Applied Algebra	3
BIO 116	Human Anatomy and Physiology for Allied Health <i>*Students who plan to transfer should discuss science requirements with their advisor</i>	4
Gen Ed	Diversity	3
PSY 101	General Psychology	3
Gen Ed	Arts/Humanities	3
<b>TOTAL</b>		<b>19</b>

First Summer		
Course Number	Course Name	Credits
RAD 109	Patient Care for Radiographers	3
RAD 103	Radiographic Positioning I	3
<b>TOTAL</b>		<b>6</b>

First Year Fall			First Year Spring		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
RAD 101	Radiography I	2	RAD 105	Radiographic Positioning III	3
RAD 102	Radiography II	2	RAD 108	Clinical Technique II	2
RAD 104	Radiographic Positioning II	3	PHY 106	Radiological Physics Theory	3
RAD 106	Clinical Technique I	2			
<b>TOTAL</b>		<b>9</b>	<b>TOTAL</b>		<b>8</b>

Second Summer		
Course Number	Course Name	Credits
RAD 200	Clinical Practicum	4
RAD 215	Pathology for Imaging Sciences	3
<b>TOTAL</b>		<b>7</b>

Second Year Fall			Second Year Spring		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
RAD 201	Radiographic Imaging Concepts	3	RAD 211	Clinical Technique IV	4
RAD 205	Clinical Technique III	4	RAD 202	Advanced Medical Imaging Concepts	3
BIO 202	Radiation Biology	2	RAD 212	Cross-Sectional Anatomy	3
<b>TOTAL</b>		<b>9</b>	<b>TOTAL</b>		<b>10</b>

## Two-Year Program Pathway

First Summer		
Course Number	Course Name	Credits
RAD 109	Patient Care for Radiographers	3
RAD 103	Radiographic Positioning I	3
BIO 116	Human Anatomy and Physiology for Allied Health <i>*Students who plan to transfer should discuss science requirements with their advisor</i>	4
<b>TOTAL</b>		<b>10</b>

First Year Fall			First Year Spring		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
RAD 101	Radiography I	2	RAD 105	Radiographic Positioning III	3

RAD 102	Radiography II	2	RAD 108	Clinical Technique II	2
RAD 104	Radiographic Positioning II	3	PHY 106	Radiological Physics Theory	3
RAD 106	Clinical Technique I	2	ENG 101	English Composition	3
Gen Ed	Diversity	3	MAT 109 or 114	Intro to Statistics or Intro to Applied Algebra	3
<b>TOTAL</b>		<b>12</b>	<b>TOTAL</b>		<b>14</b>

<b>Second Summer</b>		
<b>Course Number</b>	<b>Course Name</b>	<b>Credits</b>
RAD 200	Clinical Practicum	4
RAD 215	Pathology for Imaging Sciences	3
<b>TOTAL</b>		<b>7</b>

<b>Second Year Fall</b>			<b>Second Year Spring</b>		
<b>Course Number</b>	<b>Course Name</b>	<b>Credits</b>	<b>Course Number</b>	<b>Course Name</b>	<b>Credits</b>
RAD 201	Radiographic Imaging Concepts	3	RAD 211	Clinical Technique IV	4
RAD 205	Clinical Technique III	4	RAD 202	Advanced Medical Imaging Concepts	3
BIO 202	Radiation Biology	2	RAD 212	Cross-Sectional Anatomy	3
PSY 101	General Psychology	3	Gen Ed	Arts/Humanities	3
<b>TOTAL</b>		<b>12</b>	<b>TOTAL</b>		<b>13</b>

## General Education Requirements (19 Credits)

### Arts/Humanities

- Select one course from the approved General Education course list in the Arts/Humanities category (3 Credits)

## Behavioral/Social Sciences

- PSY 101 - General Psychology (3 Credits)

## Biological/Physical Science

- BIO 116 - Human Anatomy and Physiology for Allied Health (4 Credits)  
\*Students who plan to transfer should discuss science requirements with their advisor.

## Diversity

- Select one course from the approved General Education course list in the Diversity category (3 Credits)

## English

- ENG 101 - English Composition (3 Credits) \*minimum grade of "C" or better is required

## Mathematics

- MAT 109 - Introduction to Statistics (3 Credits)  
OR
- MAT 114 - Introduction to Applied Algebra (3 Credits)

## Program Requirements (49 Credits)

- BIO 202 - Radiation Biology (2 Credits)
- PHY 106 - Radiological Physics Theory (3 Credits)
- RAD 101 - Radiography I (2 Credits)
- RAD 102 - Radiography II (2 Credits)
- RAD 103 - Radiographic Positioning I (3 Credits)
- RAD 104 - Radiographic Positioning II (3 Credits)
- RAD 105 - Radiographic Positioning III (3 Credits)
- RAD 106 - Clinical Technique I (2 Credits)
- RAD 108 - Clinical Technique II (2 Credits)
- RAD 109 - Patient Care for Radiographers (3 Credits)
- RAD 200 - Clinical Practicum (4 Credits)
- RAD 201 - Radiographic Imaging Concepts (3 Credits)
- RAD 202 - Advanced Medical Imaging Concepts (3 Credits)
- RAD 205 - Clinical Technique III (4 Credits)
- RAD 211 - Clinical Technique IV (4 Credits)
- RAD 212 - Cross-Sectional Anatomy (3 Credits)
- RAD 215 - Pathology for Imaging Sciences (3 Credits)

## Degree Requirement (68 Credits)

## Additional Program Requirements

### Selection Criteria

The initial application deadline is February 1st; students will be admitted to the radiography program in May. The radiography program is an oversubscribed 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. 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 by mid-March. 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 1st. The stand-by list is dissolved after May 1st, 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 stand-by list.

1. Those students accepted into the program must submit a \$50 enrollment deposit when accepting their spot in the program. This deposit will be applied to your tuition for the semester and is not refundable.
2. At the time of application, applicants must be eligible to enter college-level Math and English. For the 3-year Pathway, applicants must have a minimum of 19 credits of the following courses completed or in progress at the time of application. The courses include:  
an Arts/Humanities Elective, PSY 101 - General Psychology, BIO 116 - Human Anatomy and Physiology for Allied Health, a Diversity Elective, ENG 101 - English Composition, and MAT 109 - Introduction to Statistics *or* MAT 114 - Introduction to Applied Algebra.
  - Applicants that have recently graduated from high school must also submit their SAT/ACT test scores in English and in Math. If you are applying for the 2-year Pathway, additional information can be accessed by contacting the Student Support Specialist of the Health Sciences Division or as identified in the HCC catalog.
3. 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. Applicants are scored following the following guidelines:
  - Applicant has completed 19 credits or more of the Radiography general education courses, use GPA to score (general education courses must be completed with a minimum grade of "C" or higher to count), *OR*
  - Applicant has completed less than 19 credits of the Radiography general education courses, please use SAT scores, if SAT scores are on file and were taken within 5 years of the application deadline, *OR*
  - Applicant has completed less than 19 credits of the Radiography general education courses and has no SAT scores on file, or did not take the SAT within 5 years of the application deadline, use TEAS Test scores.
4. Students must successfully pass a drug screen and criminal background check. Prior criminal records may prohibit students from clinical program placement and employment opportunities.
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 "BLS Provider" CPR certification.

## Criminal Background Checks

All students who are offered admission to the radiography program will be required to submit to fingerprinting and 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 radiography 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, 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 Program Coordinator, Medical Imaging Programs, by February 1st, for summer. 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.

## 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 five years must be repeated. Online science labs are not accepted in transfer.

## 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 five 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](http://www.nrc.gov)) published by the United States Regulatory Commission provides information and guidelines.

## ARRT–CQ/2011 Continued Requirements

American Registry of Radiologic Technologists (ARRT) certifications awarded January 1, 2011, and thereafter will be time-limited to 10 years. Prior to the end of the 10-year period, the individual will be required to demonstrate qualifications to continue to hold the certification. For additional information, visit the ARRT Web site at [www.arrt.org](http://www.arrt.org).

## Clinical Education

Students enrolled in the radiography program will be assigned to healthcare facilities within the tri-state region. Students are expected to provide their own transportation to the facilities and abide by the policies and protocols of each facility. Clinical education assignments are completed on a semester basis and will include day, evening, and weekend schedules.

## Technical Standards

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

## Program Hours of Operation

Classroom, laboratory, and clinical education assignments are completed on a semester basis and may include day, evening and weekend schedules between the hours of 6:00AM - 9:00PM.

## Sociology

### Sociology Concentration, Arts and Sciences, A.A.

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.

### Program Pathway

First Year Fall			First Year Spring		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
ENG 101	English Composition	3	Gen Ed	English	3
Gen Ed	Mathematics	3	Gen Ed	Arts/Humanities	3
Gen Ed	Arts/Humanities	3	Gen Ed	Behavioral/Social Sciences	3
Gen Ed	Behavioral/Social Sciences	3	Elective	Choose in consultation with an advisor	3
SOC 101	Introduction to Sociology	3	Elective	Choose in consultation with an advisor	3
<b>TOTAL</b>		<b>15</b>	<b>TOTAL</b>		<b>15</b>
Second Year Fall			Second Year Spring		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
Gen Ed	Biological/Physical Science Gen Ed (of your two Science requirements, one must have a lab)	4	Gen Ed	Diversity Gen Ed (other than SOC 106)	3
SOC 106	Race and Ethnic Relations in the United States	3	Gen Ed	Biological/Physical Science	3
SOC 102	Sociology of Social Problems	3	SOC 111 or SOC 115	Civic Engagement & Social Change or The Consequences of Eating: Sociology of Health	3

Elective	Select in consultation with an advisor	3	Elective	Select in consultation with an advisor	3
Elective	Select in consultation with an advisor	2	Elective	Select in consultation with an advisor	3
<b>TOTAL</b>		<b>15</b>	<b>TOTAL</b>		<b>15</b>

## General Education Requirements (31-32 Credits)

### Arts/Humanities

- Select two courses from the approved General Education course list in the Arts/Humanities category (6 Credits)

### Behavioral/Social Sciences

- Select two courses from the approved General Education course list in the Behavioral/Social Sciences category (6 Credits)

### Biological/Physical Science

- Select two courses from the approved General Education course list in the Biological/Physical Science category -one must be a laboratory course (7-8 Credits)

### Diversity

- Select one course from the approved General Education course list in the Diversity category except SOC 106 (3 Credits)

### English

- ENG 101 - English Composition (3 Credits) *\*minimum grade of "C" or better is required*
- Select another course from the approved General Education course list in the English category (3 Credits)

### Mathematics

- Select one course from the approved General Education course list in the Mathematics category (3 credits)

## Program Requirements (12 Credits)

- SOC 101 - Introduction to Sociology (3 Credits)
- SOC 102 - Sociology of Social Problems (3 Credits)
- SOC 106 - Race and Ethnic Relations in the United States (3 Credits)
- SOC 111 - Civic Engagement & Social Change (3 Credits)  
OR
- SOC 115 - The Consequences of Eating: Sociology of Health (3 Credits)

## Electives (17 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 Credits)
- ECO 201 - Macroeconomic Principles (3 Credits)  
OR
- ECO 202 - Microeconomic Principles (3 Credits)
- Foreign Language (3-6 Credits)
- GEO 105 - World Regional Geography (3 Credits)
- HST 103 - Introduction to Human Services and Social Work (3 Credits)
- MAT 109 - Introduction to Statistics (3 Credits)
- POL 101 - American Government (3 Credits)
- PED 132 - Yoga: Beginning (1 Credit)
- PED 133 - Yoga: Intermediate (1 Credit)
- PED 134 - Yoga: Advanced (1 Credit)
- PSY 204 - Developmental Psychology: Lifespan Human Development (3 Credits)
- PSY 206 - Abnormal Psychology (3 Credits)
- SOC 103 - Criminology (3 Credits)
- SOC 105 - Juvenile Delinquency (3 Credits)
- SOC 206 - Marriage and Family Relations (3 Credits)
- SPD 103 - Public Speaking (3 Credits)
- STU 106 - Professionalism in the Workplace (1 Credit)

## Degree Requirement (60 Credits)

### Theater

#### Theater Concentration, Arts and Sciences, A.A.

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.

## Program Pathway

First Year Fall			First Year Spring		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
ENG 101	English Composition	3	ENG 102	Composition and Literature	3

Gen Ed	Mathematics	3	Gen Ed	Arts/Humanities	3
Gen Ed	Choose a Foreign Language Course	3	Gen Ed	Behavioral/Social Sciences	3
THR 101	Introduction to Theater	3	Gen Ed	Diversity	3
Restricted Elective	Choose from the list	3	THR 102	Elements of Dramatic Production	3
<b>TOTAL</b>		<b>15</b>	<b>TOTAL</b>		<b>15</b>
<b>Second Year Fall</b>			<b>Second Year Spring</b>		
<b>Course Number</b>	<b>Course Name</b>	<b>Credits</b>	<b>Course Number</b>	<b>Course Name</b>	<b>Credits</b>
Gen Ed	Behavioral/Social Sciences	3	Gen Ed	Biological/Physical Science (of your two Science requirements; one must have a lab)	4
Gen Ed	Biological/Physical Science (of your two Science requirements, one must have a lab)	3	THR 120	Theater Practicum I	1
THR 112	Costume Design	3	THR 207	Technical Theater	3
THR 106	Fundamentals of Acting	3	Restricted Elective	Choose from the list	3
Restricted Elective	Choose from the list	3	Elective	Choose in consultation with an advisor	3
			Elective	Choose in consultation with an advisor	1
<b>TOTAL</b>		<b>15</b>	<b>TOTAL</b>		<b>15</b>

## General Education Requirements (31-33 Credits)

### Arts/Humanities

- Select any foreign language course (3 Credits)
- Select another course from the approved General Education course list in the Arts/Humanities category (3 Credits)

### Behavioral/Social Sciences

- Select two courses from the approved General Education course list in the Behavioral/Social Sciences category (6 Credits)

## Biological/Physical Science

- Select two courses from approved General Education course list —one must be a laboratory course (7-8 Credits)

## Diversity

- Select one course from the approved General Education course list in the Diversity category (3 Credits)

## English

- ENG 101 - English Composition (3 Credits) *\*minimum grade of "C" or better is required*
- ENG 102 - Composition and Literature (3 Credits)

## Mathematics

- Select one course from the approved General Education course list in the Mathematics category (3 Credits)

## Program Requirements (16 Credits)

- THR 101 - Introduction to the Theater (3 Credits)
- THR 102 - Elements of Dramatic Production (3 Credits)
- THR 106 - Fundamentals of Acting (3 Credits)
- THR 112 - Costume Design (3 Credits)
- THR 120 - Theater Practicum I (1 Credit)
- THR 207 - Technical Theater (3 Credits)

## Restricted Electives (9 Credits)

Select three of the following courses:

- THR 113 - Introduction to Directing: Television and Theater (3 Credits)
- THR 114 - History of the Theatre (3 Credits)
- THR 115 - Introduction to Theater Makeup (3 Credits)
- THR 201 - Theater Workshop (3 Credits)

## Free Electives (3-4 Credits)

Select 3-4 credits of electives in consultation with an advisor. Some recommended courses are as follows:

- SPD 103 - Public Speaking (3 Credits)
- SPD 108 - Introduction to Human Communication (3 Credits)
- THR 121 - Theater Practicum II (1 Credit)
- THR 122 - Theater Practicum III (1 Credit)
- THR 123 - Theater Practicum IV (1 Credit)

## Degree Requirement (60 Credits)

# Transportation

## Commercial Transportation Administration, A.A.S.

The Commercial Transportation Administration program is for students interested in the movement of raw materials and freight to manufacturing, warehousing, and retail facilities. Students are expected to acquire basic competence in a wide range of business and management functions, and the program will provide a broad educational experience designed to develop and improve management effectiveness. Students will also examine the outside forces that influence business and management, and consider the responsibilities of business and management in society. Upon completion of this program, students will be prepared for the following job titles: distribution manager, traffic manager, truck driver, dispatcher, logistics salesman, freight-forwarder, supervisor, administrator, manager, general manager of transportation and logistics, and director. Students who currently possess a valid Commercial Driver's License (CDL) may petition to receive college credit for TRK 115. This program can be earned entirely through online courses.

## Program Pathway

First Year Fall			First Year Spring		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
ENG 112	Technical Writing	3	Gen Ed	English	3
Gen Ed	Mathematics	3	Gen Ed	Biological/Physical Science Gen Ed; 3 - 4 credits	3
BUS 101	Introduction to Business Organization and Management	3	IST 106	Spreadsheet Software	3
CSC 102	Introduction to Information Technology	3	MGT 103	Principles of Management	3
MGT 104	Marketing	3	Elective	Choose in consultation with an advisor	3
BUS 145	Customer Service	1			
<b>TOTAL</b>		<b>16</b>	<b>TOTAL</b>		<b>15</b>
Second Year Fall			Second Year Spring		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
Gen Ed	Arts/Humanities	3	Gen Ed	Diversity	3

TRK 109	Fundamentals of Commercial Transportation	3	Gen Ed	Behavioral/Social Sciences	3
TRK 210	Transportation Management	3	TRK 130	Production and Operations Management	3
BUS 104	Legal Environment of Business	3	STU 106	Professionalism in the Workplace	1
MGT 210	Human Resource Management	3	Elective	Choose in consultation with an advisor	4
<b>TOTAL</b>		<b>15</b>	<b>TOTAL</b>		<b>14</b>

## General Education Requirements (21-22 Credits)

### Arts/Humanities

- Select one course from the approved General Education course list in the Arts/Humanities category (3 Credits)

### Behavioral/Social Sciences

- Select one course from the approved General Education course list in the Behavioral/Social Sciences category (3 Credits)

### Biological/Physical Science

- Select one course from the approved General Education course list in the Biological/Physical Science category (3-4 Credits)

### Diversity

- Select one course from the approved General Education course list in the Diversity category (3 Credits)

### English

- ENG 112 - Technical Writing I (3 Credits) *\*minimum grade of "C" or better is required*
- Select another course from the approved General Education course list in the English category (3 Credits)

### Mathematics

- Select one course from the approved General Education course list in the Mathematics category (3 Credits)

## Program Requirements (32 Credits)

- BUS 101 - Introduction to Business Organization and Management (3 Credits)

- BUS 104 - Legal Environment of Business (3 Credits)
- BUS 145 - Customer Service (1 Credit)
- CSC 102 - Introduction to Information Technology (3 Credits)
- IST 106 - Spreadsheet Software (3 Credits)
- MGT 103 - Principles of Management (3 Credits)
- MGT 104 - Marketing (3 Credits)
- MGT 210 - Human Resources Management (3 Credits)
- STU 106 - Professionalism in the Workplace (1 Credit)
- TRK 109 - Fundamentals of Commercial Vehicle Transportation (3 Credits)
- TRK 130 - Production and Operations Management (3 Credits)
- TRK 210 - Transportation Management (3 Credits)

## Free Electives (6-7 Credits)

Electives should be selected in consultation with an advisor. Some recommended courses are listed below:

- ACC 101 - Principles of Accounting I (3 Credits)
- ACC 102 - Principles of Accounting II (3 Credits)
- ACC 210 - Managerial Accounting (3 Credits)
- ECO 201 - Macroeconomic Principles (3 Credits)
- ECO 202 - Microeconomic Principles (3 Credits)
- IST 107 - Database Management (3 Credits)
- MAT 109 - Introduction to Statistics (3 Credits)
- SPD 103 - Public Speaking (3 Credits)
- TRK 108 - Commercial Vehicle Transportation Career Development (1 Credit)
- TRK 110 - Introduction to Commercial Vehicle Transportation (4 Credits)
- TRK 115 - Commercial Vehicle Skills Application (8 Credits)
- TRK 269 - Internship (3 Credits)

## Degree Requirement (60 Credits)

### **Commercial Transportation Management, Certificate**

The Commercial Transportation Management Certificate program 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 Credit)
- TRK 109 - Fundamentals of Commercial Vehicle Transportation (3 Credits)
- TRK 110 - Introduction to Commercial Vehicle Transportation (4 Credits)
- TRK 112 - Pre-Trip Inspections (3 Credits)
- TRK 115 - Commercial Vehicle Skills Application (8 Credits)
- TRK 130 - Production and Operations Management (3 Credits)
- TRK 210 - Transportation Management (3 Credits)

## Track II:

- BUS 101 - Introduction to Business Organization and Management (3 Credits)
- BUS 104 - Legal Environment of Business (3 Credits)
- BUS 145 - Customer Service (1 Credit)
- CSC 102 - Introduction to Information Technology (3 Credits)
- IST 106 - Spreadsheet Software (3 Credits)
- MGT 103 - Principles of Management (3 Credits)
- TRK 109 - Fundamentals of Commercial Vehicle Transportation (3 Credits)
- TRK 130 - Production and Operations Management (3 Credits)
- TRK 210 - Transportation Management (3 Credits)

## Certificate Requirement (25 Credits)

### Commercial Vehicle Transportation Specialist, Certificate

The Commercial Vehicle Transportation Specialist Certificate program is a skills-oriented program 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 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.

## Program Requirements (16 Credits)

- TRK 108 - Commercial Vehicle Transportation Career Development (1 Credit)
- TRK 110 - Introduction to Commercial Vehicle Transportation (4 Credits)
- TRK 112 - Pre-Trip Inspections (3 Credits)
- TRK 115 - Commercial Vehicle Skills Application (8 Credits)

## Certificate Requirement (16 Credits)

# Web Design and Development

## Web and Multimedia Technology, A.A.S.

The Web and Multimedia Technology degree program 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 website 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.

- View the Web and Multimedia Technology Fact Sheet.

## Program Pathway

First Year Fall			First Year Spring		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
Gen Ed	English	3	Gen Ed	English	3
Gen Ed	Mathematics	3	IST 107	Database Management	3
Gen Ed	Arts/Humanities	3	WEB 115	Web Developer I	3
WEB 101	Web Design I	3	WEB 110	Web Design II	3
GDT 112	Computer Graphics	3	GDT 116	Digital Imaging	3
<b>TOTAL</b>		<b>15</b>	<b>TOTAL</b>		<b>15</b>
Second Year Fall			Second Year Spring		
Course Number	Course Name	Credits	Course Number	Course Name	Credits
Gen Ed	Biological/Physical Science; 3-4 credits	3	Gen Ed	Behavioral/Social Science	3
BUS 101	Introduction to Business Organization and Management	3	Gen Ed	Diversity	3
WEB 215	Javascript and Multimedia	3	STU 106	Professionalism in the Workplace	1

WEB 210	Web Developer II	3	WEB 220	Introduction to Content Management Systems	2
Elective	Choose in consultation with an advisor	3	Restricted Elective	Choose from the list	3
			Restricted Elective	Choose from the list	3
<b>TOTAL</b>		<b>15</b>	<b>TOTAL</b>		<b>15</b>

## General Education Requirements (21-22 Credits)

### Arts/Humanities

- Select one course from the approved General Education course list in the Arts/Humanities category (3 Credits)

### Behavioral/Social Sciences

- Select one course from the approved General Education course list in the Behavioral/Social Sciences category (3 Credits)

### Biological/Physical Science

- Select one course from the approved General Education course list in the Biological/Physical Science category (3-4 Credits)

### Diversity

- Select one course from the approved General Education course list in the Diversity category (3 Credits)

### English

- Select two courses from the approved General Education course list in the English category (6 Credits)  
\*minimum grade of "C" or better is required

### Mathematics

- Select one course from the approved General Education course list in the Mathematics category (3 Credits)

## Program Requirements (30 Credits)

- BUS 101 - Introduction to Business Organization and Management (3 Credits)
- GDT 112 - Computer Graphics (3 Credits)

- GDT 116 - Digital Imaging (3 Credits)
- IST 107 - Database Management (3 Credits)
- STU 106 - Professionalism in the Workplace (1 Credit)
- WEB 101 - Web Design I (3 Credits)
- WEB 110 - Web Design II (3 Credits)
- WEB 115 - Web Developer I (3 Credits)
- WEB 210 - Web Developer II (3 Credits)
- WEB 215 - Javascript and Multimedia (3 Credits)
- WEB 220 - Introduction to Content Management Systems (2 Credits)

## Restricted Electives (6 Credits)

Select two courses from the following approved list:

- CSC 109 - UNIX/Linux Operating System (3 Credits)
- CSC 132 - Introduction to C and C++ Programming (3 Credits)
- CSC 134 - Introduction to JAVA Programming (3 Credits)
- GDT 146 - Graphic Design I (3 Credits)
- GDT 220 - Digital Video and Audio (3 Credits)
- IST 133 - Visual Basic (3 Credits)
- MGT 201 - E-Commerce in the Business Environment (3 Credits)
- SDE 201 - Multimedia Algorithms and Mobile Devices (3 Credits)
- WEB 269 - Internship (3 Credits)

## Free Electives (3 Credits)

Select 3 credits. Electives should be selected in consultation with a transfer advisor. Some recommended courses are listed below:

- ART 102 - Two-Dimensional Design (3 Credits)
- ENG 112 - Technical Writing I (3 Credits)
- IST 154 - Networking Basics (3 Credits)
- IST 160 - Introduction to Security Fundamentals (3 Credits)
- MGT 104 - Marketing (3 Credits)

## Degree Requirement (60 Credits)

### **Web Site Development, Web and Multimedia Technology, Letter of Recognition**

The Web Site Development Letter of Recognition program helps to prepare for an entry-level position designing Web pages and developing websites. 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.

- View the Web and Multimedia Technology Fact Sheet.

## Program Requirements (9 Credits)

- WEB 101 - Web Design I (3 Credits)
- WEB 110 - Web Design II (3 Credits)
- WEB 115 - Web Developer I (3 Credits)

## Letter of Recognition Requirement (9 Credits)

### **Web/Multimedia Development, Web and Multimedia Technology, Certificate**

The Web/Multimedia Development Certificate program 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.

- View the Web and Multimedia Technology Fact Sheet.

## Program Requirements (30 Credits)

- BUS 101 - Introduction to Business Organization and Management (3 Credits)
- CSC 102 - Introduction to Information Technology (3 Credits)
- CSC 109 - UNIX/Linux Operating System (3 Credits)
- GDT 112 - Computer Graphics (3 Credits)
- IST 107 - Database Management (3 Credits)
- SDE 102 - Multimedia Authoring and 2-Dimensional Animation (3 Credits)
- WEB 101 - Web Design I (3 Credits)
- WEB 110 - Web Design II (3 Credits)
- WEB 115 - Web Developer I (3 Credits)
- WEB 215 - Javascript and Multimedia (3 Credits)

## Certificate Requirement (30 Credits)

### **Course Descriptions**

#### **Accounting**

##### **ACC 101 - Principles of Accounting I**

Prerequisite: MAT 098.  
(3 Credits)

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.

##### **ACC 102 - Principles of Accounting II**

Prerequisite: ACC 101.  
(3 Credits)

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.

**ACC 103 - Basic Accounting**

(3 Credits)

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.

**ACC 105 - Income Tax Accounting I**

Prerequisite: ACC 101.

(3 Credits)

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.

**ACC 109 - Computerized Accounting**

Prerequisite: ACC 101.

(3 Credits)

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.

**ACC 165 - Certified Bookkeeping Preparation**

Prerequisite: ACC 101.

(3 Credits)

This course prepares students to sit in for the Certified Bookkeeper examination through the American Institute for Professional Bookkeepers (AIPB). Total of 45 hours of lecture.

**ACC 201 - Intermediate Accounting I**

Prerequisite: ACC 102.

(3 Credits)

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.

**ACC 202 - Intermediate Accounting II**

Prerequisite: ACC 201.

(3 Credits)

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.

**ACC 205 - Income Tax Accounting II**

Prerequisite: ACC 105.

(3 Credits)

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.

**ACC 210 - Managerial Accounting**

Prerequisite: ACC 102.

(3 Credits)

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 the 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.

**ACC 225 - Governmental and Non-Profit Accounting**

Prerequisite: ACC 202.

(3 Credits)

In this course, students will analyze and apply generally accepted accounting principles established for governmental and non-profit organizations. These include recording journal entries and preparing financial statements for various governmental and non-profit funds. Total of 45 hours of lecture.

**ACC 269 - Internship I**

(3 Credits )

See "Academic Policies" section of current HCC Catalog for internship guidelines.

**ACC 270 - Internship II**

(3 Credits)

See "Academic Policies" section of current HCC Catalog for internship guidelines.

**Administration of Justice****ADJ 101 - Introduction to Criminal Justice**

(3 Credits)

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.

### **ADJ 102 - American Law Enforcement**

(3 Credits)

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.

### **ADJ 104 - Corrections in America**

(3 Credits)

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.

### **ADJ 108 - Introduction to Homeland Security**

Prerequisite: ENG 099 or placement into ENG 100.

(3 Credits)

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.

### **ADJ 110 - Policing Theory, Practice and Skills**

(9 Credits)

This course provides a historical look at the development of modern policing both internationally and within the United States, including the Maryland Criminal Justice System; professional discipline; issues of racism and excessive force, and other pressing issues. Recruits learn the practical and physical skills necessary to perform all the generalist law enforcement functions required of a line police officer or deputy sheriff, including safe and proficient use of firearms in law enforcement and the operation of an emergency vehicle under very demanding police patrol conditions per the standards set forth by The Maryland Police and Correctional Training Commissions. *This course is taught through the Police Academy only.* Total of 135 contact hours.

### **ADJ 200 - Criminal Procedure**

(3 Credits)

This course examines criminal procedure by exploring the bounds of 4th, 5th, and 6th Amendment protections under the U.S. Constitution and their applications in the administration of justice. Through a review of landmark Supreme Court decisions and relevant decisions of lower courts at both federal and state levels, we study the rights of the accused and how protection of those rights impacts modern policing. *This course is taught through the Police Academy only.* Total of 45 hours of lecture.

### **ADJ 201 - Law Enforcement and the Community**

Prerequisite: ADJ 102.

(3 Credits)

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.

**ADJ 203 - Criminal Law**

Prerequisite: ADJ 101.

(3 Credits)

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.

**ADJ 204 - Criminal Investigation**

Prerequisite: ADJ 101.

(3 Credits)

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.

**ADJ 205 - Forensic Science for Criminal Justice**

Prerequisite: ADJ 101.

(3 Credits)

This course encompasses the principles of recognition, identification, and evaluation of physical evidence through the application of the natural sciences to criminal investigation. Emphasis is placed on the methods and techniques used by crime laboratory and law enforcement personnel while performing crime scene investigations and forensic analyses. *This course is taught through the Police Academy only.* Total of 45 hours of lecture.

**ADJ 206 - Criminal Procedure for Criminal Justice**

Prerequisite: ADJ 101.

(3 Credits)

This course examines the constitutional protection and due process afforded to every person arrested in the United States. It provides students with a thorough understanding of the U.S. justice system from the time of arrest through the sentencing of the criminal offender. We will focus on the powers and limitations of the government in its quest to enforce substantive criminal law. Thus, we will seek to understand whether the actions of government officials during the investigation, adjudication, and corrections stages of a criminal case were permissible. Our primary concern will be how the U.S. supreme Court has interpreted the Fourth, Fifth, Sixth, Eighth and Fourteenth Amendments of the U.S. constitution and how these interpretations have evolved (and are continuously evolving) in terms of their application in the criminal justice system. Total of 45 contact hours.

**ADJ 210 - Gangs and Law Enforcement**

Prerequisite: ADJ 101.

(3 Credits)

The course critically examines the history, development, and role of gangs. It considers the role of gangs in criminal behavior and criminal justice system responses to gangs and gang-related behaviors. The course explores the relationship between gangs and other groups of offenders. In addition, it examines the use of traditional theories of crime in explaining gang behavior. Total of 45 contact hours.

**ADJ 269 - Internship I**

(3 Credits)

See "Academic Policies" section of current HCC Catalog for internship guidelines.

**ADJ 270 - Internship II**

(3 Credits)

See "Academic Policies" section of current HCC Catalog for internship guidelines.

**Advanced Manufacturing Systems****ADM 201 - Lean Manufacturing and Quality Assurance**

Prerequisite: ENG 099.

(2 Credits)

This course teaches students the principles, concepts, techniques, and application of Lean Manufacturing and Quality Assurance in today's advanced manufacturing and technology-based businesses. Subjects include 5S (with a focus on Safety, Morale, Extended Equipment Life, and Decreased Downtime and Defects), Six Sigma (using a systematic approach and statistical methods to improve product quality by minimizing variability in a process), Root Cause Analysis (using the 5 Whys strategy), Kaizen (using Continuous Improvement Techniques requiring both conscious and sub-conscious thinking), quality assurance (focusing on techniques used to systematically monitor and evaluate various aspects of a project, service, or facility, to ensure that standards of quality are being met), and internationally agreed standards such as ISO. Total of 30 hours of lecture.

**ADM 258 - Advanced Motors, Machines, and Devices**

Prerequisite: ELE 110 and ELE 158. Concurrent enrollment in ELE 110 is permissible.

(3 Credits)

This is an advanced course in the operating principles of machines, mechanical devices and robotics. Advanced topics such as mechanical devices, servomotors, motor drives, and robotic motion control will be covered with a strong, hands-on training in setup, programming, maintenance and troubleshooting. Course fee required. Total of 45 hours of lecture.

**ADM 269 - Internship**

(3 Credits)

See "Academic Policies" section of current HCC Catalog for internship guidelines.

**Alternative Energy Technology****AET 101 - Applied Mathematics for Technology**

Prerequisite: MAT 099.

(1 Credit)

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 online format in parallel with the content of MAT 100 with instruction available in the Learning

Support Center. Students in this course may be required to attend the Learning Support Center for additional instruction and problem-solving practice. Total of 15 hours of lecture.

### **AET 102 - Introduction to Alternative Energy**

(3 Credits)

This class will introduce students to the various types of Alternative and Renewable Energy available in today's global market as well as Energy Efficiency Techniques. 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 operation. Total of 45 hours of lecture.

### **AET 104 - Geo-Thermal Installation**

Prerequisite: AET 101, AET 102, INT 105, INT 107.

(3 Credits)

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. Total of 45 hours of lecture.

### **AET 106 - Photovoltaic Installation**

Prerequisite: AET 102 and ELE 110.

(3 Credits)

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. Total of 45 hours of lecture.

### **AET 108 - Wind Energy Installation**

Prerequisite: AET 101, AET 102, ELE 110.

(3 Credits)

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. Total of 45 hours of lecture.

### **AET 240 - AET Capstone Project**

Prerequisite: AET 106 and AET 108 for Solar/Wind students; AET 104 for Geo-Thermal students.

(1 Credit)

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. Total of 45 hours of lecture.

**AET 269 - AET Internship**

(3 Credits)

See "Academic Policies" section of current HCC Catalog for internship guidelines.

**AET 270 - AET Internship II**

(3 Credits)

See "Academic Policies" section of current HCC Catalog for internship guidelines.

**American Sign Language****ASL 101 - Basic Sign Language**

(3 Credits)

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.

**ASL 102 - Intermediate Sign Language**

Prerequisite: ASL 101.

(3 Credits)

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.

**Anthropology****ANT 201 - Cultural Anthropology**

Prerequisite: ENG 100 or placement into ENG 101.

(3 Credits)

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 crosscultural perspective. Total of 45 hours of lecture.

**ANT 269 - Internship I**

(3 Credits)

See "Academic Policies" section of current HCC Catalog for internship guidelines.

**ANT 270 - Internship II**

(3 Credits)

See "Academic Policies" section of current HCC Catalog for internship guidelines.

## **Art**

### **ART 101 - Introduction to Visual Arts**

(3 Credits)

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.

### **ART 102 - Two-Dimensional Design**

(3 Credits)

A foundation course offering fundamentals of design critical to artists, designers, graphic artists, and all interested in knowing how to organize visual information. Through a series of lectures, studio exercises, and home assignments, students gain a working understanding of the Basic Elements, Principles of Design, Color Theory, as well as Concepts and Critical Thinking. By working observationally in a variety of media (e.g. charcoal, graphite, acrylics), increased visual sensitivity broadens creative options. Weekly critiques offer students the opportunity to verbalize knowledge gained from each project. Students may build a portfolio of creative and diverse works. Course fee required. Total of 60 hours of lecture.

### **ART 103 - Drawing I**

(3 Credits)

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.

### **ART 104 - Painting I**

(3 Credits)

This is a foundation course in the materials and techniques, as well as formal and expressive considerations, in relation to representational painting. Emphasis is placed on color theory, pictorial space, and composition. Studies include still life and the human figure. Water-based paints are used. Students will produce a portfolio of paintings. Course fee required. Total of 60 hours of lecture.

### **ART 115 - Photography I**

(3 Credits)

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.

**ART 120 - Beginning Ceramics**

(3 Credits)

This course is a foundation course in ceramics designed to introduce students to basic techniques in functional and sculptural design, 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 artists that affect the field today. General concepts in design composition such as image, scale, positive and negative space and content will be included. Course fee required. Total of 60 hours of lecture.

**ART 122 - Sculpture I**

(3 Credits)

This is a foundation course in sculpture in which students take a journey into the physical world of sculptural form, materials and processes. 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 composition, and the role of sculpture in our culture. Course fee required. Total of 60 hours of lecture.

**ART 123 - Jewelry I**

(3 Credits)

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.

**ART 203 - Drawing II**

Prerequisite: ART 103.

(3 Credits)

Art 203 is an advanced drawing course that stresses strong observational work in creating a series of compositions that explore concept development and problem solving. Students advance the foundational drawing skills explored in ART 103, and begin to focus on more complex and advanced techniques. Students will be introduced to the work of various artists and styles contributing to contemporary expression in the medium. Students will develop a portfolio of work for final review. Course fee required. Total of 60 hours of lecture.

**ART 204 - Painting II**

Prerequisite: ART 104.

(3 Credits)

ART 204 is an advanced painting class that further develops the foundational skills and techniques learned in beginning painting (ART 104). ART 204 students work in oil paints in assignments that emphasize representational painting, including landscapes, figures, portraits and still life. Students will be introduced to the work of various artists and techniques that contribute to contemporary expression in the medium. Students will develop a portfolio of work for final review. Course fee required. Total of 60 hours of lecture.

**ART 209 - Figure Drawing**

(3 Credits)

This studio course is an in-depth study of the human figure and is designed for the student with basic drawing skills. 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.

**ART 211 - Portraiture**

(3 Credits)

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.

**ART 215 - Photography II**

Prerequisite: ART 115.

(3 Credits)

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.

**ART 218 - Photography for the Public Discourse**

Prerequisite: ART 115.

(3 Credits)

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.

**ART 220 - Advanced Ceramics**

Prerequisite: ART 120.

(3 Credits)

This is an advanced course to help students develop a personal aesthetic in clay through construction techniques, surface treatments, and technical information. This class will have students pushing idea limits, refining skills, understanding the behavior of ceramic materials and processes, while creating an original and personal vocabulary in clay. Students will take an expanded approach to artistic issues of the medium, design elements and presentation of their work. Identifying and creating an independent artistic direction, and focusing their efforts accordingly, are the goals for the semester's body of work. Course fee required. Total of 60 hours of lecture.

## **ART 222 - Sculpture II**

Prerequisite: ART 122.  
(3 Credits)

ART 122. Further refinement of forms and focus on individual aesthetic approach is stressed. Students will be introduced to the work of various artists and techniques contributing to contemporary expression in the various media of sculpture. Students will develop a portfolio of work for final review. Course fee required. Total of 60 hours of lecture.

## **ART 223 - Jewelry II**

(3 Credits)

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.

## **ART 231 - History of Western Art I**

Prerequisite: ENG 100 or placement into ENG 101.  
(3 Credits)

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. Students are required to develop their critical ability and express their depth of knowledge through weekly writings on each period's works of art and cultural development. Readings, slides, and virtual tours enhance student understanding of traditional and contemporary art forms. Students are encouraged to attend the optional trip to the National Gallery each term. Total of 45 hours of lecture.

## **ART 232 - History of Western Art II**

Prerequisite: ENG 100 or placement into ENG 101.  
(3 Credits)

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. Students are required to develop their critical ability and express their depth of knowledge through weekly writings on each period's works of art and cultural development. Readings, slides, and virtual tours enhance student understanding of traditional and contemporary art forms. Students are encouraged to attend the optional trip to the National Gallery each term. Total of 45 hours of lecture.

## **ART 290 - Independent Study in Chosen Medium and Portfolio Review**

Prerequisite: Students must complete courses at the 100 and 200 level in that medium.  
(2 Credits)

This course is specifically designed for the Visual Arts major student. Independent study can be taken for 1, 2 or 3 credits, but as a Capstone course for the AA.VAR student, it must be 2 credits and includes portfolio review. Students contract with a member of the Art faculty for an independent study to complete a portfolio of works in a specific medium. The ART 290 work along with best works from the foundation core classes in the program are presented to a faculty panel in a group critique and must earn a passing score. 30 hours of independent study.

## **Biology**

### **BIO 106 - Unity and Diversity of Living Things**

Prerequisite: ENG 099 or appropriate score on placement test.

(4 Credits)

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. Total of 45 hours of lecture and 45 hours of lab.

### **BIO 109 - Modular Biology**

(1 Credit)

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 Learning Support 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. Total of 15 contact hours.

### **BIO 110 - Human Biology**

(3 Credits)

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. This course may be offered as a traditional lecture or online format. Total of 45 hours of lecture.

### **BIO 111 - Contemporary Issues in Biology**

(3 Credits)

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.

### **BIO 112 - Biology of Disease**

Prerequisite: Demonstrated computer/internet competency.

(3 Credits)

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.

**BIO 113 - Principles of Biology I**

Prerequisite: MAT 099 and ENG 099 or appropriate score on placement test.

Corequisite: CHM 101 or higher. Successful completion of high school chemistry within the last 5 years is an acceptable substitute for CHM 101.

(4 Credits)

This is the first semester of a two-semester biology sequence, with laboratory, for and all other science majors in transfer programs. The course includes the structure and function of biomolecules, cell structure and function, cell energetics and metabolism, classical and human genetics, gene expression, and an introduction to biotechnology. Biology majors should continue the sequence with BIO 114. Laboratory fee required. Total of 45 hours of lecture and 45 hours of lab.

**BIO 114 - Principles of Biology II**

Prerequisite: BIO 113.

(4 Credits)

This course is the second semester of a two-semester biology sequence, with laboratory, intended for biology and all other science majors in transfer programs and is a continuation of BIO 113. Topics in this course include: trends and mechanisms of evolution, microevolution, macroevolution, the emergence of plant and animal diversity, form and function of plants and animals as organisms, ecosystem structure and function, community, and population dynamics. Laboratory fee required. Total of 45 hours of lecture and 45 hours of lab.

**BIO 116 - Human Anatomy and Physiology for Allied Health**

Prerequisite: ENG 099 and MAT 099 or appropriate scores on placement test; CHM 101 or BIO 119 or successful completion of the A&P placement exam with a 70% or better.

(4 Credits)

This is a single semester course (lecture and lab) designed to provide an understanding of the structure and function of human anatomy, including the neuroendocrine, integumentary, musculoskeletal, digestive, urinary, reproductive, respiratory, and circulatory systems. The laboratory work involves a complete study and dissection of a cat as a typical mammal, with comparison to the human. This course is not approved for the RN, LPN or RAD programs. Laboratory fee required. Total of 45 hours of lecture and 45 hours of lab.

**BIO 117 - Environmental Science**

Prerequisite: MAT 099 and ENG 100.

(4 Credits)

This is a lecture/discussion/lab course which explores environmental topics in Environmental Science such as sustainability, biogeochemical cycles, ecosystems, environmental economics, human population, sustainable agriculture, conservation, environmental health, water pollution, atmospheric pollution, global climate change, renewable and non-renewable energy and sustainable cities. This course may be offered in the traditional lecture, or online and/or blended format (online lecture with on-campus labs). Online students will be required to come to campus for a minimum of 2 exams (given in the Testing Center); Online students are responsible for your own learning and for meeting all course requirements on schedule. Laboratory fee required. Total of 45 hours of lecture and 45 hours of lab.

**BIO 119 - Introductory Biology for Health Professions**

Prerequisite: MAT 099 and ENG 099.

(4 Credits)

This course is an inquiry based introductory level preparatory course designed to provide a firm foundation in the basic principles of Biology (scientific investigation, chemical basis of life, biomolecules, cell theory, metabolism, homeostasis, genetics, ecology and evolution). Application of newly acquired knowledge to current science issues in society and health careers will be woven throughout the course. This course is appropriate for health profession majors who plan to pursue a health profession degree at a four year institution and/or for those students who do not pass the A&P placement exam required for admission to BIO 203 (A&P I). This course may also be an appropriate general education course for those students pursuing degrees in other fields. Please check with your academic advisor to be certain of transfer to your particular institution. Laboratory fee required. Total of 45 hours of lecture and 45 hours of lab.

### **BIO 201 - Cell Biology**

Prerequisite: BIO 113; CHM 101 or CHM 103; MAT 101 or MAT 161; ENG 101.  
(4 Credits)

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 pathway, plasma membrane structure and function, cytoplasmic membrane systems, cytoskeleton and cell motility, gene expression and control, cell signaling and signal transduction, cancer and immunology. Laboratory fee required. Total of 45 hours of lecture and 45 hours of lab.

### **BIO 202 - Radiation Biology**

Prerequisite: PHY 106 and RAD 108 or instructor consent.  
(2 Credits)

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 A.A.S. Radiography Program. Total of 30 hours of lecture.

### **BIO 203 - Human Anatomy and Physiology I**

Prerequisite: ENG 099 and MAT 099 or appropriate scores on placement test; CHM 101 or BIO 119 (with a "C" or better), or successful completion of the A&P placement exam with a 75% or better.  
(4 Credits)

*\*\*Please note: Effective Fall 2017, this course number changed from BIO-103 to BIO-203. The new course number is the only difference between the two courses. Everything for BIO-103 remains the same for BIO-203.*

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. Total of 45 hours of lecture and 45 hours of lab.

### **BIO 204 - Human Anatomy and Physiology II**

Prerequisite: BIO 203.  
(4 Credits)

*\*\*Please note: Effective September 2017, this course number changed from BIO-104 to BIO-204. The new course number is the only difference between the two courses. Everything for BIO-104 remains the same for BIO-204.*

This is a continuation of BIO 203. The course includes cardiovascular, lymphatic, respiratory, digestive, renal, immune, and reproductive systems, fluid and electrolyte balance, and metabolism. Laboratory fee required. Total of 45 hours of lecture and 45 hours of lab.

### **BIO 205 - Microbiology**

Prerequisite: Eight credits of biology or four credits of biology and four credits of chemistry.  
(4 Credits)

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. Total of 45 hours of lecture and 45 hours of lab.

### **BIO 206 - Nutrition for Health Sciences**

Prerequisite: CHM 101 or CHM 103; HEA 102 or BIO 113 or BIO 106 or BIO 203.  
(3 Credits)

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.

### **BIO 207 - Pathophysiology for Health Professionals**

Prerequisite: BIO 203 and BIO 204.  
(3 Credits)

This is a lecture/recitation course which builds on a foundation of normal human physiology. Students are exposed to the major disturbances of normal function and the basic mechanisms involved in diseases of the major organ systems. The course includes discussions of the general aspects of the common human pathophysiological conditions and syndromes. Total of 45 contact hours.

### **BIO 269 - Internship I**

(3 Credits)  
See "Academic Policies" section of current HCC Catalog for internship guidelines.

### **BIO 270 - Internship II**

(3 Credits)  
See "Academic Policies" section of current HCC Catalog for internship guidelines.

## **Biotechnology**

### **BTC 101 - Introduction to Biotechnology**

Prerequisite: MAT 099 and ENG 098 or higher.

(3 Credits)

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 molecular concepts, including nucleic acids, proteins and the technology used in the creation of biotechnology products 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.

### **BTC 102 - Introduction to Applied Biotechnology Research**

Prerequisite: College level Mathematics and English.

(3 Credits)

This is an entry level applied laboratory course for science students (including high school students) interested in the biotechnology program. Basic laboratory applications in biotechnology such as DNA purification, gel electrophoresis, restriction enzyme digestion, bacterial cloning and, PCR, as well as other topics, will be covered. 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 should contact the biotechnology program coordinator to determine if this course is appropriate. Total of 45 hours of lecture and 45 hours of laboratory.

### **BTC 103 - Forensic Science**

Prerequisite: MAT 099 and ENG 098 or higher.

(4 Credits)

This course is an introduction to the scientific study of crime solving. Topics included are crime scene investigation, fingerprint analysis, DNA fingerprinting, drug identification, ballistics studies and crime scene documentation. Laboratory fee required. Total of 45 hours of lecture and 45 hours of lab.

### **BTC 111 - Special Topics in Biotechnology**

Prerequisite: BIO 113 and CHM 101 or CHM 103.

(3 Credits)

This is a lecture/discussion and lab course that focuses on specific biotechnology topics of current interest. Topics vary each time the course is offered and may include but are not limited to microscopy, biomedical sciences, genetics, agricultural biotechnology or forensic biotechnology. Total of 45 contact hours.

### **BTC 201 - Discovery Research**

Prerequisite: BTC 101 and 8 credits of BIO and/or CHM classes.

(4 Credits)

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.

### **BTC 202 - Biomanufacturing**

Prerequisite: BTC 101 and BIO 205.  
(4 Credits)

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.

### **BTC 269 - Biotechnology Internship I**

(3 Credits)  
See "Academic Policies" section of current HCC Catalog for internship guidelines.

### **BTC 270 - Biotechnology Internship II**

(3 Credits)  
See "Academic Policies" section of current HCC Catalog for internship guidelines.

## **Business**

### **BUS 101 - Introduction to Business Organization and Management**

Prerequisite: ENG 099  
(3 Credits)

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.

### **BUS 104 - Legal Environment of Business**

(3 Credits)  
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.

### **BUS 113 - Business Communication**

Prerequisite: Recommended: ENG 100 or above and keyboarding skills.  
(3 Credits)

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.

### **BUS 145 - Customer Service**

(1 Credit)

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.

### **BUS 269 - Internship I**

(3 Credits )

See "Academic Policies" section of current HCC Catalog for internship guidelines.

### **BUS 270 - Internship II**

(3 Credits)

See "Academic Policies" section of current HCC Catalog for internship guidelines.

### **BUS 290 - Independent Study**

(1-3 Credits)

## **Chemistry**

### **CHM 101 - Introductory College Chemistry**

Prerequisite: MAT 099 or appropriate score on placement test.

(4 Credits)

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, and aqueous solutions. Laboratory fee required. 45 hours of lecture and 45 hours of lab.

### **CHM 103 - General Chemistry I**

Prerequisite: CHM 101 or high school chemistry.

Corequisite: MAT 101 or higher or appropriate score on placement test.

(4 Credits)

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.

**CHM 104 - General Chemistry II**

Prerequisite: CHM 103 and MAT 101 or appropriate score on placement test.

(4 Credits)

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.

**CHM 107 - Kitchen Chemistry**

Prerequisite: MAT 099 or appropriate score on placement test.

(4 Credits)

Intended for the non-major, this course introduces the fundamental concepts of inorganic and organic chemistry through the perspective of food and cooking. This course includes topics of scientific method, measurements, unit conversions, physical and chemical properties, reactions, acid and base chemistry, stoichiometry, biomolecules, chromatography, and spectroscopy. The specific objective of the course are to provide the basic vocabulary of chemistry and a basic understanding of the experimental process as it relates to food and cooking. This course will satisfy a General Education lab science requirement for non-science majors. It does not replace CHM-101, nor will it serve as an acceptable prerequisite for any degree program or course which requires CHM-101 or CHM-103. Laboratory fee required. 45 hours of lecture and 45 hours of laboratory.

**CHM 203 - Organic Chemistry I**

Prerequisite: CHM 103 and CHM 104.

(4 Credits)

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 on-line, 15 hours recitation before lab, and 45 hours of lab.

**CHM 204 - Organic Chemistry II**

Prerequisite: CHM 203.

(4 Credits)

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. Total of 45 hours of lecture and 45 hours of laboratory.

**CHM 269 - Internship I**

(3 Credits)

See "Academic Policies" section of current HCC Catalog for internship guidelines.

**CHM 270 - Internship II**

(3 Credits )

See "Academic Policies" section of current HCC Catalog for internship guidelines.

## **Computer-Aided Design**

### **CAD 152 - Computer-Aided Design**

(3 Credits)

This is a hands-on laboratory based course in computer assisted design/drafting using AutoCAD™ software. Subjects covered include creating and modifying entities, layers, viewing commands, blocks, and plotting. Students prepare drawings, create designs, and produce a portfolio of their work. Course fee required. Total of 60 hours of lecture.

### **CAD 153 - Computer-Aided Drafting**

Prerequisite: CAD 152 or consent of TCS Division.

(3 Credits)

A hands-on competency based course, Computer-Aided Drafting, builds on skills and knowledge gained in CAD 152. Students receive advanced instruction in dimensioning, blocks, layer management and print layout. Students are introduced to working in three dimensions and will create three-dimensional drawings and models and produce an electronic portfolio of their work. Course fee required. Total of 60 hours of lecture.

### **CAD 226 - CAD: Architectural**

Prerequisite: CAD 152 or consent of TCS Division.

(3 Credits)

This course is a hands-on competency based course which uses computer-aided design software to produce architectural drawings including floor plans, elevations, schedules details and three-dimensional models. Field trips and course fee required. Total of 60 hours of lecture.

### **CAD 228 - CAD: Solid Modeling**

Prerequisite: CAD 152 or consent of TCS Division.

(3 Credits)

This course is a hands-on competency based course. Students use assembly-centric, parametric based, solid-modeler software to build parts, create assemblies and presentations. Students create three-dimensional models to generate 2D drawings. Course fee required. Total of 60 hours of lecture.

### **CAD 230 - BIM for Commercial Architecture**

Prerequisite: CAD 152.

(3 Credits)

Introduction to Building Information Modeling (BIM) utilizing Revit. Emphasis on commercial building design with the skills and understanding of parametric modeling to create floor plans, elevations, roof plans, foundation plans, ceiling plans, site plans, as well as proper placement of building components. There will also be an introduction to rendering, animation, and presentation of architectural design. Total of 60 contact hours.

## **CAD 269 - Internship I**

(3 Credits)

See "Academic Policies" section of current HCC Catalog for internship guidelines.

## **Computer Science**

### **CSC 102 - Introduction to Information Technology**

(3 Credits)

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. Total of 45 hours of lecture.

### **CSC 109 - UNIX/Linux Operating System**

Prerequisite: CSC 102 or CYB 101 or consent of TCS Division.

(3 Credits)

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. Total of 45 hours of lecture.

### **CSC 132 - Introduction to C and C++ Programming**

Prerequisite: MAT 101 and CSC 102 or CYB 101 or consent of TCS Division.

(3 Credits)

This course provides students with a thorough understanding of the basic principles of C and C++. It covers the basic syntax and structure of the language with an emphasis on problem solving techniques. Students create programs using input/output statements; if, while, do while, and for-loop logic structures; arrays, functions, pointers and reference variables, record structures, header files, file I/O, and basic object-oriented programming techniques. Students will be able to recognize and correct common programming errors. Course fee required. Total of 45 hours of lecture.

### **CSC 134 - Introduction to JAVA Programming**

Prerequisite: CSC 102 and MAT 101 or consent of TCS Division.

(3 Credits)

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 forloop logic structures; arrays, functions, and basic object-oriented programming techniques. Students will be able to recognize and correct common programming errors. Course fee required. Total of 45 hours of lecture.

## **CSC 202 - Systems Design and Analysis**

Prerequisite: CSC 102.

(3 Credits)

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. Total of 45 hours of lecture.

## **CSC 232 - Advanced C++ Programming**

Prerequisite: CSC 132.

(3 Credits)

This course continues to introduce students to object-oriented programming (OOP) using C++ and Visual C++. It builds on the foundation of 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. Total of 45 hours of lecture.

## **CSC 269 - Internship I**

(3 Credits)

See "Academic Policies" section of current HCC Catalog for internship guidelines.

## **CSC 270 - Internship II**

(3 Credits)

See "Academic Policies" section of current HCC Catalog for internship guidelines.

## **Cybersecurity**

### **CYB 101 - Introduction to Cybersecurity**

Prerequisite: IST 100.

(3 Credits)

Introduction to Cybersecurity is a beginning guide for anyone interested in computer security. Core security topics such as vulnerability assessment, virus attacks, hacking, spyware, network defense, passwords, firewalls, VPNs and intrusion detection are covered. Crucial issues from industrial espionage to cyberbullying are discussed. Additionally, students are expected to learn the latest computer attacks and counter measures. Course fee required. Total of 45 contact hours.

### **CYB 131 - Scripting Fundamentals**

(3 Credits)

This course offers an in-depth introduction to scripting languages including basic data types, control structures, regular

expressions, input/output, and textual analysis. Students will learn about problem solving and algorithm development and complete programming projects. Total of 45 hours of lecture.

### **CYB 131 - Scripting Fundamentals**

(3 Credits)

This course offers an in-depth introduction to scripting languages including basic data types, control structures, regular expressions, input/output, and textual analysis. Students will learn about problem solving and algorithm development and complete programming projects.

### **CYB 210 - Ethics in the Information Age**

Prerequisite: CSC 102 or CYB 101.

(3 Credits)

In this course, students become familiar with the large impact ethical issues have on the use of information technology in the modern business world. Course includes coverage of cloud computing, cyber terrorism, social networking Web sites, infringement of intellectual property, security risks, identity theft, employee surveillance, privacy, compliance, and ethics of IT corporations, including the use of foreign workers, outsourcing, and green computing. Ethics and the Information Age is a study of ethics and moral philosophy as a means for providing a framework for ethically grounded decision making in the information age. Course fee required. Total of 45 contact hours.

### **CYB 223 - Cybersecurity Select Topics**

Prerequisite: CYB 101.

(3 Credits)

Cybersecurity is a vital yet rapidly changing field in the world today. In this course, students will be exposed to current topics in Cybersecurity and be introduced to cutting-edge Cybersecurity research. Topics include general computing, networking, security, privacy, forensics and mobile devices. This course can be substituted as an elective in the Cybersecurity program. Total of 45 contact hours.

### **CYB 225 - Tactical Perimeter Defense**

Prerequisite: IST 154.

(3 Credits)

This course examines the critical defensive technologies needed to secure network perimeters. Coverage includes network security threats and goals, advanced TCP/IP concepts, router security, intrusion detection, firewall design and configuration, IPSec and virtual private network (VPN) design, and wireless design and security. Total of 45 contact hours.

### **CYB 240 - Ethical Hacking Fundamentals**

Prerequisite: IST 154 and CYB 210.

(3 Credits)

In this course students will become familiar with offensive network security, ethical hacking and responsibility and network defense and counter measures. Students will study testing, scanning and securing information systems. Topics include hacker methodology and tools, how they operate and how to set up strong countermeasures and defensive systems to protect an organization's critical infrastructure and information. Course fee required. Total 45 contact hours.

## **CYB 246 - Introduction to Cloud Computing**

Prerequisite: IST 154 and CYB 101.

(3 Credits)

This course serves as a basis for understanding the standard cloud terminologies and methodologies needed to implement, maintain, and support cloud technologies and infrastructure. Also discussed will be the relevant aspects of IT security and the use of industry best practices related to the application of virtualization. Topics include cloud service and delivery models, various types of disk storage system network infrastructure and management, virtualization components, performance tuning, systems management, troubleshooting and security. Business continuity and disaster recovery are also covered. Students will take the CompTIA Cloud+ Exam as the final exam. Course fee required. Total of 45 hours of lecture.

## **Dance**

### **DNC 101 - Dance Appreciation**

(3 Credits)

This course is designed to be an overview of world and western dance including: a survey of differing dance techniques, an examination of individual histories and training methods, an introduction to relevant dancers and choreographers, a discussion of particular aspects of spirituality, and a study of artistic and aesthetic expression through dance. Total of 45 hours of lecture.

### **DNC 103 - Hip Hop I**

(1 Credit)

This class is an open level dance class that is designed to challenge the student on the latest pop/funk/hip-hop dance styles. By the conclusion of the course the student will have developed a greater knowledge of the styles of hip hop and the musicality of the songs they have danced to. Apart from learning different technical aspects of hip hop, the students will have a chance to develop their own work. This class is an intensive dance class that will consist of deep bending, floor work and intricate hand and foot coordination. Students must wear appropriate shoes and clothing to make possible for stretching and executing the movements involved in the class. Total of 30 contact hours.

### **DNC 104 - Hip Hop II**

Prerequisite: DNC 103.

(1 Credit)

This class is a continuation of the skills learned in DNC 103. It is designed to further educate students on the latest pop/funk/hip-hop dance styles. Students will be challenged with more intricate, faster paced, technical choreography. Student will have the chance to further develop their own work. This class is an intensive dance class that will consist of deep bending, floor work and intricate hand and foot coordination. Students must wear appropriate shoes & clothing to make possible for stretching and executing the movements involved in the class. Total of 30 contact hours.

### **DNC 105 - Tap I**

(2 Credits)

Students will become familiar with tap dance technique in this lively and energetic dance course. The course will incorporate both Broadway and hoofing style tap dance techniques. Students will have the opportunity to learn about famous tap dancers and choreographers, and will have performance opportunities of their own during the semester. Total of 45 hours of lecture.

**DNC 106 - Tap II**

Prerequisite: DNC 105.

(2 Credits)

Students will further develop intermediate tap skills with a combination of both Broadway and hoofing style tap dance techniques. Students will extensively study famous tap dancers and choreographers and will have performance opportunities of their own during the semester. Total of 45 contact hours.

**DNC 109 - Broadway Dance I**

(2 Credits)

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.

**DNC 111 - Jazz Dance: Beginning**

(2 Credits)

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 45 contact hours.

**DNC 113 - Jazz Dance: Intermediate**

(2 Credits)

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 45 contact hours.

**DNC 115 - Ballet: Beginning**

(2 Credits)

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 45 contact hours.

**DNC 116 - Ballet: Intermediate**

(2 Credits)

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 45 contact hours.

### **DNC 118 - Modern Dance I**

(2 Credits)

Beginning Modern is an introduction to American modern dance technique and terminology. The class will incorporate modern dance techniques, floor work, stretches, breath support, body alignment, and improvisational exercises in which students can explore creating their own choreography. Students will also develop critical thinking skills through analyzing outside dance performances. There will be performance opportunities during the semester and students will develop the skills required for dance and/or theatrical productions. Total of 45 hours of lecture.

### **DNC 119 - Modern Dance II**

Prerequisite: DNC 118.

(2 Credits)

Intermediate Modern Dance is a more in depth study of American modern dance techniques. Students will expand their movement vocabulary and technique through combinations and exercises of greater difficulty. The class will incorporate floor work, stretches, body alignment, and improvisational exercises in which students can explore creating their own choreography and studying the work of others. Students will further develop critical thinking skills through analyzing outside dance performances. There will be performance opportunities during the semester and students will develop the skills required for dance and/or theatrical productions. Total of 45 contact hours.

### **DNC 130 - Dance Improvisation**

(3 Credits)

This course is an introduction to dance improvisation. Students will explore spontaneity, expression, space, energy, and form through guided solo improvisation.

### **DNC 201 - Dance History**

(3 Credits)

A history of western dance from primitive origins through early modern dance. Particular emphasis on the developments of ballet and the social and artistic movements that have shaped the art form. Total of 45 hours of lecture.

### **DNC 210 - Concepts in Human Movement**

(3 Credits)

This course will offer students the opportunity to increase physical awareness and become more familiar with the musculoskeletal system, physical activity, health and fitness. Students will be able to master skills in identifying a healthy lifestyle vs. an unhealthy lifestyle. Students will examine in detail how to identify risk factors, perform assessments, and learn how to develop exercise prescriptions to achieve personal movement goals and a healthier lifestyle. Students will also learn safe and effective exercises, in addition to diet and behavior modification to increase mobility and flexibility, and how to control muscular tension in themselves and other individuals desiring to make life-altering modifications. Total of 45 contact hours.

### **DNC 213 - Ballet: Intermediate II**

(2 Credits)

Students will continue to strengthen their knowledge of advanced ballet terminology and technique. This course will move at a

faster pace with a higher intensity than the beginning and intermediate ballet courses. Students will be required to participate in and critique their own performance at the end of the semester. Total of 45 contact hours.

### **DNC 214 - Ballet: Intermediate III**

(2 Credits)

Students will continue to strengthen their knowledge of advanced ballet terminology and technique. This course will move at a faster pace with a higher intensity than the beginning and intermediate ballet courses. Students will be required to participate in and critique their own performance at the end of the semester. Total of 45 contact hours.

### **DNC 215 - HCC Dance Company**

(1 Credit)

Advanced dance performance group focusing on rehearsal and performance of dance compositions choreographed by both professional choreographers and students. Will perform jazz, ballet, modern, and musical theatre dance styles. Audition required. Total of 30 contact hours.

### **DNC 225 - Dance Company II**

Prerequisite: DNC 215

This course is a continuation of DNC 215. It is an audition-based, advanced dance performance group focusing on creating and performing original works. Students will have the opportunity to work with professional choreographers and collaborate with other dancers. Repertoire will include jazz, ballet, modern, and musical theatre dance styles. Audition required. Total of 30 contact hours.

### **DNC 230 - Choreography & Improvisation**

(3 Credits)

This course is an introduction to dance composition through guided improvisation. Students will experiment creatively with a variety of stimuli as inspiration for their work creating unique, spontaneous, and thought-provoking pieces. Course will include solo & contact improvisation, weight-sharing, and dynamic group work. Students will participate in a final performance. Total of 45 contact hours.

### **DNC 295 - HCC Dance Company Capstone Project**

(1 Credit)

Advanced dance performance group focusing on rehearsal and performance of dance compositions choreographed by both professional choreographers and students. Students registering for this course will be expected to compose, instruct, and rehearse a dance piece which will also serve as the capstone project for students pursuing an A.A. in Dance. Company members will perform jazz, contemporary, ballet, tap, hip-hop, modern, and musical theater dance styles. Audition required. Total of 30 Contact Hours

## **MUS 120 - Music Skills for Performers**

(3 Credits)

This course in music concepts gives an introduction to the elements of music with a focus on rhythm and how these elements pertain to notation, performance, collaboration, movement, and dance or theater education. Students will explore and respond to eras of music history to augment their knowledge of musical styles. Students will also experiment with music composition and music performance. Total of 45 contact hours.

## **Dental Assisting**

### **DEN 101 - Dental Assisting I**

Prerequisite: Completion of MAT 099 and ENG 099 or appropriate score on placement test, BIO 116 or concurrent enrollment.  
Corequisite: DEN 109.

(4 Credits)

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. Course fee required. Total of 30 hours of lecture, 60 hours of laboratory.

### **DEN 104 - Dental Radiology**

Prerequisite: DEN 101, DEN 109, BIO 116, and SPD 103 or SPD 108 or concurrent enrollment.

(3 Credits)

This course prepares students to sit for DANB's Radiation Health and Safety (RHS) exam and 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. *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.* Course fee required. Total of 30 hours of lecture and 30 hours of laboratory.

### **DEN 107 - Dental Materials**

Prerequisite: DEN 101, DEN 109, BIO 116 and SPD 103 or SPD 108 or concurrent enrollment.

Corequisite: DEN 104.

(3 Credits)

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. Course fee required. Total of 15 hours of lecture and 60 hours of laboratory.

### **DEN 109 - Oral Anatomy**

Prerequisite: Completion of MAT 099 and ENG 099 or appropriate score on placement test, BIO 116 or concurrent enrollment.

Corequisite: DEN 101.

(3 Credits)

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. Course fee required. Total of 45 hours of lecture.

**DEN 110 - Dental Assisting II**

Prerequisite: DEN 101, DEN 109, BIO 116, and SPD 103 or SPD 108 or concurrent enrollment.

(4 Credits)

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; and preparing and fitting stainless steel crowns. *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.* Course fee required. Total of 30 hours of hybrid instruction and 60 hours of laboratory.

**DEN 115 - Dental Office Management**

Prerequisite: DEN 104, DEN 107, DEN 110, and SPD 103 or SPD 108.

Corequisite: DEN 140.

(2 Credits)

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. Course fee required. Total of 30 hours of online instruction.

**DEN 120 - Dental Specialties**

Prerequisite: DEN 104, DEN 107, DEN 110, and SPD 103 or SPD 108.

Corequisite: DEN 140.

(3 Credits)

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. Course fee required. Total of 45 hours of hybrid instruction.

**DEN 140 - Dental Assisting Externship I**

Prerequisite: DEN 104, DEN 107, DEN 110, and SPD 103 or SPD 108.

Corequisite: DEN 120.

(3 Credits)

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. Travel may be required to approved externship sites. A weekly seminar will be held for students to share their experiences and situations encountered in the clinical setting. The externship is scheduled during the work hours of the assigned office. The work schedule is typically daytime hours during the work week, but may involve early evening hours as well. Course fee required. Total of 15 lecture hours and 120 clinical hours.

**DEN 240 - Dental Assisting Externship II**

Prerequisite: DEN 140.

(4 Credits)

This course is designed to expose the student to the complete dental office environment. The student will be assigned to a six to seven week rotation in a dental practice. Travel may be required to approved externship sites. This course requires online coursework and prepares students for the Maryland General Dental Assisting Expanded Functions (MDG) exam. The externship is scheduled during the work hours of the assigned office. The work schedule is typically during daytime hours of the work week, but may involve early evening hours as well. Course fee required. Total of 180 clinical hours.

## **Dental Hygiene**

### **DHY 101 - Dental Hygiene Theory I**

Prerequisite: Acceptance to the Dental Hygiene Program.

Corequisite: DHY 102, DHY 104, and DHY 108.

(2 Credits)

This course introduces the profession of dental hygiene, the dental hygiene code of ethics, principles of infection and exposure control, the CDC Bloodborne Pathogens Standard and safety and emergency procedures. Fundamental concepts on dental hygiene process of care including patient management, dental hygiene diagnosis, oral health education techniques, and disease prevention strategies will be discussed. Additionally, dental instrumentation and oral deposits are discussed. Course fee required. Total of 30 hours of lecture.

### **DHY 102 - Dental Hygiene Clinical I**

Prerequisite: Acceptance to the Dental Hygiene Program.

Corequisite: DHY 101, DHY 104, and DHY 108.

(2 Credits)

The principles, protocols, and components learned in DHY 101 will be performed in this clinical setting with an introduction in dental hygiene procedures, basic instrumentation, development of manual dexterity, dental charting, and preventive education. Course fee required. Total of 90 clinical hours.

### **DHY 104 - Dental Radiology**

Prerequisite: Acceptance to the Dental Hygiene Program or DEN 101 and DEN 109.

Corequisite: DHY 101, DHY 102, and DHY 108.

(3 Credits)

This course is designed to provide the student with the theory and procedures used in dental radiography. Topics include history of the dental x-rays, radiation safety, film exposure techniques, processing and mounting of radiographs, radiographic findings, and patient management. Course fee required. Total of 30 lecture hours and 45 laboratory hours.

### **DHY 108 - Head, Neck and Oral Anatomy**

Prerequisite: Acceptance to the Dental Hygiene Program.

Corequisite: DHY 101, DHY 102, and DHY 104.

(4 Credits)

This course is designed for first semester dental hygiene students. The topics include anatomy of the teeth and dental nomenclature, the development, eruption, function, and morphological characteristics of the human deciduous and secondary dentition and a review the bones and muscles of the orofacial complex. The examination of the temporomandibular joint and function, and dental occlusion classification will complete this course. Course fee required. Total of 45 lecture hours and 45 laboratory hours.

**DHY 110 - Dental Hygiene Theory II**

Prerequisite: DHY 101 , DHY 102 , DHY 104 , and DHY 108 .

Corequisite: DHY 111, DHY 112 , DHY 113 , and DHY 116 .

(2 Credits)

This course continues the study of Dental Hygiene Theory I and the dental hygiene process of care. Emphasis is on treatment care plans, dental hygiene diagnosis, and dental hygiene management of varying patients including children, medically compromised and/or individuals living with various disabilities. Examination of theories and practices of preventive dental hygiene are addressed. These include advanced instrumentation, fluoridation, and preventive aids. Course fee required. Total of 30 lecture hours.

**DHY 111 - Dental Hygiene Clinical II**

Prerequisite: DHY 101 and DHY 102.

Corequisite: DHY 110.

(2 Credits)

The principles, protocols, and components of dental hygiene process of care are continued in this clinical setting through development of skills in areas of assessment, dental hygiene diagnosis, prevention management, care planning with implementation, and evaluation of a variety of patients. The clinical setting provides opportunities for dental hygiene prevention care in a safe and ethical environment. Students will participate in active role-playing in preparation of a medical emergency. Course fee required. Total of 120 clinical hours.

**DHY 112 - Dental Materials and Procedures**

Prerequisite: DHY 101, DHY 102, DHY 104 , and DHY 108.

Corequisite: DHY 110 , DHY 111 , DHY 113 , and DHY 116 .

(2 Credits)

This course is designed for dental hygiene students and dental assisting students, and is the study of dental materials including their biological, physical, mechanical, and chemical properties. The didactic portion of this course includes proper manipulation and technique, handling, and storage of dental materials. The course is designed to discuss commonly used dental products such as amalgam, synthetic resins, dental cements, gypsum, impression materials, provisional coverage, and alloys. Course fee required. Total of 15 lecture hours and 45 laboratory hours.

**DHY 113 - General and Oral Pathology**

Prerequisite: DHY 101, DHY 102, DHY 104, and DHY 108.

Corequisite: DHY 110, DHY 111, DHY 112, and DHY 116.

(2 Credits)

This course is designed for dental hygiene students. The topics incorporate important concepts in general pathology and their relationship to the oral cavity. Fundamental concepts stress comprehensive oral examination procedures, disease recognition, and identification of pathological conditions that affect the patient's systemic health in relation to the oral cavity. Course fee required. Total of 30 lecture hours.

**DHY 116 - Dental Pharmacology**

Prerequisite: DHY 101, DHY 102, DHY 104 , and DHY 108.

Corequisite: DHY 110 , DHY 111 , DHY 112 , and DHY 113 .

(2 Credits)

This course is designed for the dental hygiene student to study the basics of pharmacology and systemic rationale for drug usage. Topics include drug names and categories associated with body systems, principle action of drugs, drug interactions with the oral cavity, dental disease, and herbal remedies. Course fee required. Total of 30 lecture hours.

### **DHY 201 - Dental Hygiene Theory III**

Prerequisite: DHY 110 , DHY 111 , DHY 112 , and DHY 108 .

Corequisite: DHY 202 , DHY 203, DHY 204 , and DHY 205 .

(2 Credits)

This course continues the development of a theoretical framework of dental hygiene treatment with advancement of dental hygiene proficiency in all areas of dental hygiene treatment. **Presentation** and discussion of case histories from patients and preventive measures employed against disease concurrent with clinical practice with emphasis on special needs patients. Course fee required Total of 30 lecture hours.

### **DHY 202 - Dental Hygiene Clinical III**

Prerequisite: DHY 110 , DHY 111, DHY 112 , DHY 113 , and DHY 116 .

Corequisite: DHY 201, DHY 203, DHY 204 and DHY 205 .

(3 Credits)

The principles, protocols, and components of dental hygiene process of care are continued in this clinical setting emphasizing patient care. The continued advancement of skills includes non-surgical periodontal treatment, ultrasonic instrumentation, case management, treatment planning, and dental hygiene prevention services. Students will participate in active role-playing in preparation of a medical emergency. Course fee required. Total of 180 clinical hours.

### **DHY 203 - Periodontics and Advanced Procedures**

Prerequisite: DHY 101, DHY 102, and DHY 108.

Corequisite: DHY 201 and DHY 202.

(4 Credits)

This course is designed to provide advanced study of the periodontium and its relationship to the pathogenesis of periodontal disease. It focuses on the relationships between periodontal disease, systemic health, prevention, risk assessments, classifications, current modalities of treatment and management strategies. Course fee required. Total of 60 lecture hours.

### **DHY 204 - Pain Management in Dental Hygiene**

Prerequisite: DHY 116.

Corequisite: DHY 201 and DHY 202.

(2 Credits)

This course provides a comprehensive study of the use of local dental anesthetics administered in the dental hygiene profession. Elements of local anesthesia techniques and administration are included. Clinical application of local anesthesia will be required in DHY 202 Clinic III and DHY 220 Clinic IV. Course fee required. Total of 30 lecture hours and 21 clinical hours.

### **DHY 205 - Nutrition and Biochemistry in Dentistry**

Prerequisite: DHY 110, DHY 111, and DHY 112.

Corequisite: DHY 201 and DHY 202.

(2 Credits)

This course provides the dental hygiene students with an overview of nutrition biochemistry, nutritional guidelines, diet analysis and planning. The role of nutrition in dental health and systemic diseases are emphasized along with the clinical application of nutritional counseling strategies. Total of 30 lecture hours.

### **DHY 210 - Community Dental Health**

Prerequisite: DHY 201 and DHY 202.

Corequisite: DHY 220 and DHY 221.

(2 Credits)

This course is designed for the dental hygiene student to review the history, philosophy, administration and current events of community oral health. Topics include emphasis on health promotion, epidemiology of dental disease, community service, designing, implementing and assessing a community health project. Total of 30 lecture hours.

### **DHY 211 - Dental Hygiene Ethics and Jurisprudence**

Prerequisite: DHY 201 and DHY 202.

Corequisite: DHY 220 and DHY 221.

(1 Credit)

This course is designed for the dental hygiene student focusing on dental laws, regulations, jurisprudence, and ethical decision making. Topics include discussions of ethical principles, theory, value, responsibility, justice, and law. Other topics include examination of the dental practice act, dental practice code of ethics, and the professional relationship of a dental hygienist to dentists and patients. Total of 15 hours of lecture.

### **DHY 220 - Dental Hygiene Theory IV**

Prerequisite: DHY 201, DHY 202, DHY 203, DHY 204, and DHY 205.

Corequisite: DHY 210, DHY 211, and DHY 221.

(2 Credits)

A continued study of dental hygiene theory and practices with an emphasis on practice management, career strategies, interviewing techniques, resume writing, professional organizations, and current events in the profession of dental hygiene. Total of 30 hours of lecture.

### **DHY 221 - Dental Hygiene Clinical IV**

Prerequisite: DHY 201 , DHY 202, DHY 203 , DHY 204 , and DHY 205 .

Corequisite: DHY 210, DHY 211 , and DHY 220.

(4 Credits)

This course emphasizes the refinement of clinical skills accentuating the role of dental hygiene expanded duties such as proactive role in oral disease prevention, patient care, and dental hygiene therapy and disease management. Students will participate in active role-playing in preparation of a medical emergency. Course fee required. Total of 240 clinical hours.

## **Economics**

### **ECO 201 - Macroeconomic Principles**

Prerequisite: ENG 099 and MAT 098.

(3 Credits)

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.

## **ECO 202 - Microeconomic Principles**

Prerequisite: ENG 099 and MAT 098.

(3 Credits)

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.

## **Education**

### **EDU 101 - Introduction to Education**

Prerequisite: ENG 100 or placement into ENG 101.

(3 Credits)

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.

### **EDU 103 - Foundations of Early Childhood Education**

Prerequisite: ENG 100 or placement into ENG 101.

(3 Credits)

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 15 hours of guided observation in several early childhood settings. Total of 45 hours of lecture.

### **EDU 114 - The Developing Child**

Prerequisite: ENG 100 or placement into ENG 101.

(3 Credits)

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. Total of 45 hours of lecture.

### **EDU 115 - Methods and Materials in Early Childhood Education**

Prerequisite: ENG 100 or placement into ENG 101.

(3 Credits)

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. Total of 45 hours of lecture.

### **EDU 116 - Infant and Toddler Development**

Prerequisite: ENG 100 or placement into ENG 101.

(3 Credits)

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.

### **EDU 117 - School Age Child Care Seminar I**

Prerequisite: ENG 100 or placement into ENG 101.

(3 Credits)

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.

### **EDU 208 - Instruction of Reading**

Prerequisite: ENG 100 or placement into ENG 101.

(3 Credits)

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.

### **EDU 210 - Assessment in Reading Instruction**

Prerequisite: ENG 100 or placement into ENG 101.

(3 Credits)

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.

### **EDU 211 - Introduction to Special Education**

Prerequisite: EDU 101 or EDU 103 and ENG 100 or placement into ENG 101.

(3 Credits)

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.

## **EDU 212 - Processes and Acquisition of Reading**

Prerequisite: ENG 100 or placement into ENG 101.

(3 Credits)

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.

## **EDU 215 - Child Care Center Administration and Management**

Prerequisite: EDU 114 and EDU 115 or by permission of instructor.

(3 Credits)

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.

## **EDU 269 - Internship I**

(1 - 3 Credits)

See "Academic Policies" section of current HCC Catalog for internship guidelines.

## **EDU 270 - Internship II**

(3 Credits)

See "Academic Policies" section of current HCC Catalog for internship guidelines.

## **Electronics**

### **ELE 101 - Device Data System Architectures**

(3 Credits)

Students will learn the concepts of basic industrial device networking protocols and architectures. The course covers the essentials of PLC, PAC, Device and SCADA communication systems. Students will be given a brief overview of the fundamentals of interfacing these systems, including hardware, software, and communication systems, as well as hands-on configuration experience and trouble-shooting techniques. Total of 45 hours of lecture.

### **ELE 103 - Analog and Digital Electronics**

Prerequisite: ELE 110.

(3 Credits)

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. Total of 45 hours of lecture.

**ELE 105 - Microprocessors & Microcontrollers**

(3 Credits)

In this course, students will study the basics of microprocessors/microcontrollers and their applications in industry. A number of topics are covered, including: programming (instruction sets and assembly language), hardware configurations, pin functions, modes of operation, and basic input/output timing, control and memories. The goal is for students to be able to design, analyze, and program microprocessors/microcontrollers.

**ELE 110 - Fundamentals of Electricity**

Prerequisite: MAT 099.

(4 Credits)

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. Total of 60 hours of lecture.

**ELE 113 - Instrumentation and Process Control I**

Prerequisite: ELE 110.

(3 Credits)

This class will introduce students to the concept and application of typical process control systems used in today's industries. Students will develop a basic understanding of the most common types of instrumentation used to measure such items as level, flow, pressure and temperature. Students will learn how data is collected and used to monitor, test, and diagnose various types of systems. Hands-on exercises will include demonstrations of different measurement devices, open loop systems, and an introduction to PID control. Course fee required. Total of 45 hours of lecture.

**ELE 140 - Introduction to Robotics**

Prerequisite: INT 102 and ELE 110.

(3 Credits)

Students will learn the basic principle and application of robotic and motion control systems. With a focus on industrial robotic applications, this course will include: basic robotic principles, power supplies, motion control, sensors, grippers, control systems, and maintenance. Total of 45 hours of lecture.

**ELE 158 - Circuits, Schematics, and Test Equipment**

Corequisite: ELE 110.

(3 Credits)

This course teaches students how to recognize, interpret, and troubleshoot electrical and electronic circuits through symbol identification and to use a variety of test instruments. Students will learn to effectively solve problems through critical thinking, logical, and root cause analysis. Electrical standards for circuit structure using NFPA 79, IEEE, and IEC Standards, as well as ANSI and IEC codes and symbols will be emphasized. Total of 45 hours of lecture.

**ELE 203 - PLC Applications**

Prerequisite: INT 102.

(3 Credits)

This is an advanced course which features the Allen-Bradley SLC-500, PLC 5, A.I. Series, and RSLogic 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. PID based motion control is also discussed. This course is intended for industrial technology students, technicians, industrial electricians, and engineers who need to upgrade their skills in the area of PLC applications. Course fee required. Total of 45 hours of lecture.

**ELE 204 - Electrical Machines**

(3 Credits)

In this course, students will learn industrial electric motors, generators, and transformers. Topics include three-phase circuits, saturation and hysteresis, eddy currents/losses, DC motors, AC motors, synchronous machines, induction machines, and the properties of various types of transformers.

**ELE 205 - Repair and Maintenance for Instrumentation**

Prerequisite: ELE 113.

(2 Credits)

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. Total of 30 hours of lecture.

**ELE 206 - Electronic Communications Systems**

(3 Credits)

This course teaches students electronic communication circuits and systems, as it applies to typical industry systems. Students will study electro-magnetic frequency spectrum, resonant waveforms, LC circuits, band-pass filters, power and tuned voltage amplifiers, and oscillators. Topics covered also include bandwidth allocations, AM, FM, SSB modulations, antennas, SCADA and satellite systems.

**ELE 207 - Advanced Electronics/Electricity**

(3 Credits)

This course builds on previously covered material, including circuits (AC/DC), electronics, PLCs, digital circuits, and microprocessors. Students will analyze and troubleshoot circuits and systems, as well as, design and build circuits typically found in industry.

**ELE 208 - Advanced Digital Circuit Design and Analysis**

(4 Credits)

This course teaches students digital electronics - on a component level and how digital circuits work. Students will study number systems, Boolean algebra, logic gates, flip-flops, counters, encoders, multiplexers, digital-to-analog (DAC) converters, and

analog-to-digital converters (ADC). Upon completion of this course, students will be able to design, build, and troubleshoot various circuits commonly used in industry.

### **ELE 210 - Energy System Management**

Prerequisite: ELE 110.  
(3 Credits)

This class will introduce students to the concept and application of energy management for residential, commercial housing, commercial offices, and industrial applications. Students will be introduced to techniques to automatically measure, collect the data in systems, and apply the data for energy (and money) saving techniques. Students will work with key regional industry partners to gain a hands-on understanding of these systems. Total of 45 lecture hours.

### **ELE 213 - Instrumentation and Process Control II**

Prerequisite: ELE 113.  
(3 Credits)

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. Total of 45 hours of lecture.

### **ELE 215 - SPC and Device Data Management**

Prerequisite: ELE 113.  
(3 Credits)

This class will introduce students to the concept and application of SPC (Statistical Process Control) and Device Data Management. This course will teach students how to apply the data being collected from factory, HVAC, and other data collection systems today, and present that data in reports for quality improvement and other management needs. In addition to the presentation of the data, we will focus on techniques for application of the data so that the business can focus on continuous improvement in their facilities, such as SPC. In factories and other businesses that require automated control systems, the jobs that focus on implementation are not as common as those that focus on application improvement. This course will give students a chance to gain key skills that are highly desired by controls businesses. Total of 45 lecture hours.

### **ELE 235 - Advanced Concepts and Applications of Instrumentation and Controls**

Prerequisite: ELE 213.  
(3 Credits)

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. Total of 45 hours of lecture.

### **ELE 269 - Internship**

(3 Credits)

See "Academic Policies" section of current HCC Catalog for internship guidelines.

## **Emergency Medical Services**

### **EMS 120 - Emergency Medical Technician - Part A**

Prerequisite: Completion of ENG 098 and MAT 098 or appropriate score on placement test.  
(8 Credits)

This is the first of three required courses that, upon completion, will qualify students for Maryland or National Registry testing for Emergency Medical Technician certification. This course, EMS 121, and EMS 122 must be completed consecutively in order to qualify for testing. This course introduces students to Foundations of EMT, Patient Assessment, Airway Management, and Medical Part I and II. Course fee required. Total of 87 hours of lecture and 29 hours of lab.

### **EMS 121 - Emergency Medical Technician - Part B**

Prerequisite: EMS 120.  
Corequisite: EMS 122  
(3 Credits)

The second of three required courses that, upon completion, will qualify students for Maryland or National Registry testing for EMT certification. This course, EMS 120 and EMS 122 must be completed consecutively in order to qualify for testing. This course introduces students to Trauma Part I and Practical Labs. Course fee required. Total of 24 hours of lecture, 21 hours of lab.

### **EMS 122 - Emergency Medical Technician Practicum**

Corequisite: EMS 120.  
(1 Credit)

This course provides supervised clinical experience in the field setting for skills students are learning in EMS 120 and EMS 121. Course fee required. Total of 45 hours of clinical and in-class seminar.

### **EMS 140 - Introduction to Advanced Life Support Principles**

Prerequisite: current EMT certification or equivalent.  
(3 Credits)

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.

### **EMS 151 - Introduction to Emergency Medical Services**

Prerequisite: Current EMT certification, completion of ENG 099 and MAT 098 or appropriate score on placement test.  
(3 Credits)

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 of lecture.

**EMS 155 - Anatomy and Physiology for EMS Providers**

Prerequisite: Current EMT certification, or CRT-I or EMT-I certification, completion of ENG 099 and MAT 098 or appropriate score on placement test.

(4 Credits)

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, histology, and the body systems, as well as fluid and electrolyte balance, metabolism, and homeostasis. Course fee required. Total of 60 hours of lecture.

**EMS 161 - Airway Management**

Prerequisite: Current EMT certification, completion of ENG 099 and MAT 098 or appropriate score on placement test.

Corequisite: EMS 151

(3 Credits)

This course considers appropriate assessment and airway management for medical and trauma patients. Course fee required. Total of 45 hours of lecture.

**EMS 163 - Medical Emergencies I**

Prerequisite: EMS 151, EMS 155, EMS 161, EMS 181, and EMS 201.

(3 Credits)

This course emphasizes the pathophysiology, assessment, and management of patients with specific medical emergencies - respiratory, endocrine, toxicology, allergies, anaphylaxis, and infection. Course fee required. Total of 45 hours of lecture.

**EMS 164 - Cardiology and Cardiovascular Diseases**

Prerequisite: EMS 151, EMS 155, EMS 161, EMS 181, and EMS 201.

(4 Credits)

This course introduces students to cardiac electrophysiology, electrocardiography interpretation, and the assessment and management of patients with cardiovascular emergencies. Course fee required. Total of 60 hours of lecture.

**EMS 165 - Pharmacology and Cardiology Bridge**

Prerequisite: Completion of ENG 099 and MAT 098 or appropriate score on placement test. Student must also possess a current national Registry Emergency Medical Technician - Intermediate or be in the process of National Registry Testing form EMT-Intermediate.

(4 Credits)

This bridge course presents the ECG interpretation, assessment, and management of patients with cardiovascular emergencies and the pharmacological administration needed for the EMT-I to transition to EMT-P. ACLS certification included. Course fee required. Total of 60 hours of lecture.

**EMS 166 - Medical Emergencies Bridge**

Prerequisite: EMS 155, EMS 165, EMS 180, and EMS 283

(3 Credits)

This bridge course presents the pathophysiology, assessment, and management of medical patients with emphasis on respiratory,

endocrine, toxicology, anaphylaxis, neurological, obstetrics, and behavioral emergencies needed for the EMT-I to transition to EMT-P. AMLS certification included. Course fee required. Total of 45 hours of lecture.

### **EMS 180 - EMT Intermediate to Paramedic Transition**

Prerequisite: Completion of ENG 099 and MAT 098 or appropriate score on placement test. Student must also possess a current national Registry Emergency Medical Technician - Intermediate or be in the process of National Registry Testing form EMT-Intermediate.

(3 Credits)

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). Course fee required. Total of 45 hours of hybrid instruction.

### **EMS 181 - EMS Practicum I**

(1 Credit)

This course provides supervised clinical experience in area facilities for the skills learned in EMS 120, EMS 121, and EMS 151. Course fee required. Total of 60 hours of clinical and in class seminars.

### **EMS 182 - EMS Practicum II**

Prerequisite: EMS 151, EMS 155, EMS 161, EMS 181, and EMS 201.

(3 Credits)

This course provides supervised clinical experience in various settings for the skills learned during the first program year. Course fee required. Total of 160 hours of clinical and in class seminars.

### **EMS 185 - Paramedic Practicum**

Prerequisite: EMS 151.

(1 Credit)

This course is for students currently accepted in the Paramedic program who want an additional opportunity to practice their paramedic skills. Course fee required. Total of 60 hours of clinical.

### **EMS 201 - Shock Trauma Resuscitation**

(2 Credits)

This course considers the pathophysiology and treatment of shock, and recognition and management of specific traumatic emergencies. Course fee required. Total of 30 hours of lecture.

### **EMS 205 - Pediatrics and Trauma Bridge**

Prerequisite: EMS 155, EMS 165, EMS 180, and EMS 283.

(3 Credits)

This bridge course presents the pathophysiology, assessment, and management of the pediatric patient with various medical

conditions and the pathophysiology, assessment, and management of the trauma patient needed for the EMT-I to transition to EMT-P. PEPP and PHTLS certification included. Course fee required. Total of 45 hours of lecture.

### **EMS 210 - Medical Emergencies II**

Prerequisite: EMS 151, EMS 155, EMS 161, EMS 181, and EMS 201.  
(3 Credits)

This course reviews the pathophysiology, assessment, and management of medical patients with neurological, environmental, genitourinary, obstetric and gynecologic emergencies, and behavioral emergencies. Course fee required. Total of 45 hours of lecture.

### **EMS 211 - Pediatrics and Special Populations**

Prerequisite: EMS 151, EMS 155, EMS 161, EMS 181, and EMS 201.  
(2 Credits)

This course presents specific training in pediatrics, including life-span development, pediatric assessment and management, and Pediatric Advanced Life Support. Additionally, issues of and approaches to patients in special populations, including pediatrics, geriatics, bariatrics, and others with special needs are covered. Course fee required. Total of 30 hours of lecture.

### **EMS 220 - EMS Operations**

Prerequisite: EMS 163, EMS 164, EMS 182, EMS 210, and EMS 211.  
(2 Credits)

This course considers various topics associated with EMS operations. Valid driver's license required. Total of 30 hours of lecture.

### **EMS 221 - Seminar in Paramedic Emergency Services**

Prerequisite: EMS 163, EMS 164, EMS 182, EMS 210 and EMS 211.  
(2 Credits)

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. Course fee required. Total of 30 hours of lecture.

### **EMS 281 - EMS Practicum III**

Prerequisite: EMS 163, EMS 164, EMS 182, EMS 210, EMS 211 and current ACLS and PALS certification cards.  
(3 Credits)

This course provides opportunities to apply the knowledge and skills of EMS 163 and EMS 164 in supervised clinical settings. Course fee required. Total of 150 hours of clinical and in class seminars.

### **EMS 282 - EMS Practicum IV**

Prerequisite: EMS 163, EMS 164, EMS 182, EMS 210, EMS 211 and current ACLS and PALS certification cards.  
(3 Credits)

This course offers opportunities to apply the knowledge and skills learned in the Paramedic program in supervised clinical settings. Course fee required. Total of 135 hours of clinical and in class seminars.

### **EMS 283 - Bridge Practicum I**

Prerequisite: ENG 099 and MAT 098 or appropriate score on placement test. Student must also possess a current national Registry Emergency Medical Technician - Intermediate or be in the process of National Registry Testing form EMT-Intermediate.

(3 Credits)

This course provides supervised clinical experience in various settings for the skills learned during the EMT-I to EMT-P Bridge course. Course fee required. Total of 135 hours of clinical and in class seminars.

### **EMS 284 - Bridge Practicum II**

Prerequisite: EMS 155, EMS 165, EMS 180, and EMS 283.

(3 Credits)

This course provides supervised clinical experience in various settings for the skills learned during the EMT-I to EMT-P Bridge course. Course fee required. Total of 135 hours of clinical and in class seminars.

## **Engineering Technology**

### **EGT 101 - Foundations of Engineering Technology**

Prerequisite: MAT 100.

(2 Credits)

This course enables students to learn the techniques of decision making and problem solving using Microsoft Excel and MatLab as tools. Total of 30 hours of lecture.

### **EGT 136 - Mechanics**

Prerequisite: MAT 102 or MAT 114.

(3 Credits)

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.

### **EGT 150 - Introduction to CNC Programming**

Prerequisite: MAT 099.

(3 Credits)

Computer numerical control is used to program a HAAS machining center to drill, contour, and pocket. An introduction to the CNC lathe is included. Laboratory fee required. Total of 30 hours of lecture and 30 hours of lab.

**EGT 231 - Strength of Materials**

Prerequisite: EGT 136.

(3 Credits)

This course is a technical study of the stress and strain in materials from the action of external forces. The application of these principles is used in the design of structures and machines. Axial loads, torsion, and bending are analyzed individually and in combination. The deflection of beams and stability of columns are studied. Course fee required. Total of 45 hours of lecture.

**EGT 234 - Machine Design**

Prerequisite: EGT 231.

(4 Credits)

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.

**EGT 235 - Fluid Power**

Corequisite: MAT 101 or MAT 114.

(3 Credits)

This course focuses on the industrial use of fluid power. The fundamental properties of fluid statics and dynamics are applied to the design of pumps, valves, motors, actuators, accumulators, fluid circuits, and control systems. Laboratory fee required. Total of 30 hours of lecture and 30 hours of lab.

**EGT 250 - Advanced CNC**

Prerequisite: EGT 150 or consent of TCS Division.

(3 Credits)

This laboratory course introduces students to Computer-Aided Manufacturing. Using ESPRIT software, students will create numerical machine code to drive CNC milling machines or lathes. Laboratory fee required. Total of 30 hours of lecture and 30 hours of lab.

**EGT 269 - Internship I**

(3 Credits)

See "Academic Policies" section of current HCC Catalog for internship guidelines.

**EGT 270 - Internship II**

(3 Credits)

See "Academic Policies" section of current HCC Catalog for internship guidelines.

## **Engineering**

### **EGR 103 - Introduction to Engineering Science**

Prerequisite: MAT 101.

(3 Credits)

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 contact hours.

### **EGR 108 - Statics**

Corequisite: MAT 203.

(3 Credits)

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.

### **EGR 203 - Mechanics of Materials**

Prerequisite: EGR 108 and concurrent registration in MAT 203.

(3 Credits)

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.

### **EGR 204 - Dynamics**

Prerequisite: EGR 108 and concurrent registration in MAT 204.

(3 Credits)

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.

### **EGR 206 - Thermodynamics**

Prerequisite: EGR 103.

Corequisite: MAT 204.

(3 Credits)

This course covers heat, work, and related properties of substances as well as equations of state, internal energy, enthalpy, entropy, and application of the first and second laws of thermodynamics. Total of 45 contact hours.

### **EGR 208 - Systems and Circuits**

Corequisite: MAT 206.

(4 Credits)

This course includes basic circuit theory including Kirchoff's Laws, node and mesh analysis in the time and frequency domains and solution of circuit differential equations. Also treated are linear, non-linear and time-varying elements of systems and circuits, zero input, zero state and complete response, coupled elements, ideal transformers, controlled sources and basic filters. Laboratory fee required. Total of 45 hours of lecture and 45 hours of lab.

### **EGR 210 - Digital Logic Design**

Prerequisite: EGR 103, MAT 161.

(4 Credits)

This course includes the design of logic gates, flip-flops, registers, counters and the analysis of digital logic networks. Also included are Karnaugh map simplification and switching algebra, synchronous sequential systems, Programmable Logic Arrays, multiplexors and encoder/decoders, binary arithmetic with adders and subtractors, decimal to octal, hexadecimal and binary conversion. Laboratory fee required. 45 hours of lecture and 45 hours of lab.

### **EGR 211 - Elements of Discrete Signal Analysis**

Prerequisite: EGR 103 and MAT 204.

(4 Credits)

This course introduces basic tools for the analysis of continuous and discrete time signals, including linear transformations and linear systems, solutions to linear simultaneous systems via Gaussian elimination, Fourier Transforms (continuous and discrete), finite impulse response filters and the z transform. The course also includes design projects emphasizing MATLAB applications to signal and image processing. Total of 60 contact hours.

### **EGR 269 - Internship I**

(3 Credits)

See "Academic Policies" section of current HCC Catalog for internship guidelines.

### **EGR 270 - Internship II**

(3 Credits)

See "Academic Policies" section of current HCC Catalog for internship guidelines.

## **English**

### **ENG 098 - Writing Basics**

Prerequisite: An appropriate score on placement test and/or writing sample.

(3 Credits)

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 Support Center one hour per week for additional instruction, homework, and skill-building exercises. A minimum attendance of two Learning Support Center workshops outside of regular class time is required. Total of 45 contact hours.

### **ENG 099 - Writing Essentials**

Prerequisite: Successful completion of ENG 098 and/or an appropriate score on placement test and/or writing sample.  
(3 Credits)

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 Support Center for additional instruction, homework, and skill-building exercises. A minimum attendance of two Learning Support Center workshops outside of regular class time is required. Course fee required. Total of 45 contact hours.

### **ENG 100 - Beginning Composition**

Prerequisite: Successful completion of ENG 099 and/or an appropriate score on placement test and/or writing sample.  
(3 Credits)

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 critical 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 are required to utilize online learning tools a minimum of three hours a week and/or the Learning Support Center for additional instruction, homework, and skill-building exercises. A minimum attendance of two Learning Support Center workshops outside of regular class time is required. Course fee required. Total of 45 contact hours.

### **ENG 101 - English Composition**

Prerequisite: ENG 100 or appropriate score on placement test.  
(3 Credits)

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.

### **ENG 102 - Composition and Literature**

Prerequisite: ENG 101.  
(3 Credits)

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.

**ENG 104 - Children's Literature**

(3 Credits)

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.

**ENG 112 - Technical Writing I**

Prerequisite: ENG 100.

(3 Credits)

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.

**ENG 114 - Mythology**

Prerequisite: ENG 101.

(3 Credits)

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.

**ENG 201 - World Literature I**

Prerequisite: ENG 101

(3 Credits)

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.

**ENG 202 - World Literature II**

Prerequisite: ENG 101.

(3 Credits)

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.

**ENG 203 - British Literature I**

Prerequisite: ENG 101.

(3 Credits)

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.

### **ENG 204 - British Literature II**

Prerequisite: ENG 101.

(3 Credits)

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.

### **ENG 205 - American Literature I**

Prerequisite: ENG 101.

(3 Credits)

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.

### **ENG 206 - American Literature II**

Prerequisite: ENG 101.

(3 Credits)

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.

### **ENG 208 - Shakespeare**

Prerequisite: ENG 101 or permission of instructor.

(3 Credits)

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.

### **ENG 209 - Creative Writing I**

Prerequisite: ENG 099.

(3 Credits)

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.

### **ENG 210 - Creative Writing II**

Prerequisite: ENG 099.

(3 Credits)

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.

### **ENG 214 - Applied English Grammar**

Prerequisite: ENG 101.  
(3 Credits)

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.

### **ENG 216 - Ethnic Voices in American Literature**

Prerequisite: ENG 101.  
(3 Credits)

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.

### **ENG 219 - Contemporary Literature**

Prerequisite: ENG 101.  
(3 Credits)

This course explores the most recent literature to win national or international awards. Students interpret this literature and analyze the process used to judge contemporary literature. Students compose literary analyses on new literature and research publication venues for their scholarly critical writing. Total of 45 contact hours of lecture.

### **ENG 220 - Literature By and About Women**

Prerequisite: ENG 099.  
(3 Credits)

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.

### **ENG 240 - Seminar in English Studies**

Prerequisite: ENG 101.  
(1 Credit)

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.

## **ENG 269 - Internship I**

(3 Credits)

See "Academic Policies" section of current HCC Catalog for internship guidelines.

## **English as a Learned Language**

### **ELL 101 - English Composition for English Language Learners**

Prerequisite: ESL 100 or appropriate score on the placement test.

(4 Credits)

This course is designed for non-native speakers of English and will examine paragraph and theme development with emphasis on syntax, organization, logical thinking, and diction as a basis for expressing written and oral ideas. Students are given extensive practice in creating and revising their own compositions, appropriate use of documentation, and avoiding plagiarism. Selected readings may be used. Students placed into this course may be required to visit the Learning Support Center for additional instruction and language and/or skill-building exercises. *This course is equivalent to ENG 101 and satisfies the English General Education requirement.* Total of 60 contact hours.

## **English as a Second Language**

### **ESL 098 - ESL Writing Basics**

Prerequisite: An appropriate score on placement test.

(3 Credits)

This course is designed for students whose native language is not English. Instruction includes integration of reading, writing, listening and speaking. The primary focus is on achieving proficiency in core comprehension and writing skills. The reading skills include increasing vocabulary knowledge and dictionary skills, 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. This course meets requirements for preparation for the college credit ESL track and is offered free of charge as it is aligned with the Adult Education Program's grant funded ESL Advanced level class (although students are still required to purchase a text book). Students will need to attend the Learning Support Center outside of class time for a minimum of two hours a week. This time may be spent in Conversation Group and/or online or Distance Learning Programs as assigned by the instructor. Total of 45 contact hours.

### **ESL 099 - ESL Writing Essentials**

Prerequisite: An appropriate score on placement test.

(3 Credits)

This course is designed for students whose native language is not English. Instruction includes integration of reading, writing, listening and speaking. The primary focus is on achieving proficiency in core comprehension and writing skills. The reading skills include increasing vocabulary knowledge and dictionary skills, identifying main ideas and implied meaning, identifying supporting details, and developing lifelong reading habits. The writing component focuses on sentence, paragraph, and other contextualized writing and whole discourse at increasing levels of difficulty and maturity. This course meets requirements for preparation for the college credit ESL track and is offered free of charge as it is aligned with the Adult Education Program's grant funded ESL Advanced level class (although students are still required to purchase a text book). Students will need to attend the Learning Support Center outside of class time for a minimum of two hours a week. This time may be spent in Conversation Group and/or online or Distance Learning Programs as assigned by the instructor. Total of 45 contact hours.

## **ESL 100 - ESL Beginning Composition**

Prerequisite: Successful completion of ESL 099 and/or appropriate score on placement test and/or writing sample.

(3 Credits)

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, as well as emphasis on particular comprehension skills essential for reading college texts. 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/ELL 101 and other college-level courses. Students placed into this course are required to utilize online learning tools for additional instruction, homework, and skill-building exercises, and are required to meet with instructors and/or to visit the Learning Support Center outside of normally scheduled class times. Course fee required. Total of 45 contact hours.

## **Entrepreneurship**

### **ENT 101 - Introduction to Entrepreneurship**

(3 Credits)

This course provides a broad overview of entrepreneurship. It is intended for those who are interested in turning an idea into a successful venture, whether they are entrepreneurs, intrapreneurs, innovators, or small business owners. Students will learn about entrepreneurial skills, attitudes, and methods that can be applied to a wide variety of situations and environments. Emphasis is on assessing and developing an entrepreneurial mindset, the application of the entrepreneurial method, and developing and recognizing opportunity. Total of 45 hours of lecture.

### **ENT 102 - Entrepreneurship: Creativity & Problem-Solving**

(3 Credits)

This course examines tools and methods for solving a variety of problems in business and community environments. Students will explore elements of problem identification, design thinking, feasibility analysis, and business model development. Students will work on solving a problem in an area of interest. Total of 45 hours of lecture.

### **ENT 103 - Entrepreneurship: Developing an Effective Business Plan**

(3 Credits)

This course examines the tools and methods needed to construct and implement an effective business plan. Students will consider what it takes to start and launch a successful business. They will develop a complete business plan during the semester, including an executive summary, company description, industry analysis, plans for target marketing, operations, technology, and management organization, as well as a complete set of financials. Students will also learn what it takes to put the plan to work - presenting a business plan, seeking sources of funding, and drawing upon other support services available to entrepreneurs in the marketplace. Total of 45 hours of lecture.

### **ENT 104 - Entrepreneurship in Practice I**

(3 Credits)

This course examines special topics related to entrepreneurship, with emphasis on local and emerging issues. Students will be introduced to local resources and entrepreneurs. Students will learn through case studies and other experiential activities. Total of 45 hours of lecture.

### **ENT 105 - Entrepreneurship in Practice II**

(3 Credits)

The focus of this course is on starting and growing new businesses. Students will work toward launching a new venture or improving an existing business. Emphasis is placed on experiential, practical learning activities. Total of 45 hours of lecture.

### **ENT 106 - Entrepreneurial Marketing**

(3 Credits)

This course clarifies key marketing concepts, methods, and strategic issues relevant for start-up and early-stage entrepreneurs. Students will explore both traditional and non-traditional approaches to marketing their ideas in order to best leverage limited marketing resources. Students will learn to apply basic marketing concepts in entrepreneurial settings, develop a marketing plan for an entrepreneurial idea, and address the issues unique to a new business as they develop the marketing plan. Total of 45 hours of lecture.

### **ENT 107 - Entrepreneurial Finance**

(3 Credits)

This course is an introduction to financial topics for entrepreneurs. Topics include sources of financing, budgeting, financial statements, and measuring financial performance. Students will learn basic financial concepts and strategies that can be applied to both business and personal finances. Total of 45 hours of lecture.

## **Environmental Studies**

### **ENV 201 - Fundamentals of Environmental Science I**

Corequisite: BIO 113 or CHM 101 or higher.

(4 Credits)

ENV 201 is the first semester of an interdisciplinary course in Environmental Science. Students will be introduced to fundamental concepts in environmental studies, with specific emphasis on the interdependent relationships between humans and the natural world. They will also examine how those interactions impact and influence the environment and ultimately the health and well-being of humans and all living species. Topics of study include ecology and ecosystem conservation, population growth and regulation, sustainable agricultural practices in food production and pest control. Anthropogenic environmental issues such as biodiversity decline, soil degradation and environmental toxicology, and related governmental policies will also be explored within the social construct of environmental issues. Laboratory fee required. Total of 45 hours of lecture and 45 hours of lab.

### **ENV 202 - Fundamentals of Environmental Science II**

Prerequisite: ENV 201.

(4 Credits)

ENV 202 is a continuation of ENV 201. It is required for all Environmental Studies majors pursuing the Environmental Science area of concentration. This course builds on the fundamental concepts learned in ENV 201, with specific focus on energy, earth systems and human resource utilization. Students will explore interactions between humans and earth's abiotic resources, including topics such as natural resource mining, renewable and non-renewable resources, energy production, hydrologic resource use and associated global environmental impacts. Human-induced environmental issues such as loss of biodiversity, water and air pollution, global climate change, non-renewable resource consumption and toxic and solid waste production will be

examined, as well as related governmental policies associated with these issues. Solutions to environmental issues will be explored within a social framework that includes the social and cultural construct of environmental issues and different points of view. Laboratory fee required. Total of 45 hours of lecture and 45 hours of lab.

### **ENV 203 - Environmental Policy and Regulations**

(3 Credits)

Students will review the historical context of environmental legislation, including a review of the early conservation movement and the establishment of the first National Parks, the National Park Service and the US Forestry Service, as well as early legislative efforts enacted to protect and conserve U.S. Natural resources. Students will also examine significant environmental legislation such as the Clean Air Act, the Clean Water Act, the Clean Drinking Water Act, Resource Conservation and Recovery Act, Superfund, and the Toxic Substance Control Act, etc., as well as more recent programs such as Pollution Prevention Act and Brownfields. Regulatory concepts will be underscored with the introduction of concepts of environmental economics, principles of environmental management and the social construct of environmental legislation. Total of 45 hours of lecture.

### **ENV 204 - Public Health and the Environment**

(3 Credits)

This course examines public health issues and a scientific understanding of the causes of major environmental health problems in industrialized and developing countries. Topics include how the body reacts to environmental contaminants; the physical, chemical, and biological agents of environmental contamination; their sources and sinks (soil, water, and air); susceptible populations and environmental justice. Students will examine emerging global environmental health problems, conduct risk analysis of specific environmental pollutants and explore the scientific basis for policy decisions. Total of 45 hours of lecture.

## **Experimental Learning**

### **EXP 101 - Portfolio Development**

Prerequisite: ENG 100 or placement into ENG 101.

(2 Credits)

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.

## **Geography**

### **GEO 105 - World Regional Geography**

Prerequisite: ENG 100 or placement into ENG 101.

(3 Credits)

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.

**GEO 269 - Internship I**

(3 Credits)

See "Academic Policies" section of current HCC Catalog for internship guidelines.

**GEO 270 - Internship II**

(3 Credits)

See "Academic Policies" section of current HCC Catalog for internship guidelines.

**Graphic Design Technology****GDT 112 - Computer Graphics**

Prerequisite: IST 100 or consent of TCS Division.

(3 Credits)

This entry level hands-on graphics course is for aspiring designers, graphic artists, illustrators, web designers, videographers, photographers, and anyone interested in creating well designed graphics involving digital media. Using state of the art computers plus the latest software, students will be introduced to digital foundations using Adobe Creative Suite. Illustrator (vector based), Photoshop (bitmap), InDesign (text formatting and layout), Dreamweaver (html), and Flash (animation) will be explored. 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.

**GDT 116 - Digital Imaging**

(3 Credits)

This course is an intensive investigation into digital image creation and editing using industry standard software: Adobe Photoshop Creative Suite. 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.

**GDT 142 - Computer Illustration: Adobe Illustrator**

(3 Credits)

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.

**GDT 143 - Digital Layout/Prepress**

(3 Credits)

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. Course fee required. Total of 45 hours of lecture.

## **GDT 146 - Graphic Design I**

Prerequisite: GDT 116 and GDT 142 or GDT 143 or consent of TCS Division.

(3 Credits)

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, and format). They will see how these are used to solve visual communication problems. The assignments will be created digitally using current software applications such as Adobe Creative Suite Illustrator, Adobe Photoshop, and Adobe InDesign. Students will receive an overview of the field, follow the design process, and see what it is like to be a graphic designer. Students produce a portfolio of their work. Course fee required. Total of 45 hours of lecture.

## **GDT 215 - Typography**

Prerequisite: GDT 116 and GDT 142 or GDT 143.

(3 Credits)

This course will focus on type - its legibility, readability, and use as a visual element. Type will be investigated in terms of how to set type, its aesthetic possibilities as well as the contribution typography makes in reinforcing the visual message of a graphic design when solving a visual communication problem. Contemporary type structure, type usage in various formats, and its historical influence will be topics of emphasis. Course fee required. Total of 45 hours of lecture.

## **GDT 220 - Digital Video and Audio**

Prerequisite: GDT 112.

(3 Credits)

Plan and shoot a video in digital format using Adobe Premiere Pro CC. Basic formatting techniques for YouTube, QuickTime, MP4 and exporting to Final Cut XML will be covered. Examine design issues for documentary, marketing/promotional and training digital video productions. Define your audience, set up a budget/treatment, create story boards and learn how to light for and operate digital video camera. Students will build a digital portfolio using special effects, adding voice overs and sound tracks, editing in Adobe Premiere Pro, compressing and preparing files for web distribution. Students will use state-of-the-art industry standard iMac computers. Course will also cover transferring videos and digital formatting. Course fee required. Total of 45 hours of lecture.

## **GDT 246 - Graphic Design II**

Prerequisite: GDT 146 or consent of TCS Division.

(3 Credits)

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.

## **GDT 269 - Internship I**

(3 Credits)

See "Academic Policies" section of current HCC Catalog for internship guidelines.

**GDT 270 - Internship II**

(3 Credits)

See "Academic Policies" section of current HCC Catalog for internship guidelines.

**Health****HEA 102 - Nutrition**

(3 Credits)

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.

**HEA 103 - Personal Health**

(3 Credits)

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.

**HEA 105 - First Aid**

3 Credits)

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.

**HEA 204 - Health Aspects of Human Sexuality**

(3 Credits)

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.

**HEA 269 - Internship I**

(3 Credits)

See "Academic Policies" section of current HCC Catalog for internship guidelines.

**HEA 270 - Internship II**

(3 Credits)

See "Academic Policies" section of current HCC Catalog for internship guidelines.

## **Health Information Management**

### **HIM 101 - Fundamentals of Electronic Health Records**

Corequisite: MAP 102.

(3 Credits)

This course focuses on the utilization, functionality, confidentiality, and security of the electronic health records. Types of electronic management systems and their implementation will be explored along with their impact on various areas of healthcare systems. Total of 45 hours of lecture.

### **HIM 110 - Pharmacology and Pathophysiology**

Prerequisite: BIO 116, MAP 102.

(3 Credits)

This course provides in-depth knowledge of diseases, their etiology, medical complications, and pathophysiology. Students will learn about laboratory and other diagnostic tests used to confirm or rule out a diagnosis. Current pharmacological treatments are explored with review and interpretation of health record data. The course covers general pharmacology for health information professionals, including understanding the general principles of drug actions and reactions, identifying the major drug classes, recognizing brand versus generic names, calculating drug dosages, and integrating automated dispensing cabinets with electronic health records. Total of 45 hours of lecture.

### **HIM 111 - Healthcare Delivery Systems**

Prerequisite: MAP 102.

(3 Credits)

This course introduces students to a variety of health care settings including acute care, ambulatory care, long-term care, home health care, and hospice. The role of the health information manager is emphasized and studied for each setting. Historical aspects of American health care in the twentieth century are presented. Topics such as services, staffing, regulatory issues, confidentiality, health care legislation, licensure and certification, quality improvement, utilization, and risk management are covered. Total of 45 hours of lecture.

### **HIM 112 - Electronic Health Records Software Application**

Prerequisite: IST 110.

(4 Credits)

This course focuses on the use and application of Electronic Health Record (EHR) software. Students will learn how different healthcare entities (labs, doctor's offices, hospitals, pharmacies) can all be integrated in various types of EHR software. Students will have hands-on learning in the use of EHR software, including inputting medical record data, reviewing medical orders, compiling patient's clinical summaries (basic clinical information regarding the care provided, such as medications, upcoming appointments, or other instructions), in addition to various other pertinent EHR applications. Laboratory fee required. Total of 45 hours of lecture and 45 hours of lab.

**HIM 201 - Fundamentals of Health Information Management**

Prerequisite: HIM 101.

(3 Credits)

This course focuses on the utilization, functionality, confidentiality, and security of the electronic health record. Types of electronic management systems and their implementation will be explored along with their impact on various areas of healthcare systems. Total of 45 hours of lecture.

**HIM 202 - Medical Reimbursement and Insurance Practices**

Prerequisite: MAP 108.

(3 Credits)

Major reimbursement systems are covered in-depth. Students will become familiar with prospective payment systems and the management of documentation for applicable reimbursement while avoiding fraudulent practices. Laboratory fee required. Total of 45 hours of lecture and 45 hours of lab.

**HIM 203 - Health Laws and Bioethics**

(3 Credits)

This course provides updated information on the Health Insurance Portability and Accountability Act (HIPAA) and explores various laws related to healthcare such as the Affordable Care Act. Total of 45 hours of lecture.

**HIM 204 - Clinical Decision Support and Quality Management**

Prerequisite: MAP 108, MAP 206.

(3 Credits)

This course covers essential elements of healthcare quality management that support effective clinical decision making. Focus is placed on current issues in healthcare including clinical operations, health information and records management, operational costs, and standards of quality in healthcare. Students will develop analytical skills necessary for quality assurance, risk assessment, and data management. Total of 45 hours of lecture.

**HIM 220 - HIM Leadership and Professional Practices**

Prerequisite: HIM 201.

(3 Credits)

This course focuses on the application of the principles of supervision and management, team work, project management, and leadership within the HIM profession. Strong emphasis is placed on demonstrating professional practices and encouraging leadership qualities. Total of 45 hours of lecture.

**HIM 221 - Workflow Analysis and Data Mining**

Prerequisite: MAP 108, MAP 206.

(3 Credits)

This course focuses on how healthcare systems are systematically organized in order to provide patients with the most efficient, safe, and cost effective experience available. Students will explore concepts of workflow analysis and learn the principles of

Lean Concepts. Students will learn the importance of collecting and utilizing health information data for the purposes of statistical research and financial reporting. Total of 45 hours of lecture.

### **HIM 222 - Health Information Management Externship**

Prerequisite: HIM 101, HIM 112, HIM 201, HIM 220.  
(3 Credits)

This course provides the Health Information Management student with an opportunity to practice skills in a supervised setting. This course includes an unpaid externship experience, which will enable students to integrate the skills learned from previous coursework with professional application of the skills. Total of 180 hours of clinical.

## **History**

### **HIS 101 - World History to 1500**

Prerequisite: ENG 099 or placement into ENG 100.  
(3 Credits)

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.

### **HIS 102 - World History Since 1500**

Prerequisite: ENG 099 or placement into ENG 100.  
(3 Credits)

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.

### **HIS 201 - United States History I**

Prerequisite: ENG 100 or placement into ENG 101.  
(3 Credits)

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.

### **HIS 202 - United States History II**

Prerequisite: ENG 100 or placement into ENG 101.  
(3 Credits)

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.

## **HIS 207 - The Civil War**

Prerequisite: HIS 201.

(3 Credits)

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.

## **HIS 210 - Latin American History**

Prerequisite: ENG 100 or placement into ENG 101 .

(3 Credits)

This survey of Latin American history examines the Iberian, African, and Indigenous origins of Latin American societies and their cultural, economic and political development from the period of the European conquest to the present day. 1) Students will become familiar with historical evidence for the development of Latin American countries and will understand the major geographical features that impact their histories. 2) Students will be able to trace the emergence of Latin America's many ethnic identities and their impact upon political and economic systems. 3) Students will be able to discuss the emergence of various indigenous empires, colonial urban centers, and modern nation-states. 4) Students will examine growing linkages between Latin America and other regions of the world including immigration patterns, global trading systems and international relations. 5) Students will be able to connect developments in the pre-Columbian and colonial periods to long-standing contemporary debates over social, economic and political justice. Total of 45 hours of lecture.

## **HIS 269 - Internship I**

(3 Credits)

See "Academic Policies" section of current HCC Catalog for Internship guidelines.

## **Human Services**

### **HST 103 - Introduction to Human Services and Social Work**

(3 Credits)

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.

### **HST 201 - Understanding Diversity in the Helping Profession**

Prerequisite: HST 103 and PSY 101.

(3 Credits)

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.

**HST 207 - Social Work With Individuals**

Prerequisite: HST 103 and PSY 101.

(3 Credits)

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.

**HST 208 - Social Work With Groups**

Prerequisite: HST 103 and PSY 101.

(3 Credits)

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 knowledge of community resources. Total 45 hours of lecture.

**HST 269 - Human Services Internship I**

(3 Credits)

See "Academic Policies" section of current HCC Catalog for internship guidelines. Total of 180 contact hours.

**HST 270 - Human Services Internship II**

(3 Credits)

See "Academic Policies" section of current HCC Catalog for internship guidelines. Total of 180 contact hours.

**Humanities****HUM 101 - Special Studies in Leadership**

(2 Credits)

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.

**HUM 201 - The Arts: A Creative Synthesis**

Prerequisite: ENG 100 or placement into ENG 101.

(3 Credits)

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.

## **HUM 210 - Media and Culture**

Prerequisite: ENG 101.

(3 Credits)

This course explores the relationship between the media and its users. Emphasis will be placed on the traditional role of "legacy media" and how and why the standards that once applied to such media do not apply to new media such as Facebook, Twitter or 'blogs. In addition, the role of the media consumer, and the economics of media consumption will be explored. Total of 45 contact hours.

## **HUM 214 - World Religions**

Prerequisite: ENG 100 or placement into ENG 101.

(3 Credits)

Society is religiously diverse; and in the global community, religion affects domestic as well as foreign relations. In order to live, work and build community together, it is essential to have an understanding of religious traditions other than one's own. This course enables students to discover what others believe and how they live, and to gain a better understanding of their own unique background. The course examines the components of religion and explores what makes a tradition religious. Students are introduced to core beliefs, sacred texts and spiritual practices of the major world religions as well as some of the emerging religious movements. Throughout the course, students will examine the impact of religious traditions on contemporary issues. Total of 45 hours of lecture.

## **Industrial Technology**

### **INT 101 - Introduction to Industrial Technology**

(3 Credits)

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.

### **INT 102 - Introduction to PLCs**

(3 Credits)

This is a beginning, hands-on, course in programmable logic controllers (PLCs). The course teaches students the hardware configurations of a typical PLC application, as well introduces students to Rockwell Automation RSLogix and Siemens S7 Programming Software. Topics include discrete ladder logic relay-type instructions, timers, counters, sequencers, sub-routines, move instructions, and math functions. It is excellent for development of multi-skilled technicians as well as electricians and engineers who wish to update their skills. Course fee required. Total of 45 hours of lecture.

### **INT 104 - Facilities Safety and Compliance**

(3 Credits)

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.

**INT 105 - Plumbing and Pipefitting**

(3 Credits)

This course is a practical study of plumbing and pipefitting fundamentals as well as the classifications and functions of boilers, steam, and hot water heating systems. Course fee required. Total of 45 hours of lecture.

**INT 106 - Welding**

(3 Credits)

This is a basic welding class. No welding experience is necessary. Oxyacetylene (welding and cutting), arc welding and soldering and brazing are explored with hands-on training provided. Students work on class competencies, at their own pace, beginning with safety practices and set-up in each area. Course fee required. Total of 45 hours of lecture.

**INT 107 - Heating, Ventilation, Air Conditioning and Refrigeration (HVAC/R)**

Corequisite: ELE 110.

(3 Credits)

This preparatory course includes hands-on activities to help the student conceptualize, troubleshoot and repair modern HVAC equipment and refrigeration-based processing equipment. The student will be introduced to concepts of energy, refrigeration, temperature, humidity, and conduction of heat and will be trained in refrigerant handling. There will be overviews of HVAC related equipment and systems. Course fee required. Total of 45 hours of lecture.

**INT 111 - Pump and Motor Operation and Maintenance**

Prerequisite: AET 102 or INT 101.

(3 Credits)

This class will provide the students with a general knowledge base of various pump designs, operation, and maintenance. Students will learn the most common types of pumps used in commercial and industrial environments. Students will learn how to perform preventive maintenance, repairs and trouble-shooting of pump systems. Hands-on labs include pump operation, bearing replacement, seal replacement, and pump system testing. Course fee required. Total of 45 hours of lecture.

**INT 116 - Welding Layout and Fabrication**

Prerequisite: INT 106.

(3 Credits)

This course introduces procedures, tools and equipment, along with materials used in the layout and fabrication of a welding project with emphasis on print reading, measurement, cutting and assembly. Welding shop safety procedures are stressed. Total of 45 contact hours.

**INT 206 - AWS Welding Certification Preparation**

Prerequisite: INT 106 and INT 116.

(3 Credits)

This course is highly focused and designed for the sole purpose of preparing experienced welders for certification to AWS code D1.1 (structural). While some theory is reviewed, the course content is predominately hands-on. The D1.1 certification test will

be simulated in the classroom, however, fees for the actual certification test are not included in the tuition and will be an optional cost for students who want to take the AWS Certification Test. Total of 45 contact hours.

### **INT 240 - Industrial Technology Capstone Project**

Prerequisite: INT 101 and ELE 110.

(1 Credit)

The capstone course is an opportunity for student to work on a significant project to demonstrate achievement of the learning outcomes established by the Industrial 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. Total of 15 contact hours.

### **INT 269 - Internship**

(3 Credits)

See "Academic Policies" section of current HCC Catalog for internship guidelines.

## **Information Systems Technology**

### **IST 100 - Computer Basics**

(1 Credit)

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. Total of 15 hours of lecture.

### **IST 101 - Basic Keyboarding**

Prerequisite: No prerequisite.

(1 Credit)

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 visit the Academic Testing Center. Course fee required. Total of 15 hours of lecture.

### **IST 103 - Presentation Software**

Prerequisite: CSC 102 or consent of TCS Division.

(1 Credit)

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. Total of 15 hours of lecture.

### **IST 105 - Fundamentals of Word Processing**

Prerequisite: CSC 102 or consent of TCS Division or consent of instructor.  
(3 Credits)

This course prepares students to acquire the skill standards required on the Microsoft Office Specialist Word exam using the latest version. 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. Total of 45 hours of lecture.

### **IST 106 - Spreadsheet Software**

Prerequisite: CSC 102 or consent of TCS Division.  
(3 Credits)

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. Course fee required. Total of 45 hours of lecture.

### **IST 107 - Database Management**

Prerequisite: CSC 102 or consent of TCS Division.  
(3 Credits)

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. Total of 45 hours of lecture.

### **IST 108 - Microsoft Operating System**

Prerequisite: CYB 101 or CSC 102 or consent of TCS Division or consent of instructor.  
Corequisite: May be taken concurrently with CYB 101 or CSC 102.  
(3 Credits)

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, 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. Total of 45 hours of lecture.

### **IST 110 - Introduction to Computer Concepts**

(3 Credits)

This course focuses on the conceptual aspects of computer literacy. Concepts include cloud computing, computer applications, database basics, software concepts, and troubleshooting.

### **IST 123 - Diversity in a Technological Society**

(3 Credits)

Diversity in a Technological Society will explore the influences of technology to connect and collaborate to improve the lives of diverse individuals at home and abroad. Students are introduced to basic human relationship factors, international cultures and their technologies, people with disabilities, human and data communications, Artificial Intelligence, computer security, various paradigm shifting ideas and individuals who have influenced technology. Topics will include but are not limited to: global communities, issues relating to stereotypes, discrimination, power and privilege, and other cross-cultural social issues. Total of 45 contact hours.

### **IST 133 - Visual Basic**

Prerequisite: CSC 102 or consent of TCS Division.

(3 Credits)

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. Total of 45 hours of lecture.

### **IST 150 - PC Tech: Repair and Troubleshooting**

Prerequisite: CSC 102 or consent of TCS Division or consent of instructor.

(3 Credits)

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 identify components, 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. Students will take the first CompTIA A+ certification exam as the final exam. Course fee required. Total of 45 hours of lecture.

### **IST 151 - PC Tech: Operating Systems**

Prerequisite: IST 108 or consent of TCS Division or consent of instructor.

Corequisite: May be taken concurrently with IST 150.

(3 Credits)

This course provides installation, configuration, support, and troubleshooting of PC desktop, laptop, and mobile device operating systems. Students also prepare 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, recovery from OS crashes, and preparing mobile devices for end users. The fundamentals of introductory networking topics include OSI model, connecting through wireless/wired networks, and TCP/IP protocols, addressing, and troubleshooting tools. Students will take the second CompTIA A+ certification exam as the final exam. Course fee required. Total of 45 hours of lecture.

## **IST 154 - Networking Basics**

Prerequisite: CYB 101 or CSC 102.

(3 Credits)

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. The course prepares students to take the CompTIA Network+ Exam. It 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. Successful completion of Windows course is strongly recommended. May be offered in lecture, hybrid, or online format. Students will take the CompTIA Network + certification exam as the final exam. Course fee required. Total of 45 hours of lecture.

## **IST 155 - Networking I**

Prerequisite: IST 154 or equivalent work experience.

(4 Credits)

Students are introduced to 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. This course along with IST-156 - Networking II prepares students to take CISCO ICND1 Exam Certification Exam. 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. Total of 60 hours of lecture.

## **IST 156 - Networking II**

Prerequisite: IST 155.

(4 Credits)

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. Students will take the CISCO ICND1 certification exam as the final exam. Course fee required. Total of 60 hours of lecture.

## **IST 160 - Introduction to Security Fundamentals**

Prerequisite: CYB 101 or CSC 102, or consent of TCS Division.

(3 Credits)

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. May be offered in lecture, hybrid, or online format. Students will take the CompTIA Security+ certification exam as the final exam. Total of 45 hours of lecture.

### **IST 166 - Computer Forensics I - Principles And Practices**

Prerequisite: CYB 101 or CSC 102 or consent of TCS Division.

(3 Credits)

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. May be offered in lecture, hybrid, or online format. Total of 45 hours of lecture.

### **IST 173 - Database Fundamentals**

Prerequisite: CSC 102 or consent of TCS Division.

(3 Credits)

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). Total of 45 hours of lecture.

### **IST 204 - Help Desk Technology and Services**

Prerequisite: Recommended IST 105 and IST 106 or IST 107.

(3 Credits)

This capstone 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. This course is offered in an online format. Course fee required. Total of 45 hours of lecture.

### **IST 253 - TCP/IP**

Prerequisite: IST 154.

(3 Credits)

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. May be offered in lecture, hybrid, or online format. Total of 45 hours of lecture.

### **IST 254 - Network Design and Defense**

Prerequisite: IST 253.

(3 Credits)

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. May be offered in lecture, hybrid, or online format. Total of 45 hours of lecture.

### **IST 255 - Networking III**

Prerequisite: IST 156.

(4 Credits)

IST-255 provides a comprehensive, theoretical, and practical approach to learning the technologies and protocols needed to design and implement a converged switched network. Students learn about the hierarchical network design model and how to select devices for each layer. The course explains how to configure a switch for basic functionality and how to implement Virtual LANs, VTP, Inter-VLAN routing, and Spanning Tree Protocol in a converged network. In conjunction with the Cisco Networking Academy, students also develop the knowledge and skills necessary to implement a WLAN in a small to medium network. This course along with IST-256 - Networking IV prepares students to take CISCO ICND2 Exam Certification Exam. 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. Total of 60 hours of lecture.

### **IST 256 - Networking IV**

Prerequisite: IST 255.

(4 Credits)

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. Students will take the CISCO ICND2 certification exam as the final exam. Course fee required. Total of 60 hours of lecture.

### **IST 261 - Server Management I**

Prerequisite: IST 108 or consent of TCS Division.

(3 Credits)

This course covers the installation, configuration, and support of Microsoft Windows Server operating system in preparation for the Microsoft Certified Professional Examination. Practical experience is gained in hands-on labs installing, administering, and troubleshooting this enterprise server system. Students will take the Microsoft Certified Professional Exam as the final exam. This course may be offered in lecture or hybrid format. Course fee required. Total of 45 hours of lecture.

### **IST 264 - Server Management II**

Prerequisite: Consent of TCS Division.

(3 Credits)

This course prepares students for the day-to-day skills needed to manage a Microsoft Windows server network environment and for the Microsoft Certified Professional Examination. 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 startup problems. This course may be offered in lecture or hybrid format. Course fee required. Total of 45 hours of lecture.

## **IST 266 - Computer Forensics II - Investigations Practices**

(3 Credits)

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. Total of 45 hours of lecture.

## **IST 267 - Network Security**

Prerequisite: IST 160 or consent of instructor.

(3 Credits)

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. Total of 45 hours of lecture.

## **IST 269 - Internship I**

(3 Credits)

See "Academic Policies" section of current HCC Catalog for internship guidelines.

## **IST 270 - Internship II**

(3 Credits)

See "Academic Policies" section of current HCC Catalog for internship guidelines.

## **IST 276 - Network Forensics**

Prerequisite: IST 166.

(3 Credits)

This course will introduce students to the fundamentals of network forensics. Topics include conducting forensic acquisition and analysis, analyzing network traffic, analyzing security and network logs. Students will gain experience using various network forensic tools and complete several case studies. Total of 45 contact hours.

## **IST 276 - Network Forensics**

Prerequisite: IST 166.

(3 Credits)

This course will introduce students to the fundamentals of network forensics. Topics covered include conducting forensic acquisition and analysis, analyzing network traffic, analyzing security and network logs. Students will gain experience using various forensic tools and complete several case studies.

## Languages

### FRN 101 - Elementary French I

Prerequisite: ENG 099 or higher.

(3 Credits)

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 45 hours of lecture.

### FRN 102 - Elementary French II

Prerequisite: FRN 101 or Level I of high school French or instructor consent.

(3 Credits)

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 45 hours of lecture.

### FRN 201 - Intermediate French I

Prerequisite: FRN 102 or Level II of high school French or instructor consent.

(3 Credits)

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.

### FRN 202 - Intermediate French II

Prerequisite: FRN 201 or Level III of high school French or instructor consent.

(3 Credits)

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.

### GER 101 - Elementary German I

Prerequisite: ENG 099 or higher.

(3 Credits)

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 45 hours of lecture.

## **GER 102 - Elementary German II**

Prerequisite: GER 101 or Level I of high school German or instructor consent.  
(3 Credits)

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 45 hours of lecture.

## **GER 201 - Intermediate German I**

Prerequisite: GER 102 or Level II of high school German or instructor consent.  
(3 Credits)

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.

## **GER 202 - Intermediate German II**

Prerequisite: GER 201 or Level III of high school German or instructor consent.  
(3 Credits)

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.

## **SPN 101 - Elementary Spanish I**

Prerequisite: ENG 099 or higher.  
(3 Credits)

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 45 hours of lecture.

## **SPN 102 - Elementary Spanish II**

Prerequisite: SPN 101 or Level I of high school Spanish or instructor consent.  
(3 Credits)

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 45 hours of lecture.

## **SPN 201 - Intermediate Spanish I**

Prerequisite: SPN 102 or Level II of high school Spanish or instructor consent.  
(3 Credits)

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.

**SPN 202 - Intermediate Spanish II**

Prerequisite: SPN 201 or Level III of high school Spanish or instructor consent.

(3 Credits)

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.

**SPN 203 - Spanish Conversation and Culture**

Prerequisite: SPN 202 or four years of high school Spanish or permission of instructor.

(3 Credits)

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.

**Management****MGT 101 - Retail Management**

(3 Credits)

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.

**MGT 102 - Sales**

(3 Credits)

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.

**MGT 103 - Principles of Management**

(3 Credits)

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.

**MGT 104 - Marketing**

(3 Credits)

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.

**MGT 105 - Personal Finance**

(3 Credits)

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.

**MGT 201 - E-Commerce in the Business Environment**

(3 Credits)

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.

**MGT 203 - Corporate Finance**

Prerequisite: Recommended: successful completion of ACC 101.

(3 Credits)

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.

**MGT 210 - Human Resources Management**

(3 Credits)

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.

**MGT 214 - Small Business Management**

(3 Credits)

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.

**MGT 218 - Advertising and Public Relations**

(3 Credits)

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.

**MGT 269 - Internship I**

(3 Credits)

See "Academic Policies" section of current HCC Catalog for internship guidelines.

## **MGT 270 - Internship II**

(3 Credits)

See "Academic Policies" section of current HCC Catalog for internship guidelines.

## **Mathematics**

### **MAT 098 - Pre-Algebra**

Prerequisite: Appropriate score on placement test.

(2 Credits)

This is a developmental course in pre-algebra skills. It includes addition, subtraction, multiplication, and division of real numbers, including whole numbers, integers, fractions, and decimals. Also covered is a study of algebraic expressions and solving simple linear equations. Students are expected to practice mathematics several days per week. Students may be required to attend the Learning Support Center during the semester for additional instruction and skill-building exercises. A minimum attendance of two Learning Support Center workshops outside of regular class time is required. Total of 30 contact hours.

### **MAT 099 - Introductory Algebra**

Prerequisite: MAT 098 or appropriate score on placement test.

(3 Credits)

This is a developmental course covering the topics usually included in high school Algebra I course. Included are units on the properties of the real number system, solving linear equations and inequalities, operations with algebraic expressions, exponents, scientific notation, unit conversions, conversions between fractions, decimals, and percents, ratios, and proportions. A minimum of six 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 Support Center for additional instruction and skill-building exercises. Total of 45 contact hours.

### **MAT 100 - Intermediate Algebra and Statistics**

Prerequisite: MAT 099 or appropriate score on placement test.

(4 Credits)

This is a developmental course covering the topics usually included in a high school Algebra II course. Included are units of linear, quadratic, rational, and radical expressions and equations; rational exponents; and linear and quadratic functions. An introduction to statistics is also included, with units covering frequency distributions, statical graphics, and measures of center, variation, relative standing and boxplots. A minimum of nine 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 Support Center for additional instructions and skill-building exercises. Total of 60 contact hours.

### **MAT 101 - College Algebra**

Prerequisite: MAT 100 or appropriate score on placement test.

(3 Credits)

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 (including polynomial, rational, exponential, logarithmic and trigonometric), and theory of equations. Approximately two additional hours per week should be expected using MyMathLab to complete online homework and tutorial programs. In addition

to class time, students are expected to use Learning Support Center resources for the completion of online homework and tutorial programs. Total of 45 contact hours.

### **MAT 102 - Trigonometry**

Prerequisite: MAT 101 or appropriate score on placement test.  
(3 Credits)

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.

### **MAT 103 - Finite Mathematics**

Prerequisite: MAT 100 or appropriate score on placement test.  
(3 Credits)

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.

### **MAT 107 - Fundamental Concepts of Mathematics I**

Prerequisite: MAT 101 or appropriate score on placement test.  
(3 Credits)

This course is required for the AAT degree program (Elementary Education). Topics include numeration systems, estimation, operational algorithms for whole numbers, integers, rational numbers, and decimals, basic algebra concepts, elementary number theory, and logical reasoning. The course emphasizes expanding mathematical knowledge, teaching strategies, use of manipulatives, use of technology, and an understanding of the Common Core Standards for Mathematics. Total of 45 hours of lecture.

### **MAT 108 - Fundamental Concepts of Mathematics II**

Prerequisite: MAT 101 or appropriate score on placement test.  
(3 Credits)

This course is required for the AAT degree program (Elementary Education). Topics include problem solving strategies, sequences, set theory, ratio, proportion, percentage, measurement, geometry, coordinate geometry, fundamental algebra skills, probability, statistics, and logical reasoning. The course emphasizes expanding mathematical knowledge, teaching strategies, use of manipulatives, use of technology, and an understanding of the Common Core Standards for Mathematics. Total of 45 hours of lecture.

### **MAT 109 - Introduction to Statistics**

Prerequisite: MAT 100 or appropriate score on placement test or consent of math department.  
(3 Credits)

An introductory study of modern statistical analysis employing real world data sets from business, education, social and natural sciences. Concepts and applications in the areas of descriptive statistics, basic probability, probability distributions (Binomial, Poisson, Normal, Student-t, Chi-Square, and F), confidence interval estimation, one and two sample hypothesis testing, linear

correlations and regression, goodness-of-fit, and ANOVA are covered. In addition to class time, students are expected to use Learning Support Center resources for the completion of online homework and tutorial programs. Total of 45 contact hours.

### **MAT 114 - Introduction to Applied Algebra**

Prerequisite: MAT 100 and IST 100.

(3 Credits)

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.

### **MAT 161 - Precalculus**

Prerequisite: Four units of high school mathematics to include Algebra I and II, plane geometry, and trigonometry or MAT 101.

(4 Credits)

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.

### **MAT 164 - Calculus with Applications**

Prerequisite: MAT 101 or MAT 161 or appropriate score on placement test.

(3 Credits)

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.

### **MAT 203 - Calculus I**

Prerequisite: MAT 161 or consent of mathematics department.

(4 Credits)

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.

### **MAT 204 - Calculus II**

Prerequisite: MAT 203.

(4 Credits)

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.

**MAT 205 - Calculus III**

Prerequisite: MAT 204.

(4 Credits)

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.

**MAT 206 - Differential Equations**

Prerequisite: MAT 204.

(4 Credits)

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.

**MAT 207 - Discrete Mathematics**

Prerequisite: MAT 101 or MAT 161.

(4 Credits)

This is an introduction to discrete mathematics including: sets and logic, number systems, number theory, counting problems and probability, graph theory, matrices, algorithm design, mathematical induction and recursion. Total of 60 hours of lecture.

**MAT 208 - Linear Algebra**

Prerequisite: MAT 204.

(4 Credits)

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.

**MAT 209 - Engineering Programming using MATLAB**

Prerequisite: MAT 101, MAT-114 or MAT 161.

(3 Credits)

This course is designed to give students exposure to the commonly-used scientific computing language MATLAB. Students learn to do numerical and symbolic operations, solve equations, display graphics and write programs to solve problems. Total of 45 contact hours.

## **Medical Assistant**

### **MAP 102 - Medical Terminology**

Prerequisite: ENG 100.

(3 Credits)

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. Course fee required. Total of 45 hours of lecture.

### **MAP 105 - Medical Office Management**

Prerequisite: MAP 110 and MAP 102 or concurrent enrollment.

(4 Credits)

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. 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. Total of 60 hours of lecture.

### **MAP 108 - Medical Records Analysis and Coding**

Prerequisite: MAP 102, MAP 110, and BIO 116 or BIO 203 and BIO 204.

(3 Credits)

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-CM, CPT, and HCPCS coding, quality assurance for evaluation and management coding, and coding for medical necessity. 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. Total of 45 hours of lecture.

### **MAP 110 - Introduction to Health Science Professions and Technology**

Prerequisite: ENG 100.

Corequisite: CSC 102.

(3 Credits)

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. Course fee required. Total of 45 hours of lecture.

### **MAP 205 - Diagnostic Laboratory Procedures for the Medical Assistant**

Prerequisite: MAP 110, MAP 102, and BIO 116.

Corequisite: MAP 210.

(3 Credits)

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. 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. Total of 30 hours of lecture and 30 hours of laboratory.

### **MAP 206 - Advanced Coding**

Prerequisite: MAP 108.

(3 Credits)

This advanced course builds upon the ICD-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. Students must receive a grade of "C" or better in all MAP and PLB required courses prior to registering for this course. Course fee required. Total of 45 hours of lecture.

### **MAP 210 - Clinical Medical Assistant**

Prerequisite: MAP 110, MAP 102, MAT 098, and BIO 116.

Corequisite: MAP 205.

(4 Credits)

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. 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. Total of 45 hours of lecture and 30 hours of laboratory.

### **MAP 211 - Coding Simulation and Certification Preparation**

Prerequisite: MAP 108.

Corequisite: MAP 206.

(3 Credits)

This course focuses the ICD-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 Healthcare Information Management Association Certified Coding Specialist (CCS) exam, and the American Medical Billing Association Certified Medical Reimbursement Specialist (CMRS) exam. 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. Total of 45 hours of lecture.

### **MAP 217 - Medical Assistant Externship**

Prerequisite: MAP 105, MAP 108, MAP 205, MAP 210, and PLB 105.

(4 Credits)

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 through Friday. A uniform or medical scrubs may be required. Students must receive a grade of "C" or better in all MAP and PLB courses prior to registering for this course. Course fee required. Total of 160 hours of clinical.

## **Music**

### **MUS 101 - Music Appreciation**

(3 Credits)

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.

### **MUS 102 - The History of Jazz**

(3 Credits)

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.

### **MUS 103 - Choral Singing I**

(1 Credit)

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.

### **MUS 104 - Choral Singing II**

(1 Credit)

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.

### **MUS 106 - Introduction to Musical Theater**

(3 Credits)

This course covers the materials, procedures, and techniques used in the rehearsal and performance of a college level musical theater production. Elements studied will include singing, dancing, acting, performance, history and production components. Total of 45 hours of lecture.

**MUS 107 - Jazz Band I**

(1 Credit)

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.

**MUS 108 - Jazz Band II**

Prerequisite: MUS 107.

(1 Credit)

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.

**MUS 116 - Guitar Ensemble I**

(1 Credit)

Guitar Ensemble I provides students the opportunity to practice and perform music for guitar in small and large group formats, as well as in solo settings. The ensemble's repertoire will primarily focus on works composed in the classical tradition, including works from the renaissance through the modern period, with additional repertoire being supplemented from the jazz and popular worlds. Students wishing to participate in guitar ensemble should be familiar with reading and performing standard music notation, as all music will be written in standard music notation - not tablature.

**MUS 128 - Piano I**

(2 Credits)

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.

**MUS 130 - Wind Ensemble I**

(1 Credit)

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.

**MUS 131 - Wind Ensemble II**

(1 Credit)

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.

**MUS 132 - Contemporary Music Ensemble I**

(1 Credit)

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.

**MUS 133 - Contemporary Music Ensemble II**

(1 Credit)

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.

**MUS 134 - String Ensemble I**

(1 Credit)

Students in this course form an instrumental group which specializes in the performance of string ensemble repertoire. Students will further their ensemble musicianship, performance and stylistic interpretation skills. Open to everyone with access to a string instrument and reasonable playing skills. Total of 30 hours of lecture. 30

**MUS 135 - String Ensemble II**

(1 Credit)

Students in this course form an instrumental group which specializes in the performance of string ensemble repertoire. Students will further their ensemble musicianship, performance and stylistic interpretation skills. Open to everyone with access to a string instrument and reasonable playing skills. Total of 30 contact hours.

**MUS 136 - Opera Chorus I**

(1 Credit)

This course provides practical experience in operatic literature through participation in an operatic chorus. Students will learn, memorize and rehearse the chorus music of an opera, and take part in the theatrical staging of a fully produced opera. By audition or by the recommendation of HCC voice faculty only. Total of 30 hours of lecture.

**MUS 137 - Opera Chorus II**

(1 Credit)

This course provides practical experience in operatic literature through participation in an operatic chorus. Students will learn, memorize and rehearse the chorus music of an opera, and take part in the theatrical staging of a fully produced opera. By audition or by the recommendation of HCC voice faculty only. Total of 30 contact hours.

**MUS 143 - Aural Skills I**

(1 Credit)

Aural Skills I - IV is a regimen of skills classes designed to increase the student's aural comprehension and musicianship skills. The courses are closely correlated to the music theory sequence (MUS 201, MUS 202, MUS 241, and MUS 242) and will help expand the student's intervallic recognition and ability to recognize rhythmic, melodic and harmonic structures and patterns in music they hear, and write these down (dictation). The courses will also introduce and expand on solfege (sight singing) and basic conducting techniques. Total of 15 hours of lecture.

**MUS 144 - Aural Skills II**

Prerequisite: MUS 143.

(1 Credit)

Aural Skills I - IV is a regimen of skills classes designed to increase the student's aural comprehension and musicianship skills. The courses are closely correlated to the music theory sequence (MUS 201, MUS 202, MUS 241, and MUS 242) and will help expand the student's intervallic recognition and ability to recognize rhythmic, melodic and harmonic structures and patterns in music they hear, and write these down (dictation). The courses will also introduce and expand on solfege (sight singing) and basic conducting techniques. Total of 15 hours of lecture.

**MUS 156 - Guitar Ensemble II**

(1 Credit)

Guitar Ensemble II provides students the opportunity to practice and perform music for guitar in small and large group formats, as well as in solo settings. The ensemble's repertoire will primarily focus on works composed in the classical tradition, including works from the renaissance through the modern period, with additional repertoire being supplemented from the jazz and popular worlds. Students wishing to participate in guitar ensemble should be familiar with reading and performing standard music notation, as all music will be written in standard music notation - not tablature.

**MUS 170 - Advanced Choral Ensemble**

(2 Credits)

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.

**MUS 175 - Introduction to Electronic Music**

(3 Credits)

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.

**MUS 180 - The History of Rock and Roll**

(3 Credits)

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.

**MUS 201 - Theory of Music I**

(3 Credits)

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.

**MUS 202 - Theory of Music II**

Prerequisite: MUS 201.

(3 Credits)

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.

**MUS 203 - Advanced Choral Singing I**

Prerequisite: MUS 104.

(1 Credit)

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.

**MUS 204 - Advanced Choral Singing II**

Prerequisite: MUS 203.

(1 Credit)

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.

**MUS 205 - Music Skills for the Classroom Teacher**

(3 Credits)

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.

### **MUS 206 - Musical Theater Ensemble I**

(1 Credit)

This course continues the study of materials, procedures and techniques of musical theater introduced in MUS 106, Introduction to Musical Theater. It provides additional practical experience in the performance of musical theater. Total of 30 hours of lecture.

### **MUS 207 - Advanced Jazz Band I**

Prerequisite: MUS 107 or MUS 108.

(1 Credit)

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.

### **MUS 208 - Advanced Jazz Band II**

Prerequisite: MUS 207.

(1 Credit)

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.

### **MUS 216 - Guitar Ensemble III**

(1 Credit)

Guitar Ensemble III provides students the opportunity to practice and perform music for guitar in small and large group formats, as well as in solo settings. The ensemble's repertoire will primarily focus on works composed in the classical tradition, including works from the renaissance through the modern period, with additional repertoire being supplemented from the jazz and popular worlds. Students wishing to participate in guitar ensemble should be familiar with reading and performing standard music notation, as all music will be written in standard music notation - not tablature.

### **MUS 230 - Wind Ensemble III**

(1 Credit)

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 interpretations skills. Open to everyone with access to a wind instrument and reasonable playing skills. Total of 30 hours of lecture.

### **MUS 231 - Wind Ensemble IV**

(1 Credit)

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 interpretations skills. Open to everyone with access to a wind instrument and reasonable playing skills. Total of 30 hours of lecture.

### **MUS 241 - Theory of Music III**

Prerequisite: MUS 202 or permission of instructor.

(3 Credits)

This course is a continuation of the music theory sequence. Building upon the concepts and skills learned in Theory of Music II, this course will further reinforce the student's counterpoint and analysis skills with an emphasis on chromatic harmony, including secondary and substitute dominants; borrowed chords and modal mixture; chromatic mediant; Neapolitan and augmented sixth chords; 9th, 11th and 13th chords and extended tertian harmony. Total of 45 hours of lecture.

### **MUS 242 - Theory of Music IV**

Prerequisite: MUS 241 or permission of instructor.

(3 Credits)

This course is a continuation of the music theory sequence. Building upon the concepts and skills learned in Theory of Music III, this course will further reinforce the student's counterpoint and analysis skills with an emphasis on enharmonic chord spellings and modulations, late nineteenth century tonal harmony, expanded tonality, and an introduction to twentieth century music including a focus on pandiatonism, atonal theory and serialism. Total of 45 hours of lecture.

### **MUS 243 - Aural Skills III**

Prerequisite: MUS 144.

(1 Credit)

Aural Skills I - IV is a regimen of skills classes designed to increase the student's aural comprehension and musicianship skills. The courses are closely correlated to the music theory sequence (MUS 201, MUS 202, MUS 241, and MUS 242) and will help expand the student's intervallic recognition and ability to recognize rhythmic, melodic and harmonic structures and patterns in music they hear, and write these down (dictation). The courses will also introduce and expand on solfege (sight singing) and basic conducting techniques. Total of 15 hours of lecture.

### **MUS 244 - Aural Skills IV**

Prerequisite: MUS 243.

(1 Credit)

Aural Skills I - IV is a regimen of skills classes designed to increase the student's aural comprehension and musicianship skills. The courses are closely correlated to the music theory sequence (MUS 201, MUS 202, MUS 241, and MUS 242) and will help expand the student's intervallic recognition and ability to recognize rhythmic, melodic and harmonic structures and patterns in music they hear, and write these down (dictation). The courses will also introduce and expand on solfege (sight singing) and basic conducting techniques. Total of 15 hours of lecture.

### **MUS 256 - Guitar Ensemble IV**

(1 Credit)

Guitar Ensemble IV provides students the opportunity to practice and perform music for guitar in small and large group formats, as well as in solo settings. The ensemble's repertoire will primarily focus on works composed in the classical tradition, including

works from the renaissance through the modern period, with additional repertoire being supplemented from the jazz and popular worlds. Students wishing to participate in guitar ensemble should be familiar with reading and performing standard music notation, as all music will be written in standard music notation - not tablature.

## **Music: Applied Lessons**

### **MUA 111 - Woodwind Instrument I**

(1 Credit)

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.

### **MUA 112 - Brass Instrument I**

(1 Credit)

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.

### **MUA 113 - String Instrument I**

(1 Credit)

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.

### **MUA 114 - Percussion Instrument I**

(1 Credit)

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.

### **MUA 115 - Electric Guitar I**

(1 Credit)

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.

### **MUA 116 - Classical Guitar I**

(1 Credit)

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.

**MUA 117 - Bass Guitar I**

(1 Credit)

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.

**MUA 118 - Piano I**

(1 Credit)

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.

**MUA 119 - Voice I**

(1 Credit)

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.

**MUA 121 - Woodwind Instrument I**

(2 Credits)

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.

**MUA 122 - Brass Instrument I**

(2 Credits)

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.

**MUA 123 - String Instrument I**

(2 Credits)

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.

**MUA 124 - Percussion Instrument I**

(2 Credits)

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.

**MUA 125 - Electric Guitar I**

(2 Credits)

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.

**MUA 126 - Classical Guitar I**

(2 Credits)

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.

**MUA 127 - Bass Guitar I**

(2 Credits)

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.

**MUA 128 - Piano I**

(2 Credits)

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.

**MUA 129 - Voice I**

(2 Credits)

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.

**MUA 151 - Woodwind Instrument II**

(1 Credit)

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.

**MUA 152 - Brass Instrument II**

(1 Credit)

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.

**MUA 153 - String Instrument II**

(1 Credit)

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.

**MUA 154 - Percussion Instrument II**

(1 Credit)

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.

**MUA 155 - Electric Guitar II**

(1 Credit)

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.

**MUA 156 - Classical Guitar II**

(1 Credit)

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.

**MUA 157 - Bass Guitar II**

(1 Credit)

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.

**MUA 158 - Piano II**

(1 Credit)

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.

**MUA 159 - Voice II**

(1 Credit)

One half-hour lesson and one half-hour practice each week. Course fee required. Total of 6 contact hours and a total of 6 hours of required practice.

**MUA 161 - Woodwind Instrument II**

(2 Credits)

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.

**MUA 162 - Brass Instrument II**

(2 Credits)

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.

**MUA 163 - String Instrument II**

(2 Credits)

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.

**MUA 164 - Percussion Instrument II**

(2 Credits)

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.

**MUA 165 - Electric Guitar II**

(2 Credits)

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.

**MUA 166 - Classical Guitar II**

(2 Credits)

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.

**MUA 167 - Bass Guitar II**

(2 Credits)

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.

**MUA 168 - Piano II**

(2 Credits)

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.

**MUA 169 - Voice II**

(2 Credits)

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.

**MUA 211 - Woodwind Instrument III**

(1 Credit)

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.

**MUA 212 - Brass Instrument III**

(1 Credit)

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.

**MUA 213 - String Instrument III**

(1 Credit)

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.

**MUA 214 - Percussion Instrument III**

(1 Credit)

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.

**MUA 215 - Electric Guitar III**

(1 Credit)

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.

**MUA 216 - Classical Guitar III**

(1 Credit)

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.

**MUA 217 - Bass Guitar III**

(1 Credit)

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.

**MUA 218 - Piano III**

(1 Credit)

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.

**MUA 219 - Voice III**

(1 Credit)

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.

**MUA 221 - Woodwind Instrument III**

(2 Credits)

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.

**MUA 222 - Brass Instrument III**

(2 Credits)

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.

**MUA 223 - String Instrument III**

(2 Credits)

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.

**MUA 224 - Percussion Instrument III**

(2 Credits)

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.

**MUA 225 - Electric Guitar III**

(2 Credits)

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.

**MUA 226 - Classical Guitar III**

(2 Credits)

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.

**MUA 227 - Bass Guitar III**

(2 Credits)

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.

**MUA 228 - Piano III**

(2 Credits)

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.

**MUA 229 - Voice III**

(2 Credits)

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.

**MUA 251 - Woodwind Instrument IV**

(1 Credit)

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.

**MUA 252 - Brass Instrument IV**

(1 Credit)

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.

**MUA 253 - String Instrument IV**

(1 Credit)

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.

**MUA 254 - Percussion Instrument IV**

(1 Credit)

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.

**MUA 255 - Electric Guitar IV**

(1 Credit)

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.

**MUA 256 - Classical Guitar IV**

(1 Credit)

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.

**MUA 257 - Bass Guitar IV**

(1 Credit)

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.

**MUA 258 - Piano IV**

(1 Credit)

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.

**MUA 261 - Woodwind Instrument IV**

(2 Credits)

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.

**MUA 262 - Brass Instrument IV**

(2 Credits)

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.

**MUA 263 - String Instrument IV**

(2 Credits)

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.

**MUA 264 - Percussion Instrument IV**

(2 Credits)

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.

**MUA 265 - Electric Guitar IV**

(2 Credits)

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.

**MUA 266 - Classical Guitar IV**

(2 Credits)

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.

**MUA 267 - Bass Guitar IV**

(2 Credits)

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.

**MUA 268 - Piano IV**

(2 Credits)

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.

**MUA 279 - Voice IV**

(1 Credit)

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.

**MUA 289 - Voice IV**

(2 Credits)

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.

**Nursing****NUR 111 - Introduction to Practical Nursing**

Prerequisite: BIO 203, BIO 204, PSY 101 and ENG 101.

(4 Credits)

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. Laboratory fee required. Total of 45 hours lecture, 27 hours of laboratory, 10 hours of simulation exercises, and 10 hours of clinical.

**NUR 112 - Care of Human Needs**

Prerequisite: NUR 111 and BIO 204.

(6 Credits)

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. Laboratory fee required. Total of 68 hours of lecture, 20 hours of laboratory, 10 hours of simulation exercises, and 48 hours of clinical.

**NUR 113 - Practical Nursing Through the Lifespan I**

Prerequisite: NUR 112.

(6 Credits)

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. Laboratory fee required. Total of 72 hours of lecture, 2 hours of laboratory, 38 hours of simulation exercises, and 19 hours of clinical.

### **NUR 114 - Practical Nursing Through the Lifespan II**

Prerequisite: NUR 113.

(6 Credits)

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. Laboratory fee required. Total of 68 hours of lecture, 2 hours of laboratory, 16 hours of simulation exercises, and 64 hours of clinical.

### **NUR 115 - Practical Nursing Through The Lifespan III**

Prerequisite: NUR 114.

(6 Credits)

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. Laboratory fee required. Total of 68 hours of lecture, 2 hours of laboratory, 16 hours of simulation exercises, and 64 hours of clinical.

### **NUR 116 - Foundations of Nursing I**

Prerequisite: Acceptance into the program-see admission criteria, BIO 203 and BIO 204 or concurrent enrollment.

Corequisite: NUR 117.

(3 Credits)

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. Laboratory fee required. Total of 45 hours of lecture.

### **NUR 117 - Foundations of Nursing II**

Corequisite: NUR 116.

(6 Credits)

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. Laboratory fee required. Total of 59 hours of lecture, 18 hours of laboratory, 2 hours of simulation exercises, and 101 hours of clinical.

### **NUR 121 - Certified Nursing/Geriatric Assistant**

Prerequisite: ENG 099 and MAT 098.  
(7 Credits)

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. Laboratory fee required. Total of 70 hours of lecture, 30 hours of laboratory, and 60 hours of clinical.

### **NUR 122 - Medicine Aide**

Prerequisite: ENG 099 and MAT 099.  
(3 Credits)

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. Laboratory fee required. Total of 30 hours of lecture, 7 hours of laboratory, and 39 hours of clinical.

### **NUR 126 - Nursing Care of Women and Infants**

Prerequisite: NUR 127 and NUR 229 or NUR 195.  
(4 Credits)

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. Laboratory fee is required. Total of 44 hours of lecture, 13 hours of simulation exercises, and 48 hours of clinical.

### **NUR 127 - Nursing Care of Children**

Prerequisite: NUR 116, NUR 117.  
(4 Credits)

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. Laboratory fee required. Total of 46 hours of lecture, 18 hours of simulation exercises, and 32 hours of clinical.

### **NUR 195 - Paramedic to RN Transition**

Prerequisite: Acceptance into the program -- see admission criteria; BIO 203, BIO 204, and BIO 205.  
(8 Credits)

The Paramedic to RN Transition course prepares the qualified Emergency Medical Technician/Paramedic to enter the HCC registered nursing program with advanced standing. Building on emergency and acute care knowledge, this program assists the paramedic with the transition to the role of the registered nurse. Information from current RN courses (NUR 116, 117, 127, 229, 230, 231) is presented in a condensed format. Emphasis is placed on the role of the registered nurse in the care of clients with selected health care needs on various levels of the health care continuum. The nursing process and critical thinking are used to guide the acquisition of nursing knowledge and the performance of therapeutic nursing interventions and client teaching. Clinical and laboratory experiences are planned to provide students with opportunities to apply theory and practice to the role of the registered nursing student under the supervision of nursing faculty. Laboratory fee required. Total of 98 hours of lecture, 24 hours of laboratory and 60 hours of clinical.

### **NUR 224 - Pharmacology for Nursing Practice**

Prerequisite: NUR 116 and NUR 117 or NUR 195, or completion of the NUR 116/NUR 117 challenge exam for transition students, and BIO 205 or concurrent enrollment.

(2 Credits)

This is a hybrid course that 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.

### **NUR 226 - Behavioral Health Nursing**

Prerequisite: NUR 127 and NUR 229 or NUR 195.

(4 Credits)

This is a hybrid course that 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. Laboratory fee required. Total of 45 hours of lecture, 13 hours of simulation exercises, and 41 hours of clinical.

### **NUR 228 - Contemporary Trends in Nursing And Leadership**

Prerequisite: NUR 126 and NUR 226 or NUR 195.

(2 Credits)

This seminar course is designed for the pre-licensure student to analyze the role of the professional nurse as a leader in the profession and health care delivery. The course will focus on nursing leaders as vanguards of the profession and the role of the nurse leader in the health care delivery systems. Basic theoretical concepts will be examined using the nursing process as a framework. This course is offered as a hybrid and online. A grade of 75% or above must be attained in this course. Course fee required. Total of 30 hours of lecture.

### **NUR 229 - Nursing Care of the Acute and Chronically Ill Adult I**

Prerequisite: NUR 116 and NUR 117.

(4 Credits)

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. Laboratory fee required. Total of 40 hours of lecture, 3 hours of laboratory, 15 hours of simulation exercises, and 55 hours of clinical.

### **NUR 230 - Nursing Care of the Acute and Chronically Ill Adult II**

Prerequisite: NUR 126 and NUR 226.

(4 Credits)

This is a hybrid course and 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. Laboratory fee required. Total of 41 hours of lecture, 18 hours of simulation exercises, and 52 hours of clinical.

### **NUR 231 - Nursing Care of the Acute and Chronically Ill Adult III**

Prerequisite: NUR 230.

(4 Credits)

This is a hybrid course and 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 a capstone clinical at regional facilities. 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. Laboratory fee required. Total of 38 hours of lecture, 22 hours of simulation exercises, and 60 hours of clinical.

## **Paralegal Studies**

### **PLS 101 - Introduction to Paralegal Studies**

(3 Credits)

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.

### **PLS 102 - Legal Research**

Prerequisite: PLS 101 and ENG 101 or concurrent registration.

(3 Credits)

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.

**PLS 103 - Legal Writing and Documents**

Prerequisite: PLS 102.

(3 Credits)

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. Offered as a web-based course.

**PLS 104 - Principles of Litigation**

Prerequisite: PLS 101, PLS 105 recommended

(3 Credits)

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.

**PLS 105 - Contracts and Torts**

Prerequisite: PLS 101 or concurrent registration.

(3 Credits)

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.

**PLS 203 - Domestic Relations**

Prerequisite: PLS 101 or concurrent registration.

(3 Credits)

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.

**PLS 207 - Real Estate Law**

Prerequisite: PLS 101 or concurrent registration.

(3 Credits)

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. Offered as a hybrid course.

**PLS 269 - Internship I**

(3 Credits)

See "Academic Policies" section of current HCC Catalog for internship guidelines.

**PLS 270 - Internship II**

(3 Credits)

See "Academic Policies" section of current HCC Catalog for internship guidelines.

**Pharmacy Technician****PHR 101 - Introduction to Pharmacy Technician**

Prerequisite: MAT 098 and ENG 100.

(3 Credits)

This course provides a history of pharmacy, laws pertaining to pharmacy, drug characteristics, preparation, dispensing, inventory and information systems, along with, pharmacy references, and other topics pertaining to the operation of a pharmacy and career pathways. Total of 45 hours of lecture.

**PHR 102 - Pharmaceutical Calculation**

Prerequisite: MAT 098 and ENG 100.

(3 Credits)

This course introduces common calculations that are used in pharmacy practice to accurately perform dosage calculations for solid and liquid medications and IV solutions in order to assure patients' safety. The topics covered in the course include unit conversions, ratio and proportion, percent solutions, dosing and business calculations. Total of 45 hours of lecture.

**PHR 103 - Pharmacy Practice: Dispensing Non-Sterile Applications**

Prerequisite: MAT 098 and ENG 100 and authorization of the Program Coordinator.

(3 Credits)

This course introduces best practices of receiving prescriptions and medication orders, dispensing, counting, labeling, dispensing and non-sterile compounding of medications in a hands-on environment. Total of 30 hours of lecture and 45 hours of lab.

**PHR 107 - Professionalism, Law and Ethics**

Prerequisite: ENG 100.

(3 Credits)

This course will prepare students for entry into the profession of pharmacy as a pharmacy technician by concentrating on four central areas of practice: professionalism, communication skills, ethics and law, with a major concentration on pharmacy law and scope of practice. Not only will the course enable and prepare students for national certification as a pharmacy technician, but also give them the tools necessary to work responsibly within their chosen career. Total of 45 hours of lecture.

**PHR 110 - Pharmacology and Therapeutics**

Prerequisite: BIO 116.

(5 Credits)

This course is designed to provide students with the knowledge of common drugs, both brand and generic names, used in pharmacy settings, as well as place major drugs into correct therapeutic categories, identify their uses, routes of administration, and formulations. The student will also be able to identify the basic interactions of chemicals on living organisms relating to major body systems; additionally, bacterial infections, fungal infections, and viral infections and associated therapeutic agents will be reviewed. Total of 75 hours of lecture.

**PHR 112 - Pharmacy Practice: Sterile Medication Preparation**

Prerequisite: PHR 102 (previously or concurrently).

(3 Credits)

This advanced pharmacy technique course includes sterile technique and IV preparations, infection control, and safe handling of hazardous medications. Focus will be on understanding techniques used in both institutional and retail practice. Total of 30 hours of lecture and 45 hours of lab.

**PHR 113 - Pharmacy Operations and Trends**

(3 Credits)

This course covers the major issues, trends, and concepts in contemporary pharmacy practice. Topics include operational guidelines, pharmacy information systems, drug delivery systems, requirements of medication orders and prescriptions, understanding formularies, third-party billing, and claims adjudication. 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 30 hours of lecture and 45 hours of lab.

**PHR 269 - Pharmacy Practicum**

Prerequisite: PHR 110, PHR 112 and PHR 113.

(3 Credits)

This capstone course requires students to work 180 uncompensated hours in various pharmacy settings including both retail and institutional operations to critically analyze their pharmacy experience. Total of 180 hours of experiential/clinical.

**Philosophy****PHL 101 - Introduction to Philosophy**

Prerequisite: ENG 101.

(3 Credits)

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.

## **PHL 103 - Ethics**

(3 Credits)

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.

## **Phlebotomy**

### **PLB 105 - Phlebotomy**

Prerequisite: MAP 110, MAP 102, and CSC 102.

(3 Credits)

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.

### **PLB 106 - Phlebotomy Clinical Externship**

Prerequisite: MAP 110, MAP 102, and PLB 105.

(3 Credits)

This course allows students to work in a CLIA-approved laboratory setting and function under the direct supervision of a phlebotomist. If students do not complete the phlebotomy course (PLB 105) in the semester immediately preceding their enrollment in the phlebotomy externship course (PLB 106), they must complete the Phlebotomy Pre-Externship Review course (PLB 107) prior to enrolling in PLB 106. The externship is one hundred twenty (120) uncompensated hours in length during a five-week period. Students are required to perform a minimum of 125 successful venipunctures and, if allowed by the lab, 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 to submit required documentation (immunizations, criminal background check, etc.) to 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. Travel may be required to approved externship sites. Externship hours are scheduled during the day, typically early morning hours, Monday thru Friday. A uniform or medical scrubs may be required. 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. Total of 120 hours of clinical.

### **PLB 107 - Phlebotomy Pre-Externship Review**

Prerequisite: PLB 105.

(1 Credit)

This course reviews the fundamentals of phlebotomy for students who do not complete their externship (PLB 106) in the semester immediately following their phlebotomy class (PLB 105). Course content includes review of venipuncture techniques, equipment, infection control, professionalism in the workplace, and legal and regulatory issues. Phlebotomy techniques will be performed on artificial venipuncture arms with clinical competency assessed. Medical scrubs are required. Course fee required. Students must receive a grade of "C" or better to proceed to externship, PLB 106. Total of 15 contact hours.

## **Physical Education**

### **PED 127 - Aikido**

(1 Credit)

Two hours each week. Course fee required. Total 30 contact hours.

### **PED 132 - Yoga: Beginning**

(1 Credit)

Two hours each week. Course fee required. Total 30 contact hours.

### **PED 133 - Yoga: Intermediate**

Prerequisite: PED 132.

(1 Credit)

Two hours each week. Course fee required. Total 30 contact hours.

### **PED 134 - Yoga: Advanced**

Prerequisite: PED 133.

(1 Credit)

Two hours each week. Course fee required. Total 30 contact hours.

### **PED 139 - Fitness Walking**

(1 Credit)

Two hours each week. Course fee required. Total 30 contact hours.

### **PED 141 - Strength Training: Beginning**

(1 Credit)

Two hours each week. Course fee required. Total 30 contact hours.

### **PED 142 - Strength Training: Intermediate**

Prerequisite: PED 141.

(1 Credit)

Two hours each week. Course fee required. Total 30 contact hours.

**PED 143 - Strength Training: Advanced**

Prerequisite: PED 142.

(1 Credit)

Two hours each week. Course fee required. Total 30 contact hours.

**PED 144 - Jogging**

(1 Credit)

Two hours each week. Course fee required. Total 30 contact hours.

**PED 161 - Aerobic Workout I**

(1 Credit)

Two hours each week. Course fee required. Total 30 contact hours.

**PED 162 - Aerobic Workout II**

Prerequisite: PED 161.

(1 Credit)

Two hours each week. Course fee required. Total 30 contact hours.

**PED 170 - Individual Assessment: Beginning**

(1 Credit)

Course fee required. Total 30 contact hours.

**PED 171 - Individual Assessment: Intermediate**

Prerequisite: PED 170.

(1 Credit)

Course fee required. Total 30 contact hours.

**PED 172 - Individual Assessment: Advanced**

Prerequisite: PED 171.

(1 Credit)

Course fee required. Total 30 contact hours.

**PED 198 - Fundamental Fitness and Motor Skills**

(1 Credit)

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. Total of 30 contact hours.

### **PED 201 - Introductory Analysis of Physical Education**

(3 Credits)

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.

### **PED 214 - Teaching Individual and Dual Sports**

(3 Credits)

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.

### **PED 215 - Early Childhood Physical Activities**

(3 Credits)

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.

### **PED 216 - Care and Prevention of Athletic Injuries**

(3 Credits)

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.

### **PED 225 - Principles and Practices of Sport Coaching**

(3 Credits)

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.

### **PED 226 - Sport Psychology**

(3 Credits)

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.

### **PED 230 - Concepts of Exercise Programming**

(3 Credits)

This course will offer students the opportunity to increase physical awareness and become more familiar with the musculoskeletal system, physical activity, health and fitness. Students will be able to master skills in identifying a healthy lifestyle vs. an unhealthy lifestyle. Students will examine in detail how to identify risk factors, perform assessments, and learn how to develop exercise prescriptions to achieve personal movement goals and a healthier lifestyle. Students will also learn safe and effective exercises, in addition to diet and behavior modification to increase mobility and flexibility, and how to control muscular tension in themselves and other individuals desiring to make life-altering modifications. 45 contact hours.

### **PED 240 - Diversity and Cultural Issues in Sport and Athletics**

(3 Credits)

This course explores the progression and history of diversity and cultural issues that have evolved in sport and athletics. The integration of public education and the cultural changes that have occurred in American society relating to access and availability of opportunities in sport will be examined. Students will be challenged to explore their values and research noted experts in the field including Dr. Harry Edwards. Total of 45 contact hours.

### **PED 245 - Introduction to Sport Management**

(3 Credits)

This course offers the opportunity for students to understand the various aspects of sport management and develop the basic skills required for career opportunities within the sport management field. This course will examine the basic principles and practices used in managing sport organizations and will allow students to explore and examine current challenges faced by the sport management professional. Total of 45 contact hours.

### **PED 269 - Internship**

(3 Credits)

See "Academic Policies" section of current HCC Catalog for internship guidelines.

## **Physical Science**

### **PHS 104 - General Physical Science**

Prerequisite: ENG 099 and MAT 099 or appropriate score on placement test.

(4 Credits)

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.

### **PHS 105 - Descriptive Astronomy**

(3 Credits)

This is an introductory astronomy course that covers the structure and operation of the universe. Topics include celestial motions, gravitation, stellar processes, and celestial bodies. Course fee required. Total of 45 hours of lecture.

### **PHS 107 - Introductory Physical Geology**

(3 Credits)

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.

### **PHS 108 - Introductory Physical Geology**

Prerequisite: MAT 099 or appropriate score on placement test.

(4 Credits)

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 emphasized. Laboratory fee required. Total of 45 hours of lecture and 45 hours of lab.

### **PHS 109 - Meteorology**

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.

(4 Credits)

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. Course fee required. Total of 60 contact hours.

### **PHS 111 - Earth and Space Science**

Prerequisite: PHS 104 or CHM 101.

(4 Credits)

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. 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. Total of 45 hours of lecture and 45 hours of lab.

**PHS 113 - AMS Ocean Studies**

Prerequisite: MAT 099.

(4 Credits)

AMS Ocean Studies is an introductory oceanography course provided by the American Meteorological Society (AMS) in cooperation with the National Oceanic and Atmospheric Administration (NOAA). The course examines the world ocean from an earth system perspective and emphasizes (1) the flow and transformations of water and energy into and out of the ocean, (2) properties of seawater (3) ocean circulation, (4) marine life, (5) interactions between the hydrosphere, atmosphere, geosphere, and biosphere, and (6) the human/societal impacts on these interactions. Total of 45 hours of lecture and 45 hours of lab.

**Physics****PHY 106 - Radiological Physics Theory**

Prerequisite: RAD 102.

Corequisite: MAT 109 or MAT 114 or appropriate score on placement test.

(3 Credits)

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.

**PHY 112 - Applied Physics**

Prerequisite: MAT 101 or MAT 114.

(3 Credits)

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.

**PHY 201 - General Physics I**

Prerequisite: MAT 101 or MAT 114.

(4 Credits)

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.

**PHY 202 - General Physics II**

Prerequisite: PHY 201.

(4 Credits)

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.

### **PHY 203 - Principles of Physics I**

Prerequisite: MAT 101 and MAT 102 or MAT 161.

Corequisite: MAT 203.

(5 Credits)

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.

### **PHY 204 - Principles of Physics II**

Prerequisite: PHY 203.

Corequisite: MAT 204.

(5 Credits)

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.

### **PHY 205 - Principles of Physics III**

Corequisite: PHY 204.

(1 Credit)

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 15 contact hours.

## **Political Science**

### **POL 101 - American Government**

Prerequisite: ENG 100 or placement into ENG 101.

(3 Credits)

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.

### **POL 102 - State and Local Government**

Prerequisite: ENG 100 or placement into ENG 101.

(3 Credits)

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.

### **POL 103 - Mass Media and Democracy**

Prerequisite: ENG 100 or placement into ENG 101.

(3 Credits)

Mass Media and Democracy is a political science course that examines the relationship between the news media and other

institutions that support democratic governance within the United States. The course will focus on the news media and its role in the political system of the United States. It will incorporate analysis of a wide range of mass media platforms including analysis of Twitter, Facebook and YouTube, in addition to established media such as newspapers, television and magazines. Rapid changes in communication and the dispersion of information have had profound social, economic, and political consequences. Increasingly the very validity of information has come under scrutiny. Educators have come to recognize the increased importance of teaching students about how to evaluate the veracity and value of information sources. This course will examine how changes in the media have affected US politics and how citizens can improve their level of media literacy. Total of 45 hours of lecture.

### **POL 202 - Constitutional Law**

Prerequisite: POL 101.

(3 Credits)

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.

### **POL 204 - International Relations**

Prerequisite: GEO 105 or POL 101.

(3 Credits)

This course examines the major approaches to international relations, stressing interstate relations and the contemporary international political system. Special emphasis is placed on the methods and goals of diplomacy and the peaceful settlement of disputes. Other topics include an examination of the history of diplomacy; international institutions and organizations; transnationalism, decision making, and the increasing interdependence of the modern world; the methods of conducting foreign relations, the foreign policies of the major powers, and the means of avoiding and alleviating international conflicts. Total 45 hours of lecture.

### **POL 206 - Comparative Politics**

Prerequisite: MAT 099.

(3 Credits)

This course examines the field of comparative politics, encompassing both theoretical approaches and examinations of current political systems operating around the world. Students learn about the variety of ways that societies organize themselves politically, including both democratic and non-democratic institutions. The emphasis is on understanding factors that operate in societies that encourage some forms of political organization over others. Total of 45 contact hours.

### **POL 269 - Internship I**

(3 Credits)

See "Academic Policies" section of current HCC Catalog for internship guidelines.

## **Psychology**

### **PSY 101 - General Psychology**

Prerequisite: ENG 100 or placement into ENG 101.

(3 Credits)

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.

### **PSY 203 - Educational Psychology**

Prerequisite: PSY 101 and EDU 101 or EDU 103 or permission of instructor.

(3 Credits)

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.

### **PSY 204 - Developmental Psychology: Lifespan Human Development**

Prerequisite: PSY 101.

(3 Credits)

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.

### **PSY 206 - Abnormal Psychology**

Prerequisite: PSY 101.

(3 Credits)

This course focuses on identifying, understanding, and effecting desirable changes in abnormal patterns of personality and behavior. Total of 45 hours of lecture.

### **PSY 208 - Theories of Personality**

Prerequisite: PSY 101.

(3 Credits)

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. Total 45 hours of lecture.

### **PSY 212 - Interviewing and Counseling**

Prerequisite: PSY 101.

(3 Credits)

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.

### **PSY 216 - Social Psychology**

Prerequisite: PSY 101.

(3 Credits)

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.

### **PSY 240 - Research Methods**

Prerequisite: PSY 101.

(3 Credits)

This course discusses the methods employed to conduct research in Psychology. During the course of the semester, you will learn about different research designs Psychologists use and how they measure the phenomenon of interest. Although this course is not a statistics class, you will learn about some descriptive and inferential statistical methods as they are directly related to methodological and measurement issues in Psychology research. Total of 45 hours of lecture.

### **PSY 269 - Internship I**

(3 Credits)

See "Academic Policies" section of current HCC Catalog for internship guidelines.

## **Radiography**

### **RAD 101 - Radiography I**

Prerequisite: Acceptance into the radiography program.

(2 Credits)

The student is introduced to the principles and practices of radiography and the medical profession. It includes discussions of the different modalities in Radiology, diseases, diversity, management, and quality. Course fee required. Total of 30 hours of lecture.

### **RAD 102 - Radiography II**

Corequisite: RAD 101.

(2 Credits)

This course focuses on the components, circuitry, and operation safety guidelines of radiographic equipment. The radiographic accessories utilized to enhance the production of quality radiographic images are also discussed. Professional Ethics, Laws, Information Management will be entertained. Instruction will be given in Radiation Protection, Biology and Pathology. Course fee required. Total of 30 contact hours delivered in an online format.

**RAD 103 - Radiographic Positioning I**

Prerequisite: Acceptance into the radiography program.

(3 Credits)

This course introduces radiographic positioning, procedures and routines, pertaining to radiography of the chest, abdomen, and the upper appendicular skeletal system. Course fee required. Total of 30 hours of lecture and 45 hours of laboratory.

**RAD 104 - Radiographic Positioning II**

Prerequisite: RAD 103.

Corequisite: RAD 101.

(3 Credits)

Radiographic procedures and equipment utilized for radiography of the lower appendicular skeleton and axial skeletal system are studied in this course. Course fee required. Total of 30 hours of lecture and 45 hours of laboratory.

**RAD 105 - Radiographic Positioning III**

Prerequisite: RAD 102 and RAD 104.

(3 Credits)

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. Course fee required. Total of 30 hours of hybrid instruction and 45 hours of laboratory.

**RAD 106 - Clinical Technique I**

Prerequisite: RAD 103.

Corequisite: RAD 101.

(2 Credits)

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. Course fee required. Minimum of 180 contact hours.

**RAD 108 - Clinical Technique II**

Prerequisite: RAD 102 and RAD 104.

(2 Credits)

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. Course fee required. Minimum of 210 contact hours.

**RAD 109 - Patient Care for Radiographers**

Prerequisite: Acceptance into the Radiography program.

(3 Credits)

Content provides the concepts of optimal patient care, pharmacology, venipuncture and administration of contrast agents and IV medications, including considerations for the physical and psychological needs of the patient and family. Routine and emergency

patient care procedures are described, as well as infection control procedures using standard precautions. The role of the radiographer in patient education is identified. Course fee required. Total of 30 hours of lecture and 45 hours of laboratory.

### **RAD 190 - Supplemental Clinical Education**

Prerequisite: Eligibility to be considered for readmission or currently enrolled in the radiography program.  
(3 Credits)

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. Course fee required. Minimum of 135 contact hours.

### **RAD 200 - Clinical Practicum**

Prerequisite: PHY 106, RAD 105, and RAD 108.  
(4 Credits)

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. Course fee required. Minimum of 320 contact hours.

### **RAD 201 - Radiographic Imaging Concepts**

Prerequisite: RAD 200.  
(3 Credits)

This course is designed to provide the student with knowledge of the physical principles of digital radiography imaging systems and associated technologies. This course will provide the student opportunities to participate in critical thinking classroom exercises that emphasize radiographic quality and film critique. Course fee required. Total of 45 hours of lecture.

### **RAD 202 - Advanced Medical Imaging Concepts**

Prerequisite: RAD 200  
(3 Credits)

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. Course fee required. Total of 45 hours of lecture.

### **RAD 205 - Clinical Technique III**

Prerequisite: RAD 200.  
(4 Credits)

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. Course fee required. Minimum of 360 contact hours.

**RAD 211 - Clinical Technique IV**

Prerequisite: RAD 201 and RAD 205.

(4 Credits)

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. Course fee required. Minimum of 360 contact hours.

**RAD 212 - Cross-Sectional Anatomy**

Prerequisite: RAD 108.

(3 Credits)

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. Course fee required. Total of 45 hours of web-based instruction.

**RAD 213 - Patient Care for Advanced Medical Imagers**

Prerequisite: This course must be completed prior to the start of practicum course(s). Instructor approval required.

(3 Credits)

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. Course fee required. Total of 15 hours of web-based instruction and 30 hours of laboratory instruction.

**RAD 215 - Pathology for Imaging Sciences**

(3 Credits)

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. Course fee required. Total of 45 hours of web-based instruction.

**RAD 216 - Mammography for Radiographers**

Prerequisite: RAD 200.

(3 Credits)

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. Course fee required. Total of 45 hours of lecture.

**RAD 216A - Mammography Practicum I**

Prerequisite: RAD 216. Practicum hours as arranged.

(2 Credits)

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. Course fee required. This clinical practicum requires a total of 120 contact hours, for a total of 2 credit hours.

### **RAD 218 - Principles of CT Imaging**

Corequisite: RAD 212.

(4 Credits)

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. Course fee required. Total of 60 hours of web-based instruction.

### **RAD 220 - CT Imaging Practicum I**

Prerequisite: RAD 218. Practicum hours as arranged.

Corequisite: RAD 215.

(2 Credits)

This course provides students with a flexible clinical educational experience in computed tomography imaging and assists students in completing the American Registry of Radiologic Technologists' clinical education requirements for certification in computed tomography. Course fee required. This clinical practicum requires a total of 120 contact hours, for a total of 2 credit hours.

### **RAD 220A - CT Imaging Practicum II**

Prerequisite: RAD 220. Practicum hours as arranged.

(2 Credits)

This course provides students with a flexible clinical educational experience in computed tomography imaging and assists students in completing the American Registry of Radiologic Technologists' clinical education requirements for certification in computed tomography. Course fee required. This clinical practicum requires a total of 120 contact hours, for a total of 2 credit hours.

### **RAD 222 - Principles of MR Imaging**

Corequisite: RAD 212.

(4 Credits)

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. Course fee required. Total of 60 hours of hybrid instruction.

### **RAD 224 - MRI Clinical Practicum I**

Prerequisite: RAD 222. Practicum hours as arranged.

Corequisite: RAD 215.

(2 Credits)

This course is designed to provide students with a flexible clinical education experience in magnetic resonance imaging and to assist in completing the American Registry of Radiologic Technologists' clinical education requirements for certification in

magnetic resonance imaging. Course fee required. This clinical practicum requires a total of 180 contact hours, for a total of 2 credit hours.

### **RAD 224A - MRI Clinical Practicum II**

Prerequisite: RAD 224. Practicum hours as arranged.  
(2 Credits)

This course is designed to provide students with a flexible clinical education experience in magnetic resonance imaging and to assist in completing the American Registry of Radiologic Technologists' clinical education requirements for certification in magnetic resonance imaging. Course fee required. This clinical practicum requires a total of 180 contact hours, for a total of 2 credit hours.

## **Simulation and Digital Entertainment**

### **SDE 102 - Multimedia Authoring and 2-Dimensional Animation**

Prerequisite: GDT 112 or concurrent enrollment is permissible.  
(3 Credits)

This is a survey course with introduction to concepts needed for career opportunities in 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. The Adobe Creative Cloud is currently used to complete projects. Course fee required. Total of 45 hours of lecture.

### **SDE 104 - Game Programming and Development I**

Corequisite: CSC 102 or IC3 certification.  
(3 Credits)

This course takes previous programming experience and uses it in a game development environment. An emphasis on simulation and game application; includes use of computers for learning games; event driven programming concepts; game hardware integration, game mechanics, usability and algorithm development. This course will also look into game creation and the challenges that it presents to design and development. Uses a game engine, like UDK, Source or Unity, to demonstrate the application of programming into a game environment. Some programming experience is suggested. Course fee required. Total of 45 hours of lecture.

### **SDE 130 - Introduction to Object Oriented Programming**

Corequisite: CSC 102 or IC3 certification.  
(3 Credits)

This course is intended to show basic concepts in programming. Using a programming language like C# (currently), 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 vents. Students will be able to recognize and correct common programming errors as well as utilize programming problem solving techniques. Course fee required.

### **SDE 201 - Multimedia Algorithms and Mobile Devices**

Prerequisite: SDE 104 or SDE 130 or WEB 115 or consent of TCS Division.

(3 Credits)

This is a survey course with introduction to concepts needed for career opportunities in interactive design. This course teaches the development and design process for mobile devices. Projects are generally in the form of a working smartphone or tablet application. Both studio and field production will be emphasized as students learn the basic equipment, 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 Air and platform dependent Software Development Kits (SDKs) are currently used to complete projects. Course fee required. Total of 45 hours of lecture.

### **SDE 203 - 3D and Advanced Animation**

Prerequisite: SDE 102 and GDT 112 or consent of TCS Division.

(3 Credits)

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. Total of 45 hours of lecture.

### **SDE 205 - Game Programming and Development II**

Prerequisite: SDE 104 or consent of TCS Division.

(3 Credits)

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. The course includes an in-depth focus on the production cycle including: pre-production, the design phase, production (alpha, beta), post-production (tuning, QA testing). This course will also look into game creation and the challenges that it presents to design and development. Uses a game engine, like Unreal, Source or Unity, to demonstrate the application of programming into a game environment. Other topics include: video game design, game systems, scripting, level editors, level design fundamentals, power-up design, and enemy design. Course fee required. Total of 45 hours of lecture.

### **SDE 207 - Multimedia Project Development**

Prerequisite: Completion of 50% or more of Program Requirements.

(3 Credits)

Provides the structure and environment to design, develop and deliver multimedia, animation, and/or interactive 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. Total of 45 hours of lecture.

### **SDE 269 - Internship I**

(3 Credits)

See "Academic Policies" section of current HCC Catalog for internship guidelines.

**SDE 270 - Internship II**

(3 Credits)

See "Academic Policies" section of current HCC Catalog for internship guidelines.

**Sociology****SOC 101 - Introduction to Sociology**

Prerequisite: ENG 100 or placement into ENG 101.

(3 Credits)

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.

**SOC 102 - Sociology of Social Problems**

Prerequisite: SOC 101.

(3 Credits)

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.

**SOC 103 - Criminology**

Prerequisite: SOC 101.

(3 Credits)

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.

**SOC 105 - Juvenile Delinquency**

Prerequisite: SOC 101.

(3 Credits)

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.

**SOC 106 - Race and Ethnic Relations in the United States**

Prerequisite: SOC 101.

(3 Credits)

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.

### **SOC 111 - Civic Engagement & Social Change**

Prerequisite: SOC 101.

(3 Credits)

Through the praxis of community involvement and civic engagement, locally, nationally, and globally, students will investigate the concept of "social responsibility" and "civic duty." Students will learn about the key functions and operations of non-profit institutions. Students will be in contact with local social entrepreneurs and be given experiential learning opportunities. Additionally, students will better understand the processes of creating social change through activism, awareness, and community involvement. There will be off-campus meetings. Total of 45 contact hours.

### **SOC 115 - The Consequences of Eating: Sociology of Health**

(3 Credits)

Pink sludge, salmonella in lettuce, beef recalls, e. Coli, Type 2 Diabetes, and an obesity epidemic. Every day the news is littered with stories about food and health. Food is something that we cannot avoid; it is an essential part of our daily living. Due to a lack of education and awareness on the consumer side, coupled with a unique mentality of producing food on the manufacturing side, food consumption has now become not just part of our living, but part of our dying. This course looks at the political, economic, cultural, and social phenomena that have morphed our diet into an unhealthy, and highly processed one. Societal costs will be discussed, as well as personal consequences. This course will not only explore the food industry, government regulation, and legislation related to food availability, there will also be a lot of material related to nutrition and personal health. By the end of this course, you should understand a lot more about where your food comes from, and why, as well as how foods impact your health, and understanding what it means to be healthy. Total of 45 contact hours.

### **SOC 206 - Marriage and Family Relations**

Prerequisite: SOC 101.

(3 Credits)

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.

### **SOC 269 - Internship I**

(3 Credits)

See "Academic Policies" section of current HCC Catalog for internship guidelines.

## **Speech**

### **SPD 103 - Public Speaking**

(3 Credits)

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.

### **SPD 108 - Introduction to Human Communication**

(3 Credits)

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.

## **Student Development**

### **STU 102 - Career Planning**

(1 Credit)

This course assists students in making sound career choices through the utilization and synthesis of theoretical and self-assessment (interests, abilities, values, and lifestyle preferences) information. Career decision-making techniques teach students how to choose occupations which will validate their self concepts in the world of work. The course provides instruction in the use of occupational outlook information and career field research methods. Emphasis is placed on the career development process and its relationship to personal development. Course fee required for "Strong Interest Inventory." Total of 15 hours of lecture.

### **STU 106 - Professionalism in the Workplace**

(1 Credit)

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.

### **STU 115 - Careers in STEM**

(1 Credit)

This course will include presentations by HCC counselors/advisors, STEM faculty and guest speakers, who will provide instructional sessions on study skills, information on specific STEM careers, transfer advising and other academic and career advisement topics. Total of 15 contact hours.

## **Student Success**

### **SDV 101 - Strategies for Academic Success**

(3 Credits)

By using problem-solving as a method of developing study habits, active learning proficiencies, and critical thinking skills that contribute to academic success in college level courses, this course challenges students to realize their potential and develop a motivated and proactive approach to their education and basic learning habits. Topics include personal and academic goal setting, stress and time management, listening and note-taking skills, learning preferences, core communication and comprehension skills, and basic career preparation. Weekly visits to the Learning Support Center are required. Total of 45 contact hours.

## **Theater**

### **THR 101 - Introduction to the Theater**

(3 Credits)

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.

### **THR 102 - Elements of Dramatic Production**

(3 Credits)

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.

### **THR 106 - Fundamentals of Acting**

Prerequisite: THR 101.

(3 Credits)

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.

### **THR 112 - Costume Design**

Prerequisite: ENG 100 or instructor consent.

(3 Credits)

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.

### **THR 113 - Introduction to Directing: Television and Theater**

(3 Credits)

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.

### **THR 114 - History of the Theatre**

(3 Credits)

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.

**THR 115 - Introduction to Theater Makeup**

(3 Credits)

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.

**THR 120 - Theater Practicum I**

(1 Credit)

This course provides practical training in acting, costuming, makeup, lighting, scenic design, and construction through participation in a College production. 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). By audition or permission of instructor. Total of 50 hours of lecture.

**THR 121 - Theater Practicum II**

(1 Credit)

This course provides practical training in acting, costuming, makeup, lighting, scenic design, and construction through participation in a College production. Credit is not available during the semesters that the student is enrolled in a theater course that would duplicate the area of credit. By audition or permission of instructor. Total of 50 hours of lecture.

**THR 122 - Theater Practicum III**

(1 Credit)

This course provides practical training in acting, costuming, makeup, lighting, scenic design, and construction through participation in a College production. Credit is not available during the semesters that the student is enrolled in a theater course that would duplicate the area of credit. By audition or permission of instructor. Total of 50 hours of lecture.

**THR 123 - Theater Practicum IV**

(1 Credit)

This course provides practical training in acting, costuming, makeup, lighting, scenic design, and construction through participation in a College production. Credit is not available during the semesters that the student is enrolled in a theater course that would duplicate the area of credit. By audition or permission of instructor. Total of 50 hours of lecture.

**THR 201 - Theater Workshop**

(3 Credits)

This course provides students with an intensive hands-on theater production experience. Students get involved in all aspects of onstage and off-stage theatrical experiences which culminate in the final production. Total of 60 hours of lecture.

### **THR 207 - Technical Theater**

(3 Credits)

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.

### **THR 269 - Internship I**

(3 Credits)

See "Academic Policies" section of current HCC Catalog for internship guidelines.

## **Commercial Vehicle Transportation**

### **TRK 108 - Commercial Vehicle Transportation Career Development**

Corequisite: TRK 110 and TRK 115.

(1 Credit)

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. Total of 15 hours of lecture.

### **TRK 109 - Fundamentals of Commercial Vehicle Transportation**

(3 Credits)

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. Total of 45 hours of lecture.

### **TRK 110 - Introduction to Commercial Vehicle Transportation**

Prerequisite: 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 Accuplacer test results indicating 50 or higher.

Corequisite: TRK 108, and TRK 115.

(4 Credits)

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. Total of 60 hours of lecture.

### **TRK 112 - Pre-Trip Inspections**

Corequisite: TRK 108, TRK 110 and TRK 115.

(3 Credits)

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. Total of 45 hours of lecture.

### **TRK 115 - Commercial Vehicle Skills Application**

Corequisite: TRK 108 and TRK 110.

(8 Credits)

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. Total of 70 hours of range driving and 144.5 hours of on-the-road driving and observation.

### **TRK 130 - Production and Operations Management**

(3 Credits)

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. Total of 45 hours of lecture.

### **TRK 210 - Transportation Management**

(3 Credits)

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. Total of 45 hours of lecture.

### **TRK 269 - Internship**

(3 Credits)

See "Academic Policies" section of current HCC Catalog for internship guidelines.

## **Web and Multimedia Technology**

### **WEB 101 - Web Design I**

Prerequisite: IST 100 or 70% or better on the SALI test or consent of TCS Division.

(3 Credits)

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, ecommerce 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. Total of 45 hours of lecture.

## **WEB 110 - Web Design II**

Prerequisite: WEB 101 or consent of TCS Division.

(3 Credits)

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. Total of 45 hours of lecture.

## **WEB 115 - Web Developer I**

Prerequisite: WEB 101.

(3 Credits)

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. Total of 45 hours of lecture.

## **WEB 210 - Web Developer II**

Prerequisite: WEB 115 and either IST 107 or IST 173 or consent of TCS Division.

(3 Credits)

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. Total of 45 hours of lecture.

## **WEB 215 - Javascript and Multimedia**

Prerequisite: WEB 101 or consent of TCS Division.

(3 Credits)

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. Total of 45 hours of lecture.

## **WEB 220 - Introduction to Content Management Systems**

Prerequisite: WEB 110, WEB 210 and WEB 215 or consent of TCS Division.

(2 Credits)

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. Total of 30 hours of lecture.

**WEB 269 - Internship**

(3 Credits)

See "Academic Policies" section of current HCC Catalog for internship guidelines.

**WEB 270 - Internship II**

(3 Credits)

See "Academic Policies" section of current HCC Catalog for internship guidelines.

**STEM Seminars****STM 115 - STEM Seminar I**

Prerequisite: 6 credits in STEM disciplines.

(1 Credit)

This special topic seminar is designed for all students awarded National Science Foundation (NSF) S-STEM scholarships. The topics will be developed from the STEM disciplines from both the research and the applied perspective so students can experience the relationship between how scientific knowledge evolves and how that knowledge is used. Reading and discussion of discipline-based journal articles, at both the primary and the review level, will be emphasized. Total of 15 contact hours.

**STM 116 - STEM Seminar II**

Prerequisite: 6 credits of coursework in STEM disciplines.

(1 Credit)

This is the second special topic seminar designed for all students awarded National Science Foundation (NSF) S-STEM scholarships. The topics will be developed from the STEM disciplines from both the research and the applied perspective so students can experience the relationship between how scientific knowledge evolves and how that knowledge is used. Reading and discussion of discipline-based journal articles, at both the primary and the review level, will be emphasized. Total of 15 contact hours.

**STM 117 - STEM Seminar III**

Prerequisite: 6 credits of coursework in STEM disciplines.

This is the third special topic seminar designed for all students awarded National Science Foundation (NSF) S-STEM scholarships. The topics will be developed from the STEM disciplines from both the research and the applied perspective so students can experience the relationship between how scientific knowledge evolves and how that knowledge is used. Reading and discussion of discipline-based journal articles, at both the primary and the review level, will be emphasized. Total of 15 contact hours.

**STM 118 - STEM Seminar IV**

Prerequisite: 6 credits of coursework in STEM disciplines

This is the fourth special topic seminar designed for all students awarded National Science Foundation (NSF) S-STEM scholarships. The topics will be developed from the STEM disciplines from both the research and the applied perspective so students can experience the relationship between how scientific knowledge evolves and how that knowledge is used. Reading and

discussion of discipline-based journal articles, at both the primary and the review level, will be emphasized. Total of 15 contact hours.

## **Other Courses**

### **STU 116 - Contemporary Issues in Technology: Appropriate Use of Social Media**

(1 Credit)

This course will explore the development and maintenance of a professional online social media presence. Other topics will include appropriate usage of online communication (wikis, blogs, web pages), plagiarism/copyright laws, online research and utilization of the Maryland Workforce Exchange. Total of 15 contact hours.

## College Directory/Organizational Structure

- Directory: Office of the President
- Directory: Office of Academic Affairs & Student Services
- Directory: Office of Academic Affairs: Faculty/Divisions
- Directory: Office of Administration & Finance
- Directory: Office of Student Affairs
- Directory: Emeritus
- Directory: Part-Time Faculty
- Directory: Program Advisory Committees

## Directory: Office of the 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

## College Advancement

### Executive Director for College Advancement

#### **Stacey L. Crawford, 2012**

- B.S., Towson University
- M.S., Mountain State University

### Administrative Office Associate II

#### **Cynthia A. Eyler, 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

### Development Coordinator

#### **Sarah E. Burge, 2014**

- A.A. Hagerstown Community College
- B.A. Shippensburg University
- M.A., California University of PA

# Continuing Education & Workforce Development

## Dean

**Theresa M. Shank, 2010**

- B.S., B.A., Shippensburg University
- M.B.A., Mount Saint Mary's University

## Executive Assistant I

**Kellie A. Koons, 2010**

- A.A., Hagerstown Community College

## Business and Workforce Development Program Manager

**Michael D. Boyd, 2015**

- B.A., California University of PA
- M.B.A., Mount St. Mary's University

## Personal Enrichment & Youth Program Manager

**Jenna L.W. Lamblin, 2016**

- B.S., Shenandoah University
- M.B.A., Western Kentucky University

## Program Manager, Allied Health

**Robin G. Hollin, 2015**

- A.A., Montgomery College
- B.S., University of Maryland
- Ed.D., George Washington University

## Program Manager, Information Technology Training

**Jack A. Drooger Jr., 1999**

- A.A., Hagerstown Community College

## Computer Data Specialist

**Mida V. Clipp, 2005**

- A.S., Hagerstown Community College

## Administrative Office Associates I

**Tabitha J. Deshong, 2017**

- A.A.S., Hagerstown Business College

**Kalina M. Gipe, 2013**

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

**Rachel E. Parks, 2016**

- A.A., Hagerstown Community College

## *Technical Innovation Center*

## Technical Innovation Center Manager

**Janice I. Riley, 2013**

- A.A., Harrisburg Area Community College
- B.S., Shippensburg University

## Administrative Office Associate I, Technical Innovation Center

**Mary J. Saum, 2006**

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

*Valley Mall Center*

**Lead Office Associate - Valley Mall Center**

**Andrew A. Smith, 2013**

- A.A., Hagerstown Community College
- B.A., St. Mary's College of Maryland

**Operations/Enrollment Assistants**

**Jacqueline N. Bishop, 2017**

- A.A., Montgomery College
- B.S., Frostburg State University

**Carrie Capezuto, 2017**

- A.A., Hagerstown Community College

**Tamara A. Stenger, 2006**

## **Facilities Management & Planning**

**Director**

**Jonathan G. Metcalf, 2013**

- B.S., Grove City College
- M.E. A., George Washington University

**Office Support Associate**

**Shannon R. Kehne, 2011**

**Assistant Director, Facilities Management & Planning and Construction 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 Technician I, Level 1 - Groundskeeper**

**Connie S. Kauffman, 2013**

**Maintenance Technician, Level I, Groundskeeper, part-time**

**Jeffrey L. Spielman, 2012**

- B.S., UNC - Pembroke
- Master Equivalent - McDaniel College

**Maintenance Supervisor**

**Donald C. Reiff, 2003**

- Certificate, Journeyman Electrician

**Carpentry Maintenance Associate**

**Kenneth D. Helfrick, 2015**

**Maintenance Associate**

**Raymond W. Snow, 2005**

**Maintenance/Security Associate****Ronald L. Lucas, 1992****Maintenance Technician, Level I, Semi-Skilled Trades****Ernest L. Cook, 2013****Andrew S. Davis, 2016****Domer E. Ulery, 2016 (Part-time)****Maintenance Technician, Level I, Semi-Skilled Trades - HVAC****Richard E. Slaubaugh, 201****Maintenance Technician II, Skilled Trades Electrician/HVAC Controls Technician****Robert C. Barnhart, Jr., 2007****- B.A., University of Maryland****Maintenance Technician II, Skilled Trades Plumber****Douglas C. Nicodemus, 2011****Vehicle Maintenance Mechanic****Michael W. Riley, 2004****Custodial Operations Supervisor****Peter S. Chapelle, 2010****- B.S., University of Maryland****Lead Custodian****Paul D. Boyd, 2010****Custodian/Security Associates****Donald W. Baker, 1988****James L. Bechtol, 2009****Norma J. Ebersole, 2012****David M. Everly, Sr., 2013****Mark B. Frederick, 2011****Megan L. Fritz, 2009****Ann M. Gilles, 2010****Mark W. Harris, 2016****Sharon E. Jackson, 2012****Douglas C. Lyddane, 2014****Zachary K. Nave, 1996****Wade R. Needy, 2010****Jill R. Quivers, 2015****Thomas C. Rickard, 1981****Warren C. Sipes, 2008****Jose E. Valentin, 2013****David P. Wojciechowski, 2011****Custodial Workers, part-time****McKinley, J. Roseby, 2013****Owanda V. Hensley, 2015**

# Human Resources

## Director

**Jennifer A. Knight, 2014**

- B.A., Western MD College
- M.B.A., Frostburg State University

## Manager

**Fonda E. Franklin, 2002**

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

## Human Resources Operations Specialist

**Barbara A. Lease, 1988**

- A.A., Hagerstown Community College

## Human Resources Recruitment Specialist

**Rosalynn R. Oberholzer, 2009**

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

## Human Resources Generalist

**Megan R. Curry, 2017**

- B.S., University of Maryland University College

## *Campus Police & Safety*

## Chief, Campus Police and Safety

**Henry L. Gautney, 1994**

## Police Officer

**Robert W. McKenzie, 2017**

- B.S., Shippensburg University

# Information Technology

## Director

**Craig M. Fentress, 1998**

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

## Manager, Information Technology

**TBN**

## Database System Administrator

**Christopher C. Davis, 1998**

- A.A., Hagerstown Community College

## Senior Information Systems Specialists

**Cynthia J. Golem, 2008**

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

#### **SQL Administrator**

**Joseph C. Seiler, 2014**

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

#### **Senior Network Administrator**

**Wiley Scott McIntyre, 1983**

- A.A., Allegany College of Maryland

#### **Network Systems/Telecom Administrator**

**TBN**

#### **Network Administrator**

**Herbert R. Fiege, 2009**

#### **Coordinator, Technology Support**

**Christopher S. McAfee, 2002**

- A.A.S., Hagerstown Community College

#### **Computer Support Technician**

**Melissa L. Yourich, 2012**

- A.A., Pennsylvania Highland Community College

#### **Computer Support Technician, part-time**

**Anthony T. Campello, 2005**

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

## **Planning & Institutional Effectiveness**

#### **Dean, Planning and Institutional Effectiveness**

**Lee R. Allard, 2017**

- M.T.S., Vanderbilt University
- M.S., University of Cincinnati College of Medicine
- Ph.D., University of Texas at Dallas

#### **Director, Grants Development**

**Anne M. Shepard, 2009**

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

**Administrative Office Associate I, part-time****Deborah A. Power, 2007**

- A.S., Hagerstown Community College

**Director, Research and Assessment****Bradley G. Shepard, 2003**

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

- M.S., George Mason University

**Coordinator, Institutional Reporting****Ryan A. Spurrier, 2012**

- B.A., Mount Saint Mary's College

- M.S., McDaniel College

**Evaluation Specialist****Tammy K. Strite**

- A.A., Hagerstown Community College

**Research Associate****Dawn M. Reed, 1989**

- A.A., Hagerstown Community College

## Public Information & Government Relations

**Director****Elizabeth L. Kirkpatrick, 2000**

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

**Social Media and Public Information Specialist****Brittany Lyle, 2015**

- A.A., Hagerstown Community College

- B.S., Towson University

**Multimedia Production Specialist****Sara A. Moore, 2013**

- B.A., The Pennsylvania State University

**Webmaster****Katharine R. Zajdel, 2011**

- A.A.S., Allegany College of MD

- B.A., UMBC

- M.S., Duquesne University

## Directory: Office of Academic Affairs & Student Services

- Admissions and Enrollment Management
- Online Education and Instructional Support Services

**Vice President, Academic Affairs & Student Services****C. David Warner, 2011**

- B.A., Shepherd College

- M.Ed., Towson State University

- Ed.D., Virginia Polytechnic Institute and State University

**Executive Assistant I****E. Louise Bird, 2003**

- A.A., Hagerstown Community College

**Director, Instructional Support Services****Carol A. Rothstein, 2015**

- A.A., B.Ed., M.A., Liberty University

- Ed.D., Frostburg State University

**Coordinator, Curriculum and Academic Systems****Mary Beth Lopez, 2012**

- A.A., Hagerstown Community College

- B.A., Hood College

**Academic Systems Specialist****Chelsea E. Tedrick, 2016**

- A.A.S., Hagerstown Community College

*Library Services & Learning Support Services***Coordinator, Library Services & Learning Support Services****TBN****Digital Resources Librarian****LuAnn E. Fisher, 2000**

- B.A., State University of New York at Genesco

- M.L.S., State University of New York at Albany

**Library Services Assistant****Samantha Martz, 2015**

- B.S., Delaware Valley College

*STEMM Technical Middle College***Middle College Coordinator****Teresa L. Thorn, 2013**

- B.S., Fairmont State University

- M.A., West Virginia University

## **Admissions & Enrollment Management**

**Director****Kevin L. Crawford, 2006**

- A.A., Hagerstown Community College

- B.S., Bridgewater College

- M.Ed., Frostburg State University

**Coordinator, High School Enrollments****Justin L. Burnett, 2016**

- B.S., Frostburg State University

**Coordinator of Recruitment Operations & Communications****Samantha L. Willard, 2009**

- B.A., Shepherd University

**Enrollment Assistants****Rebecca J. Shives, 2016**

- A.S., Hagerstown Community College

**Shelley R. Leshner, 2008****Multicultural Recruiter****Luis J. Flores, 2011**

- B.A., Shepherd University

**Admissions Advisor****Danielle M. Grossnickle, 2010**

- A.S., Hagerstown Community College

- B.S., Frostburg State University

*TRiO: Upward Bound Program***Coordinator****Kimberly F. Toms, 2014**

- A.A., Hagerstown Community College

- B.S., Frostburg State University

- M.S., Hood College

**Upward Bound Advising and Assessment Specialist****Jacob C. Rockwell, 2016**

- A.A., Hagerstown Community College

- B.S., Shepherd University

## Online Education & Instructional Support Services

**Dean, Academic Services and Online Education****Julian K. Horton, 2013**

- B.M.E., Southwestern University

- M.M., Northwestern University

- Ph.D., New Mexico State University

**Executive Assistant I****Meredith R. Nichols, 2013**

- B.A., Cedarville University

*Academic Testing & Learning Resources***Academic Testing Center Coordinator****Salven V. DeMartino, 2011**

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

**Lead Testing Center Specialist****Gustavo Barbosa, 2015**

- A.S., Hagerstown Community College

- B.B.A., Frostburg State University

**Academic Testing Center Assistants****Sondra G. Fries, 2012**

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

**Academic Testing Center Assistants, part-time****Frances M. Cain, 2010****Wenona C. Miller, 2013**

- A.A.S., Hagerstown Community College

*Fletcher Faculty Development Center***Coordinator****Linda J. Cornwell, 2014**

- B.A., Penn State University
- M.A., University of Pennsylvania

**Office Associate, Adjunct Commons****Kaitlin R. Stone, 2016**

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

*Learning Technologies***Manager, Learning Technology****Peggy A. Hutson, 1989**

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

**Learning Technology Specialist****Peter D. Mathews, 2003****Learning Technology Technician****Erin L. Murray, 2013**

- B.A., Cedarville University

**Learning Technology Technician, part-time****TBN****Learning Technology System Specialist****Brenda K. Huffman, 1996**

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

## Directory: Office of Academic Affairs: Faculty/Divisions

# Behavioral & Social Sciences/Business Division and Police Academy

### Director

**Mary A. Hendrickson, 2014**

- B.S., M.A., Mankato State University
- Ph.D., University of Minnesota

**Administrative Office Associate I, Behavioral and Social Sciences/Business**  
**TBN**

### *Faculty*

#### **Associate Professor, Human Services**

**Frances N. Cade, 2003**

- B.S., Troy State University
- B.S., University of Southern Mississippi
- M.S.W., University of Maryland

#### **Assistant Professor, Early Childhood Education/Reading**

**Mary Beth Chaney, 2008**

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

#### **Instructor, Administration of Justice**

**Meredith A. Dominick, 2013**

- B.S., George Mason University
- M.A., Arizona State University

#### **Assistant Professor, Psychology**

**Melinda S. Howell, 2011**

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

#### **Assistant Professor, United States and World History**

**Timothy M. Jenness, 2012**

- B.A., Grove City College
- M.S., Troy State University
- M.A., University of MD, Baltimore County
- Ph.D., University of Tennessee

#### **Assistant Professor, Administration of Justice & Paralegal Studies**

**Andrew B. Kramer, 2011**

- B.A. University of California
- M.A., Monterey Institute of International Studies
- J.D., California Western School of Law

**Assistant Professor, Accounting**  
**TBN**

**Assistant Professor, World and United States History**

**Lore D. Kuehnert, 2012**

- B.A., Columbia Union College
- M.A., Ph.D., University of California - Riverside

**Associate Professor, Sociology**

**Daniel J. Madron, 2010**

- B.A., Eastern University
- M.A., UMBC
- Ph.D., University of Maryland Baltimore County

**Assistant Professor, Business and Accounting**

**Stacey M. McGee, 2008**

- B.B.A., James Madison University
- M.B.A., Frostburg State University

**Instructor, Accounting and Business**

**Aaron A. Mitchell, 2017**

- B.S., Valparaiso University
- M.B.A., M.H.R.M., Keller Graduate School of Management
- A.B.D., Laurence Technology University

**Associate Professor, Geography**

**Suzannah B. Moran, 1999**

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

**Assistant Professor, Business Management**

**James G. Pierne, 2012**

- B.A., Washington College
- M.B.A., Loyola University

**Assistant Professor, Sociology**

**Daniel B. Ryan, 2009**

- B.A., M.A., SUNY New Paltz

**Instructor, Political Science and International Relations**

**Eric Schwartz, 2012**

- B.A., Michigan State
- M.A., Syracuse University
- M.A., Ph.D., Binghamton University

**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.S., Johns Hopkins University

**Assistant Professor, Psychology****Erick R. Williams, 2012**

- B.A., University of MD
- M.A., Hood College
- M.S., McDaniel College

**Professor, Psychology and Education****Louise D. Wine, 1992**

- B.S., College of William and Mary
- M.A., Hood College

*Police Academy***Director****David J. Simonetti, 2014**

- B.A., Marlboro College
- M.S., Indiana State University

## Developmental Education & Adult Literacy Services

**Director****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****Administrative Office Associate I, DEALS, part-time****Katherine L. Coleman, 2016**

- B.A., Shepherd University

**Instructional Specialist****Lynda W. Geoffroy, 2015**

- B.A., Siena College
- M.S., SUNY Albany

**Intake/Assessment Specialist****Jenna K. Freeman, 2014**

- A.A., Allegany College of Maryland
- B.S., Frostburg State University
- M.A., University of Phoenix

**Learning Support Specialist, part-time****Martha L. Grah, 2008**

- B.A., Shepherd University

**David G. Grimes, 2012**

- A.A., Harrisburg Community College
- B.A., McDaniel College

**Catherine E. Hadley, 2010**

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

**Christopher Nelling, 2014**

- B.S., The Pennsylvania State University

- M.S., Shippensburg University

**TBN**

*Faculty***Assistant Professor, Developmental Mathematics****Richard D. Campbell Jr., 2008**

- B.S., Bucknell University

- M.Ed., Frostburg University

**Assistant Professor, 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 Mathematics****Rebecca A. Kendrick, 2006**

- B.S., Shepherd University

- M.A.T., University of Idaho

**Instructor, Mathematics, and Assistant Program Coordinator STEMM Technical Middle College****Alicia M. Myers, 2015**

- A.A., Hagerstown Community College

- B.S., Shippensburg University

- M.Ed., Shippensburg University

**Assistant Professor, Developmental Composition****James G. Niessner, 2006**

- A.A., Howard Community College

- B.A., Loyola College

- M.F.A., University of Iowa

## English & Humanities Division

**Director, English and Humanities Division****Joshua A. Hite, 2017**

- B.A., B.S., M.A., Tennessee Technological University

**Administrative Office Associate, English and Humanities**

**TBN**

**Costume Designer, part-time****Robin L. Shaner, 2016**

- A.A., Hagerstown Community College

- B.S., Philadelphia University
- M.Ed., Frostburg State University

*Faculty*

**Assistant Professor, English Composition**

**Kathryn K. Benchoff, 2012**

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

**Associate 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 Composition**

**Alicia M. Drumgoole, 2012**

- B.A., Binghamton University
- M.A., State University of NY

**Professor, English, Speech, and Drama**

**Michael G. Harsh, 1983**

- B.S., Towson University
- M.L.A., McDaniel College

**Professor, English Composition**

**Joan M. Johnson, 1999**

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

**Assistant Professor, Dance**

**Alyssa J. Little, 2012**

- B.F.A., Northern Kentucky University
- M.A., Middlesex University

**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

**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**

**Amanda H. Miller, 2008**

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

**Professor, Foreign Language****Thomas A. Seward, 2006**

- B.A., M.A., Ph.D., Pennsylvania State University

**Assistant Professor, Art, Music, Humanities****Daniel R. Webber, 2010**

- A.A., Hagerstown Community College

- B.A., Shepherd College

- M.A., Frostburg State University

- M.M., Shenandoah University

*Kepler Performing & Visual Arts Education Center***Kepler Center Technician****Jason A. Buhrman, 2006**

- A.A., Hagerstown Community College

- B.A., Villa Julie College

**Assistant Kepler Center Technician****TBN**

## Health Sciences Division

**Director, Health Sciences****Kathleen D'Ambrisi, 2016**

- A.S., Baltimore City Community College

- B.S., M.S., University of Maryland

- Ph.D., Capella University

**Administrative Office Associate II, Health Sciences****Loralee A. Higgs, 2016**

- A.A., Valley College

**Clinical Coordinator, Radiography****TBN****Workplace Learning Advisor, Externships/Clinicals****Cheryl A. Keller, 2010**

- B.S., Bowling Green State University

- M.B.A., Hood College

*Faculty***Instructor, Medical Assisting & Phlebotomy****Michele M. Buzard, 2016**

- B.A., Thiel College

- M.S., University of Pittsburgh

**Instructor and Program Coordinator/Administrator, Dental Programs****Marlaina J. Lantzy, 2014**

- A.A.S., A.A.S. Kellogg Community College

- B.A.S., Siena Heights University
- M.S., Texas A & M University HSC/Baylor College of Dentistry

**Dental Hygiene Program Administrative Clinical Specialist, part-time  
TBN**

**Assistant Professor/Program Coordinator/Administrator, Dental Assisting  
Rebecca L. Leonard, 2013**

- B.A., Shippensburg University

**Assistant Professor, Medical Imaging/Program Coordinator  
Michelle L. McDaniel, 2011**

- A.S., A.S., Hagerstown Community College
- B.S., Widener University
- M.A., University of Phoenix

**Instructor, Medical Imaging Programs  
Megan N. Pepple, 2014**

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

**Instructor, Dental Programs  
Jennifer A. Suminski, 2015**

- A.A.S., B.S., Ferris State University
- M.S., University of Michigan

**Assistant Professor, Emergency Medical Services and Program Coordinator  
Beverly D. Witmer, 2012**

- R.B.A., Shepherd College
- M.A., Ed., Phoenix University

**Instructor, Radiography  
TBN**

## Mathematics & Science Division

**Director, Mathematics and Science Division  
Laurie M. Montgomery, 2016**

- B.S., West Virginia Wesleyan College
- M.S., Towson University

**Administrative Office Associate II, Mathematics and Science  
Robin E. Thomas, 2006**

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

**Coordinator, Physical and Life Sciences Laboratory  
Jack D. Smith, 1996**

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

*Faculty***Assistant Professor, Life Sciences/Biotechnology****Rebecca A. Beecroft, 2012**

- B.A., M.S., Hood College
- Ed.D., Shenandoah University

**Professor, Biology****Theresa S. Bidle, 1992**

- B.S., Rutgers University
- M.S., Hood College

**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

**Professor, Biotechnology****Cynthia A. Dove, 2002**

- B.S., Frostburg State University
- M.S., University of Tennessee
- Ph.D., University of Idaho

**Assistant Professor, Anatomy and Physiology/Biology****Vennece N. Fowlkes, 2014**

- A.A., Hagerstown Community College
- B.S., Winthrop University
- Ph.D., University of South Carolina

**Professor, Physics****Paul Jozik, 1982**

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

**Assistant Professor, Mathematics****Paula S. Kessler, 1996**

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

**Assistant Professor, Biology****Kristen A. Lennon, 2013**

- B.A., Connecticut College
- Ph.D., University of California, Riverside

**Associate Professor, Mathematics****Christopher J. Lewis, 2003**

- B.S., M.A., The George Washington University

**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

**Assistant Professor, Engineering****C. Edward Sigler, 2014**

- B.E.S.S., Virginia Tech
- M.S.E.E., George Washington University

**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

**Instructor, Physics & Applied Physical Science****Bruce P. Tepke, 2016**

- A.S., B.S., Penn State University
- M.S., Indiana 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, Microbiology/Anatomy and Physiology****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

**Interim Lab Coordinator, Nursing****Matthew J. Dorsey, 2009**

- A.S., Hagerstown Community College

**Simulation Clinical Skills Lab Assistant, part-time****Bryan C. Rausch, 2014****Student Support Specialist****Christa M. McAllister, 2015**

- B.A., St. Mary's College of Maryland

- M.Ed., Loyola University of Maryland

*Faculty***Assistant Professor, Nursing****Michele L. Blash, 2015**

- B.S.N., Millersville University

- M.S.N., Mountain State University

**Instructor, CNA/GNA****Brenda K. Burk, 2017**

- B.S.N., Mountain State University

**Instructor, Practical Nursing****Robin L. Hill, 2017**

- A.S., Sheperd University

- B.S.N., M.S.N., Western Governors University

**Assistant Professor, Nursing****Malissa J. Hudson, 2013**

- B.S.N., Shepherd University

- M.S.N., University of Phoenix

**Assistant Professor, Nursing****Sonja L. Kirchner, 2005**

- B.S.N., Salisbury University

- M.S.N., Shenandoah University

**Assistant Professor, Nursing****Lori A. Manilla, 2008**

- L.P.N., Central Chester County Vocational Technical School

- R.N., Brandywine Hospital &amp; Trauma Center School of Nursing

- B.S.N., University of Phoenix

- M.S.N., University of Central Missouri

**Assistant Professor, Nursing****Dawn G. Nally, 2009**

- B.S.N., Mountain State University

- M.S.N., Walden University

**Assistant Professor, Nursing****Teresa M. Weedon, 2007**

- B.S.N., M.S.N., C.P.N.P., University of Maryland

**Assistant Professor, Nursing****Regina L. Yurek, 2013**

- A.A., Dundalk Community College
- B.A., University of Baltimore College
- B.S.N., Southwestern College
- M.S.N., Stevenson University

## Physical Education & Leisure Studies Division

**Director, Athletics, Physical Education, and Leisure Studies****Robert C. Rohan, 2016**

- B.S., University of Maryland, College Park
- M.Ed., Frostburg State University

**Administrative Office Associate II****Jane L. Duff, 2014**

- B.S., Frostburg State University

**ARCC Facility Coordinator****Amy Sterner**

- A.A., Hagerstown Community College

*Faculty***Instructor, Physical Education****TBN****Assistant Professor, Physical Education and Fitness Center Coordinator****Thomas K. Burge, 2010**

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

**Assistant Professor, Physical Education and Athletic Trainer****Shannon M. Cameron, 2008**

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

## Technology and Computer Studies Division

**Director, Technology and Computer Studies****William L. Warburton, 2016**

- B.S., West Virginia University
- M.S., University of Baltimore

**Administrative Office Associate II, Technology and Computer Studies****Sharon Plank, 2002**

- Certificate, Hagerstown Community College

**Cyber Lab Assistant/Advisor for Cybersecurity Program****TBN**

**Thomas H. Aguilera, 2017**

- A.A.S., Hagerstown Community College

**Recruitment Specialist/Advisor for Advanced Manufacturing Technology****Tairell D. Fulmore, 2016**

- B.S., Morgan State University

**Recruitment Specialist/Advisor for Cybersecurity**

**TBN**

**Data Specialist for Cybersecurity Programs, part-time****Michael C. Blackburn**

- A.S., Hagerstown Community College

- B.A., Ambassador University

*Commercial Vehicle Transportation***Coordinator, Commercial Vehicle Transportation****Michael J. Stevenson, 2014**

- A.A., University of MD

- B.S., University of NY State

- B.S., Excelsior College

- M.B.A., Touro University

**Assistant Coordinator, Commercial Vehicle Transportation****Frederick W. Hughes, 2015**

- B.F.A., Kent State University

**Commercial Vehicle Transportation Specialist****F. Jane Spielman, 2007***Faculty***Instructor, Mechanical Engineering Technology****Oluwakayode Bamiduro, 2017**

- B.S., University of DC

- M.S., Ph.D., Norfolk State University

**Assistant Professor, Cybersecurity****Diana M. Bartlett, 2017**

- B.S., University of Maryland

- M.S., McDaniel College

- M.S., Capital Technology University

**Instructor, Advanced Manufacturing Systems****Edward A. Bass, 2016**

- B.S.E.S., Trinity College

- M.S.M.E., University of Texas

**Instructor, Industrial Technology & Alternative Energy Technology****Gregory A. Betz, 2016**

- B.S., Millersville University

- M.S., Indiana State University

**Professor, Information Systems Technology****Trudy M. Gift, 1981**

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

**Instructor, Electrical Engineering Technology****Juan C. Luna, 2017**

- B.S., Universidad Tecnologica Nacional

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

**Instructor, Digital Media Communications****Audra H. Martenot, 2016**

- A.A., Hagerstown Community College

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

**Assistant Professor, Information Systems Technology****Karen Weil-Yates, 2003**

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

**Instructor, Cybersecurity****TBN****Instructor, Simulation and Digital Entertainment****TBN**

## Directory: Office of Administration & Finance

### Vice-President, Administration and Finance

TBN

#### Executive Assistant I

TBN

#### *Campus Food Services*

#### Manager

**John A. Dankulich, 2016**

- A.A., Garrett Community College

- B.S., Fairmont University

#### Lead General Worker

TBN

#### Food Service Clerk

**Connor D. Johnson, 2017**

- A.A., Hagerstown Community College

#### Food Service Workers

**David A. Henry, 2016**

**Brooke R. Keplinger, 2015**

**Andrea Lockwood, 2016**

**Christopher L. Schindler, 2016**

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

#### Opening Food Service Worker, part-time

**Jane Guydish, 2016**

**Erica L. Irvin, 2017**

#### *Campus Store*

#### Manager

**Tammy L. Crockett, 2015**

- R.B.A., West Virginia State University

#### Bookstore Assistants I

**Jaclyn D. DeArgo, 2016**

**Heather R. Oden, 2006**

#### Bookstore Assistant II

**Anita Y. Windsor, 2003**

# Administrative Operational Systems and Procurement Services

## Director

**Lita J. Orner, 2008**

- B.S., Messiah College

## Buyer/Inventory Control Assistant

**Alicia K. Cullop, 2016**

- B.S., Liberty University

## Business & Procurement Services Assistant

**Lakeisha M. Valme, 2014**

- B.A., M.B.A., Washington Adventist University

## Mail/Shipping Clerk

**Amber D. Hodges, 2017**

# Digital Printing & Design Services

## Manager

**Norman E. Brown, 2009**

## Administrative Office Associate II

**Michelle K. Shank, 1993**

- A.A., Hagerstown Community College

## Graphic Arts/Desktop Publishing Specialist

**Cheri A. McDannell, 2003**

- A.A., Greensburg Institute of Technology

## Digital Printing and Design Services Technician

**William R. Hudson, Jr., 2010**

- A.A., Hagerstown Community College

## Desktop Publisher/Software User Specialist

**Nicklas A.H. Cullop, 2015**

- B.F.A., Shepherd University

**Corey J. Caudell, 2016**

- B.A., Elizabethtown College

# Finance

## Director

**David C. Bittorf, 2002**

- B.S., Fairmont State College

## Assistant Director, Finance

**Jennifer M. Felice, 2010**

- A.S., Hagerstown Community College

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

- M.Ed., University of MD University College

## Accounting Associate - Restricted

**Susan M. Fogle, 2014**

- A.A.S., Hagerstown Community College

- A.A., Frederick Community College

## Accounting Associate - Accounts Payable

**Patty J. Leasure, 2014**

- A.A.S., Hagerstown Community College

-A.S., Hagerstown Community College

## Accounting Associates

**Janet K. Gardenhour, 2007**

**Kristina M. Martin, 2006**

## Accounts Receivable Associate

**Jessica R. Mentzer, 2012**

- A.A.S., Kaplan University

## Payroll Associate

**S. Lynn Willard, 2012**

- A.A., Frederick Community College

## Cashier, part-time

**Kim Mullins, 2006**

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

**Margaret E. "Peg" Adams, 2017**

- A.A., Montgomery College

## Directory: Office of Student Affairs

### Dean, Student Affairs

**Christine A. Ohl-Gigliotti, 2016**

- B.A., Lycoming College
- M.S., Miami University
- Ph.D., Syracuse University

### Executive Assistant I

**Jacqueline Taylor, 2001**

- A.A. Hagerstown Community College

### Veterans Recruiter/Advisor

**Angela L. Ryan, 2016**

- A.S., Hagerstown Community College

### *Information Center*

### Customer Service Representatives, part-time

**Christine L. Poffenberger, 2005**

**Kathy A. Smith-Boswell, 2015**

- A.A.S., Hagerstown Community College

## Academic Advisement & Registration

### Director, Academic Advising

**Michael E. Martin, 1999**

- A.A., Hagerstown Community College
- B.A., University of Maryland, Baltimore County
- M.Ed., Frostburg State University

### Academic Advisor/Transfer

**W. Christopher Baer, 2004**

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

### Academic Advisor/Career, part-time

**Jessica B. Downey, 2011**

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

### Academic Advisor/Nursing and Health Sciences Specialist

**Angela N. Lawrence, 2017**

- B.A., Shepherd University
- M.S.W., West Virginia University

### Academic Advisor/Retention Specialist

**Courtney R. Hart, 2016**

- B.A., West Chester University
- M.S., Millersville University

**Academic Advisor/Career****Joyce Shull, 2012**

- B.A., Indiana University of Pennsylvania
- M.Ed., Frostburg University

**Enrollment Assistants****Trisha E. Horowitz, 2013**

- A.A., Hagerstown Community College
- B.A., Frostburg State University

**Jennifer E. Davis, 2011**

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

*Job Training Student Resources***Lead JT SR Advisor****Ashley N. Whaley, 2012**

- A.A., Hagerstown Community College
- B.S.W., M.S.W., Shippensburg University
- D.S.W., Capella University

**Administrative Office Associate I****JoAnna K. Shank, 2002**

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

**JT SR Advisor, part-time****Sarah D. Cosgrove, 2015**

- B.S., Shepherd University

## **Athletic Department & Athletic, Recreation and Community Center**

**Director, Athletics, Physical Education, and Leisure Studies****Robert C. Rohan, 2016**

- B.S., University of Maryland, College Park
- M.Ed., Frostburg State University

**Administrative Office Associate II****Jane L. Duff, 2014**

- B.S., Frostburg State University

**ARCC Facility Coordinator****Amy E. Sterner, 1997**

- A.A., Hagerstown Community College

**ARCC Associates****Scott B. Jennings, 2013**

- A.A., Hagerstown Community College

**Russell J. Smith, 2013**

- A.A.S., 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

### Afternoon Teacher, part-time

**Kristen L. Mitchell, 2014**

- A.A.T., Hagerstown Community College

### Lead Teachers

**Denise C. Danzberger, 2006**

- A.A.S., Hagerstown Community College

**Elizabeth G. Stull, 2001**

- A.A.S., Hagerstown Community College

### Pre-Kindergarten Teacher

**Wendy S. Roberts, 2005**

- B.S., Frostburg State University

### Teacher Assistants, part-time

**Jean M. Carroll, 2013**

**Kristie K. Drury, 2010**

**Dustin L. Short, 2016**

### Teacher's Aide, part-time

**Tammie Nestor, 2003**

- Certificate, Sheridan Vocational Technical School

### Food Service Worker, part-time

**Jason A. Paul, 2017**

- A.S.B., Keystone Technical Institute

## Disability Support Services

### Coordinator, Disability Support Services

**Jaime L. Bachtell, 2002**

- B.S., Towson University
- M.A., University of Maryland

### Disability Support Services Advisor

**Angela L. Auldridge, 2005**

- A.A., Hagerstown Community College
- B.A., Hood College
- M.S., Johns Hopkins University

## Internship & 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

### **Internship & Job Placement Specialist/Cyber**

**Lacey Richelle L. Garrison-Sheldahl, 2017**

- B.A., Pennsylvania State University

## Records

### **Registrar**

**Tina C. Berry, 2011**

- B.S., Shepherd College

### **Records Assistant, Academic Specialist**

**Iris D. Yates, 2001**

- A.S., Hagerstown Community College

### **Records Assistant, Veterans Benefits**

**Gloria J. Hughes, 1980**

- A.A., Hagerstown Community College

### **Records Assistant**

**Janet L. Martinez, 2010**

## Student Activities

### **Coordinator, Student Activities**

**Heather B. Barnhart, 2002**

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

## Student Financial Aid

### **Director**

**Charles M. Scheetz, 2017**

- B.A., M.B.A., Alvernia University
- A.A.S., Reading Area Community College

### **Data Coordinator**

**Lisa M. Wynkoop, 2009**

- Certificate, Hagerstown Community College

### **Student Financial Aid Manager**

**Stephny M. Lietuvnikas, 2004**

- B.A., Shepherd University

**Student Financial Aid Counselor - SAP and Verification****Brandon C. Brereton, 2011**

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

**Student Financial Aid Counselor - Scholarships****Marc R. Dessel, 2015**

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

**Student Financial Aid Associate****Andrew J. McLaughlin, 2016**

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

**Student Financial Aid Associate I-Special Populations****Beth Ann Deardorff, 2006**

- A.S., Pennsylvania State University

**Student Financial Aid Associate****Gretchen A. DeVore, 2016**

- A.A., Hagerstown Community College

**Student Financial Aid Counselor - Default Management, part-time****Sharron D. Tan, 2015**

- B.A., University of South Alabama

**Student Financial Aid Virtual Advisor, part-time****Mandi N. Davis, 2014**

- A.A., Hagerstown Community College

## **TRiO: Student Support Services**

**Manager****Lauren E. Payne, 2014**

- A.A., Montgomery College
- B.A., St. Mary's College of MD
- M.S., University of North Dakota

**Counselor/Advisor****Bassell A. Franks, 2015**

- B.A., M.A., Shepherd University

**Administrative Office Associate I****Petra B.M. Friedrich, 2014**

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

## **Directory: Emeritus**

### **Board Chair & Trustee Emeritus**

**Merle S. Elliott**

### **Trustee Emeritus**

**Wayne E. Alter Jr.**

**John Baer\***

**Roger L. Fiery Jr.**

**Margaret E. Hetzer\***

**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**

Teresa K. Angle  
John Astegher  
Ronald L. Ballard  
R. Hugh Beall\*  
Thomas K. Beecroft  
Pearl Bobbitt\*  
Harold L. Boyer\*  
Carol L. Campbell\*  
Robert L. Carson  
E. Walter Clark\*  
Thomas G. Clemens  
Susan H. Clutz  
D. Lamar Creager  
Vaughn D. Crowl  
Irvin R. Easterday  
William D. Elliott  
Charles M. Ernst  
Thelma C. Harding\*  
Brenda J. Hassinger  
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  
Dixie D. Myers  
Margie L. Ng  
Marlys A. Palmer  
Judith N. Peisen\*  
Allan R. Powell  
Robert G. (Cokey) Robertson  
Laurence Sharpe\*  
Marvin L. Shubert  
Askold I. Skalsky  
Robert G. Stenger  
Anna L. Strawmyre\*  
Loretta J. Thornhill  
Mabel R. Walter\*  
Steve Zabetakis  
John A. Ziegler

\*Deceased

## Directory: 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

### Accounting

#### Tina M. Mussolino

- B.S., Shepherd University

### Administration of Justice

#### David T. Yohman

- A.A., Anne Arundel Community College
- B.S., M.P.A., University of Baltimore

### Adult Education

#### Marsha C. Bannon

- B.A., University of Maryland

### Adult Education

#### Teresa J. Connors

- B.A., Hood College

### Adult Education

#### Ann P. Cook

- B.S., Towson University

### Adult Education

#### Alfiya A. Zaitova

- Bachelor's Equivalent, Maria State Pedagogical Institute
- Master's Equivalent, Maria State Pedagogical Institute

### Adult Education/Medical Assistant

#### Gail J. Petre

- B.S.N., M.S., University of Maryland

### Anatomy & Physiology

#### Angela R. Stouffer

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

### Art

#### Jeannette A. Avila

- Certificate, Wolf Trap Institute for Early Learning through the Arts

### Art

#### Kathryn R. Keely

- B.A., Mary Baldwin College
- M.F.A., Radford University

**Art****Benita A. Keller**

- A.A., R.B.A., Shepherd College
- M.F.A., University of Maryland College Park

**Art****Benjamin J. McAfee**

- B.A., Pennsylvania State University
- M.F.A., Academy of Art University

**Art****Robert E. Rock**

- A.A., Hagerstown Community College
- B.A., Frostburg State University

**Art****Janet Salter**

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

**Art****Jeffrey T. Smith**

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

**Art****Jennifer L. Thomas**

- B.A., Pace University
- M.A.T., Mahattanville College

**Art/Jewelry****Elizabeth B. Carey**

- B.A., St. Mary's College

**Biology****Michael E. Chace**

- A.S., A.A.S., Corning Community College
- B.A., Thomas Edison State University
- M.Ed., Pensacola Christian College

**Biology****Maria E. Jozik**

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

**Biology****John A. Lewis**

- B.S., Ph.D., University of Pittsburgh

**Biology****Gregg B. Mason**

- B.A., Western Maryland College
- D.D.S., University of Maryland Dental School

**Biology****Maxine V. Medaglia**

- B.S., Haverford College
- M.A., University of Pennsylvania The Wharton School
- D.M.D., Medical College of Georgia

**Biology****Terri L. Orkwiszewski**

- B.S., Indiana University of Pennsylvania
- M.S., Wilkes University

**Biology****Paula E. Roberts**

- B.S., University of Pittsburgh
- M.S., Ph.D., Walden University

**Biology****Mindy L. Rouzer**

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

**Biology****Eileen F. Stein**

- B.S., M.Ed., Kutztown State University

**Biology****David E. Trader**

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

**Biology/Microbiology****Andrew R. O'Brien**

- B.A., University of the State of New York
- B.S., M.P.H., University of Oklahoma

**Business and Management****Angela D. Leisher**

- B.A., Wilson College
- M.B.A., University of Phoenix

**Chemistry****Flordeliza Y. Bondoc**

- B.S., University of the Philippines
- Ph.D., University of Alabama

**Chemistry****James M. Feeser**

- B.S., Frostburg State University

**Chemistry****Mathern W. Mellott**

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

**Chemistry****Christopher P. Nelling**

- Certificate, Hagerstown Community College
- B.S., Pennsylvania State University
- M.S., Shippensburg University

**Chemistry****Peter K. O'Connor**

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

**Chemistry****David A. Thomas**

- B.S., West Virginia University

**Commercial Vehicle Transportation****William L. Bailey**

- A.A.S., Danville Community College

**Commercial Vehicle Transportation****Edward C. Mankoski****Commercial Vehicle Transportation****Robert E. Powell****Commercial Vehicle Transportation****Sarah E. Ptomey****Commercial Vehicle Transportation****Michael J. Stevenson**

- A.A., University of Maryland University College
- B.S., Excelsior College
- B.S., University of the State of New York
- M.B.A., Touro University International

**Commercial Vehicle Transportation****Gerald S. Winkler**

- Truck Driving Certificate, James Rumsey Vocational Technical Center

**Dental****Paul N. Kane**

- B.S., Dickinson College
- D.D.S., University of Maryland School of Dentistry

**Developmental English****Elizabeth V. Cuthbert**

- B.A., Brown University

**Developmental English****Sandra L. Fales**

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

**Developmental English****Jessica R. Fornwalt**

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

**Developmental English****Martha L. Grahl**

- B.A., Shepherd University

**Developmental English****Catherine "Liz" E. Hadley**

- B.A., Hood College
- M.A. (2), Catholic University of America

**Developmental English****Stephanie J. Murphy**

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

**Developmental English****Dawn M. Rezvani**

- B.A., Hood College

**Developmental English****Caroline M. Rock**

- B.A., College of Notre Dame of Maryland

**Developmental Mathematics****Nancy G. Arnone**

- B.S., James Madison University
- M.S., San Diego State University

**Developmental Mathematics****Lauren A. Bird**

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

**Developmental Mathematics****Jennifer V. Dopson**

- B.A., Shepherd University

**Developmental Mathematics****Petra B. Friedrich**

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

**Developmental Mathematics****Julie D. Kreps**

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

**Developmental Mathematics****James E. Moore**

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

**Developmental Mathematics****Dawn M. Schoenenberger**

- A.A.S., Pierce College
- B. S., Pacific Lutheran University
- M.S., Capella University

**Emergency Medical Services****Donald M. Lehman**

- Certificate, Hagerstown Community College
- Certificate, Maryland Institute for EMS Systems

### **Engineering Technology**

#### **Kevin E. Stoops**

- A.A., Hagerstown Community College

### **English**

#### **Thomas S. Black**

- B.A., Ohio Wesleyan University
- M.S., Vanderbilt University

### **English**

#### **Martina K. Fegan**

- B.S., Pennsylvania State University
- Master's Equivalent, Shippensburg University
- M.Ed., Wilkes University

### **English**

#### **Jeanne M. Ford**

- B.A., Johns Hopkins University
- M.F.A., Vermont College

### **English**

#### **Robert W. Hershey**

- A.A., Hagerstown Junior College
- B.S., Towson State University
- M.L.A., McDaniel College

### **English**

#### **John W. League**

- B.S., West Virginia University

### **English**

#### **Brenda K. Pittman**

- A.A., Hagerstown Community College
- Ph.D., Indiana University of Pennsylvania

### **English**

#### **Lisa T. Prejean**

- B.A., Messiah College
- M.A., Louisiana State University

### **English**

#### **Julia A. Reed-Young**

- B.A., University of Pittsburgh
- B.A., Wilson College

### **English**

#### **Duane L. Rotz**

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

### **English**

#### **Anne B. Scheerer**

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

**English****Krista D. Smith**

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

**English****Paula J. Stokes**

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

**English****Marci L. Stover**

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

**English and Speech****Nancy R. Bushey**

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

**Government****Amy L. Dennis**

- B.A., Pennsylvania State University
- M.A., Shippensburg University
- M.S., California University of Pennsylvania

**Graphic Design Technology****John D. Dean**

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

**Health****Kristina L. Davis**

- B.S., M.S., VA Polytechnic Institute & State University

**Health****Sarah E. Enyeart**

- B.S., Shippensburg University
- M.A., University of the South Pacific

**Health****Marsha M. Secrest**

- A.A., Hagerstown Community College
- B.F.A., Frostburg State University

**Health/Physical Education****Lisa A. Downie**

- B.S., Harding University
- M.S., Middle Tennessee State University

**History and Political Science****Karrie D. Hefner**

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

**History and Sociology****Edward L. Gift**

- A.A., Hagerstown Community College

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

#### **Humanities**

##### **Stephanie P. Curran**

- B.A., Anderson University
- M.Div., Lexington Theological

#### **Humanities**

##### **Gwen M. Skrabak**

- M.A., St. Mary's Seminary
- M.F.A., West Virginia University

#### **Humanities**

##### **R. Christopher Spruill**

- B.S., Virginia Tech
- M.Div., Eden Theological Seminary

#### **Humanities**

##### **Don R. Stevenson**

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

#### **Industrial Technology**

##### **Richard P. Calhoun**

#### **Industrial Technology**

##### **Dennis W. Fulk**

- Certificate, Copeland Technical

#### **Information Systems Technology**

##### **Douglas A. Courter**

- B.A., University of Toledo
- Th.M., Grace Theological Seminary

#### **Information Systems Technology**

##### **Jack A. Drooger**

- A.A., Hagerstown Junior College

#### **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**

##### **Harold D. John**

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

**Information Systems Technology****Douglas K. Leisher**

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

**Information Systems Technology****Thomas R. Paci-Funk**

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

**Information Systems Technology****Marcus R. Weibley**

- B.S., University of Pittsburgh
- M.S., Shippensburg University

**Mathematics****Nadine N. Carbaugh**

- B.S., Shippensburg University
- Master's Equivalent, Shippensburg University

**Mathematics****Paul W. Fulk**

- B.S., Catawba College
- M.B.A., Frostburg State University

**Mathematics****Amber R. Henson**

- A.A., Garrett College
- B.S., Shepherd University
- M.Ed., Frostburg State University

**Mathematics****Steven F. Lindsay**

- B.S., Slippery Rock University
- M.Ed., Bowie State University

**Mathematics****Adrian S. Martin**

- B.A., Messiah College
- M.Ed., Wilkes University

**Mathematics****Michael A. Rhine**

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

**Mathematics****Tracy S. Rider**

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

**Mathematics****Jena K. Staley**

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

**Mathematics****Eric L. Tilmans**

- B.S., California University of Pennsylvania
- Master's Equivalent, Walden University

**Mathematics****Larry E. Wadel**

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

**Medical Assistant****Debra V. Harper**

- A.A.S., Southwestern Illinois College

**Medical Assistant****Melinda M. McIntire**

- Certificate, Colorado University
- C.P.C., Medical Management Institute
- B.A., University of Maryland University College

**Medical Assistant****Kelly M. Weicht**

- Certificate, Phlebotomy, Hagerstown Business College
- A.A., Hagerstown Business College

**Music****Francesca R. Aguado-Murray**

- B.M., University of Maryland, College Park
- M.M., Towson University

**Music****Arnold Helmick**

- B.S., Frostburg State University

**Music****Elizabeth M. Jenkins**

- B.M., Peabody Institute
- M.M., James Madison University

**Music****Mark B. King**

- B.S., Indiana University of PA
- M.M., Duquesne University

**Music****Candice E. Mowbray**

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

**Music****Bradley M. O'Connor**

- B.S., Towson University

**Music****Gary L. Rupert**

- A.A., Potomac State College

- B.A., West Virginia University
- Master's Equivalent, Indiana University of Pennsylvania

#### **Music**

##### **Gregory P. Shook**

- B.M., University of Maryland
- M.M., Shenandoah University

#### **Music**

##### **Deborah L. Stotemyer**

- B.S., Frostburg State University

#### **Nursing**

##### **Jamie M. Andrews**

- B.S.N., Waynesburg University

#### **Nursing**

##### **Susan H. Clutz**

- B.S.N., University of Virginia
- M.S.N., University of Baltimore

#### **Nursing**

##### **Donna R. Cosgrave**

- A.S.N., Frederick Community College
- B.S.N., University of Maryland

#### **Nursing**

##### **Sondra J. Dorsey**

- A.D.N., Hagerstown Community College

#### **Nursing**

##### **Nicole M. Garcia**

- A.D.N., Penn State Mont Alto

#### **Nursing**

##### **Staci L. Moser**

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

#### **Nursing**

##### **Nadine D. Mullinax**

- M.S.N., University of Maryland Baltimore County

#### **Nursing**

##### **Kathleen M. Quaile**

- R.N., Ellis Hospital
- B.S.N., M.S., SUNY IOT Utica

#### **Nursing**

##### **Patricia A. Rohrer**

- A.A., Hagerstown Community College

#### **Nursing**

##### **Arby N. Shaw**

- B.S.N., Millersville University
- M.S.N., Villanova University

**Nursing****April A. Williams**

- A.D.N., B.S.N., Shepherd University
- M.S.N., University of Maryland Baltimore

**Nursing****Julie A. Wright**

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

**Paralegal****G. Clair Baker Jr.**

- B.A., Mansfield State College
- J.D., Franklin Pierce Law Center

**Paralegal****Donald E. Beachley**

- B.A., Hood College
- J.D., University of Maryland School of Law

**Physical Education****Sarah E. Burge**

- A.S., Hagerstown Community College
- B.A., Shippensburg University
- M.S., California University of Pennsylvania

**Physical Education****Beth A. Domenico**

- A.A., Hagerstown Community College
- B.S., University of North Carolina at Pembroke
- M.A., University of Texas Permian Basin

**Physical Education****Matthew E. Kinman**

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

**Physical Education****Robert O. Revercomb**

- B.A., Messiah College
- M.Ed., University of the South Pacific

**Physical Education****Ronald Z. Sulchek**

- B.S., Central Connecticut State University
- M.S., The University of Hartford

**Physical Education/Recreation****John B. Whitman**

- B.S., SUC Brockport

**Physical Education/Yoga****Simone G. Heurich****Physical Science****Christopher R. Burch**

- A.S., Frederick Community College
- B.S., Frostburg State University

#### **Physical Science**

##### **Rodney L. Martin**

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

#### **Physical Science**

##### **Annitsa D. Spanos**

- A.A., Anne Arundel Community College
- B.S., Towson University
- M.S., University of Maryland College Park

#### **Physical Science/Earth and Space Science**

##### **Carrie F. Crawford**

- B.A., College of Wooster
- M.S., McDaniel College

#### **Physical Science/Meteorology**

##### **David W. Terlizzi**

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

#### **Psychology**

##### **Vaughn D. Crowl**

- B.S., Frostburg State University
- M.Ed./M.S., John Hopkins University
- Ph.D., American University

#### **Psychology**

##### **Matthew J. Drabczyk**

- B.A., Shepherd University

#### **Psychology**

##### **Michael J. Hayes**

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

#### **Psychology**

##### **Ellen M. Sands-Kirkner**

- B.A., West Chester University
- M.Ed., Frostburg State University

#### **Sociology**

##### **Kristin T. Eberle**

- B.A., M.A.T., University of Pittsburgh

#### **Sociology**

##### **Jason S. Orendi**

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

#### **Sociology**

##### **Richard C. Snyder**

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

**Sociology****Jason B. Stauch**

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

**Spanish****Gloria M. Grimsley**

- B.S., M.Ed., Bowie State University
- A.B.D., George Mason University
- D.Ed., Lacrosse University

**Spanish****Nicole J. Paci-Funk**

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

**Theater and Engineering Graphics Tech****Jason A. Buhrman**

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

**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
- M.S., Frostburg State University

**Directory: 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.

*Advanced Manufacturing Technology***Ken Allen**

Maryland Department of Corrections

**Kevin Bain**

Volvo Powertrain North America

**Leslie Baker**

JLG Industries

**David Bedard**

Allegheny Power

**Lisa Ceravalo**  
Redland Brick Inc

**Sharon Chirgott**  
Washington County Public Schools

**Ed Dorsey**  
GBC-Industrial Print and Finishing Group

**Tom Fogle**  
Cinetic Landis Corporation

**Denny Fulk**  
United Refrigeration

**Ted Guarriello**  
United Solutions Group

**Keith Hampton**  
Certainteed Corp

**Larry Irwin**  
Manitowoc Crane Group

**Ronald Johns**  
Staples Distribution

**Thomas Koontz**  
JLG

**Keith Martin**  
Hadley Farms Inc

**Ed Miller**  
Manitowoc

**Sandy Miller**  
Electromet Corporation

**George Phillips**  
Washington County Public Schools

**Karen Reed**  
Tractor Supply Distribution

**Bob Riner**

**Jeffrey Rowland**  
Mellott Company

**Jake Sensinger**  
Manitowoc Crane Group

**Craig Shupp**  
South Atlantic Controls Inc

**Rupinder Singh**  
Rust-Oleum Corporation

**Karen Steele**  
Rust-Oleum Corporation

**Deborah Stephens**  
Lenox Distribution

**Peter Thomas**  
Western Maryland Consortium

**Dennis Ward**  
Rockwell Automation

**Sonny Weicht**  
JLG Industries

**Joe Whitmer**  
Volvo Powertrain North America

**Kim Winebrenner**  
FIL-Tec

*Alternative Energy Technology*

**James Aaron**  
Total Comfort Inc.

**Gary Baker**  
Vivint Solar

**Ryan Ballard**  
Western Maryland Solar

**Johnny Barr**  
Ellsworth Electric Inc.

**Richard Belles**  
Sustainable Energy Systems LLC.

**David Bowers**

**Carlos Fernandez**  
Potomac Wind Energy

**Dennis Fulk**  
United Refrigeration

**Brent Hollenbeck**  
TimberRock Energy Solutions

**Phil Kelly**  
Millennium 3 Energy

**Mike McKechnie**  
Mountain View Solar

**Linda Spence**  
Washington County Economic Development Commission

**Eric Stouffer**  
MEC Electrical Contractors

**Peter Thomas**  
Western Maryland Consortium

**Tad Tweed**  
Mace Energy Supply Inc.

*Biotechnology*

**April Bishop**  
Washington County Public Schools

**Ann Boyd, PhD**  
Hood College

**Liz Buhrman**  
Cumberland Valley Analytical Services

**Robert Burkhart**  
Washington County Public Schools

**Meena Chandok, PhD**  
Ambay Immune Sensors and Controls

**Felicia Chay**  
MedImmune

**James Cherry, PhD**  
National Cancer Institute

**Sharon Chirgott**  
Washington County Public Schools

**Beth Cleveland**  
National Center for Cool and Cold Water Aquaculture

**Judy Costello**  
Maryland Bio

**Claire Crocker**  
MedImmune/Astrazeneca

**Daniel F. Divito**  
Washington County Department of Water Quality

**Gaurav Dogra**  
Lonza Walkersville, Inc.

**Heather Gramm**

Office of Regional Growth and Development

**Justin Hartings, PhD**

Biaera Technologies

**Sally Irwin**

Washington County Technical High School

**Deborah Iwanowicz, PhD**

USGS, National Fish Health Research Laboratory

**Robert Mandley**

Hagerstown-Washington County Economic Development Commission

**Michael McCaman, PhD**

Lonza

**Debra McLaughlin**

University of Maryland University College

**Kavita Mittapalli**

MN Associates, Inc.

**Sheryl Moles**

Life Technologies

**David Munroe, PhD**

National Cancer Institute

**Gregory Navolio**

MedImmune/Astrazeneca

**Colleen J. Nolan, PhD**

Shepherd University

**Aline Novak**

Washington County Public Schools

**Eileen Patton**

University of Maryland, School of Medicine

**Keri-Beth Pennengill**

Frederick Community College

**George Phillips**

Washington County Public Schools

**Carol Z. Plautz, PhD**

Shepherd University

**Frank Portugal, PhD**

The Catholic University of America

**Peter Pushko**

Medigen, Inc.

**David Puthoff**

Frostburg State University

**Matthew Rittler**

MedImmune

**Wanda Routzahn**

Lonza Walkersville, Inc.

**Darryl Sampey**

BioFactura, Inc.

**Jim Saunders**

Towson University, Retired

**William Seddon**

Biology Department, FSU

**Lisa Shaw**

Chambersburg Area High School

**Jeff Simmons**

Mt. St. Mary's School of Natural Science and Mathematics

**David Talmage**

MedImmune/Astrazeneca

**Peter Thomas**

Western Maryland Consortium

**Samantha Turner**

Precision Bioservices, Inc.

**Robert Webb, PhD**

USAMRIID

**Rick Wilson**

MedImmune/Astrazeneca

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

First Data Merchant Services

**Michelle Burkner**

City of Hagerstown

**David Crotty**

CitiGroup

**Brian Flook**

Power Marketing and Advertising

**Neal Glessner**

Glessner Alarm & Communications

**Erin Harman**

University Systems of Maryland

**John Itell**

Albright, Crumbacher, Moul & Itell

**Jim Kercheval**

Greater Hagerstown Committee

**Mike Manspeaker**

Smith, Elliott, Kearns and Company

**Marty Mattare, PhD**

Frostburg State University

**Dave Munday**

Washington County Public Schools

**Vicki Sanders**

H&R Block

**Laurie Williams**

Review & Herald Publishing

**Sue Wright**

Albright Crumbacher Moul & Itell

*CNA/GNA, CMA, and PCT*

**Nicole Banzhoff**

Ravenwood Lutheran Villiage

**Cathy Bergeman**

Western Maryland Consortium

**Paula Boyer**

Glade Valley Nursing Home & Rehab

**April Cushwa**

Homewood at Williamsport

**Jennifer Harrison**

Homewood at Crumland Farms

**Lora Hawkins**

Easter Seals Adult Day Services

**Ruth Leizear**

Meritus Medical Center

**Catherine Ricketts**

Homecall, Inc.

**Cassandra Weaver**

Fahrney Keedy Home and Village

*Commercial Vehicle Transportation***Terry Acre**

Maryland Motor Vehicle Administration

**Wes Boor**

Dot Transportation, Inc.

**Sharon Chirgott**

Washington County Public Schools

**Scott Doleman**

FedEx Freight Inc.

**Rhonda Freehling**

MD Department of Motor Vehicles

**Deb Gilbert**

Western Maryland Consortium

**Bob Greenfield**

Sure Shot Delivery Service, Inc.

**Dave Hess**

Dot Transportation, Inc.

**Jim Jones**

JSX South

**Alan Kohler**

Truck Enterprise, Inc.

**Amy Martin**

Pavestone

**Dave McKenzie**

Dot Transportation, Inc.

**Alan Moore**

Staples Distribution Center

**Kim Moore**

Coca-Cola Enterprises

**Brian Nelson**

National Frieght Industries

**George Phillips**

Washington County Public Schools

**Ralph Richmond**

USA Cartage Inc.

**Brian Rider**

Tractor Supply Distribution Center

**Barb Scotto**

Washington County Board of Education

**Frank Sinclair**

Schneider National

**Skip Spessard**

Hoffman Transport Inc.

**Sarah Streett**

D.M. Bowman

**Peter Thomas**

Western Maryland Consortium

**Jim Ward**

DM Bowman Inc.

**Jeff Westbrook**

R&L Carriers

**Jeff Williams**

Pavestone

*Dental Assisting***Jay S. Boyd, DDS**

Briarwood Dental Center

**Elizabeth A. Decker****Brandon Ellis, DDS**

Ellis & Stull

**Carolyn Hauver, RDH****Justin C. Hollingshead, DMD**

GW Thorne & Hollingshead

**Jayne T. Keller, DMD****Harvey Levy, DMD, MAGD**

Dr. Harvey Levy and Associates, PC

**Paul McAllister, DDS**

Retired

**Brenda R. Paul, DDS****Jon A. Pike, DDS**

Associated Oral & Maxillofacial Surgeons

**Linda Schnell, RDH, BS****Alfred E. Smith, DDS**

Allegany Dental Care

**Nancy C. Stannert, RDH**

**Robert G. Steiner, DDS**

Retired

**G. William Thorne, DDS**

GW Thorne & Hollingshead

**Jeffrey Toothman, DDS**

Toothman Orthodontics

**Rebecca Wagner, DDS, MS**

The Wagner Centre Implants & Periodontics

**Kirk M. Zeger, DMD**

**Robert R. Zimmerman, DDS**

Cornerstone Family Dentistry

*Early Childhood Education*

**Mary Beth Chaney**

Hagerstown Community College

**Sharon Chirgott**

Washington County Public Schools

**Dee Harne**

Head Start of Washington County

**Dr. Mary Hendrickson**

Hagerstown Community College

**Alison M. Hess**

Hagerstown Community College

**Denise C. Howell**

Hagerstown Community College

**Terry D. Kitchen**

Hagerstown Community College

**Denise Kuhna**

Fountaindale Elementary School

**Marion Mitchell**

Child Care Administration

**Rosemary Pellegrino**

Frostburg State University at Hagerstown

**Nicole Potter**

Washington County Technical High School

**Bonnie Saunders**

Hagerstown Community College

**Teresa Shiffler**

Kid's Club Inc.

**Jeannine Stonestreet**

Hagerstown Community College

**Charles Wainwright**

The Learning Center

**Louise D. Wine**

Hagerstown Community College

*Emergency Medical Services*

**Michael Arnold****William Ball, III**

Fire Chief Company 2, Williamsport Co. 2 Vol. Fire-EMS

**Robert (Captain) Buck**

Community Rescue Service (CRS)

**Dr. Meagan Cooper**

Hagerstown Community College

**Sue Graff, RN, BSN**

Brook Lane

**Kevin Lewis**

Washington County Emergency Services

**Kelly Llewellyn**

Meritus Medical Center

**Alan Matheny**

Washington County Sheriff's Office

**Kingsley Poole**

Retired from EMS/Fire Service

**David Stamey, CCEMT-P**

Regional Administrator Maryland Institute for EMS Systems

*English as a Second Language*

**Jennifer Barrett**

Headstart

**Carol Costello**

Washington County Public Schools

**Sonjurae Cross**

Hagerstown Community College

**Luis Flores**

Hagerstown Community College

**Lynda Geoffroy**

Hagerstown Community College

**Deb Gilbert**

Western Maryland Consortium

**Maureen Grove**

Girls Inc.

**Shannon Kraushaar**

Washington County Free Library

**Jaime Matthewson**

The Family Center

**Mary McPherson**

Washington County Health Department

**Paula Moore**

Washington County Public Schools

**Kathy Nichols**

Hagerstown Housing Authority

**Kathleen O'Connell**

Washington County Free Library

**Sue Parks**

Washington County Health Department

**Erica Riley**

Hagerstown Housing Authority

**Vicki Robinson**

Washington County Head Start

**Dawn Schoenenberger**

Hagerstown Community College

**Christine Sweigert**

DORS

**Dori Yorks**

Family Center

*Fine, Visual, and Performing Arts*

**Scott Beard, PhD**

Shepherd University

**Mary Anne Burke**

Washington County Arts Council

**Mark Andrew Cook, PhD**

Shepherd University

**Todd Groesbeck**

Artist

**William Hollin**

Barbara Ingram School for the Arts

**Robert Hovermale**

Washington County Public Schools

**R. Benjamin Jones**

Artist

**Rebecca Massie Lane**

Washington County Museum of Fine Arts

**Andrea Masciocchi**

Barbara Ingram School for the Arts

**Peggy McKowen**

Shepherd University

**Stephen Miles**

WCBOE, Supervisor of Fine, Visual and Performing Arts

**Michael Jonnes**

The Maryland Symphony Orchestra

**Ruth Ridenour**

Barbara Ingram School for the Arts

**Teresa Roberts, PhD**

Barbara Ingram School for the Arts

**Kyle Weary**

Barbara Ingram School for the Arts

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

Washington County Information Technologies

**Amanda Baker**

Graphcom

**Pieter Bickford**

High Rock/What's NXT?

**Keon Billings**

Washington County Technical High School

**Tracy Boyd**

Mount St Mary's

**Meredith Brown**

First Data

**Amber Buhrman**

Worx Graphics

**Elka Cahn**

University of Baltimore

**Allan Carter**

Signera

**Sharon Chirgott**

Washington County Public Schools

**Joel Davis**

Cross & Crown

**John Dean**

Hagerstown Community College

**William Discher**

USAMRIID

**Susan Fries**

Washington County Technical High School

**Chris Grahl**

d'Vinci Interactive

**Jill Harner**

Flyeye Design

**Matthew Hast**

First Data

**James Hersick**

Rocket Fuel Design

**Dani Kelley**

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**Norma Kolson**

Datachieve

**John Lapkoff**

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**David Layton**

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**Matt Matzen**

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**Shannon McCarthy**

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**Aynex Mercado**

Aynex Designs

**Amy Minnier**  
Screentique

**Aaron Oldenburg**  
University of Baltimore

**Kate Rader**  
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**Courtney Redding**  
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**Lori Schulman**  
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**Robert Shelley**  
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**Michael Sparks**  
Signera

**Jerry Spessard**  
3D Print Factory

**Jamie Stup**  
Wood Street, Inc.

**Veronica Varsanyi**  
Hub Labels, Inc.

**Laura Wallace**  
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**Zhijun Wang**  
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**Laurel Webster**  
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**Justin Weese**

**Miranda Wilfong**  
Water Street Design

**Brady Wilks**  
Graphic Designer

*Human Services*

**Richard Snyder, Jr.**  
Department of Social Services, retired

*Information Systems Technology*

**Joanne Ballengee**

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**John Berry**

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**Tim Byers**

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**Joshua Cantrell**

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**Sharon Chirgott**

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**Sam Cool**

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**Douglas Horton**

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**Harold John**

Chambersburg Hospital

**Jason Ledney**

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**Doug Leisher**

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**David Long**

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**Dave Norton**

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**Roberto Darocha**

Fives Landis Corporation

**Daniel Dawson**

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**Jeb Eckstine**

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**Jim Ellis**

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**Tom Fogle**

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**Michael Foster**

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**Michael Gehr**

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**Bud Gudmundson**

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**Brian Hale**

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**Tim Hykes**

Cinetic Landis

**Doug Leather**

The Cavetown Planing Mill Co., Inc.

**Marcy Lovic**

Washington County Tech High

**Dick Manspeaker**

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**Tim Martin**

Duvinage Corporation

**Bob Maruszewski**

Duvinage

**George Phillips**

Washington County Public Schools

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**Bill Schuster**

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City of Hagerstown

**Jeff Ward**

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**Tracy Bass**

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**Lyn Carter**

Walnut Street Community Health Center

**Kevin Conn**

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**Stacy Dinsmore**

Robinwood Family Practice - Hagerstown

**Traci Ingram**

Occupational Health Associates

**Tina Jenkins**

Smithsburg Family Practice

**Rhoda Mathews**

Women's Health at Robinwood

**Melinda McIntire**

Franklin County ENT

**Laura Minnick**

Capital Women's Care

**Flo Rohrer**

Trivergent Health Alliance MSO - Meritus Medical Lab

**Betty Smith**

Community Free Clinic

**Sara Stottlemeyer**

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Johns Hopkins Community Physicians

**Charity Turner**

Johns Hopkins Community Physicians

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Hospice of Washington County

**Julie Cunningham, RN**

Homewood Retirement Center

**Betsy Day**

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**Carol Grove, MSN, RN-BC**

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Valley Health Systems - War Memorial Hospital

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**Cassandra Weaver**

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**Judge Donald Beachley**

Washington County Circuit Court

**G. Clair Baker, Jr., Magistrate**

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**Linda Cooper**

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**Catherine Drummond**

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**William P. Young Jr.**

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

*Pharmacy Technician***Dr. Carrie Adams, PhD**

Meritus Health Corp. Director - Trivergent Health

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Savage Family Pharmacy

**Kelly Kline, CPhT**

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**Dr. Larry Clint Pentz, PhD**

Waynesboro Hospital - Pharmacy

**Dr. Jennifer Reinke, PhD**

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

City Hospital

**Kathy Ausherman, RT(R)**

Diagnostic Imaging Services

**Jessica Baker**

Frederick Memorial Hospital

**Barbara Barnes, RT(R)**

Diagnostic Imaging Services

**Nicole Butts, RT(R)**

Chambersburg Hospital

**Gayle Coley**

Community Radiology Assocs. / RadNet Imaging Ctrs

**Elaine Harne**

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**Gina Lester**

Frederick Regional Health System (Frederick Memorial Hospital)

**Sherry K. Mace, RT(R)**

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**Paul Marinelli, PhD**

Associated Radiologists, P.A.

**Susan Ronchi**

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**Gretchen Stiner**

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**Phanee Thanabodee, RT(R)**

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**Linda Walla, RT(R)(M)**

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