Hagerstown Community College

2020-2021 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.

Table of Contents	#
General Information	2
Academic Policies	29
General Education Core Requirements – AA Degree	43
General Education Core Requirements – AS Degree	43
General Education Core Requirements – AAS Degree	44
General Education Core Requirements – AAT Degree	44
Approved General Education Core Courses by Discipline	48
Admission/Registration Polices & Procedures	50
Registration	68
Paying for College	70
Student Financial Aid	78
Student Services & Activities	86
Student Life	90
Student Activities	95
Programs of Study	99
Accounting	99
Administration of Justice	101
Advanced Manufacturing Systems	106
Alternative Energy Technology	110
Art	115
Arts and Sciences	118
Biology	122
Biotechnology	125
Business	128
Chemistry	133
Computed Tomography Imaging	135
Cybersecurity	139
Dance	145
Dental Assisting	148
Dental Hygiene	150
Education	158
Engineering Science	172
Engineering Technology	177
English	190
Environmental Studies	193
Exercise Science	196
General Studies	202
Graphic Design	204
Health Information Management	211
History	216
Human Services	219
Information Systems Technology	225
Languages	241
Magnetic Resonance Imaging	243
Mammography	247
Management	250
Marketing	253
Mathematics	257
Music	260
Nursing	263
Paralegal Studies	292
Pharmacy	296
Physical Education	299
Physics	300
Political Science	302
Psychology	305
Radiography	308
Sociology	317
Substance Abuse Counseling	320
Technical Studies	323
Theater	325
Transportation	328
Web Design and Development	332
Course Descriptions	336
College Directory/Organizational Structure	449

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: 267-284-5000
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 Workforce Solutions and Continuing Education Division is certified by:

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

The Nursing Program is approved by:

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

The 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

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
www.miemss.org

Commission on Accreditation of Allied Health Education Programs
1361 Park Street
Clearwater, FL 33756
Phone: 727-210-2350
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

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

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 is the first of its kind in Maryland. From its founding in 1946 until today, we strive to meet students where they are and help them to meet their education and career goals. We are a true community college, with classes offered on campus, online, in our high schools, and even in the workplace.

Our goal is student success, and we provide the support necessary through a caring environment that helps students succeed. We meet that goal through professional faculty who are committed to doing everything they can to see students succeed. We provide an abundant array of student support services, like our Student Learning Center, to give students every opportunity to get help when needed.

For more than 70 years, we have been the choice of tens of thousands of students and alumni. We hope that you, too, will "discover yourself" at HCC!

James S. Klauber, Ph.D.

President

Board of Trustees

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

Mission

Hagerstown Community College ensures equitable access to affordable high quality educational programs, promotes practices and policies that ensure student success, and fosters innovation and collaboration to strengthen its regional workforce and community cultural development.

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. HCC also seeks to cultivate in its students critical and independent thought, openness to new ideas, a sense of self-direction, moral sensitivity, strength through diversity, and the value of continuing education and life-long 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 Student 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. 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** is home to where students apply for financial aid, pay tuition, and request transcripts. It houses registration for non-credit students, Admissions, Financial Aid, Finance, Student Records, the Office of the President, Human Resources, and Public Relations and Marketing.

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. It also houses the offices of the Vice President of Administration and Finance and the College Advancement Office.

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, soccer fields, 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 Workforce Solutions and Continuing Education, HCC's Digital Printing and Design Services, Information Technology (IT) Department, and Business and Procurement Services, which includes the campus mail room.

The **Energy and Trades Training Center (ETTC)** offers more than 3,000 square feet of lab and lecture space, and features energy-efficient windows and a geo-thermal HVAC system. Credit and continuing education classes are provided here for alternative energy, advanced manufacturing, electrical engineering, mechanical engineering, HVAC/R, and industrial technology.

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 Literacy Services, Campus Police, classrooms, computer laboratories, faculty offices, Planning and Institutional Effectiveness, the STEMM Technical 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 renovated and expanded and now houses academic advising and credit registration, TRiO Student Support Services, Career Program Achievers, Internship and Job Services, 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 former Technical Innovation Center (TIC) is currently closed for renovation and will reopen in the fall of 2021 as the **Center for Business and Entrepreneurial Studies**. It will provide a new location for HCC's business programs and a cutting edge two-floor business incubator, with light and advanced manufacturing labs.

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) features subject guides, tutorials, and 24/7 online reference chat. 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.

HCC is home to 40 **campus gardens**, many of which date to 1966 when Dr. Mable R. Walter, biology professor and science division director, 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.

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 240-500-2637, or email 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 merit students and deserving students who could not otherwise afford to attend college.

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 students and students with financial need. 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. For more information, contact the Office of College Advancement at 240-500-2348.

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 30-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 trips and travel opportunities for alumni, coordinate an annual golf tournament and flower and garden

show to raise funds for the institution and students and honor alumni and faculty for outstanding service. Alumni dues support the Alumni Scholarship Fund, in the HCC Foundation, Inc., and alumni gifts to the College, and provide operating funds for the association.

Free membership is offered 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. Paid life memberships are also available. The alumni coordinator may be reached at 240-500-2346, or via email at lsstewart@hagerstowncc.edu.

Member benefits include recognition in the alumni newsletter, *HCC New Horizons*, invitations and discounts to alumni special and social events, 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 or the HCC Alumni Scholarship Fund, contact Lisa Stewart in the Alumni Office at 240-500-2346, or via email at lsstewart@hagerstowncc.edu.

Association Committees

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

- 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.
- 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 (married couple) $45, and lifetime $250. Twenty-five percent of Alumni Association dues support the Alumni Scholarship Fund and help children and grandchildren 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.

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 volunteerservices@hagerstowncc.edu.

Workforce Solutions and Continuing Education

The Workforce Solutions and Continuing Education 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 Workforce Solutions and Continuing Education 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 Workforce Solutions and Continuing Education 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 ww.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.

Business and Professional Development

The Workforce Solutions and Continuing Education Division offers non-credit courses designed to develop the skills of today's business professionals. Topics include management and supervision, strategic planning, leadership, team-building, 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.

Certification and Licensure

The Workforce Solutions and Continuing Education 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.

College for Kids

College for Kids is a summer enrichment program designed to provide exciting, challenging, and enjoyable learning experiences for students entering grades second through twelve. Each program offering is based on a popular theme and is carried through with various camps which may include: music, applied arts, science, technology, and literature. Learn more at: www.hagerstowncc.edu/kids.

Industrial Technology/Trades/Alternative Energy

Trades and industrial technology courses in the college's Career Program Building and Energy and Trades Training Center 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 apprenticeship. HCC is also an approved North American Board of Certified Energy Practitioners (NABCEP) provider for Solar Photovoltaic training. Learn more at: 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 Cisco Networking Academy program offers 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.

Nursing and Allied Health

The Workforce Solutions and Continuing Education 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 Basic Life Support (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.

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, travel, 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.

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. Professional truck driver training for CDL B licensure, CDL Learner's Permit, and CDL refresher assist new and returning truck drivers who want to work in commercial transportation. Learn more at: www.hagerstowncc.edu/godrive

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.

HCC is one single point of contact for the tristate's business community and workforce development stakeholders to connect with the WorkSmart network that is responsive, accessible, and an affordable partner to help businesses address workforce issues and close skill gaps. WorkSmart is partnership between the Maryland Department of Commerce and the Maryland Association of Community Colleges. This program offers businesses an array of customized and relevant training solutions, by providing an innovative approach that leverages the strengths of Maryland's sixteen community colleges.

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.

Adult Education Program

Hagerstown Community College is the home of the Washington County Adult Literacy Services Program. The adult Literacy Services Program's mission is to provide students with educational and workforce training opportunities to enhance their lives as individuals, workers, and members of the community. Students can access courses designed to support development of basic literacy skills, English-language acquisition, GED preparation, and short-term career training programs. Students interested in registering for classes must be at least 18 years old and fully withdrawn from public school. The program provides 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 high school level.

Programs and services provided include WorkKeys curriculum and preparation for the National Career Readiness Certificate (NCRC) testing. We also offer High School Diploma preparation and the National External Diploma Program (NEDP) for students who want to complete their high school diploma credential. In addition, we offer English as a Second Language (ESL) and Integrated English Language and Civics Education (IELCE) combined with Integrated Education Training Program (IETP) for qualifying students. The Adult Literacy Services Program supports a fully distance learning experience and in-class, traditional learning with various online programs including WorkKeys, USA Learns, and GED Academy.

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) and Integrated English Language and Civics Education (IELCE) are options 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, have no fee. Textbooks are available to students for classroom use only. Students may purchase their own textbooks for personal use. Technology is available for all students for classroom use.

The Adult Literacy Services 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 the Family Center, Goodwill Industries, Head Start, Housing Authority of Hagerstown, Judy Center, Potomac Case Management, Washington County Board of Education, Washington County Free Library, and Washington County Literacy Council. The Adult Literacy Services Program is funded by Department of Labor and Hagerstown Community College.

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 http://www.hagerstowncc.edu/academics/divisions/deals/abe.

Center for Business and Entrepreneurial Studies

The former Technical Innovation Center (TIC) is currently closed for renovation and will reopen in the fall of 2021 as the Center for Business and Entrepreneurial Studies. It will provide a new location for HCC's business programs and a cutting edge two-floor business incubator, with light and advanced manufacturing labs. It will be a state-of-the-art facility for Washington County entrepreneurship.

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,
§ 11-105(u) and 11-207 and Title 11, Subtitle 2,
Annotated Code of Maryland

.01 Scope and Applicability

This chapter applies only to public institutions of higher education.

13B.06.01.02

.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.

13B.06.01.02-1

.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 tranfer 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.

13B.06.01.03

.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.

13B.06.01.04

.04 Transfer of Education Program Credit

A. Transfer of Credit to Another Public Institution.

1. 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 a degree at a community college 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.

9. Student Responsibilities. A student is held:
   (a) 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
   (b) Responsible for meeting all requirements of the academic program of the receiving institution.

13B.06.01.05

.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.

C. Nontraditional Credit.

1. The assignment of credit for AP, CLEP, or other nationally recognized standardized examination scores presented by transfer students is determined according to the same standards that apply to native students in the receiving institution, and the assignment shall be consistent with the State minimum requirements.

2. Transfer of credit from the following areas shall be consistent with COMAR 13B.02.02. and shall be evaluated by the receiving institution on a course-by-course basis:
   (a) Technical courses from career programs;
   (b) Course credit awarded through articulation agreements with other segments or agencies;
   (c) Credit awarded for clinical practice or cooperative education experiences; and
   (d) Credit awarded for life and work experiences.

3. The basis for the awarding of the credit shall be indicated on the student's transcript by the receiving institution.

4. The receiving institution shall inform a transfer student of the procedures for validation of course work for which there is no clear equivalency. Examples of validation procedures include ACE recommendations, portfolio assessment, credit through challenge, examinations, and satisfactory completion of the next course in sequence in the academic area.

5. The receiving baccalaureate degree-granting institution shall use validation procedures when a transferring student successfully completes a course at the lower-division level that the receiving institution offers at the upper-division level. The validated credits earned for the course shall be substituted for the upper-division course.

13B.06.01.06

.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.

13B.06.01.07

.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.

13B.06.01.08

.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.

13B.06.01.09

.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

AA	Associate of Arts
AAS	Associate of Applied Science
AAT	Associate of Arts in Teaching
ADA	Americans with Disabilities Act
AFACCT	Association of Faculty for the Advancement of Community College Teaching
APPR	Annual Performance and Planning Review
ARCC	Athletic, Recreation and Community Center
ARTSYS	Articulation and Transfer System
ASA	Administration and Student Affairs Building
AS	Associate of Science
ATC	Advanced Technology Center
AY	Academic Year
BOT	Board of Trustees
CAAP	Collegiate Assessment of Academic Proficiency
CCN	College Central Network
CCSSE	Community College Survey of Student Engagement
CE	Continuing Education
CFK	College for Kids
CIP	Capital Improvement Project
CLC	Children's Learning Center

COG	Course Outcomes Guide
COMAR	Code of Maryland Regulations
CPA	Career Program Achievers
CPB	Career Programs Building
CPD	Campus Police Department
DACUM	Design a Curriculum
DE	Distance Education
DEALS	Developmental Education and Adult Literacy Services
DEC	Distance Education Center
DLLR	Department of Labor, Licensing and Regulation
ESSENCE	Early Support for Students Entering College Education
FAFSA	Free Application for Federal Student Aid
FERPA	Family Educational Rights and Privacy Act of 1974, as amended
FLPTC	Faculty, Load, Promotion and Tenure Committee
FMP	Facilities Master Plan
FPA	Faculty Professional Association
FTE	Full-Time Equivalent
FY	Fiscal Year
HCC	Hagerstown Community College
HJC	Hagerstown Junior College
HR	Human Resources
ILR	Institute for Learning in Retirement

IPT	Innovative Partnerships for Technology
IR	Institutional Research
IT	Information Technology
LAN	Local Area Network
LERN	Learning Resources Network
LPN	Licensed Practical Nurse
LRC	Learning Resource Center
LSC	Learning Support Center
LT	Learning Technology
MACC	Maryland Association of Community Colleges
MHEC	Maryland Higher Education Commission
MSDE	Maryland State Department of Education
NJCAA	National Junior College Athletic Association
NSO	New Student Orientation
PAR	Pride and Recognition (Committee)
PIE	Planning and Institutional Effectiveness
POG	Program Outcomes Guide
PRR	Periodic Review Report
PRM	Public Relations and Marketing
PTK	Phi Theta Kappa Honor Society
SAO	Student Activities Office
SFAO	Student Financial Aid Office

SGA	Student Government Association
SLOA	Student Learning Outcomes Assessment
STEM	Science, Technology, Engineering and Math programs
STEMM	STEMM Technical Middle College
TIC	Technical Innovation Center
TPC	Technology Planning Council
USMH	University System of Maryland at Hagerstown
VMC	Valley Mall Center
WCPS	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 *Student Handbook* and may be viewed online at http://www.hagerstowncc.edu/student-activities/student-handbook. 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 credit hours 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. Students may elect to provide consent to release information to other parties, such as family members, by completing an Authorization to Release Form. Please contact the Records Office.

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.

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/Self-Service or the HCC website. HCC uses the authorized third-party agency, Transcripts Plus, and transcripts are processed within five to seven 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.

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. However, an audited course will be indicated by an "AU" in the student's grade report. 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. Audited courses are not eligible for financial aid.

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
I	Incomplete	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 Veteran's Benefits make up course work as soon as possible. Failure to do so within four weeks could result in forfeiture of Veteran's 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/Grade-Point Average (GPA)

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

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

Student Learning Outcomes Assessment (SLOA)

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.

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 for more information.

General Grievance Policy and Procedures for Students

Introduction

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

Student complaints related to faculty teaching before final course grades are submitted should be addressed outside of the formal General Grievance Policy/Procedure. The student will meet first with the instructor to voice his/her complaint. If not satisfied, the student will meet with the respective academic division chair or director. If still not satisfied, the student will meet with the VPAASS.

Procedures

Informal Level

The intent of the informal level is to resolve student grievances in the most accurate, equitable, and timely manner. If a student feels that his/ her rights have been violated, the student should submit a brief written statement outlining the concern to the Dean of Students and indicating they want to file an official grievance. This can be done in one of three ways: 1) submitting an online Student Assistance Form, 2) via email from the student's HCC email account to studentaffairs@hagerstowncc.edu, or 3) in person at the Dean of Students Office in STC 142. If the student's grievance pertains to the Dean of Students or VPAASS, the college president will appoint a designee to oversee the procedure. Upon receipt of the written statement, the Dean's Office will contact the student to set up an appointment for review. The student will meet with the Dean or a designee to discuss the grievance. The Dean of Students or a designee will conduct an investigation of the alleged concern. 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. If resolution is reached, all procedures will cease. If there is no resolution, the student will receive a follow-up letter from the Dean of Students or a designee outlining optional steps for initiating formal charges.

Formal Level

Step 1

- Upon receipt of the follow-up letter from the Dean or a designee, the student must choose whether or not to begin formal grievance procedures within 10 work days. To begin formal grievance procedures, the student will need to submit to the Dean of Students a more detailed signed statement of the complaint in hard copy (electronic submissions will not be accepted). The statement should explain in detail what allegedly happened, what steps have been taken up to that point, and what action the student is requesting. The Dean will distribute copies of the formal 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 non-legal advisor.
- If deemed appropriate by the Dean, the student will meet with the Dean, the staff member named in the grievance, and the staff member's direct supervisor. This conference shall take place within 10 work days of the submission of the formal grievance 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 Students, 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

- If the student does not agree with the outcome, he/she 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 director.

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 director, 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 director. 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 director. As part of this appeal, the student is responsible for presenting documentation regarding the faculty/student conference.

After reviewing the written materials, the division director 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 director. 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 and Student Services.

Step 4

At this stage, the Vice President of Academic Affairs and Student Services will review a file of all written materials submitted by the division director regarding the grade appeal. The Vice President will schedule a meeting with the student, faculty and division director 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 and Student Services, 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 and Student Services.

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

and Student Services 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 and Student Services will receive the decision in writing.

The Vice President of Academic Affairs and Student Services will notify the student, the faculty member, and the division director within five work days after receiving the Hearing Board's decision. If the Vice President of Academic Affairs and Student Services is unavailable, it is then the Dean of Students' 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 Students that a non-legal 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 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 director, a substitute faculty member will be selected to act in his/her place throughout the process

Vice President of Academic Affairs and Student Services

- Schedule and document the meeting with the division director, 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 Students 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 director of the Hearing Board's decision

Dean of Students

- Consult with the Vice President of Academic Affairs and Student Services 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 non-legal 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 director in the event that the Vice President of Academic Affairs and Student Services 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 and Student Services within one calendar day after the hearing
- Submit final summary to Vice President of Academic Affairs and Student Services 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 and Student Services 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. The Academic Dismissal Appeal (re-instatement) form is available in the Records Office or online at 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. A review of records kept in the Dean of Students office are also part of the readmission decision.

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 2.0 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. Students who are readmitted are normally limited to enrollment in two courses, or a maximum of 6-7 credits, for their reinstatement semester. Any exceptions to this limit would be made by the Registrar and/or Office of Academic Affairs. If a student has had a prior dismissal, the student's request for readmission may be granted only after a suspension of one semester.

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.

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 grade-point average.

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 and Student Services to re-take a course more than two times. Cohort degree and certification programs may have program-specific criteria for being able to repeat a course. Please see the program's handbook for further information and protocols on repeating a course.

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 Self-Service 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.

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 (101 or above) are considered for the Dean's List.

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 grade-point average of at least 3.80. Students who earn a cumulative grade-point average 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 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:

- Computer Support Specialist
- Dental Assisting
- Medical Assistant
- Network Administration
- Paralegal Studies
- Paramedic Emergency Services
- 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 been inducted into Phi Theta Kappa or will be graduating with honors are recognized at Honors Convocation. Learn more at 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

All candidates for degrees, certificates, and letters of recognition should submit applications via WebAdvisor/Self-Service by the published deadline date. Students must submit an application prior to being awarded a credential. Questions regarding this process should be directed to the registrar.

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 and Student Services. 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.

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, certificate, or letter 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 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. Although it is unlikely that a student would attempt to receive a certificate or letter of recognition after receiving a degree, (s)he would not be permitted to do so unless the new certificate/LOR is in a different discipline.

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

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 in each of two disciplines according to the specific requirements of their program of study.

Biological/Physical Science 7-8 credits

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

Diversity 3 credits

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 - Advanced English Composition for this degree program.

Mathematics 3 credits

Students must take MAT 101 - College Algebra or MAT 109 - Statistics for this degree program.

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; submission of an application for internship by the publicized institutional deadline; acceptable recommendation by faculty in a related field of study; minimum overall GPA of 2.5; completion of at least 50 percent of the discipline-specific program requirements in a student's field of study, at least two of which courses are completed at HCC; final course grades of A, B, or C in a student's specialty program courses; and acceptable review of the student's HCC conduct record by the chief student affairs officer (behavioral violations) and the chief academic affairs officer (academic integrity violations).

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. Application deadlines: Fall Semester-July 31st, Spring Semester-December 1st, and Summer Semester -April 1st. Nursing and Health Sciences clinical experiences are governed by third-party accrediting regulations and are coordinated through the Nursing and Health Sciences Divisions. Exceptions to internship requirements may be made jointly by the chief academic affairs officer and the chief student affairs officer.

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 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 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 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 and Student Services.

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.

Approved General Education Courses

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)
- COM 103 - Public Speaking (3 Credits)
- COM 108 - Introduction to Human Communication (3 Credits)
- DNC 101 - Dance Appreciation (3 Credits)
- DNC 201 - Dance History (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)
- HUM 104 - The Arts & Sciences-A Curious Continuum (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 106 - Unity and Diversity of Living Things (4 Credits)
- BIO 110 - Human Biology (3 Credits)
- BIO 111 - Contemporary Issues in Biology (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 119 - Introductory Biology for Health Professions (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)
- 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)
- ENV 201 - Fundamentals of Environmental Science I (4 Credits)
- ENV 202 - Fundamentals of Environmental Science II (4 Credits)
- PHS 104 - General Physical Science (4 Credits)
- PHS 105 - Descriptive Astronomy (3 Credits)
- PHS 111 - Earth Science (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)
- ENG 220 - Literature By and About Women (3 Credits)
- ENV 204 - Public Health and the Environment (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

- ENG 101 - English Composition (3 Credits)
- ENG 101E - English Composition for English Language Learners
- ENG 102 - Advanced English Composition (3 Credits)
- ENG 112 - Technical Writing I (3 Credits)

Mathematics

- MAT 101 - College Algebra (3 Credits)

- MAT 102 - Trigonometry (3 Credits)
- MAT 103 - Finite Mathematics (3 Credits)
- MAT 109 - Statistics (3 Credits)
- MAT 114 - Introduction to Applied Algebra (3 Credits)
- MAT 115 - Quantitative Reasoning (3 Credits)
- MAT 161 - Precalculus (4 Credits)
- MAT 164 - Calculus with Applications (3 Credits)
- MAT 203 - Calculus I (4 Credits)

Admission/Registration Policies and Procedures

Admission Policies

Philosophy

In support of the mission, Hagerstown Community College has established an inclusive open door admissions policy for those who have the requisite skills to benefit from the educational programs offered by the college. Students who are 16 years or older and can benefit from the learning experience at the college as well as students under the age of 16 with exceptional academic ability are admitted to **credit programs**. *Individuals must meet a minimum placement in reading and math to qualify for admission to devlopmental or college-level coursework and programs at HCC.* 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.

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 1100 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 based on students meeting the minimum placement in reading and math while maintaining high academic standards. Initial basic skills assessment and appropriate course placement are critical factors in student success. All students must take placement assessment testing (unless exempt from testing) before registering for college classes. Students testing below a specific placement score will be referred to the Adult Basic Education Office.

Placement assessment test scores are valid for two years. Developmental courses below the 101 level 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. Information is available online at www.hagerstowncc.edu/testing.

First-Time College Students

First-time HCC applicants for admission are required to be assessed for reading, writing, 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 with no current placement test scores will take the standard entry assessment test(s). See exemptions below.

Math Assessment Exemptions

- Students with a cumulative high school GPA of 3.0
- Students with an SAT math score of 530 or above
- Students with an ACT math score of 21 or above
- Students who have earned a high school PARCC Algebra II Mathematics score of 4 or 5 (750 or above on the scale score)
- Students who have earned a GED Mathematical Reasoning score of 165 or above
- Students who have passed a college-level math course

** Cumulative high school GPA is valid for 5 years from the date of graduation from high school. All SAT and ACT scores are valid for five years from the testing date. All PARCC and GED scores are valid for two years from the testing date. GED exams taken before 2014 will not be used for exemption purposes.*

Reading/Writing Assessment Exemptions

- Students with a cumulative high school GPA of 3.0
- Student with an SAT evidence-based reading and writing score of 480 or above
- Students with an ACT English score of 21 or above
- Students who have earned an 10th or 11th grade PARCC English Language Arts/Literacy score of 4 or 5 (750 or above the scale score)
- Students who have earned a GED Reasoning Through Language Arts score of 165 or above
- Students who have passed a college-level English course

** Cumulative high school GPA is valid for 5 years from the date of graduation from high school. All SAT and ACT scores are valid for five years from the testing date. All PARCC and GED scores are valid for two years from the testing date. GED exams taken before 2014 will not be used for exemption purposes.*

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 with special circumstances may petition for approval by faculty and division 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 Learning Support Center.

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, AP, IB, PARCC, 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 (If exempt from placement testing based on GPA, SAT, ACT, AP, IB, or PARCC scores, official copies of these test scores must be sent to the Office of Admissions and Enrollment Management.)
- have all necessary forms completed and submitted to the Office of Admissions and Enrollment Management 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 (for Maryland residents)
- 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 your high school

HCC provides high school and homeschool students a 25 percent tuition discount on their first 4 college classes. 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 on their first 4 college classes 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 for more information on the ESSENCE Supplemental Scholarship or high school students receiving Pell Grants.

For more information about the ESSENCE Early College Program, please call 240-500-2238, text 240-892-7258, or email admissions@hagerstowncc.edu. Visit www.hagerstowncc.edu/essence to access paperwork for the ESSENCE Program.

Maryland Promise Program

The Maryland Community College Promise Scholarship is a last-dollar award that provides tuition assistance for eligible students to attend one of Maryland's public community colleges, in the county in which the student resides. For more information, visit www.hagerstowncc.edu/promise.

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. Information is available online at www.hagerstowncc.edu/middlecollege.

Career and Technical Education (CATE) Early College Program

The CATE program is a partnership between HCC and Washington County Public Schools. With sustained support and guidance, students engage in rigorous academics and life management skills to earn up to 30 college credits while in high school. CATE students take a combination of Advanced Placement, HCC ESSENCE courses and courses at Washington County Technical High School that articulate to credits at HCC. Students who follow the CATE program pathway have the potential to earn up to 30 college credits. After graduation from high school, students may be able to complete an associate degree at HCC in a year or less.

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 articulated credit from a high school. 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. 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 $23,062 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 and 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.

- A spouse or child 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) and enrolls in the school within three years of the Service member's death in the line of duty following a period of active duty service of 90 days or more.
- An individual using educational assistance under chapter 31, Vocational Rehabilitation and Employment (VR&E) who lives in the State of Maryland while attending a school located in the State of Maryland (regardless of his/her formal State of residence) effective for courses, semesters, or terms beginning after March 1, 2019.
- 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.
- 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.
- 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.

Tuition for Active Duty Service Members and Family Attending HCC

HCC charges the in-county tuition rate for members of the armed forces who are on active duty and have been for a period of 30 or more days. Spouses and dependents also pay the in-county tuition rate, as long as the individual is continuously enrolled even if there is a subsequent change in the permanent duty station of the service member to a location out of the state.

Call to Active Duty/Readmission of Service Members

Any service member who is called to active duty must give written notice of such service (copy of orders are acceptable) to the HCC Veterans Recruiter/Advisor as far in advance as is reasonable under the circumstances. This notice does not have to indicate if the student will return to HCC. If the student returns to HCC, he/she must give written notice of the intent to return to HCC within three years after the completion of their service. Any student who had been hospitalized due to illness or injury will have two years after the recovery from the injury to notify HCC of their return. HCC will readmit a service member with the same academic status as when he/she last attended or was accepted for admission. This applies to any service member who cannot attend HCC due to military service for more than 30 days. The service member must notify HCC's Veteran Recruiter/Advisor of his/her military service. HCC will readmit returning service members with the same academic status as when they left.

- Returning service members will be admitted into the same academic program of study or, if that program is no longer offered, the program most similar to that program
- At the same enrollment status unless the student notifies HCC that they want a different enrollment status
- With the same number of credit hours completed when the service member left
- With the same academic standing that the service member had when they left

When the service member returns to HCC, if they are admitted into the same program of study, HCC will access the tuition and fees that he/she was or would have been charged during the academic year they left the college. However, if his/her veterans education benefits or other service member education benefits will pay the higher tuition and fee charges that other students in the program are paying for the year, HCC may assess those charges to the student as well. If the student is readmitted into another program of study, the service member will pay the same tuition that other HCC students are paying.

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 or call 240-500-2377 for information related to veteran's 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. Students must submit official transcripts from all colleges attended, in order to be eligible for these programs.

The program 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 Dean of Instruction 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. The only exception to this is for ENG-101 (or its equivalency), which if taken Fall, 2017 or after, requires a grade of "C" or better. 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 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, as outlined in the sections below. Duplicate credit cannot be awarded for equivalent courses already completed. A Maximum of 50% of the degree requirements may be awarded via any of the non-traditional credit methods described below. For Associate degrees, this means a total of 30 credits maximum may be awarded for non-traditional credit.

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.

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

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, 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.

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.getcollegecredit.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/exams/uexcel-home.

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 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 4

	5
English (Literature and Composition)	3 or above
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 or above
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 - General Education
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	CSC 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
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	4	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	CSC 102 - Introduction to Information Technology	
	HL	4	CSC 102 - Introduction to Information Technology	3
Mathematics	SL	4	MAT 203 - Calculus I	4
	HL	4	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
Adobe Certified Associate	ACA	Interactive Media Using Flash CS3, CS4, CS5, CS6, or CC	SDE 102
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	CSC 102
CompTIA	Linux+	Linux+ Exam	CSC 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 IST 156
Cisco Networking Academy:	CCNA	ISDN1 and ISDN2 exams or composite. CCNA certification must be less than three years old.	IST 155 IST 156

Cisco Certified Network Associate			IST 255 IST 256
Certified Ethical Hacker	CEH	CEH certification must be current standing with EC-Council	CYB 240
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 120 & INT 121
International Society of Automation	CCST	ISA Certified Control Systems Technician Exam	ELE 213
Microsoft Certified Application Specialist	MOS MOS MOS MOS	Using Microsoft Office PowerPoint 2010 Using Microsoft Office Word Expert 2010 Using Microsoft Office Excel Expert 2010 Using Microsoft Office Access 2010	IST 103 IST 105 IST 106 IST 107

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

1. Obtain voucher either from Prometric/VUE or purchase a discount voucher from The Testing Center.
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 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.

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 most cases be enrolled in a specific program at HCC. 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. If you have questions, please contact the HCC Registrar or Admissions Department.

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:

- Frostburg State University
- 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 7.5 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.

New Students

All new students must meet with an academic advisor prior to registration. Advisors review transcripts and 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 Self-Service/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 should meet with their faculty advisor prior to registering for classes. Returning students are required to register via Self-Service/WebAdvisor. Students who do not remember their ID and password should call 240-500-2891, text 240-329-4489, or visit https://passwordreset.microsoftonline.com. 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.

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

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 that are audited will be indicated by an "AU" in instead of receiving a grade. Students audit a course by completing the Audit 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. Students receiving financial aid are encouraged to talk to the Office of Student Financial Aid before auditing a course.

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. 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 Self-Service/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) must contact the Financial Aid Office before dropping a course or making any changes to their schedule and registration.

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 Self-Service/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/forms/admissions-records-and-registration/residency-guidelines.

To make a legal name change, students need to complete a Change of Name Form and provide supporting documentation of the change to the Records Office. Students may also elect to use the Change of Name form to provide

a "Chosen First Name". In these cases, a chosen name is not a legal name, but will generally only be used to change how others refer to the student. No documentation is required to have a chosen name recorded.Change of Name Form and list of acceptable documents may be found at www.hagerstowncc.edu/forms/academic-advising-and-registration/change-name-form.

Student Identification

All students are required to have photo ID cards to obtain student record information in Student Affairs offices and use computer labs, the library, and many other facilities on 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. 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 Self-Service/WebAdvisor for online course offerings. A list of online programs is available at 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. 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

- Maryland Dream Act

- Student Financial Aid
- Student Financial Aid Office Statement of Conduct
- Scholarships
- Hagerstown Community College Scholarships

Tuition*

Washington County Residents	Fall '20 - Spring '21	
	Per credit hour	$ 123.00
Out-of-County Residents		
	Per credit hour	$ 192.00
Out-of-State Residents		
	Per credit hour	$ 252.00
Neighbor-State Rate (residents of Franklin and Fulton Counties, PA; Berkeley, Jefferson, and Morgan Counties, WV; and Loudoun County, VA)		
	Per credit hour	$ 236.00

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

Fees*

General College Fee (per credit hour)	$ 14.00
Credit-by-Evaluation Fee	$25 per credit
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	$ 37.00
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. This exemption will automatically be applied to student accounts at the beginning of each semester; no additional paperwork is required. All applicable fees and the Senior Citizen Administrative Fee will be charged.

Disabled 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 complete the Free Application for Federal Student Aid (FAFSA) and provide proof from the Social Security Administration (SSA) of receiving SSI or SSDI benefits. After this information is turned into the Academic Advising and Registration Office, students will be asked to complete a Certification for Tuition Waiver form.

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, be enrolled working toward a degree or certificate in an eligible program, and complete the Tuition Waiver form found on the HCC website.

WAIVER AMOUNT
Students are exempt from paying tuition at community colleges in Maryland for up to 12 credits per semester if they 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 the student is enrolled in community college credit courses for any other reason. A course may have a minimum number of enrolled students for the waiver to apply. The tuition waiver applies to any **balance** on tuition after any grants and scholarships the student recieved have been applied to their tuition and fees. The student is responsible for **all** other costs associated with the courses, such as books.

RENEWING A WAIVER
The student must request the waiver every time they 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 or within one week of enrolling in classes. Please refer to the College class schedule for dates.

Students may pay using the following methods:

Cash

Only if paying in person at the finance office in the administration and student affairs building.

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.

Online Payments

Students who are eligible to register using Self-Service may pay their balances online, in full, and free of charge. If you are unsure of your user ID or password, please email 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 a collection agency 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. Students can withdraw from classes by logging into WebAdvisor and deleting their registration. This is the only way for students to officially remove themselves from classes in which they enrolled prior. Students are responsible for paying tuition and fees for classes in which they withdraw after the Refund Deadline. After the Refund Deadline, the College is not able to offer classes to other students, including those on waitlists. Students withdrawing prior to the refund deadline remain responsible for the Registration Fee. View 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.

Payment Plan Option: Nelnet Tuition Payment Plan

1. This is an interest-free plan. To sign up, log in to Self-Service and follow the link Nelnet Payment Plan. Questions should be directed to the Finance Office at 240-500-2220 or in person in the Administration and Student Affairs Building.
2. Based on your application date, the total of your tuition and fees will be divided into payments. The payments will be automatically deducted monthly from your checking, savings, or major credit card account.
3. There is a $25 processing fee charged per semester.
4. Nelnet plans do not rollover from semester to semester. You must sign up each semester.
5. The College reserves the right to disallow the use of a payment plan by students with past payment issues. The use of a payment plan 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 campus store and other auxiliary services.

Delinquent accounts will be assigned to a collection agency and/or 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. It is the students' responsibility to keep their contact information current with the college to ensure payment due notices are sent to updated addresses.

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 via Self-Service. There will be no refunds after the first week of classes. Refund deadlines for classes with a duration of less than 15 weeks are noted on the website, but are within a few days of the start of the first class.

Note: Students receiving any of the following: Federal Pell Grant, Federal Supplemental Education Opportunity Grant (SEOG), Federal Work Study, Direct Loans, 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, or after the advertised refund deadline, 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 due to extenuating

circumstances may be acceptable bases for appeal, with supporting documentation. However, ignorance of the deadline, inability to pay, or deciding not to complete the class are not valid arguments to support an appeal.

Registration appeal forms are available online at www.hagerstowncc.edu/registration/refund-policy. Forms should be returned to the Registrar, located in the Administration and Student Affairs (ASA) Building. Appeals are reviewed on a monthly basis and should be submitted by the 15th day of the month for review by the end of the month. Refunds are generally not awarded if the student's balance has been sent to a collection agency. These cases will be reviewed by the Dean of Students.

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 Student Financial Aid Office. **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.

** 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 in PA, WV, and VA counties that border Washington County
    D. 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 Students.

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.

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 Maryland may be eligible for a tuition reduction from the Maryland Higher Education Commission if the following conditions are met. Please contact the Student Financial Aid Office for further information.
    A. You must be a resident of a state other than Maryland. You must enroll at a two-year or four-year Maryland public college or university as a full-time (12+ credits per semester) or part-time (6-11 credits per semester), degree-seeking undergraduate student. Audited courses cannot be used to reach the minimum credit hours required for full-time or part-time status. **You must be accepted into a nursing program.**
    B. Apply online using the MD CAPS system at https://mdcaps.mhec.state.md.us. Print out all required documents after filing. Once completed, submit documents to the MHEC Office of Student Financial Assistance.
    C. You must sign and return a promissory note agreeing to serve as a full-time nurse in a hospital or related institution. Service is for four years if you attended a four-year public institution or for two years if you attended a two-year public institution, regardless of the number of years for which you received an award, or you must repay the scholarship with interest. If you hold this scholarship with any other award requiring a service obligation, you must perform your service in consecutive years. Recipients of this Program have six months from the date of graduation to begin the service.

Student Financial Aid

The Student Financial Aid Office provides resources to students seeking financial aid. Financial 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 on the website at www.hagerstowncc.edu. Get video answers to your financial aid questions using Financial Aid TV. Email inquiries may be addressed to finaid@hagerstowncc.edu.

Student Responsibilities

- All written communications from the Student Financial Aid Office will be by letter and/or email. It is the student's responsibility to use the HCC student email address and to check their email frequently.
- To maintain eligibility for financial aid, students must maintain Satisfactory Academic Progress. Students should refer to the section: Academic Progress of Students Receiving Student Financial Aid.
- Deadline dates for the Federal Pell Grant are less restrictive. Students must have their financial aid process finalized with the Student Financial Aid Office no later than their last day of enrollment of the semester or term.

- Once students are enrolled for classes and have been awarded financial aid, their financial aid will be credited to their accounts, paying tuition, fees, and other college expenses first.
- Students are responsible for payment of tuition and fees if aid has not been awarded and other charges are not covered by financial aid. To determine if student financial aid can be applied to the semester charges: tuition, fees, and books, review your financial aid awards on Self-Service.
- Students must officially withdraw from classes at the Advising and Registration Office via Self-Service 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 for classes, may have to pay back any aid received. Students who withdraw or stop attending all classes may owe a refund for aid received and also may have to repay aid, that they are no longer eligible to receive, to the U.S. Department of Education.

Financial Aid Program Requirements

To receive aid from federal and state financial aid programs, you must have a high school diploma, a General Education Development (GED) certificate, or have completed an Associate's degree from an accredited college. Eligible students must also:

- Be working toward a degree or certificate in an eligible program
- Be a U.S. citizen or eligible non-citizen
- Have a valid Social Security Number
- Register with the Selective Service if required (male over 18 years old)
- Maintain satisfactory academic progress once in school
- Certify that you will use federal student aid only for educational purposes
- 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.

Applying for Federal and Maryland State Financial Aid

The Free Application for Federal Student Aid (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 https://studentaid.gov.

Many of the Maryland scholarships and grants have additional application requirements in addition to the FAFSA. You may find these additional applications at https://mhec.state.md.us/preparing/Pages/FinancialAid/descriptions.aspx.

You must reapply for financial aid every year. You should reapply for financial aid starting on October 1, for the following academic year.

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

You will need the following documentation readily available when completing the FAFSA:

- Your (and your parents' if applicable) Social Security Card
- Your driver's license or state ID card
- Your (and your spouse's or parents' if applicable) federal income tax return and W-2 earnings statement
- Your (and your spouse's or parents' if applicable) current bank statement and records of stocks, bonds and other investments

- Your (and spouse's or your parents' if applicable) records of other untaxed income
- Your alien registration card if not a U.S. citizen.

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

The Student Financial Aid Office at HCC will electronically receive your SAR and send an email requesting additional information, if needed. Students must promptly provide all documentation, such as official income tax transcripts if requested. Students can view their checklist of missing documents online via Self-Service.

The Student Financial Aid Office will send the student an award notification email once all supporting documentation has been received and the financial aid has been processed. Students can view their financial aid award on Self-Service.

To apply for Federal Work Study (FWS) a student should complete the following steps:

- Complete the FAFSA at https://studentaid.gov
- Review the student jobs listed on the human resources page of the college's website
- Apply for and accept an on-campus student worker position

To receive direct loan funds, a student must:

- Complete the FAFSA at https://studentaid.gov
- Complete the entrance counseling and the Master Promissory Note at https://studentaid.gov
- Accept the loan(s) online via Self-Service

How HCC Awards Federal and MD State Financial Aid

Student applications are reviewed for completeness and accuracy. The student is notified by email and Self-Service 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 (COA minus EFC).

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 attendance (COA) in relation to the amount reasonably expected to be contributed by parents, spouse and/or the student (EFC). 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 of the courses registered for must be listed as a needed course in the program evaluation/degree audit. 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 an Academic Advisor in the Student Center.

Student awards may be viewed online via Self-Service.

Federal Financial Aid Programs (Title IV)

Federal Pell Grant, unlike a loan, does not have to be repaid if the student attends classes and completes the semester. 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. For questions regarding the dual enrollment Pell Grant, contact the Student Financial Aid Office.

Federal Supplemental Educational Opportunity Grant (FSEOG) is for undergraduates with exceptional financial need, and who receive Federal Pell Grant Funds. FSEOG does not have to be paid back if the student attends classes and completes the semester. There is no guarantee that every eligible student will be able to receive FSEOG; awards are based on the availability of funds. Students who want to receive FSEOG must 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 because 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 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. The amount of the award is reduced by a certain percentage required by the sequester law each 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 an 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 Loans:

- **Subsidized** - based on financial need and the federal government pays interest during the student's enrollment in school
- **Unsubsidized** - not based on financial need and the student is responsible for interest payments

Unsubsidized Direct 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 Direct Loans or a combination of the two.

In addition to filing the FAFSA, the student must complete entrance counseling and a Master Promissory Note (MPN) online at https://studentaid.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 online via Self-Service to accept the award(s). 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.

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

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

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

All loans are disbursed in two disbursements. Half of the certified loan amount is disbursed during the fall semester and the second half is disbursed during the spring semester. If you are scheduled for Fall only or Spring only, there will be two disbursements per semester.

Students should carefully consider how much they would 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.

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/.

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 have obtained a General Educational Development Diploma (GED), and are under the age of 26 may apply for this grant. Applicants must complete the FAFSA and complete the Howard P. Rawlings Guaranteed Access Grant additional documentation requirements. Eligible applicants must be full-time, degree-seeking students who are Maryland residents.

Howard P. Rawlings Educational Assistance Grant: Eligible applicants must be full-time, degree-seeking students. To renew an award, you must be Maryland residents, maintain Satisfactory Academic Progress (SAP) and submit the FAFSA no later than March 1 each year.

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. For Washington County, call 240-313-2050 or go to www.washco-md.net/election/elect1.html.

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. For Washington County, call 240-313-2050 or go to www.washco-md.net/election/elect1.html.

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

The Maryland Community College Promise Scholarship: This provides assistance for students who are eligible for in-state tuition to attend one of Maryland's public community colleges. Based on the applicable FAFSA, income requirements include an adjusted gross income up to $100,000 if the applicant is single or resides in a single-parent household or $150,000 if the applicant is married or resides in a two-parent household. This scholarship requires full-time enrollment, and is contingent upon available State funding. For all criteria and requirements, please check with the Maryland Higher Education Commission or the HCC Student Financial Aid Office.

Maryland Workforce Shortage Student Assistance Grant: Workforce Shortage Assistance Grant funding is established based on critical shortages in the workforce in Maryland. Eligible majors and employment fields are determined bi-annually. Both merit- and need-based criteria are used when selecting recipients. Students must complete a Maryland Workforce Shortage Student Assistance Grant application.

MHEC scholarship applications are available online at https://mhec.maryland.gov/preparing/Pages/FinancialAid/descriptions.aspx.

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, 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 not covered by any grants or scholarships. To apply for this waiver, students must complete the FAFSA, pick up the Certificate for Tuition Waiver form from the Academic Advising and Registration Office, 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.

Regulations imposed by the U.S. Department of Education require Hagerstown Community College to 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 their 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, and the State Grant.

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

1. GPA (Qualitative) Standards
2. Completion Rate (Pace Standards)
3. Maximum Time Frame

If a financial aid recipient fails to meet the policy standards, he or she will lose eligibility for student financial aid. Students' SAP will be calculated at the end of each semester once grades are received. 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 Student Financial Aid Eligibility page of the HCC website at 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 campus store), less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the school and/or you.

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

If you received (or your parents received funds or funds that were paid on your behalf for tuition and fees or purchase books at the HCC Campus Store) 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 are designated by the formula for the student to return, you (or your parent for a PLUS loan) can 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 https://studentaid.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.

Scholarships

A number of scholarships are available to students who demonstrate academic promise and financial need. Please check local scholarship opportunities on the HCC scholarship page. Each scholarship has different criteria and requirements.

Community Scholarships

Local, regional, and national organizations offer scholarship opportunities. Students who receive scholarship awards from outside organizations should notify the HCC Student Financial Aid Office. Please include the student's name and HCC ID number with the scholarship check or award letter. The HCC Student Financial Aid Office will apply the award to a student's account in compliance with federal and state financial aid regulations. Additional information on community scholarships is available on the HCC scholarship page.

Hagerstown Community College Scholarships

HCC Foundation Scholarships: 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. The Foundation Scholarship Committee selects recipients. 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 College Advancement Scholarship page.

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 the page for HCC Scholarships.

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 240-500-2615.

Career Program Achievers: Career Program Achievers (CPA) provides support services to Pell-eligible, independent students who are taking courses at HCC in an eligible, career program. Please complete the FAFSA to help determine your eligibility. CPA can also help with various expenses such as transportation and textbooks.

Child Care Access Means Parents in School (CCAMPIS): This is a federal grant program that allows HCC to support Pell-eligible student parents through awarding weekly child care stipends. The following eligibility requirements must be met to apply:

- Actively enrolled in at least 3 credits
- Maintain at least a 2.0 GPA
- Have a child(ren) enrolled at an accredited partner child care center that is either nationally-accredited or seeking national accreditation. (See HCC CCAMPIS website for list of centers.)

Funding provided by the U.S. Department of Education, Grant #203034256540.

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. 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 an Active Directory login in the admissions letter. All students are strongly encouraged to register online via Self-Service/WebAdvisor, HCC's online scheduling tools. Advising and registration staff are available to assist students with online registration. Students can make changes to their class schedules through Self-Service/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/advisement.

Office Hours:
Monday-Thursday: 8:30 a.m. - 6:30 p.m.
Friday: 10:00 a.m. - 4:30 p.m.
*Please note Academic Advising and Registration will have extended hours on selected Saturdays 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.

Career Program Achievers (formerly JTSR)

Career Program Achievers (CPA), formerly the Job Training Student Resources (JTSR) office, is dedicated to providing support services to students pursuing a career program at Hagerstown Community College. Students must be Pell-eligible and either (1) at least 24 years old OR (2) identified as independent on the FAFSA. CPA aims to support students through advising, educational stipends, book vouchers and interview preparation. For more information on this program or to apply, visit the CPA website.

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/triosss 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.

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 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.

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.

Minimum eligibility requirements for participation in an internship include:

- Submission of an application for internship by the publicized institutional deadline
- Acceptable recommendation by faculty in a related field of study
- Minimum overall GPA of 2.5
- Completion of at least 50% of the discipline-specific program requirements in a student's field of study (at least two of which courses are completed at HCC)
- Final course grades of A, B, or C in a student's specialty program courses
- Acceptable review of the student's HCC conduct record by the chief student affairs officer (behavioral violations) and the chief academic affairs officer (academic integrity violations)

Internship Application Deadlines:

Fall semester: July 31
Spring semester: December 1
Summer semester: April 1

The internship application is available on the HCC website at www.hagerstowncc.edu/internships.
Exceptions to internship requirements may be made jointly by the chief academic affairs office and the chief student affairs officer.

College Central Network

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

Learning 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 and students who are English Language Learners (ELL). 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, or email 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.

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 and Student Code of Conduct violation investigations 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 Operations Plan (EOP) 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 seeks to maintain a balance between safety and retaining the openness of a college campus. The College provides an emergency notification system

to keep employees, students, visitors, and guests informed of emergencies. Sign up at www.hagerstowncc.edu/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.

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 formal 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 and the completion of a Student Assistance Form identifying the complaint as a grievance. 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.

- Anti-Discrimination Policy 4042
- Campus Police Policies & Procedures 8005
- Code of Student Conduct Policy 4040
- Communicable Disease Policy 8041
- Commercial Solicitation Policy 8069
- Copyright Infringement Policy 8074
- Dean's List Eligibility Policy 4021
- Drug/Alcohol Free Environment Policy 5092
- Expressive Activity Policy 8068
- Family Educational Rights and Privacy Act (FERPA)
- Heroin and Opioid Addiction and Prevention Policy 4039
- Honor Code Policy 4050
- Involuntary Course Withdrawal Policy 4011
- Parking and Traffic Policy 8050
- Sexual Assault Policy 8071
- Sexual Harassment Policy 8070A
- Social Media Policy 8095
- Student Drug and Alcohol Abuse Policy 4041
- Student Honors Program Policy 4024
- Student Organization Policy 4036
- Tobacco Free Policy 8030
- Use of Computing, Network and Communications Resources Policy 5093

Sexual Misconduct Policies

Hagerstown Community College is committed to preventing incidents of sexual misconduct, including sexual assault and sexual harassment on campus. The College is in compliance with federal laws in its Sexual Misconduct and Sexual Harassment Policies which apply to students, faculty, and staff. The complete policy is available from the Dean of Students and on the HCC website.

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

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.

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, the class will meet if 30 minutes or more of the class time remains after the start of the delay. Once the college is open, the regular schedule resumes for that day. When the college has a delayed opening, the first floor entrance of the Learning Resource Center nearest the Washington County Commuter bus stop will be unlocked for students who arrive on campus prior to the college opening. This central campus location enables facility staff and campus police to communicate with students on campus as needed while providing a safe, warm location.

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 tristate 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.

Food Services

HCC offers a variety of dining options with 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 is home to the "Hawk Sub."

Spring and fall semester hours:
Monday-Thursday, 8:30 a.m.-2:00p.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, 8:30 a.m.-6:30 p.m.
Friday, 8:30 a.m.-1:30 p.m.

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

The Hawk Cafe, located adjacent to the Hilltop Gill 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. - 6:30 p.m.
Friday, 8 a.m. - 1:30 p.m.

Summer semester hours:
Monday-Friday, 8 a.m.-1:30 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. Financial aid can be used to purchase course materials at the Campus Store after students have completed all required financial aid processes and the award is fully processed.

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. The Student Food Pantry is also located in the Student Activities Office.

Student Center

The Student Center houses academic advising and registration, TRiO Student Support Services, Career Program Achievers, 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.

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. 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.

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 Exercise Science and Health in cooperation with the Dean of Students formulates the policies which apply to intercollegiate sports. The Director of Exercise Science and Health reviews and enforces eligibility rules for participation in intercollegiate athletics.

The College is a member of the Maryland Junior College Conference (MD 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, faculty, and staff. 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.

Publications

Student Handbook

The *Student Handbook* is published by the Student Activities Office and is made available online at the beginning of each academic year. The handbook includes student support services, campus policies and regulations, and important dates for college deadlines.

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.

Website

Current events, course descriptions, class schedules, and general information are available on the College website at www.hagerstowncc.edu.

Social Media and Social Networking Sites

The HCC Public Relations and Marketing (PRM) 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 PRM 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 PRM 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.

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.

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.

Programs Offered 100% Online

The following programs can currently be taken in a 100% online format here at HCC.

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.
- Education, A.S.
- General Studies, A.A.
- Human Services Concentration, Arts and Sciences, A.S.
- Management, A.A.S.
- Psychology Concentration, Arts and Sciences, A.A.
- Sociology Concentration, Arts and Sciences, A.A.

Certificates

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

Disclaimer: matriculation guidelines may vary by program, students are encouraged to contact their division for a complete list of requirements (e.g. field experience, clinical hours, apprenticeships) prior to enrolling in any online program.

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.
- Nursing (Registered Nurse), A.S.
- Radiography, A.A.S.
- Dental Assisting, Certificate
- Nursing (Practical Nursing), Certificate

Statewide Designated Programs

- Alternative Energy Technology, A.A.S.
- Digital Instrumentation and Process Control, A.A.S.
- 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 **(ENG 101E is an approved substitution for ENG 101)*	3	ENG 112	Technical Writing I	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	BUS 104	Legal Environment of Business	3
CSC 102	Introduction to Information Technology	3	MGT 103	Principles of Management	3
TOTAL		**15**	**TOTAL**		**15**
Second Year Fall			**Second Year Spring**		
Course Number	**Course Name**	**Credits**	**Course Number**	**Course Name**	**Credits**
Gen Ed	Diversity	3	ECO 202	Microeconomic Principles	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
IST 106	Spreadsheet Software	3	MGT 203	Finance	3
TOTAL		**15**	**TOTAL**		**15**

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

**A minimum grade of "C" or better is required for ENG-101 and ENG-101E*

- *ENG 101 - English Composition (3 Credits)*
  (ENG 101E - English Composition for English Language Learners is an approved substitution for ENG 101)
- 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 (39 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)
- 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)

Administration of Justice

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

This program is intended as a transfer program for students interested in pursuing a four-year degree in criminal justice or related fields. Students should confer with program faculty and advising staff as early as possible to discuss transfer institutions and requirements, as well as both career and educational goals.

- 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 **(ENG 101E is an approved substitution for ENG 101)*	3	ENG 102 or ENG 112	Advanced English Composition or Technical Writing I	3
MAT 109	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	Elective	Choose in consultation with an advisor	2
ADJ 101	Introduction to Criminal Justice	3	POL 101	American Government	3
TOTAL		**15**	**TOTAL**		**14**

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
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
COM 103 or COM 108	Public Speaking or Introduction to Human Communication	3	Elective	Choose in consultation with an advisor	3
ADJ 203	Criminal Law	3	ADJ 206	Criminal Procedure for Criminal Justice	3
TOTAL		**15**	**TOTAL**		**16**

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

A minimum grade of "C" or better is required for ENG-101 and ENG-101E

- ENG 101 - English Composition (3 Credits)
  (ENG 101E - English Composition for English Language Learners is an approved substitution for ENG 101)
- ENG 102 - Advanced English Composition (3 Credits)
  OR
  ENG 112 - Technical Writing I (3 Credits)

Mathematics

- MAT 109 - 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)
- COM 103 - Public Speaking (3 Credits)
  OR
  COM 108 - Introduction to Human Communication (3 Credits)
- POL 101 - American Government (3 Credits)
- PSY 101 - General Psychology (3 Credits)
- SOC 103 - Criminology (3 Credits)

Free Electives (7-9 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 201 - Law Enforcement and the Community (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 for employment with law enforcement, corrections or the judicial system. The program may also be undertaken as a basis for transfer to a four-year degree program. However, students interested in doing so, should consult with program faculty and advising staff.

- 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 **(ENG 101E is an approved substitution for ENG 101)*	3	ENG 102 or ENG 112	Advanced English Composition 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
TOTAL		**15**	**TOTAL**		**15**
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
TOTAL		**15**	**TOTAL**		**15**

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

**A minimum grade of "C" or better is required for ENG-101 and ENG-101E*

- ENG 101 - English Composition (3 Credits)
  (ENG 101E - English Composition for English Language Learners is an approved substitution for ENG 101)
- ENG 102 - Advanced English Composition (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 (1-3 Credits)
- COM 103 - Public Speaking (3 Credits)
- MAT 109 - 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)

Degree Requirement (60 Credits)

Note:

** Students considering completing their baccalaureate degree with University of Maryland Global Campus (UMGC) in criminal justice should consider taking one of the statistics courses and the public speaking course to fulfill UMGC'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.*

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. This A.A.S. program is a career degree, preparing students for the workforce after graduation. However, students can opt to transfer to a four-year program rather than start a career, but should confer with advisors and transferring institutions for specific requirements.

- 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 114	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		PHY 112 or PHY 201	Applied Physics *(3 credits)* or General Physics I *(4 credits)* **(transfer students should take PHY 201)*	3
INT 102	Introduction to PLCs	3		ELE 203	PLC Applications	3
Gen Ed	Diversity	3		ADM 201	Lean Manufacturing and Quality Assurance	2
				INT 120	Introduction to OSHA	1
TOTAL		**16**		**TOTAL**		**15**
Second Year Fall				**Second Year Spring**		
Course Number	**Course Name**	**Credits**		**Course Number**	**Course Name**	**Credits**
ELE 102	Analog Electronics	3		ADM 258	Advanced Motors, Machines, and Devices	3
ELE 158	Circuits, Schematics, and Test Equipment	3		ELE 113	Instrumentation and Process Control	3
Gen Ed	Behavioral/Social Science	3		Restricted Elective	Choose from list; 1-2 credits	2
CSC 102	Introduction to Information Technology	3		CSC 132	Introduction to C and C++ Programming	3
EGT 150	Introduction to CNC Programming	3		ELE 140	Introduction to Robotics	3
TOTAL		**15**		**TOTAL**		**14**

General Education Requirements (18-19 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

** A minimum grade of "C" or better is required for ENG-112*

- ENG 112 - Technical Writing I (3 Credits)

Mathematics

- MAT 114 - Introduction to Applied Algebra (3 Credits)

Program Requirements (40 Credits)

- ADM 201 - Lean Manufacturing and Quality Assurance (2 Credits)
- ADM 258 - Advanced Motors, Machines, and Devices (3 Credits)
- CSC 102 - Introduction to Information Technology (3 Credits)
- CSC 132 - Introduction to C and C++ Programming (3 Credits)
- EGT 150 - Introduction to CNC Programming (3 Credits)
- ELE 102 - Analog 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)
- INT 120 - Introduction to OSHA (1 Credit)

Restricted Electives (1-2 Credits)

Select Restricted Elective credits from the following list:

- ADM 240 - Capstone Project for ADM Students (1-3 Credits)
- ADM 269 Internship (1-3 Credits)
- CAD 152 Computer-Aided Design (3 Credits)
- EGT 235 Fluid Power (3 Credits)
- EGT 250 Advanced CNC (3 Credits)
- STU 106 - Professionalism in the Workplace (1 Credit)

Degree Requirement (60 Credits)

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 (10 Credits)

- 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 (10 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 (17 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)
- INT 120 - Introduction to OSHA (1 Credit)

Certificate Requirement (17 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)

Alternative Energy Technology

Alternative Energy Technology, A.A.S.

The Alternative Energy Technology 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. This A.A.S. program is a career degree, preparing students for the workforce after graduation. However, students can opt to transfer to a four-year program rather than start a career, but should confer with advisors and transferring institutions for specific requirements.

- 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 112	Technical Writing I	3
INT 101	Introduction to Industrial Technology	3	Gen Ed	Arts/Humanities	3
ELE 110	Fundamentals of Electricity	4	ELE 113	Instrumentation and Process Control I	3
AET 102	Introduction to Alternative Energy	3	INT 105	Plumbing and Pipe Fitting	3
BUS 145 or STU 106	Customer Service or Professionalism in the Workplace	1	PHY 112 or PHY 201	Applied Physics *(3 credits)* or General Physics I *(4 credits)* **(transfer students should take PHY 201)*	3
TOTAL		**14**	**TOTAL**		**15**
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
INT 107	Introduction to HVAC/R	3	ADM 258	Advanced Motors, Machines, and Devices	3
AET 106	Photovoltaic Installation	3	AET 104	Geothermal Installation	3
INT 120	Introduction to OSHA	1	AET 108	Wind Energy Installation	3
INT 121	Facilities Codes and Compliance	2	Restricted Elective	Choose from the list; 3-4 credits	4
Restricted Elective	Choose from the list; 3-4 credits	3			
TOTAL		**15**	**TOTAL**		**16**

General Education Requirements (18-19 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

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

** A minimum grade of "C" or better is required for ENG-112*

- ENG 112 - Technical Writing I (3 Credits)

Mathematics

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

Program Requirements (35 Credits)

- ADM 258 - Advanced Motors, Machines, and Devices (3 Credits)
- 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)
  OR
  STU 106 - Professionalism in the Workplace (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 105 - Plumbing and Pipefitting (3 Credits)
- INT 107 - Heating, Ventilation, Air Conditioning and Refrigeration (HVAC/R) (3 Credits)
- INT 120 - Introduction to OSHA (1 Credit)
- INT 121 - Facility Codes and Compliance (2 Credits)

Restricted Electives (6-7 Credits)

Select Restricted Elective credits from the following list:

- AET 240 - AET Capstone Project (1 Credit)
- AET 269 - Internship I (1-3 Credits)
- AET 270 - Internship II (1-3 Credits)
- CAD 152 - Computer-Aided Design (3 Credits)
- CAD 228 - CAD: Solid Modeling (3 Credits)
- CSC 102 - Introduction to Information Technology (3 Credits)
- EGT 235 - Fluid Power (3 Credits)
- ELE 130 - Introduction to Unmanned Systems (3 Credits)
- INT 102 - Introduction to PLCs (3 Credits)
- IST 106 - Spreadsheet Software (3 Credits)

Degree Requirements (60 Credits)

Alternative Energy Technology, Geothermal Energy Installation and Service, 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 105 - Plumbing and Pipefitting (3 Credits)
- INT 107 - Heating, Ventilation, Air Conditioning and Refrigeration (HVAC/R) (3 Credits)
- INT 120 - Introduction to OSHA (1 Credit)
- INT 121 - Facility Codes and Compliance (2 Credits)

Restricted Electives (4 Credits)

Select Restricted Elective credits from the following list:

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

Certificate Requirement (25 Credits)

Alternative Energy Technology, Solar/Wind Energy Installation and Service, 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 120 - Introduction to OSHA (1 Credit)
- INT 121 - Facility Codes and Compliance (2 Credits)

Restricted Electives (4 Credits)

Select Restricted Elective credits from the following list:

- AET 240 - AET Capstone Project (1 Credit)
- AET 269 - Internship I (1-3 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 **(ENG 101E is an approved substitution for ENG 101)*	3	Gen Ed	English	3
Gen Ed	Mathematics	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	ART 104	Painting I	3
ART 103	Drawing I	3	Restricted Elective	Choose one course from List I	3
ART 102	Two-Dimensional Design	3	ART 120 or ART 122	Ceramics or Sculpture I	3
TOTAL		**15**	**TOTAL**		**16**
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

Gen Ed	Behavioral/Social Sciences	3	ART 290	Independent Study/Portfolio Review (1-3 credits)	2
Restricted Elective	Choose one course from List II	3	Gen Ed	ART 232 History of Western Art II or Arts/Humanities Gen Ed	3
Gen Ed	ART 231 History of Western Art I or Arts/Humanities Gen Ed	3	Elective	Choose in consultation with advisor	3
Elective	Choose in consultation with advisor	3	Elective	Choose in consultation with advisor	3
TOTAL		**15**	**TOTAL**		**14**

General Education Requirements (31-32 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

**A minimum grade of "C" or better is required for ENG-101 and ENG-101E*

- ENG 101 - English Composition (3 Credits)
  (ENG 101E - English Composition for English Language Learners is an approved substitution for ENG 101)
- Select one 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 (13-14 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 (1-3 Credits)

Restricted Electives (6 Credits)

Select one course from List I:

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

Select one course from List II:

- ART 203 Drawing II (3 Credits)
- ART 204 Painting II (3 Credits)
- ART 215 Photography II (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 a transfer advisor and the transfer institution. 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)
- ART 269 - Internship I (1-3 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 **(ENG 101E is an approved substitution for ENG 101)*	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
TOTAL		**15**	**TOTAL**		**15**
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
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
TOTAL		**15**	**TOTAL**		**15**

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

**A minimum grade of "C" or better is required for ENG-101 and ENG-101E*

- ENG 101 - English Composition (3 Credits)
  (ENG 101E - English Composition for English Language Learners is an approved substitution for ENG 101)
- Select one 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.A. degree, select courses that meet transfer needs from the following discipline designations:

- ADJ, ART, COM, DNC, ENG, FRN, GDT, GER, HEA, HIS, HUM, MUS, PED, PHL, PLS, POL, PSY, SOC, SPN, THR (12 Credits)

Free Electives (16-17 Credits)

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

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 **(ENG 101E is an approved substitution for ENG 101)*	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 two 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

TOTAL		**16**	**TOTAL**		**17**
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
TOTAL		**14**	**TOTAL**		**13**

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

** A minimum grade of "C" or better is required for ENG-101 and ENG-101E*

- *ENG 101 - English Composition (3 Credits)*
  (ENG 101E - English Composition for English Language Learners is an approved substitution for ENG 101)
- 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 of math or lab-based science courses or a combination of both are recommended)

- BIO, BTC, CHM, CSC, CYB, EGR, ENV, GEO, HST, MAT, PHS, PHY (12 Credits)

Free Electives (16-17 Credits)

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

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 **(ENG 101E is an approved substitution for ENG 101)*	3	Gen Ed	English	3

Gen Ed	Mathematics; 3-4 credits *(MAT 161 is recommended)*	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
TOTAL		**14**	**TOTAL**		**17**
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	Choose in consultation with advisor; 3-4 credits *(If not completing both Organic Chemistry and Physics sequences)*	4	Elective	Choose in consultation with advisor; 3-4 credits *(If not completing both Organic Chemistry and Physics sequences)*	4
TOTAL		**14**	**TOTAL**		**15**

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)

**Note: BIO 113 and BIO 114 can be taken in any orden are are offered each Fall and Spring semester.*

Diversity

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

English

**A minimum grade of "C" or better is required for ENG-101 and ENG-101E*

- *ENG 101 - English Composition (3 Credits)*
  (ENG 101E - English Composition for English Language Learners is an approved substitution for ENG 101)
- 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 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
  PHY 201 - General Physics I (4 Credits)
  PHY 202 - General Physics II (4 Credits)

***Note:** Students wanting to take PHY 203/PHY 204 can ask for an exception substitution of PHY 201/PHY 202 from the Mathematics and Science Division.

Free Electives (7-8 Credits)

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

- Any 200-level Biology (BIO) course (3-4 Credits)
- Any Biotechnology (BTC) course (3-4 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)
- Any Engineering Science (EGR) course (3-4 Credits)
- Any Environmental Studies (ENV) course (3-4 Credits)
- MAT 101 - College Algebra (3 Credits)
- MAT 109 - Statistics (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 **(ENG 101E is an approved substitution for ENG 101)*	3	BTC 102	Introduction to Applied Biotechnology Research: Lab	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	Statistics	3

CHM 101 or CHM 103	Introductory College Chemistry or General Chemistry I	4			
TOTAL		**17**	**TOTAL**		**13**
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	4
Gen Ed	Arts/Humanities	3	Restricted Elective	Choose from the list	4
TOTAL		**15**	**TOTAL**		**15**

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

** A minimum grade of "C" or better is required for ENG-101 and ENG-101E*

- *ENG 101 - English Composition (3 Credits)*
  (ENG 101E - English Composition for English Language Learners is an approved substitution for ENG 101)

Mathematics

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

Program Requirements (25 Credits)

- BIO 201 - Cell Biology (4 Credits)
- BIO 205 - Microbiology (4 Credits)
- BTC 101 - Introduction to Biotechnology (3 Credits)
- BTC 102 - Introduction to Applied Biotechnology Research: Lab (3 Credits)
- BTC 201 - Discovery Research (4 Credits)
- BTC 202 - Biomanufacturing (4 Credits)
- MAT 109 - Statistics (3 Credits)

Restricted Electives (11-12 Credits)

Please select Restricted Elective credits from the list below. ***BTC 269 - 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 103 - Forensic Science (4 Credits)
- BTC 269 - Internship I (1-3 Credits)
- BTC 270 - Internship II (1-3 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)
- STU 102 - Career Planning (1 Credit)
  OR
  STU 106 - Professionalism in the Workplace (1 Credit)
- WEB 101 - Web Design I (3 Credits)

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 **(ENG 101E is an approved substitution for ENG 101)*	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
TOTAL		**15**		**TOTAL**		**15**

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
TOTAL		**15**	**TOTAL**		**15**

General Education Requirements (31-33 Credits)

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

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

** A minimum grade of "C" or better is required for ENG-101 and ENG-101E*

- *ENG 101 - English Composition (3 Credits)*
  (ENG 101E - English Composition for English Language Learners is an approved substitution for ENG 101)
- 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)

- 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 - 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 (1-3 Credits)
- BUS 270 - Internship II (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 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 *(*ENG 101E is an approved substitution for ENG 101)*	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
TOTAL		**17**	**TOTAL**		**16**
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 *(4 credits)* or Principles of Physics I *(5 credits)*	4	PHY 202 or PHY 204	General Physics II *(4 credits)* or Principles of Physics II *(5 credits)*	4
Elective	Choose in consultation with advisor	3	Elective	Choose in consultation with an advisor	2
TOTAL		**14**	**TOTAL**		**13**

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

** A minimum grade of "C" or better is required for ENG-101 and ENG-101E*

- ENG 101 - English Composition (3 Credits)
  (ENG 101E - English Composition for English Language Learners is an approved substitution for ENG 101)
- 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)
- BIO 114 - Principles of Biology II (4 Credits)
- CHM 101 - Introductory College Chemistry (4 Credits)
- CHM 269 - Internship I (1-3 Credits)
- CHM 270 - Internship II (1-3 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 161 - Precalculus (4 Credits)
- MAT 204 - Calculus II (4 Credits)
- MAT 205 - Calculus III (4 Credits)
- MAT 206 - Differential Equations (4 Credits)

Degree Requirement (60 Credits)

Computer Tomography Imaging

Computer Tomography Imaging, Certificate

Purpose: Prepares students for practice as entry-level computer tomography (CT) imagers in health care facilities and specialty offices. Upon completion, students are eligible to sit for the American Registry of Radiologic Technologists (www.arrt.org) certification examination in Computer 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.

View the Computer Tomography Imaging, Certificate Fee Sheet.

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 Computer 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 Computer 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
- Computer 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 Computer Tomography students must:

1. Receive a minimum grade of 75% (C grade) in each Computer 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 Computer 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 Computer 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.

- Must have a state license for the state you are completing the clinical component. Failure to have this license will result in not being placed for the clinical component.
- 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 Computer 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 computer 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 Computer Tomography Program

Students seeking readmission to the Computer Tomography program must submit their request in writing to the Program Coordinator, Computer Tomography by October 1, for spring and summer readmission, and by March 1, for fall readmission. Readmission to the Computer 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 Computer 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 Computer 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 Computer 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 Computer 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 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. 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 Computer 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 Computer Tomography Programs

Students transferring to HCC who have been enrolled in another Computer 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 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. Transfer to the Computer Tomography program must take place within one year of leaving the prior Computer 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 Computer 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 Computer 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 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*) published by the United States Regulatory Commission provides information and guidelines.

ARRT - CQ/2011 Continued Requirements

American Registry of Radiologic Technologists (ARRT) certifications awarded January 1, 2011, and thereafter will be time-limited to 10 years. Prior to the end of the 10 year period, the individual will be required to demonstrate qualifications to continue to hold the certification. For additional information, visit the ARRT website at *www.arrt.org*.

Technical Standards

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

Cybersecurity

Cybersecurity - Advanced Network Security, Certificate

The Cybersecurity - 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. Students 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)

Cybersecurity - Cisco CCNA Prep, Certificate

The Cisco CCNA Prep Certificate program is designed for students interested in a career in network security or network administration. Students who complete this program will gain knowledge to prepare for industry certification examinations: 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.
- View the Network Administration 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 - Network Security, 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: CompTIA Network+ and Security +. Students may continue on to other certificates or degrees in Cybersecurity or Network Administration.

- View the Cybersecurity Fact Sheet.
- View the Network Administration 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)

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. This A.A.S. program is a career degree, preparing students for the workforce after graduation. However, students can opt to transfer to a four-year program rather than start a career, but should confer with advisors and transferring institutions for specific requirements.

- View the Cybersecurity Fact Sheet.

Program Pathway

First Year Fall			**First Year Spring**		
Course Number	**Course Name**	**Credits**	**Course Number**	**Course Name**	**Credits**
ENG 112	Technical Writing I	3	Gen Ed	Arts/Humanities	3
MAT 115	Quantitative Reasoning	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
TOTAL		**15**	**TOTAL**		**15**
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	CYB 225	Tactical Perimeter Defense	3
IST 156	Networking II	4	IST 261	Server Management I	3
IST 166	Computer Forensics I	3	CYB 240	Ethical Hacking Fundamentals	3
Elective	Choose in consultation with an advisor **(IST 269 or STU 106 are recommended)*	1	CYB 246	Introduction to Cloud Computing	3
TOTAL		**15**	**TOTAL**		**15**

General Education Requirements (18 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

** A minimum grade of "C" or better is required for ENG-112*

- ENG 112 - Technical Writing I (3 Credits)

Mathematics

- MAT 115 - Quantitative Reasoning (3 Credits)

Program Requirements (41 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 166 - Computer Forensics I - Principles And Practices (3 Credits)
- IST 261 - Server Management I (3 Credits)

Free Electives (1 Credit)

Free electives should be selected in consultation with an advisor.

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 **(ENG 101E is an approved substitution for ENG 101)*	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
TOTAL		**15**	**TOTAL**		**15**
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
TOTAL		**15**	**TOTAL**		**15**

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

**A minimum grade of "C" or better is required for ENG-101 andENG-101E*

- ENG 101 - English Composition (3 Credits)
  (ENG 101E - English Composition for English Language Learners is an approved substitution for ENG 101)
- 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)

Select Restricted Elective credits from the following list:

- ADJ 101 - Introduction to Criminal Justice (3 Credits)
- CSC 109 - UNIX/Linux Operating System (3 Credits)
- CSC 232 - Advanced C++ Programming (3 Credits)
- CYB 131 - Scripting Fundamentals (3 Credits)
- CYB 240 - Ethical Hacking Fundamentals (3 Credits)
- CYB 246 - Introduction to Cloud Computing (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 173 - Database Fundamentals (3 Credits)
- IST 266 - Computer Forensics II - Investigations Practices (3 Credits)
- IST 276 - Network Forensics (3 Credits)

Free Electives (1-2 Credits)

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

Degree Requirement (60 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 **(ENG 101E is an approved substitution for ENG 101)*	3	DNC 115 or DNC 213	Ballet I or Ballet III	2
Gen Ed	Mathematics **(MAT 115 is recommended)*	3	ENG 102	Advanced English Composition	3

Gen Ed	Arts/Humanities *(DNC 101 is recommended)*	3	Gen Ed	Biological/Physical Science *(of the two science requirements, one must have a lab)*	4
DNC 130	Dance Improvisation	3	PSY 101	General Psychology	3
DNC 118	Modern Dance I	2	THR 112 or THR 207	Costume Design or Technical Theater	3
			DNC 111 or DNC 113	Jazz I or Jazz II	2
TOTAL		**14**	**TOTAL**		**17**
Second Year Fall			**Second Year Spring**		
Course Number	**Course Name**	**Credits**	**Course Number**	**Course Name**	**Credits**
DNC 201	Dance History	3	Gen Ed	Diversity	3
Gen Ed	Biological/Physical Science *(of the two science requirements, one must have a lab)*	3	Gen Ed	Behavioral/Social Science	3
DNC 119	Modern Dance II	2	DNC 116 or DNC 214	Ballet II or Ballet IV	2
DNC 230	Choreography and Improvisation	3	DNC 295	Dance Company Capstone Project	1
MUS 120	Music Skills for Performers	3	DNC 210	Human Movement Analysis	3
			Elective	Choose in consultation with an advisor	3
TOTAL		**14**	**TOTAL**		**15**

General Education Requirements (31 Credits)

Arts/Humanities

- DNC 201 - Dance History (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 must be a laboratory course (7 Credits)

Diversity

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

English

**A minimum grade of "C" or better is required for ENG-101 and ENG-101E*

- ENG 101 - English Composition (3 Credits)
  (ENG 101E - English Composition for English Language Learners is an approved substitution for ENG 101)
- ENG 102 - Advanced English Composition (3 Credits)

Mathematics

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

Program Requirements (26 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 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)

Free Electives (3 credits)

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

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.

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, and Infection Control, all administered by Dental Assistant National Board (DANB).

View the Dental Assisting, Certificate Fee Sheet.

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 a comprehensive curriculum that prepares Certified Dental Assistants to meet the needs of the Dental employers with our community.
2. Furnish the community with a dental assistant who has developed entry level competency to assist the general and specialized dentist, and provide the knowledge of dental theory adequate for understanding the significance and implications of those procedures performed.
3. Provide the student with knowledge, understanding, and working skills in dental laboratory procedures and business office administrative duties.
4. Graduate students with the ability to demonstrate professional and ethical conduct as members of the dental team and to motivate the student to pursue lifelong professional growth and development through participation in professional organizations and continuing education.
5. Graduate students competent to pass the Dental Assisting National Board Examinations in General Chairside, Infection Control, and Radiation Health and Safety, and expanded function.

Admission Requirements:

- A High School Diploma or GED
- As a cohort program, 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.
- An orientation session will be held prior to the beginning of the first semester of the dental assisting program. Attendance is mandatory.

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 laboratory and externship experiences

Students who receive a final mark of unsatisfactory in the dental laboratory or externship experiences, 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 enrichment dental-related activities, which are determined by the Program Coordinator.

Fact Sheet

- View the Dental Assisting Fact Sheet.

Program Requirements (37 Credits)

- BIO 116 - Human Anatomy and Physiology for Allied Health (4 Credits)
- COM 103 - Public Speaking (3 Credits)
  OR
  COM 108 - Introduction to Human Communication (3 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 (5 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)

Certificate Requirement (37 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 that they hold a current CPR Healthcare Provider certification, OSHA training on bloodborne pathogens and infection control, and 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 that they hold current CPR Healthcare Provider certification, OSHA training on bloodborne pathogens and infection control, and 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.

Ionizing Radiation and Pregnancy

Reporting of pregnancy to program coordinator is voluntary on the part of the student. Regulatory Guide 8.13, Instruction Concerning Prenatal Radiation Exposure (www.nrc.gov) published by the United States Regulatory Commission provide 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.

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

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.

View the Dental Hygiene, A.A.S. Fee Sheet.

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 evidence based research 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 of April 1st.

- Submit official scores for the ACT® WorkKeys® National Career Readiness Assessments. The assessments measure foundational skills required for entry in the dental hygiene program. Applicants need to achieve a WorkKeys® assessment level of 5 in Applied Math, 5 in Graphic Literacy, and 4 in Workplace Documents taken within the last three years.
- Submit a completed program application known as the *Supplemental Application for the Dental Hygiene Program* form.
- Official transcripts (*all* schools attended). HCC calculates cumulative GPA from all college coursework as part of the scoring process. 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.
- The following General Education courses must be completed or in progress by the April 1st deadline. These program required general education courses include ENG 101 - English Composition, BIO 116 - Human Anatomy and Physiology for Allied Health, (or BIO 203 - Human Anatomy and Physiology I must be completed and BIO 204 - Human Anatomy and Physiology II must be in progress), CHM 101 - Introductory College Chemistry, BIO 205 - Microbiology, and a Mathematics course selected from the approved General Education course list (MAT 109 - Statistics preferred). Recommended courses completed prior to the application deadline are PSY 101 - General Psychology, COM 103 - Public Speaking or COM 108 - Introduction to Human Communication, and a Arts/Humanities course selected from the approved General Education course list.
- General Education science courses completed within five years of the application deadline. 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).
- The Dental Hygiene program is a Maryland Health Manpower Shortage program. All students who apply for this program must be eligible to work in the State of Maryland at the application deadline and while enrolled in the program.

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 minimum combined grade of 75% for all exams in each dental hygiene didactic course, and an overall minimum final grade of 75% in all didactic course.
2. A minimum individual and combined grade of 75% for DHY 102; 80% for DHY 111 and DHY 202, and 85% for DHY 221. See DHY program manual for more info.
3. Adherence to the Dental Hygiene Program Manual procedures and policies, the college Code of Student Conduct, and the dental hygiene professional standards of practice.

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.

Fact Sheet:

- 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 **(ENG 101E is an approved substitution for ENG 101)*	3	Gen Ed	Arts/Humanities	3
Gen Ed	Mathematics **(MAT 109 is recommended)*	3	COM 103 or COM 108	Public Speaking or Introduction to Human Communication	3
BIO 116 or BIO 203 & BIO 204	Human Anatomy and Physiology for Allied Health (4 credits) or Anatomy and Physiology I & II (8 credits)	4	PSY 101	General Psychology	3
CHM 101	Introduction to College Chemistry	4	BIO 205	Microbiology	4
TOTAL		**14**	**TOTAL**		**13**
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
TOTAL		**11**	**TOTAL**		**10**
Third Year Fall			**Third Year Spring**		
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			
TOTAL		**13**	**TOTAL**		**9**

General Education Requirements (27-32 Credits)

Arts/Humanities

- COM 103 - Public Speaking (3 Credits)
  OR
  COM 108 - Introduction to Human Communication (3 Credits)
- 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 - Human Anatomy and Physiology I (4 Credits) AND BIO 204 - Human Anatomy and Physiology II (4 Credits)
- BIO 205 - Microbiology (4 Credits)
- CHM 101 - Introductory College Chemistry (4 Credits) or higher

English

**A minimum grade of "C" or better is required for ENG-101 and ENG-101E*

- ENG 101 - English Composition (3 Credits)
  (ENG 101E - English Composition for English Language Learners is an approved substitution for ENG 101)

Mathematics

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

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 must achieve the required scores on the ACT® WorkKeys® National Career Readiness Assessment exam by the application deadline. Students are selected for admission based on a point system. Points are earned by the number of program required general education courses completed, grade point average in program required general education courses, grade point average in the program required science courses, for students who have completed all of their program required general education courses at HCC, cumulative grade point average for all college courses taken, for students who have completed HCC's Dental Assisting Program and for students who have a current CDA from the Dental Assisting National Board, Inc. (DANB) (must show proof of official documentation). 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, a dental screening, 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

If a student should be unsuccessful in their first or second semester of the dental hygiene program readmission is not available. The first-year student will be required to reapply back into the general applicant pool, and all course work taken within the first year will require the student to repeat. If a student is unsuccessful during their third or fourth semester, they may request readmission by submitting a letter to the program coordinator. The request for readmission letter should identify the student's deficiencies and a detailed plan of action to ensure success should they be granted readmission. Readmission to the dental hygiene program must take place within one year of leaving the program. If unsuccessful the third semester the letter for readmission must be submitted prior to April 1st, if unsuccessful the fourth semester the readmission letter must be submitted by August 1st.

Readmission to the dental hygiene program is based on highest grade-point average and available seats in the class in which they are seeking readmission. Readmission cannot be guaranteed and is based on the criteria described in the readmission requirements available in the Dental Hygiene Program Student Manual. 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 may be required to repeat classes which they have already completed as part of the readmission requirements. Students who fail or withdraw from a dental hygiene 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 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 Registrar to determine which courses a student may transfer to HCC for credit. Science courses that are older than five years must be repeated.

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 Registrar to determine which courses a student may transfer to HCC for credit. Science courses that are older than five years must be repeated.
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 complete a criminal background check. Based on the results of the criminal background check and consultation with dental licensing agencies, student may be ineligible for enrollment in the program. A valid government-issued photo ID (driver's license, state ID, passport, military ID, or green card) is required for a background check. Prior criminal records may prohibit students from clinical program placement, becoming licensed, or employment opportunities. Students will be permitted to take their boards without a social security number, however they must have a valid social security number for licensure.

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*) published by the United States Regulatory Commission provides information and guidelines.

Technical Standards

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

Education

Childcare Professional, Certificate

This program leads to a Childcare Professional Certificate which meets the training requirements for Level 4 of the new Maryland Child Care Credential System (birth to grade 3). 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)
  (ENG 101E - English Composition for English Language Learners is an approved substitution for ENG 101)

Restricted Electives (7 Credits)

Select Restricted Elective 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 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.

Childcare 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.

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 (birth to grade 3).** 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 and earn a passing score on a basic skills test of high school level reading, writing, and math (PRAXIS I, SAT, ACT, or GRE), or a 3.0 GPA (pending COMAR approval).

- 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 **(ENG 101E is an approved substitution for ENG 101)*	3		EDU 211	Introduction to Special Education	3
MAT 101	College Algebra	3		MAT 109	Statistics	3
PSY 101	General Psychology	3		PHS 104	General Physical Science	4

BIO 106	Unity and Diversity of Living Things	4	HIS 201 or HIS 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
TOTAL		**16**	**TOTAL**		**16**
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 Science	4
PSY 203	Educational Psychology	3	MAT 108	Fundamental Concepts of Mathematics II	3
EDU 115	Methods and Materials in Early Childhood Education	3	EDU 240	Education Capstone Field Experience	3
EDU 212	Processes and Acquisition of Reading	3			
TOTAL		**15**	**TOTAL**		**13**

General Education Requirements (29 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

**A minimum grade of "C" or better is required for ENG-101 and ENG-101E*

- ENG 101 - English Composition (3 Credits)
  (ENG 101E - English Composition for English Language Learners is an approved substitution for ENG 101)

Mathematics

- MAT 101 - College Algebra (3 Credits)
- MAT 109 - Statistics (3 Credits)

Program Requirements (31 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)
- EDU 240 - Education Capstone Field Experience (3 Credits)
- MAT 107 - Fundamental Concepts of Mathematics I (3 Credits)
- MAT 108 - Fundamental Concepts of Mathematics II (3 Credits)
- PHS 111 - Earth 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.*

Early Childhood/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 **(ENG 101E is an approved substitution for ENG 101)*	3		ENG 102	Advanced English Composition	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 115	Methods and Materials in Early Childhood Education	3
TOTAL		**15**		**TOTAL**		**15**
Second Year Fall				**Second Year Spring**		
Course Number	**Course Name**	**Credits**		**Course Number**	**Course Name**	**Credits**
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 117	School Age Child Care Seminar I	3		Elective	Choose in consultation with an advisor	3

EDU 212	Processes and Acquisition of Reading	3	EDU 240	Education Capstone Field Experience	3
TOTAL		**15**	**TOTAL**		**15**

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

**A minimum grade of "C" or better is required for ENG-101 and ENG-101E*

- ENG 101 - English Composition (3 Credits)
  (ENG 101E - English Composition for English Language Learners is an approved substitution for ENG 101)
- ENG 102 - Advanced English Composition (3 Credits)

Mathematics

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

Program Requirements (36 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)
- EDU 240 - Education Capstone Field Experience (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 (1-3 Credits)

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

- EDU 116 - Infant and Toddler Development (3 Credits)
- EDU 269 - Internship I (1-3 Credits) **(is strongly recommended for all qualified students)****
- ENG 214 - Applied English Grammar (3 Credits)
- HEA 105 - First Aid (3 Credits)
- PED 198 - Fundamental Fitness and Motor Skills (1 Credit)
- STU 106 - Professionalism in the Workplace (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.

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 **(ENG 101E is an approved substitution for ENG 101)*	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	Elective	Choose in consultation with advisor	3
EDU 101 or EDU 103	Introduction to Education or Foundations of Early Childhood Education	3	Elective	Choose in consultation with advisor	3
TOTAL		**15**	**TOTAL**		**15**
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 Gen Ed	3	EDU 240	Education Capstone Field Experience	3
EDU 211 or PSY 203	Introduction to Special Education or Educational Psychology	3	Elective	Choose in consultation with an advisor	3
Program	MAT 107, MAT 108, or MAT 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
TOTAL		**16**	**TOTAL**		**14**

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

**A minimum grade of "C" or better is required for ENG-101 and ENG-101E*

- *ENG 101 - English Composition (3 Credits)*
  (ENG 101E - English Composition for English Language Learners is an approved substitution for ENG 101)
- 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)

- 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)
- EDU 240 - Education Capstone Field Experience (3 Credits)
- Take MAT 107, MAT 108, or MAT 109 (3 credits)

Free Electives (15-17 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/Special Education, A.A.T.

The Associate of Arts in Teaching in Elementary Education/Generic Special Education PreK-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), or a 3.0 GPA (pending COMAR approval).

Program Pathway

First Year Fall			**First Year Spring**		
Course Number	**Course Name**	**Credits**	**Course Number**	**Course Name**	**Credits**
ENG 101	English Composition **(ENG 101E is an approved substitution for ENG 101)*	3	COM 108	Introduction to Human Communication	3
MAT 101	College Algebra	3	MAT 109	Statistics	3
BIO 106	Unity and Diversity of Living Things	4	PHS 104	General Physical Science	4
PSY 101	General Psychology	3	EDU 211	Introduction to Special Education	3
EDU 101	Introduction to Education	3	PSY 204	Developmental Psychology: Lifespan Human Development	3
TOTAL		**16**	**TOTAL**		**16**
Second Year Fall			**Second Year Spring**		
Course Number	**Course Name**	**Credits**	**Course Number**	**Course Name**	**Credits**
HIS 201 or HIS 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 108	Fundamental Concepts of Mathematics II	3

PSY 203	Educational Psychology	3	PHS 111	Earth Science	4
EDU 212	Processes and Acquisition of Reading	3	PED 198	Fundamental Fitness and Motor Skills	1
			EDU 240	Education Capstone Field Experience	3
TOTAL		**15**	**TOTAL**		**17**

General Education Requirements (32 Credits)

Arts/Humanities

- HUM 201 - The Arts: A Creative Synthesis (3 Credits)
- COM 108 - Introduction to Human Communication (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

**A minimum grade of "C" or better is required for ENG-101 and ENG-101E*

- ENG 101 - English Composition (3 Credits)
  (ENG 101E - English Composition for English Language Learners is an approved substitution for ENG 101

Mathematics

- MAT 101 - College Algebra (3 Credits)
- MAT 109 - Statistics (3 Credits)

Program Requirements (32 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)
- EDU 240 - Education Capstone Field Experience (3 Credits)
- HEA 103 - Personal Health (3 Credits)
- MAT 107 - Fundamental Concepts of Mathematics I (3 Credits)
- MAT 108 - Fundamental Concepts of Mathematics II (3 Credits)
- PED 198 - Fundamental Fitness and Motor Skills (1 Credit)
- PHS 111 - Earth Science (4 Credits)
- PSY 203 - Educational Psychology (3 Credits)
- PSY 204 - Developmental Psychology: Lifespan Human Development (3 Credits)

Degree Requirement (64 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.

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), or a 3.0 GPA (pending COMAR approval).

Program Pathway

First Year Fall			**First Year Spring**		
Course Number	**Course Name**	**Credits**	**Course Number**	**Course Name**	**Credits**
ENG 101	English Composition **(ENG 101E is an approved substitution for ENG 101)*	3	ENG 102	Advanced English Composition	3
Gen Ed	Mathematics	3	Gen Ed	Biological/Physical Science	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	ENG 201 or ENG 202	World Literature I or World Literature II	3
TOTAL		**15**	**TOTAL**		**15**
Second Year Fall			**Second Year Spring**		
Course Number	**Course Name**	**Credits**	**Course Number**	**Course Name**	**Credits**
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	ENG 205 or ENG 206	American Literature I or American Literature II	3
ENG 203 or ENG 204	British Literature I or British Literature II	3	ENG 240	Seminar in English Studies	1
ENG 214	Applied English Grammar	3	Electives	Choose in consultation with an advisor	1
			EDU 240	Education Capstone Field Experience	3
TOTAL		**15**	**TOTAL**		**15**

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)
- 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

**A minimum grade of "C" or better is required for ENG-101 and ENG-101E*

- ENG 101 - English Composition (3 Credits)
  (ENG 101E - English Composition for English Language Learners is an approved substitution for ENG 101)
- ENG 102 - Advanced English Composition (3 Credits)

Mathematics

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

Program Requirements (25 Credits)

- EDU 101 - Introduction to Education (3 Credits)
- EDU 211 - Introduction to Special Education (3 Credits)
- EDU 240 - Education Capstone Field Experience (3 Credits)
- ENG 201 - World Literature I (3 Credits)
  OR
  ENG 202 - World Literature II (3 Credits)
- ENG 203 - British Literature I (3 Credits)
  OR
  ENG 204 - British Literature II (3 Credits)

- ENG 205 - American Literature I (3 Credits)
  OR
  ENG 206 - American Literature II (3 Credits)
- 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)*
- PSY 203 - Educational Psychology (3 Credits)

Free Electives (3-4 Credits)

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

- COM 103 - Public Speaking (3 Credits)
- COM 108 - Introduction to Human Communication (3 Credits)
- ENG 112 - Technical Writing I (3 Credits)
- HUM 201 - The Arts: A Creative Synthesis (3 Credits)
- PHL 101 - Introduction to Philosophy (3 Credits)

Degree Requirement (60 Credits)

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 **(ENG 101E is an approved substitution for ENG 101)*	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
TOTAL		**17**	**TOTAL**		**17**
Second Year Fall			**Second Year Spring**		
Course Number	**Course Name**	**Credits**	**Course Number**	**Course Name**	**Credits**
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, EGR 203,* **OR** *MAT 209 are recommended)*	4	Gen Ed	Arts/Humanities	3
Gen Ed	Diversity	3	***OPTIONAL** Restricted Elective	*CHM 204, EGR 204, EGR 208,* **OR** *MAT 209 *(recommended, not required)*	
Gen Ed	Arts/Humanities	3			
TOTAL		**18**	**TOTAL**		**12**

Track B: Electrical and Computer Engineering Pathway

First Year Fall			**First Year Spring**		
Course Number	**Course Name**	**Credits**	**Course Number**	**Course Name**	**Credits**
ENG 101	English Composition **(ENG 101E is an approved substitution for ENG 101)*	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			
TOTAL		**17**	**TOTAL**		**14**
Second Year Fall			**Second Year Spring**		
Course Number	**Course Name**	**Credits**	**Course Number**	**Course Name**	**Credits**
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
			Restricted Elective	Choose from list **(MAT 209 or PHY 205 are recommended*)	1
TOTAL		**16**	**TOTAL**		**17**

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 **(ENG 101E is an approved substitution for ENG 101)*	3	MAT 204	Calculus II	4
MAT 203	Calculus I	4	EGR 108	Statics	3
Gen Ed	Behavioral/Social Science	3	Gen Ed	Behavioral/Social Science	3
EGR 103	Introduction to Engineering Science	3	CHM 104	General Chemistry II	4
CHM 103	General Chemistry I	4			
TOTAL		**17**	**TOTAL**		**14**
Second Year Fall			**Second Year Spring**		

Course Number	Course Name	Credits	Course Number	Course Name	Credits
Restricted Elective	Choose from list	4	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			
TOTAL		**18**	**TOTAL**		**15**

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

**A minimum grade of "C" or better is required for ENG-101 and ENG-101E*

- ENG 101 - English Composition (3 Credits)
  (ENG 101E - English Composition for English Language Learners is an approved substitution for ENG 101)

Mathematics

- MAT 203 - Calculus I (4 Credits)

Program Requirements (25-28 Credits)

- CHM 103 - General Chemistry I (4 Credits)
- CHM 104 - General Chemistry II (4 Credits)
- EGR 103 - Introduction to Engineering Science (3 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 (4-7 Credits)

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

- 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)
- 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 - Programming for Engineers (3 Credits)
- MAT 161 - Precalculus (4 Credits)
- PHY 205 - Principles of Physics III (1 Credit)

Degree Requirement (64 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. This A.A.S. program is a career degree, preparing students for the workforce after graduation. However, students can opt to transfer to a four-year program rather than start a career, but should confer with advisors and transferring institutions for specific requirements.

- 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 112	Technical Writing I	3		COM 108	Introduction to Human Communication	3
MAT 114 or MAT 161	Introduction to Applied Algebra *(3 credits)* or Precalculus *(4 credits)*	3		Gen Ed	Arts/Humanities	3
Restricted Elective	Choose from the list	3		CAD 153	Computer Aided Drafting	3
EGT 101	Foundation of Engineering	2		EGT 136	Mechanics	3

CAD 152	Introduction to CAD	3	PHY 201	General Physics I	4
TOTAL		**14**	**TOTAL**		**16**
Second Year Fall			**Second Year Spring**		
Course Number	**Course Name**	**Credits**	**Course Number**	**Course Name**	**Credits**
Restricted Elective	Choose from the list	3	Gen Ed	Diversity	3
GDT 112	Computer Graphics	3	Gen Ed	Behavioral/Social Sciences	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
CAD 226 or EGT 150	CAD: Architectural or Introduction to CNC Programming	3	CAD 228 or CAD 230	CAD: Solid Modeling or BIM for Commercial Architecture	3
TOTAL		**15**	**TOTAL**		**15**

General Education Requirements (19-20 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

- ENG 112 - Technical Writing I (3 Credits)

Mathematics

- MAT 114 - Introduction to Applied Algebra (3 Credits)
  OR
  MAT 161 - Precalculus (4 Credits)

Program Requirements (26 Credits)

- CAD 152 - Computer-Aided Design (3 Credits)
- CAD 153 - Computer-Aided Drafting (3 Credits)
- COM 108 - Introduction to Human Communication (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 (14-15 Credits)

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 (1-3 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)

- ELE 130 - Introduction to Unmanned Systems (3 Credits)
- INT 101 - Introduction to Industrial Technology (3 Credits)
- INT 102 - Introduction to PLCs (3 Credits)
- INT 107 - Heating, Ventilation, Air Conditioning and Refrigeration (HVAC/R) (3 Credits)
- INT 120 - Introduction to OSHA (1 Credit)
- MAT 101 - College Algebra (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 (18-19 Credits)

- CAD 152 - Computer-Aided Design (3 Credits)
- CAD 153 - Computer-Aided Drafting (3 Credits)
- ENG 101 - English Composition (3 Credits)
  (ENG 101E - English Composition for English Language Learners is an approved substitution for ENG 101)
- 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 (5-6 Credits)

Electives should be selected in consultation with an advisor. Some recommended courses are listed 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)

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 functions 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. This A.A.S. program is a career degree, preparing students for the workforce after graduation. However, students can opt to transfer to a four-year program rather than start a career, but should confer with advisors and transferring institutions for specific requirements.

- 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 114	Introduction to Applied Algebra	3	ENG 112	Technical Writing I	3
ELE 110	Fundamentals of Electricity	4	Gen Ed	Behavioral/Social Sciences	3
Gen Ed	Arts/Humanities	3	ELE 101	Industrial Networking	3
ELE 102	Analog Electronics	3	ELE 105	Microprocessors and Microcontrollers	3
ELE 106	Digital Electronics	3	ELE 113	Instrumentation and Process Control I	3
TOTAL		**16**	**TOTAL**		**15**
Second Year Fall			**Second Year Spring**		
Course Number	**Course Name**	**Credits**	**Course Number**	**Course Name**	**Credits**
INT 102		3	ELE 203	PLC Applications	3
PHY 112 or PHY 201	Applied Physics *(3 Credits)* or General Physics I *(4 Credits)* **(transfer students should take PHY 201)*	3	Gen Ed	Diversity	3
ELE 213	Instrumentation and Process Control II	3	ELE 235	Advanced Concepts and Applications of Instrumentation and Controls	3
ELE 204	Electrical Machines	3	ELE 205	Process Technology Equipment and Systems	2
Elective	Choose in consultation with an advisor	3	Elective	Choose in consultation with an advisor; 2-3 Credits	3
TOTAL		**15**	**TOTAL**		**14**

General Education Requirements (18-19 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 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

**A minimum grade of "C" or better is required for ENG-112*

- ENG 112 - Technical Writing I (3 Credits)

Mathematics

- MAT 114 - Introduction to Applied Algebra (3 Credits)

Program Requirements (36 Credits)

- ELE 101 - Industrial Networking (3 Credits)
- ELE 102 - Analog Electronics (3 Credits)
- ELE 105 - Microprocessors & Microcontrollers (3 Credits)
- ELE 106 - Digital Electronics (3 Credits)
- ELE 110 - Fundamentals of Electricity (4 Credits)
- ELE 113 - Instrumentation and Process Control I (3 Credits)
- ELE 203 - PLC Applications (3 Credits)
- ELE 204 - Electrical Machines (3 Credits)
- ELE 205 - Process Technology Equipment and Systems (2 Credits)

- ELE 213 - Instrumentation and Process Control II (3 Credits)
- ELE 235 - Advanced Concepts and Applications of Instrumentation and Controls (3 Credits)
- INT 102 - Introduction to PLCs (3 Credits)

Free Electives (5-6 Credits)

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

- ADM 201 - Lean Manufacturing and Quality Assurance (2 Credits)
- ELE 140 - Introduction to Robotics (3 Credits)
- ELE 269 - Internship (1-3 Credits)
- INT 120 - Introduction to OSHA (1 Credit)

Degree Requirement (60 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 Electronics Technician certificate, which creates a stackable credential resulting in a pathway to a job as well as degree completion. This A.A.S. program is a career degree, preparing students for the workforce after graduation. However, students can opt to transfer to a four-year program rather than start a career, but should confer with advisors and transferring institutions for specific requirements.

- 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	Arts/Humanities	3		Gen Ed	Diversity	3
ELE 110	Fundamentals of Electricity	4		ENG 112	Technical Writing I	3
MAT 114	Introduction to Applied Algebra	3		ELE 101	Industrial Networking	3
ELE 102	Analog Electronics	3		ELE 113	Instrumentation and Process Control I	3

ELE 106	Digital Electronics	3	ELE 105	Microprocessors and Microcontrollers	3
TOTAL		**16**	**TOTAL**		**15**
Second Year Fall			**Second Year Spring**		
Course Number	**Course Name**	**Credits**	**Course Number**	**Course Name**	**Credits**
INT 102	Introduction to PLCs	3	Gen Ed	Behavioral/Social Sciences	3
PHY 201	General Physics I	4	ELE 207	Advanced Electronics/Electricity	3
ELE 204	Electrical Machines	3	ELE 208	Circuit Design and Analysis	4
ELE 206	Electronic Communications Systems	3	Elective	Select in consultation with an Advisor	3
Elective	Select in consultation with an Advisor	3			
TOTAL		**16**	**TOTAL**		**13**

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

**A minimum grade of "C" or better is required for ENG-112*

- ENG 112 - Technical Writing I (3 Credits)

Mathematics

- MAT 114 - Introduction to Applied Algebra (3 Credits)

Program Requirements (35 Credits)

- ELE 101 - Industrial Networking (3 Credits)
- ELE 102 - Analog Electronics (3 Credits)
- ELE 105 - Microprocessors & Microcontrollers (3 Credits)
- ELE 106 - Digital Electronics (3 Credits)
- ELE 110 - Fundamentals of Electricity (4 Credits)
- ELE 113 - Instrumentation and Process Control I (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)

Free Electives (6 Credits)

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

- ADM 201 - Lean Manufacturing and Quality Assurance (2 Credits)
- EGT 150 - Introduction to CNC Programming (3 Credits)
- ELE 130 - Introduction to Unmanned Systems (3 Credits)
- ELE 140 - Introduction to Robotics (3 Credits)
- ELE 203 - PLC Applications (3 Credits)
- ELE 269 - Internship (1-3 Credits)
- INT 120 - Introduction to OSHA (1 Credit)

Degree Requirement (60 Credits)

Electronics Technician, Certificate

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

Program Requirements (19 Credits)

- ELE 101 - Industrial Networking (3 Credits)
- ELE 102 - Analog 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 (19 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. This A.A.S. program is a career degree, preparing students for the workforce after graduation. However, students can opt to transfer to a four-year program rather than start a career, but should confer with advisors and transferring institutions for specific requirements.

- 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 112	Technical Writing I	3		COM 108	Introduction to Human Communication	3
MAT 114 or MAT 161	Introduction to Applied Algebra (*3 credits*) or Precalculus (*4 credits*)	3		PHY 201	General Physics I	4
Restricted Elective	Choose from the list **(EGT 150, ELE 110, or INT 102 are Recommended)*	3		CAD 153	Computer-Aided Drafting	3
EGT 101	Foundation of Engineering	2		EGT 136	Mechanics	3
CAD 152	Introduction to CAD	3		Gen Ed	Diversity	3
TOTAL		**14**		**TOTAL**		**16**

Second Year Fall			Second Year Spring		
Course Number	**Course Name**	**Credits**	**Course Number**	**Course Name**	**Credits**
EGT 235	Fluid Power	3	Gen Ed	Arts/Humanities	3
EGT 231	Strength of Materials	3	EGT 234	Machine Design	4
Gen Ed	Behavioral/Social Science	3	Restricted Elective	Choose from the list	4
PHY 202	General Physics II	4	Elective	Choose in consultation with an advisor	3
Restricted Elective	Choose from the list	3			
TOTAL		**16**	**TOTAL**		**14**

General Education Requirements (23-24 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 112 Technical Writing I - (3 Credits)

Mathematics

- MAT 114 - Introduction to Applied Algebra (3 Credits)
  OR
  MAT 161 - Precalculus (4 Credits)

Program Requirements (24 Credits)

- CAD 152 - Computer-Aided Design (3 Credits)
- CAD 153 - Computer-Aided Drafting (3 Credits)
- COM 108 - Introduction to Human Communication (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 (9-10 Credits)

Select Restricted Elective credits from the following list:

- CAD 228 - CAD: Solid Modeling (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 (1-3 Credits)
- ELE 110 - Fundamentals of Electricity (4 Credits)
- ELE 113 - Instrumentation and Process Control I (3 Credits)
- ELE 130 - Introduction to Unmanned Systems (3 Credits)
- ELE 203 - PLC Applications (3 Credits)
- INT 102 - Introduction to PLCs (3 Credits)
- INT 120 - Introduction to OSHA (1 Credit)
- MAT 101 - College Algebra (3 Credits)
- MAT 161 - Precalculus (4 Credits)
- MAT 203 - Calculus I (4 Credits)

Free Electives (3 Credits)

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

- 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)
- EGT 150 - Introduction to CNC Programming (3 Credits)
- ELE 110 - Fundamentals of Electricity (4 Credits)
- ELE 113 - Instrumentation and Process Control I (3 Credits)

Degree Requirement (60 Credits)

Unmanned Aerial Systems (UAS) Technician, Certificate

The Unmanned Aerial Systems (UAS) Technician Certificate prepares students for careers working with unmanned aerial systems, also known as drones. Students in this program will cover the operation, mechanics, data processing, maintenance, and regulations that pertain to unmanned systems.

Program Requirements (14 Credits)

- ELE 110 - Fundamentals of Electricity (4 Credits)
- ELE 130 - Introduction to Unmanned Systems (3 Credits)
- ELE 131 - UAS Regulations (1 Credit)
- ELE 132 - Mechanics of Unmanned Systems (3 Credits)
- ELE 230 - Advanced Unmanned Systems (3 Credits)

Restricted Electives (9 Credits)

Select Restricted Elective credits from the following list:

- ART 115 - Photography I (3 Credits)
- CAD 152 - Computer-Aided Design (3 Credits)
- CAD 228 - CAD: Solid Modeling (3 Credits)
- CSC 102 - Introduction to Information Technology (3 Credits)
- CSC 132 - Introduction to C and C++ Programming (3 Credits)
- CSC 134 - Introduction to JAVA Programming (3 Credits)
- CYB 101 - Introduction to Cybersecurity (3 Credits)
- ELE 102 - Analog Electronics (3 Credits)
- ELE 106 - Digital Electronics (3 Credits)
- ELE 158 - Circuits, Schematics, and Test Equipment (3 Credits)
- GDT 112 - Computer Graphics (3 Credits)
- GDT 116 - Digital Imaging (3 Credits)
- GDT 220 - Digital Video and Audio (3 Credits)
- MAT 101 - College Algebra (3 Credits)
- STU 106 - Professionalism in the Workplace (1 Credit)

Certificate Requirement (23 Credits)

English

English Concentration, Arts and Sciences, A.A.

The English Concentration program 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 **(ENG 101E is an approved substitution for ENG 101)*	3	ENG 102	Advanced English Composition	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	ENG 201 or ENG 202	World Literature I or World Literature II	3
Elective	Choose in consultation with an advisor	3	Restricted Elective	Choose from the list	3
TOTAL		**16**	**TOTAL**		**15**
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 Science	3
ENG 214	Applied English Grammar	3	Gen Ed	Diversity	3
ENG 203 or ENG 204	British Literature I or British Literature II	3	ENG 240	Seminar in English Studies	1
Restricted Elective	Choose from the list	3	ENG 205 or ENG 206	American Lierature I or American Literature II	3
Elective	Choose in consultation with an advisor	4	Elective	Choose in consultation with an advisor	3
TOTAL		**16**	**TOTAL**		**13**

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

**A minimum grade of "C" or better is required for ENG-101 and ENG-101E*

- ENG 101 - English Composition (3 Credits)
  (ENG 101E - English Composition for English Language Learners is an approved substitute for ENG 101)
- ENG 102 - Advanced English Composition (3 Credits)

Mathematics

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

Program Requirements (13 Credits)

- ENG 201 - World Literature I (3 Credits)
  OR
  ENG 202 - World Literature II (3 Credits)
- ENG 203 - British Literature I (3 Credits)
  OR
  ENG 204 - British Literature II (3 Credits)
- ENG 205 - American Literature I (3 Credits)
  OR
  ENG 206 - American Literature II (3 Credits)
- 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)*

Restricted Electives (6 Credits)

Select Restricted Elective credits from the following list:

- ENG 112 - Technical Writing I (3 Credits)
- ENG 114 - Mythology (3 Credits)
- ENG 209 - Creative Writing I (3 Credits)
- ENG 216 - Ethnic Voices in American Literature (3 Credits)
- ENG 220 - Literature By and About Women (3 Credits)

Free Electives (9-10 Credits)

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

- COM 103 - Public Speaking (3 Credits)
- COM 108 - Introduction to Human Communication (3 Credits)
- HUM 201 - The Arts: A Creative Synthesis (3 Credits)
- PHL 101 - Introduction to Philosophy (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 *(*ENG 101E is an approved substitution for ENG 101)*	3		Gen Ed	Arts/Humanities	3
MAT 109 or MAT 161	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
TOTAL		**14**		**TOTAL**		**16**
Second Year Fall				**Second Year Spring**		
Course Number	**Course Name**	**Credits**		**Course Number**	**Course Name**	**Credits**
Gen Ed	Diversity	3		Gen Ed	Behavioral/Social Sciences	3
Gen Ed	Arts/Humanities	3		ENV 203	Environmental Policy and Regulations	3
BIO 113	Principles of Biology I	4		BIO 114	Principles of Biology II	4
ENV 204	Public Health and the Environment	3		Elective	Choose in consultation with an Advisor	3
Restricted Elective	Choose from the list	3				
TOTAL		**16**		**TOTAL**		**14**

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

**A minimum grade of "C" or better is required for ENG-101 and ENG-101E*

- ENG 101 - English Composition (3 Credits)
  (ENG 101E - English Composition for English Language Learners is an approved substitution for ENG 101)

Mathematics

- MAT 109 - 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 (9-12 Credits)

Select Restricted Elective credits from the following list:

- 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)
- ELE 130 - Introduction to Unmanned Systems (3 Credits)
- ENV 101 - Introduction to Sustainable Agriculture (3 Credits)
- MAT 203 - Calculus I (4 Credits)
- PHS 111 - Earth Science (4 Credits)
- POL 101 - American Government (3 Credits)
- POL 102 - State and Local Government (3 Credits)

Free Elective (3 Credits)

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

Degree Requirement (60 Credits)

Exercise Science

Community Health Concentration, Exercise Science and Health, A.S.

Exercise Science and Health introduces students to the factors affecting personal health and community health practices as well as the strategies used to improve health. The Community Health Concentration focuses on those factors that impact current public health conditions, such as substance abuse and communicable disease. Students will analyze health behavior theory and the effectiveness of strategies used to improve health conditions in the community. The program includes a review of educational programming provided by the private sector, national and local health organizations, and the schools.

First Year Fall				**First Year Spring**		
Course Number	**Course Name**	**Credits**		**Course Number**	**Course Name**	**Credits**
ENG 101	English Composition **(ENG 101 is an approved substitution for ENG 101)*	3		Gen Ed	English	3
Gen Ed	Mathematics	3		Gen Ed	Behavioral/Social Science	3

Gen Ed	Arts/Humanities	3	HEA 102	Nutrition	3
HEA 103	Personal Health	3	HEA 142	Foundations in Community Health Education	3
BIO 116 and BIO 119 or BIO 203 and BIO 204	Human A&P for Allied Health and Intro to Biology for Health Professions or Human Anatomy & Physiology I and Human Anatomy & Physiology II	4	BIO 116 and BIO 119 or BIO 203 and BIO 204	Human A&P for Allied Health and Intro to Biology for Health Professions or Human Anatomy & Physiology I and Human Anatomy & Physiology II	4
TOTAL		**16**	**TOTAL**		**16**
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 (other than PED 240)	3
HEA 233	Chronic and Community Health Education	3	HEA 234	Substance Abuse	3
HEA 105	First Aid	3	HEA 260	Health Communication Strategies	3
HEA 251	Health Behaviors	3	Gen Ed	Arts/Humanities	3
			Restricted Elective	Choose from the list	4
TOTAL		**12**	**TOTAL**		**16**

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

- BIO 116 - Human Anatomy and Physiology for Allied Health (4 Credits) and BIO 119 - Introductory Biology for Health Professions (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

**A minimum grade of "C" or better is required for ENG-101 and ENG-101E*

- ENG 101 - English Composition (3 Credits)
  (ENG 101E - English Composition for English Language Learners is an approved substitution for ENG 101)
- Select one 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 (24 Credits)

- HEA 102 - Nutrition (3 Credits)
- HEA 103 - Personal Health (3 Credits)
- HEA 105 - First Aid (3 Credits)
- HEA 142 - Foundations in Community Health Education (3 Credits)
- HEA 233 - Chronic and Communicable Diseases (3 Credits)
- HEA 234 - Substance Abuse (3 Credits)
- HEA 251 - Health Behaviors (3 Credits)
- HEA 260 - Health Communication Strategies (3 Credits)

Restricted Electives (4 Credits)

Select Restricted Elective credits from the following list:

- BIO 203 - Human Anatomy and Physiology I (4 Credits)
- BIO 204 - Human Anatomy and Physiology II (4 Credits)
- EDU 101 - Introduction to Education (3 Credits)
- EXS 143 - Strength Training (1 Credit)
- EXS 163 - Fitness and Conditioning (1 Credit)
- EXS 230 - Foundations of Exercise and Movement (3 Credits)
- EXS 232 - Concepts of Fitness Testing and Programming (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 240 - Diversity and Cultural Issues in Sport and Athletics (3 Credits)
- PED 245 - Introduction to Sport Management (3 Credits)
- PSY 203 - Educational Psychology (3 Credits)
  OR
  PSY 204 - Developmental Psychology: Lifespan Human Development (3 Credits)

Degree Requirement (60 Credits)

Exercise Science and Health, A.S.

Exercise Science and Health introduces students to the biomechanical and physiological aspects of human movement as well as the factors affecting personal health and community health practices. The students will review the body's response to exercise, performance testing and the development of effective programming based on research in the field. The Exercise Science and Health program serves as a foundation for the students pursuing a career in Kinesiology, Exercise Physiology, Physical or Occupational Therapy, Athletic Training, Physical Education, Health Education, Sports Management or Personal/Fitness Training. Our goal is for our students to be prepared for a professional certification through the National Strength and Conditioning Association (NSCA) or the American College of Sports Medicine (ACSM).

Program Pathway

First Year Fall				**First Year Spring**		
Course Number	**Course Name**	**Credits**		**Course Number**	**Course Name**	**Credits**
ENG 101	English Composition **(ENG 101E is an approved substitution for ENG 101)*	3		Gen Ed	English	3
Gen Ed	Mathematics	3		Gen Ed	Behavioral/Social Science	3
Gen Ed	Arts/Humanities	3		HEA 102	Nutrition	3
HEA 103	Personal Health	3		EXS 143	Strength Training	1
BIO 116 and BIO 119 or BIO 203 and BIO 204	Human A&P for Allied Health and Intro to Biology for Health Professions or Human Anatomy & Physiology I and Human Anatomy & Physiology II	4		BIO 116 and BIO 119 or BIO 203 and BIO 204	Human A&P for Allied Health and Intro to Biology for Health Professions or Human Anatomy & Physiology I and Human Anatomy & Physiology II	4
TOTAL		**16**		**TOTAL**		**14**

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 (other than PED 240)	3
EXS 230	Foundations of Exercise and Movement	3	EXS 232	Concepts of Fitness Testing and Programming	3
HEA 105	First Aid	3	Restricted Elective	Choose from the list	4
Restricted Elective	Choose from the list	4	Restricted Elective	Choose from the list	3
EXS 163	Fitness and Conditioning	1	Gen Ed	Arts/Humanities	3
TOTAL		**14**	**TOTAL**		**16**

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

- BIO 116 - Human Anatomy and Physiology for Allied Health (4 Credits) and BIO 119 - Introductory Biology for Health Professions (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

**A minimum grade of "C" or better is required for ENG-101 and ENG-101E*

- ENG 101 - English Composition (3 Credits)
  (ENG 101E - English Composition for English Language Learners is an approved substitution for ENG 101)
- Select one 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 (17 Credits)

- EXS 143 - Strength Training (1 Credit)
- EXS 163 - Fitness and Conditioning (1 Credit)
- EXS 230 - Foundations of Exercise and Movement (3 Credits)
- EXS 232 - Concepts of Fitness Testing and Programming (3 Credits)
- HEA 102 - Nutrition (3 Credits)
- HEA 103 - Personal Health (3 Credits)
- HEA 105 - First Aid (3 Credits)

Restricted Electives (11 Credits)

Select Restricted Elective credits from the following list:

- BIO 203 - Human Anatomy and Physiology I (4 Credits)
- BIO 204 - Human Anatomy and Physiology II (4 Credits)
- EDU 101 - Introduction to Education (3 Credits)
- PED 201 - Introductory Analysis of Physical Education (3 Credits)
- PED 214 - Teaching Individual and Dual Sports (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 240 - Diversity and Cultural Issues in Sport and Athletics (3 Credits)
- PED 245 - Introduction to Sport Management (3 Credits)
- PSY 203 - Educational Psychology (3 Credits)
  OR
  PSY 204 - Developmental Psychology: Lifespan Human Development (3 Credits)

Degree Requirement (60 Credits)

General Studies

General Studies, A.A.

The General Studies program 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 **(ENG 101E is an approved substitution for ENG 101)*	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
TOTAL		**15**	**TOTAL**		**15**
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 **(of your two Science requirements one must have a lab)*	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	Program	Choose in consultation with advisor	3
TOTAL		**15**	**TOTAL**		**15**

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

**A minimum grade of "C" or better is required for ENG-101 and ENG-101E*

- ENG 101 - English Composition (3 Credits)
  (ENG 101E - English Composition for English Language Learners is an approved substitution for ENG 101)
- ENG 102 - Advanced English Composition (3 Credits)

Mathematics

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

Program Requirements (28-29 Credits)

- Select credits from 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 **(ENG 101E is an approved substitution for ENG 101)*	3	ENG 102 or ENG 112	Advanced English Composition or Technical Writing I	3

MAT 115	Quantitative Reasoning	3	Gen Ed	Diversity	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	GDT 142 or GDT 143	Computer Illustration: Adobe Illustrator or Digital Layout/Prepress	3
TOTAL		**15**	**TOTAL**		**15**
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	ART 103	Drawing I	3
GDT 146 or GDT 215	Graphic Design I or Typography	3	Elective	Choose in consultation with advisor ** (GDT 246 is recommended)*	3
Elective	Choose in consultation with advisor **(WEB 101 is recommended)*	2	Elective	Choose in consultation with advisor ** (GDT 220 is recommended)*	3
TOTAL		**15**	**TOTAL**		**15**

General Education Requirements (31-33 Credits)

Arts/Humanities

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

**A minimum grade of "C" or better is required for ENG-101 and ENG-101E*

- *ENG 101 - English Composition (3 Credits)*
  (ENG 101E - English Composition for English Language Learners is an approved substitution for ENG 101)
- ENG 102 - Advanced English Composition (3 Credits)
  OR
  ENG 112 - Technical Writing I (3 Credits)

Mathematics

- MAT 115 - Quantitative Reasoning (3 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 a transfer advisor and/or the transfer institution. Some recommended courses are listed below:

- ART 104 - Painting I (3 Credits)
- ART 203 - Drawing II (3 Credits)
- ART 215 - Photography II (3 Credits)
- COM 103 - Public Speaking (3 Credits)
- COM 108 - Introduction to Human Communication (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 (1-3 Credits)
- SDE 102 - 2D Animation and Interactive Design (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. This A.A.S. program is a career degree, preparing students for the workforce after graduation. However, students can opt to transfer to a four-year program rather than start a career, but should confer with advisors and transferring institutions for specific requirements.

- 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 **(ENG 101E is an approved substitution for ENG 101)*	3		ENG 112	Technical Writing I	3
MAT 115	Quantitative Reasoning	3		Gen Ed	Diversity	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
TOTAL		**15**		**TOTAL**		**15**
Second Year Fall				**Second Year Spring**		
Course Number	**Course Name**	**Credits**		**Course Number**	**Course Name**	**Credits**
Gen Ed	Biological/Physical Science	3		SDE 102	2D Animation and Interactive Design	3
GDT 215	Typography	3		Gen Ed	Behavioral/Social Science	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
TOTAL		**15**		**TOTAL**		**15**

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

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

English

**A minimum grade of "C" or better is required for ENG-101 and ENG-101E*

- ENG 101 - English Composition (3 Credits)
  (ENG 101E - English Composition for English Language Learners is an approved substitution for ENG 101)
- ENG 112 - Technical Writing I (3 Credits)

Mathematics

- MAT 115 - Quantitative Reasoning (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 - 2D Animation and Interactive Design (3 Credits)
- WEB 101 - Web Design I (3 Credits)

Restricted Electives (6 Credits)

Select Restricted Elective credits from the following list:

- 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 215 - Photography II (3 Credits)
- ELE 130 - Introduction to Unmanned Systems (3 Credits)
- GDT 269 - Internship I (1-3 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. Several of the classes are offered 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

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.

Program Outcomes: Graduates of the Certificate Program in Electronic Health Records will be able to:

1. Recall and apply appropriate medical terminology, abbreviations, and symbols that are used in the healthcare industry as related to electronic health records.
2. Apply principles of information and data governance and data stewardship in capturing, storing, retrieval, retention and destruction of health information throughout the data lifecycle.
3. Apply information management principles within the legal, ethical, and regulatory framework of the electronic health records profession.
4. Use the common features and functions of specialized, certified electronic health records applications.
5. Utilize and keep abreast of emerging software applications in health informatics.
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. Abide by American Health Information Management Association (AHIMA) and Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) ethical standards.

Program Requirements: All Electronic Heath Records students must:

1. Maintain a grade of "C" or better in all program courses.
2. Meet program competency requirements.

Program Requirements (29 Credits)

- BIO 116 - Human Anatomy and Physiology for Allied Health (4 Credits)
- CSC 102 - Introduction to Information Technology (3 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)

- 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.

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.

View the Health Information Management, A.A.S. Fee Sheet.

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 Health Information Management Association (AHIMA) and provides students with a unique blend of courses in data and information management, information technology, revenue cycle management, organizational management and leadership, and health care law and compliance.

Program Outcomes: Graduates of the Associate of Applied Science degree in Health Information Management will be able to:

1. Apply principles of information and data governance and data stewardship in capturing, storing, retrieval, retention and destruction of health information throughout the data lifecycle.
2. Apply critical thinking, decision-making, and communication skills to perform the entry-level competencies of the HIM profession to effectively lead in the organization.
3. Utilize technology and information systems to meet health care organizational needs.
4. Use the common features and functions of specialized, certified electronic health records applications and other source systems.
5. Utilize and keep abreast of emerging software applications in health informatics.
6. Use and apply data standards and definitions to increase data quality and integrity and reduce costs.
7. Apply diversity management principles throughout the healthcare delivery system.

8. Analyze health care documentation for compliance with federal, state, institutional, and accrediting agency standards.
9. Apply knowledge of clinical classification systems (ICD-10-CM, ICD-10-PCS, CPT, and HCPCS), nomenclatures, and reimbursement methodologies.
10. Ensure compliance with local, state, and federal regulations, accrediting agencies' standards and healthcare organizations' policies and procedures related to protected health information (PHI) privacy, confidentiality, and legal and ethical issues.
11. Apply health statistics, risk management, and quality management strategies used in health care.
12. Abide by American Health Information Management Association (AHIMA) and Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) ethical standards.

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.

Program Pathway

First Year Fall				**First Year Spring**		
Course Number	**Course Name**	**Credits**		**Course Number**	**Course Name**	**Credits**
BIO 116	Human Anatomy and Physiology for Allied Health	4		HIM 110	Pharmacology & Pathophysiology	3
CSC 102	Introduction to Information Technology	3		HIM 111	Healthcare Delivery Systems	3
ENG 101	English Composition I **(ENG 101E is an approved substitution for ENG 101)*	3		HIM 112	Electronic Health Records Software Application	4
HIM 101	Fundamentals of Electronic Health Records	3		HIM 201	Fundamentals of health Information Management	3
MAP 102	Medical Terminology	3		MAP 108	Medical Records Analysis and Coding	3
TOTAL		**16**		**TOTAL**		**16**
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
MAT 109	Statistics	3		Gen Ed	Diversity	3

HIM 202	Medical Reimbursement and Insurance Practices and Procedures	3	HIM 204	Clinical Decision Support and Quality Management	3
HIM 203	Health Laws and Bioethics	3	HIM 240	Health Information Management Capstone	3
HIM 220	HIM Leadership and professional Practices	3	HIM 222	Health Information Management Externship	3
MAP 206	Advanced Coding	3			
TOTAL		**18**	**TOTAL**		**15**

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

**A minimum grade of "C" or better is required for ENG-101 and ENG-101E*

- ENG 101 - English Composition (3 Credits)
  (ENG 101E - English Composition for English Language Learners is an approved substitution for ENG 101)

Mathematics

- MAT 109 - Statistics (3 Credits)

Program Requirements (46 Credits)

- CSC 102 - Introduction to Information Technology (3 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 222 - Health Information Management Externship (3 Credits)
- HIM 240 - Health Information Management Capstone (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.

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.

The History Concentration program 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 **(ENG 101E is an approved substitution for ENG 101)*	3	ENG 102	Advanced English Composition	3
Gen Ed	Mathematics	3	Gen Ed	Behavioral/Social Science	3
Gen Ed	Diversity	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	Elective	Choose in consultation with an advisor	3
TOTAL		**15**	**TOTAL**		**15**
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	Choose a Foreign Language Course	3	Restricted Elective	Take another semester of Foreign Language, or ANT 201	3
HIS 201	United States History I	3	HIS 202	United States History II	3
Gen Ed	Behavioral/Social Science	3	HIS 240	Introduction to Historical Research Methods	3

Elective	Choose in consultation with an advisor	3	Elective	Choose in consultation with an advisor; 1-2 credits	2
TOTAL		**16**	**TOTAL**		**14**

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

**A minimum grade of "C" or better is required for ENG-101 and ENG-101E*

- ENG 101 - English Composition (3 Credits)
  (ENG 101E - English Composition for English Language Learners is an approved substitution for ENG-101)
- ENG 102 - Advanced English Composition (3 Credits)

Mathematics

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

Program Requirements (15 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)
- HIS 240 - Introduction to Historical Research Methods (3 Credits)

Restricted Electives (3 Credits)

Select Restricted Elective credits from the following list (take ANT 201 or take an additional foreign language course, preferably of the same language):

- 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)

Free Electives (10-11 Credits)

Electives should be selected in consultation with a transfer advisor and the transfer institution. It is recommended that they include courses in history, political science, anthropology, sociology, psychology, and economics. Some recommended courses are listed below:

- GEO 105 - World Regional Geography (3 Credits)
- HIS 207 - The Civil War (3 Credits)
- HIS 210 - Latin American History (3 Credits)
- POL 101 - American Government (3 Credits)
- POL 204 - International Relations (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 Shepherd University and Salisbury University. Students should always confer with advisors and transferring institutions for specific requirements that should be completed at HCC prior to completion.

- 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 **(ENG 101E is an approved substitution for ENG 101)*	3	ENG 102	Advanced English Composition	3
MAT 109	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
TOTAL		**15**	**TOTAL**		**15**
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*	4

				requirements, one must have a lab)	
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
TOTAL		**15**	**TOTAL**		**15**

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

**A minimum grade of "C" or better is required for ENG-101 andENG-101E*

- ENG 101 - English Composition (3 Credits)
  (ENG 101E - English Composition for English Language Learners is an approved substitution for ENG 101)
- ENG 102 - Advanced English Composition (3 Credits)

Mathematics

- MAT 109 - 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 (13-15 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)
- POL 101 - American Government (3 Credits)
- PSY 206 - Abnormal Psychology (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 **(ENG 101E is an approved substitution for ENG 101)*	3	ENG 112	Technical Writing I	3
Gen Ed	Mathematics	3	SOC 101	Introduction to Sociology	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
PSY 101	General Psychology	3	HST 208	Social Work with Groups	3
TOTAL		**15**	**TOTAL**		**15**
Second Year Fall			**Second Year Spring**		
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	CDC 203	Ethics in 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
TOTAL		**15**	**TOTAL**		**15**

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

** A minimum grade of "C" or better is required for ENG-101 and ENG-101E*

- ENG 101 - English Composition (3 Credits)
  (ENG 101E - English Composition for English Language Learners is an approved substitution for ENG 101)
- 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 (27 Credits)

- CDC 203 - Ethics in Counseling (3 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)
- SOC 101 - Introduction to Sociology (3 Credits)

Free Electives (10-12 Credits)

Electives should be selected in consultation with an advisor. If the student is planning on transferring, please review the A.S. Option in Human Services. ****HST 269 - 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 - Internship I (1-3 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)

Select Restricted Elective credits from the following list:

- HST 207 - Social Work With Individuals (3 Credits)
  OR
  Another HST course (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	CSC 134	Introduction to JAVA Programming	3
Gen Ed	Arts/Humanities	3	Gen Ed	Diversity	3
CSC 102	Introduction to Information Technology	3	MAT 204	Calculus II	4
TOTAL		**16**	**TOTAL**		**16**
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
CSC 132	Introduction to C and C++ Programming	3	Elective	Choose in consultation with an advisor	2
Restricted Elective	Choose from List 2 **(or list 1)*	4	Restricted Elective	Choose from List 1 **(or list 2)*	3
Elective	Choose in consultation with an advisor	3	Restricted Elective	Choose from List 1 **(or list 2)*	3
			Gen Ed	Behavioral/Social Sciences	3
TOTAL		**14**	**TOTAL**		**14**

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

**A minimum grade of "C" or better is required for one course from the English category.*

- Select two courses from the Approved General Education course list in the English category (6 Credits)

Mathematics

- MAT 203 - Calculus I (4 Credits)

Program Requirements (13 Credits)

- CSC 102 - Introduction to Information Technology (3 Credits)
- CSC 132 - Introduction to C and C++ Programming (3 Credits)
- CSC 134 - Introduction to JAVA Programming (3 Credits)
- MAT 204 - Calculus II (4 Credits)

Restricted Electives (10 Credits)

List 1 - *Select two courses:*

- CSC 109 - UNIX/Linux Operating System (3 Credits)
- CSC 202 - Systems Design and Analysis (3 Credits)
- CSC 232 - Advanced C++ Programming (3 Credits)

- SDE 201 - Mobile Applications Design and Development (3 Credits)

List 2 - *Select one course:*

- MAT 206 - Differential Equations (4 Credits)
- MAT 207 - Discrete Mathematics (4 Credits)
- MAT 208 - Linear Algebra (4 Credits)

Free Electives (4-5 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 necessary skills for careers as computer support technicians, Help Desk Technicians and Repair technicians. Courses concentrate in areas of building, maintaining and troubleshooting computers; installing, configuring, and troubleshooting operating systems and software; server installations and customers skills. The curriculum includes preparation for A+, Net+, Security+, and CCNA certifications. This A.A.S. program is a career degree, preparing students for the workforce after graduation. However, students can opt to transfer to a four-year program rather than start a career, but should confer with advisors and transferring institutions for specific requirements.

- View the Computer Support Specialist Fact Sheet.

Program Pathway

First Year Fall			**First Year Spring**		
Course Number	**Course Name**	**Credits**	**Course Number**	**Course Name**	**Credits**
ENG 112	Technical Writing I	3	IST 154	Networking Basics	3
MAT 114	Introduction to Applied Algebra	3	Gen Ed	Biological/Physical Science; 3-4 credits	3
CSC 102	Introduction to Information Technology	3	Restricted Elective	Choose from the list	3
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
TOTAL		**15**	**TOTAL**		**15**

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
CSC 109	UNIX/Linux Operating System	3	IST 264	Server Management II	3
Restricted Elective	Choose from the list	3	IST 204	Help Desk Technology and Services	3
IST 261	Server Management I	3	Restricted Elective	Choose from the list; 1-2 credits	2
			STU 106	Professionalism in the Workplace	1
TOTAL		**15**	**TOTAL**		**15**

General Education Requirements (18-19 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

**A minimum grade of "C" or better is required for ENG-112.*

- ENG 112 - Technical Writing I (3 Credits)

Mathematics

- MAT 114 - Introduction to Applied Algebra (3 Credits)

Program Requirements (34 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)
- IST 264 - Server Management II (3 Credits)
- STU 106 - Professionalism in the Workplace (1 Credit)

Restricted Electives (7-8 Credits)

Select Restricted Elective credits from the following list:

- CYB 246 - Introduction to Cloud Computing (3 Credits)
- 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 269 - Internship I (1-3 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 (35 Credits)

- 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)
  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)
- STU 106 - Professionalism in the Workplace (1 Credit)
- WEB 101 - Web Design I (3 Credits)

Certificate Requirement (35 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. This A.A.S. program is a career degree, preparing students for the workforce after graduation. However, students can opt to transfer to a four-year program rather than start a career, but should confer with advisors and transferring institutions for specific requirements.

- View the Digital Forensics Fact Sheet.

Program Pathway

First Year Fall			First Year Spring		
Course Number	**Course Name**	**Credits**	**Course Number**	**Course Name**	**Credits**
ENG 112	Technical Writing I	3	Gen Ed	Behavioral/Social Science	3
MAT 101	College Algebra	3	IST 154	Networking Basics	3
Gen Ed	Diversity	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
TOTAL		**15**	**TOTAL**		**15**
Second Year Fall			**Second Year Spring**		
Course Number	**Course Name**	**Credits**	**Course Number**	**Course Name**	**Credits**
Restricted Elective	Choose from the list	3	Gen Ed	Biological/Physical Science	3
CSC 109	UNIX/Linux Operating System	3	CYB 131	Scripting Fundamentals	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
TOTAL		**15**	**TOTAL**		**15**

General Education Requirements (18-19 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

- 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

**A minimum grade of "C" or better is required for ENG-112*

- ENG 112 - Technical Writing I (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 (11-12 Credits)

Select Restricted Elective 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 (1-3 Credits)

Degree Requirement (60 Credits)

Interactive Design and Game Development Concentration, Information Systems Technology, A.A.S.

The Interactive Design and Game Development concentration provides students with the skills to design and develop computer games, detailed simulations and interactive technologies. Program concentration may be chosen from two 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 both options transfer to the University of Baltimore.This A.A.S. program is a career degree, preparing students for the workforce after graduation. However, students can opt to transfer to a four-year program rather than start a career, but should confer with advisors and transferring institutions for specific requirements.

- View the Interactive Design and Game Development Fact Sheet

Program Pathways

Track A: Game Development

First Year Fall			**First Year Spring**		
Course Number	**Course Name**	**Credits**	**Course Number**	**Course Name**	**Credits**
ENG 101	English Composition **(ENG 101E is an approved substitution for ENG 101)*	3	Gen Ed	Arts/Humanities	3
MAT 101 or MAT 114	College Algebra or Intro to Applied Algebra	3	Gen Ed	Diversity	3
CSC 102	Introduction to Information Technology	3	SDE 102	2D Animation and Interactive Design	3
GDT 112	Computer Graphics	3	SDE 130	Introduction to Object Oriented Programming	3

Restricted Elective	Choose from the list *(ART 103 is recommended)*	3	Restricted Elective	Choose from the list	3
TOTAL		**15**	**TOTAL**		**15**
Second Year Fall			**Second Year Spring**		
Course Number	**Course Name**	**Credits**	**Course Number**	**Course Name**	**Credits**
SDE-104	Gaming Programming I	3	Gen Ed	Behavioral/Social Science	3
Gen Ed	Biological/Physical Science	3	SDE 207	Multimedia Project Development	3
CSC 132	Introduction to C and C++ Programming	3	ENG 112	Technical Writing I	3
SDE 201	Mobile Applications Design and Development	3	SDE 205	Game Programming II	3
Restricted Elective	Choose from the list	3	Restricted Elective	Choose from the list	3
TOTAL		**15**	**TOTAL**		**15**

Track B: Interactive Design

First Year Fall			**First Year Spring**		
Course Number	**Course Name**	**Credits**	**Course Number**	**Course Name**	**Credits**
Gen Ed	Mathematics *(MAT 115 is recommended)*	3	SDE 102	2D Animation and Interactive Design	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
WEB 101	Web Design I	3	WEB 115	Web Development I	3
Restricted Elective	Choose from the list *(ART 103 is recommended)*	3	ENG 101	English Composition *(ENG 101E is an approved substitution for ENG 101)*	3
TOTAL		**15**	**TOTAL**		**15**

Second Year Fall			Second Year Spring		
Course Number	**Course Name**	**Credits**	**Course Number**	**Course Name**	**Credits**
WEB 215	JavaScript and Multimedia	3	Gen Ed	Biological/Physical Science	3
Gen Ed	Behavioral/Social Science	3	GDT 116	Digital Imaging	3
Gen Ed	Diversity	3	SDE 207	Multimedia Project Development	3
SDE 201	Mobile Applications Design and Development	3	ENG 112	Technical Writing I	3
SDE 203	3D Advanced Animation	3	Gen Ed	Arts/Humanities	3
TOTAL		**15**	**TOTAL**		**15**

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

**A minimum grade of "C" or better is required for ENG-101 and ENG-101E*

- ENG 101 - English Composition (3 Credits)
  (ENG 101E - English Composition for English Language Learners is an approved substitution for ENG 101)

- ENG 112 - Technical Writing I (3 Credits)

Mathematics

- Select one course from the approved General Education course list in the Mathematics category (3 Credits); *Students taking the Game Development Track select either MAT 101 or MAT 114.*

Program Requirements (18 Credits)

- CSC 102 - Introduction to Information Technology (3 Credits)
- GDT 112 - Computer Graphics (3 Credits)
- SDE 102 - 2D Animation and Interactive Design (3 Credits)
- SDE 130 - Introduction to Object Oriented Programming (3 Credits)
- SDE 201 - Mobile Applications Design and Development (3 Credits)
- SDE 207 - Multimedia Project Development (3 Credits)

Select a Program Track:

Track A: Game Development (9 Credits)

- 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)

11-12 restricted elective credits are required. See the listing below.

Track B: Interactive Design (18 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)
- WEB 115 - Web Developer I (3 Credits)
- WEB 215 - Javascript and Multimedia (3 Credits)

2-3 restricted elective credits are required. See the listing below.

Restricted Electives (2-12 Credits)

Restricted Electives should be selected in consultation with the programs lead faculty or the Technology and Computer Studies Division Director to satisfy career goals. Select Restricted Elective credits to complete your Track from the following list:

- ART 102 - Two-Dimensional Design (3 Credits)
- ART 103 - Drawing I (3 Credits)
- CAD 152 - Computer-Aided Design (3 Credits)

- COM 103 - Public Speaking (3 Credits)
  OR
  COM 108 - Introduction to Human Communication (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 (1-3 Credits)
- SDE 270 - Internship II (1-3 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)

Network Administration Concentration, Information Systems Technology, A.A.S.

The Network Administration concentration provides students with necessary skills for careers as network technicians and engineers. Courses concentrate in areas of building, maintaining and troubleshooting computer networks; configuring switches and routers; and securing and protecting networks and data from attacks. The curriculum includes preparation for Net+, Security+, and CCNA certifications. This A.A.S. program is a career degree, preparing students for the workforce after graduation. However, students can opt to transfer to a four-year program rather than start a career, but should confer with advisors and transferring institutions for specific requirements.

- 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 112	Technical Writing I	3	CSC 109	UNIX/Linux Operating System	3
MAT 114	Introduction to Applied Algebra	3	Gen Ed	Arts/Humanities	3
CSC 102	Introduction to Information Technology	3	Restricted Elective	Choose from the list	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
TOTAL		**15**	**TOTAL**		**15**
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; 3-4 credits	3
IST 155	Networking I	4	Gen Ed	Behavioral/Social Sciences	3
IST 156	Networking II	4	Restricted Elective	Choose from the list	3
IST 261	Server Management I	3	IST 264	Server Management II	3
STU-106	Professionalism in the Workplace	1	Restricted Elective	Choose from the list; 2-3 credits	3
TOTAL		**15**	**TOTAL**		**15**

General Education Requirements (18-19 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

- 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

**A minimum grade of "C" or better is required for ENG-112.*

- ENG 112 - Technical Writing I (3 Credits)

Mathematics

- MAT 114 - Introduction to Applied Algebra (3 Credits)

Program Requirements (33 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)
- IST 264 - Server Management II (3 Credits)
- STU 106 - Professionalism in the Workplace (1 Credit)

Restricted Electives (8-9 Credits)

Select Restricted Elective credits 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)
- CYB 246 - Introduction to Cloud Computing (3 Credits)

- IST 107 - Database Management (3 Credits)
- IST 160 - Introduction to Security Fundamentals (3 Credits)
- IST 173 - Database Fundamentals (3 Credits)
- IST 269 - Internship I (1-3 Credits)

Degree Requirement (60 Credits)

Network Administration, 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)

Select Restricted Elective credits from the following list:

- 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.

Languages

Foreign Language Concentration, Arts and Sciences, A.A.

The Foreign Language Concentration program 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

First Year Fall				**First Year Spring**		
Course Number	**Course Name**	**Credits**		**Course Number**	**Course Name**	**Credits**
ENG 101	English Composition **(ENG 101E is an approved substitution for ENG 101)*	3		ENG 102	Advanced English Composition	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
Gen Ed	Behavioral/Social Science	3		ENG 214	Applied English Grammar	3
FRN or SPN or GER	Foreign Language Course	3		FRN or SPN or GER	Foreign Language Course	3
TOTAL		**15**		**TOTAL**		**15**
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	Arts/Humanities	3		Gen Ed	Arts/Humanities	3

FRN 201 or SPN 201 or GER 201	Intermediate French I or Intermediate Spanish I or Intermediate German I	3	FRN 202 or SPN 202 or GER 202	Intermediate French II or Intermediate Spanish II or Intermediate German II	3
Gen Ed	Biological/Physical Science **(of your two Science requirements, one must have a lab)*	3	Gen Ed	Behavioral/Social Sciences	3
Elective	Choose in consultation with an advisor	3	Elective	Choose in consultation with an advisor	2
TOTAL		**15**	**TOTAL**		**15**

General Education Requirements (31-32 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

**A minimum grade of "C" or better is required for ENG-101 and ENG-101E*

- ENG 101 - English Composition (3 Credits)
  (ENG 101E - English Composition for English Language Learners is an approved substitution for ENG 101)
- ENG 102 - Advanced English Composition (3 Credits)

Mathematics

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

Program Requirements (24 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 twelve credits of foreign language, at least six of those credits must be at the intermediate level with a single concentrated language (12 Credits)

Free Electives (4-5 Credits)

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

- COM 103 - Public Speaking (3 Credits)
- COM 108 - Introduction to Human Communication (3 Credits)
- EDU 101 - Introduction to Education (3 Credits)
- PSY 203 - Educational Psychology (3 Credits)

Degree Requirement (60 Credits)

Magnetic Resonance Imaging

Magnetic Resonance Imaging, Certificate

Purpose: Prepares students for practice as entry-level magnetic resonance (MR) imagers in health care facilities and specialty offices. Upon completion, students are eligible to sit for the American Registry of Radiologic Technologists (www.arrt.org) certification examination in Magnetic Resonance.

View the Magnetic Resonance Imaging, Certificate Fee Sheet.

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

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 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. 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 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. 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*.

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

Purpose: Prepares students for practice as entry-level mammographers in health care facilities and specialty offices. Upon completion, students are eligible to sit for the American Registry of Radiologic Technologists (*www.arrt.org*) certification examination in Mammography.

View the Mammography, Letter of Recognition Fee Sheet.

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

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 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. 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 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. 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*) published by the United States Regulatory Commission provides information and guidelines.

ARRT—CQ/2011 Continued Requirements

American Registry of Radiologic Technologists (ARRT) certifications awarded January 1, 2011, and thereafter will be time-limited to 10 years. Prior to the end of the 10-year period, the individual will be required to demonstrate qualifications to continue to hold the certification. For additional information, visit the ARRT website at *www.arrt.org*.

Technical Standards

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

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
TOTAL		**15**		**TOTAL**		**15**

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
TOTAL		**15**	**TOTAL**		**15**

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

**A minimum grade of "C" or better is required for one course from the English category.*

- Select **two** courses from the approved General Education course list in the English category (6 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 an advisor. Some recommended courses are listed below:

- COM 103 - Public Speaking (3 Credits)
- MAT 109 - 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)

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 (9 Credits)

- BUS 101 - Introduction to Business Organization and Management (3 Credits)
- COM 103 - Public Speaking (3 Credits)
  OR
  ENG 112 - Technical Writing I (3 Credits)
- MGT 103 - Principles of Management (3 Credits)

Restricted Electives (12 Credits)

Select one course from each of the following subjects:

- **ACC** Accounting (3 Credits)

- **ECO** Economics (3 Credits)
- **IST** Information Systems Technology (3 Credits)
- **MGT** Management (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)

Restricted Electives (6 credits)

Choose two courses from the following:

- ACC Accounting course (3 Credits)
- BUS Business course (3 Credits)
- COM 103 - Public Speaking (3 Credits)
  OR
  ENG 112 - Technical Writing I (3 Credits)
- ECO Economic course (3 Credits)
- MGT Management course (3 Credits)

Letter of Recognition Requirement (9 Credits)

Marketing

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
TOTAL		**15**	**TOTAL**		**15**
Second Year Fall			**Second Year Spring**		
Course Number	**Course Name**	**Credits**	**Course Number**	**Course Name**	**Credits**
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
TOTAL		**15**	**TOTAL**		**15**

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

**A minimum grade of "C" or better is required for one course from the English category.*

- Select **two** courses from the approved General Education course list in the English category (6 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)
- 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 Restricted Elective 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 (1-3 Credits)

Free Electives (10-12 Credits)

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

- COM 103 - Public Speaking (3 Credits)
- CSC 102 - Introduction to Information Technology (3 Credits)
- ENT 101 - Introduction to Entrepreneurship (3 Credits)
- MAT 109 - Statistics (3 Credits)
- MAT 164 - Calculus with Applications (3 Credits)
- MGT 203 - Corporate Finance (3 Credits)
- MGT 210 - Human Resources Management (3 Credits)

Degree Requirement (60 Credits)

Marketing, Certificate

The Marketing 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 Management-Marketing Concentration, A.A.S. 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 Restricted Elective credits from the following list:

- BUS 101 - Introduction to Business Organization and Management (3 Credits)
- COM 103 - Public Speaking (3 Credits)
  OR
  ENG 112 - Technical Writing I (3 Credits)
- CSC 102 - Introduction to Information Technology (3 Credits)
- ECO 201 - Macroeconomic Principles (3 Credits)
  OR
  ECO 202 - Microeconomic Principles (3 Credits)
- Any Management (MGT) course (3 Credits)
- Any Entrepreneurship (ENT) course (3 Credits)

Certificate Requirement (18 Credits)

Marketing, Letter of Recognition

Completion of the Marketing Letter of Recognition (LOR) 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 Marketing Certificate program and to the Management-Marketing Concentration, A.A.S. program. **Both the LOR and Certificate programs are offered completely online.**

Program Requirements (3 Credits)

- MGT 104 - Marketing (3 Credits)

Electives (6 credits)

Choose two courses from the following:

- ENG 112 - Technical Writing I (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 **(ENG 101E is an approved substitution for ENG 101)*	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	Program	Choose in consultation with advisor	4
Elective	Choose in consultation with advisor	3	Elective	Choose in consultation with advisor	3
TOTAL		**16**	**TOTAL**		**16**
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 **(a laboratory course is required)*	4
Gen Ed	Biological/Physical Science **(a laboratory course is required)*	4	Program	Choose in consultation with an advisor	4
Program	Choose in consultation with an advisor	4	Elective	Choose in consultation with advisor	3
Elective	Choose an elective in consultation with advisor	3	Elective	Choose in consultation with advisor	3
TOTAL		**14**	**TOTAL**		**14**

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

**A minimum grade of "C" or better is required for ENG-101 and ENG-101E*

- ENG 101 - English Composition (3 Credits)
  (ENG 101E - English Composition for English Language Learners is an approved substitution for ENG 101)
- 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:

- Any Computer Science (CSC) course (3 Credits)
- COM 103 - Public Speaking (3 Credits)
- ECO 201 - Macroeconomic Principles (3 Credits)
  OR
  ECO 202 - Microeconomic Principles (3 Credits)
- Any Engineering Science (EGR) course (3-4 Credits)

- EDU 101 - Introduction to Education (3 Credits)
- Any Information Systems Technology (IST) 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 - Programming for Engineers (3 Credits)

Degree Requirement (60 Credits)

Music

Music Concentration, Arts and Sciences, A.A.

The Music Concentration program 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 **(ENG 101E is an approved substitution for ENG 101)*	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 ** (MUS 102, MUS 180, and Foreign Language Recommended)*	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	MUA	Applied Lessons **(per instrument)*	1
MUS Ensemble	Select one ensemble course	1	MUS Ensemble	Select one ensemble course	1
TOTAL		**15**	**TOTAL**		**15**

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 Gen Ed **(of your two Science requirements, one must have a lab)*	4
Gen Ed	Choose one foreign language course **(German Recommended)*	3	Gen Ed	Diversity	3
Gen Ed	Behavioral/Social Science	3	Elective	Choose in consultation with an advisor	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	MUA	Applied Lessons **(per instrument)*	1
MUS Ensemble	Select one ensemble course	1	MUS Ensemble*	Select one ensemble course * *(not required but recommended for transfer)*	*
TOTAL		**15**	**TOTAL**		**15**

General Education Requirements (31-32 Credits)

Arts/Humanities

- Select any foreign language course (3 Credits) *German Recommended
- Select another course from the approved General Education course list in the Arts/Humanities category (3 Credits) * MUS 102, MUS 180, and Foreign Language Recommended

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

**A minimum grade of "C" or better is required for ENG-101 and ENG-101E*

- ENG 101 - English Composition (3 Credits)
  (ENG 101E - English Composition for English Language Learners is an approved substitution for ENG 101)
- 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 (26 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)
- MUA - Applied lessons (per instrument) (4 Credits)
- MUS Ensembles - select three Ensemble courses (3 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 116 - Guitar Ensemble I (1 Credit)
- MUS 130 - Wind Ensemble I (1 Credit)
- MUS 131 - Wind Ensemble II (1 Credit)
- MUS 134 - String Ensemble I (1 Credit)
- MUS 135 - String Ensemble II (1 Credit)
- MUS 156 - Guitar Ensemble II (1 Credit)
- MUS 203 - Choral Singing III (1 Credit)
- MUS 204 - Choral Singing IV (1 Credit)
- MUS 207 - Jazz Band III (1 Credit)

- MUS 208 - Jazz Band IV (1 Credit)
- MUS 216 - Guitar Ensemble III (1 Credit)
- MUS 230 - Wind Ensemble III (1 Credit)
- MUS 231 - Wind Ensemble IV (1 Credit)
- MUS 256 - Guitar Ensemble IV (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.*

Free Electives (2-3 Credits)

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

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

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. 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. A nominal fee may apply for these 17 credits to be placed on the students record.

Program Outcomes

1. Seventy-five percent of the LPN-RN students who begin the program will successfully complete the program within 100% of the time from the date of entry.
2. Seventy-five percent of the graduate survey respondents at nine months after graduation express satisfaction within the nursing program.
3. Ninety percent or greater of a 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. Eighty-five percent or greater of the program graduates will pass the NCLEX on their first attempt.

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. 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* 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 official TEAS scores. Official score reports are required for TEAS taken at locations other than the HCC Testing Center. Students who do take the TEAS at HCC are encouraged to bring a copy of the scores or email the scores to the HCC Admissions Office. Applicants will not be considered for admission to the program until they achieve a 69% or higher on the Adjusted Individual Score for Reading and an Adjusted Individual Total Score of at least 60%.
- Official transcripts from other colleges attended. HCC calculates cumulative GPA from all college coursework as part of the scoring process (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 must be completed or be in progress at the time of application. The courses include ENG 101, ENG 102, a Math General Education course from the approved General Education course list, PSY 101, SOC 101, PSY 204, BIO 203, BIO 204, BIO 205, and an Arts/Humanities course from the approved General Education course list.
- 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.
- In addition to the minimum grade requirement for English Composition set forth by COMAR, HCC requires nursing students to complete all General Education requirements with a minimum grade of "C" or higher.
- Must have active LPN license and submit it to the Admissions Office.
- Verification from an employer of at least six months full-time employment as an LPN, or the equivalent number of hours (at least 832 hrs.) within the past 5 years by the application deadline must be submitted to the Admissions Office. Documents submitted must clearly show date of employment.

- Satisfactory letter of recommendation from most recent nurse manager must be submitted to the Admissions Office.
- 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 228, 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 **(ENG 101E is an approved substitution for ENG 101)*	3	ENG 102	Advanced English Concentration	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
TOTAL		**16**	**TOTAL**		**17**

Semester I		
Course Number	**Course Name**	**Credits**
NUR 195	LPN/Paramedic/Military Medic/Corpsman to RN Transition	8
TOTAL		**8**

Semester II			Semester III		
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 231	Nursing Care of the Acute and Chronically Ill Adult III	4
TOTAL		**6**	**TOTAL**		**6**

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

**A minimum grade of "C" or better is required for ENG-101 and ENG-101E*

- ENG 101 - English Composition (3 Credits)
  (ENG 101E - English Composition for English Language Learners is an approved substitution for ENG 101)
- ENG 102 - Advanced English Composition (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 - LPN/Paramedic/Military Medic/Corpsman 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 work experience.)
- NUR 126 - Nursing Care of Women and Infants (4 Credits)
- NUR 224 - Pharmacology for Nursing Practice (2 Credits)
- NUR 228 - Contemporary Trends in Nursing And Leadership (2 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 LPN-RN nursing course sequence each summer. The nursing 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 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. 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. The deposit will be applied to your tuition for the semester and is not refundable.
- Successful completion of program requirements in progress at 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 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 Registrar 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.

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.

Military Medic/Corpsman to RN Transition Program

The Military Medic/Corpsman 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

Purpose: For Military Medics/Corpsman 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. A nominal fee may apply for these 17 credits to be placed on the student's record.

Program Outcomes

1. Seventy-five percent of the Military Medic/Corpsman to RN students who begin the program will successfully complete the program within 100% of the time from the date of entry.
2. Seventy-five percent of the graduate survey respondents at nine months after graduation express satisfaction within the nursing program.
3. Ninety percent or greater of a 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. Eighty-five percent or greater of the program graduates will pass the NCLEX on their first attempt.

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. 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* 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 Military Medic/Corpsman to RN Transition Program*.
- Submit official TEAS scores. Official score reports are required for TEAS taken at locations other than the HCC Testing Center. Students who do take the TEAS at HCC are encouraged to bring a copy of the scores or email the scores to the HCC Admissions Office. Applicants will not be considered for admission to the program until they achieve a 69% or higher on the Adjusted Individual Score for Reading and an Adjusted Individual Total Score of at least 60%.
- Official transcripts from other colleges attended. HCC calculates cumulative GPA from all college coursework as part of the scoring process (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. The courses include ENG 101, ENG 102, a Math General Education course from the approved General Education course list, PSY 101, SOC 101, PSY 204, BIO 203, BIO 204, BIO 205, and an Arts/Humanities course from the approved General Education course list.
- 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.
- In addition to the minimum grade requirement for English Composition set forth by COMAR, HCC requires nursing students to complete *all* General Education requirements with a minimum grade of "C" or higher.
- Verification from an employer of two years employment (3,328 hours) as a Military Medic/Corpsman within the past 5 years by the application deadline must be submitted to the Admissions Office. Documents submitted must clearly show dates of employment.
- Satisfactory letter of recommendation from most recent employer/manager must be submitted to the Admissions Office.
- Must submit a DD214 or have documented past or present status of a "Navy Corpsman" (HM3) course completed, NER-HM-004, "Army 91 WM6", or "USAF4NO" skill identifier for this advanced placement option into the Nursing program. Additionally, Military Medics must submit SMART transcripts which document required experiences with use of administration of medication, documentation of patient care, experiences with use of medical and surgical asepsis, and maintaining safety in patient care.
- 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 Military Medic/Corpsman 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 *(ENG 101E is an approved substitution for ENG 101)*	3		ENG 102	Advanced English Concentration	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
TOTAL		**16**		**TOTAL**		**17**

Semester I		
Course Number	**Course Name**	**Credits**
NUR 195	LPN/Paramedic/Military Medic/Corpsman to RN Transition	8
TOTAL		**8**

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
TOTAL		**6**	**TOTAL**		**6**

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

**A minimum grade of "C" or better is required for ENG-101 and ENG-101E*

- ENG 101 - English Composition (3 Credits)
  (ENG 101E - English Composition for English Language Learners *is an approved substitution for ENG 101)*
- ENG 102 - Advanced English Composition (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 - LPN/Paramedic/Military Medic/Corpsman 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 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 military medic/corpsman to registered nursing course sequence each summer. The nursing 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 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 Military Medic/Corpsman 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 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 the Military Medic/Corpsman 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 Registrar 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 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: Application Deadline: March 15

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. Sixty percent or greater of practical nursing program students will complete the nursing program in no more than 100% of the stated program length beginning with the enrollment in the first nursing course.
2. Seventy-five percent of the graduate survey respondents at nine months after graduation express satisfaction within the nursing program.
3. Ninety percent or greater of a 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. Eighty-five percent or greater of the program graduates will pass the NCLEX on their first attempt.

Program Student Learning Outcomes: Upon completion of the program, graduates of the Practical Nursing Program will be able to:

1. Use the nursing process to identify the interrelationship among the person, the environment, health, and the role of nursing.
2. Contribute to the development of the nursing plan of care using the application of knowledge, judgment, principles of communication, specialized skills, creative problem solving, and critical thinking.
3. Practice within the ethical and legal framework of the nursing profession.
4. Manage and provide care with and across healthcare settings under supervision and according to the LPN scope of practice.

Pre-Admission Requirement: Students must complete the nationally normed test for nursing students known as the Test of Essential Academic Skills (TEAS). The TEAS is a scholastic aptitude assessment in the areas of math, reading, English, and science. Students will not be considered for admission to the program until they achieve the required scores on the TEAS. Applicants should consult the HCC Web site at *www.hagerstowncc.edu/academics/divisions/nursing/teas* for specific information about the TEAS, including score requirements. This requirement should be completed prior to submission of the *Supplemental Application* (see below), but no later than the application deadline of March 15.

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.

- All students planning on applying to the Practical Nursing program must attend a Nursing program preview before the Supplemental Application deadline. Students who are transferring in who have completed a nursing class at another accredited college are exempt from this orientation. Students who have only completed a CNA class must attend this program. View upcoming program dates here.
- An official copy of a high school transcript or GED scores
- A completed program application known as the *Supplemental Application for the Practical Nursing Program* form
- Official TEAS scores must be submitted. Official score reports are required for TEAS taken at locations other than the HCC Testing Center. Students who do take the TEAS at HCC are encouraged to bring a copy of the

scores or email the scores to the HCC Admissions Office. Applicants will not be considered for admission to the program until they achieve a 69% or higher on the Adjusted Individual Score for Reading and an Adjusted Individual Total Score of at least 60%.

- Official transcripts for all colleges attended. HCC calculates cumulative GPA from all college coursework as part of the scoring process (Students who took classes at HCC do not need to submit official HCC transcripts).
- Completion of BIO 203 and BIO 204 must be completed or in progress at the application deadline
- Completion of all required science courses within seven years prior to the application deadline
- Completion or in progress of ENG 101 at the application deadline (*ENG 101E is an approved substitution for ENG 101)*
- Completion or in progress of PSY 101 at the application deadline
- Completion or in progress of MAT 090 or MAT 095 at the application deadline
- A minimum cumulative grade point average for all college coursework of 2.0 on a 4.0 scale
- A grade of "C" or higher is required for all general education requirements
- Foreign educated students must have their college and high school transcripts evaluated by World Education Services (WES)
- The Practical Nursing program is a Maryland Health Manpower Shortage program. All students who apply for this program must be eligible to work in the State of Maryland at the application deadline and while enrolled in the program.

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. Two final course grades below a 75% means dismissal from the nursing program and the student cannot continue or reapply to the PN program.
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)
  (ENG 101E - English Composition for English Language Learners is an approved substitution for ENG 101)
- 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 oversubscribed 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 scores, completed required general education courses, and cumulative grade point average. 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. ENG 101, BIO 204, PSY 101 and MAT 090 or MAT 095 with a grade of "C" or better must be completed or in progress at the application deadline. Students must have completed BIO 203 prior to the spring semester in the 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. A valid government-issued photo ID (driver's license, state ID, passport, military ID, or green card) is required for a background check. Prior criminal records may prohibit students from clinical program placement, becoming licensed, or employment opportunities.

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 Registrar 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

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. Sixty percent or greater of traditional and two-year pathway students will complete the nursing program in no more than 150% of the stated program length beginning with enrollment in the first nursing course.
2. Seventy-five percent of the graduate survey respondents at nine months after graduation express satisfaction within the nursing program.
3. Ninety percent or greater of a 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. Eighty-five percent or greater of the program graduates will pass the NCLEX on their first attempt.

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. 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* 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)

- All students planning on applying to the Registered Nursing program must attend a Nursing program preview before the Supplemental Application deadline. Students who are transferring in who have completed a nursing class at another accredited college are exempt from this orientation. Students who have only completed a CNA class must attend this program. View upcoming program dates here.

- Submit a completed program application known as the *Supplemental Application for the Nursing Program (RN) form*
- Submit official TEAS scores. Official score reports are required for TEAS taken at locations other than the HCC Testing Center. Students who do take the TEAS at HCC are encouraged to bring a copy of the scores or email the scores to the HCC Admissions Office. Applicants will not be considered for admission to the program until they achieve a 69% or higher on the Adjusted Individual Score for Reading and an Adjusted Individual Total Score of at least 60%.
- Submit official SAT scores (If taken within five years of application date)
- Submit official AP scores if using these scores to meet one of the general education requirements. AP scores of 3 or higher are used.
- Official transcripts from all colleges attended. HCC calculates cumulative GPA from all college coursework as part of the scoring process (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 the application deadline.
- 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
- In addition to the minimum grade requirement for English Composition set forth by COMAR, HCC requires nursing students to complete *all* General Education requirements with a minimum grade of "C" or higher.
- Foreign educated students must have their college transcripts evaluated by World Education Services (WES)
- The Nursing program is a Maryland Health Manpower Shortage program. All students who apply for this program must be eligible to work in the State of Maryland at the application deadline and while enrolled in the program.

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. Two final course grades below a 75% means dismissal from the Nursing program and the student cannot continue or reapply to the RN program.
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.

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 **(ENG 101E is an approved substitution for ENG 101)*	3	PSY 204	Developmental Psychology: Lifespan Human Development	3
Gen Ed	Mathematics **(MAT 109 is recommended)*	3	ENG 102	Advanced English Concentration	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			
TOTAL		**16**	**TOTAL**		**13**

Semester I			**Semester II**		
Course Number	**Course Name**	**Credits**	**Course Number**	**Course Name**	**Credits**
NUR 105	Foundations of Nursing	9	NUR 127	Nursing Care of Children	4
			NUR 229	Nursing Care of the Acute and Chronically Ill Adult	4
TOTAL		**9**	**TOTAL**		**8**

Semester III		
Course Number	**Course Name**	**Credits**
NUR 224	Pharmacology for Nursing Practice	2
BIO 205	Microbiology	4
TOTAL		**6**

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
TOTAL		**8**	**TOTAL**		**10**

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
MAT 109 or Gen Ed	Introduction to Statistics or Mathematics	3
ENG 101	English Composition **(ENG 101E is an approved substitution for ENG 101)*	3
PSY 101	General Psychology	3
TOTAL		**13**

Semester I			Semester II		
Course Number	**Course Name**	**Credits**	**Course Number**	**Course Name**	**Credits**
NUR 105	Foundations of Nursing	9	NUR 127	Nursing Care of Children	4

PSY 204	Developmental Psychology: Lifespan Human Development	3	NUR 229	Nursing Care of the Acute and Chronically Ill Adult I	4
BIO 204	Human Anatomy and Physiology II	4	BIO 205	Microbiology	4
TOTAL		**16**	**TOTAL**		**12**

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			
TOTAL		**16**	**TOTAL**		**13**

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

**A minimum grade of "C" or better is required for ENG-101 and ENG-101E*

- ENG 101 - English Composition (3 Credits)
  (ENG 101E - English Composition for English Language Learners is an approved substitution for ENG 101)
- ENG 102 - Advanced English Composition (3 Credits)

Mathematics

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

Program Requirements (37 Credits)

- NUR 105 - Foundations of Nursing (9 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 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. 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. For the three-year pathway, points are earned by the number of program required general education courses completed, grade point average in program required general education courses, cumulative grade point average for all college courses taken and for students who have completed their program required general education courses at HCC. For students applying for the two-year pathway, scoring will use TEAS scores or SAT scores (two-year pathway is for students who have not started their program required general education classes). 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. A valid government-issued photo ID (driver's license, state ID, passport, military ID, or green card) is required for a background check. Prior criminal records may prohibit students from clinical program placement, becoming licensed, or employment opportunities.

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 105 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 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 apply 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 Registrar 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 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

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. A nominal fee may apply for these 17 credits to be placed on the student's record.

Program Outcomes

1. Seventy-five percent of the Paramedic to RN students who begin the program will successfully complete the program within 100% of the time from the date of entry. Seventy percent of the PN students who begin the program will successfully complete the program within two calendar years from the date of entry.
2. Seventy-five percent of the graduate survey respondents at nine months after graduation express satisfaction within the nursing program.
3. Ninety percent or greater of a 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. Eighty-five percent or greater of the program graduates will pass the NCLEX on their first attempt.

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. 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* 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 official TEAS scores. Official score reports are required for TEAS taken at locations other than the HCC Testing Center. Students who do take the TEAS at HCC are encouraged to bring a copy of the scores or email the scores to the HCC Admissions Office. Applicants will not be considered to the program until they achieve a 69% or higher on the Adjusted Individual Score for Reading and an Adjusted Individual Total Score of at least 60%.

- Official transcripts from other colleges attended. HCC calculates cumulative GPA from all college coursework as part of the scoring process (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. The courses include ENG 101, ENG 102, a Math General Education course from the approved General Education course list, PSY 101, SOC 101, PSY 204, BIO 203, BIO 204, BIO 205, and an Arts/Humanities course form the approved General Education course list.
- 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.
- In addition to the minimum grade requirement for English Composition set forth by COMAR, HCC requires nursing students to complete *all* General Education requirements with a minimum grade of "C" or higher.
- Verification from an employer of two years employment (3,328 hours) as a Paramedic within the past 5 years by the application deadline must be submitted to the Admissions Office. Documents submitted must clearly show dates of employment.
- Satisfactory letter of recommendation from most recent employer/manager must be submitted to the Admissions Office.
- Must have certification as a Paramedic and National Board of Registry certification (NREMT-P) and submit it to the Admissions Office.
- 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 **(ENG 101E is an approved substitution for ENG 101)*	3	ENG 102	Advanced English Concentration	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
TOTAL		**16**	**TOTAL**		**17**

Semester I		
Course Number	**Course Name**	**Credits**
NUR 195	LPN/Paramedic/Military Medic/Corpsman to RN Transition	8
TOTAL		**8**

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
TOTAL		**6**	**TOTAL**		**6**

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

**A minimum grade of "C" or better is required for ENG-101 and ENG-101E*

- *ENG 101 - English Composition (3 Credits)*
  (ENG 101E - English Composition for English Language Learners is an approved substitution for ENG 101)
- *ENG 102 - Advanced English Composition (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 - LPN/Paramedic/Military Medic/Corpsman 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 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 oversubscribed 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 Registrar 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 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.

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 to a four-year degree program, either in Paralegal Studies or in a field appropriate for admission to law school. The program includes electives in business, history, and political science. Students should consult with faculty and advising staff as early as possible to discuss both career and educational goals.

- 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 **(ENG 101E is an approved substitution for ENG 101)*	3		ENG 102 or ENG 112	Advanced English Composition 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		PLS 104	Principles of Litigation	3
PLS 102	Legal Research	3		PLS 103	Legal Writing and Documents	3
TOTAL		**15**		**TOTAL**		**15**
Second Year Fall				**Second Year Spring**		
Course Number	**Course Name**	**Credits**		**Course Number**	**Course Name**	**Credits**
Gen Ed	Arts/Humanities	3		Gen Ed	Arts/Humanities	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
PLS 202	Criminal Law & Procedure for Paralegal Studies	3		Elective	Choose in consultation with advisor	2
TOTAL		**16**		**TOTAL**		**14**

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

**A minimum grade of "C" or better is required for ENG-101 and ENG-101E*

- ENG 101 - English Composition (3 Credits)
  (ENG 101E - English Composition for English Language Learners is an approved substitution for ENG 101)
- ENG 102 - Advanced English Composition (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 (24 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 202 - Criminal Law and Procedure for Paralegal Studies (3 Credits)
- PLS 203 - Domestic Relations (3 Credits)
- PLS 207 - Real Estate Law (3 Credits)

Restricted Electives (3 Credits)

Restricted elective credits should be selected in consultation with the coordinator of the Paralegal Studies program or a transfer advisor and the transfer institution in order to satisfy career and/or transfer goals. Please select one course from the list below:

- 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 (1-3 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)

Electives should be selected in consultation with the coordinator of the Paralegal Studies program, transfer advisor, and/or the transfer institution. Some recommended courses are listed below:

- BUS 145 - Customer Service (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 Paralegal Studies 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 (27 Credits)

- ENG 101 - English Composition (3 Credits)
  (ENG 101E - English Composition for English Language Learners is an approved substitution for ENG 101)
- 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 202 - Criminal Law and Procedure for Paralegal Studies (3 Credits)
- PLS 203 - Domestic Relations (3 Credits)
- PSY 101 - General Psychology (3 Credits)

Restricted Elective (3 Credits)

Select Restricted Elective credits from the following list:

- ADJ 201 - Law Enforcement and the Community (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 (1-3 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 Paralegal Studies program coordinator.

Pharmacy

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. 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 **(ENG 101E is an approved substitution for ENG 101)*	3		ENG 102	Advanced English Concentration	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
TOTAL		**15**		**TOTAL**		**14**
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
TOTAL		**15**		**TOTAL**		**16**

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

**A minimum grade of "C" or better is required for ENG-101 and ENG-101E*

- ENG 101 - English Composition (3 Credits)
  (ENG 101E - English Composition for English Language Learners is an approved substitution for ENG 101)
- ENG 102 - Advanced English Composition (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 Restricted Elective credits from the following list:

- 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)
- COM 103 - Public Speaking (3 Credits)
- ECO 202 - Microeconomic Principles (3 Credits)
- MAT 109 - Statistics (3 Credits)
- PHY 202 - General Physics II (4 Credits)

Free Electives (3 Credits)

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

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 Exercise Science and Health programs of study.

Program Requirements (11 credits)

- EXS 143 - Strength Training (1 Credit)
- EXS 163 - Fitness and Conditioning (1 Credit)
- EXS 230 - Foundations of Exercise and Movement (3 Credits)
- EXS 232 - Concepts of Fitness Testing and Programming (3 Credits)
- HEA 105 - First Aid (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 **(ENG 101E is an approved substitution for ENG 101)*	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
TOTAL		**15**		**TOTAL**		**16**
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				
TOTAL		**15**		**TOTAL**		**14**

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

- 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

**A minimum grade of "C" or better is required for ENG-101 and ENG-101E*

- ENG 101 - English Composition (3 Credits)
  (ENG 101E - English Composition for English Language Learners is an approved substitution for ENG 101)
- 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)
- COM 103 - Public Speaking (3 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)
- MAT 209 - Programming for Engineers

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 **(ENG 101E is an approved substitution for ENG 101)*	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
TOTAL		**15**	**TOTAL**		**15**
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
Gen Ed	Arts/Humanities	3	POL 204 or POL 206	International Relations or Comparative Politics	3
HIS 201 or HIS 202	United States History I or Unites States History II	3	Elective	In consultation with an advisor	3
POL 103	Mass Media and Democracy	3	POL 204 or POL 206	International Relations or Comparative Politics	3
POL 202	Constitutional Law	3	Elective	Choose in consultation with an advisor	2
TOTAL		**15**	**TOTAL**		**15**

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

**A minimum grade of "C" or better is required for ENG-101 and ENG-101E*

- ENG 101 - English Composition (3 Credits)
  (ENG 101E - English Composition for English Language Learners is an approved substitution for ENG 101)
- 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 a transfer advisor and/or the transfer institution. Some recommended courses are listed below:

- ADJ 101 - Introduction to Criminal Justice (3 Credits)
- ANT 201 - Cultural Anthropology (3 Credits)
- COM 103 - Public Speaking (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 - Statistics (3 Credits)
- POL 202 - Constitutional Law (3 Credits)
- POL 204 - International Relations (3 Credits)
- POL 206 - Comparative Politics (3 Credits)
- POL 269 - Internship (1-3 Credits)
- SOC 102 - Sociology of Social Problems (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 **(ENG 101E is an approved substitution for ENG 101)*	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 204 or PSY 206	Developmental Psychology: Lifespan Human Development or Abnormal Psychology	3
Elective	Choose in consultation with an advisor	3	Elective	Choose in consultation with an advisor	3
TOTAL		**15**	**TOTAL**		**15**

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	Select One	PSY 203, PSY 208, PSY 216, or PSY 240	3
PSY 204 or PSY 206	Developmental Psychology: Lifespan Human Development or Abnormal Psychology	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
TOTAL		**15**	**TOTAL**		**15**

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

**A minimum grade of "C" or better is required for ENG-101 and ENG-101E*

- ENG 101 - English Composition (3 Credits)
  (ENG 101E - English Composition for English Language Learners is an approved substitution for ENG 101)
- 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)

- PSY 101 - General Psychology (3 Credits)
- PSY 204 - Developmental Psychology: Lifespan Human Development (3 Credits)
- PSY 206 - Abnormal Psychology (3 Credits)

Select one course from the following:

- PSY 203 - Educational Psychology (3 Credits)
- PSY 208 - Theories of Personality (3 Credits)
- PSY 216 - Social Psychology (3 Credits)
- PSY 240 - Research Methods in the Social and Behavioral Sciences (3 Credits)

Free Electives (17 Credits)

Free 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)
- CDC 212 - Interviewing and Counseling (3 Credits)
- COM 103 - Public Speaking (3 Credits)
- Foreign Language Course (3-6 Credits)
- HST 103 - Introduction to Human Services and Social Work (3 Credits)
- MAT 109 - Statistics (3 Credits)
- PED 132 - Yoga: Beginning (1 Credit)
- PSY 203 - Educational Psychology (3 Credits)
- PSY 208 - Theories of Personality (3 Credits)
- PSY 216 - Social Psychology (3 Credits)
- PSY 240 - Research Methods in the Social and Behavioral Sciences (3 Credits)
- SOC 102 - Sociology of Social Problems (3 Credits)
- SOC 103 - Criminology (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

Purpose: Prepares students for practice as entry-level radiographers in health care facilities and specialty offices. Upon graduation, students are eligible to sit for the American Registry of Radiologic Technologists (www.arrt.org) certification examination in radiography.

View the Radiography, A.A.S. Fee Sheet.

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).

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:

- Submit official scores for the ACT® WorkKeys® National Career Readiness Assessments. The assessments measure foundational skills required for entry in the radiography program. Applicants need to achieve a WorkKeys® assessment level of 5 in Applied Math, 3 in Graphic Literacy, and 4 in Workplace Documents taken within the last three years.
- Completed program application known as the Supplemental Application for Radiography Program form.
- Official transcripts from all colleges attended. HCC calculates cumulative GPA from all college coursework as part of the scoring process (students who have completed classes at HCC do not need to submit an HCC transcript).
- Official SAT/ACT scores if taken within five years of the application deadline.

- 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 16 credits of the following courses completed or in progress at the time of application. The courses include: an Arts/Humanities Elective, BIO 116 - Human Anatomy and Physiology for Allied Health (or BIO 203 must be completed and BIO 204 must be completed or in progress), ENG 101 - English Composition, MAT 109 - Statistics *or* MAT 114 - Introduction to Applied Algebra *or* MAT 101 - College Algebra, and PSY 101 - General Psychology. If 16 credits are not completed, SAT scores will be used if taken within the past five years or if the student did not take the SAT's, the student must take and submit ACT® WorkKeys® National Career Readiness Assessments scores. Admission to HCC does not guarantee admission to the Radiography Program.
    - 2-Year Pathway: SAT scores will be used if taken within the past five years or if the student did not take the SAT's, students must take and submit ACT® WorkKeys® National Career Readiness Assessments scores.
- 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 of the application deadline.

- The Radiography program is a Maryland Health Manpower Shortage program. All students who apply for this program must be eligible to work in the State of Maryland at the application deadline and while enrolled in 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 **(ENG 101E is an approved substitution for ENG 101)*	3
MAT 101 or MAT 109 or MAT 114	College Algebra or Statistics or Introduction to Applied Algebra	3
BIO 116	Human Anatomy and Physiology for Allied Health **(Students who plan to transfer should discuss science requirements with their advisor)*	4
Gen Ed	Diversity	3
PSY 101	General Psychology	3
Gen Ed	Arts/Humanities	3
TOTAL		**19**

First Summer		
Course Number	**Course Name**	**Credits**
RAD 101	Radiography I	2
RAD 103	Radiographic Positioning I	3
RAD 109	Patient Care for Radiographers	3
TOTAL		**8**

First Year Fall			**First Year Spring**		
Course Number	**Course Name**	**Credits**	**Course Number**	**Course Name**	**Credits**
RAD 102	Radiography II	2	RAD 105	Radiographic Positioning III	3
RAD 104	Radiographic Positioning II	3	RAD 108	Clinical Technique II	2

RAD 106	Clinical Technique I	2	PHY 106	Radiological Physics Theory	3
			RAD 215	Pathology for Imaging Sciences	3
TOTAL		**7**	**TOTAL**		**11**

Second Summer		
Course Number	**Course Name**	**Credits**
RAD 200	Clinical Practicum	4
TOTAL		**4**

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
TOTAL		**9**	**TOTAL**		**10**

Two-Year Program Pathway

First Summer		
Course Number	**Course Name**	**Credits**
BIO 116	Human Anatomy and Physiology for Allied Health **(Students who plan to transfer should discuss science requirements with their advisor)*	4
RAD 101	Radiography I	2
RAD 103	Radiographic Positioning I	3
RAD 109	Patient Care for Radiographers	3
TOTAL		**12**

First Year Fall			First Year Spring		
Course Number	**Course Name**	**Credits**	**Course Number**	**Course Name**	**Credits**
RAD 102	Radiography II	2	RAD 105	Radiographic Positioning III	3
RAD 104	Radiographic Positioning II	3	RAD 108	Clinical Technique II	2
RAD 106	Clinical Technique I	2	PHY 106	Radiological Physics Theory	3
Gen Ed	Diversity	3	ENG 101	English Composition **(ENG 101E is an approved substitution for ENG 101)*	3
			MAT 101 or MAT 109 or MAT 114	College Algebra or Introduction to Statistics or Introduction to Applied Algebra	3
			RAD 215	Pathology for Imaging Sciences	3
TOTAL		**10**	**TOTAL**		**17**

Second Summer		
Course Number	**Course Name**	**Credits**
RAD 200	Clinical Practicum	4
TOTAL		**4**

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
PSY 101	General Psychology	3	Gen Ed	Arts/Humanities	3
TOTAL		**12**	**TOTAL**		**13**

General Education Requirements (19-23 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

- 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

**A minimum grade of "C" or better is required for ENG-101 and ENG-101E*

- ENG 101 - English Composition (3 Credits)
  (ENG 101E - English Composition for English Language Learners is an approved substitution for ENG 101)

Mathematics

- MAT 101 - College Algebra (3 Credits)
  OR
  MAT 109 - 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 program required general education courses completed, grade point average in program required general education courses, cumulative grade point average for all college courses taken and for students who have completed their program required general education courses at HCC. 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 16 credits of the following courses completed or in progress. The courses include:
   an Arts/Humanities Elective, PSY 101 - General Psychology, BIO 116 - Human Anatomy and Physiology for Allied Health (or BIO 203 must be completed and BIO 204 must be completed or in progress), ENG 101 - English Composition, and MAT 109 - Statistics *or* MAT 114 - Introduction to Applied Algebra or MAT 101 - College Algebra.

    - For the two-year pathway and applicants who have recently graduated from high school, submit ACT® WorkKeys® National Career Readiness Assessments scores.

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 16 credits or more of the Radiography general education courses, use GPA of program required general education courses and cumulative GPA of all college courses taken to score (general education courses must be completed with a minimum grade of "C" or higher to count), *OR*

    - Applicant has completed less than 16 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 16 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 ACT® WorkKeys® National Career Readiness Assessments scores.

4. Students must successfully pass a drug screen and criminal background check. A valid government-issued photo ID (driver's license, state ID, passport, military ID, or green card) is required for a 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 Registrar 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 Registrar 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*) published by the United States Regulatory Commission provides information and guidelines.

ARRT–CQ/2011 Continued Requirements

American Registry of Radiologic Technologists (ARRT) certifications awarded January 1, 2011, and thereafter will be time-limited to 10 years. Prior to the end of the 10-year period, the individual will be required to demonstrate qualifications to continue to hold the certification. For additional information, visit the ARRT Web site at *www.arrt.org*.

Clinical Education

Students enrolled in the radiography program will be assigned to healthcare facilities within the tristate 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 **(ENG 101E is an approved substitution for ENG 101)*	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	SOC 106	Race and Ethnic Relations in the United States	3
TOTAL		**15**	**TOTAL**		**15**
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
Elective	Choose in consultation with an advisor	3	Gen Ed	Biological/Physical Science **(of your two Science requirements, one must have a lab)*	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
TOTAL		**15**	**TOTAL**		**15**

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

**A minimum grade of "C" or better is required for ENG-101 and ENG-101E*

- ENG 101 - English Composition (3 Credits)
  (ENG 101E - English Composition for English Language Learners is an approved substitution for ENG 101)
- 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)

Free 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)
- COM 103 - Public Speaking (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)
- 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)
- STU 106 - Professionalism in the Workplace (1 Credit)

Degree Requirement (60 Credits)

Substance Abuse Counseling

Substance Abuse Counseling, A.A.S.

The Associate of Applied Science (A.A.S.) in Substance Abuse Counseling is designated to prepare students to pursue a career or continue on to a four-year bachelor's degree program. The program complements existing offerings at HCC in Human Services and Psychology. The curriculum is designed to meet the educational requirements of the Maryland Board of Professional Counselors and Therapists and to prepare students to seek a state credential as a Certified Supervised Counselor-Alcohol and Drug (CSC-AD). The associate degree prepares graduates to work with clients facing substance dependency or abuse in a variety of clinical settings, both outpatient and residential, under the supervision of a Board-approved alcohol and drug supervisor.

Program Pathway

First Year Fall				**First Year Spring**		
Course Number	**Course Name**	**Credits**		**Course Number**	**Course Name**	**Credits**
ENG 101	English Composition **(ENG 101E is an approved substitution for ENG 101)*	3		PSY 206	Abnormal Psychology	3

Gen Ed	Arts/Humanities	3	Gen Ed	Mathematics	3
HST 103	Introduction to Human Services and Social Work	3	HST 208	Social Work with Groups	3
PSY 101	General Psychology	3	Restricted Elective	Select from the list	3
BIO 110	Human Biology	3			
TOTAL		**15**	**TOTAL**		**12**
Second Year Fall			**Second Year Spring**		
Course Number	**Course Name**	**Credits**	**Course Number**	**Course Name**	**Credits**
HST 207	Social Work with Individuals	3	Gen Ed	Diversity	3
CDC 203	Ethics Counseling	3	PSY 204	Lifespan Human Development	3
CDC 220	Addiction Treatment Delivery	3	CDC 270	Internship II	3
Restricted Elective	Select from the list	3	Restricted Elective	Select from the list	3
CDC 269	Internship I	3	CDC 210	Medical Aspects of Chemical Dependency	3
			CDC 212	Interviewing and Counseling	3
TOTAL		**15**	**TOTAL**		**18**

General Education Requirements (18-19 Credits)

Arts and 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 110 - Human Biology (3 Credits)

Diversity

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

English

**A minimum grade of "C" or better is required for ENG-101 and ENG-101E*

- ENG 101 - English Composition (3 Credits)
  (ENG 101E - English Composition for English Language Learners is an approved substitution for ENG 101)

Mathematics

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

Program Requirements (27 Credits)

- CDC 203 - Ethics in Counseling (3 Credits)
- CDC 210 - Medical Aspects of Chemical Dependency (3 Credits)
- CDC 212 - Interviewing and Counseling (3 Credits)
- CDC 220 - Addictions Treatment Delivery (3 Credits)
- HST 103 - Introduction to Human Services and Social Work (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)

Internship/Practicum (6 Credits)

Internship/Practicum - Six semester credits (180 hours per course) are required by the State of Maryland for Licensure. **Students unable to complete this will be offered other coursework to receive their degree but will not be eligible for state Licensure.**

- CDC 269 - Internship I (3 Credits)
- CDC 270 - Internship II (3 Credits)

Restricted Electives (8-9 Credits)

Please select 8-9 restricted elective credits from the following courses:

- ADJ 101 - Introduction to Criminal Justice (3 Credits)

- COM 103 - Public Speaking (3 Credits)
- HEA 105 - First Aid (3 Credits)
- HST 201 - Understanding Diversity in the Helping Profession (3 Credits)
- STU 106 - Professionalism in the Workplace (1 Credit)

Note:

Students who have been convicted of certain crimes may be precluded from employment in this field. Please discuss concerns with the program coordinator.

Degree Requirement (60 Credits)

Substance Abuse Counseling, Certificate

The Certificate in Substance Abuse Counseling prepares students for job preparation in entry level positions in alcohol and drug counseling and the curriculum is a pathway to the Associate of Applied Science (A.A.S.) in Substance Abuse Counseling. The course work is designed to meet the educational requirements of the Maryland Board of Professional Counselors and Therapists of Alcohol and Drug Trainee.

Program Requirements (24 Credits)

- HST 103 - Introduction to Human Services and Social Work (3 Credits)
- HST 207 - Social Work With Individuals (3 Credits)
  OR
  HST 208 - Social Work With Groups (3 Credits)
- PSY 101 - General Psychology (3 Credits)
- PSY 204 - Developmental Psychology: Lifespan Human Development (3 Credits)
- PSY 206 - Abnormal Psychology (3 Credits)
- CDC 203 - Ethics in Counseling (3 Credits)
- CDC 210 - Medical Aspects of Chemical Dependency (3 Credits)
- CDC 220 - Addictions Treatment Delivery (3 Credits)

Certificate Requirement (24 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.

Technical Studies

Technical Studies, A.A.S.

The A.A.S. in Technical Studies is a career oriented program that focuses on applied technical skills. It is designed to support the diverse needs of today's employers and prepares students for in-demand careers in areas like aircraft maintenance, aviation electronics, electrical engineering, electrical energy, alternative energy, advanced manufacturing,

and some healthcare fields. This program is exclusive for students who have completed, or will complete, an apprenticeship, internship, American Council for Education endorsed training program, other recognized training program provided by the student's employer. The trainings will be evaluated by faculty and appropriate credits will be articulated. The articulated credit will be used to fulfill the restricted elective requirement. This A.A.S. program is a career degree, preparing students for the workforce after graduation. However, students can opt to transfer to a four-year program rather than start a career, but should confer with advisors and transferring institutions for specific requirements.

General Education Requirements (18 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 Science 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

**A minimum grade of "C" or better is required for ENG-112.*

- ENG 112 - Technical Writing I (3 Credits)

Mathematics

- MAT 114 - Introduction to Applied Algebra (3 Credits)

Program Requirements (15 Credits)

Select courses from the following discipline designations:

- ADJ, ADM, AET, CAD, ELE, EGT, INT (15 Credits)

Restricted Electives (15 Credits)

Credits used to fulfill the restricted elective category may be earned via apprenticeship, internship, other recognized training program, prior learning assessment, articulation agreement, or approved classes taken at HCC. Students must consult with their advisor to determine appropriate avenues for credits.

Free Electives (12 Credits)

Free electives should be selected in consultation with an advisor.

Degree Requirement (60 Credits)

Theater

Theater Concentration, Arts and Sciences, A.A.

The Theater Concentration program 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 **(ENG 101E is an approved substitution for ENG 101)*	3	ENG 102	Advanced English Composition	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
TOTAL		**15**	**TOTAL**		**15**

Second Year Fall			**Second Year Spring**		
Course Number	**Course Name**	**Credits**	**Course Number**	**Course Name**	**Credits**
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
TOTAL		**15**	**TOTAL**		**15**

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 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

**A minimum grade of "C" or better is required for ENG-101 and ENG-101E*

- ENG 101 - English Composition (3 Credits)
  (ENG 101E - English Composition for English Language Learners is an approved substitution for ENG 101)
- ENG 102 - Advanced English Composition (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 Restricted Elective credits from the following list:

- 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 121 - Theater Practicum II (1 Credit)
- THR 122 - Theater Practicum III (1 Credit)
- THR 123 - Theater Practicum IV (1 Credit)

Free Electives (3-4 Credits)

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

- COM 103 - Public Speaking (3 Credits)
- COM 108 - Introduction to Human Communication (3 Credits)

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, load optimization specialist, 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 112 and TRK 115. This program can be earned entirely through online courses. This A.A.S. program is a career degree, preparing students for the workforce after graduation. However, students can opt to transfer to a four-year program rather than start a career, but should confer with advisors and transferring institutions for specific requirements.

Program Pathway

First Year Fall			**First Year Spring**		
Course Number	**Course Name**	**Credits**	**Course Number**	**Course Name**	**Credits**
ENG 112	Technical Writing	3	COM 108	Introduction to Human Communication	3
MAT 115	Quantitative Reasoning	3	Gen Ed	Biological/Physical Science Gen Ed; 3-4 credits	3
BUS 101	Introduction to Business Organization and Management	3	BUS 104	Legal Environment of Business	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			
TOTAL		**16**	**TOTAL**		**15**
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
IST 106	Spreadsheet Software	3	STU 106	Professionalism in the Workplace	1
MGT 210	Human Resource Management	3	Elective	Choose in consultation with an advisor	4
TOTAL		**15**	**TOTAL**		**14**

General Education Requirements (18-19 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

- 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

**A minimum grade of "C" or better is required for ENG-112*

- ENG 112 - Technical Writing I (3 Credits)

Mathematics

- MAT 115 - Quantitative Reasoning (3 Credits)

Program Requirements (35 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)
- COM 108 - Introduction to Human Communication (3 Credits)
- 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)
- COM 103 - Public Speaking (3 Credits)
- ECO 201 - Macroeconomic Principles (3 Credits)
- ECO 202 - Microeconomic Principles (3 Credits)
- IST 107 - Database Management (3 Credits)
- MAT 109 - Statistics (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 (1-3 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, dispatcher, logistics salesman, driver manager, 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 112 and 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, Virginia or Washington D.C., 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. This A.A.S. program is a career degree, preparing students for the workforce after graduation. However, students can opt to transfer to a four-year program rather than start a career, but should confer with advisors and transferring institutions for specific requirements.

- 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**
ENG 112	Technical Writing I	3	Restricted Elective	Choose from the list	3
Gen Ed	Mathematics **(MAT 115 is recommend, unless the student plans to take CSC 132 or CSC 134 as a restricted elective)*	3	Gen Ed	Arts/Humanities	3
CSC 102	Introduction to Information Technology	3	WEB 115	Web Developer I	3
WEB 101	Web Design I	3	WEB 110	Web Design II	3
IST 107	Database Management	3	Gen Ed	Biological/Physical Science; 3-4 credits	3
TOTAL		**15**	**TOTAL**		**15**
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

GDT 112	Compter Graphics	3	Elective	Choose in consultation with an advisor	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
Restricted Elective	Choose from the list	3	GDT 116	Digital Imaging	3
			Restricted Elective	Choose from the list	3
TOTAL		**15**	**TOTAL**		**15**

General Education Requirements (18-19 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

- 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

**A minimum grade of "C" or better is required for ENG-112*

- 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)
- 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 (9 Credits)

Select Restricted Elective credits from the following list:

- BUS 101 - Introduction to Business Organization and Management (3 Credits)
- COM 108 - Introduction to Human Communication (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)
- GDT 142 - Computer Illustration: Adobe Illustrator (3 Credits)
- GDT 146 - Graphic Design I (3 Credits)
- GDT 220 - Digital Video and Audio (3 Credits)
- IST 133 - Visual Basic (3 Credits)
- SDE 201 - Mobile Applications Design and Development (3 Credits)
- WEB 269 - Internship I (1-3 Credits)

Free Electives (3 Credits)

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

- ART 102 - Two-Dimensional Design (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, 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 - 2D Animation and Interactive Design (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

(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. Course fee required. 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. Course fee required. 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. Semester Offered: Fall Semester Only. 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. Semester Offered: Fall Semester Only. Course fee required. 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. Semester Offered: Spring Semester Only. Course fee required. 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. Semester Offered: Spring Semester Only. Course fee required. 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, students should be able to read and understand general financial statements and learn how a business plans and controls operations. Semester Offered: Spring Semester Only. Course fee required. Total of 45 hours of lecture.

ACC 269 - Internship I

(1-3 Credits) See "Academic Policies" section of current HCC Catalog for internship guidelines.

ACC 270 - Internship II

(1-3 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. Semester Offered: Fall Semester Only. 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. Semester Offered: Spring Semester Only. Total of 45 hours of lecture.

ADJ 108 - Introduction to Homeland Security

Prerequisite: RDG 095 or appropriate score on the placement test.
(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 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. Semester Offered: Spring Semester Only. 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. Semester Offered: Fall Semester 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. Semester Offered: Spring Semester Only. 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

(1-3 Credits) See "Academic Policies" section of current HCC Catalog for internship guidelines.

ADJ 270 - Internship II

(1-3 Credits) See "Academic Policies" section of current HCC Catalog for internship guidelines.

Advanced Manufacturing Systems

ADM 201 - Lean Manufacturing and Quality Assurance

Prerequisite: RDG 095 or appropriate score on the placement test.
(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. Semester Offered: Spring Semester Only. Total of 30 hours of lecture.

ADM 240 - Capstone Project for ADM Students

Prerequisite: Instructor consent.
(1-3 Credits) The capstone course is an opportunity for students to work on a significant project to demonstrate achievement of the learning outcomes established by the Advanced Manufacturing Systems program of study. Students will create a proposal, execute a project, write a report, and give a presentation. The presentation requires both speaking and illustrating the project through exhibit of the project work and/or audio-visual aids. Course fee required. Total of 15-45 hours.

ADM 258 - Advanced Motors, Machines, and Devices

Prerequisite: ELE 110 .
(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. Semester Offered: Spring Semester Only. Course fee required. Total of 45 hours of lecture.

ADM 269 - Internship

(1-3 Credits) See "Academic Policies" section of current HCC Catalog for internship guidelines.

Alternative Energy Technology

AET 101 - Applied Mathematics for Technology

Prerequisite: MAT 090 or appropriate score on the placement test.
(1 Credit) This course is for students in the Alternative Energy Technology certificate program. Mathematical concepts including computation, conversion, algebraic equations, data analysis, and graphing will be used in applications for construction and energy technology. Students in this course may be required to attend the Learning Support Center for additional instruction and problem-solving practice. Semester Offered: Fall Semester Only. 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. Semester Offered: Fall Semester Only. Course fee required. Total of 45 hours of lecture.

AET 104 - Geo-Thermal Installation

Prerequisite: AET 102, INT 105, and 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. Semester Offered: Spring Semester Only. 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. Semester Offered: Fall Semester Only. Course fee required. Total of 45 hours of lecture.

AET 108 - Wind Energy Installation

Prerequisite: AET 102, and 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. Semester Offered: Spring Semester Only. 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 15 contact hours.

AET 269 - Internship I

(1-3 Credits) See "Academic Policies" section of current HCC Catalog for internship guidelines.

AET 270 - Internship II

(1-3 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. Semester Offered: Fall Semester Only. 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. Semester Offered: Spring Semester Only. Total of 45 hours of lecture.

Anthropology

ANT 201 - Cultural Anthropology

Prerequisite: RDG 095 or appropriate score on the placement test.
(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 cross-cultural perspective. * *Diversity Approved General Education Course.* Total of 45 hours of lecture.

ANT 269 - Internship I

(1-3 Credits) See "Academic Policies" section of current HCC Catalog for internship guidelines.

ANT 270 - Internship II

(1-3 Credits) See "Academic Policies" section of current HCC Catalog for internship guidelines.

Art

ART 101 - Introduction to Visual Arts

Prerequisite: RDG 095 or appropriate score on the placement test
(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. * *Arts/Humanities Approved General Education Course.* 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 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 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) This is an advanced course that expands upon techniques and formal analysis learned in 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

Prerequisite: ART 123.
(3 Credits) This is an advanced course that expands upon techniques and formal investigation acquire in ART-123. Students further their investigation of aesthetics, function, and design of jewelry. Study includes intermediate 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: RDG 095 or appropriate score on the placement test.
(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. * *Arts/Humanities Approved General Education Course.* Semester Offered: Fall Semester Only. Total of 45 hours of lecture.

ART 232 - History of Western Art II

Prerequisite: RDG 095 or appropriate score on the placement test.
(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. * *Arts/Humanities Approved General Education Course.* Semester Offered: Spring Semester Only. Total of 45 hours of lecture.

ART 269 - Internship I

(1-3 Credits) See "Academic Policies" section of current HCC Catalog for internship guidelines.

ART 290 - Independent Study in Chosen Medium and Portfolio Review

Prerequisite: Students must complete courses at the 100 and 200 level in that medium.
(1-3 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. 15-45 hours of independent study.

Biology

BIO 106 - Unity and Diversity of Living Things

Prerequisite: RDG 095 or appropriate score on the 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. * *Biological/Physical Science and Lab Approved General Education Course.* Laboratory fee required. Total of 45 hours of lecture and 45 hours of lab.

BIO 110 - Human Biology

Prerequisite: RDG 095 or appropriate score on the placement test.
(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. * *Biological/Physical Science Approved General Education Course.* 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. * *Biological/Physical Science Approved General Education Course.* Total of 45 hours of lecture.

BIO 113 - Principles of Biology I

Prerequisite: RDG 095 or appropriate score on the placement test **AND** MAT 095, MAT 090, or appropriate score on the 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 course is one of a two-semester biology sequence, with laboratory, intended for biology and 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 must also take BIO 114. **Biological/Physical Science and Lab Approved General Education Course.* Laboratory fee required. Total of 45 hours of lecture and 45 hours of lab.

BIO 114 - Principles of Biology II

Prerequisite: BIO 113
Corequisite: CHM 101 or higher (sucessful completion of high school chemistry within the last 5 years is an acceptable substitution for CHM-101)
(4 Credits) This course is one of a two-semester biology sequence, with laboratory, intended intended for biology and all other science majors in transfer programs. 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. * *Biological/Physical Science and Lab Approved General Education Course.* Laboratory fee required. Total of 45 hours of lecture and 45 hours of lab.

BIO 116 - Human Anatomy and Physiology for Allied Health

Prerequisite: RDG 095 or appropriate score on the placement test.
(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 nervous, endocrine, integumentary, muscular, skeletal, digestive, urinary, reproductive, respiratory, circulatory, and immune/lymphatic systems. The laboratory work involves a complete study and dissection of typical mammal specimens for comparison to the human body. This course is not approved for the

RN and LPN programs. * *Biological/Physical Science and Lab Approved General Education Course.* Laboratory fee required. Total of 45 hours of lecture and 45 hours of lab.

BIO 119 - Introductory Biology for Health Professions

Prerequisite: RDG 095 or appropriate score on the placement test **AND** MAT 095, MAT 090, or appropriate score on the placement test.
(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. * *Biological/Physical Science and Lab Approved General Education Course.* Laboratory fee required. Total of 45 hours of lecture and 45 hours of lab.

BIO 201 - Cell Biology

Prerequisite: BIO 113 **AND** CHM 101 or CHM 103 **AND** MAT 101 or MAT 161 **AND** ENG 101 or ENG 101E.
(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: RDG 095 or appropriate score on the placement test **AND** MAT 095, MAT 090, or appropriate scores on placement test **AND** BIO 113 or BIO 119 or successful completion of the A&P placement exam with a 75% or better.
(4 Credits) 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. * *Biological/Physical Science and Lab Approved General Education Course.* 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) 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. * *Biological/Physical Science and Lab Approved General Education Course.* 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. * *Biological/Physical Science and Lab Approved General Education Course.* Laboratory fee required. Total of 45 hours of lecture and 45 hours of lab.

BIO 206 - Nutrition for Health Sciences

Prerequisite: 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 269 - Internship I

(1-3 Credits) See "Academic Policies" section of current HCC Catalog for internship guidelines.

BIO 270 - Internship II

(1-3 Credits) See "Academic Policies" section of current HCC Catalog for internship guidelines.

Biotechnology

BTC 101 - Introduction to Biotechnology

Prerequisite: RDG 095 or appropriate score on the placement test **AND** MAT 095, MAT 090, or appropriate score on the placement test.
(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. * *Biological/Physical Science Approved General Education Course.* Course fee required. Total of 45 hours of lecture.

BTC 102 - Introduction to Applied Biotechnology Research: Lab

Prerequisite: RDG 095 or appropriate score on the placement test **AND** MAT 095, MAT 090, or appropriate score on the placement test.
(3 Credits) This is an entry-level skills based course for science students (including dual-enrolled ESSENCE high school students) interested in the biotechnology program. Students will gain first-hand knowledge of basic laboratory applications and skills needed for careers in biotechnology. 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. Interested students should contact the biotechnology program coordinator to determine if this course is appropriate. **This course does not fulfill a lab/science General Education requirement.** Course fee required. Total of 90 hours of laboratory.

BTC 103 - Forensic Science

Prerequisite: RDG 095 or appropriate score on the placement test **AND** MAT 095, MAT 090, or appropriate score on the placement test.
(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. * *Biological/Physical Science and Lab Approved General Education Course.* Semester Offered: Spring Semester Only. Laboratory fee required. Total of 45 hours of lecture and 45 hours of lab.

BTC 201 - Discovery Research

Prerequisite: BTC 101 and eight 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. Semester Offered: Fall Semester Only. 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. Semester Offered: Spring Semester Only. Laboratory fee required. 45 hours of lecture and 45 hours of lab.

BTC 269 - Internship I

(1-3 Credits) See "Academic Policies" section of current HCC Catalog for internship guidelines. Course fee required.

BTC 270 - Internship II

(1-3 Credits) See "Academic Policies" section of current HCC Catalog for internship guidelines.

Business

BUS 101 - Introduction to Business Organization and Management

(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 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. Semester Offered: Fall Semester Only. Total of 15 hours of lecture.

BUS 269 - Internship I

(1-3 Credits) See "Academic Policies" section of current HCC Catalog for internship guidelines.

BUS 270 - Internship II

(1-3 Credits) See "Academic Policies" section of current HCC Catalog for internship guidelines.

Chemistry

CHM 101 - Introductory College Chemistry

Prerequisite: RDG 095 AND MAT 095, MAT 090, or appropriate score on the 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. * *Biological/Physical Science and Lab Approved General Education Course.* 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, MAT 114, MAT 161, MAT 203, or appropriate score on the 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. * *Biological/Physical Science and Lab Approved General Education Course.* Laboratory fee required. 45 hours of lecture and 45 hours of lab.

CHM 104 - General Chemistry II

Prerequisite: CHM 103
Corequisite: MAT 161
(4 Credits) This is a continuation of CHM 103. The course includes solutions, kinetics, equilibrium, thermodynamics, electrochemistry, and nuclear chemistry. * *Biological/Physical Science and Lab Approved General Education Course.* Laboratory fee required. 45 hours of lecture and 45 hours of lab.

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. Semester Offered: Fall Semester Only. 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. Semester Offered: Spring Semester Only. Laboratory fee required. Total of 45 hours of lecture and 45 hours of laboratory.

CHM 269 - Internship I

(1-3 Credits) See "Academic Policies" section of current HCC Catalog for internship guidelines.

CHM 270 - Internship II

(1-3 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, TRK 112, 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, TRK 112, 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. Fee 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, TRK 110, and TRK 112.
(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. Course fee 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. Semester Offered: Spring Semester Only. 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. Semester Offered: Fall Semester Only. Total of 45 hours of lecture.

TRK 269 - Internship

(1-3 Credits) See "Academic Policies" section of current HCC Catalog for internship guidelines.

Communications

COM 103 - Public Speaking

(3 Credits) This beginning course focuses on the theory of public address. Students will gain practice speaking in public and mediated communication contexts. Rhetorical theory will be addressed as students prepare and deliver original speeches and learn to think critically about the sociocultural challenges facing public speakers in the 21st century. Emphasis placed on informative, persuasive, and multimedia presentations. * *Arts & Humanities Approved General Education Course.* Total of 45 hours of lecture.

COM 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. * *Arts & Humanities Approved General Education Course.* Total of 45 hours of lecture.

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. Semester Offered: Fall Semester Only. Course fee required. Total of 60 hours of lecture.

CAD 153 - Computer-Aided Drafting

Prerequisite: CAD 152.
(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. Semester Offered: Spring Semester Only. Course fee required. Total of 60 hours of lecture.

CAD 226 - CAD: Architectural

Prerequisite: CAD 152.
(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. Semester Offered: Fall Semester Only. Field trips and course fee required. Total of 60 hours of lecture.

CAD 228 - CAD: Solid Modeling

Prerequisite: CAD 152.
(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. Semester Offered: Spring Semester Only. Course fee required. Total of 60 hours of lecture.

CAD 230 - BIM for Commercial Architecture

Prerequisite: CAD 152 and CAD 226 or familiarity with Autodesk Revit (CAD 226 or familiarity with Autodesk Revit is recommended, not required).
(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. Semester Offered: Spring Semester Only. Course fee required. Total of 60 contact hours.

CAD 269 - Internship

(1-3 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. Course fee required. Total of 45 hours of lecture.

CSC 109 - UNIX/Linux Operating System

Prerequisite: CSC 102, 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 or higher **AND** CSC 102, 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. Semester Offered: Fall Semester Only. 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. Semester Offered: Fall Semester Only. 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. Semester Offered: Spring Semester Only. 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. Semester Offered: Spring Semester Only. Course fee required. Total of 45 hours of lecture.

CSC 269 - Internship I

(1-3 Credits) See "Academic Policies" section of current HCC Catalog for internship guidelines.

CSC 270 - Internship II

(1-3 Credits) See "Academic Policies" section of current HCC Catalog for internship guidelines.

Cybersecurity

CYB 101 - Introduction to Cybersecurity

Prerequisite: RDG 095 or appropriate score on the placement test.
(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

Prerequisite: CSC 102 or CYB 101
(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. Semester Offered: Spring Semester Only. Course fee required. Total of 45 hours of lecture.

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 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. Course fee required. 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.
(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. May be offered in lecture, hybrid, or online format. Course fee required. Total of 45 hours of lecture.

Dance

DNC 101 - Dance Appreciation

Prerequisite: RDG 095 or appropriate score on the placement test
(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. * *Arts/Humanities Approved General Education Course.* Total of 45 hours of lecture.

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. Semester Offered: Spring Semester Only. Course fee required. 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. Semester Offered: Spring Semester Only. Course fee required. Total of 45 contact hours.

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. Semester Offered: Fall Semester Only. Course fee required. Total of 45 contact hours.

DNC 113 - Jazz Dance: Intermediate

Prerequisite: DNC 111 or instructor consent.
(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. Semester Offered: Fall Semester Only. Course fee required. 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. Semester Offered: Spring Semester Only. Course fee required. 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. Semester Offered: Spring Semester Only. Course fee required. 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. Semester Offered: Fall Semester Only. Course fee required. 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. Semester Offered: Fall Semester Only. Course fee required. 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. Semester Offered: Fall Semester Only. Total of 60 contact hours.

DNC 201 - Dance History

Prerequisite: RDG 095 or appropriate score on the placement test
(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. * *Arts/Humanities Approved General Education Course.* 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. Semester Offered: Spring Semester Only. Course fee required. 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. Semester Offered: Spring Semester Only. Course fee required. 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. Course fee required. Total of 30 contact hours.

DNC 225 - Dance Company II

Prerequisite: DNC 215.
(1 Credit) 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. Students will also integrate collaboration skills learned in DNC-215. Repertoire will include jazz, ballet, modern, and musical theatre dance styles. Audition required. Course fee 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. Semester Offered: Fall Semester Only. Total of 60 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 15 Contact Hours.

Dental Assisting

DEN 101 - Dental Assisting I

Prerequisite: RDG 095 or appropriate score on the placement test **AND** MAT 095, MAT 090, or appropriate score on the placement test.
Corequisite: DEN 109 and BIO 116.
(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. Semester Offered: Summer Semester Only. Course and laboratory fee required. Total of 30 hours of lecture, 60 hours of laboratory.

DEN 104 - Dental Radiology

Prerequisite: DEN 101, DEN 109, and BIO 116.
Corequisite: COM 103 or COM 108.
(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.* Semester Offered: Fall Semester Only. Course and laboratory fee required. Total of 30 hours of lecture and 45 hours of laboratory.

DEN 107 - Dental Materials

Prerequisite: DEN 101, DEN 109, and BIO 116.
Corequisite: DEN 104 **AND** COM 103 or COM 108.
(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. Semester Offered: Fall Semester Only. Course and laboratory fee required. Total of 15 hours of lecture and 60 hours of laboratory.

DEN 109 - Oral Anatomy

Prerequisite: RDG 095 or appropriate score on the placement test **AND** MAT 095, MAT 090, or appropriate score on the placement test.
Corequisite: DEN 101 and BIO 116.
(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. Semester Offered: Summer Semester Only. Course fee required. Total of 45 hours of lecture.

DEN 110 - Dental Assisting II

Prerequisite: DEN 101, DEN 109, and BIO 116.
Corequisite: COM 103 or COM 108.
(5 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 mouth guards, 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.* Semester Offered: Fall Semester Only. Course and laboratory fee required. Total of 30 hours of hybrid instruction and 90 hours of laboratory.

DEN 115 - Dental Office Management

Prerequisite: DEN 104, DEN 107, and DEN 110 **AND** COM 103 or COM 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. Semester Offered: Spring Semester Only. Course fee required. Total of 30 hours of online instruction.

DEN 120 - Dental Specialties

Prerequisite: DEN 104, DEN 107, and DEN 110 **AND** COM 103 or COM 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. Semester Offered: Spring Semester Only. Course fee required. Total of 45 hours of hybrid instruction.

DEN 140 - Dental Assisting Externship I

Prerequisite: DEN 104, DEN 107, and DEN 110 **AND** COM 103 or COM 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 see, but may involve early evening hours as well. Semester Offered: Spring Semester Only. Course fee required. Total of 135 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. Semester Offered: Spring Semester Only. 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. Semester Offered: Fall Semester Only. 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) This is a preclinical course that introduces the foundation knowledge for performing dental hygiene clinical skills. Emphasis will be place on basic clinical instrumentation, development of manual dexterity, dental hygiene procedures including assessments, dental hygiene diagnosis, planning, implementation, evaluation, and preventative education. Semester Offered: Fall Semester Only. Course and clinical fee required. Total of 120 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. Semester Offered: Fall Semester Only. Course and laboratory 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. Semester Offered: Fall Semester Only. Course and laboratory 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. Semester Offered: Spring Semester Only. 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. Semester Offered: Spring Semester Only. 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. Semester Offered: Spring Semester Only. Course and laboratory 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. Semester Offered: Spring Semester Only. 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. Semester Offered: Spring Semester Only. Course fee required. Total of 30 lecture hours.

DHY 117 - Introduction to Periodontics

Prerequisite: DHY 101 and DHY 102
Corequisite: DHY 110 and DHY 111
(2 Credits) This course is designed to provide an introduction 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, and current modalities of treatment and management strategies. This course will stress the important role of the dental hygienist in ameliorating the disease process. 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. Semester Offered: Fall Semester Only. 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. Semester Offered: Fall Semester Only. Course fee required. Total of 180 clinical hours.

DHY 203 - Periodontics and Advanced Procedures

Prerequisite: DHY 101 and DHY 102.
Corequisite: DHY 201 and DHY 202.
(4 Credits) This course provides a continued exploration of theoretical/clinical preparations with emphasis on pathogenesis of periodonal disease, dental hygiene process of care, treatment planning, non-surgical treatment, evaluation of treatment, and maintenance needs of the periodontal patient. Develops research and decision making skills with the use of evidence-based resources relating to risk factors, etiological agents, and current treatment and management modalities including comprehensive periodontal assessments, supplemental diagnostics, periodontal pharmacology, and treatment planning. Semester Offered: Fall Semester Only. 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. Semester Offered: Fall Semester Only. Course, laboratory, and clinical fees 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. Semester Offered: Fall Semester Only. Course fee required. 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. This course includes offsite enrichment activities. Semester Offered: Spring Semester Only. Course fee required. Total of 30 lecture hours and 6 Community Enrichment rotation 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. Semester Offered: Spring Semester Only. Course fee required. 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. Semester Offered: Spring Semester Only. Course fee required. 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. Semester Offered: Sping Semester Only. Course fee required. Total of 240 clinical hours.

Economics

ECO 201 - Macroeconomic Principles

Prerequisite: RDG 095 or appropriate score on the placement test.
(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. * *Behavioral/Social Science Approved General Education Course.* Total of 45 hours of lecture.

ECO 202 - Microeconomic Principles

Prerequisite: RDG 095 or appropriate score on the placement test.
(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. * *Behavioral/Social Science Approved General Education Course.* Total 45 hours of lecture.

Education

EDU 101 - Introduction to Education

Prerequisite: RDG 095 or appropriate score on the placement test.
(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. Total 45 hours of lecture.

EDU 103 - Foundations of Early Childhood Education

Prerequisite: RDG 095 or appropriate score on the placement test.
(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. Total of 45 hours of lecture.

EDU 114 - The Developing Child

Prerequisite: RDG 095 or appropriate score on the placement test.
(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: RDG 095 or appropriate score on the placement test.
(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: RDG 095 or appropriate score on the placement test.
(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. Semester Offered: Spring Semester Only. Total 45 hours of lecture.

EDU 117 - School Age Child Care Seminar I

Prerequisite: RDG 095 or appropriate score on the placement test.
(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. Semester Offered: Fall Semester Only. Total 45 hours of lecture.

EDU 211 - Introduction to Special Education

Prerequisite: EDU 101 or EDU 103 **AND** RDG 095 or appropriate score on the placement test.
(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. Total 45 hours of lecture.

EDU 212 - Processes and Acquisition of Reading

Prerequisite: RDG 095 or appropriate score on the placement test.
(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** instructor consent.
(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). Semester Offered: Spring Semester Only. Total 45 hours of lecture.

EDU 240 - Education Capstone Field Experience

Prerequisite: EDU 101 or EDU 103 AND EDU 211 or PSY 203
(3 Credits) EDU-240 Education Capstone Field Experience provides a structured field-based experience in an approved educational setting and is required for students preparing to become teachers. Students will be assigned field placements to observe the teaching and learning process for a total of forty-five hours. Students will produce a professional portfolio as their capstone project and attend lectures. It is highly recommended that EDU-240 is taken as one of the last courses completed for the Associate's Degree. External classroom observation will occur on the student's own time. *AAT students will register for the appropriate number of credits based on the number of field experience hours they have already completed in the prerequisite courses in order to meet the total number of 45 hours required. Each credit will produce 15 field experience hours. Semester Offered:Spring Semester Only.

EDU 269 - Internship I

(1-3 Credits) See "Academic Policies" section of current HCC Catalog for internship guidelines.

EDU 270 - Internship II

(1-3 Credits) See "Academic Policies" section of current HCC Catalog for internship guidelines.

Electronics

ELE 101 - Industrial Networking

(3 Credits) Students will learn the concepts of basic industrial device networking protocols and architectures. The course covers the essentials of Ethernet, TCP-IP, Field Bus, 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. Semester Offered: Spring Semester Only. Course fee required. Total of 45 hours of lecture.

ELE 102 - Analog Electronics

Corequisite: ELE 110.
(3 Credits) This course teaches students the PN junction, rectifiers, BJT and FET transistors, DC bias and DC bias stability of transistors, ac transistor model, small signal amplifiers using both BJT and FET transistors and cascaded amplifiers. Electrical and operating characteristics of op-amps. Linear and nonlinear Op-Amp circuit applications. Oscillators and regulated power supplies. Semester Offered: Fall Semester Only. Total of 45 hours of lecture.

ELE 105 - Microprocessors & Microcontrollers

Corequisite: ELE 106 **AND** ELE 110.
(3 Credits) In this course, students will study the basics of microprocessors/microcontrollers and their applications in industry. Several 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. Semester Offered: Spring Semester Only. Total of 45 hours of lecture.

ELE 106 - Digital Electronics

Corequisite: ELE 110.
(3 Credits) This course introduces the student to digital electronics theory, components and circuits. The course content has the following topics: number systems, Boolean algebra, logic gates, TTL and CMOS technologies, combinational logic, flip flops, counters, shift registers and sequential logic, memory, adders, A/D and D/ A conversion, digital data communication devices, cpu digital data processing, and introduction to programmable logic. Semester Offered: Fall Semester Only. Total of 45 hours of lecture.

ELE 110 - Fundamentals of Electricity

Prerequisite: MAT 090 or appropriate score on the placement test.
(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. Semester Offered: Spring Semester Only. Course fee required. Total of 45 hours of lecture.

ELE 130 - Introduction to Unmanned Systems

Prerequisite: RDG 095 or appropriate score on the placement test **AND** MAT 095, MAT 090, or appropriate score on the placement test.
(3 Credits) This course serves as an introduction to civilian unmanned systems, it includes an introduction to current applications, weather, control fundamentals, and the principles of flight. This course also covers the history of unmanned systems and how they have changed and adapted through the years. Students will also be exposed to the regulations that affect unmanned systems operations. Semester Offered: Fall Semester Only. Course fee required. Total of 45 hours of lecture.

ELE 131 - UAS Regulations

(1 Credit) This course prepares students to take the FAA part-107 certification test. Federal regulations, weather, loading, performance, and airspace regulations will all be covered. Operation of unmanned vehicles will also be covered in this course. Semester Offered: Fall Semester Only. Total of 15 hours of lecture.

ELE 132 - Mechanics of Unmanned Systems

Prerequisite: ELE 110.
(3 Credits) This course will introduce students to the different components of unmanned systems. Control systems, power plants, power sources, construction, and electronics will all be covered. Students will also learn how to troubleshoot common issues that arise with the maintenance of unmanned systems. Semester Offered: Spring Semester Only. Total of 45 hours of lecture.

ELE 140 - Introduction to Robotics

Prerequisite: 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. Semester Offered: Spring Semester Only. Course fee required. Total of 45 hours of lecture.

ELE 158 - Circuits, Schematics, and Test Equipment

Prerequisite: ELE 110.
(3 Credits) This course teaches students how to recognize, design, interpret, and troubleshoot electronic printed circuit boards 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. Semester Offered: Fall Semester Only. Course fee required. Total of 45 hours of lecture.

ELE 203 - PLC Applications

Prerequisite: INT 102.
(3 Credits) This is an advanced PLC course. 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. Semester Offered: Spring Semester Only. Course fee required. Total of 45 hours of lecture.

ELE 204 - Electrical Machines

Prerequisite: ELE 110.
(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. Semester Offered: Fall Semester Only. Course fee required. Total of 45 hours of lecture.

ELE 205 - Process Technology Equipment and Systems

Prerequisite: ELE 113.
(2 Credits) Students will learn how to troubleshoot and repair typical instrumentation components and systems 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. Semester Offered: Fall Semester Only. Course fee required. Total of 30 hours of lecture.

ELE 206 - Electronic Communications Systems

Prerequisite: ELE 102 and ELE 110
(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. Semester Offered: Fall Semester Only. Course fee required. Total of 45 hours of lecture.

ELE 207 - Advanced Electronics/Electricity

Prerequisite: ELE 102 and ELE 106
(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. Semester Offered: Spring Semester Only. Course fee required. Total of 45 hours of lecture.

ELE 208 - Advanced Digital Circuit Design and Analysis

Prerequisite: ELE 102 and ELE 106
(4 Credits) This course teaches students digital electronics - on a component level and how digital circuits work. Students will study counters, encoders, multiplexers, digital-to-analog (DAC) converters, and analog-to-digital converters (ADC). New design techniques with FPGA devices. Upon completion of this course, students will be able to design, build, and troubleshoot various digital circuits commonly used in industry. Semester Offered: Spring Semester Only. Course fee required. Total of 45 hours of lecture.

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. Semester Offered: Fall Semester Only. Course fee required. Total of 45 hours of lecture.

ELE 230 - Advanced Unmanned Systems

Prerequisite: ELE 130 and ELE 131.
(3 Credits) Students will be expected to demonstrate proficiency with unmanned vehicle simulators and flight. Students will be introduced to the concepts and principles of mission planning involved with unmanned systems. Students will also be introduced to how unmanned systems communicate with outside entities and each other. The course also covers how the sensors on a vehicle work, their purpose, and applications of the different types of sensors. Semester Offered: Spring Semester Only. Total of 45 hours of lecture.

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 system monitor and control of complex processes. Total of 45 hours of lecture. Semester Offered: Spring Semester Only. Course fee required.

ELE 269 - Internship

(1-3 Credits)
See "Academic Policies" section of current HCC Catalog for internship guidelines.

Emergency Medical Services

EMS 123 - Emergency Medical Technician

Prerequisite: RDG 095 or appropriate score on the placement test.
(11 Credits) This course introduces students to the foundations of EMS, patient assessment, airway management, medical conditions, traumatic injuries, special populations and operations. This course includes medical and trauma labs. Upon completion of this course, the students will be eligible for the Maryland and National Registry Certification examination. Course Fee Required. Total of 115 of lecture hours and 50 hours of lab.

EMS 151 - Introduction to Paramedic

Prerequisite: Current EMT certification **AND** RDG 095 or appropriate score on the placement test.
(2 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. Semester Offered: Fall Semester Only. Course fee required. Total of 30 hours of lecture.

EMS 155 - Anatomy and Physiology for EMS Providers

Prerequisite: Current EMT certification or CRT-I or EMT-I certification **AND** completion of RDG 095 or appropriate score on the placement test **AND** MAT 095, MAT 090 or appropriate score on the 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. Semester Offered: Fall Semester Only. Course fee required. Total of 60 hours of lecture.

EMS 161 - Airway Management and Respiratory Emergencies

Prerequisite: Current EMT certification **AND** RDG 095 or appropriate score on the placement test.
Corequisite: EMS 151.
(2 Credits) This course considers appropriate assessment and airway management for medical and trauma patients. Included in this course is an introduction to respiratory emergencies assessment and management. Semester Offered: Fall Semester Only. Course fee required. Total of 30 hours of lecture.

EMS 162 - Prehospital Pharmacology

Prerequisite: Current EMT certification **AND** RDG 095 or appropriate score on the placement test.
(3 Credits) This course addresses pharmacokinetics, pharmacodynamics, and drug calculation and administration. Drugs used in prehospital settings are reviewed according to classification. Semester Offered: Fall Semester Only. Course fee required. Total of 45 hours of lecture.

EMS 163 - Medical Emergencies I

Prerequisite: EMS 151, EMS 155, EMS 161, and EMS 181.
(3 Credits) This course emphasizes the pathophysiology, assessment, and management of patients with specific medical emergencies - respiratory, endocrine, toxicology, allergies, anaphylaxis, and infection. Semester Offered: Spring Semester Only. Course fee required. Total of 45 hours of lecture.

EMS 164 - Cardiology and Cardiovascular Diseases

Prerequisite: EMS 151, EMS 155, EMS 161, and EMS 181.
(3 Credits) This course introduces students to cardiac electrophysiology, electrocardiography interpretation, and the assessment and management of patients with cardiovascular emergencies. Semester Offered: Spring Semester Only. Course fee required. Total of 45 hours of lecture.

EMS 165 - Pharmacology and Cardiology Bridge

Prerequisite: RDG 095 or appropriate score on the 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: RDG 095 or appropriate score on the 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

(2 Credit) This course provides supervised clinical experience in area facilities for the skills learned in EMS 151 and EMS 161. Semester Offered: Fall Semester Only. Course fee required. Total of 115 hours of clinical and in class seminars.

EMS 182 - EMS Practicum II

Prerequisite: EMS 151, EMS 155, EMS 161, and EMS 181.
(3 Credits) This course provides supervised clinical experience in various settings for the skills learned during EMS 163, EMS 164, and EMS 210. Semester Offered: Spring Semester Only. Course fee required. Total of 172 hours of clinical and in class seminars.

EMS 201 - Shock Trauma Resuscitation

Prerequisite: EMS 163 , EMS 164 , EMS 182, and EMS 210.
(2 Credits) This course considers the pathophysiology and treatment of shock, and recognition and management of specific traumatic emergencies. Semester Offered: Summer Semester Only. 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, and EMS 181.
(3 Credits) This course reviews the pathophysiology, assessment, and management of medical patients with neurological, environmental, genitourinary, obstetric and gynecologic emergencies, and behavioral emergencies. Semester Offered: Spring Semester Only. Course fee required. Total of 45 hours of lecture.

EMS 211 - Pediatrics and Special Populations

Prerequisite: EMS 163 , EMS 164 , EMS 182 , and EMS 210.
(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, geriatrics, bariatrics, and others with special needs are covered. Semester Offered: Summer Semester Only. Course fee required. Total of 30 hours of lecture.

EMS 220 - EMS Operations

Prerequisite: EMS 163, EMS 164, EMS 182, and EMS 281.
(2 Credits) This course considers various topics associated with EMS operations. Semester Offered: Fall Semester Only. Total of 30 hours of lecture.

EMS 221 - Seminar in Paramedic Emergency Services

Prerequisite: EMS 163, EMS 164, EMS 182, and EMS 281.
(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. Semester Offered: Fall Semester Only. Course fee required. Total of 30 hours of lecture.

EMS 222 - Advancement in Paramedicine

Prerequisite: Current EMT Certification.
Corequisite: EMS 282.
(3 Credits) This course will provide the paramedic student with the newest trends, methods and equipment for assessing, treating, managing, and transporting medical and trauma patients in accordance to the NHTSA (National Highway Traffic Safety Administration), MIEMSS (Maryland Institute of Emergency Medical Services Systems), and National Registry. Semester Offered: Fall Semester Only. Course fee required. Total of 45 Lecture Hours.

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. Semester Offered: Summer Semester Only. Course fee required. Total of 150 hours of clinical and in class seminars.

EMS 282 - EMS Practicum IV

Prerequisite: EMS 201, EMS 211, EMS 281, and current ACLS and PALS certification cards.
(2 Credits) This course offers opportunities to apply the knowledge and skills learned in the Paramedic program in supervised field settings to perform ALS leads with a paramedic preceptor. Semester Offered: Fall Semester Only. Course fee required. Total of 120 hours of clinical and in class seminars.

EMS 283 - Bridge Practicum

Prerequisite: RDG 095 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.

Engineering Technology

EGT 101 - Foundations of Engineering Technology

Prerequisite: MAT 090 or appropriate score on the placement test.
(2 Credits) This course enables students to learn the techniques of decision making and problem solving using

Microsoft Excel and MatLab as tools. Semester Offered: Fall Semester Only. Course fee required. Total of 30 hours of lecture.

EGT 136 - Mechanics

Prerequisite: MAT 161 or MAT 114 .
Corequisite: PHY 201.
(3 Credits)

This course introduces the concepts of engineering based on forces in equilibrium. The topics include concentrated forces, distributed forces, forces due to friction, trusses, frames, centroids, and moment of inertia as they apply to machines, and structures and systems. A working knowledge of algebra, geometry, trigonometry, vectors and free body diagrams are essential. Semester Offered: Spring Semester Only.
Course fee required. Total of 45 hours of lecture.

EGT 150 - Introduction to CNC Programming

Prerequisite: MAT 090 or appropriate score on the placement test.
(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. Semester Offered: Fall Semester Only. Course and 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. Semester Offered: Fall Semester Only. 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. Semester Offered: Spring Semester Only. Course fee required. Total of 60 hours of lecture.

EGT 235 - Fluid Power

Prerequisite: PHY 201.
(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. Semester Offered: Fall Semester Only. Course and 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 Autodesk

FeatureCAM software, students will create numerical machine code to drive CNC milling machines or lathes. Semester Offered: Spring Semester Only. Course and laboratory fee required. Total of 30 hours of lecture and 30 hours of lab.

EGT 269 - Internship I

(1-3 Credits) See "Academic Policies" section of current HCC Catalog for internship guidelines.

EGT 270 - Internship II

(1-3 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. Course 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. Semester Offered: Spring Semester Only. Course fee required. Total of 45 hours of lecture.

EGR 203 - Mechanics of Materials

Prerequisite: EGR 108.
Corequisite: 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. Semester Offered: Fall Semester Only. Total of 45 hours of lecture.

EGR 204 - Dynamics

Prerequisite: EGR 108.
Corequisite: 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. Semester Offered: Spring Semester Only. 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. Semester Offered: Spring Semester Only. Laboratory fee required. Total of 45 hours of lecture and 45 hours of lab.

EGR 210 - Digital Logic Design

Prerequisite: EGR 103 and 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. Semester Offered: Fall Semester Only. Laboratory fee required. 45 hours of lecture and 45 hours of lab.

EGR 269 - Internship I

(1-3 Credits) See "Academic Policies" section of current HCC Catalog for internship guidelines.

EGR 270 - Internship II

(1-3 Credits) See "Academic Policies" section of current HCC Catalog for internship guidelines.

English

ENG 095 - Writing Strategies for College Success

Corequisite: ENG 101 and RDG 095 **OR** appropriate score on the placement test.
(3 Credits) This course provides instruction in writing, reading and critical thinking to support success in English 101. Fundamentals of college-level composition are addressed. Areas of concentration may include, but are not limited to, studentship strategies, annotating & notetaking, paragraph development, critical thinking, grammar & mechanics, essay structure & organization. Total of 45 hours of lecture.

ENG 096 - Writing Strategies for College Success

Prerequisite: Appropriate score on the placement test.
Corequisite: RDG 095.
(3 Credits) This course provides instruction in writing, reading and critical thinking to support success in ENG 101. Fundamentals of college-level composition are addressed. Areas of concentration may include, but are not limited to, studentship strategies, annotating & notetaking, paragraph development, critical thinking, grammar & mechanics, essay structure & organization. ENG 096 is an independent developmental course and does not allow you to combine this with an ENG 101 section in the same semester. This will require you to take ENG 101 in a later semester. Total of 45 hours of lecture.

ENG 101 - English Composition

Prerequisite: ENG 096 or appropriate score on the placement test.
Corequisite: RDG 095, ENG 095, or appropriate score on the placement test.
(3 Credits) This course provides instruction that focuses on writing skills, evaluating and explaining ideas, conducting library and Internet research, developing a research composition, and documenting research. Students are given extensive practice in creating and revising their own compositions. Emphasis is placed upon Rhetorical Knowledge, Critical Thinking and Reading, Processes, Conventions, and Confidence and Ownership. Documentation and plagiarism are discussed. Selected readings may be used. * *English Approved General Education Course.* Total of 45 hours of lecture.

ENG 101E - English Composition for English Language Learners

Prerequisite: ESL 100 or appropriate score on the placement test.
(3 Credits) This course is designed for non-native speakers of English and provides instruction that focuses on writing skills, evaluating and explaining ideas, conducting library and Internet research, developing a research composition, and documenting research. Students are given extensive practice in creating and revising their own compositions. Emphasis is placed upon Rhetorical Knowledge, Critical Thinking and Reading, Processes, Conventions, and Confidence and Ownership. Documentation and plagiarism are discussed. Selected readings may be used. This course is equivalent to ENG 101 and satisfies the English General Education requirement.* *English Approved General Education Course.* Total of 45 contact hours.

ENG 102 - Advanced English Composition

Prerequisite: ENG 101 or ENG 101E.
(3 Credits) Continuing with the transferable writing skills gained in ENG-101, this pragmatic course refines the writing process after student confidence is established. Emphasis is placed upon Rhetorical Knowledge, Critical Thinking and Research, Processes, and Conventions. * *English Approved General Education Course.* 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. Semester Offered: Spring Semester Only. Total of 45 hours of lecture.

ENG 112 - Technical Writing I

Prerequisite: RDG 095 or appropriate score on the placement test.
(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. * *English Approved General Education Course.* Total of 45 hours of lecture.

ENG 114 - Mythology

Prerequisite: ENG 101 or ENG 101E.
(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. Semester Offered: Spring Semester Only. Total of 45 hours of lecture.

ENG 201 - World Literature I

Prerequisite: ENG 101 or ENG 101E.
(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. * *Arts/Humanities Approved General Education Course.* Semester Offered: Spring Semester Only. Total of 45 hours of lecture.

ENG 202 - World Literature II

Prerequisite: ENG 101 or ENG 101E.
(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. **Art/Humanities Approved General Education Course.* Total of 45 hours of lecture.

ENG 203 - British Literature I

Prerequisite: ENG 101 or ENG 101E.
(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. * *Arts/Humanities Approved General Education Course.* Semester Offered: Fall Semester Only. Total of 45 hours of lecture.

ENG 204 - British Literature II

Prerequisite: ENG 101 or ENG 101E.
(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. **Art/Humanities Approved General Education Course.* Total of 45 hours of lecture.

ENG 205 - American Literature I

Prerequisite: ENG 101 or ENG 101E.
(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. * *Arts/Humanities Approved General Education Course.* Semester Offered: Spring Semester Only. Total of 45 hours of lecture.

ENG 206 - American Literature II

Prerequisite: ENG 101 or ENG 101E.
(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. **Art/Humanities Approved General Education Course.* Total of 45 hours of lecture.

ENG 209 - Creative Writing I

Prerequisite: ENG 101 or ENG 101E.
(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. Semester Offered: Fall Semester Only. Total of 45 hours of lecture.

ENG 210 - Creative Writing II

Prerequisite: ENG 209.
(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. Semester Offered: Fall Semester Only. Total of 45 hours of lecture.

ENG 214 - Applied English Grammar

Prerequisite: ENG 101 or ENG 101E.
(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. Semester Offered: Fall Semester Only. Total of 45 hours of lecture.

ENG 216 - Ethnic Voices in American Literature

Prerequisite: ENG 101 or ENG 101E.
(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. * *Diversity Approved General Education Course.* Semester Offered: Spring Semester Only (even years). Total of 45 hours of lecture.

ENG 220 - Literature By and About Women

Prerequisite: ENG 101 or ENG 101E.
(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. * *Diversity Approved General Education Course.* Semester Offered: Spring Semester Only (Odd Years). Total of 45 hours of lecture.

ENG 240 - Seminar in English Studies

Prerequisite: ENG 101 or ENG 101E.
(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 in the last year of course work. Students will be expected to demonstrate that they have met the English program outcomes. Semester Offered: Spring Semester Only. Total of 15 hours of lecture.

ENG 269 - Internship I

(1-3 Credits) See "Academic Policies" section of current HCC Catalog for internship guidelines.

ENG 270 - Internship II

(1-3 Credits) See Academic Policies section of current HCC Catalog for internship guidelines.

English as a Second Language

ESL 098 - ESL Writing Basics

Prerequisite: An appropriate score on the 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: Successful completion of ESL 098 and/or appropriate score on the placement test and/or writing sample.
(3 Credits) This course is designed for students whose native language is not English. Instruction includes integration of reading, writing, listening and speaking. Emphasis is on developing reading comprehension suitable for American college freshman-level courses. Instruction focuses on developing reading strategies to enhance comprehension, recall, analysis of texts and academic vocabulary. Writing instruction emphasizes paragraphs and short essays that are unified, coherent, and fully developed. Students placed into this course are required to utilize online learning tools for additional instruction, homework, and skill-building exercises, and are required to meet with instructors or tutors outside of normally scheduled class time. Total of 45 contact hours.

ESL 100 - ESL Beginning Composition

Prerequisite: Successful completion of ESL 099 and/or appropriate score on the 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/ENG 101E 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. Semester Offered: Spring Semester Only. 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 take 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. Semester Offered: Spring Semester Only. 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 101 - Introduction to Sustainable Agriculture

Prerequisite: RDG 095 or appropriate score on the placement test **AND** MAT 095, MAT 090, or appropriate score on the placement test or instructor consent.
(3 Credits) This is a one-semester course designed for students interested in exploring sustainable methods of agriculture that minimize the impacts of conventional agricultural practices on the natural environment. Students will research the diverse viewpoints associated with different aspects of agriculture, and agricultural sustainability, from various natural science perspectives, as well as other disciplines. In addition, students will critically examine some of the intended and unintended consequences of agriculture, and the various questions these raise about sustainability. Examples will be drawn from current and historical practices of agriculture. Total of 45 hours of lecture.

ENV 201 - Fundamentals of Environmental Science I

Corequisite: BIO 113 or CHM 101 or higher, or instructor consent.
(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. * *Biological/Physical Science and Lab Approved General Education Course.* Semester Offered: Fall Semester Only. 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 pursing 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. * *Biological/Physical Science and Lab Approved General Education Course.* Semester Offered: Spring Semester Only. Laboratory fee required. Total of 45 hours of lecture and 45 hours of lab.

ENV 203 - Environmental Policy and Regulations

Prerequisite: ENG 101 or ENG 101E.
(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. Semester Offered: Fall Semester Only. Total of 45 hours of lecture.

ENV 204 - Public Health and the Environment

Prerequisite: ENG 101 or ENG 101E.
(3 Credits) This course explores the interaction between human health and aspects of environmental degradation, including, but not limited to air pollution, water pollution, toxic chemicals, and climate change. This course will incorporate traditional lecture, discussion, and case study analysis as students learn about current key topics in environmental health and how to critique and understand scientific studies. Case studies will include analysis of known environmental health disasters, links between climate change and health, and exploration of the scientific evidence on environmental health. Students will investigate the consequences of environmental degradation on the health of diverse human populations, including ethnic and cultural minorities, communities of low socioeconomic status, and citizens of underdeveloped countries, in order to explain how an unequal pollution burden leads to environmental injustice in practice and in policy. **This course does not fulfill a lab/science General Education Requirement.** * *Diversity Approved General Education Course.* Semester Offered: Spring Semester Only. Total of 45 hours of lecture.

Exercise Science

EXS 143 - Strength Training

(1 Credit) An introduction to strength training activities as part of the health-related fitness components. Students will gain knowledge of basic muscle actions, strength training principles and techniques, and programs used to achieve personal fitness goals. Total 30 contact hours.

EXS 163 - Fitness and Conditioning

(1 Credit) An introduction to cardio-respiratory fitness and conditioning activities as part of the health-related fitness components. Students will gain knowledge of training principles and techniques, basic muscle actions, and programs used to achieve personal fitness goals. Total 30 contact hours.

EXS 230 - Foundations of Exercise and Movement

Corequisite: EXS 143 and EXS 163.
(3 Credits) This course provides an introduction to the study of the musculoskeletal system and its relationship to human movement. Students will identify anatomical structures, molecular control, movement patterns and planes of motion. Students are introduced to assessment techniques and prescription strategies to improve motor function. Semester Offered: Fall Semester Only. Total 45 contact hours.

EXS 232 - Concepts of Fitness Testing and Programming

Corequisite: EXS 143 and EXS 163.
(3 Credits) This course provides the theory and skills used in evaluating the physiological aspects of an individual's level of fitness. Content focuses on identifying risk factors, utilizing appropriate assessment techniques, and prescribing exercise programs for improved performance. Semester Offered: Spring Semester Only. Total 45 contact hours.

Geography

GEO 105 - World Regional Geography

Prerequisite: RDG 095 or appropriate score on the placement test.
(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. * *Diversity Approved General Education Course.* Total 45 hours of lecture.

GEO 269 - Internship I

(1-3 Credits) See "Academic Policies" section of current HCC Catalog for internship guidelines.

GEO 270 - Internship II

(1-3 Credits) See "Academic Policies" section of current HCC Catalog for internship guidelines.

Graphic Design Technology

GDT 112 - Computer Graphics

(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 Animate (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. Semester Offered: Spring Semester Only. Course fee required. Total of 45 hours of lecture.

GDT 146 - Graphic Design I

Prerequisite: GDT 116 **AND** GDT 142, 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. Semester Offered: Fall Semester Only. 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. Semester Offered: Fall Semester Only. 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. Semester Offered: Spring Semester Only. 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. Semester Offered: Spring Semester Only. Course fee required. Total of 45 hours of lecture.

GDT 269 - Internship I

(1-3 Credits) See "Academic Policies" section of current HCC Catalog for internship guidelines.

GDT 270 - Internship II

(1-3 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 142 - Foundations in Community Health Education

(3 Credits) This course introduces fundamental concepts and skills that form the basis of educating the community on health practices and promotion. Historical and contemporary philosophies, principles of the profession and competencies, related to school and community settings are discussed, as well as current health issues in addition to content knowledge, develop skills in needs assessment and objective writing for community health programming. Semester Offered: Spring Semester Only. 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 233 - Chronic and Communicable Diseases

(3 Credits) Review of the processes used in society to identify, prevent, and control disease. This course will examine the immediate and lasting effect disease has on the individual health of a community. Semester Offered: Fall Semester Only. Total of 45 hours of lecture.

HEA 234 - Substance Abuse

(3 Credits) An examination of the social, psychological, physical and emotional aspects of alcohol, tobacco, over-the-counter drug and illegal drug use and associated behaviors. Emphasis placed on information and concepts required as foundation knowledge for school health educators. Semester Offered: Spring Semester Only. Total of 45 hours of lecture.

HEA 251 - Health Behaviors

(3 Credits) Examination of health behavior theories and models of behavior change. Reviews the major theories of health behavior and strategies use to implement health interventions for individuals and organizations. Semester Offered: Fall Semester Only. Total of 45 hours of lecture.

HEA 260 - Health Communication Strategies

(3 Credits) Examine the factors that connect health disparities and levels of health literacy in society. Create effective communication strategies to produce healthy behaviors and improve the health levels of the community. Semester Offered: Spring Semester Only. Total of 45 hours of lecture.

HEA 269 - Internship I

(1-3 Credits) See "Academic Policies" section of current HCC Catalog for internship guidelines.

HEA 270 - Internship II

(1-3 Credits) See "Academic Policies" section of current HCC Catalog for internship guidelines.

Health Information Management

HIM 101 - Fundamentals of Electronic Health Records

Prerequisite: RDG 095 or appropriate score on the placement test.
(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. Semester Offered: Fall Semester Only. Course fee required. Total of 45 hours of lecture.

HIM 110 - Pharmacology and Pathophysiology

Prerequisite: BIO 116 and 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. Semester Offered: Spring Semester Only. Course fee required. 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. Semester Offered: Spring Semester Only. Course fee required. Total of 45 hours of lecture.

HIM 112 - Electronic Health Records Software Application

Prerequisite: CSC 102.
(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. Semester Offered: Spring Semester Only. 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. Semester Offered: Spring Semester Only. 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. Semester Offered: Fall Semester Only. Laboratory fee required. Total of 30 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. Semester Offered: Fall Semester Only. Total of 45 hours of lecture.

HIM 204 - Clinical Decision Support and Quality Management

Prerequisite: MAP 108 and 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. Semester Offered: Spring Semester Only. 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. Semester Offered: Fall Semester Only. Course fee required. Total of 45 hours of lecture.

HIM 222 - Health Information Management Externship

Prerequisite: HIM 101, HIM 112, HIM 201, and 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. Semester Offered: Spring Semester Only. Total of 180 hours of clinical.

HIM 240 - Health Information Management Capstone

(3 Credits) This is a capstone course designed to allow students to share their professional practice experience with classmates in structured discussions and to prepare their practicum project for formal presentation. Students will evaluate and synthesize course information in relationship to their practice experience. Case studies will be use to review core HIM competencies and to simulate new ideas and reasoned conclusions. In addition, stuents will prepare

for the Registered Health Information Technician (RHIT) exam by reviewing all core competencies and completing weekly exam simultion questions. Course fee required. Total of 45 hours of lecture.

History

HIS 101 - World History to 1500

Prerequisite: RDG 095 or appropriate score on the placement test.
(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. * *Behavioral/Social Science Approved General Education Course.* Total of 45 hours of lecture.

HIS 102 - World History Since 1500

Prerequisite: RDG 095 or appropriate score on the placement test.
(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. * *Behavioral/Social Science Approved General Education Course.* Total of 45 hours of lecture.

HIS 201 - United States History I

Prerequisite: RDG 095 or appropriate score on the placement test.
(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. * *Behavioral/Social Science Approved General Education Course.* Total of 45 hours of lecture.

HIS 202 - United States History II

Prerequisite: RDG 095 or appropriate score on the placement test.
(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. * *Behavioral/Social Science Approved General Education Course.* 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. Semester Offered: Spring Semester Only. Total of 45 hours of lecture.

HIS 210 - Latin American History

Prerequisite: RDG 095 or appropriate score on the placement test.
(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. * *Diversity Approved General Education Course.* Semester Offered: Fall Semester Only. Total of 45 hours of lecture.

HIS 240 - Introduction to Historical Research Methods

Prerequisite: ENG 101 or ENG 101E **AND** six credits of college level history, three credits of which must be from either HIS 201 or HIS 202, an equivalent transferable course from another institution, or instructor approval must be obtained.
(3 Credits) Using a topical approach, this course introduces students to the historiography, methods, research and writing skills used by professional historians. Students will use the skills taught in this course in an original research project relevant to the historical theme chosen each semester. The course is open to students in all majors who have completed the prerequisites and seek to improve their research skills. *Prerequisites: ENG-101 and six credits of college-level history, three credits of which must be either HIS-201 or 202 or an equivelent transferable course from another institution OR instructor approval must be obtained. Total of 45 Contact Hours.

HIS 269 - Internship

(1-3 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. Semester Offered: Fall Semester Only. 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 acknowledge of community resources. Semester Offered: Spring Semester Only. Total 45 hours of lecture.

HST 269 - Internship I

(1-3 Credits) See "Academic Policies" section of current HCC Catalog for internship guidelines. Total of 180 contact hours.

HST 270 - Internship II

(1-3 Credits) See "Academic Policies" section of current HCC Catalog for internship guidelines. Total of 180 contact hours.

Humanities

HUM 104 - The Arts & Sciences-A Curious Continuum

(3 Credits) This course explores the relationship between the arts and sciences from the ancient world to the present. It delves into human curiosity and the ways cultures have sought to solve problems. Students in this course will investigate the connections between artistic and scientific/technological developments, as well as consider the ethical and philosophical implications of these developments. * *Arts/Humanities Approved General Education Course.* Semester Offered: Fall Semester Only. Total of 45 contact hours.

HUM 201 - The Arts: A Creative Synthesis

Prerequisite: RDG 095 or appropriate score on the placement test.
(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. * *Arts/Humanities Approved General Education Course.* Total of 45 hours of lecture.

HUM 210 - Media and Culture

Prerequisite: ENG 101 or ENG 101E.
(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. Semester Offered: Fall Semester Only. Total of 45 contact hours.

HUM 214 - World Religions

Prerequisite: RDG 095 or appropriate score on the placement test.
(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. * *Diversity Approved General Education Course.* 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. Course fee required. 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. 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. Semester Offered: Fall Semester Only. Course fee required. 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. Semester Offered: Spring Semester Only. 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. Semester Offered: Fall Semester Only. 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. Semester Offered: Fall Semester Only. 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. Semester Offered: Spring Semester Only. Course fee required. Total of 45 contact hours.

INT 120 - Introduction to OSHA

(1 Credit) This class is an introduction to the Occupational Safety and Health Administration of the US Federal Government, an agency of the US Department of Labor. The course introduces topics of the OSHA General Industry Regulations and Standards contained in the US Code of Federal Regulations (CFR). The applicable standards include 29CFR Part 1903 -Inspections, Citations, and Proposed Penalties, 29CFR Part 1904 - Recording and Reporting Occupational Injuries and Illnesses and 29CFR Part 1910- Occupational Safety and Health Standards. This course is intended to provide entry level general industry workers information about their rights, employer responsibilities, and how to file a complaint. Students will learn how to identify, abate, avoid or prevent job related hazards on a job site. This is not a complete course on OSHA standards. Students who successfully complete the course may receive an OSHA 10-Hour Course Card if taught by an OSHA - qualified instructor. Semester Offered: Spring Semester Only. Total of 15 Contact Hours.

INT 121 - Facility Codes and Compliance

(2 Credits) The construction, health and environmental codes that apply to residential, commercial and municipal facilities will be examined. Students will develop a working knowledge of model codes, permits, and procedures to follow. The scope includes regulatory documents of city, county, state, and federal governments and suthorities. Semester Offered: Fall Semester Only. Total of 30 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. Semester Offered: Spring Semester Only. Course fee required. Total of 45 contact hours.

INT 269 - Internship

(1-3 Credits) See "Academic Policies" section of current HCC Catalog for internship guidelines.

Information Systems Technology

IST 101 - Basic Keyboarding

(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. Semester Offered: Fall Semester Only. Course fee required. Total of 15 hours of lecture.

IST 105 - Fundamentals of Word Processing

Prerequisite: CSC 102
(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. Semester Offered: Spring Semester Only. Course fee required. Total of 45 hours of lecture.

IST 106 - Spreadsheet Software

Prerequisite: CSC 102
(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. Semester Offered: Fall Semester Only. Course fee required. Total of 45 hours of lecture.

IST 107 - Database Management

Corequisite: CSC 102
(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. Semester Offered: Fall Semester Only. Course fee required. Total of 45 hours of lecture.

IST 108 - Microsoft Operating System

Corequisite: CSC 102 or CYB 101
(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 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. * *Diversity Approved General Education Course.* 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. Semester Offered: Fall Semester Only. Course fee required. Total of 45 hours of lecture.

IST 150 - PC Tech: Repair and Troubleshooting

Corequisite: CSC 102 or consent of TCS Division.
(3 Credits) This course prepares students to acquire skills needed to be a successful computer technician and also prepares students for CompTIA's A+ 1001 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 motherboards, configuring multiple hard drives, adding peripheral devices, configuring network connectivity, solving basic printer problems, and modifying BIOS settings. Diagnostic software and hardware procedures are included. Course fee required. Total of 45 hours of lecture.

IST 151 - PC Tech: Operating Systems

Prerequisite: IST 108 or consent of TCS Division.
Corequisite: 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+ 1001 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. Semester Offered: Spring Semester Only. 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. 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. 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. Course fee required. 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. Course fee required. 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). Semester Offered: Spring Semester Only. Course fee required. Total of 45 hours of lecture.

IST 204 - Help Desk Technology and Services

Prerequisite: IST 150.
(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. Semester Offered: Spring Semester Only. 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. Semester Offered: Summer Semester Only. 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. Semester Offered: Summer Semester Only. Total of 60 hours of lecture.

IST 261 - Server Management I

Prerequisite: IST 108 and IST 154 **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. 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: IST 261 or consent of the 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. Semester Offered: Spring Semester Only. Course fee required. Total of 45 hours of lecture.

IST 266 - Computer Forensics II - Investigations Practices

Prerequisite: IST 166 .
(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. Semester Offered: Fall Semester Only. Total of 45 hours of lecture.

IST 269 - Internship I

(1-3 Credits) See "Academic Policies" section of current HCC Catalog for internship guidelines.

IST 270 - Internship II

(1-3 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. Semester Offered: Spring Semester Only. Course fee required. Total of 45 contact hours.

Languages

FRN 101 - Elementary French I

Prerequisite: RDG 095 or appropriate score on the placement test.
(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. * *Arts/Humanities Approved General Education Course.* Semester Offered: Fall Semester Only. Course fee required. 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. * *Arts/Humanities Approved General Education Course.* Semester Offered: Spring Semester Only. Course fee required. 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. * *Arts/Humanities Approved General Education Course.* Semester Offered: Fall Semester Only. Course fee required. 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. * *Arts/Humanities Approved General Education Course.* Semester Offered: Spring Semester Only. Course fee required. Total of 45 hours of lecture.

GER 101 - Elementary German I

Prerequisite: RDG 095 or appropriate score on the placement test.
(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. * *Arts/Humanities Approved General Education Course.* Semester Offered: Fall Semester Only. Course fee required. 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. * *Arts/Humanities Approved General Education Course.* Semester Offered: Spring Semester Only. Course fee required. 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. * *Arts/Humanities Approved General Education Course.* Semester Offered: Fall Semester Only. Course fee required. 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. * *Arts/Humanities Approved General Education Course.* Semester Offered: Spring Semester Only. Course fee required. Total of 45 hours of lecture.

SPN 101 - Elementary Spanish I

Prerequisite: RDG 095 or appropriate score on the placement test.
(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. * *Arts/Humanities Approved General Education Course.* Course fee required. 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. * *Arts/Humanities Approved General Education Course.* Course fee required. 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. * *Arts/Humanities Approved General Education Course.* Semester Offered: Fall Semester Only. Course fee required. 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. * *Arts/Humanities Approved General Education Course.* Semester Offered: Spring Semester Only. Course fee required. 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. Semester Offered: Fall Semester Only. 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. Semester Offered: Spring Semester Only. 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. Semester Offered: Spring Semester Only. 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. Semester Offered: Fall Semester Only. Total of 45 hours of lecture.

MGT 203 - Corporate Finance

Prerequisite: Successful completion of ACC 101 is recommended, not required.
(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. Semester Offered: Spring Semester Only. 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. Semester Offered: Spring Semester Only. 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. Semester Offered: Spring Semester Only. 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. Semester Offered: Spring Semester Only. Total of 45 hours of lecture.

MGT 269 - Internship I

(1-3 Credits) See "Academic Policies" section of current HCC Catalog for internship guidelines.

MGT 270 - Internship II

(1-3 Credits) See "Academic Policies" section of current HCC Catalog for internship guidelines.

Mathematics

MAT 090 - Foundations of Algebra

Prerequisite: Appropriate score on the placement test.
(3 Credits) This is a preparatory course covering select topics normally covered in high school Algebra I and II, such as simplifying algebraic expressions, solving equations, and graphing. This course is designed to prepare students for MAT 101 - College Algebra or MAT 114 - Applied Algebra. Total of 45 hours of lecture.

MAT 095 - Foundations of Reasoning & Statistics

Prerequisite: Appropriate score on the placement test.
(3 Credits) This is a preparatory course intended for students requiring/desiring a reasoning intensive general studies mathematics course. Critical thinking skills are developed through the study of experimental design and data collection, graphical representations of data, games and puzzles, relationships of bivariate data (linear, logarithmic, and exponential), and introductory probability. Terms, symbols, and basic operations of logic, set, graph, and voting theories are also introduced. This course is designed to prepare students for MAT 109 - Statistics or MAT 115 - Quantitative Reasoning. Total of 45 hours of lecture.

MAT 101 - College Algebra

Prerequisite: MAT 090 or appropriate score on placement test or consent of the math department.
(3 Credits) This is a college-level mathematics course consisting of the study of algebraic functions, including linear,

quadratic, polynomial, root, and rational functions, as well as their applications. Problems will be solved through analytical, numerical and graphical approaches with an emphasis on application problems. Additional topics include complex numbers, inverse functions, and operations with functions, compositions of functions, solving systems of equations, inequalities, and circles. * *Mathematics Approved General Education Course.* Total of 45 contact hours.

MAT 102 - Trigonometry

Prerequisite: MAT 101 or appropriate score on the 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. * *Mathematics Approved General Education Course.* Total of 45 contact hours.

MAT 103 - Finite Mathematics

Prerequisite: MAT 090 or appropriate score on the 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. * *Mathematics Approved General Education Course.* Total of 45 hours of lecture.

MAT 107 - Fundamental Concepts of Mathematics I

Corequisite: MAT 090 or appropriate score on the placement test.
(3 Credits) This course is a program requirement for the AAT degree program (Elementary Education) and will not count as a general education math course. 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 090 or appropriate score on the placement test.
(3 Credits) This course is a program requirement for the AAT degree program (Elementary Education) and will not count as a general education math course. 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 - Statistics

Prerequisite: MAT 095 or higher **AND** RDG 095 or appropriate score on the placement test or consent of math department.
(3 Credits) This is a college-level mathematics course consisting of the study of statistics for analysis and decision making. The areas of counting theory and probability, discrete and continuous probability distributions, central limit theorem, confidence interval estimation, one and two sample hypothesis testing, linear correlations and regression, Chi-Square tests, and ANOVA are covered through the consideration of real world data sets and applications from business,

education, social and natural sciences contexts. * *Mathematics Approved General Education Course.* Total of 45 contact hours.

MAT 114 - Introduction to Applied Algebra

Prerequisite: MAT 090 or appropriate score on the placement test.
(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. * *Mathematics Approved General Education Course.* Total of 45 hours of lecture.

MAT 115 - Quantitative Reasoning

Prerequisite: MAT 108, MAT 095, or appropriate score on the placement test **AND** RDG 095 or appropriate score on the placement test.
(3 Credits) This is a college-level mathematics course designed for career programs, non-transfer degree, and transfer degree students who do not expect to need any additional mathematics coursework to achieve their education or career goals. Emphasis is placed on quantitative methods and the associated reasoning skills essential for efficient and effective personal and professional decision making. The course will be covered in 5 modules. Three of these modules; Personal Finance, Mathematical Modeling, and Probabilistic Reasoning are prescribed. The remaining two modules are chosen by the section instructor from; Logic, Set, Graph, or Voting Theories. This is a terminal course and does not provide a pathway into any other mathematics course. * *Mathematics Approved General Education Course.* Total of 45 Contact Hours.

MAT 161 - Precalculus

Prerequisite: MAT 101 or have a previous ATCM score of 24 or SATM score of 570.
(4 Credits) This course builds upon the foundation from MAT 101. The concept of a function underlies and unifies the treatment of exponential, logarithmic, and trignometric functions and matrices as well as their applications to the sciences. Although this class is a continuation of MAT-101, students who can demonstrate sufficient prerequisite abilities can begin their pathway with this class to meet their general education requirement. * *Mathematics Approved General Education Course.* Total of 60 hours of lecture.

MAT 164 - Calculus with Applications

Prerequisite: MAT 101, MAT 161, or appropriate score on the 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. * *Mathematics Approved General Education Course.* Total of 45 hours of lecture.

MAT 203 - Calculus I

Prerequisite: MAT 161 or consent of math 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. * *Mathematics Approved General Education Course.* 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. Course fee required. 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 - Programming for Engineers

Prerequisite: MAT 203.
(3 Credits) This course is designed to give students exposure to C++ and MATLAB. This introduction will include basic computing, arrays, loops, functions, and algorithms. Students will also learn about graphing and symbolic capabilities, handling files, and debugging code. Course fee required. Total of 45 contact hours.

Medical Assistant

MAP 102 - Medical Terminology

Prerequisite: RDG 095 or appropriate score on the placement test.
(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

Corequisite: MAP 102
(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: BIO 116 or BIO 203/BIO 204 **AND** MAP 102.
(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: RDG 095 or appropriate score on the placement test.
(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: BIO 116, MAP 102, and MAP 110.
Corequisite: MAP 210.
(4 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. Laboratory fee required. Total of 30 hours of lecture and 45 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: BIO 116 , MAP 102, and MAP 110.
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. Laboratory 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, PLB 105, and instructor consent.
(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 tristate 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. MAP 210 and MAP 205 must be completed no more than 2 semesters prior to enrollment in MAP 217. 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. * *Arts/Humanities Approved General Education Course.* 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. * *Arts/Humanities Approved General Education Course.* Semester Offered: Spring Semester Only. 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. Course fee required. 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. Course fee required. Total of 30 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. Course fee required. 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. Course fee required. 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. Course fee required.

MUS 120 - Music Skills for Performers

(3 Credits) This course in music concepts gives an in depth study of the elements of music and how these elements pertain to notion, performance, collaboration, composition, and dance or theater studies. Students will develop the basic music skills necessary to pursue careers in performance, dance composition, or directing through critical and creative engagement with various style periods and elements of music. Semester Offered: Spring Semester Only. Total of 45 contact hours.

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. Course fee required. 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. Course fee required. 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. Course fee required. 30

MUS 135 - String Ensemble II

(1 Credit) Students in this course from 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. Course fee required. 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. Semester Offered: Fall Semester Only. Course fee required. 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. Semester Offered: Spring Semester Only. Course fee required. 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. Course fee required.

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. Semester Offered: Spring Semester Only. Course fee required. 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. * *Arts/Humanities Approved General Education Course.* 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. Semester Offered: Fall Semester Only. 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. Semester Offered: Spring Semester Only. Total of 45 hours of lecture.

MUS 203 - Choral Singing III

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. Course fee required. Total of 30 hours of lecture.

MUS 204 - Choral Singing IV

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. Course fee required. 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 207 - Jazz Band III

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. Course fee required. Total of 30 hours of lecture.

MUS 208 - Jazz Band IV

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. Course fee required. 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. Course fee required.

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. Course fee required. 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. Course fee required. Total of 30 hours of lecture.

MUS 241 - Theory of Music III

Prerequisite: MUS 202 or instructor consent.
(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 mediants; Neapolitan and augmented sixth chords; 9th, 11th and 13th chords and extended tertian harmony. Semester Offered: Fall Semester Only. Total of 45 hours of lecture.

MUS 242 - Theory of Music IV

Prerequisite: MUS 241 or instructor consent.
(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. Semester Offered: Spring Semester Only. 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. Semester Offered: Fall Semester Only. Course fee required. 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. Semester Offered: Spring Semester Only. Course fee required. 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. Course fee required.

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

Prerequisite: MUA 111 or MUA 121 .
(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

Prerequisite: MUA 112 or MUA 122 .
(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

Prerequisite: MUA 113 or MUA 123 .
(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

Prerequisite: MUA 114 or MUA 124 .
(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

Prerequisite: MUA 115 or MUA 125 .
(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

Prerequisite: MUA 116 or MUA 126 .
(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

Prerequisite: MUA 117 or MUA 127 .
(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

Prerequisite: MUA 118 or MUA 128 .
(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

Prerequisite: MUA 119 or MUA 129.
(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

Prerequisite: MUA 111 or MUA 121 .
(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

Prerequisite: MUA 112 or MUA 122 .
(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

Prerequisite: MUA 113 or MUA 123 .
(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

Prerequisite: MUA 114 or MUA 124 .
(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

Prerequisite: MUA 115 or MUA 125 .
(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

Prerequisite: MUA 116 or MUA 126 .
(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

Prerequisite: MUA 117 or MUA 127 .
(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

Prerequisite: MUA 118 or MUA 128.
(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

Prerequisite: MUA 119 or MUA 129 .
(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

Prerequisite: MUA 151 or MUA 161 .
(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

Prerequisite: MUA 152 or MUA 162 .
(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

Prerequisite: MUA 153 or MUA 163 .
(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

Prerequisite: MUA 154 or MUA 164 .
(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

Prerequisite: MUA 155 or MUA 165 .
(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

Prerequisite: MUA 156 or MUA 166 .
(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

Prerequisite: MUA 157 or MUA 167 .
(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

Prerequisite: MUA 158 or MUA 168 .
(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

Prerequisite: MUA 159 or MUA 169 .
(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

Prerequisite: MUA 151 or MUA 161 .
(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

Prerequisite: MUA 152 or MUA 162 .
(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

Prerequisite: MUA 153 or MUA 163 .
(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

Prerequisite: MUA 154 or MUA 164 .
(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

Prerequisite: MUA 155 or MUA 165 .
(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

Prerequisite: MUA 156 or MUA 166 .
(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

Prerequisite: MUA 157 or MUA 167 .
(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

Prerequisite: MUA 158 or MUA 168 .
(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

Prerequisite: MUA 159 or MUA 169 .
(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

Prerequisite: MUA 211 or MUA 221 .
(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

Prerequisite: MUA 212 or MUA 222 .
(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

Prerequisite: MUA 213 or MUA 223 .
(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

Prerequisite: MUA 214 or MUA 224 .
(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

Prerequisite: MUA 215 or MUA 225 .
(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

Prerequisite: MUA 216 or MUA 226 .
(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

Prerequisite: MUA 217 or MUA 227 .
(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

Prerequisite: MUA 218 or MUA 228 .
(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

Prerequisite: MUA 211 or MUA 221 .
(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

Prerequisite: MUA 212 or MUA 222 .
(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

Prerequisite: MUA 213 or MUA 223 .
(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

Prerequisite: MUA 214 or MUA 224 .
(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

Prerequisite: MUA 215 or MUA 225 .
(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

Prerequisite: MUA 216 or MUA 226 .
(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

Prerequisite: MUA 217 or MUA 227 .
(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

Prerequisite: MUA 218 or MUA 228 .
(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

Prerequisite: MUA 219 or MUA 229 .
(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

Prerequisite: MUA 219 or MUA 229 .
(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 105 - Foundations of Nursing

Prerequisite: BIO 203 and BIO 204.
(9 Credits) This course assists 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. Use of the nursing skill labs also provides the students with a variety of simulated patient care experiences. Emphasis is placed on readying the student to begin clinical experiences. 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. A total of 104 hours of lecture, 18 hours of laboratory, 2 hours of simulation exercises, and 101 hours of clinical. Course fee required.

NUR 111 - Introduction to Practical Nursing

Prerequisite: BIO 203, BIO 204, PSY 101 **AND** ENG 101 or ENG 101E.
(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. Course 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. Course 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. Course 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. Course 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. Course fee required. Total of 68 hours of lecture, 2 hours of laboratory, 16 hours of simulation exercises, and 64 hours of clinical.

NUR 121 - Certified Nursing/Geriatric Assistant

Prerequisite: RDG 095 or appropriate score on the placement test.
(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. Course fee required. Total of 70 hours of lecture, 30 hours of laboratory, and 60 hours of clinical.

NUR 122 - Medicine Aide

Prerequisite: RDG 095 or appropriate score on the placement test **AND** MAT 090 or appropriate score on the placement test.
(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. Course 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. Course fee required. Total of 45 hours of lecture, 14 hours of simulation exercises, and 44 hours of clinical.

NUR 127 - Nursing Care of Children

Prerequisite: NUR 105
(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. Course fee required. Total of 46 hours of lecture, 18 hours of simulation exercises, and 32 hours of clinical.

NUR 195 - LPN/Paramedic/Military Medic/Corpsman to RN Transition

Prerequisite: Acceptance into the program -- see admission criteria; BIO 203 , BIO 204 , and BIO 205 .
(8 Credits) The LPN/Paramedic/Military Medic/Corpsman to RN Transition course prepares the qualified licensed practical nurses, Emergency Medical Technicians/Paramedics, Military Medics/Corpsman to enter the HCC registered nursing program with advanced standing. Building on emergency and acute care knowledge, this program assists the LPN/Paramedic/Military Medic/Corpsman with the transition to the role of the registered nurse. Information from current RN courses 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. Course fee required. Total of 90 hours of lecture, 45 hours of simulation, and 60 hours of clinical.

NUR 224 - Pharmacology for Nursing Practice

Prerequisite: NUR 105 or NUR 195.
Corequisite: BIO 205.
(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. Course 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. Total of 30 hours of lecture.

NUR 229 - Nursing Care of the Acute and Chronically Ill Adult I

Prerequisite: NUR 105
(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. Course 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. Course 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. Course 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

Corequisite: PLS 101 **AND** ENG 101 or ENG 101E.
(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. Semester Offered: Fall Semester Only. 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. Semester Offered: Spring Semester Only. Offered as a web-based course.

PLS 104 - Principles of Litigation

Prerequisite: PLS 101 and PLS 105 (PLS-105 is recommended, not required).
(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. Semester Offered: Spring Semester Only. Total 45 hours of lecture.

PLS 105 - Contracts and Torts

Corequisite: PLS 101.
(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. Semester Offered: Fall Semester Only. Total 45 hours of lecture.

PLS 202 - Criminal Law and Procedure for Paralegal Studies

Prerequisite: PLS 101.
(3 Credits) This course is a study of the principles of criminal law, and reviews the constitutional implications of criminal procedure in a changing society. Recent U.S. Supreme Court decisions which impact the procedural aspects of policing, the judicial and correctional functions will be reviewed in the context of the needs of a paralegal in a traditional law practice that engages in defense of those accused of crimes. Semester Offered: Fall Semester Only. Total of 45 hours of lecture.

PLS 203 - Domestic Relations

Corequisite: PLS 101.
(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. Semester Offered: Spring Semester Only. Total 45 hours of lecture.

PLS 207 - Real Estate Law

Corequisite: PLS 101.
(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. Semester Offered: Spring Semester Only. Offered as a hybrid course.

PLS 269 - Internship I

(1-3 Credits) See "Academic Policies" section of current HCC Catalog for internship guidelines.

PLS 270 - Internship II

(1-3 Credits) See "Academic Policies" section of current HCC Catalog for internship guidelines.

Philosophy

PHL 101 - Introduction to Philosophy

Prerequisite: ENG 101 or ENG 101E.
(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. * *Arts/Humanities Approved General Education Course.* 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. Semester Offered: Spring Semester Only. Total of 45 hours of lecture.

Phlebotomy

PLB 105 - Phlebotomy

Prerequisite: MAP 102 and MAP 110.
**Students must receive a grade of "C" or better in all required MAP courses prior to registering for PLB-105.*
(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. Laboratory fee required. Total of 30 hours of lecture and 45 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 eighty (180) uncompensated hours in length during a semester. 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 tristate 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 through Friday. A uniform or medical scrubs are 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 180 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 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 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. Course fee required. 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. 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. Course fee required. 45 contact hours.

PED 240 - Diversity and Cultural Issues in Sport and Athletics

(3 Credits)

This course explores the progression of and factors associated with diversity and inclusion as they relate to physical activity and sport. The course will help students develop an appreciation and awareness of diversity and the importance of inclusion as they relate to sport and physical activity. Students will evaluate sport-related diversity issues, and develop an understanding of how to use sport in order to enhance diversity and inclusion in broader society. * *Diversity Approved General Education Course.*

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.

Physical Science

PHS 104 - General Physical Science

Prerequisite: RDG 095 or appropriate score on the placement test **AND** MAT 095, MAT 090, or appropriate score on the placement test.
(4 Credits) This is an active/collaborative learning science course with laboratory, designed and recommended for students pursing the AAT degree program. The course is open to all students and meets general education science requirements. Topics include basic laws and concepts of physics, practical applications, problem solving and technology, data collection and analysis, computer graphics, and presentation. * *Biological/Physical Science and Lab Approved General Education Course.* 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. * *Biological/Physical Science Approved General Education Course.* Semester Offered: Spring Semester Only. Course fee required. Total of 45 hours of lecture.

PHS 111 - Earth Science

Prerequisite: RDG 095 or appropriate score on the placement test **AND** MAT 095, MAT 090, or appropriate score on the placement test.
(4 Credits) This is an active/collaborative learning science course with laboratory, designed and recommended for students pursuing the AAT degree program. This course is open to all students and meets general education science requirements. The Topics include the basic concepts of chemistry, the formation, evolution and structure of the earth and the solar system, minerals, rocks, plate tectonics, the world ocean, properties of seawater, ocean circulation, the earth's atmosphere, weather patterns, precipitation, and storms.* *Biological/Physical Science Approved General Education Course.* Total of 45 hours of lecture and 45 hours of lab

Physics

PHY 106 - Radiological Physics Theory

Prerequisite: RAD 102.
Corequisite: MAT 109, MAT 114, or appropriate score on the 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. * *Biological/Physical Science Approved General Education 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. * *Biological/Physical Science and Lab Approved General Education Course.* 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. * *Biological/Physical Science and Lab Approved General Education Course.* 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. * *Biological/Physical Science and Lab Approved General Education Course.* Semester Offered: Fall Semester Only. 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. * *Biological/Physical Science and Lab Approved General Education Course.* Semester Offered: Spring Semester Only. 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. Semester Offered: Spring Semester Only. Total of 15 contact hours.

Political Science

POL 101 - American Government

Prerequisite: RDG 095 or appropriate score on the placement test.
(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. * *Behavioral/Social Science Approved General Education Course.* Total 45 hours of lecture.

POL 102 - State and Local Government

Prerequisite: RDG 095 or appropriate score on the placement test.
(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. Semester Offered: Spring Semester Only. Total 45 hours of lecture.

POL 103 - Mass Media and Democracy

Prerequisite: RDG 095 or appropriate score on the placement test.
(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. Semester Offered: Fall Semester Only. 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. Semester Offered: Fall Semester Only. 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. Semester Offered: Spring Semester Only. Total 45 hours of lecture.

POL 206 - Comparative Politics

Prerequisite: RDG 095 or appropriate score on the placement test **AND** MAT 095, MAT 090, or appropriate score on the placement test.
(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. Semester Offered: Spring Semester Only. Total of 45 contact hours.

POL 269 - Internship

(1-3 Credits) See "Academic Policies" section of current HCC Catalog for internship guidelines.

Psychology

PSY 101 - General Psychology

Prerequisite: RDG 095 or appropriate score on the placement test.
(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. * *Behavioral/Social Science Approved General Education Course.* Total of 45 hours of lecture.

PSY 203 - Educational Psychology

Prerequisite: PSY 101 **AND** EDU 101, EDU 103, or instructor consent.
(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. 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. * *Behavioral/Social Science Approved General Education Course.* 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 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 in the Social and Behavioral Sciences

Prerequisite: PSY 101 .
(3 Credits) This course discusses the methods employed to conduct research in Psychology. During the course of the semester, students 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. Semester Offered: Fall Semester Only. Total of 45 hours of lecture.

PSY 269 - Internship

(1-3 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. Semester Offered: Summer Semester Only. 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. Semester Offered: Fall Semester Only. 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. Semester Offered: Summer Semester Only. Laboratory 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. Semester Offered: Fall Semester Only. Laboratory 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. Semester Offered: Spring Semester Only. Laboratory 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. Semester Offered: Fall Semester Only. Course fee required. Minimum of 240 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. Semester Offered: Spring Semester Only. Course fee required. Minimum of 240 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. Semester Offered: Summer Semester Only. Laboratory 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. Semester Offered: Summer Semester Only. 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. Semester Offered: Fall Semester Only. 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. Semester Offered: Spring Semester Only. 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. Semester Offered: Fall Semester Only. 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. Semester Offered: Spring Semester Only. 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. Semester Offered: Spring Semester Only. Course fee required. Total of 45 hours of web-based 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.

Reading

RDG 095 - Reading Strategies for College Success

Prerequisite: Appropriate score on placement test.
(3 Credits) Teaching reading as a process is a major focus of this course. Before, during, and after reading strategies will be taught and applied to various types of text and genres students encounter when reading for academic purposes. College reading skills such as determining purpose(s) for reading, identifying main ideas and supporting details at the paragraph and whole text level, identifying and following the author's argument and/ or point of view, determining text sourcing validity and credibility, using context to determine the meaning of unknown words, and identifying and following organizational patterns within text. Finally, critical thinking skills will be developed throughout the semester as the course will require working collaboratively with others to explore strategies for self-monitoring, note-taking, and time management. Metacognition will also be a focus as students will be encouraged to develop an awareness of their own thinking and learning by participating in reading conferences and module reflections while using appropriate language for meaningful discussion of reading processes and practices at the college level.
Total of 45 hours of lecture.

Simulation and Digital Entertainment

SDE 102 - 2D Animation and Interactive Design

Prerequisite: GDT 112.
(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. Semester Offered: Fall Semester Only. 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. Semester Offered: Spring Semester Only. Course fee required.

SDE 201 - Mobile Applications Design and Development

Prerequisite: CSC 132, CSC 134, SDE 130, or WEB 215.
(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. Semester Offered: Fall Semester Only. 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. Semester Offered: Fall Semester Only. 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. Semester Offered: Spring Semester Only. Course fee required. Total of 45 hours of lecture.

SDE 207 - Multimedia Project Development

Prerequisite: Instructor consent.
(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. Semester Offered: Spring Semester Only. Course fee required. Total of 45 hours of lecture.

SDE 269 - Internship I

(1-3 Credits) See "Academic Policies" section of current HCC Catalog for internship guidelines.

SDE 270 - Internship II

(1-3 Credits) See "Academic Policies" section of current HCC Catalog for internship guidelines.

Sociology

SOC 101 - Introduction to Sociology

Prerequisite: RDG 095 or appropriate score on the placement test.
(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. * *Behavioral/Social Science Approved General Education Course.* 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. Semester Offered: Fall Semester Only. 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. Semester Offered: Summer Semester Only. 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. * *Diversity Approved General Education Course.* 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. Semester Offered: Spring Semester Only. 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, students should understand a lot more about where food comes from, and why, as well as how foods impact health, and understanding what it means to be healthy. Semester Offered: Summer Semester Only. Total of 45 contact hours.

SOC 269 - Internship

(1-3 Credits) See "Academic Policies" section of current HCC Catalog for internship guidelines.

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 that 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.

Substance Abuse Counseling

CDC 203 - Ethics in Counseling

Prerequisite: HST 103.
(3 Credits) This course is designed to help students to explore and understand the many ethical issues inherent in the counseling field. The course will also provide a framework for ethical behavior and help the student become more effective in addressing ethical issues in the field of counseling with a special emphasis in alcohol and drug dependency. This course uses the ethical standards of the Maryland's Board of Professional Counselors and Therapists, the National Association for Addiction Professionals and the NASW's Code of Ethics to build a framework for solving ethical dilemmas. Total of 45 hours of lecture.

CDC 210 - Medical Aspects of Chemical Dependency

Prerequisite: PSY 206 and HST 103.
(3 Credits) This course focuses on the classification of alcohol and other drugs, the pharmacological effects of alcohol and drugs, and the co-morbidity of substance use disorders and other mental disorders. Additionally, the assessment and diagnostic techniques and treatment modalities and settings are included in the course. Semester Offered: Spring Semester Only. Total of 45 hours of lecture.

CDC 212 - Interviewing and Counseling

Prerequisite: HST 103 and PSY 101.
(3 Credits) This course reviews the theories 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. Semester Offered: Spring Semester Only. Total of 45 hours of lecture.

CDC 220 - Addictions Treatment Delivery

Prerequisite: PSY 206 **AND** HST 207 or HST 208.
(3 Credits) This course focuses on the concepts, development, and practice of chemical dependency counseling, including assessing, planning treatments, writing progress notes, managing cases, planning for discharges and writing summaries, intervening in crises, consulting, and keeping records. In addition, this course will develop crucial skills in the education and prevention of addiction. Semester Offered: Fall Semester Only. Total of 45 hours of lecture.

CDC 269 - Internship I

Prerequisite: CDC 203 and CDC 212 **OR** instructor consent.
(3 Credits) Students gain work experience at chemical dependency treatment agencies and organizations supervised by staff and HCC faculty. The hours of work are applicable to the certificate requirements. Students must meet the College requirements for internship participation and receive permission of the faculty adviser, Division Director, and Vice President of Academic Affairs and Student Services or Dean of Students. Total of 180 contact hours.

CDC 270 - Internship II

Prerequisite: CDC 220 and CDC 269 **OR** instructor consent.
(3 Credits) Students gain work experience at chemical dependency treatment agencies and organizations supervised by staff and HCC faculty. The hours of work are applicable to the certificate requirements. Students must meet the College requirements for internship participation and receive permission of the faculty adviser, Division Director, and Vice President of Academic Affairs and Student Services or Dean of Students. Total of 180 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. Semester Offered: Fall Semester Only. 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. Semester Offered: Spring Semester Only. 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. Semester Offered: Fall Semester Only. Total of 45 hours of lecture.

THR 112 - Costume Design

Prerequisite: RDG 095 or appropriate score on the placement test.
(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. Course fee required. 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. Semester Offered: Spring Semester Only. 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. Semester Offered: Fall Semester Only. 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. Semester Offered: Spring Semester Only. 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. Course fee required. 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. Course fee required. 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. Course fee required. 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. Course fee required. Total of 50 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. Course fee required. Total of 45 hours of lecture.

THR 269 - Internship

(1-3 Credits) See "Academic Policies" section of current HCC Catalog for internship guidelines.

Web and Multimedia Technology

WEB 101 - Web Design I

(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. Semester Offered: Spring Semester Only. 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. Semester Offered: Spring Semester Only. Course fee required. Total of 45 hours of lecture.

WEB 210 - Web Developer II

Prerequisite: WEB 115 **AND** IST 107, 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. Semester Offered: Fall Semester Only. 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. Semester Offered: Fall Semester Only. 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. Semester Offered: Spring Semester Only. Course fee required. Total of 30 hours of lecture.

WEB 269 - Internship I

(1-3 Credits) See "Academic Policies" section of current HCC Catalog for internship guidelines.

WEB 270 - Internship II

(1-3 Credits) See "Academic Policies" section of current HCC Catalog for internship guidelines.

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
James S. Klauber Sr., 2018
- B.A., The Citadel
- Ph.D., J.D., University of South Carolina

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

Senior Director, College Advancement
Ashley Whaley, 2012
- A.A., Hagerstown Community College
- B.S.W., M.S.W., Shippensburg University
- D.S.W., Capella University

Administrative Office Associate II
TBN

Coordinator, Alumni Relations and Annual Giving
Lisa S. Stewart, 1991
- A.A., Hagerstown Community College
- B.A., Shepherd University

Development Coordinator
Rebecca L. McDermott, 2019
- A.A., Prince George's Community College
- B.A., St. Mary's College of Maryland

Director, Grants Development
Susanna R. Henderson, 2020
- B.A., Randolph College
- M. P.A., London School of Economics and Political Science

Administrative Office Associate I, part-time
TBN

Human Resources

Executive Director
Jennifer A. Childs, 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., M.S., University of Maryland University College

Public Safety

Director
Eric C. Byers, 2018
- B.S., Frostburg State University

Police Officer
William E. Alemar, 2018
- MPTC Certification, Hagerstown Community College

Police Officer
TBN

Security Officer, part-time
TBN

Campus Safety and Emergency Preparedness

Coordinator, Campus Safety and Emergency Preparedness
Eric C. Byers, 2018
- B.S., Frostburg State University

Information Technology

Senior Director
Craig M. Fentress, 1998
- B.S., M.B.A., Frostburg State University

Assistant Director, Information Technology
Christopher S. McAfee, 2002
- A.A.S., Hagerstown Community College
- B.S., University of Maryland University College

Computer Support Technicians
Thomas H. Aguilera, 2017
- A.A.S., Hagerstown Community College

Melissa L. Yourich, 2012
- A.A., Pennsylvania Highland Community College

IT Security Technician
Christopher A. Stone, 2018
- A.S., A.A.S., Hagerstown Community College
- B.A.S., University of Maryland University College

Network Administrator
Herbert R. Fiege, 2009

Senior Network Administrator
Wiley Scott McIntyre, 1983
- A.A., Allegany College of Maryland

User Support Specialist I
Kathy L. Stakem, 1993
- A.A., Allegany College

Manager, Information Technology
Joseph C. Seiler, 2014
- A.A.S., Hagerstown Community College
- B.A., Shippensburg University

Database System Administrator
Christopher C. Davis, 1998
- A.A., Hagerstown Community College

Senior Information Systems Specialists
Cynthia J. Golem, 2008
- A.A., A.A., Hagerstown Community College
- B.S., Shippensburg University

Web Programmer
Ricky L. Martz Jr., 2000
- A.S., Hagerstown Community College

Coordinator, Help Desk
Tracey L. McKenzie-Arnold, 2019
- A.S.B., Bradford School

Planning & Institutional Effectiveness

Senior Director, Planning and Institutional Effectiveness
Carlee K. Ranalli, 2019
- B.A., Juniata College
- M.S., Penn State University

Director, Institutional Research
Mayme A. Kugler, 2020
- B.A., Otterbein University
- M.B.A., Hood College

Coordinator, Institutional Reporting
TBN

Evaluation Specialist
Tammy K. Strite
- A.A., Hagerstown Community College

Research Associate
JoAnna K. Shank
- A.A., Hagerstown Community College
- B.S., Frostburg State University

Public Relations and Marketing

Senior Director
Elizabeth L. Kirkpatrick, 2000
- B.A., M.S., Shippensburg University

Social Media and Public Information Specialist
Brittany A. Himber, 2015
- A.A., Hagerstown Community College
- B.S., Towson University

Workforce Solutions and Continuing Education Marketing Coordinator
Lori M. Kendall, 2020
- B.S., Shepherd University

Multimedia Production Specialist
Sara A. Moore, 2013
- B.A., The Pennsylvania State University

Webmaster
Tyler J. Howsare, 2018
-B.F.A., Shepherd University

Workforce Solutions and Continuing Education

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
TBN

Personal Enrichment & Youth Program Manager
Jenna L.W. Lamblin, 2016
- B.S., Shenandoah University
- M.B.A., Western Kentucky University

Program Manager, Allied Health/Health and Wellness
Jennifer R. Wilkes
- A.A., Harrisburg Area Community College
- B.S., Penn State University
- M.S., Frostburg State 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
Jacqueline N. Bishop, 2017
- A.A., Montgomery College
- B.S., Frostburg State University

Tabitha J. Deshong, 2017
- A.A.S., Hagerstown Business College

Kalina M. Sweigert, 2013
- A.A., Hagerstown Community College
- B.A., Hood College

Technical Innovation Center

Technical Innovation Center Manager
TBN

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
Brenda K. Berry
- A.A., Arkansas State University
Maria I. Korp
- A.A.(2), Hagerstown Community College

Directory: Office of Academic Affairs & Student 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

Distance Learning

Dean of Distance Learning
Vidda P. Beache, 2018
- B.A., Morgan State University
- M.S., Towson University

Instructional Designer
Leia T. Wood, 2019
- B.A., Mercyhurst University
- M.S., Capella University

Learning Management System Specialist
Brenda K. Huffman, 1996
- A.A., Hagerstown Community College
- B.S., University of Maryland

Instructional Support Services

Dean of Instruction
Carol A. Rothstein, 2015
- A.A., B.Ed., M.A., Liberty University
- Ed.D., Frostburg State University

Coordinator, Curriculum and Academic Systems
Chelsea E. Brereton, 2016
- A.A.S., Hagerstown Community College
- B.S., University of Maryland University College

Academic Systems Specialist
Tyler J. Nedimyer, 2018
- A.S., Hagerstown Community College
- B.S., Frostburg State University

Academic Testing & Learning Resources

Academic Testing Center Coordinator
Salven V. DeMartino, 2011
- A.A., A.S., Hagerstown Community College
- B.S., University of Maryland University College

Lead Testing Center Specialist
Gustavo Barbosa, 2015
- A.S., Hagerstown Community College
- B.B.A., Frostburg State University

Academic Testing Center Assistants
Wenona C. Miller, 2013
- A.A.S., Hagerstown Community College
Matthew A. Vich, 2018
- A.S., A.A., A.A.S., Hagerstown Community College

Academic Testing Center Assistants, part-time
Frances M. Cain, 2010

Fletcher Faculty Development Center

Coordinator
Linda J. Cornwell, 2014
- B.A., Penn State University
- M.A., University of Pennsylvania

Office Associate, Adjunct Services
Kathy Smith-Boswell, 2015
- A.S., A.A.S., Hagerstown Community College

Library & Learning Support Services

Coordinator, Library Services & Learning Support Services
Kendra K. Perry, 2018
- B.A., M.A., Andrews University
- MLIS, University of Wisconsin Milwaukee

Archives & Reference Librarian
Sarah L. Conrad, 2019
- B.A., Spring Arbor University
- MLIS, Wayne State University

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
Gayle R. Johnson, 2018
- B.S., American Public University

Learning Technology

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
Ryan L. Edwards, 2017
- B.A., University of Maryland Baltimore County

STEMM Technical Middle College

Middle College Coordinator
Teresa L. Thorn, 2013
- B.S., Fairmont State University
- M.A., West Virginia University

Directory: Office of Academic Affairs: Faculty/Divisions

Behavioral & Social Sciences/Business Division

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
Glynis L. Cosner, 2018
- A.A., Allegheny College of Maryland
- B.S., Frostburg State University

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, Psychology
Christine M. Cramer, 2020
- B.A., St. Mary's College of Maryland
- M.S., Loyola University
- Ph.D., Brigham Young University

Associate Professor, Psychology
Melinda S. Howell, 2011
- B.A., Ball State University
- Ph.D., University of Minnesota

Associate Professor, United States and World History
Timothy M. Jenness, 2012
- B.A., Grove City College
- M.S., Troy State University
- M.A., University of Maryland, Baltimore County
- Ph.D., University of Tennessee

Associate Professor, Administration of Justice & Paralegal Studies
Andrew B. Kramer, 2011
- B.A. University of California
- M.A., Monteray Institute of International Studies
- J.D., California Western School of Law

Associate 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., Ph.D., University of Maryland, Baltimore County

Associate Professor, Business and Accounting
Stacey M. McGee, 2008
- B.B.A., James Madison University
- M.B.A., Frostburg State University

Assistant Professor, 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

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

Assistant Professor, 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

Instructor, Psychology
TBN

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 & Transition Specialist
Sheriann A. Holder-France, 2019
- B.A., M.S., Long Island University

Learning Support Specialists
Charles A. Coffin, 2018
- A.A.S., Hagerstown Community College
- B.S., Frostburg State University
Martha L. Grahl, 2008
- B.A., Shepherd University
David G. Grimes, 2012
- A.A., Harrisburg Community College
- B.A., McDaniel College
Catherine E. Hadley, 2010
-TESOL Certification, American TESOL Institute
-B.A., Hood College
-M.A.(2), Catholic University
Christopher Nelling, 2014
- B.S., The Pennsylvania State University
- M.S., Shippensburg University
Caleb F. Shank, 2020
- A.A., Hagerstown Community College
- B.A., Shippensburg University

Faculty

Assistant Professor, Developmental Mathematics
Richard D. Campbell Jr., 2007
- B.S., Bucknell University
- M.Ed., Frostburg University

Assistant Professor, Developmental English
Sonjurae M. Cross, 2006
- A.A., Hagerstown Community College
- B.A., Hood College
- M.A., Morgan State University

Instructor, English Language Learners
Catherine E. Hadley, 2010
- TESOL Certification, American TESOL Institute
- B.A., Hood College
- M.A. (2), Catholic University

Assistant Professor, Developmental Math
Carrie L. Hawbecker, 1999
- B.S., Indiana University of Pennsylvania
- M.S., Towson University

Assistant Professor, Mathematics, and Assistant Program Coordinator STEMM Technical Middle College
Alicia M. Myers, 2015
- A.A., Hagerstown Community College
- B.S., 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

Associate Professor, Developmental Mathematics
Rebecca A. Westmeyer, 2006
- B.S., Shepherd University
- M.A.T., University of Idaho
- M.Ed., Fairmont State University

English & Humanities Division

Director
TBN

Administrative Office Associate, English and Humanities
Madeline V. Cepeda, 2019
- A.A.(2), A.A.S., Hagerstown Community College
- B.S., University of Central Florida

Costume Designer, part-time
Robin L. Shaner, 2016
- A.A., Hagerstown Community College
- B.S., Philadelphia University
- M.Ed., Frostburg State University

Faculty

Associate Professor, English Composition
Kathryn K. Benchoff, 2012
- B.A., Susquehanna University
- M.Ed., Shippensburg University

Instructor, Art Appreciation/Art History
TBN

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

Assistant Professor, Dance
Alyssa J. Little, 2012
- B.F.A., Northern Kentucky University
- M.A., Middlesex University

Assistant Professor, Music/Drama
Joseph A. Marschner, 1993
- A.A., Hagerstown Community College
- B.A., Shepherd University
- M.A., Frostburg State 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

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

Associate 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 Universirty

Instructor, English and Speech
Sean G. Wynkoop, 2019
- B.A., M.A., Salisbury 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
Rennes D. Carbaugh, 2017
- B.A., Fairmont State University

Health Sciences Division

Director
Kathleen D'Ambrisi, 2016
- A.S., Baltimore City Community College
- B.S., M.S., Univeristy of Maryland
- Ph.D., Capella University

Administrative Office Associate II, Health Sciences
Jessica H. Baker, 2019
- A.A., Calhoun Community College
- B.A., Athens State University

Workplace Learning Advisor, Externships/Clinicals
Cheryl A. Keller, 2010
- B.S., Bowling Green State University
- M.B.A., Hood College

Faculty

Instructor Dental Hygiene
Kelanie L. Yordy, 2018
- A.S., B.S., Penn College of Technology
- M.Ed., Concordia University

Dental Hygiene Program Administrative Clinical Specialist, part-time
Loretta J. Buser, 2017
- A.A., Washington Bible College

Assistant Professor/Program Coordinator/Administrator, Dental Assisting
Rebecca L. Leonard, 2013
- B.A., Shippensburg University

Associate Professor, Medical Imaging/Program Coordinator
Michelle L. McDaniel, 2011
- A.A., A.A.S., Hagerstown Community College
- B.S., Widener University
- M.A., University of Phoenix

Assistant Professor, Medical Imaging Programs
Megan N. Dayhoff, 2014
- A.A.S., Hagerstown Community College
- B.S., Shippensburg University
- M.S., Concordia University

Assistant Professor, Dental Programs
Jennifer A. Suminski, 2015
- A.A.S., B.S., Ferris State University
- M.S., University of Michigan

Instructor/Program Coordinator, Electronic Health Records and Health Information Management
Tanda A. Emanuel, 2019
- A.A.S., Hagerstown Business College/Kaplan

- A.A.S., Mountwest Community and Technical College
- B.S., University of Charleston
- M.B.A., Mount Saint Mary's University

Mathematics & Science Division

Director
Laurie M. Montgomery, 2016
- B.S., West Virginia Weslayan 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

Professor, Biology
Theresa S. Bidle, 1992
- B.S., Rutgers University
- M.S., Hood College

Instructor, Chemistry
Patrick S. Benecewicz, 2020
- B.S., York College of PA
- M.S., Duquesne University

Instructor, Environmental Studies/Life Sciences
Jane J. Choi-Doan
- B.S., SUNY, Geneseo
- M.S., Ph.D., Washington State University

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. Blank, 2002
- B.S., Frostburg State University
- M.S., University of Tennessee
- Ph.D., University of Idaho

Instructor, Biological Sciences/Anatomy and Physiology
Christine M. Dubowy, 2020

- B.S., Pennsylvania State University
- Ph.D., University of Pennsylvania

Instructor, Physics
TBN

Assistant Professor, Mathematics
Paula S. Kessler, 1996
- A.A., Hagerstown Community College
- B.S., Shippensburg University
- M.S., Western Maryland College

Associate Professor, Biology
Kristen A. Lennon, 2013
- B.A., Connecticut College
- Ph.D., University of California, Riverside

Instructor, Mathematics
TBN

Professor, Mathematics
Joseph C. Mason, 2007
- B.S., Lock Haven State College
- M.S., Shippensburg University of PA

Assistant Professor, Physical Sciences
Timothy A. McCollum, 2018
- B.S., M.S., Cleveland State University
- M.S., Case Western Reserve University

Professor, Biology and Chemistry
Bernard Murphy, 1996
- B.S., Southern Connecticut State College
- M.S., University of Maine
- Ph.D., University of Illinois

Instructor, Biology
TBN

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

Nursing Division

Director
Karen S. Hammond, 2005
- A.A.S., Hagerstown Community College
- B.S.N., West Virginia University
- M.S.N., University of Maryland

Administrative Office Associate III, Nursing Division
Janice M. McLaughlin, 2001
- A.A., Mid-State College

Lab Coordinator, Nursing
Matthew J. Dorsey, 2009
- A.S., Hagerstown Community College
- B.S.N., Frostburg State University

Simulation Clinical Skills Lab Assistant
Bryan C. Rausch, 2014
- A.A.S., American Public University

Student Support Specialist - grant
TBN

Faculty

Assistant Professor, Nursing
Sonja L. Akers, 2005
- B.S.N., Salisbury University
- M.S.N., Shenandoah University

Assistant Professor, Nursing
Michele L. Blash, 2015
- B.S.N., Millersville University
- M.S.N., Mountain State University

Assistant Professor, 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
Lori A. Manilla, 2008
- L.P.N., Central Chester County Vocational Technical School
- R.N., Brandywine Hospital & Trauma Center School of Nursing
- B.S.N., University of Phoenix
- M.S.N., University of Central Missouri

Assistant Professor, Nursing
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

Exercise Science and Health Division

Director
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 and Athletic Coordinator
Amy Sterner, 1997
- A.A., Hagerstown Community College

Athletic Trainer
Caleb F. Zecher, 2019
- B.S., Towson University
- M.A., Hood College

Faculty

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
Shannon M. Cameron, 2008
- B.S., James Madison University
- M.A., University of South Carolina

Technology and Computer Studies Division

Director
Nancy G. Arnone, 2018
- B.S., James Madison University
- M.S., San Diego State University

Administrative Office Associate II, Technology and Computer Studies
Sharon Plank, 2002
- Certificate, Hagerstown Community College

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, Web and Animation Technology
Victor O. Adegboyega-Edun, 2018
- B.F.A., Yaba College of Technology
- B.A., M.S., Shippensburg University
- M.S., Fort Hays State University

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

Assistant Professor, Advanced Manufacturing Systems
Edward A. Bass, 2016
- B.S.E.S., Trinity College
- M.S.M.E., University of Texas

Assistant Professor, Industrial Technology & Alternative Energy Technology
Gregory A. Betz, 2016
- B.S., Millersville University
- M.S., Indiana State University

Instructor, Computer Science
Brittany L. Lamma, 2020
- B.S., M.S., Towson University

Instructor, Cybersecurity
Harald Jazdziewski, 2019
- A.S., Frederick Community College
- B.S., M.S., University of Maryland University College
- M.B.A., Walden University

Assistant Professor, Electrical Engineering Technology
Juan C. Luna, 2017
- B.S., Universidad Tecnologica Nacional
- M.S.(2), George Mason University

Assistant Professor, Digital Media Communications
Audra Haddock-Martenot, 2016
- A.A., Hagerstown Community College
- B.A., M.S., Shippensburg University

Instructor, Information Systems Technology
Douglas K. Leisher, 2020
- B.A., M.S., Shippensburg University

Directory: Office of Administration & Finance

Vice President, Administration and Finance
Heike Soeffker-Culicerto, 2020
- B.S., Wesley College
- M.B.A., Averett University
- Ph.D., University of Charleston

Executive Assistant I
Dawn M. Reed, 1989
- A.A., Hagerstown Community College

Campus Food Services

Manager
John A. Dankulich, 2016
- A.A., Garrett Community College
- B.S., Fairmont University

Catering Coordinator/Lead General Worker
Christopher L. Schindler, 2016
- A.A.S., B.S., Baltimore International College

Food Service Clerk, part-time
TBN

Food Service Workers, Full-Time
Jane Guydish, 2016

Food Service Workers, Part-Time
Erica L. Irvin, 2017
E. Lefebure-O'Neill, 2020
- A.S., Northern Virginia Community College
Andrea Lockwood, 2016

Campus Store

Manager
Tammy L. Crockett, 2015
- R.B.A., West Virginia State University

Campus Store Assistant I
Brooke R. Keplinger, 2015
Heather R. Oden, 2006
- A.A., Hagerstown Community College

Campus Store Assistant II
Jaclyn D. Kauffeld, 2016

Business & 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
Leah K. Malone, 2019
- B.A., Shepherd University

Mail/Shipping Clerk
Benjamin A. McQuait, 2018
- B.S., Shippensburg University

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
Deborah L. Robbins, 2018

Desktop Publisher/Software User Specialists
Nicklas A.H. Cullop, 2015
- B.F.A., Shepherd University
Corey J. Caudell, 2016
- B.A., Elizabethtown College

Facilities Management & Planning

Director
Vincent T. Ippolito, 2019
- A.A., Montgomery College
- B.S., University of Maryland
- M.B.A., University of Maryland Baltimore County

Office Support Associate
Shannon R. Kehne, 2011

Facilities Project Coordinator
Dawn M. Baker, 2008
- A.A.S, Hagerstown Community College
- B.S, University of Maryland

Assistant Director, Facilities & Campus Construction
Patrick C. McCord, 2020
- B.S. Fairmont State University

Grounds Supervisor
Steven C. Stiansen, 2018
- B.S., Pennsylvania State University

Maintenance Technician I, Level 1 - Groundskeeper
Connie S. Kauffman, 2013

Maintenance Technician I - Groundskepper, part-time
TBN

Maintenance Supervisor
Donald C. Reiff, 2003
- Certificate, Journeyman Electrician

Carpentry Maintenance Associate
Kenneth D. Helfrick, 2015

Custodian/Security Associate
James L. Bechtol, 2009

HVAC Maintenance Associate
Richard E. Slaubaugh, 2013

Maintenance Associate
Raymond W. Snow, 2005

Maintenance Technicians, Level I, Semi-Skilled Trades
Ernest L. Cook, 2013
Andrew S. Davis, 2016
TBN
TBN (Part-time)

Maintenance Technician II, Skilled Trades Plumber
Douglas C. Nicodemus, 2011
- Certification, PSI Online

Vehicle Maintenance Mechanic
Michael W. Riley, 2004

Maintenance Technician II, Skilled Trades Electrician/HVAC Controls Technician
TBN

Custodial Operations Supervisor
Peter S. Chapelle, 2010
- B.S., University of Maryland

Lead Custodian
TBN

Custodian/Security Associates
Donald W. Baker, 1988
Richard L. Carter Jr., 2019
Norma J. Ebersole, 2012
Mark B. Frederick, 2011
Megan L. Fritz, 2009
Ann M. Gilles, 2010
Jeremy C. Green, 2018
Justin C. Greer, 2018
Michael L. Hose, 2018
Sharon E. Jackson, 2012
Zachary K. Nave, 1996
Wade R. Needy, 2010
Julio C. Olive, 2018
Thomas C. Rickard, 1981
Chad A. Ridenour, 2018
Adam C. Stewart, 2020
David P. Wojciechowski, 2011

Custodial Workers, part-time
TBN

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., M.Ed., University of Maryland University College

Accounting Associate - Restricted
Polina V. Gushchina, 2019
- B.S., Shepherd University

Staff Accountant
Susan M. Fogle, 2014
- A.A.S., Hagerstown Community College
- A.A., Frederick Community College
- B.S., University of Maryland University College

Accounting Associates
Janet K. Gardenhour, 2007
Kristina M. Martin, 2006
TBN

Accounts Receivable Associate
Jessica R. Mentzer, 2012
- A.A.S., Kaplan University

Payroll Associate
S. Lynn Willard, 2012
- A.A., Frederick Community College

Cashiers, 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 of Students
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 & Military Advisor, part-time
Anthony L. Brantley, 2020
- A.A., A.S., Hagerstown Community College
- B.A., Hood College

Information Center

Customer Service Representatives, part-time
Christine L. Poffenberger, 2005

Academic Advisement & Registration

Director
Michael E. Martin, 1999
- A.A., Hagerstown Community College
- B.A., University of Maryland, Baltimore County
- M.Ed., Frostburg State University

Academic Advisor/Transfer Specialist
TBN

Academic Advisor/Retention Specialist
Courtney R. Hart, 2016
- A.S., Hagerstown Community College
- B.A., West Chester University
- M.S., Millersville University

Academic Advising and Registration Lab Specialist, part-time
Reginald E. Lushbaugh, Jr., 2014
- A.S., A.A., Hagerstown Community College
- B.S., Frostburg State University

Academic Advisor/Early College Specialist
Beth S. McKnight, 2018
- B.S., The Pennsylvania State University
- M.S., McDaniel College

Academic Advisor/Career
Joyce Shull, 2012
- B.A., Indiana University of Pennsylvania
- M.Ed., Frostburg University

Academic Advisor/Nursing and Health Science Specialist
Amber Tobery, 2019
-B.A., University of Pittsburgh at Johnstown
-M.S., Kaplan University

Academic Advising & Registration Assistant
Trisha E. Horowitz, 2013
- A.A., Hagerstown Community College
- B.S., Frostburg State University

Academic Advising & Registration Assistant, part-time
Jennifer E. Davis, 2011
- A.A., A.A.S., Hagerstown Community College

Career Program Achievers

Academic Advisor/Career Programs Grant & Stipends Specialist
Courtney E. Kensinger, 2019
- B.S.W, M.S.W., Shippensburg University of Pennsylvania

Advisor, Child Care Access Means Parents In School
Brittany L. Shereika
- B.S., Shippensburg University
- M.S., Hood College

Admissions & Enrollment Management

Director
Kevin L. Crawford, 2006
- A.A., Hagerstown Community College
- B.S., Bridgewater College
- M.Ed., Frostburg State University

Admissions Advisor
TBN

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. Lesher, 2008

Multicultural Recruiter
Luis J. Flores, 2011
- B.A., Shepherd University

TRiO: Upward Bound Program

Manager
James E. Mankins III, 2018
- A.A., Hagerstown Community College
- B.A., Grand Canyon University
- M.A., Liberty University

Upward Bound Advising and Assessment Specialist
Westly R. Jackson, 2019
- B.S., Shenandoah University

Athletic Department & Athletic, Recreation and Community Center

Director
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 and Athletic 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

Athletic Trainer
Caleb F. Zecher, 2019
- B.S., Towson University
- M.A., Hood College

Fitness Center Coordinator, Assistant Professor of PELS
Thomas K. Burge, 2010
- B.S., Guilford College
- M.S., California University of Pennsylvania

Disability Support Services

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

Records

Registrar
W. Christopher Baer, 2004
- B.A., Gettysburg College
- M.S., Hood College

Records Assistant, Academic Specialist
Iris D. Yates, 2001
- A.S., Hagerstown Community College

Records Assistant, Veterans Benefits
TBN

Records Assistant
Janet L. Martinez, 2010

Student Activities

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

Student Activities Assistant, part-time
TBN

Student Financial Aid

Director
Charles M. Scheetz, 2017
- A.A., Reading Area Community College
- B.A., M.B.A., Alvernia University
- Ed.D., University of New England

Student Financial Aid Manager
Stephny M. Lietuvnikas, 2004
- Certificate, The University of the South
- B.A., Shepherd University
- M.A., Hood College

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 Counselor - Default Management, part-time
Sharron D. Tan, 2015
- B.A., University of South Alabama

Data Coordinator
Lisa M. Wynkoop, 2009
- Certificate, A.A.S., Hagerstown Community College

Student Financial Aid Associate
Beth Ann Deardorff, 2006
- Certificate, Hagerstown Community College
- A.S., Pennsylvania State University

Student Financial Aid Associate
Gretchen A. DeVore, 2016
- A.A., Hagerstown Community College

Student Financial Aid Associate
Andrew J. McLaughlin, 2016
- A.A., Hagerstown Community College
- B.S., Shippensburg University
- M.Ed., Frostburg State University

TRiO: Student Support Services

Manager
TBN

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
Trudy M. Gift
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*
Paul Jozik
Ronald A. Kepple
Judith M. Kofoet
Helen Z. Kreykenbohm*
Christopher J. Lewis
Shan Loganathan*
John M. Means
Richard J. Montgomery
Dixie D. Myers
Margie L. Ng*
Rosemary G. Nickerson
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*
Louise D. Wine
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.

Administration of Justice/Cybersecurity
Bradley Stotelmyer
- A.A., Hagerstown Community College
- B.A., Hood College

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
Jennifer Dopson
- B.A., Shepherd University

Adult Education
Deborah Henson
- B.A., M.S., Hood College

Adult Education
Alfiya A. Zaitova
- Bachelor's and Master's Equivalent, Maria State Pedagogical Institute

American Sign Language
Emily A. Gerrish
- B.Ed., University of Science, Arts & Technology

Anatomy & Physiology
Angela R. Stouffer
- A.A., Hagerstown Community College
- B.S., Shippensburg University

Anthropology
LuAnn E. Fisher
- B.A., SUNY Geneseo
- M.L.S., SUNY Albany

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
Thomas H. Renner
- A.S., Hagerstown Junior College
- B.A., Shepherd University
- M.Ed., University of Maryland College Park

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

Art/Jewelry
Elizabeth B. Carey
- B.A., St. Mary's 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
Terri L. Orkwiszewski
- B.S., Indiana University of Pennsylvania
- M.S., Wilkes 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/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
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., M.S., Hood College

Chemistry
David A. Thomas
- B.S., West Virginia University

Commercial Vehicle Transportation
Edward C. Mankoski

Commercial Vehicle Transportation
Barbara A. Neiman
- B.A., York College of Pennsylvania

Commerical Vehicle Transportation
Michael J. Stevenson
- A.A., University of Maryland University College
- B.S., Excelsior College
- B.S., State University of New York
- M.B.A., Touro College

Dental Hygiene
Rhonda P. Hull
- B.S., West Virginia University

Dental Hygiene
Raychene A. Michaels
- B.S., University of Arkansas

Dental Hygiene
Lucinda M. Oberholzer
- A.A., Allegany Community College

- B.S., Eastern Mennonite University
- M.Ed., Bowie State University

Dental Hygiene
Nancy C. Stannert
- A.A., Allegany College of Maryland
- B.S., University of Maryland
- M.Ed., Missouri State University

Dental Hygiene
Lisa M. Varela
- B.S., West Virginia University

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
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 Mathematics
Lauren A. Bird
- A.S., A.A., Hagerstown Community College
- B.S., Shippensburg 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
Dawn M. Schoenenberger
- A.A.S., Pierce College

- B.S., Pacific Lutheran University
- M.S., Capella University

Economics
Darlene K. Henderson
- Certificate, Wilson College
- A.A.(2), Hagerstown Community College
- B.A., Shepherd University

Education
Linda E. Kelly
- B.A., Shepherd University
- M.B.A., Frostburg State University

Emergency Medical Services
Donald M. Lehman
- Certificate, Hagerstown Community College
- Certificate, Maryland Institute for EMS Systems
- A.A.S., Hagerstown Community College

Engineering Technology
Kevin E. Stoops
- A.A., Hagerstown Community College

English
John W. League
- B.S., West Virginia University

English
Brenda K. Pittman
- A.A., Hagerstown Community College
- B.S., M.A., Shippensburg University
- Ph.D., Indiana University of Pennsylvania

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
- M.S., Lock Haven University of Pennsylvania

English
Lori Zerne
- B.A., Andrews University
- M.A., Ph.D., West Virginia University

Environmental Science
Kerri Barnes
- B.S., M.Ed, Shippensburg University

Government
Amy L. Dennis
- B.A., Pennsylvania State University
- M.A., Shippensburg University
- M.S., California University of Pennsylvania

Graphic Design Technology/ Web Design
Courtney A. Redding
- B.A., Shippensburg University
- M.F.A., Marywood University

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/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
Robert E. Apgar-Taylor
- B.A., SUNY
- M.Div., Wesley Theological Seminary
- M.Min., Princeton Theological Seminary

Communication
Beckie Higgins-Arey
- M.A., Shippensburg University

Humanities
Gwen M. Skrabak
- M.A., St. Mary's Seminary and University
- M.F.A., West Virginia University

Humanities
Don R. Stevenson
- B.S., Clemson University
- M.Div., Th.M., Southeastern Baptist Theological Seminary

Industrial Technology
Jonas M. Smith

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
Thomas R. Paci-Funk
- B.S.E., Millersville University
- M.A., McDaniel College

Mathematics
Scott B. Deter
- B.S., M.A.T., 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
Robin E. Papa
- B.A., Shippensburg University
- M.Ed., Frostburg State 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
Erin M. Speak
- B.S., Elizabethworn College

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

Mathematics
Mark A. Wise
- B.S., University of Pittsburg at Johnstown
- M.Ed., Shippensburg University

Medical Assisting
Jarrod J. Greene
- B.S., Virginia College
- M.S., Wilson College

Phlebotomy
Kelly M. Weicht
- Certificate, 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
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
Deborah L. Stotelmyer
- B.S., Frostburg State University

Nursing
Norma J. Bollinger
- M.S.N., Walden University

Nursing
Susan H. Clutz
- B.S.N., University of Virginia
- M.S.N., University of Maryland, Baltimore

Nursing
Donna R. Cosgrave
- A.S.N., Frederick Community College
- B.S.N., University of Maryland
- M.S.N., Frostburg State University

Nursing
Ashley C. Dolsen
- A.D.N., Hagerstown Community College
- B.S.N., M.S.N., Indiana Wesleyan University

Nursing
Dawn A. Drooger
- A.A., A.S., Hagerstown Community College
- M.S.N., Shenandoah University

Nursing
Sue E. Graff
- A.A., Hagerstown Community College
- B.S.N., Penn State University

Nursing
Karen A. McNamee
- B.S.N., West Virginia University

Nursing
Staci L. Moser
- B.S.N., Shepherd University
- M.S.N., Frostburg State University

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
Patricia C. Williams
- A.S., Shepherd University
- B.S.N., M.S.N., George Mason University

Physical Education
Sarah E. Burge
- A.S., Hagerstown Community College
- B.A., Shippensburg University
- M.S., California University of Pennsylvania

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
Stephen J. Dove
- B.S., University of Idaho
- B.S., M.Ed., Frosrburg State University

Physical Science
Rodney L. Martin
- B.S., Shippensburg University
- M.Ed., Indiana University of Pennsylvania

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

Physical Science/ Physics
Daniel C. Burr
- M.S., John Hopkins University

Physics
Sharon Goetz
- B.S., M.Ed, Shippensburg 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
Linda Cornwell
- M.A., University of Pennsylvania

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
Nicole J. Paci-Funk
- B.S.E., Millersville University
- M.A., McDaniel College

Communication
Mary E. Brown

- B.A., Shepherd University
- M.A., West Virginia University

Theater/Drama
Jason A. Buhrman
- A.A., Hagerstown Community College
- B.A., Stevenson University

Theater/Drama/Graphic Design Technology
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.Ed., 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.

Administration of Justice

Kurt Dominick
Maryland State Police, Barrack O

William Douwes
Hagerstown Police Department

Denise Gelsinger
Maryland Correctional Institution

Douglas Mullendore
Washington County Sheriffs Office

Viki Pauler
Washington County Circuit Court

Advanced Manufacturing Technology

Ken Allen
Maryland Department of Corrections

Kevin Bain
Volvo Powertrain

Leslie Baker
JLG Industries

David Bedard
Allegheny Power

Michael Clark
New Enterprise Stone & Lime

Tony Clark
Rust-Oleum Corporation

Melissa Cutchall
Volvo Powertrain

Dwight Delgado
Strategic Operations Solutions, LLC

Paul Dhillon
WCH Aeronautics

Ignazio Droghini
Loccioni USA

Zane Emerick
Automated Packaging

Will Fair
EVAPCO

Tom Fogle
Fives Group Ltd.

Denny Fulk
United Refrigeration

Duane Glass
Carter Controls

John Hemmen
Ecolab

Linda Jacobs
Potomac Edison

Thomas Koontz
JLG Industries

Author Marshall
AAIM Controls

Keith Martin
Hadley Farms, Inc.

Chanique Maxwell
Saint-Gobain Materials

Kirk Menteh
Lehigh Hanson

Ed Miller
Manitowoc Crane Group

Sandy Miller
Electromet Corporation

Kim Moore
Hub Labels

Ryan Moore
Proctor & Gamble

Ryan Null
Tri-State Electronic Manufacturing Corporation

James Painter
Potomac Edison

Justin Price
First Energy

Leeroy Price
Danfoss/Vaccon

Karen Reed
Tractor Supply Distribution

Rob Riner
Fil-Tec

Rich Roberts
Graham Packaging

Jeffrey Rowland
Mellott Company

Scott Roxby
Medimmune

Rachel Rupert
Danfoss

Craig Shupp
South Atlantic Controls, Inc.

Robert Socks Jr.
Control Systems Inc.

Karen Steele
Rust-Oleum Corporation

Daniel Stockman
Franklin County Career and Technical Center

Dennis Ward
Rockwell Automation

Jason Weatherly
Specialty Granules

Sonny Weicht
JLG Industries

Becky Willard
Beacon Grace Consulting

Kim Winebrenner
Fil-Tec

Alternative Energy Technology

James Aaron
Total Comfort Inc.

Bill Anderson
Milestone Solar

Ryan Ballard
Western Maryland Solar

Johnny Barr
Ellsworth Electric Inc.

Richard Belles
Sustainable Energy Systems, LLC.

Chris Dellinger
Schneider Electric

Daniel Divito
Washington County

Carlos Fernandez
Potomac Wind Energy

Tadd Forrest
Ferguson HVAC

Brent Hollenbeck
TimberRock Energy Solutions

Mike McKechnie
Mountain View Solar

Gregory Murray
Washington County

Mike Studholme
Mountain View Solar

Tad Tweed
Mace Energy Supply Inc.

Biotechnology

Denise Ausherman
Mt. St. Mary's School of Natural Science and Mathematics

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

Beth Cleveland
National Center for Cool and Cold Water Aquaculture

Judy Costello
Maryland Bio

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, LLC

Walter Hubert
National Cancer Institute

Deborah Iwanowicz, PhD
USGS, National Fish Health Research Laboratory

Robert Mandley
Hagerstown-Washington County Economic Development Commission

Debra McLaughlin
University of Maryland University College

Sheryl Moles
Life Technologies, Inc.

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

Carol Z. Plautz, PhD
Shepherd University

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
Frostburg State University

Lisa Shaw
Chambersburg Area High School

Judy Staley
Frederick Community College

David Talmage
MedImmune/Astrazeneca

Peter Thomas
Western Maryland Consortium

Samantha Turner
Precision Bioservices, Inc.

Rick Wilson
MedImmune/Astrazeneca

Commercial Vehicle Transportation

Trent Anderson
Knight Transportation

Jessica Crawford
Maryland Motor Vehicle Administration

Phyllis Davis
Maryland Motor Vehicle Administration

Scott Doleman
FedEx Freight, Inc.

Jillian Ellis
XPO Logistics

Deb Gilbert
Western Maryland Consortium

Kimberly Hadley
D.M. Bowman

Dave Hess
Dot Transportation, Inc.

Mary Keller
Maryland Department of Labor, Licensing and Regulation

Doug Key
Waste Connections

Alan Kohler
Truck Enterprise, Inc.

Jason Lewis
FedEx Freight, Inc.

Joe Mahon
Old Dominion Freight Line

Amy Martin
Pavestone

John McClintock
Schneider National

Will Ortiz
D.M. Bowman

Jennifer Reid
Waste Connections

Doug Robinson
U.S. Xpress, Inc.

Aaron Rourke
Home Run, Incorporated

Joshua Schleicher
Washington County Public Schools

Frank Sinclair
Schneider National

Rusty Straley
ADUSA Transportation, LLC

Anthony Triggs
D.M. Bowman

Jim Ward
D.M. Bowman

Darryl West
Maryland Motor Vehicle Administration

Jeff Westbrook
R&L Carriers

Dental

Casey Baith
Wilson Orthodontics

Megan Budnicki
Robinwood Dental

Elizabeth Decker
Allegany dental care

Morgan Hoffman, RDH
Healthy Smiles - Martinsburg, WV

Rhonda Hull
Toothman Orthodontics

Taylor Trenary
Kurtz Dental

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

Chelsea Miller, RDH
Allegany Dental Care

Lucinda Oberholzer, RDH
Covenant Dentistry

Jon A. Pike, DDS
Associated Oral & Maxillofacial Surgeons

Alfred E. Smith, DDS
Allegany Dental Care

Jeffrey Toothman, DDS
Toothman Orthodontics

Dr. David Williams
Allegany Dental Care, Retired

Robert R. Zimmerman, DDS
Cornerstone Family Dentistry

Early Childhood Education

Jennifer Cambell
State of MD Licensing

Heather Glass
Apples for Children

Laura Harbaugh
Head Start of Washington County

Stacy Henson
Washington County Public Schools

Kathy O'Neil
Head Start of Washington County

Nicole Potter
Washington County Technical High School

Teresa Shiffler
Kid's Club, Inc.

Electrical Engineering Technology

Matt Biser
Wired Technologies

Daniel DiVito
Washington County

Tom Fogle
Cinetic Landis

Todd Funk
Vacon, Inc.

Larry Gelwicks
CertainTeed Corporation

Scott Hassler
Capital Electric

Tim Hykes
Fives Landis Corp.

Ryan Null
Tri-State Electric

Josef Ott
Rampf Molds

Jeffrey Rowland
Mellott Company

Robert Socks, Jr.
Control Systems

Scott Wheatley
Tri-State Electric

Emergency Medical Services

William Ball, III
Williamsport Co. 2 Vol. Fire-EMS

Joanna Bingaman
Community Rescue Services (CRS)

Dave Chisholm
Washington County Emergency Medical Services

Gerald Cook
Community Rescue Servics (CRS)

Ward Fleger
Smithsburg Emergency Medical Services

Mark Harrington
Volunteer Fire Company of Halfway

Kevin Lewis
Washington County Emergency Medical Services

Kelly Llewellyn
Meritus Medical Center

Alan Matheny
Washington County Medical Services

Andrew Naumann
Maryland Institute EMS Systems Region II Administrator

Kingsley Poole
Retired from EMS/Fire Service

Environmental Studies

Tim Abe
Claud E. Kitchens Outdoor School at Fairview

Dave Biser
Antietam-Conococheague Watershed Association

Mark Bradshaw
Engineering Services, Office of County Administrator Washington County

Chris Burch
Washington County Soil Conservation District

Robert Burkhart
Washington County Public Schools

Sherry Frick
University of Maryland Extension Center, Allegany County

Y. Michelle Harman
Garret County Public Schools

Doug Hutzell
Frederick, Siebert, and Associates, Inc.

Dr. Eric Kindahl
Hood College

Randall Morin
Antietam-Conococheague Watershed Association

Davie Puthoff
Frostburg State University

Jeff Semler
University of Maryland Extension Center, Washington County

Terrie Shank
Maryland Agricultural Education Foundation, Inc.

Elmer Weibley
Washington County Soil Conservation District

Fine, Visual, and Performing Arts

Scott Beard, PhD
Shepherd University

Mary Burke
Washington County Arts Council

Mark Cook, PhD
Shepherd University

Todd Groesbeck
Artist

William Hollin
Barbara Ingram School for the Arts

Robert Hovermale
Barbara Ingram School for the Arts

Rebecca Lane
Washington County Museum of Fine Arts

Andrea Masciocchi
Barbara Ingram School for the Arts

Peggy McKowen
Shepherd University

Stephen Miles
Washington County Public Schools

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

Brody Bourbor
HighRock Studio Hagerstown

Chris Brewer
Washington County Arts Council

Amber Buhrman
Worx Graphics

Elka Cahn
University of Baltimore

Allan Carter
Signera

Rich Dangbridge
HighRock Studio Hagerstown

David Dull
Antietam Cable Television

Susan Fries
Washington County Technicial High School

Chris Grahl
d'Vinci Interactive

Jill Harner
Huemanity Marketing

Matthew Hast
First Data

James Hersick
Rocket Fuel Design

Dani Kelley
Icon Graphics

Norma Kolson
Datachieve

Sarah Koons
Seffero Health ,LLC

David Layton
Datachieve

Jillian MacMaster
Washington County Museum of Fine Arts

Sean Maher
Attic Light Studio, LCC

Matt Matzen
Datachieve

Shannon McCarthy
Shepherd University

Aynex Mercado
Aynex Designs

Betina Messersmith
Retired

Amy Minnier
Screentique

Daniel Murphy
DM Designs, LLC

Shannon Myers
Datachieve

Aaron Oldenburg
University of Baltimore

Crystal Schelle
Frederick News-Post

Lori Schulman
HBP, Inc.

Lisa Sheirer
Frederick Community College

Robert Shelley
Shelley Design

Vijay Solanki
d'Vinci Interactive

Stephen Sheredy
Mattel Toy Company

Michael Sparks
Signera

Jerry Spessard
3D Print Factory

Jamie Stup
Wood Street, Inc.

Brian Teller
Singera

Veronica Varsanyi
Hub Labels, Inc.

Laura Wallace
Worx Graphics

Zhijun Wang
Shepherd University

Laurel Webster
Native Design

Justin Weese
Bethesda Studios

Miranda Wilfong
Water Street Design

Human Services

David Bonebrake
CASA of Washington County

Anastasia Broadus
Robert W. Johnson Community Center

Christopher Kempton
Hagerstown Treatment Center

Tammy Miller
Meritus Medical Center

James Sheehy
Potomac Center

Eugene Smith
Soul Haven Wellness Center/ Retired

Kelsey Wetherald
Gale Recovery, Inc.

Jill Zamostny
REACH of Washington County

Information Systems Technology

Basheer Azizi
OPSMART

Robert Ball
U.S. Fish and Wildlife Service

Jeffery Bearden
B&D Consulting, Inc.

John Berry
Fusion Digital

Shane Butcher
Ongoing Operations, LLC

Tim Byers
Franklin County Career and Technology Center

Joshua Cantrell
Global Data Consultants

Sam Cool
Planet Technologies

Eugene Curtis
Alexandria Police Department

Matthew Dick
First Data Commercial Services

Kirk Drake
Ongoing Operations, LLC

Chris Fairhall
Bechtel Power Corporation

Rich Fouke
Antietam Technologies

Neal Glessner
Glessner Technologies

Anthony Hanners
Blue Ridge Community College

Douglas Horton
United States Coast Guard

Aaron Hutson
Tapestry Technologies

Harold John
Wellspan-Summit Health

Jason Ledney
Fusion Digital

Doug Leisher
Southern Fulton School District

David Long
Washington County Technical High School

Paul McAllister
Tech Team Solutions

Ron McAllister
Global Data Consultants

Alex McCurn
Global Data Consultants

Eric Mellott
Tapestry Technologies, LLC

Nicole Miller
City of Hagerstown Housing Authority

Reza Mirdamadi
Shepherd University

Bob Morningstar
Administrative Offices-US Courts

Michael Mulcahy
National Security Agency

Jason Rappaport
Innovative Incorporated

Steve Rixse
Ridgeback Network Defense, Inc.

Mike Shenk
Global Data Consultants

Hugh Smallwood
Ongoing Operations

Al Stewart
Glessner Technologies

Kyle Stutzman
Lsot Creek Financial Technology

Zhijun Wang
Shepherd University

Ron Whitt
Washington County Commissioners

Mechanical Engineering Technology

Oscar Barton
George Mason University

Curtis Berry
Jamison Door Company

Suely Black
Norfold State University

George Dalakos
GE Global Research and Capital Ventures

Daniel Dawson
Volvo Powertrain

Nathan Deavers
Fives Group

Jim Ellis
JLG Industries, Inc

Nate Fields
Development Source International

Tom Fogle
Cinetic Landis

Michael Foster
Volvo Powertrain

Michael Gehr
BFM Architects, Inc

Les Grim
L.S. Grim, (MEP) Consulting Engineers

Bud Gudmundson
Washington County Government

Tim Hykes
Cinetic Landis

Chris Johnson
Duvinage

Doug Leather
Bushy Enterprises

Nathan Luetke
Old Dominion University

Bob Maruszewski
Duvinage

Sammy Munuswamy
Manitowoc Cranes

Moses Owolabi
Howard University

Jared Riddick
US Army Research Laboratory

Jeff Swan
Department of Engineering & Code Administration

William Swartz
Volvo Powertrain

Curtis Uzelac
Volvo Powertrain

Jeff Ward
Volvo Powertrain

Karen Webber
Jamison Door

Todd Wolford
Fulton County Area Vocational Technical School

Chris Young
JLG Industries, Inc

Julie young
Thomas Nelson Community College

Ahmet Zeytinci
George Mason University

Medical Assistant and Phlebotomy

Tracy Bass
Frederick Memorial Hospital - Inpatient

Lyn Carter
Walnut Street Community Health Center

Kevin Conn
Meritus Health

Stacy Dinsmore
Robinwood Family Practice - Hagerstown

Traci Ingram
Occupational Health Associates

Tina Jenkins
Smithsburg Family Practice

Barbara Meck
Summit Health

Laura Minnick
Capital Women's Care

Flo Rohrer
Trivergent Health Alliance MSO - Meritus Medical Lab

Betty Smith
Community Free Clinic

Stacey Tew-Haynes
Johns Hopkins Community Physicians

Charity Turner
Johns Hopkins Community Physicians

Julie Wenger
Chambersburg Hospital

Nursing

Paige Andersen
Brook Lane Health Services

Laura Cheung, RN
Fahrney Keedy Home and Village

Kimberlee Chiavola
VA Medical Center of Martinsburg

Jeffrey Crosby
Hospice of Washington County

Fran Fox, RN, BS, MA, FCN
Washington County Hospital, Retired

Sherri Frey
Meritus Medical Center

Kimberly Fritz, RN
WVUH - Berkeley Medical Center

Carol Grove, MSN, RN-BC
Meritus Medical Center

Imani Gunderson, MPA, RN, RN-BC
Brook Lane Heath Services

Melanie Hueston, RN, DNP, NEA-BC
Mertius Medical Center

Regina Jordan
VA Medical Center of Martinsburg

Erica Mellott
Valley Health Systems - War Memorial Hospital

Rebecca Shumaker
Meritus Medical Center

Heather Sigel, RN, BSN, MBA
Valley Health Systems - War Memorial Hospital

Lois Wainwright
VA Medical Center of Martinsburg

Cassandra Weaver
Fahrney Keedy Home and Village

Lisa Zerull, PhD, RN, FCN
Winchester Medical Center

Radiography

David Agoney, RT(R)
City Hospital

Kathy Ausherman, RT(R)
Diagnostic Imaging Services

Barbara Barnes, RT(R)
Diagnostic Imaging Services

Gayle Coley
Community Radiology Assocs. / RadNet Imaging Ctrs

Kacy Elwood
Carroll Hospital Center

Elijah Geise
Carroll Hospital

Rob Leonard
Frederick Regional Health System - Frederick Memorial Hospital

Sherry K. Mace, RT(R)
Meritus Medical Center

Paul Marinelli, PhD
Associated Radiologists, P.A.

Mary Ann Mitchell
Meritus Medical Center

Ruth Myers
Waynesboro Hospital

Susan Ronchi
Chambersburg Hospital

Jamie Sandeen
Frederick Memorial Hospital

John Schaffer, RT(R)
Waynesboro Hospital

Tina Shiflett
Orthopedic Center of Maryland Robinwood Group

Marian Somers
Community Radiology Associates

Phanee Thanabodee, RT(R)
Waynesboro Hospital

Linda Walla, RT(R)(M)
Meritus Medical Center

Jessica Wishard
Frederick Memorial Hospital

Mike Zampelli
Associated Radiologists, P.A.