Hagerstown Community College

2024-2025 Catalog

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

Non-Discrimination Policy

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

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General Information

Accreditations/Approvals/Certifications

Institutional Accreditation

Hagerstown Community College is accredited by:

Middle States Commission on Higher Education
1007 North Orange Street
4th Floor, MB #166
Wilmington, DE 19801
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 Dental Assisting and Dental Hygiene Programs are approved by:

Commission on Dental Accreditation (CODA)
211 East Chicago Ave.
Chicago, IL 60611
Phone: 800-232-6108
www.ada.org/coda

The Health Information Management Program is accredited by:

Commission on Accreditation for Health Informatics and Information Management
200 East Randolph Street, Suite 5100
Chicago, IL 60601
Phone: 312-235-3255
www.cahiim.org

The Police Academy is accredited by:

Maryland Police and Correctional Training Commissions
6852 4th Street
Sykesville MD 21784
Phone: 410-875-3400
www.dpscs.state.md.us/agencies/mpctc.shtml

The RN, PN, and CNA nursing programs are approved by:

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

The RN and PN nursing programs are accredited by:

Accreditation Commission for Education in Nursing
3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
Phone: 404-975-5000
www.acenursing.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
Phone: 312-704-5300
www.jrcert.org

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.org

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

Message from the President

Since its beginning in 1946, Hagerstown Community College has served more than 175,000 students and awarded more than 25,000 degrees. This is evidence of how we 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 77 years, we have been the choice of tens of thousands of students and alumni. We hope that you, too, will discover your best future at HCC!

James S. Klauber, Ph.D.
President

Board of Trustees

Paula Lampton, Chair (Appointed 2016)
Thomas Newcomer, Vice-Chair (Appointed 2021)
Austin Abraham (Appointed 2008)
Carolyn Brooks (Appointed 1993)
L. William Proctor, Jr. (Appointed 2012)
Gregory Snook (Appointed 2007)
John Williamson (Appointed 2012)
Jim Klauber, Secretary/Treasurer (HCC President)

Mission

HCC ensures equitable access to affordable, high-quality educational programs, while fostering workforce development and cultural vitality in the region.

Vision

HCC will be the college of choice through demonstration of inclusive educational excellence, transformative growth, and community enrichment.

Values

- Excellence
- Integrity
- Diversity and Inclusion
- Stewardship
- Civic Engagement
- Student Centeredness

Institutional Learning Outcomes

The following attributes are goals of the full HCC experience, designed to impart students with knowledge, skills, and attitudes that go beyond the classroom and equip them with tools for lifelong success.

- Personal and Social Responsibility
- Globalization and Diversity
- Critical Thinking and Communication
- Scientific and Quantitative Reasoning
- Information Literacy and Technology
- Professionalism

Shared Governance

HCC has a shared governance model that promotes a participatory and collaborative culture where employees are well informed and involved in policy development that match their areas of expertise. 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. HCC's shared governance model consists of cross-constituent groups emphasizing a balance of perspectives among and between staff, faculty, and students. The College's system of shared governance and influence generates decisions on matters with a large "community of interest." Governance groups that deal primarily with faculty issues have a majority of faculty members, with representation by administration and staff. Administration and staff committees are comprised primarily of administrators and staff, with faculty representation.

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 also maintains a training facility and driving range for its Commercial Vehicle Transportation Program on Industry Drive, near Hagerstown Regional Airport.

History

Seventy-eight years ago, Hagerstown Junior College started as the first of its kind in Maryland. Classes began on September 18, 1946, in the evenings, at Hagerstown High School, and most of the students attended on the G.I. Bill®. In 1948, the first graduation ceremony was held and 25 students received degrees. Since then, more than 175,000 students have taken advantage of HCC's value in getting a quality education at an affordable cost.

From its humble beginnings in 1946, and despite early community sentiment that was not overly supportive of higher education, the college grew and flourished. In 1956, HJC, which was then a part of the Board of Education, got its own location in what was affectionately called the "Cracker Box" on the campus of South Hagerstown High School. As enrollment continued to increase, plans were made to find a suitable location to accommodate the growth, and in 1965, ground was broken on land that is now home to the thriving campus on Robinwood Drive. The first classes were held at the new location in September of 1966, with 782 students.

Since that time, the college has continued to grow, in the number of students, faculty and staff, and programs offered. Jim Klauber became HCC's fourth president in June of 2018. He follows Guy Altieri, who retired in December of 2017; Norman Shea, who served from 1986 to 2002; and Atlee Kepler, who was appointed dean of the college in 1953 and president in 1961.

In 1998, the name was changed from Hagerstown Junior College to Hagerstown Community College to more accurately reflect the mission it serves. The current campus has grown to 319 acres with 18 buildings. More than 100 programs of study are now offered. Each year, more than 5,000 students take classes for college credit and more than 5,000 additional students take continuing education classes. Since 2003, early college enrollment has grown to nearly 900 high school students who take HCC classes each year through the Early College Program (formerly Middle College).

Visit the College Timeline webpage to learn more about the history of HCC.

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 Commission on Higher Education since its first review in 1968 and continues to meet the requirements necessary to maintain that accreditation. HCC is a member of the American Association of Community Colleges.

Facilities

The **Administration and Student Affairs (ASA) Building** offers students a central location to register for classes, apply for financial aid, pay tuition, and request transcripts. It houses registration for credit and non-credit students, Financial Aid, Finance, Student Records, the Office of the President, 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 College's Business and Technology 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, a tiered lecture hall that seats 66 students, science labs, a comfortable atrium, and an outdoor fountain. 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, the campus mail room, and Mama's Biscuits Culinary Incubator, part of HCC's Incubator + Labs.

The **Center for Business and Entrepreneurial Studies** opened in the fall of 2021 and is home to the David W. Fletcher Incubator + Labs, which provides two floors of business incubator space, along with wet labs, and light and advanced manufacturing labs, to inspire and support entrepreneurs who are launching and leveraging their businesses in Washington County.

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 William M. Brish Library, the Academic Testing Center, Program of Adult Literacy Services, classrooms, computer laboratories, and faculty offices. The Academic Testing Center, housed on the third floor of the Learning Resource Center, 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)** is the home of the Tutoring Hub and Writing Center, which provide free academic support to current HCC students by offering individual walk-in tutoring (no appointment needed), workshops, online tutoring, and writing feedback. The LSC building features study space, study materials, and a computer lab. The LSC professional staff has content area specialties such as English, writing, science, nursing, math, business, accounting, economics, and computer technology. The LSC peer tutors support an array of additional subjects. Regular hours include evenings and Saturdays. For a current schedule (and other resources), visit the Learning Support Center webpage or call 240-500-2560.

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 **AC&T Student Center** is the focal point of student life on campus, providing space for students to dine between classes, meet with their peers, and engage in student activities. It is home to Retention and Registration, the Dean of Student Affairs Office, Student Support Services, Student Activities Office, Student Government Association Office, Veterans Connection Center, Hilltop Grill, Hawk Café, Esports Center, a gaming room, the campus store, expanded dining and seating, and a large outside deck.

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,** is located on the second floor of the Learning Resource Center and is accessible online by visiting the William M. Brish Library webpage. Expert librarians are available 24/7 through the website, and in person during open hours, to assist visitors in discovering a wealth of scholarly articles, e-books, and other content. Study space, computers, and printing/copying are available.

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.

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, visit the web page, call 240-500-2233, 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.

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. 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 13-member executive committee and a 42-member board of directors.

Members have numerous opportunities for involvement at HCC. Association members help recruit high-quality students, 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 two years 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.

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.

Association Committees

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

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

Alumni Association Paid Membership

The Hagerstown Community College Alumni Association is supported by paid memberships. Annual membership types include: single $25, joint (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, call 240-500-2348 or send email to 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. Visit the Workforce Solutions & Continuing Education webpage to learn more about these programs or call 240-500-2236.

Program Areas

Animal Care

Animal care careers at HCC include courses for both pet owners and those interested in working professionally with animals. The Veterinary Assistant course prepares students for a career as a veterinary assistant in a veterinary office or hospital, in pet training, or within animal rescue shelters. Additionally, Pet Grooming is offered for pet owners to care for their own pet or for those interested in pursuing a career as a Professional Pet Groomer. Visit the Animal Care courses webpage to learn more.

Business and Professional Development

The Workforce Solutions and Continuing Education Division offers noncredit courses designed to develop the skills of today's business professionals. Topics include management and supervision, strategic planning, leadership, team-building, customer service, communication, time management, human resources, project management, process improvement, marketing, sales, and more. Visit the Business & Professional Training webpage to learn more.

Certification and Licensure

The Workforce Solutions and Continuing Education Division provides course work for careers requiring state or national licensing or certification. HCC also offers courses to prepare individuals for licensing renewals. Programs include real estate, child care, home inspecting, pool operator, personal trainer, and more. Many of these programs offer a new career in less than a year. Visit he Certification & Licensure Career Education webpage to learn more.

College for Kids & Discovery Academy

College for Kids is a summer enrichment program designed to provide exciting, challenging, and enjoyable learning experiences for students entering grades two through eight. 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. Visit the College for Kids webpage to learn more.

Discovery Academy offers weeklong summer programs to students in grades nine through 12.These camps, taught by qualified instructors from local schools and area businesses, provide real-life experience and help give insight into career fields. Students will also have an opportunity to learn about college life on campus. Visit the Discovery Academy webpage to learn more.

Industrial Technology/Trades

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, blacksmithing, diesel and small engine repair, PLC and CNC automation, home inspection licensing and registered

apprenticeship programs for HVAC, plumbing, electrical, and carpentry. HCC also provides operations training for forklift drivers and heavy equipment operators. Visit the Industrial Technology & Construction Trades webpage to learn more.

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. Visit the Computer Training & Testing webpage to learn more.

Nursing and Allied Health

The Workforce Solutions and Continuing Education Division offers educational programs and customized training for allied health, behavioral health, and medical practitioners, including nurses (LPN/RN) and nursing assistants (CNA/GNA), dental hygienists, dental assistants, dentists, EMS personnel, social workers, and others. Professional development, skills enhancement, and certificate requirements are available to current professionals. Programs such as Certified Nursing Assistant/ Geriatric Nursing Assistant, Phlebotomy, Medical Assisting are available to those interested in starting healthcare careers. Ongoing BLS classes are available for all interested. Visit the Allied Health & Nursing webpage to learn more.

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. Visit the Personal Enrichment webpage to learn more.

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. HCC meets the federal Entry Level Driver Training requirements and provides professional truck driver training for CDL A and B vehicles, plus Passenger Endorsement and HazMat Endorsement. In addition, CDL refresher training assist new and returning truck drivers who want to work in commercial transportation. Visit the Driver & Transportation Education webpage to learn more.

Customized Contract Training

HCC helps businesses, large and small, 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

Visit the Customized Training webpage to learn more.

Adult Education Program

HCC is the home of the Washington County Program of Adult Literacy Services (PALS). The Program of Adult Literacy Services 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, high school diploma acquisition through GED or NEDP, 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 for the General Education Development (GED) 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 Program of Adult Literacy Services supports both distance learning experiences and in-class, traditional learning with various online programs including Essential Education, WorkKeys, USA Learns, QUILL, and GED Academy.

A required intake 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 core partners (American Job Center, Department of Social Services, Division of Rehabilitation Services, and Western Maryland Consortium) align services so we can most appropriately serve shared clients. PALS also partners regularly with other area agencies to serve the local area.

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.

Visit the Program of Adult Literacy Services (PALS) webpage for more information or to schedule an appointment, or call 240-500-2313.

Distance Learning

The Distance Learning department oversees the college's online and blended learning courses, and administrates the central Learning Management System, along with other e-learning software. Distance Learning provides training and support to all faculty, and responds to technical issues for students. The Learning Technology unit, the Fletcher Faculty Development Center, and the Academic Testing Center are also members of this overarching department.

To learn more about these support areas, and online education at HCC, visit the Online Education webpage.

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

This chapter applies only to public institutions of higher education.

13B.06.01.01

.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. "First-time student" means a student who:
(a) Has earned a high school diploma or equivalent; and

(b) Has not earned any college credit from an institution of higher education subsequent to earning the high school diploma or equivalent.

13. First-time student with advanced standing" means a first-time student who earned college credit from an institution of higher education prior to earning a high school diploma or equivalent.
14. "General education" means the foundation of the higher education curriculum providing a coherent intellectual experience for all students.
15. "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.

16. "Humanities" means courses that examine the values and cultural heritage that establish the framework for inquiry into the meaning of life.
17. "Mathematics" means courses that provide students with numerical, analytical, statistical, and problem-solving skills.
18. "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.
19. "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.
20. "Receiving institution" means the institution of higher education to which a student desires to transfer credit.
21. "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.
22. "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.
23. "Sending institution" means the institution of higher education of most recent previous enrollment by a student at which applicable academic credit was earned.
24. "Social and behavioral sciences" means courses that are concerned with the examination of society and the relationships among individuals within a society.
25. "Transfer student" means a student entering an institution for the first time having successfully completed a minimum of 12 semester hours at another institution of higher education after earning a high school diploma or equivalent that are applicable for credit at the institution the student is entering.

13B.06.01.02

.02-1 Admission of Transfer Students and First-Time Students with Advanced Standing.

A. Admission to Public Institutions

1. Subject to §B of this regulation, a student attending a public institution who has completed an associate 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 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 same admission criteria as a native student at the receiving public institution; and

   (b) Attained a cumulative grade point average of at least 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 students, transfer students, and first-time students with advanced standing.

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 students, transfer students, and first-time students with advanced standing.

2. Courses taken at a public institution as part of a recommended transfer program leading toward a baccalaureate degree shall be applicable to related programs at a receiving public institution granting the baccalaureate degree.

C. Receiving Institution Program Responsibility.

1. The faculty of a receiving public institution is responsible for development and determination of the program requirements in major fields of study for a baccalaureate degree, including courses in the major field of study taken in the lower division.
2. A receiving public institution may set program requirements in major fields of study which simultaneously fulfill general education requirements.
3. A receiving public institution, in developing lower division course work, shall exchange information with other public institutions to facilitate the transfer of credits into its programs.
4. A receiving public institution shall ensure that any changes to program standards and criteria for admission and the transfer of credits:
   (a) Maintain the fair and equal treatment of native students, transfer students, and first-time students with advanced standing; and

   (b) Are communicated in a timely manner.

.03 General Education Requirements for Public Institutions

A. While public institutions have the autonomy to design their general education program to meet their unique needs and mission, that program shall conform to the definitions and common standards in this chapter, and incorporate the general education knowledge and skills required by the Middle States Commission on Higher Education Standards for Accreditation. No later than August 1, 2017, a public institution shall satisfy the general education requirement by:

1. Requiring each program leading to the A.A. or A.S. degree to include not less than 28 and not more than 36 semester hours, and each baccalaureate degree program to include not less than 38 and not more than 46 semester hours of required core courses, with the core requiring, at a minimum, course work in each of the following five areas:
   (a) Arts and humanities,

   (b) Social and behavioral sciences,

   (c) Biological and physical sciences,

   (d) Mathematics, and

   (e) English composition; or

2. Conforming with COMAR 13B.02.02.16D(2)(b)-(c).

B. Each core course used to satisfy the distribution requirements of §A(1) of this regulation shall carry at least 3 semester hours.

C. General education programs of public institutions shall require at least:

1. Two courses in arts and humanities;
2. Two courses in social and behavioral sciences;
3. Two science courses, at least one of which shall be a laboratory course;
4. One course in mathematics, having performance expectations demonstrating a level of mathematical maturity beyond the Maryland College and Career Ready Standards in Mathematics (including problem-solving skills, and mathematical concepts and techniques that can be applied in the student's program of study); and
5. One course in English composition, completed with a grade of C- or better.

D. Institution-Specific Requirements.

1. In addition to the five required areas in §A of this regulation, a public institution may include up to 8 semester hours in course work outside the five areas. These courses may be integrated into other general education courses or may be presented as separate courses. Examples include, but are not limited to, Health, Diversity, and Computer Literacy.
2. Public institutions may not include the courses in this section in a general education program unless they provide academic content and rigor equivalent to the areas in §A(1) of this regulation.

E. General education programs leading to the A.A.S. degree shall include at least 18 semester hours from the same course list designated by the sending institution for the A.A. and A.S. degrees. The A.A.S. degree shall include at least one 3-semester-hour course from each of the five areas listed in §A(1) of this regulation.

F. A course in a discipline listed in more than one of the areas of general education may be applied only to one area of general education.

G. A public institution may allow a speech communication or foreign language course to be part of the arts and humanities category.

H. Composition and literature courses may be placed in the arts and humanities area if literature is included as part of the content of the course.

I. Public institutions may not include physical education skills courses as part of the general education requirements.

J. General education courses shall reflect current scholarship in the discipline and provide reference to theoretical frameworks and methods of inquiry appropriate to academic disciplines.

K. Courses that are theoretical may include applications, but all applications courses shall include theoretical components if they are to be included as meeting general education requirements.

L. Notwithstanding §A(1) of this regulation, a public 4-year institution may require 48 semester hours of required core courses if courses upon which the institution's curriculum is based carry 4 semester hours.

M. Public institutions shall develop systems to ensure that courses approved for inclusion on the list of general education courses are designed and assessed to comply with the requirements of this chapter.

13B.06.01.03

.04 Transfer of Education Program Credit

A. Transfer of Credit to Another Public Institution.

1. Credit earned at any public institution in the State is transferable to any other public institution if the:
   (a) Credit is from a college or university parallel course or program;

   (b) Grades in the block of courses transferred average 2.0 or higher; and

   (c) Acceptance of the credit is consistent with the policies of the receiving institution governing native students following the same program.

2. If a native student's "D" grade in a specific course is acceptable in a program, then a "D" earned by a transfer student in the same course at a sending institution is also acceptable in the program. Conversely, if a native student is required to earn a grade of "C" or better in a required course, the transfer student shall also be required to earn a grade of "C" or better to meet the same requirement.

B. Credit Earned in or Transferred From a Community College.

1. Except as provided in §B(5) of this regulation, at least 60 credits but not more than 70 credits of general education, elective, and major courses that a student earns at any community college in the State toward 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 any student shall be determined according to the same standards that apply to native students in the receiving institution and 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 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 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.06.01.04

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

A. Sending Institutions.

1. (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.

13B.06.01.05

.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.06.01.06

.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.06.01.07

.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 student in writing of a denial of transfer credit not later than mid-semester of the 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.06.01.08

.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.

13B.06.01.09

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
ECAP	Early College Access Program
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
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 apply for admission to the College and when they enroll in classes. All HCC students in every academic program, including credit and non-credit college level students, fall under this Code of Student Conduct found in the Student Handbook; Academic Integrity is an essential piece of this code. The handbook includes student support services, campus policies and regulations, and important dates for College deadlines. Printed copies are available in the Student Activities Office, Student Center room 163.

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 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.

College & Career Readiness (CCR) / The College Completion Act (CCA) 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 CCR and CCA, 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 should complete a minimum of 37.5 clock hours of coursework per semester. Those hours can be in combination of direct faculty instruction and student work, and the proportion will vary depending on the course delivery method.

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 may be sent directly to institutions or other recipients in either electronic or paper format. Transcript requests can be accessed via Parchment on the HCC Records webpage. HCC uses an authorized third-party agency, Parchment, 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 please contact the Records Office.

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.

First-Year Student

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 first-year 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, Registration and Student Support, 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 faculty's responsibility to complete a form entitled Request for Grade of Incomplete, which should include the signatures of the student, instructor and director of the respective academic division. The form must be returned to the Records Office before the final exam week. Once the form is received, the Records Office will input the "I" grade into the student's record. 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. Per federal Department of Veterans Administration requirements, students who have to leave a class for active military duty after they have completed at least 80% of course requirements must be allowed the option for an Incomplete and given the opportunity complete the remaining classwork within HCC's Incomplete timeframe. If the student is ultimately unable to meet the Incomplete requirements due to active military duty, the student must be withdrawn from the class and issued a refund.

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 Self-Service. 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 business 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 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 Outcomes Assessment webpage, you will find helpful resources for faculty and staff.

General Grievance Policy and Procedures for Students

The purpose of the General Grievance Policy for Students is to provide a formal method of recourse to students who feels 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. For more information on what concerns fall under this policy or to know more about the policy procedures for students, view the Student Handbook.

Student Grade Appeal Process

This process outlines procedures a student shall follow to challenge the final grade assigned by the person responsible for the academic endeavor, hereafter referred to as the instructor. Confidentiality must be maintained throughout the process. For more information on the reasons that constitute as a "good cause" for a grade appeal as well as information on the grade appeal process, view the Student Handbook.

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 leadership roles in extracurricular activities such as HCC clubs or intercollegiate athletics. A student on probation is not allowed to register on Self-Service and must meet with an academic advisor/retention specialist in person. Developmental courses are not considered college level courses and cannot satisfy graduation requirements. However, 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 Self-Service.

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 via an online form.

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.

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 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 no 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 Registration and Student Support Office.

Withdrawal and Course Changes

Students may drop or add a course before the established deadline. After the drop 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 grading period will be listed as "W" 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 three times including failures or withdrawals. A student may appeal to take the course a fourth time to the Vice President of Academic Affairs and Student Services who will review the appeal and render a decision within 10 business days of receiving the appeal. Cohort degree and certificate program may have program criteria restricting a student from being able to repeat a course. Please see the program's handbook for further information and protocols on repeating a course.

Federal Student Aid regulations limit the number of times a student is eligible to receive financial aid for a graded course.

If a student repeats a course, an "R" appears as 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 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. Visit the Refund Policy webpage to learn more.

Academic Honors

To qualify for the Dean's List, a student must earn a minimum quality point average of 3.5 for the most recent semester. A student must have accumulated at least 12 semester hours of college-level coursework at Hagerstown Community College and have completed at least 6 semester hours of college-level coursework during the most recent semester. A student will not be considered for Dean's List eligibility in a given semester until all incomplete ("I") grades received for classes in that semester have been resolved to final grades.

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:

- Dental Assisting, Certificate
- Network Administration, Certificate
- Paralegal Studies, Certificate
- Nursing (Practical Nursing), Certificate
- Web/Multimedia Development, Certificate

Honors Convocation

Each spring, the College recognizes students who have demonstrated excellent academic achievement by inviting them to an Honors Convocation. Students are honored in the following categories and timeframes:

- **Dean's List:** spring, summer, and fall semesters of the previous year
- **Phi Theta Kappa (PTK):** students inducted the previous summer/fall and current spring semesters
- **Competitive Awards:** graduating students from previous summer and fall and current spring semesters
- **High Honors & Honors:** graduating students from previous summer and fall and current spring semesters

Visit the Honors Convocation webpage to learn more.

Phi Theta Kappa

Founded in 1918, Phi Theta Kappa (PTK) is an International Honor Society that recognizes students of excellence in both scholarship and character. PTK provides honor students with leadership opportunities; encouragement to actively participate in service projects both at the college and in the surrounding community; and supports the accessibility of available scholarships. Hagerstown Community College's PTK chapter is part of the Middle States Region, District 1, and is named the Pi Theta Chapter. Membership is by invitation only and students who complete a minimum of 12 credits with at least a 3.5 G.P.A. are eligible to receive an invitation. Although provisional members are not eligible to vote or attend conferences hosted by PTK, they are strongly encouraged to participate in chapter meetings, events, activities, and service projects. Visit the Phi Theta Kappa webpage to learn more.

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 for graduation via 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 a 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.

Limitation on Majors/Programs

Students are permitted up to two active majors/programs at one time, to include any combination of degrees, certificates, and/or letters, with the exception of the Associate of Arts in General Studies (AA.GST), which is not allowed to double with another Associate of Arts (AA) degree program. Students may be approved for an additional program/major by submitting a Change of Major Form signed by the Dean of Instruction in consultation with the Retention and Registration Team and the appropriate area academic leadership.

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 two courses according to the specific requirements of their program of study.

Behavioral/Social Science **6 credits**

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

Behavioral/Social Science **6 credits**

Students must choose two courses 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

The associate of arts in teaching degree meets the lower-level degree academic content, outcomes, and requirements for teacher education, similar to the first two years of a bachelors program in teacher education. Students should confer with an advisor/ retention specialist and transferring institutions for specific requirements needed for their AAT program. The general education area credit requirements are listed below:

Arts/Humanities **3-6 credits**

Behavioral/Social Science **6 credits**

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

Diversity **3 credits**

English **3-6 credits**

Mathematics **3-6 credits**

Programs of Study

Transfer Programs

Transfer programs are designated with the degree type of A.A., A.S., or A.A.T (*with the exception of the A.S. Registered Nurse and RN Transition programs which are career programs*). Transfer programs meet basic requirements of the first two years of college programs for students who plan to transfer to a four-year 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 programs are designated with the degree type of Letter of Recognition, Certificate, or A.A.S. 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 advisor/ retention specialist for more information, visit the Advisement webpage 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 Career Development, Internship and Job Services Office at 240-500-2260 or visit the Internship webpage. Priority application deadlines: Fall Semester: May 1, Spring Semester: October 1, and Summer Semester: February 1. 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 six 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 a Student Support Advisor or Faculty 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.

Students who earned a minimum of 15 credits while studying at HCC and who complete the rest of their HCC degree requirements at other accredited colleges and "reverse transfer" their credits to HCC, are eligible to receive their HCC associate degree. Students can contact the Records Office for more information.

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 nine 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

In compliance with the Middle States Commission on Higher Education (MSCHE) standards, General Education at Hagerstown Community College offers a wide range of courses intended to expose students to new areas of intellectual experience, thus expanding their cultural and global awareness, and preparing them to make well-reasoned judgments inside and outside of their academic fields. General Education courses are reviewed and assessed regularly by College faculty and staff.

Arts/Humanities

Arts and Humanities courses examine aesthetics and the development of the aesthetic form, and explore the relationship between theory and practice. They also examine the values of cultural heritage that establish the framework for the inquiry into the meaning of life (COMAR).

In order for a course to be designated as an Arts and Humanities General Education course at HCC, it must align with the following outcomes:

AH1. Analyze formal elements of a cultural artifact or text, including composition and medium
AH2. Analyze contextual elements of a cultural artifact or text, including historical, cultural, and geographic influences
AH3. Evaluate cultural artifacts or texts

The following courses have been approved as Arts and Humanities General Education courses:

- ART 101 - Introduction to Visual Arts (3 Credits)
- ART 231 - History of Western Art I (3 Credits)

- ART 232 - History of Western Art II (3 Credits)
- DNC 101 - Dance Appreciation (3 Credits)
- DNC 102 - Hip-Hop History (3 Credits)
- DNC 201 - Dance History (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 201 - The Arts: A Creative Synthesis (3 Credits)
- HUM 220 - Comics and Graphic Novels (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)
- PHL 103 - Ethics (3 Credits)
- THR 114 - History of the Theatre (3 Credits)
- Select any Foreign Language (3 Credits)

  HCC offers language instruction from elementary to advanced proficiency in French (FRN 101, FRN 102, FRN 201, FRN 202), German (GER 101, GER 102, GER 201, GER 202), Japanese (JPN 101, JPN 102, JPN 201, JPN 202), and Spanish (SPN 101, SPN 102, SPN 201, SPN 202).

Behavioral/Social Science

Behavioral and Social Sciences courses are concerned with the examination of society and the relationships among individuals within a society (COMAR).

In order for a course to be designated as a Behavioral and Social Sciences General Education course at HCC, it must align with the following outcomes:

> BSS1. Demonstrate understanding of concepts, theories, and methods of inquiry used in social and behavioral science disciplines
> BSS2. Evaluate ways in which cultures, institutions, and societies shape individual and group behavior, contemporaneously and in an historical perspective
> BSS3. Apply behavioral/social science concepts, theories and research findings

The following courses have been approved as Behavioral/Social Science General Education courses:

- ADJ 101 - Introduction to Criminal Justice (3 Credits)
- 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 to 1877 (3 Credits)
- HIS 202 - United States History since 1865 (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

Biological and Physical Sciences courses 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 the relationship between scientific theory and application (COMAR).

In order for a course to be designated as a Biological and Physical Sciences General Education course at HCC, it must align with two (2) or more of the following outcomes:

> SC1. Utilize appropriate tools in order to acquire data and information needed to utilize the scientific method for purposes of inquiry, analysis, critical thinking and problem solving to develop a valid conclusion or explanation for an observed phenomenon
> SC2. Apply the fundamental principles, vocabulary and methods essential for the acquisition of knowledge basic to the science
> SC3. Develop an understanding of the historical, societal and ethical context of living systems and the physical universe in relation to emerging scientific issues and technologies
> SC4. Discriminate between scientific and non-scientific arguments or sources of information in order to explain scientific information using appropriate written and oral communication

The following courses have been approved as Biological/Physical Science General Education courses:

- BIO 106 - Unity and Diversity of Living Things (4 Credits)
- BIO 110 - Human Biology (3 Credits)
- BIO 112 - Biology of Disease and Pandemics (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 203 - Human Anatomy and Physiology I (4 Credits)
- BIO 204 - Human Anatomy and Physiology II (4 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 (4 Credits)
- PHS 103 - General Physical Science (3 Credits)
- PHS 104 - General Physical Science (4 Credits)
- PHS 105 - Descriptive Astronomy (3 Credits)
- PHS 111 - Earth Science (4 Credits)
- PHY 101 - The Physics of Everyday Life (3 Credits)
- PHY 201 - General Physics I (4 Credits)
- PHY 202 - General Physics II (4 Credits)
- PHY 203 - Principles of Physics I (4 Credits)
- PHY 204 - Principles of Physics II (4 Credits)

Diversity

Diversity courses explore and analyze new ideas, and promote understanding of the value of moral sensitivity and cultural diversity.

In order for a course to be designated as a Diversity General Education course at HCC, it must align with the following outcomes:

GD1. Use disciplinary knowledge to evaluate the impact of human and cultural diversity on one or more of the following: the arts, social, political, technological, religious, and/ or economic issues
GD2. Reflect critically on how one's worldview, assumptions, and values are shaped by culture and experience, as well as how one's background affects interactions with diverse groups
GD3. Analyze the impact of physical and/or social (human-made) systems on relationships among groups, such as those that contribute to inequality

The following courses have been approved as Diversity General Education courses:

- ANT 201 - Cultural Anthropology (3 Credits)
- BTC 110 - Biotechnology and Society (3 Credits)
- ENG 201 - World Literature I (3 Credits)
- ENG 202 - World Literature II (3 Credits)
- ENG 216 - Ethnic Voices in American Literature (3 Credits)
- ENG 220 - Literature By and About Women (3 Credits)
- ENV 203 - Environmental Policy and Regulations (3 Credits)
- ENV 204 - Public Health and the Environment (3 Credits)
- GEO 102 - Human Geography (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 241 - Diversity and Cultural Issues in Sport and Athletics (3 Credits)
- SOC 106 - Race and Ethnic Relations in the United States (3 Credits)
- SOC 120 - Health and Society (3 Credits)

English

English Composition General Education courses provide students with the communication knowledge and skills appropriate to various writing situations, including intellectual inquiry and academic research (COMAR).

In order for a course to be designated as an English Composition General Education course at HCC, it must align with the following outcomes:

EC1. Write an organized, coherent, fully developed essay or report that uses standard English and cites outside sources
EC2. Evaluate a text for bias, rhetorical purpose, organization, and evidence for claims
EC3. Demonstrate the use of research strategies to gather information

The following courses have been approved as English Composition courses:

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

Mathematics

Mathematics General Education courses provide students with numerical, analytical, statistical, and problem-solving skills (COMAR).

In order for a course to be designated as a Mathematics General Education course at HCC, it must align with three (3) or more of the following outcomes:

MA1. Apply mathematical methods involving arithmetic, algebra, geometry, and graphs to solve problems
MA2. Represent mathematical information and communicate mathematical reasoning symbolically and verbally
MA3. Interpret and analyze numerical data, mathematical concepts, and identify patterns to formulate and validate reasoning
MA4. Utilize technological tools in order to solve mathematical problems
MA5. Explain mathematical information using appropriate written, visual and oral communication

The following courses have been approved as Mathematics General Education courses:

- MAT 114 - Introduction to Applied Algebra (3 Credits)
- MAT 115 - Quantitative Reasoning (3 Credits)
- MAT 116 - Statistical Reasoning (3 Credits)
- MAT 160 - Precalculus I (3 Credits)
- MAT 161 - Precalculus II (4 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 developmental 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 visit the John Hopkins Talented Youth webpage.

Any student under 16 not in the Johns Hopkins University Talent Search Program, must have passing MCAP scores (if WCPS student), SAT scores of 520 in Math and 480 in EBRW or scores of 21 or higher in ACT English and Math. Students who have not attempted the SAT or ACT tests, should take Placement testing at HCC and must test into College level English and Math. Send an admissions application, official secondary school transcripts, ACT or SAT test scores, and any other

documentation of outstanding abilities and maturity. A pre-admission interview with the student, parent/guardian, and the director of admissions is 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. For more information, visit the Academic Testing Center webpage.

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 520 or above
- Students with an ACT math score of 21 or above
- Students who have earned a GED Mathematical Reasoning score of 165 or above
- Students who have passed a college-level math course
- Students who have earned a high school MCAP Algebra II Mathematics score of 750 or above

** Cumulative high school GPA is valid for 5 years from the date of graduation from high school. All SAT, ACT, and MCAP scores are valid for five years from the testing date. 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 a GED Reasoning Through Language Arts score of 165 or above
- Students who have passed a college-level English course

- Students who have earned a 10th or 11th grade MCAP English Language Arts/Literacy score of 750 or above

** Cumulative high school GPA is valid for 5 years from the date of graduation from high school. All SAT, ACT, and MCAP scores are valid for five years from the testing date. 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, MCAP, 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 Early College Access Program

The Early College Access 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. Washington County Public School (WCPS) students do not pay tuition, fees, or books for Early College Access classes up to 60 credits per student. This applies to all semesters while a student is enrolled at WCPS, through the spring semester of a student's 12th grade year. All other students receive a 25 percent reduction on tuition rates they would be charged based on their residency. In most cases, non-WCPS 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 Early College Access Program must:

- have the permission of a parent and their high school counselor and principal
- WCPS students must have passing scores on MCAP tests. All non-WCPS students must have a minimum GPA of 2.5.
- take college placement tests (If exempt from placement testing based on GPA, SAT, ACT, AP, IB, or MCAP 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 Early College Access Program 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

Washington County Public School (WCPS) students do not pay tuition, fees, or books for Early College Access classes up to 60 credits per student. This applies to all semesters while a student is enrolled at WCPS, through the spring semester of a student's 12th grade year. All other students receive a 25 percent reduction on tuition rates they would be charged based on their residency while a student is still in high school. Maryland residents who attend a public or private high school may apply for additional funding through the Access Supplemental Scholarship. Contact the Financial Aid Office at 240-500-2473 or email finaid@hagerstowncc.edu for more information on the Early College Access Program Supplemental Scholarship. WCPS students are not eligible for this scholarship.

For more information about the Early College Access Program, please call 240-500-2238, text 240-892-7258, or email admissions@hagerstowncc.edu. To access paperwork for the Early College Access Program, visit the Early College Access Program webpage.

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 the Maryland Community College Promise Scholarship webpage.

Early College Degree Program

The Early College Degree Program (formerly Middle College) 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. Washington County Public School (WCPS) students do not pay tuition, fees, or books for Early College Degree classes up to 60 credits per student. This applies to all semesters while a student is enrolled at WCPS, through the spring semester of a student's 12th grade year. All other students receive a 25 percent reduction on tuition rates they would be charged based on their residency while a student is still in high school. For more information about the Early College Degree Program, call 240-500-2483, email kdsmith3@hagerstowncc.edu, or visit the Early College Degree Program webpage.

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.

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. Students should consult with a Student Support Advisor/Faculty Advisor prior to transfer.

Readmit Students

Students who were previously enrolled at the College in good academic standing, and have not attended for one year or more, 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 a Student Support 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 a retention specialist 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 Retention and Registration staff 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 advisor/ retention specialist 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.

Note: Hagerstown Community College recognizes that the term "GI Bill®" is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by the VA is available at the official U.S. Government website at www.benefits.va.gov/gibill. Hagerstown Community College meets compliance with 38 U.S.C. 3679 (Policy Advisory PL 115-407 Section 103). Hagerstown Community College will allow an individual to attend or participate in a program of education if the individual provides the school with a Certificate of Eligibility (COE) which verifies eligibility of benefits under Chapter 31 or Chapter 33. All VA beneficiaries will be permitted to attend or participate in a program of education without prior tuition payment by VA1, so long as the beneficiary provides a COE to Hagerstown Community College.

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 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 Veterans 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 the Veterans & Military webpage 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. Historically, these have included those in 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. Generally, there is no time expiration on college credit, but some subjects may not be accepted depending on how long ago they were completed. 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 equivalencies), 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.HCC follows the transfer guidelines as established in COMAR, which pertains to all MD public institutions. While not required to apply these guidelines to private or out-of-state institutions, HCC generally also applies the same guidelines.

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.

Credit for Prior Learning and Prior Learning Examinations

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 Community College of the Air Force, AARTS, SMARTS or USCGI transcripts and forms DD214 and DD295, if applicable, should be sent to the Records Office. HCC offers a variety of educational benefits to veterans.

Industry Certifications

Students with nationally recognized industry certifications, or those who have received specialized training through non-collegiate organizations can be awarded credits for prior learning. See the College Catalog for a list of generally accepted certifications and licenses.

Prior Learning Examinations

Advanced Placement Examinations

These subject exams sponsored by the College Board 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 in the HCC catalog. HCC will award credit for scores of 3 or higher on these exams. Applicants for admission who have taken AP examinations should have an official copy of their scores sent to the Records Office.

Visit the College Board webpage to request an official AP score report or write to:
Advanced Placement Exams
P.O. Box 6671
Princeton, NJ 08541-6671

International Baccalaureate (IB) Examinations

These exams, sponsored by the International Baccalaureate Diploma Programme, are administered by IB teachers offered in high schools. HCC awards credits based on IB exams and scores listed in the catalog. Students need to submit official IB scores to HCC.

For more information, visit the International Baccalaureate webpage 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 a minimum score of 50 on a CLEP exam. Course equivalencies for CLEP exams can be found in the HCC catalog.

CLEP exams are administered at HCC in the Academic Testing Center. For more information, call 240-500-2238. Applicants for admission who have taken CLEP examinations should have an official copy of their scores sent to the Records Office.

Visit the CLEP webpage to obtain a Transcript Request Form or write to:
CLEP Transcript Service
P.O. Box 6600
Princeton, NJ 08541-6600

Cambridge Advanced International Certificate of Education Diploma Program

At this time, Hagerstown Community College will consider awarding credit via exams from Cambridge Advanced International Certificate of Education Diploma Program on an individual basis. To determine this, HCC will review exam content and also consider recommendations from the American Council on Education (ACE). Students who have questions about these examinations should contact the records office at records@hagerstowncc.edu.

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. Official scores must be sent to the Records Office. Visit the DSST website for more information.

Excelsior College Examinations (ECE)

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. For more information about offered exams visit www.excelsior.edu.

Credits for Prior Learning/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 honored by other institutions. Examples of this are listed below.

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 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.

Credit by Portfolio

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

If you are interested in pursuing any of these options, contact the Registrar.

Standardized Exams

Advanced Placement Test Title	Score	Placement Credits	Minimum Replaces
AP Human Geography	3 or above	3	GEO 102
AP Precalculus	3 or above	4	MAT 161
AP Research	3	3	HUM Elective
AP Seminar	3 or above	3	COM 108
Art History	3	3	ART 101
	4 or 5	6	ART 231 & ART 232
Art-Studio: 2D Design	3	3	ART 102
Art-Studio: 3D Design	3	3	Art Elective
Art-Studio: Drawing	3	3	ART 103
Biology	3		BIO 113
	4 or 5	8	BIO 113 & BIO 114
Chemistry	3	4	CHM 101 or CHM 103
	4 or 5	8	CHM 103 & CHM 104
Chinese Language and Culture	3 or above	3	HUM General Education
Computer Science A	3 or above	3	CSC 130
Computer Science Principles	3	3	CSC Elective
English (Language and Composition)	3 or 4	3	ENG 101
	5	6	ENG 101 & ENG 102
English (Literature and Composition)	3 or above	3	ENG 101
Environmental Science	3 or above	4	ENV 201
European History	3 or above	3	HIS Elective
French (Language)	3	3	FRN 101
	4 or 5	6	FRN 101 & FRN 102
German (Language)	3	3	GER 101
	4 or 5	6	GER 101 & GER 102
Government and Politics/Comp.	3	3	POL Elective

Government and Politics/US	3 or above	3	POL 101
Italian Language and Culture	3 or above	3	HUM General Education
Japanese Language and Culture	3 or above	3	HUM General Education
Latin: Vergil	3 or above	3	HUM General Education
Macroeconomics	3 or above	3	ECO 201
Math (Calculus AB)	3	4	MAT 161
	4 or 5	4	MAT 203
Math (Calculus BC)	3	4	MAT 203
	4 or 5	8	MAT 203 & MAT 204
Microeconomics	3 or above	3	ECO 202
Music (Theory)	3 or above	3	MUS 201
Physics 1: Algebra Based	3 or above	4	PHY 201
Physics 2: Algebra Based	3 or above	8	PHY 201 & PHY 202
Physics (C) Mechanics	3 or above	4	PHY 203
Physics (C) Electricity and Magnetism	3 or above	4	PHY Elective
Psychology	3 or above	3	PSY 101
Spanish (Language)	3	3	SPN 101
	4 or 5	6	SPN 101 & SPN 102
Spanish Literature	3	3	SPN Elective
Statistics	3 or above	3	MAT 116
United States History	3	3	HIS 201
	4 or 5	6	HIS 201 & HIS 202
World History	3	3	HIS 101
	4 or 5	6	HIS 101 & HIS 102

CLEP Exam	Passing Score	Credits	Replaces
American Government	50	3	POL 101
American Literature	50	3	ENG Elective

Analyzing and Interpreting Literature	50	3	ENG Elective
Biology (General)	50	8	BIO 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 160
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	4	BIO/PHY General Education LAB
Precalculus	50	4	MAT 161

Psychology, Introduction	50	3	PSY 101
Social Science and History	50	3	HIS Elective
Sociology, Introductory	50	3	SOC 101
Spanish, Level 1	50	6	SPN 101 & SPN 102
Spanish, Level 2	63	12	SPN 101-SPN 202
Western Civilization 1	50	3	HIS 101
Western Civilization 2	50	3	HIS 102

IB Exam	Level	Minimum Score	HCC Course Equivalent	Credits
Anthropology	SL	5	ANT 201 - Cultural Anthropology	3
	HL	4	ANT 201 - Cultural Anthropology	3
Biology	SL	5	BIO 113 - Principles of Biology I	4
	HL	4	BIO 113 - Principles of Biology I	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
Computer Science - Standard Level	SL	5	CSC Elective	3
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
Environmental Systems and Societies	SL	4	ENV 203 - Environmental Policy and Regulations	3
	HL	4	ENV 203 - Environmental Policy and Regulations	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 to 1877	3
	HL	4	HIS 201 - United States History to 1877	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 Analysis and Approaches	SL	4	MAT 203 - Calculus I	4
	HL	4	MAT 203 - Calculus I	4
Mathematical Applications and Interpretation	SL	5	MAT 161 - Precalculus II	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
Sports Exercise and Health Science	SL	5	PED Elective	3
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.

Industry Certification	Acronym	Exam	Related HCC Course
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
American Council of Exercise	ACE	ACE Personal Trainer Certification Exam	PED 201
American Welding Society	AWS	AWS Certified Welder Certification (AWS SENSE - Schools Excelling through National Skills Education)	INT 106 INT 116 INT 206
Certified Ethical Hacker	CEH	CEH certification must be current standing with EC-Council	CYB 224
Cisco Certified Support Technician	CCST	CCST networking certification - must be current/unexpired	IST 155
Cisco Certified Technician	CCT	CCT switching & routing certification - must be current/unexpired	IST 155 IST 156
Commercial Driver's License	CDL	Current Class A license and current DOT certification	TRK 112 TRK 115
CompTIA	Linux+	Linux+ Exam	CSC 109
CompTIA	A+	A+ Certification * (Includes both CompTIA A+ Core 1 exam and CompTIA A+ Core 2 exam)	IST 150 IST 151
CompTIA	Network +	Network + Exam	IST 154
CompTIA	Security +	Security + Exam	IST 160
International Society of Automation	CCST	ISA Certified Control Systems Technician Exam	ELE 213
Internet and Computer Core Certification	IC3 Digital Literacy (GS5)	Students must pass all three exams to earn the certification: 1. Computing Fundamentals 2. Key Applications 3. Living Online	CSC 102
Linux Professional Institute	LPI	LPI Linux Essentials Exam (010)	CSC 109
Linux Professional Institute	LPI	LPIC-1 Exam (101 and 102)	CSC 109

Manufacturing Skill Standards Council, Certified Production Technician	CPT	Students must pass the following three tests to earn the certification: 1. Safety 2. Manufacturing Processes & Production 3. Maintenance Awareness	INT 101 INT 120
Microsoft Certified Application Specialist	MOS MOS MOS	Using Microsoft Office Word Expert 2019 Using Microsoft Office Excel Expert 2019 Using Microsoft Office Access 2019	IST 105 IST 106 IST 173
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
North American Board of Certified Energy Practitioners	NABCEP	NABCEP PV Entry Level Exam	AET 106
Occupational Safety and Health Administration	OSHA	OSHA 10 or 30 hour training certificate	INT 120

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 webpage to schedule an exam appointment at HCC or any Prometric testing center. Visit the Pearson Vue webpage 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 the Certiport webpage to begin the process.

* For more information regarding the CompTIA Certification Exams and expirations, visit the CompTIA webpage.

** 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 the Articulation Agreement webpage.

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. Students should be aware that there is no guarantee that articulated credits will transfer to other colleges.

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. Students should be aware that there is no guarantee that articulated credits will transfer to other colleges.

Transfer from Hagerstown Community College

Students need to plan early for transfer to a four-year college or university. The Registration and Student Support staff offer 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 a Student Support 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. For more information, visit the ARTSYS webpage.

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 Global Campus

Registration

Transition to College Success Course

This first-year experience course (SDV 102) introduces Hagerstown Community College's processes and expectations as well as academic and personal resources to optimize a successful academic pathway and experience for each student. Students will learn about technology resources, explore careers, and complete a personalized academic plan. While engaging a variety of viewpoints, they will acquire knowledge and skills to aid intellectual development both inside and outside of the classroom. Activities and techniques taught will promote overall wellbeing, help students develop strong bonds with fellow students and the Hagerstown College Community as a whole, and empower students to succeed academically, personally, and socially.

During the 2024-2025 Catalog Year, this course is required for students who test into one or more of the following: RDG 095 , ENG 095P, ELL 095, MAT 090, and/or MAT 095.

Course Offerings

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.

New Students

All new students must meet with a Student Support Advisor, prior to registration. The 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. 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 who need guidance may meet with a Student Support Advisor.

Returning students are required to register via Self-Service. Students who do not remember their ID and password should call 240-500-2891, text 240-329-4489, or visit the Microsoft Get Back Into Your Account webpage. In order to receive confirmation of registration, students must open an email account on the Student Email Accounts webpage.

Instructions on how to register online are available on the Register Online for Credit Courses webpage. Personal assistance is also available at the Registration and Student Support Office 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 on the Academic Dates & Registration Deadlines webpage. Failure to officially drop/withdraw from a course results in a grade of "F" and forfeiture of tuition and fees (or charge for tuition and fees not yet paid). Drops/withdrawals may be done via Self-Service or by submitting the appropriate forms to the Registration and Student Support Office. 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 since changes impact financial aid.

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 Registration and Student Support Office.

Change of Address/Name

To change address or telephone number, students must email admissions@hagerstowncc.edu or complete the online Change of Address form. Proof of residency is required for address changes into Maryland. More information can be found on the Residency Guidelines webpage.

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. Students may also indicate their preferred pronouns. No documentation is required to have a chosen name recorded. Change of Name Form and list of acceptable documents may be found at on the Change of Name Form webpage.

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 Student Email Accounts webpage. Once an account has been established, students can access their accounts at HCC, home, work, or public libraries. Student email accounts may be discontinued after one year of non-enrollment.

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 for online course offerings. A list of online programs is available on the Online Education webpage.

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

Select HCC courses are offered 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 a.m. to 7 p.m., Friday from 8 a.m. to 4:30 p.m., and occasional Saturday hours. For more information, call HCC's Valley Mall Center at 240-500-2565.

Paying for College

Tuition*

Washington County Residents		Fall '24 - Spring '25
	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
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.

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. Students 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. Students must also complete the online application each semester by the deadline - September 15 for fall, February 15 for spring, and June 15 for summer. The Student with Disabilities tuition waiver applies to any balance on tuition, up to 12 credits, **after** all grants and scholarships received are applied to the student's balance.

Foster Care Recipients

The Maryland Tuition Waiver for Foster Care Recipients may be available to students who were out-of-home placed students in Maryland at the time of high school graduation or completion of a GED. Students who resided in an out-of-care placement for at least one year on or after the individual's 13th birthday may qualify. These students, who returned to live with their parents after the out-of- home placement, may also be exempt from paying tuition and fees. A student must complete the FAFSA or the MSFAA, be enrolled working toward a degree or certificate in an eligible program, and must be listed on the Department of Human Resources (DHR) foster care list. If a student is not on the list, the student must contact a case worker to be put on the list and considered eligible. The Student Financial Aid Office may request that a student complete the Foster Care Tuition Waiver

form on the HCC website (*students should only complete the form if requested*). The Foster Care tuition waiver applies to any balance on tuition and fees before any grants and scholarships received are applied to the student's balance.

Unaccompanied Homeless Youth
The Maryland Tuition Waiver for Homeless Youth provides financial assistance to homeless youth who are enrolled working toward a degree or certificate in an eligible program. Students must have had a consistent presence in the state for at least one year before enrollment that can documented by school, employment, or other records and have been verified as a homeless child or youth, as defined by the Federal McKinney-Vento Homeless Assistance Act, at any time during the 24 months immediately preceding the student's enrollment or while the student is enrolled in an eligible program.

The McKinney-Vento Homeless Act defines homeless children as "individuals who lack fixed, regular, and adequate nighttime residence."

Students must complete and file the Free Application for Federal Student Aid (FAFSA) or the Maryland State Financial Aid Application (MSFAA) each year and must be enrolled on or before he/she reaches the age of 25 as a full time or part time student in an eligible program. If approved, students continue to remain exempt from paying tuition and fees until ten years after first enrolling as a candidate for an associate's, bachelors, or a vocational certificate at a Maryland public institution of higher education **OR** the date that the homeless youth is awarded a bachelor's degree, *(whichever occurs first).*

The Student Financial Aid Office may request that a student complete the Homeless Youth Waiver form on the HCC website *(students should only complete the form if requested).* The Homeless Youth tuition waiver applies to any balance on tuition and fees **before** any grants and scholarships received are applied to the student's balance.

Renewing a Waiver
A student must continue to meet the requirements for the waiver for each semester enrolled and file the annual Free Application for Federal Student Aid (FAFSA) or the MSFAA**.** For State aid consideration, students must complete and submit the FAFSA or MSFAA 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 24 hours 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, including a $37 fee.

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 Self-Service 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. For more information visit the Academic Dates & Registration Deadlines webpage.

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 240-500-2261 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 $30 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 students who work in Washington County may be eligible for in-county rates if their employer has a signed tuition rate agreement with HCC. Students are advised to check with their human resources director. If a student lives outside of Washington County, but is employed by a Washington County business, the student's employer should complete the Student Financial Aid Rate Agreement form. Employers not listed on the Rate Agreement Form will have to contact the Admissions Office to complete a tuition rate agreement contract with HCC.

Once the form is submitted, it will be reviewed within 7-10 business days (if your employer needs to sign a contact with HCC, your form will be on hold until the contact is received). If approved, you would qualify for in-county tuition. All rate agreements must be submitted by the following dates as you must submit a new agreement for each semester:

- Fall - September 15
- Spring - January 15
- Summer - June 15

Note: If the rate agreement form is not submitted by the semester date above, your current tuition rate would stay the same for the entire semester. For example, if the rate agreement for fall is submitted after September 15, you would not be potentially eligible for a rate agreement until the spring semester.

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. Please turn your documentation in to student accounts in the Finance Office or e-mail it to finance@hagerstowncc.edu. Please contact 240-500-2496 with any questions.
3. 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 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 service fee (17 percent or higher) 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 second week of classes, if a student completes the official procedure to withdraw via Self-Service. There will be no refunds after the second 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 on the Refund & Withdrawal Policy webpage. 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: **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, 240-500-2261, 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 at 240-500-2422.

*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.

For more information visit the Maryland Dream Act webpage.

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 on the MDCAPS webpage. 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

HCC's Student Financial Aid Office (SFAO) administers and coordinates federal, state, foundation, and other external financial aid. There are many forms of financial aid available at HCC such as: grants, scholarships, loans, and work study. You may be eligible for one or more of these types of aid. The SFAO staff will work with you to determine for what types of aid you may qualify and to help you apply.

IMPORTANT: Students must apply each year to be considered for financial aid.

Financial aid information may also be obtained on the website at www.hagerstowncc.edu. Students can also get video answers to 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 his/her 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.
- Students must have financial aid finalized by the required deadline dates. For the Federal Pell Grant, the financial aid process must be finalized with the Student Financial Aid Office no later than the student's last day of enrollment of the semester.
- Once students are enrolled for classes, have a complete financial aid file, 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. All students can review their financial aid awards on Self-Service to determine the amount of financial aid that can be applied to semester charges.
- Students receiving financial aid are expected to attend and complete their classes. Those who receive aid for classes they never attend will have the aid revoked for classes, and 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.

- Students who stop attending class(es) should officially withdraw from the class(es) at the Registration and Student Support Office or online via Self-Service. If the student stops attending and does not officially withdrawal, the aid may be adjusted at the end of the semester when professors report final grades and attendance. It is important that all students who are receiving financial aid check with the Student Financial Aid Office before making changes to their class schedule. Financial aid refunds are available 14 days after disbursement. Please contact the Student Financial Aid Office if you have any questions or concerns.
- Students must officially withdraw from classes at the Registration and Student Support Office or via Self-Service if they are no longer planning to attend. Failure to officially withdraw from classes could result in all tuition and fee charges being billed to the student.

Financial Aid Program Requirements

To receive aid from federal and state financial aid programs, a student 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
- Maintain satisfactory academic progress once in school
- Certify that federal student aid will only be used 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 that a student needs to complete in order to apply for federal and state grants, work-study, and loans. There is no charge for completing or submitting the FAFSA. Students can apply on the Federal Student Aid webpage.

Many of the Maryland scholarships and grants have additional application requirements in addition to the FAFSA. These additional applications can be viewed on the State Financial Aid Programs webpage.

Students must reapply for financial aid every year, 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.

The following documentation should be readily available when completing the FAFSA:

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

A few weeks after submission of the FAFSA, students will receive a copy of the FAFSA Submission Summary (FSS). The FAFSA Submission Summary is a paper or electronic document from the U.S. Department of Education's office of Federal Student Aid that lists answers to the questions on the student's FAFSA form and gives basic estimates about the student's

eligibility for Federal student aid. It is not a financial aid offer. The aid will be based on your financial need, which is equal to your cost of attendance (COA) minus your personal Student Aid Index (SAI). The Student Aid Index (SAI) is an eligibility index number that a college's financial aid office uses to determine how much federal student aid the student would receive if the student attended the school. This number results from the information that the student provides in their FAFSA® form.

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

Students will receive an award notification email once all supporting documentation has been received, reviewed, and financial aid has been processed. All details regarding a student's financial aid can be viewed on Self-Service.

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

- Complete the FAFSA on the Federal Student Aid webpage
- 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 on the Federal Student Aid webpage
- Complete the entrance counseling and the Master Promissory Note on the Federal Student Aid webpage
- 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 on Self-Service if documentation is missing or if there are discrepancies that need to be reviewed. 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, financial aid may be awarded.

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. A majority of financial aid awards are based on financial need. Financial need is determined by the cost of attendance (COA) minus the personal Student Aid Index (SAI). The Student Aid Index (SAI) is an eligibility index number that a college's financial aid office uses to determine how much federal student aid the student would receive if the student attended the school.

Cost of Attendance

HCC adjusts student Cost of Attendance (COA) amounts each semester for students who are enrolled as less than full-time students. If your COA has to be adjusted, this can result in you being over-awarded financial aid funds. When this happens, the Student Financial Aid Office will need to adjust your total financial aid received to correct the over-award and you will be notified via your HCC student email account.

Title IV Credits

Financial aid will only cover courses that count as required courses in your degree program needed to graduate (Title IV credits). This means that each course you are registered for in the semester must be listed as a needed course in your program evaluation/degree audit. Any course outside of your program of study will not be eligible for financial aid. You can use Self-Service to access your program evaluation/degree audit. On the main page of Self-Service, select Student Planning, then select Go to My Progress. If you have questions and are a new student, you can meet with a Retention Specialist by contacting the Retention and Registration office. If you are registered and completed high school, you can contact your assigned faculty advisor.

Your faculty advisor can be found on Self-Service by clicking on Student Planning, then select Go to Plan & Schedule, last select Advising.

Census Date

The financial aid (FA) census date is the "freeze date" for Pell grant and scholarships. Your aid will be based on the classes you are enrolled in and attending on the FA census date. If you add a class after the FA census date, you will not be eligible to receive financial aid for that class. If you withdraw and/or drop from a class before the FA census date, you will not be eligible to receive financial aid for that class.

Federal Financial Aid Programs (Title IV)

Federal Pell Grant: This grant 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, the grant provides a foundation of financial aid to which other aid is added. The amount of the grant depends on the Student Aid Index (SAI) and the number of credits for which the student enrolls.

Federal Supplemental Educational Opportunity Grant (FSEOG): This grant 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: This 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): This 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 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: These are government 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 the student pay the interest that accrues while attending school. If a student chooses 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) on the Federal Student Aid webpage. Students may complete the entrance counseling and the MPN prior to receiving a loan award.

If a student has a complete financial aid file, a student loan and any other eligible aid 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/decline the award(s). **Students must be enrolled in six (6) or more credits (half-time) 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 on the Additional Unsubsidized Loan Request webpage.

The maximum loan amounts that may be borrowed by independent students or a dependent student whose parent has been denied a parent PLUS 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, initially, for the fall and spring semesters, unless the student will be 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 to borrow. They should consider the burden that 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): This loan is for parents of dependent undergraduate students. 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 lender(s).

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 on the Financial Aid Forms webpage.

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 must **complete the FAFSA by March 1**, to be considered for Maryland Grants and Scholarships. Additional application information is available on the MHEC Student Success with Less Debt webpage.

Maryland Need-Based Aid Programs

Howard P. Rawlings Guaranteed Access Grant: This grant provides post-secondary financial assistance to eligible in-state students currently enrolled as 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. Applicants must complete the FAFSA on the Federal Student Aid webpage, **no later than March 1** each year, and complete the Howard P. Rawlings Guaranteed Access Grant additional documentation requirements. A student must maintain a minimum 2.5 GPA, Satisfactory Academic Progress as defined by HCC, and be enrolled full-time (12+ credits) in classes that count towards program completion.

Howard P. Rawlings Educational Assistance Grant: This grant provides post-secondary financial assistance to in-state students who are current high school seniors and will be full-time, degree-seeking undergraduates. A FAFSA is required to determine eligibility for the award. If a student is unable to complete the FAFSA, a MSFAA must be completed by the student. The application is open from October 1 through March 1 each year. A student must demonstrate financial need to be potentially eligible for the award; students with the lowest EFC are awarded first. All students eligible for the EA Grant must accept their award online through their MDCAPS account. To renew an award, students must be Maryland residents, maintain Satisfactory Academic Progress (SAP) and submit the FAFSA **no later than March 1** each year.

Senatorial Scholarship*:* This scholarship is for current high school seniors and full-time and part-time, degree-seeking undergraduate students. Students attending a private career school may also apply. Students must complete and file the FAFSA or MSFAA by March 1 and contact their State senator in February for further instructions. Students can go to the Maryland Elected Officials webpage or call the Board of Supervisors of Elections for their county to obtain contact information for their State senator. For Washington County, call 240-313-2050 or go to the Washington County Board of Elections website.

Delegate Scholarships: The scholarship is offered by the local State Delegates to Maryland residents who plan to pursue a post-secondary credential full-time (12+ credits per semester) or part-time (6-11 credits per semester) at a two-year or four-year Maryland college, university or private career school. Current or prospective students should contact their local delegates for instructions on how to apply. For a list and contact information of the student's local delegates, please visit the Maryland Elected Officials webpage or the Maryland State Board of Elections website. For Washington County, call 240-313-2050 or go to the Washington County Board of Elections website.

Maryland Part-Time Grant: This grant is for students who are registered for at least half-time (6 credits) but less than full-time (12 credits) that count towards complete program completion. Students must file the FAFSA or MSFAA **by March 1** and must be a Maryland resident as well as their parents (if a dependent student based on FAFSA information). The amount of the part-time grant is set and cannot be increased. HCC receives a certain of amount of funding at the beginning of each academic year. This is a first come, first served grant given by the Student Financial Aid Office. Students who were awarded an Educational Assistance Grant (described above) by MHEC but are not registered full-time may be awarded a Part-Time Grant depending on availability.

The Maryland Community College Promise Scholarship: This scholarship is for students who are eligible for in-state tuition to attend one of Maryland's public community colleges. The scholarship is considered a last dollar award - amount is determined after all other aid is applied to a student's balance. Based on the applicable FAFSA or MSFAA, 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. The scholarship requires full-time enrollment (12 credits or more), and is contingent upon available State funding. For all criteria and requirements, please check with the HCC Student Financial Aid Office.

Maryland Workforce Shortage Student Assistance Grant: This funding is for students who plan on working in specific career/occupational programs upon graduation. Eligible majors and employment fields are determined bi-annually and may include: child care, human services, teaching, nursing, physical and occupational therapy, social work, and public service. It is for both full-time and part-time students and both merit- and need-based criteria is used when selecting recipients. Students must complete a Maryland Workforce Shortage Student Assistance Grant application.

MHEC scholarship applications are available on the State Financial Aid Programs webpage.

Maryland Tuition Waiver Programs

Tuition Waiver for Foster Care Recipients: The Maryland Tuition Waiver for Foster Care Recipients may be available to students who were out-of-home placed students in Maryland at the time of high school graduation or completion of a GED. Students who resided in an out-of-care placement for at least one year on or after the individual's 13th birthday may qualify. These students who returned to live with their parents after the out-of- home placement may also be exempt from paying tuition and fees. A student must complete the FAFSA or the MSFAA, be enrolled working toward a degree or certificate in an eligible program, and must be listed on the Department of Human Resources (DHR) foster care list. If a student is not on the list, the student must contact a case worker to be put on the list and considered eligible. The Student Financial Aid Office may request that a student complete the Foster Care Tuition Waiver form on the HCC website - *(students should only complete the form if requested)*. The Foster Care tuition waiver applies to any balance on tuition and fees before any grants and scholarships received are applied to the student's balance.

Unaccompanied Homeless Youth: The Maryland Tuition Waiver for Homeless Youth provides financial assistance to homeless youth who are enrolled working toward a degree or certificate in an eligible program. Students must have had a consistent presence in the state for at least one year before enrollment that can documented by school, employment, or other records and have been verified as a homeless child or youth, as defined by the federal McKinney-Vento Homeless Assistance Act, at any time during the 24 months immediately preceding the student's enrollment or while the student is enrolled in an eligible program.

The McKinney-Vento Homeless Act defines homeless children as "individuals who lack fixed, regular, and adequate nighttime residence."

Students must complete and file the Free Application for Federal Student Aid (FAFSA) or the Maryland State Financial Aid Application (MSFAA) each year and must be enrolled on or before he/she reaches the age of 25 as a full time or part time student in an eligible program. If approved, students continue to remain exempt from paying tuition and fees until ten years after first enrolling as a candidate for an associate's, bachelors, or a vocational certificate at a Maryland public institution of higher education **OR** the date that the homeless youth is awarded a bachelor's degree, *(whichever occurs first).*

The Student Financial Aid Office may request that a student complete the Homeless Youth Waiver form on the HCC website - *(students should only complete the form if requested).* The Homeless Youth tuition waiver applies to any balance on tuition and fees **before** any grants and scholarships received are applied to the student's balance.

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 Retention and Registration office, students will be asked to complete a Certification for Tuition Waiver form. The Student with Disabilities tuition waiver applies to any balance on tuition **after** all grants and scholarships received are applied to the student's balance.

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 is 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 visit the Financial Aid Eligibility webpage.

Refund and Return of Title IV Aid

When a student withdraws during the semester, the amount of federal student aid that was earned up to that point is determined by a specific formula. If a student received (or HCC or parent received on behalf of a student) more assistance than was earned, the excess funds must be returned by the school and/or the student. If a student received less assistance than the amount that was earned, he/she may be eligible to receive those additional funds.

The amount of assistance that a student has earned is determined on a prorated basis. For example: if a student completed 30% of the semester, 30% of the assistance originally scheduled to be received is earned. A student must complete more than 60% of the semester to earn all scheduled financial aid.

There are some federal student aid funds that cannot be earned once a student withdraws because of other eligibility requirements. For example, a first-time, first-year undergraduate student who has not completed the first 30 days of his/her program before withdrawing, will not earn any Direct Loans or Direct PLUS Loan funds that would have been received had the student remained enrolled past the 30th day.

If a student received (or his/her parents received funds, funds were paid on behalf of the student for tuition and fees, or the student purchased 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. 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 the amount of the student's federal student aid funds. If HCC is not required to return all of the excess funds, the student must return the remaining amount.

Any loan funds that are designated by the formula for the student and/or parent to return, can be repaid in accordance with the terms of the promissory note. That is, the student and/or parent must 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 must be repaid is half of the grant funds received. The student must arrange with HCC to return the unearned grant funds.

If a student did not receive all of the funds that were earned, there may be a post-withdrawal disbursement due. If the post-withdrawal disbursement includes loan funds, a student may choose to decline the loan funds so that no additional debt is incurred. HCC may automatically use all or a portion of the post-withdrawal disbursement (including loan funds, if accepted) for tuition and fees.

For all other school charges, the school needs permission to use the post-withdrawal disbursement. If a student does not give permission, the student will be offered the funds; however, it may be in best interest to allow the school to keep the funds to reduce debt at the school.

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

For the most up-to-date Refund and Return of Title IV aid policy, visit the Financial Aid Eligibility webpage.

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 can be found on the Public Disclosure webpage.

Scholarships

A number of scholarships are available to students who demonstrate academic promise and/or financial need. Scholarships are offered by community organizations, State of Maryland, and through Hagerstown Community College. 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.

HCC Foundation Scholarships: The HCC Foundation Scholarship Committee awards a number of scholarships with different criteria and dollar amounts for the fall and spring semesters, to students enrolled in at least six credits and who have at least a 2.0 GPA. Students must complete the 2022-2023 FAFSA for scholarship consideration.

HCC's school code for the FAFSA is 002074. Applicants must register for classes by the application deadline date each semester. First semester students should submit a copy of their high school transcript or college transcripts to the Admissions Office. Scholarships are based on financial need and academic promise. Most scholarships are for a one-year period. Students should apply each semester and incomplete applications will not be considered for a potential award. The application opens two times per year. In addition, students must maintain at least a 2.0 cumulative GPA to remain eligible for a scholarship.

Students must be actively enrolled on the college's census date each semester to remain eligible for a scholarship. For scholarships which require full-time enrollment, students must be actively enrolled in at least 12 credits on the college's census date each semester to remain eligible for the scholarship. Exceptions will be made if your program of study specifically involves registering for less than 12 credits during the semester. Scholarship recipients must complete any requested paperwork by the end of the applicable semester. Complete the HCC Foundation Scholarship Application Form online at College Advancement Scholarship webpage.

HCC Faculty/Foundation Scholarship for Academic Excellence: 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 these scholarships based on GPA, SAT scores, and extracurricular activities. These awards provide $550 per semester at HCC.

Recipients who maintain satisfactory academic records at the College will be supported for four consecutive semesters of college for a total of $2200. Only current high school students who are graduating in May/June are eligible to apply. Students cannot receive financial aid at two schools during the same semester. Students must be actively enrolled in at least 12 credits on the college's census date each semester to remain eligible for the scholarship. Exceptions will be made if the student's program of study specifically involves registering for less than 12 credits during the semester. Students must maintain at least a 2.75 GPA to remain for the scholarship. Visit the following links to view the application guidelines and download the Faculty/Foundation Scholarship for Academic Excellence Application.

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.

HCC will be accepting approved applicants from the Child Care Career and Professional Development Fund for the Fall semester. The deadline to apply to MSDE is March 1 of each year. The Grant Coordinator will begin meeting with potential CCCPDF students to complete applications to MSDE in January of each year for admittance to the program the following fall semester.

Qualifications:

- Be currently working in a licensed child care center, Head Start, or Private Preschool Program or be a registered family child care provider in the state of Maryland.
- Have at least one year of qualifying experience working in childcare and be currently employed in the field.
- Be eligible to apply for, or already a participant in, the Maryland Child Care Credential Program, at a level 2 or higher. Applications should be completed at least two months in advance to the CCCPDF deadline date of March 1.
- Have a high school diploma or equivalent.
- Continue working in child care during the time of study and for a period of time as determined by regulation upon the completion of the degree.
- Maintain a minimum 2.5 grade point average.
- Successfully complete at least two college classes per award year (Fall, Spring, Summer Semester).

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 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 or have applied for enrollment at an HCC-approved, nationally-accredited child care provider.

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

Take2! Scholarship: HCC's Take2! program is designed to help Washington County and neighbor-state residents in bordering Pennsylvania and West Virginia counties turn their college credits into a degree.

Eligibility requirements include already have earned a minimum of 24 college-level credits from a four-year or four-and two-year accredited college(s) with a minimum cumulative GPA of 2.0, commit to completing a degree within one year, and have an Expected Family Contribution of $15,000 or less based on the applicable FAFSA.

Take2! is a last dollar program. Students must use federal or state grants and scholarships first to cover tuition and fees. All paperwork requested by the HCC Student Financial Aid Office must be completed. Take 2! is funded by the Hagerstown Community College Foundation. To see additional criteria and to apply, visit the HCC Take2! webpage.

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.

Student Services & Activities

Student Services

Registration & Student Support

All new students must meet with a Student Support Advisor to register for their first semester of classes.

Student Support Advisors will provide academic advisement, career planning to all students, including those at risk of departing HCC prior to program completion. Student Support Advisor also assist students with developing academic plans, which includes, if applicable, completion of developmental courses before reaching 24 credits.

Students can schedule appointments with Student Support Advisors Monday through Friday. Daily walk-ins are also welcome.

Once classes begin, all currently enrolled students, with the exception of pre nursing and pre health science students, are assigned a faculty advisor based on their major. Pre nursing and pre health science students including Radiography and Dental Hygiene will be advised by a Student Support Advisor until they are admitted to the program, at which point they will be assigned a faculty advisor.

All students are strongly encouraged to register online via Self-Service, HCC's online scheduling tool. New students will receive an Active Directory login in their admissions letter which will allow them to access Self-Service. All Registration and Student Support staff are available to assist students with online registration or other needs that may limit their student success. Students can make changes to their class schedules through Self-Service 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, please visit the Registration and Student Support webpage.

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. HCC's Disability Support Services (DSS) 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 DSS at 240-500-2628 (TTY 301-739-5813) or email at dss@hagerstowncc.edu. HCC's ADA/504 Coordinator is the Dean of Students and can be contacted at studentaffairs@hagerstowncc.edu, 240-500-2526 or in the Student Center Suite 142.

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 webpage.

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 the TRiO Student Support Services webpage to apply online.

The TRiO Student Support Services grant is intended to aid students in achieving their personal, educational, and financial goals. HCC first received the $1.1 million dollar TRiO grant in 2010 and was renewed in 2015 and 2020. Funds are distributed over a five-year period. 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 on-campus 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.

An online orientation 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 online New Student Orientation programs should be directed to the Student Activities Office at studentactivities@hagerstowncc.edu or 240-500-2225, located in STC-163.

Veterans and Military Services & 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 Veterans & Military Specialist 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. The Veterans & Military Specialist also serves as HCC's VA certifying official and can provide 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 Veterans & Military Specialist. 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 advisor/ retention specialist 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 and for programs that are approved for VA benefits certification through the state and the VA. The Veterans & Military Specialist can assist with this process and can let veterans and military dependents know which academic program qualify for VA benefits. Students must notify the Veterans and Military Specialist if they add or drop classes, completely withdraw, change course sections, or change majors due to impact on receipt of benefits. The Veterans & Military Specialist is available in room 109 of the Student Center. For more information, visit the Veterans & Military webpage.

Career Development, Internship and Job Services

The Career Development, Internship and Job Services Office facilitates career development and student learning in the areas of career exploration, career planning, experiential learning through internships, and job search services. The office supports the College's mission to foster economic development by serving as a workforce development partner in the local community.

HCC's career development and employment resources available to students and alumni include:

Internship & Job Services: Learn about HCC's Internship program, eligibility requirements, and access to all HCC's tools and resources for career exploration and job services.

FOCUS 2 Career: An online interactive tool offers a self-assessment and work interest assessment that matches interests and strengths to occupations, and degree programs to careers. Visit the FOCUS 2 Career webpage and follow the "How to Get Started" instructions at the bottom of the website.

HCC Career Resource Guide: Learn about career possibilities, career interest/self-assessment, pathways to careers, job experience and internships. Students are encouraged to utilize HCC's career interest/self-assessment tools and career exploration resources to facilitate personal growth and career development.

Access career readiness tools:

- *Big Interview* - Learn and practice interview skills to interview with confidence and ace your interview.
- *Candid Career* - Watch short career advice videos by industry professions to explore career options, learn about resume writing, interviewing skills and networking.
- *Traitify* - Visual personality assessment designed to be completed in under two minutes and match to potential careers.
- *Careeronestop* - A source for career exploration, training and jobs provided by the U.S. Department of Labor.
- *O*Net Interest Profiler, Occupation Search* - For career exploration, job analysis, and searching job opportunities.
- *FirstHand Career Library* - Find the right career path using the power of firsthand experiences. Connect with experienced mentors, explore company rankings and profiles, acquire career guides, templates and advice.

Online Job Board: College Central Network (CCN): HCC's career platform provides students and alumni with employment opportunities and career development resources. CCN career development services include Résumé builder/upload; career portfolio builder; access to job announcements; upcoming events; and career advice articles, videos, and podcasts. In addition, CCN also provides area employers with the opportunity to post a variety of job and internship opportunities. If you are looking for a full or part-time job, a job for the summer, or an internship, check out CCN today.

HCC Internship Program

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 to:

- Gain professional experience
- Network with others in your field
- Enhance your skills at the job

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 Priority Due Dates:

Fall semester: May 1
Spring semester: October 1
Summer semester: February 1

The HCC internship application is available on the Internship and Job Services webpage.

The Career Development, Internship and Job Services coordinator and faculty work collaboratively to facilitate the coordination of credit internships through the established internship procedures. Detailed information about the program's procedures and policies is available in the Internship Program Student Guide. Students may enroll in the internship course for 1, 2, or 3 credits. The credit-to-contact hours standard is 60 hours of internship experience for each credit awarded for student workplace learning.

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 webpage 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 Learning Support webpage, 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. For more information visit the Campus Police Annual Security Report webpage.

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 Code of Student 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. All current/active students, faculty, and staff are included automatically in the new system using information in the HCC database.To learn more, visit the Emergency Alert Sign-Up webpage.

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. Students' Bill of Rights is published in the *Student Handbook*.

Students are expected to exercise their freedom with responsibility. The College has established rules relating to academic integrity and behavior that students must follow so the teaching/learning process is not disrupted. These standards are listed and explained in the Code of Student Conduct, which is published in the *Student Handbook*. The Vice President of Academic Affairs and Student Services is responsible for implementing the student discipline procedure when the Code of Student Conduct is violated. Details regarding the Academic Integrity Violation Process and the Behavioral Violation Process and requirements can be found in the *Student Handbook*. Academic integrity reports alleging student misconduct should be made directly to the Vice President for Academic Affairs and Student Services, at 240-500-2231, in LRC-317. Behavior reports alleging student misconduct should be made directly to the Dean of Students, 240-500-2526, studentaffairs@hagerstowncc.edu or Student Center Suite 142.

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*.

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 therefore adopted 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.

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 on the College Policies webpage:

- Academic Integrity Policy 4045
- Administrative Course Withdrawal Policy 4011
- Admission Policy 3005
- Governing Authority for Campus Police Force Policy 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

- Degree Types and Related Distribution of Credits 4005
- Discrimination, Hate Crimes, and Biased Incident Reporting 5032
- Drug/Alcohol Free Environment Policy 5092
- Freedom of Expression on Campus Policy 8068
- Family Educational Rights and Privacy Act (FERPA)
- Hazing Policy 4043
- Heroin and Opioid Addiction and Prevention Policy 4039
- Honor Code Policy 4050
- Parking and Traffic Policy 8050
- Sexual Misconduct Policy 8071
- Social Media Use and Personal Electronic Account Privacy Protection Policy 8095
- Student Drug and Alcohol Abuse Policy 4041
- Student Organization Policy 4036
- Tobacco Free Policy 8030
- Use of Computing, Network and Communications Resources Policy 5093

Sexual Harassment Guidelines and Grievance Process / Title IX

Hagerstown Community College (HCC) is an academic community committed to providing a working and learning environment free from sexual misconduct - including sexual harassment, sexual discrimination, sexual assault, dating violence, domestic violence, and stalking. HCC will not tolerate sexual misconduct and has implemented specific measures to strongly encourage and support the reporting of sexual misconduct and to ensure that all allegations of sexual misconduct are investigated and resolved in a timely, discreet, fair, and impartial manner and in accordance with Federal Title IX and Clery Act regulations and Maryland Education Article 11-601.

The Title IX Rights of Students webpage includes a copy of the Title IX Sexual Harassment Guidelines and Grievance Process document that outlines HCC's commitment to address this prohibited conduct, the procedures for investigating and resolving complaints and the resources available to both a Complainant and a Respondent. In order to maintain an environment free of sexual misconduct, HCC utilizes educational and prevention programming and makes training opportunities available to all employees and students.The Title IX Sexual Harassment Guidelines and Grievance Process applies to all members of the College community and to sexual misconduct occurring during Hagerstown Community College educational activities and programs.

The Title IX Rights of Students webpage also contains information regarding reasonable accommodations for pregnant or parenting students (including how students can request accommodations) and also contains information on how students can make Title IX reports.

All incidents of Sexual Misconduct should be reported to the appropriate Title IX Coordinator and may also be reported to HCC Campus Police by calling 240-500-2312.

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 Coordinators:

Title IX Coordinator for Students
Dr. Christine Ohl-Gigliotti
Dean of Students
Student Center, Room 142
11400 Robinwood Drive, Hagerstown, MD 21742
240-500-2526
caohl-gigliotti@hagerstowncc.edu or studentaffairs@hagerstowncc.edu

Title IX Coordinator for Employees
Jennifer Childs
Executive Director of HR
ASA Building, Room 700
11400 Robinwood Drive, Hagerstown, MD 21742
240-500-2259
jachilds@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.

Housing

Hagerstown Community College does not assume any responsibility for student housing.

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 the college social media accounts, 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, 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 canceled or delayed unless otherwise specified.
- 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 canceled.

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 the College Closings webpage.

Food Services

HCC offers a variety of dining options with varying hours:

The Hilltop Grill, located in the Student Center, offers, lunch, dinner, and a large selection of grab-n-go items, for your convenience.

Spring and fall semester hours:
Monday-Thursday, 8:30 a.m.-3 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. - 1 p.m.

Summer semester hours:
Closed

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

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 Hilltop Grill. For more information, contact the Catering Office at 240-500-2336.

Vending machines are conveniently located in most buildings. All vending machines on campus are managed by the HCC Food Service Department and serviced by Legend Food Services, LLP. If you encounter problems with a machine, please notify Food Service staff in the Hilltop Grill or Hawk Cafe, located in the Student Center.

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. For more information visit the Campus Store webpage. 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 ESports Center and competitive ESports teams are part of Student Activities. For more information visit the Student Activities webpage.

Student Food Pantry and Storeroom

The Student Food Pantry and Storeroom are located in the Student Center. Both are open to any current HCC student, regardless of income, and supply non-perishable foods, hygiene items, cleaning supplies, paper products, and baby supplies. There are also drinks and quick snack/meal options for between classes. Other resources are available for students dealing with food insecurity. Contact Student Activities for more information. The pantry gratefully accepts food and monetary donations and is located in the Student Center, room 163.

Student Center

The AC&T Student Center houses Registration and Student Support; Student Cohorts, Compliance and Intervention; TRiO Student Support Services; Career Program Achievers; Disability Support Services; Career Development, Internships and Job Services; the office of the Dean of Students; Student Activities; the Student Government Association; the Veterans and Military Specialist Office; the Campus Store; the Hilltop Grill; Hawk Cafe; Esports Center; game room; student lounge; and other designated meeting spaces. For more information visit the Student Center webpage.

Student Government Association

The Student Government Association is a vehicle for involvement in the college and acts as the official student representative body. The SGA 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.

Elections are conducted each year for the executive officers and senator positions. 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.

The SGA Office is located in the Student Center, room 171. For additional information, call 240-500-2225, or email sga@hagerstowncc.edu.

Student Clubs/Organizations

HCC offers students a wide variety of student clubs that are both program-based and interest-based. Membership 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 enhance their job resume/transfer application. For a current list of active organizations, visit the Student Organizations webpage. 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.

Esports Program

The HCC Esports Program is a way for students to engage in both the casual and competitive sides of gaming. With a suite of high-end gaming PCs available in STC 170, students can relax or unwind between classes. Complementing the casual play is the development of competitive rosters for popular titles like Valorant, Overwatch 2, and Rocket League, where students can go head-to-head with other colleges. For more information, stop by STC 170, or contact HCC's Esports Specialist at 240-500-2777 or atsamson@hagerstowncc.edu.

Athletics

Intercollegiate

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

The College is a member of Region XX of the National Junior College Athletic Association (NJCAA) and the Maryland Junior College Athletic Conference (MD JUCO). The Athletic Director cooperates with the Dean of Students to formulate policies, review and enforce eligibility and compliance rules for participation in intercollegiate athletics.

Fitness Center

Located in the ARCC, the Dr. Marlys Palmer Fitness Center provides a range of exercise equipment and testing for the HCC students, faculty, and staff. Community memberships are available to individuals for a yearly fee. The center offers guidance in the promotion of exercise, as well as health and wellness throughout the year.

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 information about student support services, campus policies and regulations, and important dates for college deadlines. All students are responsible for abiding by policies, including the Code of Student Conduct, found within the Student Handbook. Hard copies are available in the Student Activities or the Dean of Students offices.

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 90 pages and includes national submissions of poetry. Contributors may submit poetry, short stories, essays, and artwork. Visit the Hedge Apple webpage for more information. A print issue is also published and available for sale on Amazon each year.

Website

Current events, course descriptions, class schedules, and general information are available on the College webpage.

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 visit the Social Media at HCC webpage.

College Course Guides and Class Schedules

Course guides and schedules can be viewed on the Schedules and Catalogs webpage. The Workforce Solutions and Continuing Education class schedule is printed three times a year.

Online Programs at HCC

HCC classes are offered in multiple formats, to include 100% online and hybrid courses. Through a process of continuous improvement, we ensure that courses delivered in the virtual environment are at the same standard as courses offered in our face-to-face classrooms.

As a member of the Maryland Online consortium, HCC has adopted best practices from the Quality Matters (QM) organization. The QM program is internationally-recognized, and designed for quality assurance in online and hybrid courses and programs. HCC utilizes QM resources, and their peer-review process to ensure excellence in our course design.

To learn more about our support areas, and online education at HCC, please visit the Online Education webpage.

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. *Only students accepted into the following programs of study are eligible for Statewide Designated and Health Manpower Shortage assistance and/or funding.* 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 Assisting, Certificate
- Dental Hygiene, A.A.S.
- Nursing (Practical Nursing), Certificate

- Nursing (Registered Nurse), A.S.
- Radiography, A.A.S.

Statewide Designated Programs

- Alternative Energy Technology, A.A.S.
- Digital Instrumentation and Process Control, A.A.S.
- Industrial Technology, Certificate
- Solar 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 and ENG 101P are approved substitutions for ENG 101)*	3	ENG 112	Technical Writing	3
MAT 116 or MAT 160	Statistical Reasoning or Precalculus I	3	Gen Ed	Biological/Physical Science; 3-4 credits	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 (21-22 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, ENG-101E, and ENG-101P*

- ENG 101 - English Composition (3 Credits)
  **(ENG 101E - English Composition for English Language Learners and ENG 101P - English Composition for College Success are approved substitutions for ENG 101)*
- ENG 112 - Technical Writing (3 Credits)

Mathematics

- MAT 116 - Statistical Reasoning (3 Credits)
  OR
  MAT 160 - Precalculus I (3 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 and ENG 101P are approved substitutions for ENG 101)*	3		ENG 102 or ENG 112	Advanced English Composition or Technical Writing	3
Gen Ed	Mathematics; 3-4 credits **(MAT 115 is preferred)*	3		SOC 101	Introduction to Sociology	3
Gen Ed	Arts/Humanities **(A Spanish Language course is preferred)*	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; 3-4 credits **(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	HIS 101, HIS 102, HIS 201, or HIS 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 (31-33 Credits)

Arts/Humanities

- Select two courses from the approved General Education course list in the Arts/Humanities category (6 Credits)
  **(A Spanish language (SPN) course is preferred - SPN 101, SPN 102, SPN 201, SPN 202)*

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 to 1877 (3 Credits)
- HIS 202 - United States History since 1865 (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, ENG-101E, and ENG-101P

- ENG 101 - English Composition (3 Credits)
  (ENG 101E - English Composition for English Language Learners and ENG 101P - English Composition for College Success are approved substitutions for ENG 101)
- ENG 102 - Advanced English Composition (3 Credits)
  OR
  ENG 112 - Technical Writing (3 Credits)

Mathematics

- Select one course from the approved General Education course list in the Mathematics category (3-4 Credits)
  (MAT 115 is preferred)

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 (6-8 Credits)

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

- 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 160 - Precalculus I (3 Credits)
- PSY 206 - Abnormal Psychology (3 Credits)
- Select any Spanish Language (SPN) course (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 and ENG 101P are approved substitutions for ENG 101)*	3	ENG 102 or ENG 112	Advanced English Composition or Technical Writing	3
Gen Ed	Mathematics; 3-4 credits **(MAT 115 is preferred)*	3	SOC 101	Introduction to Sociology	3
Gen Ed	Arts/Humanities **(A Spanish language course is preferred)*	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; 3-4 credits	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)
  *(*A Spanish Language (SPN) Course is preferred - SPN 101, SPN 102, SPN 201, SPN 202)*

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, ENG-101E, and ENG-101P*

- ENG 101 - English Composition (3 Credits)
  **(ENG 101E - English Composition for English Language Learners and ENG 101P - English Composition for College Success are approved substitutions for ENG 101)*
- ENG 102 - Advanced English Composition (3 Credits)
  OR
  ENG 112 - Technical Writing (3 Credits)

Mathematics

- Select one course from the approved General Education course list in the Mathematics category (3-4 Credits)
  **(MAT 115 is preferred)*

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)
- CYB 101 - Introduction to Cybersecurity (3 Credits)
- MAT 116 - Statistical Reasoning (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)
- Select any Spanish Language (SPN) course (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.*

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.

Program Student Learning Outcomes:

1. Demonstrate the necessary skills to enter an entry level position as a photovoltaic installer or designer.
2. Recognize standard safety procedures in the workplace.
3. Recognize the necessary skills to effectively communicate with clients and coworkers.
4. Perform basic electrical calculations.

- 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 114 or MAT 160	Introduction to Applied Algebra or Precalculus I	3		Gen Ed	English **(ENG 112 is preferred)*	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		PHS 103 or PHY 201	General Physical Science *(3 credits)* or General Physics I *(4 credits)* **(transfer students should take PHY 201)*	3
BUS 145 or STU 106	Customer Service or Professionalism in the Workplace	1		Restricted Elective	Choose from the list	3
				INT 120	Introduction to OSHA	1

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 Science	3
AET 106	Photovoltaic Installation I	3	AET 107	Photovoltaic Installation II	3
INT 121	Facilities Codes and Compliance	2	Restricted Elective	Choose from the list	3
CAD 152	Computer-Aided Design	3	Restricted Elective	Choose from the list	3
Restricted Elective	Choose from the list; 3-4 credits	3	Restricted Elective	Choose from the list; 3-4 credits	4
TOTAL		**14**	**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 PHY 201)*

- PHS 103 - General Physical Science (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 one course from the English category.*

- Select one course from the approved General Education course list in the English category (3 Credits)
  **(ENG 112 is preferred)*

Mathematics

- MAT 114 - Introduction to Applied Algebra (3 Credits)
  OR
  MAT 160 - Precalculus I (3 Credits)

Program Requirements (26 Credits)

- AET 102 - Introduction to Alternative Energy (3 Credits)
- AET 106 - Photovoltaic Installation I (3 Credits)
- AET 107 - Photovoltaic Installation II (3 Credits)
- BUS 145 - Customer Service (1 Credit)
  OR
  STU 106 - Professionalism in the Workplace (1 Credit)
- CAD 152 - Computer-Aided Design (3 Credits)
- 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 120 - Introduction to OSHA (1 Credit)
- INT 121 - Facility Codes and Compliance (2 Credits)

Restricted Electives (15-16 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)
- ADM 102 - Introduction to PLCs (3 Credits)
- BUS 101 - Introduction to Business Organization and Management (3 Credits)
- CAD 228 - CAD: Solid Modeling (3 Credits)
- CSC 102 - Introduction to Information Technology (3 Credits)
- EGT 235 - Fluid Power (3 Credits)
- ELE 106 - Digital Electronics (3 Credits)
- ELE 130 - Introduction to Unmanned Systems (3 Credits)
- IST 106 - Spreadsheet Software (3 Credits)

Degree Requirements (60 Credits)

Solar Energy Installation and Service, Alternative Energy Technology, Certificate

The Solar 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 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 installation and service.

Program Student Learning Outcomes:

1. Demonstrate the necessary skills to enter an entry level position as a photovoltaic installer.
2. Recognize standard safety procedures in the workplace.
3. Recognize the necessary skills to effectively communicate with clients and coworkers.
4. Perform basic electrical calculations.

- View the Alternative Energy Technology Fact Sheet.

Program Requirements (17 Credits)

- AET 102 - Introduction to Alternative Energy (3 Credits)
- AET 106 - Photovoltaic Installation I (3 Credits)
- AET 107 - Photovoltaic Installation II (3 Credits)
- BUS 145 - Customer Service (1 Credit)
  OR
  STU 106 - Professionalism in the Workplace (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 (5 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)
- ELE 130 - Introduction to Unmanned Systems (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 and ENG 101P are approved substitutions for ENG 101)*	3	Gen Ed	English	3
MAT 115 or MAT 116 or MAT 160	Quantitative Reasoning or Statistical Reasoning or Precalculus I	3	Gen Ed	Biological/Physical Science **(of your two Science requirements, one must have a lab)*	4
Gen Ed	Behavioral/Social Sciences	3	GDT 116	Digital Imaging	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 I 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	Biological/Physical Science **(of your two Science requirements, one must have a lab); 3-4 credits*	3	ART 240	Visual Art Capstone Experience and Portfolio Review	2
Restricted Elective	Choose one course from List II	3	Gen Ed	Arts/Humanities	3
ART 231 or ART 232	ART 231 History of Western Art I or ART 232 History of Western Art II	3	Elective	Choose in consultation with advisor	3
Gen Ed	Arts/Humanities	3	Elective	Choose in consultation with advisor	3
TOTAL		**15**	**TOTAL**		**14**

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, ENG 101E, and ENG 101P*

- ENG 101 - English Composition (3 Credits)
  **(ENG 101E - English Composition for English Language Learners and ENG 101P - English Composition for College Success are approved substitutions for ENG 101)*
- Select one course from the approved General Education course list in the English category (3 Credits)

Mathematics

- MAT 115 - Quantitative Reasoning (3 Credits)
  OR
  MAT 116 - Statistical Reasoning (3 Credits)
  OR
  MAT 160 - Precalculus I (3 Credits)

Program Requirements (17 Credits)

- ART 102 - Two-Dimensional Design (3 Credits)
- ART 103 - Drawing I (3 Credits)
- ART 120 - Ceramics I (3 Credits)
  OR
  ART 122 - Sculpture I (3 Credits)
- ART 231 - History of Western Art I (3 Credits)
  OR

ART 232 - History of Western Art II (3 Credits)

- ART 240 - Visual Art Capstone Experience and Portfolio Review (2 Credits)
- GDT 116 - Digital Imaging (3 Credits)

Restricted Electives (6 Credits)

Select one course from List I:

- ART 104 - Painting I (3 Credits)
- ART 113 - Digital Painting and Drawing I (3 Credits)
- ART 115 - Photography I (3 Credits)
- ART 120 - Ceramics I (3 Credits)
- ART 122 - Sculpture I (3 Credits)
- ART 123 - Jewelry I (3 Credits)
- THR 112 - Costume Design (3 Credits)

Select one course from List II:

- ART 203 - Drawing II (3 Credits)
- ART 204 - Painting II (3 Credits)
- ART 213 - Digital Painting and Drawing II (3 Credits)
- ART 215 - Photography II (3 Credits)
- ART 220 - Ceramics II (3 Credits)
- ART 222 - Sculpture II (3 Credits)
- ART 223 - Jewelry II (3 Credits)
- THR 207 - Stage Craft (3 Credits)

Free Electives (5-6 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)
- Select any Graphic Design Technology (GDT) 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.

Program Pathway

First Year Fall			**First Year Spring**		
Course Number	**Course Name**	**Credits**	**Course Number**	**Course Name**	**Credits**
ENG 101	English Composition **(ENG 101E and ENG 101P are approved substitutions for ENG 101)*	3	Gen Ed	English	3
MAT 115 or MAT 116 or MAT 160	Quantitative Reasoning or Statistical Reasoning or Precalculus I	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; 3-4 credits **(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, ENG-101E, and ENG-101P*

- ENG 101 - English Composition (3 Credits)
  **(ENG 101E - English Composition for English Language Learners and ENG 101P - English Composition for College Success are approved substitutions for ENG 101)*
- Select one course from the approved General Education course list in the English category (3 Credits)

Mathematics

- MAT 115 - Quantitative Reasoning (3 Credits)
  OR
  MAT 116 - Statistical Reasoning (3 Credits)
  OR
  MAT 160 - Precalculus I (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, EXS, FRN, GDT, GER, HEA, HIS, HUM, JPN, MUS, PED, PHL, PLS, POL, PSY, SOC, SPN, THR

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.

Program Pathway

First Year Fall				**First Year Spring**		
Course Number	**Course Name**	**Credits**		**Course Number**	**Course Name**	**Credits**
ENG 101	English Composition **(ENG 101E and ENG 101P are approved substitutions for ENG 101)*	3		Gen Ed	English	3
Gen Ed	Mathematics; 3-4 credits	3		Gen Ed	Arts/Humanities	3
Gen Ed	Biological/Physical Science; 3-4 credits **(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	4		Program	Choose from the list	4
Elective	Choose in consultation with advisor	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	4		Elective	Choose in consultation with advisor	3
Elective	Choose in consultation with advisor	4		Elective	Choose in consultation with advisor	4
TOTAL		**14**		**TOTAL**		**13**

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, ENG-101E, and ENG-101*

- ENG 101 - English Composition (3 Credits)
  (ENG 101E - English Composition for English Language Learners and ENG 101P - English Composition for College Success are approved substitutions 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)

For an Arts and Sciences A.S. degree, select courses that meet transfer needs from the following discipline designations:

- BIO, BTC, CHM, CSC, CYB, EGR, ENV, GEO, HST, MAT, PHS, PHY
  *(*12 credits of math or lab-based science courses or a combination of both are recommended)*

Free Electives (15-17 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.

- View the Biology Fact Sheet.

Program Pathways

Track A: General Biological Sciences (Ecology/Wildlife, etc.)

First Year Fall			**First Year Spring**		
Course Number	**Course Name**	**Credits**	**Course Number**	**Course Name**	**Credits**
ENG 101	English Composition **(ENG 101E and ENG 101P are approved substitutions for ENG 101)*	3	Gen Ed	Arts/Humanities	3
MAT 161	Precalculus II	4	CHM 104	General Chemistry II	4
CHM 103	General Chemistry I	4	BIO 114	Principles of Biology II	4
BIO 113	Principles of Biology I	4	Elective	Choose in consultation with advisor	3
TOTAL		**15**	**TOTAL**		**14**
Second Year Fall			**Second Year Spring**		
Course Number	**Course Name**	**Credits**	**Course Number**	**Course Name**	**Credits**
CHM 203 or PHY 201	Organic Chemistry I or General Physics I	4	CHM 204 or PHY 202	Organic Chemistry II or General Physics II	4
BIO 205	Microbiology	4	Track A Requirement	Choose in consultation with advisor; 3-4 credits	4
Gen Ed	Diversity **(BTC 110 is preferred)*	3	Gen Ed	Arts/Humanities	3

Gen Ed	Behavioral/Social Sciences	3	Gen Ed	Behavioral/Social Science	3
Elective	Choose in consultation with advisor	3			
TOTAL		**17**	**TOTAL**		**14**

Track B: Biomedical Sciences

First Year Fall			**First Year Spring**		
Course Number	**Course Name**	**Credits**	**Course Number**	**Course Name**	**Credits**
ENG 101	English Composition **(ENG 101E and ENG 101P are approved substitutions for ENG 101)*	3	Gen Ed	Arts/Humanities **(PHL 103 is preferred)*	3
MAT 161	Precalculus II	4	Elective	Choose in consultation with advisor	3
CHM 103	General Chemistry I	4	BIO 114	Principles of Biology II	4
BIO 113	Principles of Biology I	4	CHM 104	General Chemistry II	4
TOTAL		**15**	**TOTAL**		**14**
Second Year Fall			**Second Year Spring**		
Course Number	**Course Name**	**Credits**	**Course Number**	**Course Name**	**Credits**
CHM 203 or PHY 201	Organic Chemistry I or General Physics I	4	CHM 204 or PHY 202	Organic Chemistry II or General Physics II	4
BIO 205	Microbiology	4	BIO 210	Genetics	4
Gen Ed	Diversity **(BTC 110 is preferred)*	3	Gen Ed	Arts/Humanities	3
Gen Ed	Behavioral/Social Sciences **(PSY 101 or SOC 101 are preferred)*	3	Gen Ed	Behavioral/Social Science **(PSY 101 or SOC 101 are preferred)*	3
Elective	Choose in consultation with advisor	3			
TOTAL		**17**	**TOTAL**		**14**

General Education Requirements (30 Credits)

Arts/Humanities

- Select two courses from the approved General Education course list in the Arts/Humanities category (6 Credits)
  **(PHL 103 is preferred for Track B)*

Behavioral/Social Sciences

- Select two courses from the approved General Education course list in the Behavioral/Social Sciences category (6 Credits)
  **(PSY 101 or SOC 101 are preferred for Track B)*

Biological/Physical Science

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

Diversity

- Select one course from the approved General Education course list in the Diversity category (3 Credits)
  **(BTC 110 is preferred)*

English

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

- ENG 101 - English Composition (3 Credits)
  **(ENG 101E - English Composition for English Language Learners and ENG 101P - English Composition for College Success are approved substitutions for ENG 101)*

Mathematics

- MAT 161 - Precalculus II (4 Credits)

Program Requirements (23-24 Credits)

** 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.*

- 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)

Select a Program Track:

Track A: General Biological Sciences (Ecology/Wildlife, etc.)

Choose one course from the following:

- Select any Biotechnology (BTC) course (3-4 Credits)
- ENV 201 - Fundamentals of Environmental Science (4 Credits)
- PHS 105 - Descriptive Astronomy (3 Credits)
- PHS 111 - Earth Science (4 Credits)

Track B: Biomedical Sciences

- BIO 210 - Genetics (4 Credits)

Free Electives (6-7 Credits)

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

- BIO 112 - Biology of Disease and Pandemics (3 Credits)
- BIO 116 - Human Anatomy and Physiology for Allied Health (4 Credits)
- Select any 200-level Biology (BIO) course (2-4 Credits)
- Select 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)
- Select any Engineering Science (EGR) course (3-4 Credits)
- ENG 102 - Advanced English Composition (3 Credits)
  OR
  ENG 112 - Technical Writing (3 Credits)
- Select any Environmental Studies (ENV) course (3-4 Credits)
- MAT 116 - Statistical Reasoning (3 Credits)
- MAT 160 - Precalculus I (3 Credits)
- MAT 203 - Calculus I (4 Credits)
- PHS 105 - Descriptive Astronomy (3 Credits)
- PHS 111 - Earth Science (4 Credits)
- PHY 201 - General Physics I (4 Credits)
- PHY 202 - General Physics II (4 Credits)

Degree Requirement (60 Credits)

Business

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 Student Learning Outcomes:

1. Apply concepts, methods, processes and functions of business to operational and decision-making situations.
2. Demonstrate analytical and critical-thinking skills with direct application to business environments.
3. Examine impacts of the current business environment and social issues on business operations and decision-making.

Program Pathway

First Year Fall				**First Year Spring**		
Course Number	**Course Name**	**Credits**		**Course Number**	**Course Name**	**Credits**
ENG 101	English Composition **(ENG 101E and ENG 101P are approved substitutions for ENG 101)*	3		Gen Ed	English	3
MAT 160	Precalculus I	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 ; 3-4 credits *(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 (31-32 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, ENG-101E, and ENG-101P*

- ENG 101 - English Composition (3 Credits)
  (ENG 101E - English Composition for English Language Learners and ENG 101P - English Composition for College Success are approved substitutions for ENG 101)
- Select another course from the approved General Education course list in the English category (3 Credits)

Mathematics

- MAT 160 - Precalculus I (3 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)
- COM 103 - Public Speaking (3 Credits)
- ENT 101 - Introduction to Entrepreneurship (3 Credits)
- MAT 116 - Statistical Reasoning (3 Credits)
- MAT 161 - Precalculus II (4 Credits)
- MAT 203 - Calculus I (4 Credits)
- MGT 103 - Principles of Management (3 Credits)
- MGT 104 - Marketing (3 Credits)
- MGT 214 - Small Business Management (3 Credits)

Free Electives (9-11 Credits)

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

Degree Requirement (60 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.

- View the Chemistry 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 and ENG 101P are approved substitutions 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 or Principles of Physics I	4	PHY 202 or PHY 204	General Physics II or Principles of Physics II	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, ENG-101E, and ENG-101P*

- ENG 101 - English Composition (3 Credits)
  **(ENG 101E - English Composition for English Language Learners and ENG 101P - English Composition for College Success are approved substitutions 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 Credits)

- CHM 203 - Organic Chemistry I (4 Credits)
- CHM 204 - Organic Chemistry II (4 Credits)

Select a Physics course sequence:

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

- PHY 201 - General Physics I (4 Credits)
  PHY 202 - General Physics II (4 Credits)
  OR
  PHY 203 - Principles of Physics I (4 Credits)
  PHY 204 - Principles of Physics II (4 Credits)

Free Electives (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)
- BIO 203 - Human Anatomy and Physiology I (4 Credits)
- BIO 204 - Human Anatomy and Physiology II (4 Credits)
- CHM 101 - Introductory College Chemistry (4 Credits)
- CHM 269 - Internship I (1-3 Credits)
- CHM 270 - Internship II (1-3 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)
- Select any Engineering Science (EGR) course (3-4 Credits)
- Select any Environmental Studies (ENV) course (3-4 Credits)
- MAT 160 - Precalculus I (3 Credits)
- MAT 161 - Precalculus II (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

Computed 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. 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 Computed 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 Computed Tomography Certificate Program will be able to:

1. Provide appropriate patient care in the course of CT with respect to diverse cultures, values, and beliefs.
2. Competently perform routine imaging procedures.
3. Utilize appropriate protection and standard precautions.
4. Critique images to assure highest quality.
5. Communicate effectively with staff and patients.
6. Be able to solve age-specific, disease-specific, and non-routine imaging situations.
7. Make critical decisions appropriate for the medical imager.
8. Perform as an effective team member.
9. Practice within the ethical framework of the profession.

10. Meet the imaging needs of the community.

Admission Requirements: Admission to HCC does not guarantee admission to the Computed Tomography Program. The requirements below must be completed and submitted to the Office of Admissions and Enrollment Management. This program is open to currently ARRT certified radiographers and students enrolled in the sophomore year of a JRCERT accredited program.

- Hagerstown Community College application
- Computed Tomography program application
- Official college transcripts from all colleges attended
- 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 Computed Tomography students must:

1. Maintain a minimum grade of "C" or better in all program requirement area courses. The Health Sciences Division "C" represents a grade of at least a 75%.
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 220C must be within 12 months of completing RAD 218.
6. Students who receive a final mark of unsatisfactory in the clinical laboratory or clinical experience despite a passing theory grade, will not be permitted to progress in the Computed Tomography program and will receive a final grade of "F" for the course and are not eligible for readmission.
7. Students who do not meet program, course, technical, health and radiation standards that result in termination from the Computed Tomography program by the College, are not eligible for readmission. This includes students who cannot meet safety standards and students who violate the college's Honor Code and Standards of Conduct; the radiography program's Standards of Conduct; and the American Registry of Radiologic Technologists Standards of Ethics.

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

- 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 Computed Tomography Imaging Fact Sheet.

Program Requirements (16 Credits)

**A minimum grade of "C" or better is required for all program requirement area courses. The Health Sciences Division "C" represents a grade of at least a 75%.*

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

Certificate Requirement (16 Credits)

Additional Program Requirements

Criminal Background Checks

All students who are offered admission to the CT program will be required to submit to fingerprinting and a complete criminal background check. A separate criminal background check may also be required by a clinical site prior to beginning a clinical experience. Criminal background check results are disclosed to clinical facilities as required. If a student is denied access by a clinical site because of the background check, and as a result, cannot meet program requirements, the student will be recommended for dismissal from the CT program.

Individuals applying to take the American Registry of Radiologic Technology (ARRT) certification exam may need to complete a Pre-Application Review to determine ethics eligibility. Hagerstown Community College has no influence or control over the ARRT's judgment in these matters. State agencies governing the practice of radiographers may deny an individual licensure, even if the individual has completed all course work and graduated from the program.

Drug Screen

All students who are offered admission to the CT program will be required to submit to a drug screen. Drug screen results are disclosed to clinical facilities as required. A random drug screen may also be requested at any time during the CT program if a faculty member or a clinical facility representative has reasonable cause to suspect that a student is impaired and poses a safety concern to patients or others. If a student is denied access by a clinical site because of drug screen results, and as such, cannot meet program requirements, the student will be recommended for dismissal from the CT program.

Clinical Site Placement

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

Readmission to the Computed Tomography Program

Students seeking readmission to the Computed Tomography program must submit their request in writing to the Program Coordinator, Computed Tomography by October 1, for spring and summer readmission, and by March 1, for fall readmission. Readmission to the Computed Tomography program must take place within one year of leaving the program. Readmission cannot be assured and is based on the criteria described in the readmission requirements available in the Computed Tomography Program Student Handbook. The curriculum under which a student seeks readmission may be different from the one under which the student left. Students who are accepted for readmission must complete the degree requirements in place at the time of readmission. Students who fail or withdraw from a Computed Tomography course after readmission are not eligible to be readmitted a second time.

Transfer from Other Colleges

Students who wish to transfer into the HCC Computed Tomography program may do so during the fall, spring, and summer semester providing there are unfilled seats in the class and meet all admission requirements.

Students transferring to HCC from other colleges who seek admission as a first time student into the Computed Tomography program must be enrolled as an HCC student. In order to be considered for admission, students must meet the same requirements as other first time students and will be selected according to the same criteria. Official transcripts from other colleges attended

must be received by the application deadline. A transfer evaluation will be done on all transcripts by the Office of Admissions and 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 Computed Tomography program. An appeal to the Coordinator's decision must be made to the Director, Health Sciences Division. The Director's decision is considered final.

Transfer from Other Computed Tomography Programs

Students transferring to HCC who have been enrolled in another Computed Tomography program must be enrolled as an HCC student and submit transcripts from other colleges attended by the established deadline dates. A transfer evaluation will be done on all transcripts by the Office of Admissions and 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 Computed Tomography program must take place within one year of leaving the prior Computed Tomography program. In addition to the transfer evaluation, the student's transcript will be forwarded to the designated program faculty and the Coordinator, Medical Imaging Programs for an additional evaluation. An interview with the designated program faculty and a reference check from the student's previous Computed Tomography program is required. A decision is then made by the designated program faculty and the Coordinator as to whether the student will be admitted to the Computed Tomography program. An appeal to the Coordinator's decision must be made to the Director, Health Sciences Division. The Director's decision is considered final.

All students must take RAD 218 at HCC prior to enrolling in RAD 220C.

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

Cyber and Network Security, Certificate

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)
  OR
  CYB 101 - Introduction to Cybersecurity (3 Credits)
- CYB 210 - Ethics in the Information Age (3 Credits)
- CYB 224 - Ethical Hacking Fundamentals (3 Credits)
- CYB 225 - Tactical Perimeter Defense (3 Credits)
- CYB 246 - Introduction to Cloud Computing (3 Credits)
- IST 154 - Networking Basics (3 Credits)
- IST 160 - Introduction to Security Fundamentals (3 Credits)

Certificate Requirement (21 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**
Gen Ed	English **(ENG 112 is preferred)*	3	Gen Ed	Arts/Humanities	3
Gen Ed	Mathematics; 3-4 credits	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; 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 224	Ethical Hacking Fundamentals	3
Elective	Choose in consultation with an advisor	1	CYB 246	Introduction to Cloud Computing	3
TOTAL		**15**	**TOTAL**		**15**

General Education Requirements (18-20 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

- 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 one course from the English category.*

- Select one course from the approved General Education course list in the English category (3 Credits)
  **(ENG 112 is preferred)*

Mathematics

- Select one course from the approved General Education course list in the Mathematics category (3-4 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 224 - Ethical Hacking Fundamentals (3 Credits)
- CYB 225 - Tactical Perimeter Defense (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 (0-1 Credit)

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

- IST 269 - Internship I (1-3 Credits)
- STU 106 - Professionalism in the Workplace (1 Credit)

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 and ENG 101P are approved substitutions for ENG 101)*	3	Gen Ed	English	3
Gen Ed	Mathematics; 3-4 credits	3	Gen Ed	Diversity	3
Gen Ed	Behavioral/Social Science	3	Gen Ed	Arts/Humanities	3
CSC 130	Fundamentals of Programming Design	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)*	4	Gen Ed	Biological/Physical Science; 3-4 credits *(of your two Science requirements, one must have a lab)*	3
CSC 132	Computer Science I	4	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
Elective	Choose in consultation with an advisor	1	Gen Ed	Arts/Humanities	3
TOTAL		**15**	**TOTAL**		**15**

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 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, ENG-101E, and ENG-101P*

- ENG 101 - English Composition (3 Credits)
  **(ENG 101E - English Composition for English Language Learners and ENG 101P - English Composition for College Success are approved substitutions 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 (25 Credits)

- CSC 130 - Fundamentals of Programming Design (3 Credits)
- CSC 132 - Computer Science I (4 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 (2-3 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 - Computer Science II (4 Credits)
- CYB 224 - Ethical Hacking Fundamentals (3 Credits)
- CYB 246 - Introduction to Cloud Computing (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 (0-1 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.

- View the Dance 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 and ENG 101P are approved substitutions for ENG 101)*	3	DNC 114	Ballet I	3
MAT 115 or MAT 116 or MAT 160	Quantitative Reasoning or Statistical Reasoning or Precalculus I	3	ENG 102	Advanced English Composition	3
Gen Ed	Arts/Humanities **(DNC 101 is preferred)*	3	Gen Ed	Biological/Physical Science; 3-4 credits **(of the two science requirements, one must have a lab)*	3
DNC 130	Improvisation and Choreography	3	DNC 111 or DNC 211	Jazz Dance I or Jazz Dance II	3
DNC 118	Modern Dance I	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**
DNC 201	Dance History	3	PSY 101	General Psychology	3
Gen Ed	Biological/Physical Science **(of the two science requirements, one must have a lab)*	4	Gen Ed	Behavioral/Social Science	3
DNC 218	Modern Dance II	3	DNC 214	Ballet II	3
DNC 215	Dance Company I	1	DNC 240	HCC Dance Company Capstone Project	1
DNC 210	Concepts in Human Movement	3	Gen Ed	Diversity	3
			Elective	Choose in consultation with an advisor	3
TOTAL		**14**	**TOTAL**		**16**

General Education Requirements (31-32 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) **(DNC 101 is preferred)*

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 (7-8 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, ENG-101E, and ENG-101P*

- ENG 101 - English Composition (3 Credits)
  **(ENG 101E - English Composition for English Language Learners and ENG 101P - English Composition for College Success are approved substitutions for ENG 101)*
- ENG 102 - Advanced English Composition (3 Credits)

Mathematics

- MAT 115 - Quantitative Reasoning (3 Credits)
  OR
  MAT 116 - Statistical Reasoning (3 Credits)
  OR
  MAT 160 - Precalculus I (3 Credits)

Program Requirements (23 Credits)

- DNC 111 - Jazz Dance I (3 Credits)
  OR
  DNC 211 - Jazz Dance II (3 Credits)
- DNC 114 - Ballet I (3 Credits)
- DNC 118 - Modern Dance I (3 Credits)
- DNC 130 - Improvisation and Choreography (3 Credits)
- DNC 210 - Concepts in Human Movement (3 Credits)
- DNC 214 - Ballet II (3 Credits)
- DNC 215 - HCC Dance Company I (1 Credit)
- DNC 218 - Modern Dance II (3 Credits)
- DNC 240 - HCC Dance Company Capstone Project (1 Credit)

Restricted Electives (3 Credits)

Select Restricted Elective credits from the following list:

- DNC 103 - Hip Hop I (3 Credits)
- DNC 203 - Hip Hop II (3 Credits)
- THR 112 - Costume Design (3 Credits)
- THR 115 - Introduction to Theater Makeup (3 Credits)
- THR 207 - Stage Craft (3 Credits)

Free Electives (2-3 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:

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.

Program Student Learning Outcomes: Graduates of the Dental Assisting Certificate Program will be able to:

1. Perform entry-level skill and competence in assigned chairside dental assistant duties and responsibilities (including allowable functions as defined by the Maryland State Board of Dentistry).
2. Demonstrate appropriate cultural, legal, ethical, and professional respect during patient care, including adherence to HIPAA standards.
3. Perform radiographic techniques in a variety of dental environments.
4. Apply OSHA Infection Control and Hazard Communication standards during all aspects of dental care and practice.
5. Utilize computer technology associated with the profession of dentistry including but not limited to digital radiography, intraoral cameras, and dental-specific software for the operation of a dental practice.
6. Exhibit legal and ethical behavior which adheres to professional conduct standards for dentistry.
7. Articulate dental language appropriate in business, clinical, and education situations.
8. Delineate and describe the various dental practice specialties and explain a dental assistant's scope of practice in each specialty.
9. Recognize the importance of continued professional development to demonstrate professional competence and growth.

Admission Requirements:

- A High School Diploma or GED

- As a cohort program, students will be admitted to the dental assisting program each summer on a first-come basis. 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.
- Students must have completed RDG 095 or be eligible for college level English and must have completed MAT 090, MAT 095, or be eligible for college level Math.

Program Requirements: All dental assisting students must:

1. Maintain a minimum grade of "C" or better in all program requirement area courses. The Health Sciences Division "C" represents a grade of at least a 75%.
2. Meet program competency requirements for both the dental laboratory and externship experiences
3. 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.
4. 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.
5. 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.

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	COM 103 OR COM 108	Public Speaking OR Introduction to Human Communication	3
DEN 101	Dental Assisting I	4	DEN 110	Dental Assisting II	5
DEN 104	Dental Radiology	3	DEN 115	Dental Office Management	2
DEN 107	Dental Materials	3	DEN 120	Dental Specialties	3
DEN 108	Head, Neck, and Oral Anatomy	4	DEN 130	Dental Assisting Externship I	3
TOTAL		**18**	**TOTAL**		**16**

First Year Summer		
Course Number	**Course Name**	**Credits**

DEN 230	Dental Assisting Externship II	4
TOTAL		**4**

Program Requirements (38 Credits)

**A minimum grade of "C" or better is required for all program requirement area courses. The Health Sciences Division "C" represents a grade of at least a 75%.*

- 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 108 - Head, Neck, and Oral Anatomy (4 Credits)
- DEN 110 - Dental Assisting II (5 Credits)
- DEN 115 - Dental Office Management (2 Credits)
- DEN 120 - Dental Specialties (3 Credits)
- DEN 130 - Dental Assisting Externship I (3 Credits)
- DEN 230 - Dental Assisting Externship II (4 Credits)

Certificate Requirement (38 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 may 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 for Healthcare Providers.

Criminal Background Checks

All students who enrolled in the Dental Assistant program will be required to submit to fingerprinting and a 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) and a social security number is required for a background check. Prior criminal records may prohibit students from clinical program placement, becoming licensed, or employment opportunities. Students with a misdemeanor and/or felony should contact the local state licensing board prior to submitting an application. Students will be permitted to take their boards without a social security number, however they must have a valid social security number for licensure.

Vaccine Requirements

Several immunizations are required as part of your health documentation, including: HEP B 3 vaccine series **AND** Positive immunity titer, Tetanus (Tdap) within last 10 years, Varicella 2 vaccine series **AND** positive immunity titer, MMR 2 vaccine series **AND** positive immunity titer, and the Flu vaccine (fall and spring). Since many individuals fail to maintain immunity over time, you may be required to repeat vaccination series/ receive a booster in order to demonstrate positive immunity. Positive immunity titers are required to proceed with Clinical or Externship rotations in all Health Sciences Programs. It is the student's responsibility to verify immunity prior to the start of the program and take the necessary steps to ensure positive immunity by the health documentation deadline provided to each cohort.

Externship Site Placement

Students enrolled in the dental assisting program will be assigned to dental practices within 60 miles of the tristate region. Student placement in dental sites is determined at a designated semester. Students are expected to provide their own transportation to dental sites and abide by the policies and protocols of each facility. 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 Outcomes:

1. Develop the basis of ethical and professional behavior and service
2. Demonstrate the foundational knowledge and skills needed to qualify for licensure and for entry into the dental hygiene profession
3. Effectively utilize evidence-based problem-solving techniques and critical thinking skills
4. Demonstrate the ability to provide optimal preventive care to individuals from all socioeconomic and cultural backgrounds
5. Promote disease prevention and oral health wellness to the community-at-large

Program Student Learning Outcomes: Graduates of the Associate of Applied Degree in Dental Hygiene will be competent to:

1. Apply professional values and ethics in all endeavors.
2. Demonstrate interpersonal skills to effectively communicate and collaborate with professionals and patients across socioeconomic and cultural backgrounds.
3. Comply with local, state, and federal regulations concerning infection control protocols for blood-borne and respiratory pathogens, other infectious diseases, and hazardous materials.
4. Establish and enforce mechanisms to ensure the management of emergencies.
5. Demonstrate critical and analytical reasoning to identify and develop comprehensive oral health care solutions and protocol.

6. Integrate accepted scientific theories and research into educational, preventive, and therapeutic oral health services.
7. Promote the values of the dental profession through service-based activities.
8. Promote an ethical and equitable patient care and practice environment by demonstrating inclusion of diverse beliefs and values.
9. Engage in research, education, industry involvement, technological and professional developments and/or advanced degrees.
10. Facilitate referral to and consultations with relevant health care providers and other professionals to promote equitable and optimal patient care.
11. Solicit and provide constructive feedback to promote professional growth of self.
12. Apply the knowledge of the following sciences during the dental hygiene process of care:
    a. Microbiology
    b. Human anatomy and physiology
    c. Human cellular biology
    d. Chemistry
    e. Biochemistry
    f. Immunology and pathology
    g. Nutrition
    h. Pharmacokinetics

13. Identify predisposing, etiologic, environmental, and social risk factors for person-centered care.
14. Integrate observational and diagnostic data as part of the dental hygiene diagnosis.
15. Use all aspects of the dental hygiene diagnosis in combination with the person's values, beliefs, and preferences to develop a dental hygiene care plan through shared decision-making.
16. Integrate educational, preventive, and therapeutic services to provide comprehensive person-centered care.
17. Modify dental hygiene care plans as necessary to meet goals of patient and clinician.
18. Accurately document assessment findings and data, dental hygiene diagnosis and care plan, implementation, outcome evaluation, and any communication between professionals and patient and anyone else in the circle of care.

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 from all colleges attended even if the courses taken are not directly applicable to the Dental Hygiene program. 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). All transcripts must be complete and show grades or outcomes for each class taken or the status of in-progress for classes that are in-progress at the application deadline.
- Completed *Dental Hygiene Observation Verification Form* (8 hours of observation). Observation forms older than three years will not be accepted.
- The following courses must be completed or in progress by the April 1st deadline: ENG 101 - English Composition (ENG 101E and ENG 101P are *approved substitutions for ENG 101)*, BIO 116 - Human Anatomy and Physiology for Allied Health OR BIO 203 - Human Anatomy and Physiology I must be completed (BIO 204 - Human Anatomy and Physiology II and BIO 205 - Microbiology must be in progress or completed), CHM 101 - Introductory College Chemistry or higher, and a Mathematics course selected from the approved General Education course list (MAT 116 - Statistical Reasoning preferred), and PSY 101 - General Psychology. Recommended courses completed prior to the supplemental application deadline are an Arts/Humanities course selected from the approved General Education course list AND COM 103 - Public Speaking or COM 108 - Introduction to Human Communication.

- In addition to the minimum grade requirement for English Composition set forth by COMAR, HCC requires Dental Hygiene students to complete all General Education requirements with a minimum grade of "C" or higher. If a student has a grade below a C, they are not eligible to be scored until that grade is replace with a grade of "C" or higher.
- 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.
- Completion of all required science courses within five years of the application deadline.
- 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. To become licensed as a Dental Hygienist, each student must have a valid Social Security number.

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. Maintain a minimum grade of "C" or better in all non-clinical Dental Hygiene (DHY) courses. The Health Sciences Division "C" represents a grade of at least a 75%.
2. For clinical Dental Hygiene (DHY) courses a minimum grade of 75% is required for DHY 102C, a minimum grade of 80% is required for DHY 111C and DHY 202C, and a minimum grade of 85% for DHY 221C.
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 and ENG 101P are approved substitutions for ENG 101)*	3	Gen Ed	Arts/Humanities	3
Gen Ed	Mathematics; 3-4 credits **(MAT 116 is preferred)*	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	Genera l Psychology	3

CHM 101 or higher	Introduction to College Chemistry (or higher)	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 102C	Dental Hygiene Clinical I	2	DHY 111C	Dental Hygiene Clinical II	2
DHY 104	Dental Radiology	3	DHY 112	Dental Materials and Procedures	3
DHY 108	Head, Neck, and Oral Anatomy	4	DHY 113	General and Oral Pathology	2
			DHY 116	Dental Pharmacology	2
			DHY 117	Introduction to Periodontics	2
TOTAL		**11**	**TOTAL**		**13**
Third Year Fall			**Third Year Spring**		
DHY 201	Dental Hygiene Theory III	2	DHY 210	Community Dental Health	2
DHY 202C	Dental Hygiene Clinical III	3	DHY 211	Dental Hygiene Ethics and Jurisprudence	1
DHY 203	Periodontics and Advanced Procedures	2	DHY 220	Dental Hygiene Theory IV	2
DHY 204	Pain Management in Dental Hygiene	2	DHY 221C	Dental Hygiene Clinical IV	3
DHY 205	Nutrition and Biochemistry in Dentistry	2			
TOTAL		**11**	**TOTAL**		**8**

General Education Requirements (20-25 Credits)

**A minimum grade of "C" or better is required for all General Education Requirement courses.*

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)
- CHM 101 - Introductory College Chemistry (4 Credits) or higher

English

- ENG 101 - English Composition (3 Credits)
  **(ENG 101E - English Composition for English Language Learners and ENG 101P - English Composition for College Success are approved substitution for ENG 101)*

Mathematics

- Select one course from the approved General Education course list in the Mathematics category (3-4 Credits)
  **(MAT 116 is preferred)*

Program Requirements (50 Credits)

**A minimum grade of "C" or better is required for* all non-clinical Dental Hygiene (DHY) courses*. The Health Sciences Division "C" represents a grade of at least a 75%.* For clinical Dental Hygiene (DHY) courses a minimum grade of 75% is required for DHY 102C, a minimum grade of 80% is required for DHY 111C and DHY 202C, and a minimum grade of 85% for DHY 221C.

- BIO 205 - Microbiology (4 Credits)
- COM 103 - Public Speaking (3 Credits)
  OR
  COM 108 - Introduction to Human Communication (3 Credits)
- DHY 101 - Dental Hygiene Theory I (2 Credits)
- DHY 102C - 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 111C - Dental Hygiene Clinical II (2 Credits)
- DHY 112 - Dental Materials and Procedures (3 Credits)
- DHY 113 - General and Oral Pathology (2 Credits)
- DHY 116 - Dental Pharmacology (2 Credits)

- DHY 117 - Introduction to Periodontics (2 Credits)
- DHY 201 - Dental Hygiene Theory III (2 Credits)
- DHY 202C - Dental Hygiene Clinical III (3 Credits)
- DHY 203 - Periodontics and Advanced Procedures (2 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 221C - Dental Hygiene Clinical IV (3 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 the Dental Hygiene Program 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. Student attend the mandatory orientation session held on the second Friday in June
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 for Healthcare Providers.

Criminal Background Checks

All students who are offered admission to the Dental Hygiene program will be required to submit to fingerprinting and a 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) and a social security number is required for a background check. Prior criminal records may prohibit students from clinical program placement, becoming licensed, or employment opportunities. Students with a misdemeanor and/or felony should contact the local state licensing board prior to submitting an application. 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.

Vaccine Requirements

Several immunizations are required as part of your health documentation, including: HEP B 3 vaccine series **AND** Positive immunity titer, Tetanus (Tdap) within last 10 years, Varicella 2 vaccine series **AND** positive immunity titer, MMR 2 vaccine series **AND** positive immunity titer, and the Flu vaccine (fall and spring). Since many individuals fail to maintain immunity over time, you may be required to repeat vaccination series/ receive a booster in order to demonstrate positive immunity. Positive immunity titers are required to proceed with Clinical or Externship rotations in all Health Sciences Programs. It is the student's responsibility to verify immunity prior to the start of the program and take the necessary steps to ensure positive immunity by the health documentation deadline provided to each cohort.

Infectious and Bloodborne Diseases

The Hagerstown Community College Dental Hygiene Program complies with institutional, local, state, and federal regulations on bloodborne pathogen diseases, ionizing radiation, and hazardous materials. Students in the Program follow CDC, OSHA, and other guidelines to protect themselves and their patients from occupational exposure to these hazards. In addition, the Program has policies and procedures related to individuals who have bloodborne infectious disease(s).

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. Should a student be unsuccessful in two or more dental hygiene courses, the student is not eligible for readmission at Hagerstown Community College. 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 the Dental Hygiene program* form by the established deadline date. 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 and a completed Transcript Evaluation Request must be submitted. This is required even if the courses do not directly apply to the Dental Hygiene program. All transcripts must be complete and show grades or outcomes for each class completed or the status of in-progress for classes that are in-progress at the application deadline. HCC calculates cumulative GPA from all college coursework as part of the scoring process for entry into this program. Required 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 the Dental Hygiene 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, and the student is in good standing at the previous institution. Students whom fall or are unsuccessful at another institution are not eligible for transfer/advanced standing at Hagerstown Community College. 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.

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 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 and ENG 101P - English Composition for College Success are approved substitutions 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 preferred)*
- 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.

- View the Early Childhood Education Fact Sheet.

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/Early Childhood Special 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.

Program Requirements:

1. Maintain a minimum grade of "C" or better in all program requirement courses
2. Obtain a minimum 2.75 GPA
3. Submit a professional portfolio that meets the standards of the Education faculty
4. 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

- 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 and ENG 101P are approved substitution for ENG 101)*	3	EDU 211	Introduction to Special Education	3
MAT 107	Fundamental Concepts of Mathematics I	3	MAT 108	Fundamental Concepts of Mathematics II	3
PSY 101	General Psychology	3	PHS 104	General Physical Science	4
BIO 106	Unity and Diversity of Living Things	4	HIS 201 or HIS 202	United States History to 1877 or United States History since 1865	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 160	Precalculus I	3	PHS 111	Earth Science	4
PSY 203	Educational Psychology	3	MAT 116	Statistical Reasoning	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 to 1877 (3 Credits)
  OR
  HIS 202 - United States History since 1865 (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, ENG-101E, and ENG-101P*

- ENG 101 - English Composition (3 Credits)
  **(ENG 101E - English Composition for English Language Learners and ENG 101P - English Composition for College Success are approved substitutions for ENG 101)*

Mathematics

- MAT 116 - Statistical Reasoning (3 Credits)
- MAT 160 - Precalculus I (3 Credits)

Program Requirements (31 Credits)

**A minimum grade of "C" or better is required for all program requirement courses*

- 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/Early Childhood Special 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 and ENG 101P are approved substitutions for ENG 101)*	3	ENG 102	Advanced English Composition	3
MAT 116 OR MAT 160	Statistical Reasoning OR Precalculus I	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 (21-22 Credits)

Arts/Humanities

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

Behavioral/Social Sciences

- PSY 101 - General Psychology (3 Credits)

Biological/Physical Science

- 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, ENG-101E, and ENG-101P*

- ENG 101 - English Composition (3 Credits)
  **(ENG 101E - English Composition for English Language Learners and ENG 101P - English Composition for College Success are approved substitutions for ENG 101)*
- ENG 102 - Advanced English Composition (3 Credits)

Mathematics

- MAT 116 - Statistical Reasoning (3 Credits)
  OR
  MAT 160 - Precalculus I (3 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 (2-3 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) * *(EDU 269 is strongly preferred 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 and ENG 101P are approved substitutions for ENG 101)*	3	Gen Ed	English	3
MAT 160	Precalculus I	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; 3-4 credits **(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
MAT 107 or MAT 108 or MAT 116	Fundamental Concepts of Mathematics I or Fundamental Concepts of Mathematics II or Statistical Reasoning	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 (31-32 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, ENG-101E, and ENG-101P*

- ENG 101 - English Composition (3 Credits)
  **(ENG 101E - English Composition for English Language Learners (3 Credits) and ENG 101P - English Composition for College Success are approved substitutions for ENG 101)*
- Select another course from the approved General Education course list in the English category (3 Credits)

Mathematics

- MAT 160 - Precalculus I (3 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)
- MAT 107 - Fundamental Concepts of Mathematics I (3 Credits)
  OR
  MAT 108 - Fundamental Concepts of Mathematics II (3 Credits)

OR
MAT 116 - Statistical Reasoning (3 Credits)

Free Electives (16-17 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/Special Education 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

Program Requirements:

1. Maintain a minimum grade of "C" or better in all program requirement courses
2. Obtain a minimum 2.75 GPA
3. Submit a professional portfolio that meets the standards of the Education faculty
4. 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

Program Pathway

First Year Fall			**First Year Spring**		
Course Number	**Course Name**	**Credits**	**Course Number**	**Course Name**	**Credits**
ENG 101	English Composition **(ENG 101E and ENG 101P are approved substitutions for ENG 101)*	3	COM 108	Introduction to Human Communication	3
MAT 107	Fundamental Concepts of Mathematics I	3	MAT 108	Fundamental Concepts of Mathematics II	3
BIO 106	Unity and Diversity of Living Things	4	PHS 104	General Physical Science	4

PSY 101	General Psychology	3	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 to 1877 or United States History since 1865	3	GEO 105	World Regional Geography	3
HUM 201	The Arts: A Creative Synthesis	3	MAT 116	Statistical Reasoning	3
MAT 160	Precalculus I	3	PHS 111	Earth Science	4
PSY 203	Educational Psychology	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 to 1877 (3 Credits)
  OR
  HIS 202 - United States History since 1865 (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, ENG-101E, and ENG-101P*

- ENG 101 - English Composition (3 Credits)
  **(ENG 101E - English Composition for English Language Learners and ENG 101P - English Composition for College Success are approved substitutions for ENG 101*

Mathematics

- MAT 116 - Statistical Reasoning (3 Credits)
- MAT 160 - Precalculus I (3 Credits)

Program Requirements (31 Credits)

**A minimum grade of "C" or better is required for all program requirement courses*

- COM 108 - Introduction to Human Communication (3 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)
- 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)
- PSY 204 - Developmental Psychology: Lifespan Human Development (3 Credits)

Degree Requirement (60 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/Special 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.*

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.

Program Requirements:

- Maintain a minimum grade of "C" or better in all program requirement courses
- Obtain a minimum 2.75 GPA
- Submit a professional portfolio that meets the standards of the Education faculty
- Earn a passing score on a basic skills test of high school level reading, writing, and math (PRAXIS I, SAT, ACT, or GRE), or a 3.0 GPA

Program Pathway

First Year Fall				**First Year Spring**		
Course Number	**Course Name**	**Credits**		**Course Number**	**Course Name**	**Credits**
ENG 101	English Composition **(ENG 101E and ENG 101P are approved substitutions for ENG 101)*	3		ENG 102	Advanced English Composition	3
Gen Ed	Mathematics; 3-4 credits	3		Gen Ed	Biological/Physical Science; 3-4 credits **(of your two Science requirements, one must have a lab)*	3
Gen Ed	Diversity	3		COM 108	Introduction to Human Communication	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	Electives	Choose in consultation with an advisor	2
ENG 214	Applied English Grammar	3	EDU 240	Education Capstone Field Experience	3
TOTAL		**15**	**TOTAL**		**15**

General Education Requirements (31-33 Credits)

Arts/Humanities

- ENG 205 - American Literature I (3 Credits)
  OR
  ENG 206 - American Literature II (3 Credits)
- Select another course from the approved General Education course list in the Arts/Humanities category (3 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, ENG-101E, and ENG-101P*

- ENG 101 - English Composition (3 Credits)

(ENG 101E - English Composition for English Language Learners and ENG 101P - English Composition for College Success are approved substitutions 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 (24 Credits)

**A minimum grade of "C" or better is required for all program requirement courses*

- COM 108 - Introduction to Human Communication (3 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 214 - Applied English Grammar (3 Credits)
- PSY 203 - Educational Psychology (3 Credits)

Free Electives (3-5 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)
- ENG 104 - Children's Literature (3 Credits)
- ENG 112 - Technical Writing (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 and ENG 101P are approved substitutions for ENG 101)*	3		Elective	Select in consultation with an Advisor	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	Arts/Humanities	3
CHM 103	General Chemistry I	4		PHY 203	Principles of Physics I	4
TOTAL		**17**		**TOTAL**		**17**
Second Year Fall				**Second Year Spring**		
Course Number	**Course Name**	**Credits**		**Course Number**	**Course Name**	**Credits**
Elective	Select in consultation with an Advisor	3		EGR 206	Thermodynamics	3
PHY 204	Principles of Physics II	4		MAT 205	Calculus III	4
MAT 206	Differential Equations	4		Gen Ed	Behavioral/Social Science	3
Gen Ed	Diversity	3		Elective	Select in consultation with an Advisor	3
Gen Ed	Arts/Humanities	3				
TOTAL		**17**		**TOTAL**		**13**

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 and ENG 101P are approved substitutions 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	PHY 203	Principles of Physics I	4
CHM 103	General Chemistry I	4	Elective	Select in consultation with an Advisor	3
TOTAL		**17**	**TOTAL**		**17**
Second Year Fall			**Second Year Spring**		
Course Number	**Course Name**	**Credits**	**Course Number**	**Course Name**	**Credits**
EGR 210	Digital Logic Design	4	Elective	Select in consultation with an Advisor	4
PHY 204	Principles of Physics II	4	MAT 205	Calculus III	4
Gen Ed	Behavioral/Social Science	3	EGR 208	Systems and Circuits	4
MAT 206	Differential Equations	4	Gen Ed	Arts/Humanities	3
TOTAL		**15**	**TOTAL**		**15**

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 and ENG 101P are approved substitutions 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	Arts/Humanities	3

EGR 103	Introduction to Engineering Science	3	PHY 203	Principles of Physics I	4
CHM 103	General Chemistry I	4	Elective	Select in consultation with an Advisor	3
TOTAL		**17**	**TOTAL**		**17**
Second Year Fall			**Second Year Spring**		
Course Number	**Course Name**	**Credits**	**Course Number**	**Course Name**	**Credits**
MAT 206	Differential Equations	4	MAT 205	Calculus III	4
PHY 204	Principles of Physics II	4	Gen Ed	Behavioral/ Social Science	3
EGR 203	Mechanics of Materials	3	Gen Ed	Diversity	3
Gen Ed	Arts/Humanities	3	EGR 204	Dynamics	3
			Elective	Select in consultation with an Advisor	3
TOTAL		**14**	**TOTAL**		**16**

General Education Requirements (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

- CHM 103 - General Chemistry I (4 Credits)
- PHY 203 - Principles of 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-101, ENG-101E, and ENG-101P*

- ENG 101 - English Composition (3 Credits)
  **(ENG 101E - English Composition for English Language Learners and ENG 101P - English Composition for College Success are approved substitutions for ENG 101)*

Mathematics

- MAT 203 - Calculus I (4 Credits)

Program Requirements

Select a Program Track:

Track A: Chemical/Environmental Engineering (25 Credits)

- EGR 103 - Introduction to Engineering Science (3 Credits)
- EGR 108 - Statics (3 Credits)
- EGR 206 - Thermodynamics (3 Credits)
- MAT 204 - Calculus II (4 Credits)
- MAT 205 - Calculus III (4 Credits)
- MAT 206 - Differential Equations (4 Credits)
- PHY 204 - Principles of Physics II (4 Credits)

Track B: Electrical/Computer Engineering (27 Credits)

- EGR 103 - Introduction to Engineering Science (3 Credits)
- EGR 208 - Systems and Circuits (4 Credits)
- EGR 210 - Digital Logic Design (4 Credits)
- MAT 204 - Calculus II (4 Credits)
- MAT 205 - Calculus III (4 Credits)
- MAT 206 - Differential Equations (4 Credits)
- PHY 204 - Principles of Physics II (4 Credits)

Track C: Mechanical/Aerospace and Civil Engineering (28 Credits)

- EGR 103 - Introduction to Engineering Science (3 Credits)
- EGR 108 - Statics (3 Credits)
- EGR 203 - Mechanics of Materials (3 Credits)
- EGR 204 - Dynamics (3 Credits)
- MAT 204 - Calculus II (4 Credits)
- MAT 205 - Calculus III (4 Credits)

- MAT 206 - Differential Equations (4 Credits)
- PHY 204 - Principles of Physics II (4 Credits)

Free Electives (6-9 Credits)

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

- Select any Biology laboratory (BIO) course (1-4 Credits)
- CHM 101 - Introductory College Chemistry (4 Credits)
- CHM 104 - General Chemistry II (4 Credits)
- CHM 203 - Organic Chemistry I (4 Credits)
- CHM 204 - Organic Chemistry II (4 Credits)
- Select any Computer Science (CSC) course (3 Credits)
- Select any Engineering Science (EGR) course (1-4 Credits)
- ENV 201 - Fundamentals of Environmental Science (4 Credits)
- MAT 160 - Precalculus I (3 Credits)
- MAT 161 - Precalculus II (4 Credits)
- PHY 205 - Principles of Physics III (4 Credits)

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 Pathway

First Year Fall			First Year Spring		
Course Number	**Course Name**	**Credits**	**Course Number**	**Course Name**	**Credits**

ENG 112	Technical Writing	3	CSC 102	Introduction to Information Technology	3
MAT 114 or MAT 161	Introduction to Applied Algebra *(3 credits)* or Precalculus II *(4 credits)*	3	COM 108	Introduction to Human Communication	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
Gen Ed	Arts/Humanities	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

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

- ENG 112 - Technical Writing (3 Credits)

Mathematics

- MAT 114 - Introduction to Applied Algebra (3 Credits)
  OR
  MAT 161 - Precalculus II (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)
- CSC 102 - Introduction to Information Technology (3 Credits)
- EGT 101 - Foundations of Engineering Technology (2 Credits)
- EGT 136 - Mechanics (3 Credits)
- EGT 231 - Strength of Materials (3 Credits)

Select a Program Track:

Track A: Architectural

- CAD 226 - CAD: Architectural (3 Credits)
- CAD 230 - BIM for Commercial Architecture (3 Credits)

Track B: Mechanical

- 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 I (1-3 Credits)
- EGT 150 - Introduction to CNC Programming (3 Credits)
- EGT 234 - Machine Design (4 Credits)
- EGT 235 - Fluid Power (3 Credits)
- EGT 250 - Advanced CNC (3 Credits)
- ELE 110 - Fundamentals of Electricity (4 Credits)
- ELE 130 - Introduction to Unmanned Systems (3 Credits)
- INT 120 - Introduction to OSHA (1 Credit)
- MAT 160 - Precalculus I (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 (12 Credits)

- CAD 152 - Computer-Aided Design (3 Credits)
- CAD 153 - Computer-Aided Drafting (3 Credits)

Select a Program Track:

Track A: Architectural

- CAD 226 - CAD: Architectural (3 Credits)
- CAD 230 - BIM for Commercial Architecture (3 Credits)

Track B: Mechanical

- CAD 228 - CAD: Solid Modeling (3 Credits)

- EGT 150 - Introduction to CNC Programming (3 Credits)

Restricted Electives (6 Credits)

Select Restricted Elective credits from the following list:

- CSC 102 - Introduction to Information Technology (3 Credits)
- ENG 112 - Technical Writing (3 Credits)
- ENT 101 - Introduction to Entrepreneurship (3 Credits)
- GDT 112 - Computer Graphics (3 Credits)
- INT 120 - Introduction to OSHA (1 Credit)
- IST 101 - Basic Keyboarding (1 Credit)
- STU 106 - Professionalism in the Workplace (1 Credit)

Certificate Requirement (18 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 or MAT 160	Introduction to Applied Algebra or Precalculus I	3	Gen Ed	English **(ENG 112 is preferred)*	3
ELE 110	Fundamentals of Electricity	4	PHS 103 or PHY 201	General Physical Science *(3 Credits)* or General Physics I *(4 Credits)* **(transfer students should take PHY 201)*	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**
ADM 102	Introduction to PLCs	3	ADM 203	PLC Applications	3
Gen Ed	Behavioral/Social Sciences	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	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

**(transfer students should take PHY 201)*

- PHS 103 - General Physical Science (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 one course from the English category.*

- Select one course from the approved General Education course list in the English category (3 Credits)
  **(ENG 112 is preferred)*

Mathematics

- MAT 114 - Introduction to Applied Algebra (3 Credits)
  OR
  MAT 160 - Precalculus I (3 Credits)

Program Requirements (36 Credits)

- ADM 102 - Introduction to PLCs (3 Credits)
- ADM 203 - PLC Applications (3 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 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)

Free Electives (5-6 Credits)

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

- ADM 140 - Introduction to Robotics (3 Credits)
- ADM 201 - Lean Manufacturing and Quality Assurance (2 Credits)
- ELE 269 - Internship I (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	English **(ENG 112 is preferred)*	3
ELE 110	Fundamentals of Electricity	4		PHS 103 or PHY 201	General Physical Science *(3 credits)* or General Physics I *(4 credits)* **(transfer students should take PHY 201)*	3
MAT 114 OR MAT 160	Introduction to Applied Algebra OR Precalculus I	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**
ADM 102	Introduction to PLCs	3	Gen Ed	Diversity	3
Gen Ed	Behavioral/Social Sciences	3	ELE 207	Advanced Electronics/Electricity	3
ELE 204	Electrical Machines	3	ELE 208	Advanced Digital Circuit Design and Analysis	3
ELE 206	Electronic Communications Systems	3	ELE 209	Printed Circuit Board Design and Assembly	2
Elective	Select in consultation with an Advisor	3	Elective	Select in consultation with an Advisor	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

**(transfer students should take PHY 201)*

- PHS 103 - General Physical Science (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 one course from the English category.*

- Select one course from the approved General Education course list in the English category (3 Credits)
  **(ENG 112 is preferred)*

Mathematics

- MAT 114 - Introduction to Applied Algebra (3 Credits)
  OR
  MAT 160 - Precalculus I (3 Credits)

Program Requirements (36 Credits)

- ADM 102 - Introduction to PLCs (3 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 (3 Credits)
- ELE 209 - Printed Circuit Board Design and Assembly (2 Credits)

Free Electives (5-6 Credits)

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

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

This certificate can be achieved as part of the work towards the Electrical Engineering Technology, A.A.S. program.

Program Requirements (22 Credits)

- ADM 102 - Introduction to PLCs (3 Credits)
- ADM 158 - Circuits, Schematics, and Test Equipment (3 Credits)
  OR
  ELE 106 - Digital Electronics (3 Credits)
- ADM 258 - Advanced Motors, Machines, and Devices (3 Credits)
  OR
  ELE 204 - Electrical Machines (3 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)

Certificate Requirement (22 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	3		COM 108	Introduction to Human Communication	3

MAT 114 or MAT 161	Introduction to Applied Algebra (*3 credits*) or Precalculus II (*4 credits*)	3	CAD 228	CAD: Solid Modeling	3
Restricted Elective	Choose from the list **(ADM 102, EGT 150, or ELE 110 are preferred)*	4	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		**15**	**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	Elective	Choose in consultation with an advisor	3
Gen Ed	Diversity	3	PHY 202	General Physics II	4
Restricted Elective	Choose from the list **(ADM 102, EGT 150, or ELE 110 are preferred)*	3			
TOTAL		**15**	**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

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

- ENG 112 - Technical Writing (3 Credits)

Mathematics

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

Program Requirements (27 Credits)

- CAD 152 - Computer-Aided Design (3 Credits)
- CAD 153 - Computer-Aided Drafting (3 Credits)
- CAD 228 - CAD: Solid Modeling (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 (6-7 Credits)

Select Restricted Elective credits from the following list:

- ADM 102 - Introduction to PLCs (3 Credits) ** (ADM 102 is preferred)*
- ADM 203 - PLC Applications (3 Credits)
- EGT 150 - Introduction to CNC Programming (3 Credits) ** (EGT 150 is preferred)*
- EGT 250 - Advanced CNC (3 Credits)
- EGT 269 - Internship I (1-3 Credits)
- ELE 110 - Fundamentals of Electricity (4 Credits) ** (ELE 110 is preferred)*
- ELE 130 - Introduction to Unmanned Systems (3 Credits)
- INT 120 - Introduction to OSHA (1 Credit)
- MAT 160 - Precalculus I (3 Credits)

Free Electives (2-4 Credits)

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

- AET 102 - Introduction to Alternative Energy (3 Credits)
- CHM 103 - General Chemistry I (4 Credits)
- CSC 102 - Introduction to Information Technology (3 Credits)
- CSC 130 - Fundamentals of Programming Design (3 Credits)
- CSC 132 - Computer Science I (4 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:

- ADM 158 - Circuits, Schematics, and Test Equipment (3 Credits)
- 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 130 - Fundamentals of Programming Design (3 Credits)
- CSC 132 - Computer Science I (4 Credits)
- CSC 134 - Introduction to JAVA Programming (4 Credits)
- CYB 101 - Introduction to Cybersecurity (3 Credits)
- ELE 102 - Analog Electronics (3 Credits)
- ELE 106 - Digital Electronics (3 Credits)
- GDT 112 - Computer Graphics (3 Credits)
- GDT 116 - Digital Imaging (3 Credits)

- GDT 220 - Digital Video and Audio (3 Credits)
- MAT 160 - Precalculus I (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.

Program Student Learning Outcomes:

1. Write analytically using appropriate literary terms, textual and critical support, and MLA documentation.
2. Demonstrate mastery of writing mechanics including grammar, punctuation, spelling and syntax.
3. Incorporate social, cultural, ethnic and historical contexts in written analysis of literary works.
4. Demonstrate critical and independent thinking in interpretation of American, British, and World literature texts.
5. Submit a portfolio that includes a reflective letter and a comprehensive body of work that demonstrates achievement of program outcomes from English 101 to completion of the program.

- 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 and ENG 101P are approved substitutions for ENG 101)*	3	ENG 102	Advanced English Composition	3
MAT 115 or MAT 116 or MAT 160	Quantitative Reasoning or Statistical Reasoning or Precalculus I	3	Gen Ed	Biological/Physical Science; 3-4 credits **(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	Capstone in English Studies	1
Restricted Elective	Choose from the list	3	ENG 205 or ENG 206	American Literature I or American Literature II	3
Elective	Choose in consultation with an advisor	4	Restricted Elective	Choose from the list	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, ENG-101E, and ENG-101P*

- ENG 101 - English Composition (3 Credits)
  **(ENG 101E - English Composition for English Language Learners and ENG 101P - English Composition for College Success are approved substitutes for ENG 101)*
- ENG 102 - Advanced English Composition (3 Credits)

Mathematics

- MAT 115 - Quantitative Reasoning (3 Credits)
  OR
  MAT 116 - Statistical Reasoning (3 Credits)
  OR
  MAT 160 - Precalculus I (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 - Capstone in English Studies (1 Credit) **(ENG 240 should be taken during the last semester of study)*

Restricted Electives (9 Credits)

Select Restricted Elective credits from the following list:

- ENG 104 - Children's Literature (3 Credits)
- ENG 112 - Technical Writing (3 Credits)
- ENG 114 - Mythology (3 Credits)
- ENG 209 - Creative Writing (3 Credits)
- ENG 210 - Advanced Creative Writing (3 Credits)
- ENG 216 - Ethnic Voices in American Literature (3 Credits)
- ENG 220 - Literature By and About Women (3 Credits)
- HUM 220 - Comics and Graphic Novels (3 Credits)

Free Electives (6-7 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.

- View the Environmental 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 and ENG 101P are approved substitutions for ENG 101)*	3		Gen Ed	Arts/Humanities	3
MAT 116 or MAT 161	Statistical Reasoning *(3 Credits)* or Precalculus II *(4 Credits)*	3		Gen Ed	Behavioral/Social Sciences **(ECO 201, ECO 202, or POL 101 are preferred)*	3
CHM 101 or CHM 103	Introductory College Chemistry or General Chemistry I	4		BIO 114	Principles of Biology II	4
BIO 113	Principles of Biology I	4		PHS 111	Earth Science	4
TOTAL		**14**		**TOTAL**		**14**
Second Year Fall				**Second Year Spring**		
Course Number	**Course Name**	**Credits**		**Course Number**	**Course Name**	**Credits**

Gen Ed	Behavioral/Social Sciences **(ECO 201, ECO 202, or POL 101 are preferred)*	3	Gen Ed	Diversity **(GEO 105 is preferred)*	3
Gen Ed	Arts/Humanities	3	ENV 204	Public Health and the Environment	3
ENV 201	Fundamentals of Environmental Science	4	Elective	Choose in consultation with an advisor **(COM 108 is preferred)*	3
ENV 203	Environmental Policy and Regulations	3	Elective	Choose in consultation with an advisor	4
Elective	Choose in consultation with an advisor	3	Elective	Choose in consultation with an advisor	3
TOTAL		**16**	**TOTAL**		**16**

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)
  **(ECO 201, ECO 202, or POL 101 are preferred)*

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)
  **(GEO 105 is preferred)*

English

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

- ENG 101 - English Composition (3 Credits)
  **(ENG 101E - English Composition for English Language Learners and ENG 101P - English Composition for College Success are approved substitutions for ENG 101)*

Mathematics

- MAT 116 - Statistical Reasoning (3 Credits)
  OR
  MAT 161 - Precalculus II (4 Credits)

Program Requirements (18 Credits)

- BIO 114 - Principles of Biology II (4 Credits)
- ENV 201 - Fundamentals of Environmental Science (4 Credits)
- ENV 203 - Environmental Policy and Regulations (3 Credits)
- ENV 204 - Public Health and the Environment (3 Credits)
- PHS 111 - Earth Science (4 Credits)

Free Electives (12-13 Credits)

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

- AET 102 - Introduction to Alternative Energy (3 Credits)
- Select any Biology (BIO) course with a laboratory (4 Credits) **(Except BIO 106)*
- Select any Biotechnology (BTC) course (3-4 Credits)
- Select any 200-level Chemistry (CHM) course (4 Credits)
- COM 108 - Introduction to Human Communication (3 Credits) **(COM 108 is preferred)*
- ECO 201 - Macroeconomic Principles (3 Credits)
- ECO 202 - Microeconomic Principles (3 Credits)
- Select any Education (EDU) course (3 Credits)
- Select any Engineering Science (EGR) course (3-4 Credits)
- ELE 130 - Introduction to Unmanned Systems (3 Credits)
- ENG 102 - Advanced English Composition (3 Credits)
- GEO 105 - World Regional Geography (3 Credits)
- MAT 116 - Statistical Reasoning (3 Credits)
- MAT 160 - Precalculus I (3 Credits)
- MAT 161 - Precalculus II (4 Credits)
- MAT 203 - Calculus I (4 Credits)
- MAT 204 - Calculus II (4 Credits)
- Select any Physical Science (PHS) course (3-4 Credits)
- Select any Physics (PHY) course (1-5 Credits)
- Select any Paralegal Studies (PLS) course (3 Credits)
- Select any Political Studies (POL) course (3 Credits)

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 101E and ENG 101P are approved substitutions for ENG 101)*	3	Gen Ed	English	3
Gen Ed	Mathematics; 3-4 credits	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 113 and BIO 116 or BIO 203 and BIO 204	Principles of Biology I and Human A&P for Allied Health or Human Anatomy & Physiology I and Human Anatomy & Physiology II	4	BIO 113 and BIO 116 or BIO 203 and BIO 204	Principles of Biology I and Human A&P for Allied Health 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	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 (32-33 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) and 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, ENG-101E, and ENG-101P*

- ENG 101 - English Composition (3 Credits)
  **(ENG 101E - English Composition for English Language Learners and ENG 101P - English Composition for College Success are approved substitutions 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 (3-4 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 (3-4 Credits)

Select Restricted Elective credits from the following list:

- BIO 110 - Human Biology (3 Credits)
- BIO 113 - Principles of Biology I (4 Credits)
- BIO 116 - Human Anatomy and Physiology for Allied Health (4 Credits)
- BIO 203 - Human Anatomy and Physiology I (4 Credits)
- BIO 204 - Human Anatomy and Physiology II (4 Credits)
- CHM 103 - General Chemistry I (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 241 - Diversity and Cultural Issues in Sport and Athletics (3 Credits)
- PED 245 - Introduction to Sport Management (3 Credits)
- PED 269 - Internship I (1-3 Credits)
- PSY 101 - General Psychology (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 and ENG 101P are approved substitutions for ENG 101)*	3	Gen Ed	English	3
Gen Ed	Mathematics; 3-4 credits	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 113 and BIO 116 or BIO 203 and BIO 204	Principles of Biology I and Human A&P for Allied Health or Human Anatomy & Physiology I and Human Anatomy & Physiology II	4	BIO 113 and BIO 116 or BIO 203 and BIO 204	Principles of Biology I and Human A&P for Allied Health 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	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 (32-33 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) and 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, ENG-101E, and ENG-101P*

- ENG 101 - English Composition (3 Credits)
  **(ENG 101E - English Composition for English Language Learners and ENG 101P - English Composition for College Success are approved substitutions 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 (3-4 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 (10-11 Credits)

Select Restricted Elective credits from the following list:

- BIO 110 - Human Biology (3 Credits)
- BIO 113 - Principles of Biology I (4 Credits)
- BIO 116 - Human Anatomy and Physiology for Allied Health (4 Credits)
- BIO 203 - Human Anatomy and Physiology I (4 Credits)
- BIO 204 - Human Anatomy and Physiology II (4 Credits)
- CHM 103 - General Chemistry I (4 Credits)
- EDU 101 - Introduction to Education (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 241 - Diversity and Cultural Issues in Sport and Athletics (3 Credits)
- PED 245 - Introduction to Sport Management (3 Credits)
- PED 269 - Internship I (1-3 Credits)
- PSY 101 - General Psychology (3 Credits)
- PSY 203 - Educational Psychology (3 Credits)
  OR
  PSY 204 - Developmental Psychology: Lifespan Human Development (3 Credits)

Degree Requirement (60 Credits)

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)

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 and ENG 101P are approved substitutions for ENG 101)*	3	ENG 102	Advanced English Composition	3
Gen Ed	Mathematics; 3-4 credits **(MAT 114, MAT 115, MAT 116, and MAT 160 are preferred)*	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; 3-4 credits **(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 (31-33 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, ENG-101E, and ENG-101P*

- ENG 101 - English Composition (3 Credits)
  **(ENG 101E - English Composition for English Language Learners and ENG 101P - English Composition for College Success are approved substitutions 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)
  **(MAT 114, MAT 115, MAT 116, and MAT 160 are preferred)*

Program Requirements (27-29 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.

- View the Graphic Design Technology Fact Sheet.

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.

Program Student Learning Outcomes:

1. Students have the necessary skills to enter a four-year graphic design program at the junior level.
2. Students have software and hardware skills to solve introductory visual design problems typically found in any visual communications program.
3. Students will have mastered the "first year foundational art skills" necessary for entry to a four-year program.

- 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**
Gen Ed	English	3		Gen Ed	English	3
Gen Ed	Mathematics; 3-4 credits	3		Gen Ed	Diversity	3
ART 101 or	Introduction to Visual Arts or	3		Gen Ed	Behavioral/Social Science	3

ART 231 or ART 232	History of Western Art I or History of Western Art II				
ART 115	Photography I	3	GDT 116	Digital Imaging	3
ART 102 or GDT 112	Two Dimensional Design or Computer Graphics	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; 3-4 credits **(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	Ceramics I 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 preferred)*	3
Elective	Choose in consultation with advisor **(WEB 101 is preferred)*	2	Elective	Choose in consultation with advisor ** (GDT 220 is preferred)*	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 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)

- ART 102 - Two-Dimensional Design (3 Credits)
  OR
  GDT 112 - Computer Graphics (3 Credits)
- ART 103 - Drawing I (3 Credits)
- ART 115 - Photography I (3 Credits)
- ART 120 - Ceramics I (3 Credits)
  OR
  ART 122 - Sculpture I (3 Credits)
- GDT 116 - Digital Imaging (3 Credits)
- GDT 142 - Computer Illustration: Adobe Illustrator (3 Credits)
  OR
- GDT 143 - Digital Layout/Prepress (3 Credits)
- GDT 146 - Graphic Design I (3 Credits)
  OR
  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 220 is preferred)*
- GDT 246 - Graphic Design II (3 Credits) **(GDT 246 is preferred)*
- GDT 269 - Internship I (1-3 Credits)
- SDE 102 - 2D Animation and Interactive Design (3 Credits)
- WEB 101 - Web Design I (3 Credits) **(WEB 101 is preferred)*
- 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.

Program Student Learning Outcomes:

1. Students will have applied software and hardware skills to solve introductory visual design problems typically found in a visual communications program.

2. Students will create a portfolio plus a digital portfolio site that demonstrates mastery of visual design and communication skills.

3. Student will be able to compose and or implement a "design brief" which explains the project, what they were trying to achieve and how they have accomplished this using the language of a graphic designer.

- 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
Gen Ed	English	3	Gen Ed	English	3
Gen Ed	Mathematics; 3-4 credits	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; 3-4 credits	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 (21-23 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 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 (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 (4-6 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.

Program Student Learning Outcomes:

1. Students will have the necessary skills and ability to use software and hardware to level necessary for success as a graphic designer.
2. Students will have the ability to apply software and hardware skills to solve visual design problems typically found in the fields to solve introductory visual design problems.
3. Student will demonstrate mastery of visual design and communication skills in a portfolio.
4. Student will be able to write a "design brief" which explains the project, what they are trying to achieve. Have the communication skills (effective written and oral) to discuss their project including: visual choices, target market, visual intentions and final output.

- 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.

- View the Graphic Design Technology Fact Sheet.

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 minimum grade of "C" or better in all program requirement area courses. The Health Sciences Division "C" represents a grade of at least a 75%.
2. Meet program competency requirements.

Fact Sheet:

- View the Health Information Management Fact Sheet.

Program Requirements (28 Credits)

**A minimum grade of "C" or better is required for all program requirement courses. The Health Sciences Division "C" represents a grade of at least a 75%.*

- 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 102 - Medical Terminology (3 Credits)
- HIM 108 - Coding I: ICD-10-CM and ICD-10-PCS (3 Credits)
- HIM 110 - Pharmacology and Pathophysiology (3 Credits)
- HIM 111 - Healthcare Delivery Systems (2 Credits)
- HIM 112 - Electronic Health Records Software Application (4 Credits)
- HIM 118 - Coding II: CPT & HCPC Coding (3 Credits)

Certificate Requirement (28 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.

*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 data and information governance throughout the data lifecycle.
2. Apply American Health Information Management Association (AHIMA) data quality management model components and characteristics to data collection.
3. Apply and understand basic principles of databases and data analytics.
4. Utilize and apply healthcare informatics to meet healthcare organizational needs.
5. Use the common features and functions of certified electronic health record applications and other source systems.
6. Analyze healthcare documentation for compliance with federal, state, institutional, and accrediting agency standards.

7. Apply knowledge of clinical classification systems (ICD-10-CM, ICD-10-PCS, CPT, and HCPCS), nomenclatures, and reimbursement methodologies.
8. Ensure compliance with local, state, and federal regulations, accrediting agencies' standards and healthcare organizations' policies and procedures related to protected health information (PHI) access, use, disclosure, privacy, security,
confidentiality, and legal and ethical issues.
9. Apply health statistics, risk management, quality and performance improvement management strategies used in healthcare.
10. Abide by and apply American Health Information Management Association (AHIMA) Code of Ethics to ethical scenarios in the healthcare setting.
11. Utilize critical thinking, decision-making, and communication skills to perform the entry-level competencies of the health information management profession to effectively lead in the organization.
12. Apply diversity management principles throughout the healthcare workplace.

Program Requirements: All Health Information Management students must:

1. Maintain a minimum grade of "C" or better in all program requirement area courses. The Health Sciences Division "C" represents a grade of at least a 75%.
2. A minimum grade of "C" or better is also required for the general education courses BIO 116, ENG 101 or approved substitution, and MAT 116
3. Meet program competency requirements and technical standards.

Fact Sheet:

- View the Health Information Management Fact Sheet.

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 108	Coding I: ICD-10-CM and ICD-10-PCS	3
CSC 102	Introduction to Information Technology	3		HIM 110	Pharmacology & Pathophysiology	3
ENG 101	English Composition I **(ENG 101E and ENG 101P are approved substitutions for ENG 101)*	3		HIM 111	Healthcare Delivery Systems	2
HIM 101	Fundamentals of Electronic Health Records	3		HIM 112	Electronic Health Records Software Application	4
HIM 102	Medical Terminology	3		HIM 201	Fundamentals of health Information Management	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 Sciences	3
MAT 116	Statistical Reasoning	3	Gen Ed	Diversity	3
HIM 118	Coding II: CPT & HCPC Coding	3	HIM 204	Healthcare Quality and Performance Improvement	3
HIM 202	Medical Reimbursement and Insurance Practices and Procedures	3	HIM 206	Advanced Coding & Record Analysis	2
HIM 203	Health Laws and Bioethics	3	HIM 240	Health Information Management Capstone	3
HIM 220	HIM Leadership and professional Practices	2	HIM 222	Health Information Management Externship	3
TOTAL		**17**	**TOTAL**		**17**

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

**A minimum grade of "C" or better is required for BIO 116*

- 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, ENG 101E, and ENG 101P*

- ENG 101 - English Composition (3 Credits)

(ENG 101E - English Composition for English Language Learners and ENG 101P - English Composition for College Success are approved substitutions for ENG 101)

Mathematics

A minimum grade of "C" or better is required for MAT 116

- MAT 116 - Statistical Reasoning (3 Credits)

Program Requirements (46 Credits)

A minimum grade of "C" or better is required for all program requirement courses. The Health Sciences Division "C" represents a grade of at least a 75%.

- CSC 102 - Introduction to Information Technology (3 Credits)
- HIM 101 - Fundamentals of Electronic Health Records (3 Credits)
- HIM 102 - Medical Terminology (3 Credits)
- HIM 108 - Coding I: ICD-10-CM and ICD-10-PCS (3 Credits)
- HIM 110 - Pharmacology and Pathophysiology (3 Credits)
- HIM 111 - Healthcare Delivery Systems (2 Credits)
- HIM 112 - Electronic Health Records Software Application (4 Credits)
- HIM 118 - Coding II: CPT & HCPC Coding (3 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 - Healthcare Quality and Performance Improvement (3 Credits)
- HIM 206 - Advanced Medical Coding and Record Analysis (2 Credits)
- HIM 220 - HIM Leadership and Professional Practices (2 Credits)
- HIM 222 - Health Information Management Externship (3 Credits)
- HIM 240 - Health Information Management Capstone (3 Credits)

Degree Requirement (65 Credits)

Additional Program Requirements

Criminal Background Checks

All students enrolled in the program are required to submit to fingerprinting and a complete a criminal background check in order to proceed through the program and prior to beginning the externship experience. A valid government-issued photo ID (driver's license, state ID, passport, military ID, or green card) and a social security number is required for the background check. Criminal background check results are disclosed to clinical facilities as required. If a student is denied access to a clinical site because of the background check, and as a result, cannot meet program requirements, the student will be recommended for dismissal from the 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.

Vaccine Requirements

Several immunizations are required as part of your health documentation, including: HEP B 3 vaccine series **AND** Positive immunity titer, Tetanus (Tdap) within last 10 years, Varicella 2 vaccine series **AND** positive immunity titer, MMR 2 vaccine series **AND** positive immunity titer, the Flu vaccine (fall and spring), and the COVID-19 vaccine. Since many individuals fail to maintain immunity over time, you may be required to repeat vaccination series/ receive a booster in order to demonstrate positive immunity. Positive immunity titers are required to proceed with Clinical or Externship rotations in all Health Sciences Programs. It is the student's responsibility to verify immunity prior to the start of the program and take the necessary steps to ensure positive immunity by the health documentation deadline provided to each cohort.

Other Requirements

An American Heart Association (AHA) Basic Life Support is required for healthcare providers (the AHA version is required for your licensure exams).

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.

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 and ENG 101P are approved substitutions for ENG 101)*	3	ENG 102	Advanced English Composition	3
Gen Ed	Mathematics; 3-4 credits	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; 3-4 credits *(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 to 1877	3	HIS 202	United States History since 1865	3
Gen Ed	Behavioral/Social Science	3	HIS 240	Historical Research Methods	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

- Any Foreign Language course (3 Credits)
  HCC offers language instruction from elementary to intermediate proficiency in French (FRN 101, FRN 102, FRN 201, FRN 202), German (GER 101, GER 102, GER 201, GER 202), Japanese (JPN 101, JPN 102, JPN 201, JPN 202), and Spanish (SPN 101, SPN 102, SPN 201, SPN 202)
- 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, ENG-101E, and ENG-101P*

- ENG 101 - English Composition (3 Credits)
  **(ENG 101E - English Composition for English Language Learners and ENG 101P - English Composition for College Success are approved substitutions 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 (15 Credits)

- HIS 101 - World History to 1500 (3 Credits)
- HIS 102 - World History Since 1500 (3 Credits)
- HIS 201 - United States History to 1877 (3 Credits)
- HIS 202 - United States History since 1865 (3 Credits)
- HIS 240 - Historical Research Methods (3 Credits)

Restricted Electives (3 Credits)

Select Restricted Elective credits from the following list:

- ANT 201 - Cultural Anthropology (3 Credits)
- Any Foreign Language course (3 Credits)
  HCC offers language instruction from elementary to intermediate proficiency in French (FRN 101, FRN 102, FRN 201, FRN 202), German (GER 101, GER 102, GER 201, GER 202), Japanese (JPN 101, JPN 102, JPN 201, JPN 202), and Spanish (SPN 101, SPN 102, SPN 201, SPN 202) **Preferably of the same language*

Free Electives (9-11 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 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.

Program Student Learning Outcomes:

1. Students will graduate prepared to transfer to a BSW program.
2. Students will be able to apply knowledge, skills, and attitudes necessary to be a professional helper.
3. Students will effectively communicate orally and in written reports.
4. Students will use critical thinking to analyze client needs and problems to find appropriate interventions.
5. Students will effectively match the needs of clients to available community resources.
6. Students will provide services in a culturally competent manner.

- 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 1.

Program Pathway

First Year Fall			First Year Spring		
Course Number	**Course Name**	**Credits**	**Course Number**	**Course Name**	**Credits**
ENG 101	English Composition **(ENG 101E and ENG 101P are approved substitutions for ENG 101)*	3	ENG 102	Advanced English Composition	3
MAT 116	Statistical Reasoning	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; 3-4 credits **(of your two Science requirements, one must have a lab)*	3	Gen Ed	Arts/Humanities	3
PSY 204	Developmental Psychology: Lifespan Human Development	3	Gen Ed	Biological/Physical Science **(of your two Science requirements, one must have a lab)*	4
HST 201	Understanding Diversity in the Helping Profession	3	Elective	Choose in consultation with advisor	2
HST 207	Social Work With Individuals	3	Elective	Choose in consultation with advisor	3
Elective	Choose in consultation with advisor	3	Elective	Choose in consultation with advisor	3
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, ENG-101E, and ENG-101P*

- ENG 101 - English Composition (3 Credits)
  **(ENG 101E - English Composition for English Language Learners and ENG 101P - English Composition for College Success are approved substitutions for ENG 101)*
- ENG 102 - Advanced English Composition (3 Credits)

Mathematics

- MAT 116 - Statistical Reasoning (3 Credits)

Program Requirements (15 Credits)

- HST 103 - Introduction to Human Services and Social Work (3 Credits)
- HST 201 - Understanding Diversity in the Helping Profession (3 Credits)
- HST 207 - Social Work with Individuals (3 Credits)
- HST 208 - Social Work with Groups (3 Credits)
- PSY 204 - Developmental Psychology: Lifespan Human Development (3 Credits)

Free Electives (13-14 Credits)

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

- ECO 201 - Macroeconomic Principles (3 Credits)
- HEA 103 - Personal Health (3 Credits)
- HIS 101 - World History to 1500 (3 Credits)
- HIS 102 - World History Since 1500 (3 Credits)
- HIS 201 - United States History to 1877 (3 Credits)
- HIS 202 - United States History since 1865 (3 Credits)
- PED 132 - Yoga (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.

Program Student Learning Outcomes:

1. Students will graduate prepared to be employable in the field.
2. Students will be able to apply knowledge, skills, and attitudes necessary to be a professional helper.
3. Students will effectively communicate orally and in written reports.
4. Students will use critical thinking to analyze client needs and problems to find appropriate interventions.
5. Students will effectively match the needs of clients to available community resources.
6. Students will provide services in a culturally competent manner.

- 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 1.

Program Pathway

Course Number	Course Name	Credits		Course Number	Course Name	Credits
ENG 101	English Composition **(ENG 101E and ENG 101P are approved substitutions for ENG 101)*	3		ENG 112	Technical Writing	3

MAT 116	Statistical Reasoning	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; 3-4 credits	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 (21-22 Credits)

Arts/Humanities

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

Behavioral/Social Sciences

- PSY 101 - General Psychology (3 Credits)

Biological/Physical Science

- 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, ENG-101E, and ENG-101P*

- ENG 101 - English Composition (3 Credits)
  **(ENG 101E - English Composition for English Language Learners and ENG 101P - English Composition for College Success are approved substitutions for ENG 101)*
- ENG 112 - Technical Writing (3 Credits)

Mathematics

- MAT 116 - Statistical Reasoning (3 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 (11-12 Credits)

Electives should be selected in consultation with an advisor. If the student is planning on transferring, please review Human Services Concentration, Arts and Sciences, A.S. 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) ** (HST 269 is strongly preferred for all qualified students)*
- 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:

- Select any Human Services Technician (HST) course (3 Credits) **(HST 207 is preferred)*

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.

- View the Computer Science Fact Sheet.

Program Pathway

First Year Fall				**First Year Spring**		
Course Number	**Course Name**	**Credits**		**Course Number**	**Course Name**	**Credits**
Gen Ed	English	3		Gen Ed	Biological/Physical Science; 3-4 credits	3

				(of your two Science requirements, one must have a lab)	
MAT 203	Calculus I	4	CSC 134	Introduction to JAVA Programming	4
Gen Ed	Behavioral/Social Sciences	3	Gen Ed	Diversity	3
CSC 130	Fundamentals of Programming Design	3	Restricted Elective	Choose from the list	4
CSC 102	Introduction to Information Technology	3			
TOTAL		**16**	**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)*	4	Restricted Elective	Choose from the list	4
CSC 132	Computer Science I	4	Gen Ed	Behavioral/Social Sciences	3
Restricted Elective	Choose from the list *(CSC 232 is preferred)*	4	Gen Ed	Arts/Humanities	3
Gen Ed	Arts/Humanities	3	Electives	Choose in consultation with an advisor	3
			Electives	Choose in consultation with an advisor	2
TOTAL		**15**	**TOTAL**		**15**

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 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 one course from the Approved General Education course list in the English category (3 Credits)

Mathematics

- MAT 203 - Calculus I (4 Credits)

Program Requirements (14 Credits)

- CSC 102 - Introduction to Information Technology (3 Credits)
- CSC 130 - Fundamentals of Programming Design (3 Credits)
- CSC 132 - Computer Science I (4 Credits)
- CSC 134 - Introduction to JAVA Programming (4 Credits)

Restricted Electives (12-13 Credits)

Select Restricted Elective credits from the following list:

- CSC 109 - UNIX/Linux Operating System (3 Credits)
- CSC 202 - Systems Design and Analysis (3 Credits)
- CSC 232 - Computer Science II (4 Credits) **(CSC 232 is preferred)*
- MAT 160 - Precalculus I (3 Credits)
- MAT 161 - Precalculus II (4 Credits)
- MAT 204 - Calculus II (4 Credits)
- MAT 206 - Differential Equations (4 Credits)
- MAT 207 - Discrete Mathematics (4 Credits)
- MAT 208 - Linear Algebra (4 Credits)
- SDE 201 - Mobile Applications Design and Development (3 Credits)

Free Electives (3-5 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+, Network+ 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.

Program Student Learning Outcomes:

1. The student will demonstrate the ability to navigate, install, configure, and troubleshoot various operating systems and applications.
2. The student will demonstrate problem-solving skills in building, repairing and upgrading various types of devices.
3. The student will demonstrate the ability to configure both wired and wireless networks.
4. The student will demonstrate technology knowledge by creating and providing training.

- 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**
Gen Ed	English	3	IST 154	Networking Basics	3
Gen Ed	Mathematics; 3-4 credits	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 173	Spreadsheet Software or Database Fundamentals	3	Gen Ed	Arts/Humanities	3
CSC 109	UNIX/Linux Operating System	3	CYB 246	Introduction to Cloud Computing	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	2
			STU 106	Professionalism in the Workplace	1
TOTAL		**15**	**TOTAL**		**15**

General Education Requirements (18-20 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 one course from the English category.*

- 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 (3-4 Credits)

Program Requirements (34 Credits)

- CSC 102 - Introduction to Information Technology (3 Credits)
- CSC 109 - UNIX/Linux Operating System (3 Credits)
- CYB 246 - Introduction to Cloud Computing (3 Credits)
- IST 105 - Fundamentals of Word Processing (3 Credits)
- IST 106 - Spreadsheet Software (3 Credits)
  OR
  IST 173 - Database Fundamentals (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)

Restricted Electives (6-8 Credits)

Select Restricted Elective credits from the following list:

- IST 106 - Spreadsheet Software (3 Credits)
- IST 160 - Introduction to Security Fundamentals (3 Credits) **(Preparation for the Security+ certification)*
- IST 166 - Computer Forensics I - Principles and Practices (3 Credits)
- IST 173 - Database Fundamentals (3 Credits)
- IST 269 - Internship I (1-3 Credits)
- WEB 101 - Web Design I (3 Credits)

Degree Requirement (60 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
Gen Ed	English *(ENG 112 is preferred)*	3	Gen Ed	Behavioral/Social Science	3
Gen Ed	Mathematics; 3-4 credits	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; 3-4 credits	3
CSC 109	UNIX/Linux Operating System	3	CSC 130	Fundamentals of Programming Design	3
CYB 224	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 (18-20 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

- 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 one course from the English category.*

- Select one course from the approved General Education course list in the English category (3 Credits)
  **(ENG 112 is preferred)*

Mathematics

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

Program Requirements (30 Credits)

- CSC 109 - UNIX/Linux Operating System (3 Credits)
- CSC 130 - Fundamentals of Programming Design (3 Credits)
- CYB 101 - Introduction to Cybersecurity (3 Credits)
- CYB 210 - Ethics in the Information Age (3 Credits)
- CYB 224 - 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 (10-12 Credits)

Select Restricted Elective credits from the following list:

- ADJ 101 - Introduction to Criminal Justice (3 Credits)
- CYB 225 - Tactical Perimeter Defense (3 Credits)
- CYB 246 - Introduction to Cloud Computing (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.

Program Student Learning Outcomes:

1. Students will be able to design, plan, and create game design documents / game levels using analog and/or digital tools.
2. Students will be able to design, rig, and animate characters for use in 2d / 3d games and videos.
3. Students will be able to plan, design, and develop interactive projects interactivity products in a timely manner.
4. Students will be able to create game / mobile applications using C, C++, C#, Java and other object-oriented programming languages.
5. Students will be able to defend their technology solutions to internal stake holders and potential customers through effective communication.
6. Students will understand project management and planning for game and animation projects.
7. Students will be able to discuss their knowledge of theory and vocabulary of their field in a professional manner through written and verbal communications as well as demonstrated in their work.
8. Students will be able to evaluate and employ safe computing practices.
9. Students should be able to create an online portfolio, resume, and apply for jobs in the industry or go on to four-year college if they so choose.
10. Students will explore entrepreneurship and business opportunities in game design and development by creating a business plan for an independent game studio.

- 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
Gen Ed	English *(ENG 112 is preferred)*	3	Gen Ed	Arts/Humanities	3
Gen Ed	Mathematics; 3-4 credits *(MAT 114 or MAT 160 are preferred)*	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 preferred)*	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	Game Design and Programming I	3	Gen Ed	Behavioral/Social Science	3
Gen Ed	Biological/Physical Science; 3-4 credits	3	SDE 207	Multimedia Project Development	3
CSC 132	Computer Science I	4	Restricted Elective	Choose from the list	3
SDE 201	Mobile Applications Design and Development	3	SDE 205	Game Design and Programming II	3
Restricted Elective	Choose from the list	2	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	English *(ENG 112 is preferred)*	3	Gen Ed	Diversity	3
Gen Ed	Mathematics; 3-4 credits *(MAT 115 is preferred)*	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
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; 3-4 credits	3
Gen Ed	Behavioral/Social Science	3	GDT 116	Digital Imaging	3
SDE 104	Game Design and Programming I	3	SDE 207	Multimedia Project Development	3
SDE 201	Mobile Applications Design and Development	3	Restricted Elective	Choose from the list *(ART 103 is preferred)*	3
SDE 203	3D Advanced Animation	3	Gen Ed	Arts/Humanities	3
TOTAL		**15**	**TOTAL**		**15**

General Education Requirements (18-20 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

- 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 one course from the approved General Education course list in the English category (3 Credits)
  **(ENG 112 is preferred)*

Mathematics

- Select one course from the approved General Education course list in the Mathematics category (3-4 Credits);
  ** (MAT 114 or MAT 160 are preferred for the Game Development Track A)*
  ** (MAT 115 is preferred for the Interactive Design Track B)*

Program Requirements

Select a Program Track:

Track A: Game Development (28 Credits)

- CSC 102 - Introduction to Information Technology (3 Credits)
- CSC 132 - Computer Science I (4 Credits)
- GDT 112 - Computer Graphics (3 Credits)
- SDE 102 - 2D Animation and Interactive Design (3 Credits)
- SDE 104 - Game Design and Programming I (3 Credits)
- SDE 130 - Introduction to Object Oriented Programming (3 Credits)
- SDE 201 - Mobile Applications Design and Development (3 Credits)
- SDE 205 - Game Design and Programming II (3 Credits)
- SDE 207 - Multimedia Project Development (3 Credits)

Track B: Interactive Design (39 Credits)

- CSC 102 - Introduction to Information Technology (3 Credits)
- GDT 112 - Computer Graphics (3 Credits)
- GDT 116 - Digital Imaging (3 Credits)
- GDT 142 - Computer Illustration: Adobe Illustrator (3 Credits)
- SDE 102 - 2D Animation and Interactive Design (3 Credits)
- SDE 104 - Game Design and Programming I (3 Credits)

- SDE 130 - Introduction to Object Oriented Programming (3 Credits)
- SDE 201 - Mobile Applications Design and Development (3 Credits)
- SDE 203 - 3D and Advanced Animation (3 Credits)
- SDE 207 - Multimedia Project Development (3 Credits)
- WEB 101 - Web Design I (3 Credits)
- WEB 115 - Web Developer I (3 Credits)
- WEB 215 - JavaScript and Multimedia (3 Credits)

Restricted Electives (1-14 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. **Track A** requires 12-14 Restricted Electives and **Track B** requires 1-3 Restricted Electives. 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) **(ART 103 is a preferred restricted elective for both Tracks)*
- 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 - Computer Science I (4 Credits)
- CSC 134 - Introduction to JAVA Programming (4 Credits)
- CSC 232 - Computer Science II (4 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)
- MUS 175 - Introduction to Music Technology (3 Credits)
- SDE 203 - 3D and Advanced Animation (3 Credits)
- SDE 205 - Game Design and Programming 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 A+. Network+, 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.

Program Student Learning Outcomes:

1. The student will demonstrate the ability to navigate, install, configure, and troubleshoot various operating systems and applications.
2. The student will demonstrate problem-solving skills in building, repairing and upgrading various types of devices.
3. The student will demonstrate the ability to configure both wired and wireless networks.
4. The student will demonstrate the ability to configure Cisco network equipment.
5. The student will demonstrate advanced networking features.

- View the Network Administration Fact Sheet.

Program Pathway

First Year Fall				**First Year Spring**		
Course Number	**Course Name**	**Credits**		**Course Number**	**Course Name**	**Credits**
Gen Ed	English	3		CSC 109	UNIX/Linux Operating System	3
Gen Ed	Mathematics; 3-4 credits	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		CYB 246	Introduction to Cloud Computing	3

STU 106	Professionalism in the Workplace	1	Restricted Elective	Choose from the list	3
TOTAL		**15**	**TOTAL**		**15**

General Education Requirements (18-20 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

- 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 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 (3-4 Credits)

Program Requirements (33 Credits)

- CSC 102 - Introduction to Information Technology (3 Credits)
- CSC 109 - UNIX/Linux Operating System (3 Credits)
- CYB 246 - Introduction to Cloud Computing (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)
- STU 106 - Professionalism in the Workplace (1 Credit)

Restricted Electives (7-9 Credits)

Select Restricted Elective credits from the following list:

- CSC 130 - Fundamentals of Programming Design (3 Credits)
- CYB 210 - Ethics in the Information Age (3 Credits)
- CYB 224 - Ethical Hacking Fundamentals (3 Credits)
- IST 160 - Introduction to Security Fundamentals (3 Credits) **(Preparation for the Security+ certification)*
- IST 166 - Computer Forensics I - Principles and Practices (3 Credits)
- IST 173 - Database Fundamentals (3 Credits)
- IST 255 - Networking III (4 Credits)
- IST 269 - Internship I (1-3 Credits)
- IST 276 - Network Forensics (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. Currently, three national certifications are a part of this option: CompTIA's A+, Network+, and Security + (depending on students choice of Restricted Electives).

Program Student Learning Outcomes:

1. The student will demonstrate the ability to navigate, install, configure, and troubleshoot various operating systems and applications.
2. The student will demonstrate problem-solving skills in building, repairing and upgrading various types of devices.
3. The student will demonstrate the ability to configure both wired and wireless networks.
4. The student will demonstrate the ability to configure Cisco network equipment.

- View the Network Administration Fact Sheet.

Program Requirements (27 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 154 - Networking Basics (3 Credits)
- IST 155 - Networking I (4 Credits)
- IST 156 - Networking II (4 Credits)
- IST 255 - Networking III (4 Credits)
- IST 261 - Server Management I (3 Credits)

Restricted Electives (3 Credits)

Select Restricted Elective credits from the following list:

- CSC 109 - UNIX/Linux Operating System (3 Credits)
- IST 151 - PC Tech: Operating Systems (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 (30 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 and ENG 101P are approved substitutions for ENG 101)*	3		ENG 102	Advanced English Composition	3
MAT 115 or MAT 116 or MAT 160	Quantitative Reasoning or Statistical Reasoning or Precalculus I	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 GER or JPN or SPN	Choose a Foreign Language course	3	FRN or GER or JPN or SPN	Choose a 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 GER 201 or JPN 201 or SPN 201	Intermediate French I or Intermediate German I or Intermediate Japanese I or Intermediate Latin I or Intermediate Spanish I	3	FRN 202 or GER 202 or JPN 202 or SPN 202	Intermediate French II or Intermediate German II or Intermediate Japanese II or Intermediate Latin II or Intermediate Spanish II	3
Gen Ed	Biological/Physical Science; 3-4 credits **(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, ENG-101E, and ENG-101P*

- ENG 101 - English Composition (3 Credits)
  **(ENG 101E - English Composition for English Language Learners and ENG 101P - English Composition for College Success are approved substitutions for ENG 101)*
- ENG 102 - Advanced English Composition (3 Credits)

Mathematics

- MAT 115 - Quantitative Reasoning (3 Credits)
  OR
  MAT 116 - Statistical Reasoning (3 Credits)
  OR
  MAT 160 - Precalculus I (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)
  HCC offers language instruction from elementary to advanced proficiency in French (FRN 101, FRN 102, FRN 201, FRN 202), German (GER 101, GER 102, GER 201, GER 202), Japanese (JPN 101, JPN 102, JPN 201, JPN 202), and Spanish (SPN 101, SPN 102, SPN 201, SPN 202)

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 from all colleges attended
- 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. Maintain a minimum grade of "C" or better in all program requirement area courses. The Health Sciences Division "C" represents a grade of at least a 75%.
2. Meet program competency requirements.
3. Enrollment in RAD 224C 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.
6. 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.
7. 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 (16 Credits)

**A minimum grade of "C" or better is required for all program requirement courses. The Health Sciences Division "C" represents a grade of at least a 75%.*

- RAD 212 - Cross-Sectional Anatomy (3 Credits)
- RAD 215 - Pathology for Imaging Sciences (3 Credits)
- RAD 222 - Principles of MR Imaging (4 Credits)
- RAD 224C - MRI Clinical Practicum I (3 Credits)
- RAD 224AC - MRI Clinical Practicum II (3 Credits)

Certificate Requirement (16 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 at HCC prior to enrolling in RAD 224C.

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 transcripts from all colleges attended
- 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. Maintain a minimum grade of "C" or better in all program requirement area courses. The Health Sciences Division "C" represents a grade of at least a 75%.
2. Meet program competency requirements.
3. Enrollment in RAD 216AC 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.
6. 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.
7. 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)

**A minimum grade of "C" or better is required for all program requirement courses. The Health Sciences Division "C" represents a grade of at least a 75%.*

- RAD 216 - Mammography for Radiographers (3 Credits)

- RAD 216AC - 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 216AC.

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 Student Learning Outcomes:

1. Apply concepts, methods, processes and functions of management to business operations and decision-making.
2. Demonstrate analytical and critical-thinking skills with direct application to business environments.
3. Examine impacts of the current business environment and social issues on business operations and decision-making.

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 116 or MAT 160	Statistical Reasoning or Precalculus I	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; 3-4 credits	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 (21-22 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

- MAT 116 - Statistical Reasoning (3 Credits)
  OR
  MAT 160 - Precalculus I (3 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 (20-21 Credits)

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

- COM 103 - Public Speaking (3 Credits)

- MAT 116 - Statistical Reasoning (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 Management, A.A.S. 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 (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:

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

Letter of Recognition Requirement (9 Credits)

Marketing

Marketing Concentration, Management, 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 Student Learning Outcomes:

1. Apply concepts, methods, processes and functions of marketing to business operations and decision-making.
2. Demonstrate analytical and critical-thinking skills with direct application to business environments.
3. Examine impacts of the current business environment and social issues on business operations and decision-making.

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 116 or MAT 160	Statistical Reasoning or Precalculus I	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 (21-22 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

- MAT 116 - Statistical Reasoning (3 Credits)
  OR
  MAT 160 - Precalculus I (3 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 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 (11-12 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 116 - Statistical Reasoning (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 Marketing Concentration, Management, A.A.S. degree.

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 (3 Credits)
- CSC 102 - Introduction to Information Technology (3 Credits)
- ECO 201 - Macroeconomic Principles (3 Credits)
  OR
  ECO 202 - Microeconomic Principles (3 Credits)
- Select any Entrepreneurship (ENT) course (3 Credits)
- Select any Management (MGT) 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 Marketing Concentration, Management, A.A.S. program.

Program Requirements (3 Credits)

- MGT 104 - Marketing (3 Credits)

Restricted Electives (6 credits)

Choose two courses from the following:

- Select any Economics (ECO) course (3 Credits)
- ENG 112 - Technical Writing (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 associate 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 and ENG 101P are approved substitutions 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 an advisor **(MAT 204 is preferred)*	4
Elective	Choose in consultation with an advisor	3	Elective	Choose in consultation with an 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 *(PHY 203 is preferred)* *(a laboratory course is required)*	4	Program	Choose in consultation with an advisor *(MAT 205 or MAT 207 are preferred)*	4
Program	Choose in consultation with an advisor *(MAT 206 or MAT 208 are preferred)*	4	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		**14**	**TOTAL**		**14**

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

Take two laboratory courses from the following list:

- 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 (4 Credits) **(PHY 203 is preferred)*
- PHY 204 - Principles of Physics 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, ENG-101E, and ENG-101P*

- ENG 101 - English Composition (3 Credits)

** (ENG 101E - English Composition for English Language Learners and ENG 101P - English Composition for College Success are approved substitutions 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 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:

- CHM 101 - Introductory College Chemistry (4 Credits)
- Select 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)
- Select any Engineering Science (EGR) course (3-4 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)
- Select any Information Systems Technology (IST) course (1-4 Credits)
- MAT 160 - Precalculus I (3 Credits)
- MAT 161 - Precalculus II (4 Credits)
- 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)

Degree Requirement (60 Credits)

Mechatronics and Industrial Technology

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.

This certificate can be achieved as part of the work towards the Mechatronics and Industrial Technology, A.A.S. program.

Program Requirements (17 Credits)

- ADM 102 - Introduction to PLCs (3 Credits)
- ADM 158 - Circuits, Schematics, and Test Equipment (3 Credits)
- ADM 258 - Advanced Motors, Machines, and Devices (3 Credits)
- ELE 110 - Fundamentals of Electricity (4 Credits)
- INT 101 - Introduction to Industrial Technology (3 Credits)
- INT 120 - Introduction to OSHA (1 Credit)

Certificate Requirement (17 Credits)

Mechatronics and Industrial Technology, A.A.S.

The combination of mechanical, electrical, and electronic skillsets is in great demand for state-of-the-art industries today. This combination of disciplines is also known as mechatronics. Students in the program will obtain the scientific, mechanical, and electrical knowledge and skills to function as contributing members of engineering teams. 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.

The Industrial Technology, Certificate is a stack-able credential that is completely compatible with this program. The Electronics Technician, Certificate (ETC) is also a stack-able credential towards this program. The ETC does include one course (ELE 101), however, which is not required for the AMS program.

Program Student Learning Outcomes:

1. Identify typical tools and properly use a variety of devices including precision measurement.
2. Perform data collection and evaluation for equipment used in the industrial environment.
3. Maintain, troubleshoot, and document a variety of systems.
4. Recognize standard safety practices, procedures, and personal protection equipment.

View the Mechatronics and Industrial Technology 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 or MAT 160	Introduction to Applied Algebra or Precalculus I **(MAT 114 is preferred)*	3	Gen Ed	English **(ENG 112 is preferred)*	3
INT 101	Introduction to Industrial Technology	3	Gen Ed	Arts/Humanities	3
ELE 110	Fundamentals of Electricity	4	PHS 103 or PHY 201	General Physical Science *(3 credits)* or General Physics I *(4 credits)* **(transfer students should take PHY 201)*	3
ADM 102	Introduction to PLCs	3	ADM 203	PLC Applications	3
ADM 201	Lean Manufacturing and Quality Assurance	2	CSC 130	Fundamentals of Programming Design	3
TOTAL		**15**	**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
Gen Ed	Diversity	3	ELE 113	Instrumentation and Process Control	3
Gen Ed	Behavioral/Social Science	3	Restricted Elective	Choose from list	1
CSC 132	Computer Science I	4	INT 120	Introduction to OSHA	1
EGT 150	Introduction to CNC Programming	3	ADM 158	Circuits, Schematics, and Test Equipment	3

			ADM 140	Introduction to Robotics	3
TOTAL		**16**	**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 PHY 201)*

- PHS 103 - General Physical Science (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 one course from the English category.*

- Select one course from the approved General Education course list in the English category (3 Credits)
  **(ENG 112 is preferred)*

Mathematics

- MAT 114 - Introduction to Applied Algebra (3 Credits) **(MAT 114 is preferred)*
  OR
  MAT 160 - Precalculus I (3 Credits)

Program Requirements (41 Credits)

- ADM 102 - Introduction to PLCs (3 Credits)
- ADM 140 - Introduction to Robotics (3 Credits)
- ADM 158 - Circuits, Schematics, and Test Equipment (3 Credits)

- ADM 201 - Lean Manufacturing and Quality Assurance (2 Credits)
- ADM 203 - PLC Applications (3 Credits)
- ADM 258 - Advanced Motors, Machines, and Devices (3 Credits)
- CSC 130 - Fundamentals of Programming Design (3 Credits)
- CSC 132 - Computer Science I (4 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)
- INT 101 - Introduction to Industrial Technology (3 Credits)
- INT 120 - Introduction to OSHA (1 Credit)

Restricted Electives (0-1 Credits)

Select Restricted Elective credits from the following list:

- ADM 240 - Capstone Project for ADM Students (1-3 Credits)
- ADM 269 - Internship I (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)

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 (10 Credits)

- INT 106 - Welding (3 Credits)
- INT 116 - Welding Layout and Fabrication (3 Credits)
- INT 120 - Introduction to OSHA (1 Credit)
- INT 206 - AWS Welding Certification Preparation (3 Credits)

Letter of Recognition Requirement (10 Credits)

Medical Laboratory Technician

Medical Laboratory Technician, A.A.S.

Purpose: Prepares students for practice as entry-level medical laboratory technicians in hospital clinical laboratories, commercial clinical laboratories, physician offices, and public health laboratories. Upon successful completion of the program, graduates may be eligible to take the Medical Laboratory Technician certification examination through the American Society of Clinical Pathology (ASCP).

View the Medical Laboratory Technician, A.A.S. Fee Sheet.

Curriculum: The curriculum is divided into several areas of study and consists of didactic, laboratory, and clinical components to provide students with the entry-level knowledge and skill required of the medical laboratory profession. The curriculum will address pre-analytical, analytical and post-analytical components of laboratory services. This includes collecting, processing, and analyzing biological specimens and other substances, principles and methodologies, performance of assays, problem-solving, troubleshooting techniques, significance of clinical procedures and results, principles and practices of quality assessment, for all major areas practiced in the clinical laboratory setting.

Program Outcomes: Graduates of the Associate of Applied Science degree in Medical Laboratory Technician program be able to:

1. Demonstrate entry-level competency for specimen analysis in hematology, coagulation, clinical chemistry, immunology, immunohematology, microbiology, urine/body fluid analysis, and laboratory operations according to established protocols and procedures.
2. Demonstrate technical skills, social behavior, and professional awareness as defined by the American Society for Clinical Laboratory Science and the American Society of Clinical Pathologists.
3. Exhibit compliance in the application of safety and governmental regulations in handling chemical and biological materials.
4. Exhibit legal and ethical behavior which adheres to the professional conduct standards for clinical laboratories.
5. Demonstrate critical thinking skills for problem-solving in laboratory and clinical settings.
6. Demonstrate professional and ethical conduct in all forms of communication with patients, laboratory personnel, and other healthcare professionals.
7. Recognize the importance of continued professional development to demonstrate professional competence and growth as a healthcare professional.

Admission Requirements:

- A high school diploma or GED.
- As a cohort program, students will be admitted to the medical laboratory technician program each Fall semester
- An orientation session will be held prior to the beginning of the first semester of the medical technician program. Attendance is mandatory.

Program Requirements:

All medical laboratory technician students must:

1. Maintain a minimum grade of "C" or better in all Medical Laboratory Technician (MLT) courses. The Health Sciences Division "C" represents a grade of at least *a 75%*.

2. Meet program competency requirements in both the laboratory and clinical practicum experiences.

Students who do not meet program or course standards that result in termination from the medical laboratory technician 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 medical laboratory technician's Standards of Conduct, and the American Society for Clinical Laboratory Science Code of Ethics.

Fact Sheet:

- View the Medical Laboratory Technician Fact Sheet.

Program Pathway

First Year Fall				**First Year Spring**		
Course Number	**Course Name**	**Credits**		**Course Number**	**Course Name**	**Credits**
BIO 116	Human Anatomy & Physiology for Allied Health	4		BIO 205	Microbiology	4
CHM 101	Introductory College Chemistry	4		MLT 110	Hematology & Hemostasis	4
ENG 112	Technical Writing	3		MLT 111	Immunology & molecular Diagnostics	3
MAT 114	Introduction to Applied Algebra	3		MLT 112	Clinical Chemistry	4
MLT 101	Introduction to Medical Laboratory Technician	3				
TOTAL		17		**TOTAL**		15
Second Year Fall				**Second Year Spring**		
Course Number	**Course Name**	**Credits**		**Course Number**	**Course Name**	**Credits**
MLT 202	Clinical Microbiology	4		MLT 210C	MLT Clinical Practicum	8
MLT 203	Urinalysis & Body Fluids	2		Gen Ed	Arts/Humanities	3
MLT 204	Mycology, Parasitology & Virology	2		Gen Ed	Diversity	3
MLT 205	Immunohematology/Serology	3		COM 103 or COM 108	Public Speaking or Introduction to Human Communications	3
Gen Ed	Behavioral/Social Sciences	3				
TOTAL		14		**TOTAL**		17

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

- CHM 101 - Introductory College Chemistry (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 (3 Credits)

Mathematics

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

Program Requirements (44 Credits)

**A minimum grade of "C" or better is required for all* Medical Laboratory Technician (MLT) courses. *The Health Sciences Division "C" represents a grade of at least a 75%.*

- BIO 116 - Human Anatomy and Physiology for Allied Health (4 Credits)
- BIO 205 - Microbiology (4 Credits)
- COM 103 - Public Speaking (3 Credits)
  OR
  COM 108 - Introduction to Human Communication (3 Credits)
- MLT 101 - Introduction to Medical Laboratory Technician (3 Credits)
- MLT 110 - Hematology & Hemostasis (4 Credits)
- MLT 111 - Immunology & Molecular Diagnostics (3 Credits)
- MLT 112 - Clinical Chemistry (4 Credits)
- MLT 202 - Clinical Microbiology (4 Credits)
- MLT 203 - Urinalysis & Body Fluids (2 Credits)
- MLT 204 - Mycology, Parasitology & Virology (2 Credits)

- MLT 205 - Immunohematology / Serology (3 Credits)
- MLT 210C - MLT Clinical Practicum (8 Credits)

Degree Requirements (63 Credits)

Final Acceptance

Final acceptance into the medical laboratory technician 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. Students must be able to meet the program's technical standards.
3. Students must have a current American Heart Association BLS Provider certification or American Red Cross BLS for Healthcare Providers certification.
4. Satisfactory completion of a health examination record and all required tests and immunizations.

Criminal Background Checks

All students enrolled in the program are required to submit to fingerprinting and a complete a criminal background check in order to proceed through the program and prior to beginning the clinical practicum. A valid government-issued photo ID (driver's license, state ID, passport, military ID, or green card) and a social security number is required for the background check. Criminal background check results are disclosed to clinical facilities as required. If a student is denied access to a clinical site because of the background check, and as a result, cannot meet program requirements, the student will be recommended for dismissal from the program.

Drug Screen

Students may be required by a clinical site to submit a drug screen. Drug screen results are disclosed to clinical facilities as required.

Clinical Practicum Site Placement

Students enrolled in the MLT program will be assigned to healthcare facilities within 60 miles of the tristate region. Students are expected to provide their own transportation to facilities and abide by the policies and protocols of each facility. Student placement in clinical sites is determined at a designated semester. Misconduct in the assigned clinical site may result in loss of clinical site 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.

Music

Commercial Music, Certificate

The Commercial Music Certificate is designed to give students foundational knowledge for entrance into a number of music-related employment fields. Students can use this certificate as a first credentialed step toward a Music Concentration, Arts and Sciences, A.A. degree or as an additional credential that complements their primary course of study.

Program Requirements (18 Credits)

- MUA Applied Lessons - select two Applied Intrument or Voice courses (level I and II) (2-4 Credits)
- Music Ensembles - select two Ensemble courses (level I and II) (2 Credits)
- MUS 143 - Aural Skills I (1 Credit)
- MUS 144 - Aural Skills II (1 Credit)
- MUS 175 - Introduction to Music Technology (3 Credits)
- MUS 176 - Introduction to Audio Recording Techniques (3 Credits)
- MUS 201 - Theory of Music I (3 Credits)
- MUS 202 - Theory of Music II (3 Credits)

Music 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 132 - Contemporary Music Ensemble I (1 Credit)
- MUS 133 - Contemporary Music Ensemble II (1 Credit)
- MUS 134 - String Ensemble I (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 232 - Contemporary Music Ensemble III (1 Credit)
- MUS 233 - Contemporary Music Ensemble IV (1 Credit)
- MUS 256 - Guitar Ensemble IV (1 Credit)
- MUS 243 - Aural Skills III (1 Credit)
- MUS 244 - Aural Skills IV (1 Credit)

Restricted Electives (6 Credits)

Select Restricted Elective credits from the following list:

- BUS 101 - Introduction to Business Organization and Management (3 Credits)
- ENT 101 - Introduction to Entrepreneurship (3 Credits)
- ENT 106 - Entrepreneurial Marketing (3 Credits)
- MGT 104 - Marketing (3 Credits)
- MGT 214 - Small Business Management (3 Credits)

Certificate Requirements (24 Credits)

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 Student Learning Outcomes:

1. Student will demonstrate the ability to successfully prepare an audition into a four-year music program and pass an upper-level proficiency exam, entering at a junior level.
2. Student will demonstrate competency in musical artistry in solo and ensemble performance.
3. Student will demonstrate competency in general musicianship and advanced music theory.
4. PO4 Student will display Aural comprehension of music.
5. Student will display competency working with contemporary, professional, music-related technologies.
6. Student will interpret and analyze the ways music functions in the culture at large.

View the Music 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 and ENG 101P are approved substitutions for ENG 101)*	3		Gen Ed	Behavioral/Social Science	3
MAT 115 or MAT 116	Quantitative Reasoning or Statistical Reasoning	3		Gen Ed	English	3

or MAT 160	or Precalculus I				
Gen Ed	Arts/Humanities **(MUS 102, MUS 180, and Foreign Language preferred)*	3	MUS 175	Introduction to Music Technology	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
Music Ensemble	Select one ensemble course	1	Music 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; 3-4 credits **(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 a Foreign Language course **(German preferred)*	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
Music Ensemble	Select one ensemble course	1	Music Ensemble*	Select one ensemble course ** (not required but preferred for transfer)*	*
TOTAL		**15**	**TOTAL**		**15**

General Education Requirements (31-32 Credits)

Arts/Humanities

- Select any Foreign Language course (3 Credits) *(*German preferred*)
  HCC offers language instruction from elementary to intermediate proficiency in French (FRN 101, FRN 102, FRN 201, FRN 202), German (GER 101, GER 102, GER 201, GER 202), Japanese (JPN 101, JPN 102, JPN 201, JPN 202), and Spanish (SPN 101, SPN 102, SPN 201, SPN 202)
- Select another course from the approved General Education course list in the Arts/Humanities category (3 Credits)
  **(MUS 102, MUS 180, and Foreign Language preferred)*

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, ENG-101E, and ENG-101P*

- ENG 101 - English Composition (3 Credits)
  (ENG 101E - English Composition for English Language Learners and ENG 101P - English Composition for College Success are approved substitutions for ENG 101)
- Select another course from the approved General Education course list in the English category (3 credits)

Mathematics

- MAT 115 - Quantitative Reasoning (3 Credits)
  OR
  MAT 116 - Statistical Reasoning (3 Credits)
  OR
  MAT 160 - Precalculus I (3 Credits)

Program Requirements (26 Credits)

- MUS 143 - Aural Skills I (1 Credit)
- MUS 144 - Aural Skills II (1 Credit)

- MUS 175 - Introduction to Music Technology (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)
- Music Ensembles - select three Ensemble courses (3 Credits)

Music 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 132 - Contemporary Music Ensemble I (1 Credit)
- MUS 133 - Contemporary Music Ensemble II (1 Credit)
- MUS 134 - String Ensemble I (1 Credit)
- MUS 135 - String Ensemble II (1 Credit)
- MUS 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 232 - Contemporary Music Ensemble III (1 Credit)
- MUS 233 - Contemporary Music Ensemble IV (1 Credit)
- MUS 256 - Guitar Ensemble IV (1 Credit)

Free Electives (2-3 Credits)

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

Note:

** Music majors taking applied lessons for credit must enroll in at least one ensemble each semester applied lessons are taken, call 240-500-2509 for more information.*

Degree Requirement (60 Credits)

Nursing

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. Seventy 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. Ninety percent or greater of a graduate survey respondents will be employed as an entry-level practitioner within 6 months of graduation.
3. Seventy five percent of the graduate survey respondents will express satisfaction with curriculum, environment, learning resources, support services, and policies.
4. 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 watch the Nursing Preview video. Follow the instructions in the Nursing Preview video on how to document that you have watched the video before the Supplemental Application deadline. Students who are transferring credits in who have completed a nursing class at

another accredited college are exempt from watching this video. Students who have only completed a CNA class must watch this video. View the Nursing Preview video 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%. TEAS scores are valid for three years from the testing date.
- Official transcripts from all colleges attended even if the courses taken are not directly applicable to the PN program. 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). All transcripts must be complete and show grades or outcomes for each class taken or the status of in-progress for classes that are in-progress at the application deadline.
- Completion of BIO 203 at the application deadline
- Completion or in progress of BIO 204 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 and ENG 101P are approved substitutions 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 or eligibility to enter college level Math
- 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. If a student has a grade below a "C", they are not eligible to be scored until that grade is replace with a grade of "C" or higher.
- 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 for 5 years.
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 laboratory and clinical experiences. Students who receive an unsatisfactory laboratory or clinical experience, or fail the drug calculation exam, despite a passing theory grade, will not be permitted to progress in the nursing program and will receive a final grade of "F" for the course.
5. Upon completion of nursing course, students must achieve a 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 required to enroll and successfully complete Virtual ATI.

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)

**A minimum overall grade of 75% in each nursing (NUR) course and a minimum grade of "C" or better in BIO 203, BIO 204 , ENG 101, and PSY 101 is required. Two final nursing (NUR) course grades below a 75% means dismissal from the nursing program and the student cannot continue or reapply to the PN program for 5 years.*

- 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 and ENG 101P - English Composition for College Success are approved substitutions 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 (*ENG 101E and ENG 101P are approved substitutions for ENG 101)*, BIO 204, PSY 101 and MAT 090, MAT 095, or eligibility to enter college level math 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.
8. Students must attend mandatory orientation.

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 return a second time and can reapply to the nursing program after 5 years.

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.

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, 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:
Nursing Program Application Deadline: January 15 for Fall and July 15 for Spring
Nursing Transition Tracks Program Application Deadline: January 15 for Summer
Nursing Evening/Weekend Program Application Deadline: August 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 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. For the nursing transition tracks, 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 program. A nominal fee may apply for these 17 credits to be placed on the students record.

Program Outcomes:

1. Program completion by pathway.
    - Fifty percent or greater of traditional and two-year pathway nursing students will complete the nursing program in no more than 100% of the stated program length beginning with enrollment in the first nursing course.
    - Fifty percent or greater of the nursing LPN to RN transition students who begin the program will successfully complete the program within 100% of the time from the date of entry.
    - Seventy-five percent or greater of the Paramedic to RN transition student will successfully complete the program within 100% of the time from the date of entry.
    - Fifty percent or greater of the Military Medic/Corpsman to RN transition students will successfully complete the program within 100% of the time from the date of entry.

2. Ninety percent or greater of a graduate survey respondents will be employed as an entry-level practitioner within 6 months of graduation.

3. Seventy-five percent of the graduate survey respondents will express satisfaction with curriculum, environment, learning resources, support services, and policies.
4. 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 holistic care.
2. Adhere to quality of care and safety standards in both acute and community-based environments.
3. Practice within the ethical and legal framework of the nursing profession.
4. Advocate for clients respecting their diversities.
5. Employ therapeutic verbal, nonverbal, and written communication skills.
6. 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 (Nursing): 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 watch the Nursing Preview video. Follow the instructions in the Nursing Preview video on how to document that you have watched the video before the Supplemental Application deadline. Students who are transferring credits in who have completed a nursing class at another accredited college are exempt from watching this video. Students who have only completed a CNA class must watch this video. View the Nursing Program video here.
- Submit a completed program application known as the *Supplemental Application for the Nursing Program (RN) form*
- Submit official TEAS scores. Official TEAS score reports are required to be sent through the ATI site 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%. TEAS scores are valid for three years from the testing date.
- Official transcripts from all colleges attended even if the courses taken are not directly applicable to the RN program. 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). All transcripts must be complete and show grades or outcomes for each class taken or the status of in-progress for classes that are in-progress at the application deadline.
- 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 and BIO 205 with a minimum grade of "C" or higher. If a student has a grade below a "C", they are not eligible to be scored until that grade is replaced with a grade of "C" or higher.
- 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.
- 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.

Admission Requirements (Weekend/Evening): 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 (August 15 for Spring):

- Submit the appropriate completed program supplemental application
- Submit official TEAS scores. Official TEAS score reports are required to be sent through the ATI site 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%. TEAS scores are valid for three years from the testing date.
- Official transcripts from all colleges attended even if the courses taken are not directly applicable to the RN program. 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). All transcripts must be complete and show grades or outcomes for each class taken or the status of in-progress for classes that are in-progress at the application deadline.
- Completion of all required science courses within seven years prior to the application deadline.
- All General Education courses and BIO 205 completed or in progress at the time of application to the program. The courses include ENG 101 (*ENG 101E and ENG 101P are approved substitutions for 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, 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 and BIO 205 with a minimum grade of "C" or better. If a student has a grade below
- Foreign educated students must have their college transcripts evaluated by World Education Services (WES).

Admission Requirements (Nursing Transition): 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 Summer):

- Submit the appropriate completed program supplemental application
- Submit official TEAS scores. Official TEAS score reports are required to be sent through the ATI site 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%. TEAS scores are valid for three years from the testing date.
- Official transcripts from all colleges attended even if the courses taken are not directly applicable to the RN program. 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). All transcripts must be complete and show grades or outcomes for each class taken or the status of in-progress for classes that are in-progress at the application deadline.
- Completion of all required science courses within seven years prior to the application deadline.
- All General Education courses and BIO 205 completed or in progress at the time of application to the program. The courses include ENG 101 (*ENG 101E and ENG 101P are approved substitutions for 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, 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 and BIO 205 with a minimum grade of "C" or better. If a student has a grade below a "C", they are not eligible to be scored until that grade is replaced with a grade of "C" or higher.
- Satisfactory letter of recommendation from most recent employer/nurse manager must be submitted to the Admissions Office.
- Foreign educated students must have their college transcripts evaluated by World Education Services (WES).

Additional Specific Requirements for the LPN-RN Transition:

- 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 2 years. These requirements must be met by the application deadline. Documents submitted must clearly show dates of employment if you have worked at least six months full-time. If you have not worked six months full-time, hours of employment must be shown and must meet the required 832 hours by the application deadline.

Additional Specific Requirements for the Military Medic/Corpsman to RN Transition:

- Verification from an employer of two years employment (3,328 hours) as a Military Medic/Corpsman with the past 5 years by the application deadline must be submitted to the Admissions Office. Documents submitted must clearly show dates of employment.
- Must submit a DD214 or have documented past or present status of a "Navy Corpsman" (HM3) course completed, NER-HM-004, "Army 68W", or "USAF 4 NO" 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.

Additional Specific Requirements for the Paramedic to RN Transition:

- 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.
- Must have certification as a Paramedic and National Board of Registry certification (NREMT-P) and submit it to the Admissions Office

Program Requirements (Nursing): 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 of the first year nursing courses (NUR 105, NUR 127, NUR 224, NUR 229). A minimum overall grade of 77% in each of the second year nursing courses (NUR 126, NUR 226, NUR 228, NUR 230, NUR 231). Two final course grades below a 75% in the first year of the program and/or below a 77% in the second year of the program means a dismissal from the Nursing program and the student cannot continue or reapply to the RN program for 5 years.
2. A minimum exam grade average of 75% in each of the first year nursing courses (NUR 105, NUR 127, NUR 224, NUR 229). A minimum exam grade average of 77% in each of the second year nursing courses (NUR 126, NUR 226, NUR 228, NUR 230, NUR 231).
3. A minimum grade of 77% 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 laboratory and clinical experiences. Students who receive an unsatisfactory in the 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 and BIO 205. 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 required to enroll and sucessfully complete Virtual ATI.

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.

Program Requirements (Evening/Weekend): 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 of the first year nursing courses (NUR 105, NUR 127, NUR 224, NUR 229). A minimum overall grade of 77% in each of the second year nursing courses (NUR 126, NUR 226, NUR 228, NUR 230, NUR 231). Two final course grades below a 75% in the first year of the program and/or below a 77% in the second year of the program means a dismissal from the Nursing program and the student cannot continue or reapply to the RN program for 5 years.
2. A minimum exam grade average of 75% in each of the first year nursing courses (NUR 105, NUR 127, NUR 224, NUR 229). A minimum exam grade average of 77% in each of the second year nursing courses (NUR 126, NUR 226, NUR 228, NUR 230, NUR 231).
3. A minimum grade of 77% 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 laboratory and clinical experiences. Students who receive an unsatisfactory in the 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 required to enroll and successfully complete Virtual ATI.

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.

Program Requirements (Nursing Transition): 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 of the first-year nursing courses (NUR 224). A minimum overall grade of 77% in each of the second-year nursing courses NUR 126, NUR 195, NUR 226, NUR 228 (Military Medic/Corpsman-RN and Paramedic-RN) and NUR 126, NUR 195, NUR 228, NUR 231(LPN-RN). Two final course grades below a 75% in the first year of the program and/or below 77% in the second year of the program means a dismissal from the nursing program and the student cannot continue or reapply to the RN program for 5 years.
2. A minimum exam grade average of 75% in each of the first-year nursing courses (NUR 224). A minimum exam grade average of 77% in each of the second-year nursing courses NUR 126, NUR 195, NUR 226, NUR 228 (Military Medic/Corpsman-RN and Paramedic-RN) and NUR 126, NUR 195, NUR 228, NUR 231(LPN-RN).
3. A minimum grade of 77% on 50% or more of the total exams for the course during the second year of the program: NUR 126, NUR 195, NUR 226, NUR 228 (Military Medic/Corpsman-RN and Paramedic-RN) and NUR 126, NUR 195, NUR 228, NUR 231 (LPN-RN).

4. A minimum grade of 90% on a drug calculation exam in each nursing course.
5. A mark of satisfactory for both the laboratory and clinical experiences. Students who receive an unsatisfactory in the 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 required to enroll and sucessfully complete Virtual ATI.

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 Nursing Fact Sheet.
- View the LPN to RN Transition Fact Sheet
- View the Military Medic/Corpsman to RN Transition Fact Sheet
- View the Paramedic to RN Transition Fact Sheet
- View the RN to BSN Pathway Fact Sheet.
- View the HS Guidance Brochure for Nursing.
- View the HCC-FSU ATB Information Sheet.

To learn more about the two-year RN program, click here.

Track A: Three-Year (Nursing and Evening/Weekend) 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 and ENG 101P are approved substitutions for ENG 101)*	3	PSY 204	Developmental Psychology: Lifespan Human Development	3
Gen Ed	Mathematics; 3-4 credits **(MAT 116 is preferred)*	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**

Track A: Two-Year (Nursing) Program Pathway (5 - semester)

Pre-Clinical Semester I		
Course Number	**Course Name**	**Credits**
BIO 203	Human Anatomy and Physiology I	4
Gen Ed	Mathematics **(MAT 116 is preferred)*	3
ENG 101	English Composition **(ENG 101E and ENG 101P are approved substitutions 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**

Track B: LPN to RN Transition 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 and ENG 101P are approved substitutions for ENG 101)*	3	ENG 102	Advanced English Concentration	3
Gen Ed	Mathematics **(MAT 116 is preferred)*	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**

Track C: Military Medic/Corpsman/Paramedic to RN Transition Pathway

Preclinical Semester I			**Preclinical Semester II**		
Course Number	**Course Name**	**Credits**	**Course Number**	**Course Name**	**Credits**
ENG 101	English Composition *(ENG 101E and ENG 101P are approved substitutions for ENG 101)*	3	ENG 102	Advanced English Concentration	3
Gen Ed	Mathematics **(MAT 116 is preferred)*	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 (29 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)

English

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

- ENG 101 - English Composition (3 Credits)
  ** (ENG 101E - English Composition for English Language Learners and ENG 101P - English Composition for College Success are approved substitutions 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)
  **(MAT 116 is preferred)*

Program Requirements

**A minimum grade of 75% is required in each of the first-year nursing courses (NUR 105, NUR 127, NUR 224, NUR 229) and a minimum overall grade of 77% is required in each of the second year nursing courses (NUR 126, NUR 195, NUR 226, NUR 228, NUR 230, NUR 231). Two final course grades below a 75% in the first year of the program and/or below a 77% in the second year of the program means a dismissal from the Nursing program and the student cannot continue or reapply to the RN program for 5 years. Additionally, a minimum grade of "C" or better is required for BIO 205.*

Select a Program Track:

Track A: Nursing and Evening/Weekend RN (41 Credits)

- BIO 205 - Microbiology (4 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)

Track B: LPN to RN Transition (41 Credits)

- BIO 205 - Microbiology (4 Credits)
- NUR 126 - Nursing Care of Women and Infants (4 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 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)

Track C: Military Medic/Corpsman and Paramedic to RN Transition (41 Credits)

- BIO 205 - Microbiology (4 Credits)
- NUR 126 - Nursing Care of Women and Infants (4 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 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 (Nursing)

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.

Selection Criteria (Evening/Weekend)

Students will be admitted to the RN Evening/Weekend pathway each 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 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 the appropriate Supplemental Application for the Nursing Program(s) and follow the admissions guidelines.

Selection Criteria (Nursing Transitions)

Students will be admitted to the RN Transition (LPN-RN, Military Medic/Corpsman-RN, Paramedic-RN) 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 the appropriate Supplemental Application for the Nursing Program(s) and follow the guidelines above for that specific RN transition track.

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.

- Mandatory attendance to the Information Session prior to the start of NUR 105.

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 or 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 return a second time and can reapply to the nursing program after 5 years.

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 appropriate Supplemental Application for the Nursing Program(s) 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 and a completed *Transcript Evaluation Request* must be submitted. This is required even if the courses do not directly apply to the RN program. All transcripts must be complete and show grades or outcomes for each class taken or the status of in-progress for classes that are in-progress at the application deadline. HCC calculates cumulative GPA from all college coursework as part of the scoring process for entry into this program. Required science courses that are older than seven years must be repeated. Students who are looking to transfer nursing course credits completed at another institution can visit the Transfer of Nursing Course Credits webpage for more information.

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 and ENG 101P are approved substitutions for ENG 101)*	3		ENG 102 or ENG 112	Advanced English Composition or Technical Writing	3

Gen Ed	Mathematics; 3-4 credits *(MAT 115 is preferred)*	3	Gen Ed	Behavioral/Social Sciences	3
Gen Ed	Behavioral/Social Sciences	3	Gen Ed	Biological/Physical Science; 3-4 credits *(of your two Science requirements, one must have a lab)*	3
PLS 101	Introduction to Paralegal Studies	3	Restricted Elective	Choose from the list	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	BUS 104	Legal Environment of Business	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	PLS 104	Principles of Litigation	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, ENG-101E, and ENG-101P*

- ENG 101 - English Composition (3 Credits)
  **(ENG 101E - English Composition for English Language Learners and ENG 101P - English Composition for College Success are approved substitutions for ENG 101)*
- ENG 102 - Advanced English Composition (3 Credits)
  OR
  ENG 112 - Technical Writing (3 Credits)

Mathematics

- Select one course from the approved General Education course list in the Mathematics category (3-4 Credits)
  **(MAT 115 is preferred)*

Program Requirements (24 Credits)

- BUS 104 - Legal Environment of Business (3 Credits)
- PLS 101 - Introduction to Paralegal Studies (3 Credits)
- PLS 102 - Legal Research (3 Credits)
- PLS 103 - Legal Writing and Documents (3 Credits)
- PLS 104 - Principles of Litigation (3 Credits)
- PLS 105 - Contracts and Torts (3 Credits)
- PLS 202 - Criminal Law and Procedure for Paralegal Studies (3 Credits)
- PLS 203 - Domestic Relations (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:

- HIS 201 - United States History to 1877 (3 Credits)
- HIS 202 - United States History since 1865 (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 (0-2 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)
- PED 132 - Yoga (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 and ENG 101P - English Composition for College Success are approved substitutions 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:

- BUS 104 - Legal Environment of Business (3 Credits)
- POL 101 - American Government (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.

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 and ENG 101P are approved substitutions for ENG 101)*	3		MAT 204	Calculus II	4
MAT 203	Calculus I	4		Gen Ed	English	3
Gen Ed	Arts/Humanities	3		PHY 203	Principles of Physics I	4
Gen Ed	Diversity	3		Gen Ed	Behavioral/Social Science	3
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**
Gen Ed	Arts/Humanities	3		Gen Ed	Behavioral/Social Science	3

PHY 204	Principles of Physics II	4	MAT 205	Calculus III	4
MAT 206	Differential Equations	4	PHY 205	Principles of Physics III	4
Elective	Choose in consultation with advisor	4	Elective	Choose in consultation with advisor	3
TOTAL		**15**	**TOTAL**		**14**

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 Science category (6 Credits)

Biological/Physical Science

- CHM 103 - General Chemistry I (4 Credits)
- PHY 203 - Principles of 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-101, ENG-101E, and ENG-101P*

- ENG 101 - English Composition (3 Credits)
  **(ENG 101E - English Composition for English Language Learners and ENG 101P - English Composition for College Success are approved substitutions 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 (20 Credits)

- MAT 204 - Calculus II (4 Credits)

- MAT 205 - Calculus III (4 Credits)
- MAT 206 - Differential Equations (4 Credits)
- PHY 204 - Principles of Physics II (4 Credits)
- PHY 205 - Principles of Physics III (4 Credits)

Free Electives (7 Credits)

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

- Select any Biology (BIO) course (3-4 Credits)
- CHM 101 - Introductory College Chemistry (4 Credits)
- CHM 104 - General Chemistry II (4 Credits)
- CHM 203 - Organic Chemistry I (4 Credits)
- CHM 204 - Organic Chemistry II (4 Credits)
- Select any Computer Science (CSC) course (3 Credits)
- Select any Engineering Science (EGR) course (3-4 Credits)
- ENV 201 - Fundamentals of Environmental Science (4 Credits)
- MAT 160 - Precalculus I (3 Credits)
- MAT 161 - Precalculus II (4 Credits)

Degree Requirement (60 Credits)

Political Science

Political Science Concentration, Arts and Sciences, A.A.

The Political Science program provides a sequence of courses for students who plan to transfer into upper division programs in political science. This program includes electives in administration of justice, anthropology, economics, geography, math, management, sociology, and speech and drama. Students should identify an intended transfer institution as early as possible and complete appropriate courses.

Program Pathway

First Year Fall			**First Year Spring**		
Course Number	**Course Name**	**Credits**	**Course Number**	**Course Name**	**Credits**
ENG 101	English Composition **(ENG 101E and ENG 101P are approved substitutions for ENG 101)*	3	Gen Ed	English	3
MAT 116	Statistical Reasoning	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; 3-4 credits **(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 202 or POL 204 or POL 206	Constitutional Law or International Relations or Comparative Politics	3
HIS 201 or HIS 202	United States History to 1877 or Unites States History since 1865	3	Elective	Choose in consultation with an advisor	2
POL 103	Mass Media and Democracy	3	Elective	Choose in consultation with an advisor	3
POL 202 or POL 204 or POL 206	Constitutional Law or International Relations or Comparative Politics	3	Elective	Choose in consultation with an advisor	3
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 to 1877 (3 Credits)
  OR
  HIS 202 - United States History since 1865 (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, ENG-101E, and ENG-101P*

- ENG 101 - English Composition (3 Credits)
  **(ENG 101E - English Composition for English Language Learners and ENG 101P - English Composition for College Success are approved substitutions for ENG 101)*
- Select another course from the approved General Education course list in the English category (3 Credits)

Mathematics

- MAT 116 - Statistical Reasoning (3 Credits)

Program Requirements (15 Credits)

- POL 101 - American Government (3 Credits)
- POL 102 - State and Local Government (3 Credits)
- POL 103 - Mass Media and Democracy (3 Credits)

Select 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 (13-14 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)
- POL 202 - Constitutional Law (3 Credits)
- POL 204 - International Relations (3 Credits)
- POL 206 - Comparative Politics (3 Credits)
- POL 269 - Internship I (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 and ENG 101P are approved substitutions for ENG 101)*	3		Gen Ed	English	3
MAT 116	Statistical Reasoning	3		Gen Ed	Arts/Humanities	3
SOC 101	Introduction to Sociology	3		Gen Ed	Diversity	3
PSY 101	General Psychology	3		PSY 204	Developmental Psychology: Lifespan Human Development	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; 3-4 credits *(of your two science requirements, one must have a lab)*	3
Gen Ed	Arts/Humanities	3	PSY 220	Research Methods in the Social and Behavioral Sciences	3
PSY 206	Abnormal Psychology	3	Gen Ed	Behavioral/Social Sciences	3
PSY 203 or PSY 208 or PSY 216	Educational Psychology or Theories of Personality or Social Psychology	3	Elective	Choose in consultation with an advisor	3
Elective	Choose in consultation with an advisor	2	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, ENG-101E, and ENG-101P*

- ENG 101 - English Composition (3 Credits)
  **(ENG 101E - English Composition for English Language Learners and ENG 101P - English Composition for College Success are approved substitutions for ENG 101)*
- Select another course from the approved General Education course list in the English category (3 Credits)

Mathematics

- MAT 116 - Statistical Reasoning (3 Credits)

Program Requirements (15 Credits)

- PSY 101 - General Psychology (3 Credits)
- PSY 203 - Educational Psychology (3 Credits)
  OR
  PSY 208 - Theories of Personality (3 Credits)
  OR
  PSY 216 - Social Psychology (3 Credits)
- PSY 204 - Developmental Psychology: Lifespan Human Development (3 Credits)
- PSY 206 - Abnormal Psychology (3 Credits)
- PSY 220 - Research Methods in the Social and Behavioral Sciences (3 Credits)

Free Electives (13-14 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)
- Any Foreign Language course (3 Credits)
  HCC offers language instruction from elementary to intermediate proficiency in French (FRN 101, FRN 102, FRN 201, FRN 202), German (GER 101, GER 102, GER 201, GER 202), Japanese (JPN 101, SPN 102, JPN 201, JPN 202), and Spanish (SPN 101, SPN 102, SPN 201, SPN 202)
- HST 103 - Introduction to Human Services and Social Work (3 Credits)
- PED 132 - Yoga (1 Credit)
- PSY 203 - Educational Psychology (3 Credits)
- PSY 208 - Theories of Personality (3 Credits)
- PSY 216 - Social Psychology (3 Credits)
- PSY 220 - 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.

Accreditation: The Radiography Program of Hagerstown Community College is accredited by:

The Joint Review Committee on Education in Radiologic Technology (JRCERT)
20 N. Wacker Drive
Suite 2850
Chicago, IL 60606
(312) 704-5300
http://www.jrcert.org

Program Outcomes: Graduates of the Associate of Applied Science degree in radiography program will be able to:

1. Provide appropriate patient care in the course of radiographic procedures with respect to diverse cultures, values, and beliefs.
2. Competently perform routine imaging procedures.
3. Utilize appropriate protection and standard precautions.
4. Critique images to assure highest quality.
5. Communicate effectively with staff and patients.
6. Be able to solve age-specific, disease-specific, and non-routine imaging situations.
7. Make critical decisions appropriate for the medical imager.
8. Perform as an effective team member.
9. Practice within the ethical framework of the profession.
10. Document participation in continuing education activities while enrolled in the program.
11. Begin employment in a healthcare facility within the community.
12. Meet the imaging needs of the community.
13. Participate in continuing education activities to stay current in their profession.

Admission Requirements: Admission to HCC does not guarantee admission to the Radiography Program.

The requirements below must be completed and submitted to the Office of Admissions and Enrollment Management by the application deadline of February 1st:

- 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 5 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 even if the courses taken are not directly applicable to the Radiography program. 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). All transcripts must be complete and show grades or outcomes for each class taken or the status of in-progress for classes that are in-progress at the application deadline.

- Official SAT/ACT scores if taken within five years of the application deadline.
- Complete and submit the *Radiography Program Observation Verification Form*. Program applicants are required to complete 8 hours of job shadowing in a hospital setting with a credentialed radiologic technologist. In consideration of the host clinical facilities, job shadowing experiences must be completed between June 15th and December 15th of the application cycle. This form will not be accepted if the job shadowing experience was completed outside of this timeframe. The Admissions Office will not retain submitted forms for successive application cycles.

- 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 - BIO 203 - Human Anatomy and Physiology I must be completed and BIO 204 - BIO 204 - Human Anatomy and Physiology II must be completed or in progress, ENG 101 - English Composition *(ENG 101E and ENG 101P are approved substitutions for ENG 101)*, MAT 114 - Introduction to Applied Algebra, and PSY 101 - General Psychology. If 16 credits are not completed, SAT scores will be used if taken within the past five years.
    - 2-Year Pathway: SAT scores will be used if taken within the past five years.

- In addition to the minimum grade requirement for English Composition set forth by COMAR, HCC requires Radiography students to complete all General Education requirements with a minimum grade of "C" or higher. If a student has a grade below a C, they are not eligible to be scored until that grade is replace with a grade of "C" or higher.

- 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. Maintain a minimum grade of "C" or better in all Radiography (RAD) courses. The Health Sciences Division "C" represents a grade of at least a 75%.

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 and ENG 101P are approved substitutions for ENG 101)*	3
MAT 114	Introduction to Applied Algebra	3
BIO 116 or BIO 203 and BIO 204	Human Anatomy and Physiology for Allied Health (4 Credits) or Human Anatomy and Physiology I **AND** Human Anatomy and Physiology II (8 Credits)	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 108C	Clinical Technique II	2
RAD 106C	Clinical Technique I	2	PHY 106	Radiological Physics Theory	3
HIM 102	Medical Terminology	3			
TOTAL		**10**	**TOTAL**		**8**

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

Second Year Fall			**Second Year Spring**		
Course Number	**Course Name**	**Credits**	**Course Number**	**Course Name**	**Credits**
RAD 205C	Clinical Technique III	4	RAD 211C	Clinical Technique IV	4
RAD 202	Advanced Medical Imaging Concepts	3	RAD 201	Radiographic Imaging Concepts	3
RAD 215	Pathology for Imaging Sciences	3	BIO 202	Radiation Biology	2
TOTAL		**10**	**TOTAL**		**9**

Two-Year Program Pathway

First Summer		
Course Number	**Course Name**	**Credits**
BIO 116 or BIO 203 and BIO 204	Human Anatomy and Physiology for Allied Health (4 Credits) or Human Anatomy and Physiology I **AND** Human Anatomy and Physiology II (8 Credits)	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 108C	Clinical Technique II	2
RAD 106C	Clinical Technique I	2	PHY 106	Radiological Physics Theory	3
Gen Ed	Diversity	3	ENG 101	English Composition **(ENG 101E and ENG 101P are approved substitutions for ENG 101)*	3
HIM 102	Medical Terminology	3	MAT 114	Introduction to Applied Algebra	3
TOTAL		**13**	**TOTAL**		**14**

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

Second Year Fall			**Second Year Spring**		
Course Number	**Course Name**	**Credits**	**Course Number**	**Course Name**	**Credits**
RAD 205C	Clinical Technique III	4	RAD 211C	Clinical Technique IV	4
RAD 202	Advanced Medical Imaging Concepts	3	BIO 202	Radiation Biology	2
PSY 101	General Psychology	3	RAD 201	Radiographic Imaging Concepts	3

RAD 215	Pathology for Imaging Sciences	3	Gen Ed	Arts/Humanities	3
TOTAL		**13**	**TOTAL**		**12**

General Education Requirements (19-23 Credits)

**A minimum grade of "C" or better is required for all General Education Requirement courses.*

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

- ENG 101 - English Composition (3 Credits)
  **(ENG 101E - English Composition for English Language Learners and ENG 101P - English Composition for College Success are approved substitution for ENG 101)*

Mathematics

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

Program Requirements (49 Credits)

**A minimum grade of "C" or better is required for all Radiography (RAD) courses. The Health Sciences Division "C" represents a grade of at least a 75%.*

- BIO 202 - Radiation Biology (2 Credits)
- HIM 102 - Medical Terminology (3 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 106C - Clinical Technique I (2 Credits)
- RAD 108C - Clinical Technique II (2 Credits)
- RAD 109 - Patient Care for Radiographers (3 Credits)
- RAD 200C - Clinical Practicum (4 Credits)
- RAD 201 - Radiographic Imaging Concepts (3 Credits)
- RAD 202 - Advanced Medical Imaging Concepts (3 Credits)
- RAD 205C - Clinical Technique III (4 Credits)
- RAD 211C - Clinical Technique IV (4 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 the Radiography 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 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 - BIO 203 - Human Anatomy and Physiology I must be completed and BIO 204 - BIO 204 - Human Anatomy and Physiology II must be completed or in progress, ENG 101 - English Composition (*ENG 101E and ENG 101P are approved substitutions for ENG 101)* and MAT 114 - Introduction to Applied Algebra.

    - For two-year pathway and applicants who recently graduated from high school, submit SAT scores if taken within the last five years.

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 valid government-issued photo ID (driver's license, state ID, passport, military ID, or green card) and a social security number is required for the 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.

Vaccine Requirements

Several immunizations are required as part of your health documentation, including: PPD 2-step tuberculin skin test OR blood test (QuantiFERON), HEP B 3 vaccine series OR Positive immunity titer, Tetanus (Tdap) within last 10 years, Varicella 2 vaccine series OR positive immunity titer, MMR 2 vaccine series OR positive immunity titer, and the Flu vaccine (fall and spring). Since many individuals fail to maintain immunity over time, you may be required to repeat vaccination series/ receive a

booster to demonstrate positive immunity. It is the student's responsibility to verify immunity prior to the start of the program and take the necessary steps to ensure positive immunity by the health documentation deadline provided to each cohort.

Clinical Site Placement

Student placement in the clinical education component of the radiography program is determined each semester.

Hours for clinical rotations can range from 6:00AM to 9:00PM (varies). All shifts are 8 hours in length, not to exceed 40 hours per week combined between classroom time and clinicals. The majority of shifts are scheduled during Monday-Friday, however, some weekends will also be required. First year students rotate Tuesdays and Thursdays, second year students rotate Monday through Friday in their second summer, and then rotate Monday, Wednesday and Friday the last two semesters of the program. The entire semester clinical schedule will be posted prior to the beginning of each semester.

Clinical sites are within a 70 mile radius from campus. Transportation to and from these sites is the student's responsibility. A criminal background check, drug screen and various immunizations are required to attend all clinical sites. Specifics on fees and procedures are found in the health documentation packet provided at New Student Orientation.

A list of clinical affiliates as well as more detailed information can be found in the Student Handbook.

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 the Radiography program by the established deadline date. 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 and a completed Transcript Evaluation Request must be submitted. This is required even if the courses do not directly apply to the Radiography program. All transcripts must be complete and show grades or outcomes for each class completed or the status of in-progress for classes that are in-progress at the application deadline. HCC calculates cumulative GPA from all college coursework as part of the scoring process for entry into this program. Required science courses that are older than five years must be repeated.

Transfer from Other Radiography Programs

Students transferring to HCC who have been enrolled in another radiography program must be enrolled as an HCC student, complete the *Supplemental Application for the Radiography Program* 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 and ENG 101P are approved substitutions for ENG 101)*	3	Gen Ed	English	3
Gen Ed	Mathematics; 3-4 credits	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	3
Elective	Choose in consultation with an advisor	3	Gen Ed	Biological/Physical Science; 3-4 credits **(of your two Science requirements, one must have a lab)*	3
SOC 102	Sociology of Social Problems	3	SOC 115 or SOC 120	The Consequences of Eating: Sociology of Health or Health and Society	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 (31-33 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, ENG-101E, and ENG-101P*

- ENG 101 - English Composition (3 Credits)
  **(ENG 101E - English Composition for English Language Learners and ENG 101P - English Composition for College Success are approved substitutions 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)

- 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 115 - The Consequences of Eating: Sociology of Health (3 Credits)
  OR
  SOC 120 - Health and Society (3 Credits)

Free Electives (15-17 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)
- Any Foreign Language course (3 Credits)
  HCC offers language instruction from elementary to intermediate proficiency in French (FRN 101, FRN 102, FRN 201, FRN 202), German (GER 101, GER 102, GER 201, GER 202), Japanese (JPN 101, JPN 102, JPN 201, JPN 202), and Spanish (SPN 101, SPN 102, SPN 201, SPN 202)
- GEO 105 - World Regional Geography (3 Credits)
- HST 103 - Introduction to Human Services and Social Work (3 Credits)
- MAT 116 - Statistical Reasoning (3 Credits)
- POL 101 - American Government (3 Credits)
- PED 132 - Yoga (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.

- View the Substance Abuse 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 and ENG 101P are approved substitutions for ENG 101)*	3	PSY 206	Abnormal Psychology	3

Gen Ed	Arts/Humanities	3	MAT 115 or MAT 116	Quantitative Reasoning or Statistical Reasoning	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 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, ENG-101E, and ENG-101P*

- ENG 101 - English Composition (3 Credits)
  **(ENG 101E - English Composition for English Language Learners and ENG 101P - English Composition for College Success are approved substitutions for ENG 101)*

Mathematics

- MAT 115 - Quantitative Reasoning (3 Credits)
  OR
  MAT 116 - Statistical Reasoning (3 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 (9 Credits)

Select Restricted Elective credits from the following list:

- 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.

- View the Substance Abuse Fact Sheet.

Program Requirements (24 Credits)

- CDC 203 - Ethics in Counseling (3 Credits)
- CDC 210 - Medical Aspects of Chemical Dependency (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)
  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)

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 (18-19 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 Science 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 (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, GDT, INT, WEB (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 (11-12 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 and ENG 101P are approved substitutions for ENG 101)*	3	ENG 102	Advanced English Composition	3
MAT 115 or MAT 116 or MAT 160	Quantitative Reasoning or Statistical Reasoning or Precalculus I	3	THR 112	Costume Design	3
Gen Ed	Arts/Humanities	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 106	Fundamentals of Acting	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; 3-4 credits *(of your two Science requirements; one must have a lab)*	3	THR 120	Theater Practicum I	1
THR 114	History of the Theatre	3	THR 207	Stage Craft	3
Restricted Elective	Choose from the list	3	THR 210	Script Analysis	3
Gen Ed	Select one of the following: ENG 203, ENG 204, ENG 205, or ENG 206	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 one of the following ENG 203, ENG 204, ENG 205, or ENG 206 (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 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, ENG-101E, and ENG-101P*

- ENG 101 - English Composition (3 Credits)
  **(ENG 101E - English Composition for English Language Learners and ENG 101P - English Composition for College Success are approved substitutions for ENG 101)*
- ENG 102 - Advanced English Composition (3 Credits)

Mathematics

- MAT 115 - Quantitative Reasoning (3 Credits)
  OR
  MAT 116 - Statistical Reasoning (3 Credits)
  OR
  MAT 160 - Precalculus I (3 Credits)

Program Requirements (19 Credits)

- THR 101 - Introduction to the Theater (3 Credits)
- THR 106 - Fundamentals of Acting (3 Credits)
- THR 112 - Costume Design (3 Credits)
- THR 114 - History of the Theatre (3 Credits)
- THR 120 - Theater Practicum I (1 Credit)
- THR 207 - Stage Craft (3 Credits)
- THR 210 - Script Analysis (3 Credits)

Restricted Electives (6 Credits)

Select Restricted Elective credits from the following list:

- DNC 105 - Tap Dance I (3 Credits)
- DNC 111 - Jazz Dance I (3 Credits)
- DNC 114 - Ballet I (3 Credits)
- DNC 205 - Tap Dance II (3 Credits)
- DNC 211 - Jazz Dance II (3 Credits)
- THR 113 - Introduction to Directing: Television and Theater (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)
- GDT 116 - Digital Imaging (3 Credits)
- HUM 201 - The Arts: A Creative Synthesis (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 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**
Gen Ed	English	3		COM 108	Introduction to Human Communication	3
Gen Ed	Mathematics; 3-4 credits	3		Gen Ed	Biological/Physical Science; 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 (18-20 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

- 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 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 (3-4 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 (5-7 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)
- MAT 116 - Statistical Reasoning (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 I (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 A or Track B 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)

Select a Program Track:

Track A: Transportation Cohort

- 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 B: Business Foundation

- 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**
Gen Ed	English **(ENG 112 is preferred)*	3		Restricted Elective	Choose from the list	3
Gen Ed	Mathematics; 3-4 credits **(MAT 115 is preferred, 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 173	Database Fundamentals	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**
WEB 215	JavaScript and Multimedia	3		Gen Ed	Diversity	3

Gen Ed	Behavioral/Social Science	3	Elective	Choose in consultation with an advisor	3
GDT 112	Computer Graphics	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 (18-20 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

- 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 one course from the approved General Education course list in the English category (3 Credits)
  **(ENG 112 is preferred)*

Mathematics

- Select one course from the approved General Education course list in the Mathematics category (3-4 Credits)
  **(MAT 115 is preferred, unless the student plans to take CSC 132 or CSC 134 as a restricted elective)*

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 173 - Database Fundamentals (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 130 - Fundamentals of Programming Design (3 Credits)
- CSC 132 - Computer Science I (4 Credits)
- CSC 134 - Introduction to JAVA Programming (4 Credits)
- GDT 142 - Computer Illustration: Adobe Illustrator (3 Credits)
- GDT 146 - Graphic Design I (3 Credits)
- GDT 220 - Digital Video and Audio (3 Credits)
- SDE 201 - Mobile Applications Design and Development (3 Credits)
- WEB 269 - Internship I (1-3 Credits)

Free Electives (1-3 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 173 - Database Fundamentals (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. Total of 45 hours of lecture.

Semesters Offered: All Terms, All Years.

ACC 102 - Principles of Accounting II

Prerequisite: ACC 101.
(3 Credits) This course is a continuation of ACC 101 with emphasis on the application to corporations and the study of financial analysis. It also includes an introduction to cost and managerial accounting. Total of 45 hours of lecture.

Semesters Offered: All Terms, All Years.

ACC 105 - Income Tax Accounting I

Prerequisite: ACC 101.
(3 Credits) This course is a study of income tax law and regulations that are applied in the preparation of income tax returns primarily for the individual. Total of 45 hours of lecture.

Semesters Offered: Fall Only, All Years.

ACC 201 - Intermediate Accounting I

Prerequisite: ACC 102.
(3 Credits) This course is a more intensive study of the accounting principles introduced in ACC 101. Topics include the conceptual framework of accounting, balance sheet and income statements, statements of cash flow, receivables, and inventories. Total of 45 hours of lecture.

Semesters Offered: Fall Only, All Years.

ACC 202 - Intermediate Accounting II

Prerequisite: ACC 201.
(3 Credits) This course covers specialized problems in accounting. Topics include debt and equity financing, investments in assets, debt and equity securities, leases, income taxes, employee compensation, earnings per share, and analysis of financial statements. Total of 45 hours of lecture.

Semesters Offered: Spring Only, All Years.

ACC 205 - Income Tax Accounting II

Prerequisite: ACC 105.
(3 Credits) As a continuation of ACC 105, this course emphasizes the study of income tax law and regulations that are applied in

the preparation of individual and business tax returns. Total of 45 hours of lecture.

Semesters Offered: Spring Only, All Years.

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. Total of 45 hours of lecture.

Semesters Offered: Spring Only, All Years.

ACC 269 - Internship I

(1-3 Credits) See the "Academic Policies" section of the current HCC Catalog for internship guidelines. Internship eligibility and application information are available at https://www.hagerstowncc.edu/student-services/internships. Total of 1 credit is equivalent to 60 hours, 2 credits is equivalent to 120 hours, and 3 credits is equivalent to 180 hours.

Semesters Offered: As Needed.

ACC 270 - Internship II

(1-3 Credits) See the "Academic Policies" section of the current HCC Catalog for internship guidelines. Internship eligibility and application information are available at https://www.hagerstowncc.edu/student-services/internships. Total of 1 credit is equivalent to 60 hours, 2 credits is equivalent to 120 hours, and 3 credits is equivalent to 180 hours.

Semesters Offered: As Needed.

Administration of Justice

ADJ 101 - Introduction to Criminal Justice

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

Semesters Offered: Fall and Spring Only, All Years.

ADJ 102 - American Law Enforcement

(3 Credits) This course introduces the student to the role of law enforcement in a democratic society. The history and philosophy of law enforcement are examined relative to current innovative practices. Current problems and solutions are offered as well as

crime reducing strategies. Total of 45 hours of lecture.

Semesters Offered: Fall Only, All Years.

ADJ 104 - Corrections in America

(3 Credits) This course introduces students to the field of corrections as it relates to the justice system. The course focuses on the history of corrections and the forms of criminal sanctions at the federal, state, and local levels. Total of 45 hours of lecture.

Semesters Offered: Spring Only, All Years.

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.

Semesters Offered: As Needed.

ADJ 201 - Law Enforcement and the Community

Prerequisite: ADJ 102.
(3 Credits) This course will study the relationship between police and the community with recommendations for ways of working together to reduce crime. Emphasis is placed on policing in a culturally diverse society. Total of 45 hours of lecture.

Semesters Offered: Spring Only, All Years.

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.

Semesters Offered: Fall Only, All Years.

ADJ 204 - Criminal Investigation

Prerequisite: ADJ 101.
(3 Credits) This course is a study of the fundamental principles and procedures employed in the investigation of crime. Emphasis is placed on the investigation of specific crimes, the identification of sources of information, and the procedures necessary for the proper handling of evidence. The course develops a working knowledge of the steps of investigation beginning with the initial security of the crime scene and concluding with the presentation of evidence and proper testimony in court. Total of 45 hours of lecture.

Semesters Offered: Fall Only, All Years.

ADJ 206 - Criminal Procedure for Criminal Justice

Prerequisite: ADJ 101.
(3 Credits) This course examines the constitutional protection and due process afforded to every person arrested in the United States. It provides students with a thorough understanding of the U.S. justice system from the time of arrest through the sentencing of the criminal offender. We will focus on the powers and limitations of the government in its quest to enforce substantive criminal law. Thus, we will seek to understand whether the actions of government officials during the investigation, adjudication, and corrections stages of a criminal case were permissible. Our primary concern will be how the U.S. Supreme Court has interpreted the Fourth, Fifth, Sixth, Eighth and Fourteenth Amendments of the U.S. Constitution and how these interpretations have evolved (and are continuously evolving) in terms of their application in the criminal justice system. Total of 45 contact hours.

Semesters Offered: Spring Only, All Years.

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.

Semesters Offered: As Needed.

ADJ 269 - Internship I

(1-3 Credits) See the "Academic Policies" section of the current HCC Catalog for internship guidelines. Internship eligibility and application information are available at https://www.hagerstowncc.edu/student-services/internships. Total of 1 credit is equivalent to 60 hours, 2 credits is equivalent to 120 hours, and 3 credits is equivalent to 180 hours.

Semesters Offered: As Needed.

ADJ 270 - Internship II

(1-3 Credits) See the "Academic Policies" section of the current HCC Catalog for internship guidelines. Internship eligibility and application information are available at https://www.hagerstowncc.edu/student-services/internships. Total of 1 credit is equivalent to 60 hours, 2 credits is equivalent to 120 hours, and 3 credits is equivalent to 180 hours.

Semesters Offered: As Needed.

Advanced Manufacturing Systems

ADM 102 - Introduction to PLCs

(3 Credits) This is a beginning, hands-on, course in programmable logic controllers (PLCs). The course teaches students the hardware and program 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. Total of 45 hours of lecture.

Semesters Offered: Fall Only, All Years.

ADM 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, software, and maintenance. Total of 45 hours of lecture.

Semesters Offered: Spring Only, All Years.

ADM 158 - Circuits, Schematics, and Test Equipment

Prerequisite: ELE 110.
(3 Credits) This course teaches students how to recognize, interpret, and troubleshoot electrical and electronic circuit boards through symbol identification and to use a variety of test instruments. Students will learn to effectively solve problems through critical thinking, logic, and root cause analysis. Electrical standards for circuit structure, codes, and symbols according to IEEE, ANSI, and IEC Standards will be emphasized. Total of 45 hours of lecture.

Semesters Offered: Spring Only, All Years.

ADM 201 - Lean Manufacturing and Quality Assurance

Prerequisite: RDG 095 or appropriate score on the placement test.
(2 Credits) The competitive business environment demands that every enterprise becomes lean. There is simply no manpower nor material to waste. This course teaches students the principles, concepts, and applications of lean management and quality techniques in today's technology-based businesses. Subjects include 5S, Six Sigma, Root Cause Analysis, Kaizen (using Continuous Improvement Techniques requiring both conscious and sub-conscious thinking), quality assurance (focusing on techniques used to systematically monitor and evaluate various aspects of a project, service, or facility, to ensure that standards of quality are being met), and internationally agreed standards such as ISO. Total of 30 hours of lecture.

Semesters Offered: Fall Only, All Years.

ADM 203 - PLC Applications

Prerequisite: ADM 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. Total of 45 hours of lecture.

Semesters Offered: Spring Only, All Years.

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. Total of 15-45 contact hours.

Semesters Offered: As Needed.

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. Total of 45 hours of lecture.

Semesters Offered: Spring Only, All Years.

ADM 269 - Internship I

(1-3 Credits) See the "Academic Policies" section of the current HCC Catalog for internship guidelines. Internship eligibility and application information are available at https://www.hagerstowncc.edu/student-services/internships. Total of 1 credit is equivalent to 60 hours, 2 credits is equivalent to 120 hours, and 3 credits is equivalent to 180 hours.

Semesters Offered: As Needed.

Alternative Energy Technology

AET 102 - Introduction to Alternative Energy

(3 Credits) This class will introduce students to the various types of Alternative and Renewable Energy available in today's global market as well as Energy Efficiency Techniques. Students will learn the basics about different energy types such as solar, wind, bio fuel, solar thermal, geo thermal, magnetism, pressure and mechanical energy. Hands-on labs include miniature Wind Turbine Operation, Solar Energy Collection, and Hydro-fuel operation. Total of 45 hours of lecture.

Semesters Offered: Fall Only, All Years.

AET 106 - Photovoltaic Installation I

Corequisite: 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. Total of 45 hours of lecture.

Semesters Offered: Fall Only, All Years.

AET 107 - Photovoltaic Installation II

Prerequisite: AET 106.
(3 Credits) This class will provide students with the skills needed to enter the field of solar installation and design. Students will learn the principles behind photovoltaic design and operation. Students will learn how to safely work with and install batteries, bend conduit, and identify different types of building construction. Students will be able to install, startup and test a typical multimode photovoltaic system. Students will also be able to trouble-shoot and maintain a typical photovoltaic system. Hands-on

labs are included. Total of 45 hours of lecture.

Semesters Offered: Spring Only, All Years.

AET 240 - AET Capstone Project

Prerequisite: AET 106 .
Corequisite: AET 107 .
(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.

Semesters Offered: As Needed.

AET 269 - Internship I

(1-3 Credits) See the "Academic Policies" section of the current HCC Catalog for internship guidelines. Internship eligibility and application information are available at https://www.hagerstowncc.edu/student-services/internships. Total of 1 credit is equivalent to 60 hours, 2 credits is equivalent to 120 hours, and 3 credits is equivalent to 180 hours.

Semesters Offered: As Needed.

AET 270 - Internship II

(1-3 Credits) See the "Academic Policies" section of the current HCC Catalog for internship guidelines. Internship eligibility and application information are available at https://www.hagerstowncc.edu/student-services/internships. Total of 1 credit is equivalent to 60 hours, 2 credits is equivalent to 120 hours, and 3 credits is equivalent to 180 hours.

Semesters Offered: As Needed.

American Sign Language

ASL 101 - Basic Sign Language

(3 Credits) This course requires students to develop proficient receptive and expressive skills so they may communicate with the deaf community. Total of 45 hours of lecture.

Semesters Offered: All Terms, All Years.

ASL 102 - Intermediate Sign Language

Prerequisite: ASL 101.
(3 Credits) This course expands upon the basic competencies and proficiencies of communication and cultural analysis that were introduced in ASL 101. Total of 45 hours of lecture.

Semesters Offered: Spring Only, All Years.

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.

Semesters Offered: All Terms, All Years.

ANT 269 - Internship I

(1-3 Credits) See the "Academic Policies" section of the current HCC Catalog for internship guidelines. Internship eligibility and application information are available at https://www.hagerstowncc.edu/student-services/internships. Total of 1 credit is equivalent to 60 hours, 2 credits is equivalent to 120 hours, and 3 credits is equivalent to 180 hours.

Semesters Offered: As Needed.

ANT 270 - Internship II

(1-3 Credits) See the "Academic Policies" section of the current HCC Catalog for internship guidelines. Internship eligibility and application information are available at https://www.hagerstowncc.edu/student-services/internships. Total of 1 credit is equivalent to 60 hours, 2 credits is equivalent to 120 hours, and 3 credits is equivalent to 180 hours.

Semesters Offered: As Needed.

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.

Semesters Offered: All Terms, All Years.

ART 102 - Two-Dimensional Design

Prerequisite: RDG 095 or appropriate score on the placement test.
(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. Total of 60 hours of lecture.

Semesters Offered: Fall Only, All Years.

ART 103 - Drawing I

Prerequisite: RDG 095 or appropriate score on the placement test.
(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. Total of 60 hours of lecture.

Semesters Offered: All Terms, All Years.

ART 104 - Painting I

Prerequisite: RDG 095 or appropriate score on the placement test.
(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. Total of 60 hours of lecture.

Semesters Offered: Fall and Spring Only, All Years.

ART 113 - Digital Painting and Drawing I

(3 Credits) This course provides students with a foundational experience in the contemporary fine art practice of digital image making. Students will learn the skills and practices of digital image making through hands-on experiences with the tools and programs used by professional digital artists. The skills taught in this class are directly applicable to a wide variety of creative fields, including illustration, concept art for film, television, video games, product design, and advertising. Additional topics addressed include the relationship between digital and traditional image making practices, and the evolution of digital painting/drawing as a distinct medium unto itself. Students will produce a portfolio of work. Total of 60 hours of lecture.

Semesters Offered: Fall and Spring Only, All Years.

ART 115 - Photography I

Prerequisite: RDG 095 or appropriate score on the placement test.
(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. Total of 60 hours of lecture.

Semesters Offered: Fall and Spring Only, All Years.

ART 120 - Ceramics I

Prerequisite: RDG 095 or appropriate score on the placement test.
(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. Total of 60 hours of lecture.

Semesters Offered: Fall and Spring Only, All Years.

ART 122 - Sculpture I

Prerequisite: RDG 095 or appropriate score on the placement test.
(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. Total of 60 hours of lecture.

Semesters Offered: Fall and Spring Only, All Years.

ART 123 - Jewelry I

Prerequisite: RDG 095 or appropriate score on the placement test.
(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. Total of 60 hours of lecture.

Semesters Offered: As Needed.

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. Total of 60 hours of lecture.

Semesters Offered: All Terms, All Years.

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. Total of 60 hours of lecture.

Semesters Offered: Fall and Spring Only, All Years.

ART 213 - Digital Painting and Drawing II

Prerequisite: ART 113
(3 Credits) This course provides students with an advanced experience in the practice of digital image making as it is applied in fine and commercial art contexts. Students will be mentored towards developing an individual aesthetic in the various media of this field. The skills taught in this class are directly applicable to a wide variety of creative fields, including illustration, concept art for film, television, video games, product design, and advertising. Studio practice will address recent emergence of

AI-powered digital image-making and its ethical, legal, creative, and philosophical implications. Over the duration of the course, students will produce a portfolio of work reflective of their mastery of course material. Total of 60 hours of lecture.

Semesters Offered: Fall and Spring Only, All Years.

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. Total of 60 hours of lecture.

Semesters Offered: Fall and Spring Only, All Years.

ART 220 - Ceramics II

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. Total of 60 hours of lecture.

Semesters Offered: Fall and Spring Only, All Years.

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. Total of 60 hours of lecture.

Semesters Offered: Fall and Spring Only, All Years.

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. Total of 60 hours of lecture.

Semesters Offered: As Needed.

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.* Total of 45 hours of lecture.

Semesters Offered: Fall Only, As Needed.

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.* Total of 45 hours of lecture.

Semesters Offered: Spring Only, As Needed.

ART 240 - Visual Art Capstone Experience and Portfolio Review

Prerequisite: ART 102; **AND** any one of the following: ART 203, ART 204, ART 215, ART 220, ART 222, or ART 223.
(2 Credits) This course provides the Visual Arts major individualized, in-depth study within a specific studio area under the guidance of an art faculty member, and the opportunity to demonstrate that they have achieved the learning outcomes of the Visual Arts Concentration. Students will create a portfolio of work that will be exhibited at the end of the semester in the Student Art Exhibition and presented to a panel of three faculty members during a Final Portfolio Review. During the Final Portfolio Review students will present their final work and selected works from their foundation core classes in a presentation aimed to show that they have achieved advanced understanding of the medium they are studying and are able to articulate how their work fits within their professional field. Students must earn a passing score in the Final Portfolio Review in order to complete the AA in Visual Arts program. It is recommended that students complete this course in their final semester. Total of 40 hours of lecture.

Semesters Offered: Spring and Fall Only, All Years.

ART 269 - Internship I

(1-3 Credits) See the "Academic Policies" section of the current HCC Catalog for internship guidelines. Internship eligibility and application information are available at https://www.hagerstowncc.edu/student-services/internships. Total of 1 credit is equivalent to 60 hours, 2 credits is equivalent to 120 hours, and 3 credits is equivalent to 180 hours.

Semesters Offered: As Needed.

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.* Total of 45 hours of lecture and 45 hours of lab.

Semesters Offered: All Terms, As Needed.

BIO 110 - Human Biology

Prerequisite: RDG 095 or appropriate score on the placement test.
(3 Credits) This is a lecture course for non-science majors. The course provides an understanding of the various life processes in the human body. In addition to an overview of the 11 body systems, the course introduces molecular and cellular components of life, homeostasis and the relationship of human systems to relevant and current discoveries in science today. * *Biological/Physical Science Approved General Education Course.* Total of 45 hours of lecture.

Semesters Offered: All Terms, As Needed.

BIO 112 - Biology of Disease and Pandemics

Prerequisite: RDG 095 or appropriate score on the placement test.
(3 Credits) The emergence of infectious diseases and disease spread to pandemic proportions has occurred repeatedly throughout human history. This course will explore the basic biological principles associated with various types of disease-causing agents, factors that influence disease spread, and the creation of scientific mechanisms and public health measures to control or reduce the spread of disease. Several historical and recent pandemic examples will be discussed. * *Biological/Physical Science Approved General Education Course.* Total of 45 hours of lecture.

Semesters Offered: All Terms, As Needed.

BIO 113 - Principles of Biology I

Prerequisite: MAT 090, MAT 095, or appropriate score on the placement test ; **AND** RDG 095 or appropriate score on the placement test.
(4 Credits) This course with laboratory is intended for students needing biology for allied health, biology, and other science major degrees or 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. Students pursuing Biology or other STEM related programs are highly encouraged to take CHM 101 or CHM 103 prior to or concurrent with the course. Biology majors must also take BIO 114. **Biological/Physical Science and Lab Approved General Education Course.* Total of 45 hours of lecture and 45 hours of lab.

Semesters Offered: All Terms, All Years.

BIO 114 - Principles of Biology II

Prerequisite: BIO 113
Corequisite: CHM 101 or higher (successful completion of high school chemistry within the last 5 years is an acceptable substitution for CHM-101)
(4 Credits) This course with laboratory is 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.* Total of 45 hours of lecture and 45 hours of lab.

Semesters Offered: Spring Only, All Years.

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.* Total of 45 hours of lecture and 45 hours of lab.

Semesters Offered: All Terms, All Years.

BIO 202 - Radiation Biology

Prerequisite: PHY 106 and RAD 108C ; **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.

Semesters Offered: All Terms, All Years.

BIO 203 - Human Anatomy and Physiology I

Prerequisite: RDG 095 or appropriate score on the placement test ; **AND** MAT 090, MAT 095, or appropriate scores on placement test ; **AND** BIO 113 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 nursing and various allied health programs and appropriate for biology and related pre-professional fields. In addition to a brief review of cell biology and biochemistry, the course explores histology and the integumentary, skeletal, muscular, nervous/sensory and endocrine systems. * *Biological/Physical Science and Lab Approved General Education Course.* Total of 45 hours of lecture and 45 hours of lab.

Semesters Offered: All Terms, All Years.

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.* Total of 45 hours of lecture and 45 hours of lab.

Semesters Offered: All Terms, All Years.

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. This course may be required for nursing and various allied health programs and is appropriate for biology majors and related pre-professional fields. Total of 45 hours of lecture and 45 hours of lab.

Semesters Offered: All Terms, All Years.

BIO 206 - Nutrition for Health Sciences

Prerequisite: BIO 113, BIO 116, CHM 101, or CHM 103
(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.

Semesters Offered: Spring and Summer Only, As Needed.

BIO 210 - Genetics

Prerequisite: BIO 113 and MAT 160.
(4 Credits) This course introduces major concepts in genetics at the cellular, molecular, and population levels; it also reviews and expands classical Mendelian principles, the molecular nature of the gene, gene actions, gene regulation, and gene frequencies in populations. Examples, drawn from prokaryotes and eukaryotes, emphasize recent advances in health, medicine, and biotechnology. Students will perform techniques used in research and biotechnology settings. Total of 45 hours of lecture and 45 hours of lab.

Semesters Offered: Spring Only, All Years.

BIO 269 - Internship I

(1-3 Credits) See the "Academic Policies" section of the current HCC Catalog for internship guidelines. Internship eligibility and application information are available at https://www.hagerstowncc.edu/student-services/internships. Total of 1 credit is equivalent to 60 hours, 2 credits is equivalent to 120 hours, and 3 credits is equivalent to 180 hours.

Semesters Offered: As Needed.

BIO 270 - Internship II

(1-3 Credits) See the "Academic Policies" section of the current HCC Catalog for internship guidelines. Internship eligibility and application information are available at https://www.hagerstowncc.edu/student-services/internships. Total of 1 credit is equivalent to 60 hours, 2 credits is equivalent to 120 hours, and 3 credits is equivalent to 180 hours.

Semesters Offered: As Needed.

Biotechnology

BTC 103 - Forensic Science

Prerequisite: MAT 090, MAT 095, or appropriate score on the placement test; **AND** RDG 095 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.* Total of 45 hours of lecture and 45 hours of lab.

Semesters Offered: All Terms, As Needed.

BTC 110 - Biotechnology and Society

Prerequisite: MAT 090, MAT 095, or appropriate score on the placement test; **AND** RDG 095 or appropriate score on the placement test.
(3 Credits) This course introduces the scientific methods and applications of biotechnology while emphasizing impacts on society. Ethical, social, political, legal, economic and historical implications will be discussed while utilizing current topics

such as cloning, stem cells, genetically modified organisms, and gene therapy. * *Diversity Approved General Education Course.* Total of 45 hours of lecture.

Semesters Offered: All Terms, As Needed.

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. Total of 45 hours of lecture and 45 hours of lab.

Semesters Offered: Fall Only, All Years.

BTC 202 - Biomanufacturing

Prerequisite: BIO 205 and BTC 101.
(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. Total of 45 hours of lecture and 45 hours of lab.

Semesters Offered: Spring Only, All Years.

BTC 269 - Internship I

(1-3 Credits) See the "Academic Policies" section of the current HCC Catalog for internship guidelines. Internship eligibility and application information are available at https://www.hagerstowncc.edu/student-services/internships. Total of 1 credit is equivalent to 60 hours, 2 credits is equivalent to 120 hours, and 3 credits is equivalent to 180 hours.

Semesters Offered: All Terms, All Years.

BTC 270 - Internship II

(1-3 Credits) See the "Academic Policies" section of the current HCC Catalog for internship guidelines. Internship eligibility and application information are available at https://www.hagerstowncc.edu/student-services/internships. Total of 1 credit is equivalent to 60 hours, 2 credits is equivalent to 120 hours, and 3 credits is equivalent to 180 hours.

Semesters Offered: As Needed.

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.

Semesters Offered: All Terms, All Years.

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.

Semesters Offered: All Terms, All Years.

BUS 145 - Customer Service

(1 Credit) This course gives an overview of customer loyalty and exceptional service, attitude and personal approach with customers, resolution of customer conflicts and complaints, skills to better manage a customer service role, importance of nonverbal communication, dress, listening skills and appropriate telephone, online and written communication. Total of 15 hours of lecture.

Semesters Offered: Spring Only, All Years.

BUS 269 - Internship I

(1-3 Credits) See the "Academic Policies" section of the current HCC Catalog for internship guidelines. Internship eligibility and application information are available at https://www.hagerstowncc.edu/student-services/internships. Total of 1 credit is equivalent to 60 hours, 2 credits is equivalent to 120 hours, and 3 credits is equivalent to 180 hours.

Semesters Offered: As Needed.

BUS 270 - Internship II

(1-3 Credits) See the "Academic Policies" section of the current HCC Catalog for internship guidelines. Internship eligibility and application information are available at https://www.hagerstowncc.edu/student-services/internships. Total of 1 credit is equivalent to 60 hours, 2 credits is equivalent to 120 hours, and 3 credits is equivalent to 180 hours.

Semesters Offered: As Needed.

Chemistry

CHM 101 - Introductory College Chemistry

Prerequisite: MAT 090, MAT 095, or appropriate score on the placement test; **AND** RDG 095 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.* 45 hours of lecture and 45 hours of lab.

Semesters Offered: All Terms, All Years.

CHM 103 - General Chemistry I

Prerequisite: CHM 101 or high school chemistry.
Corequisite: MAT 160 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.* 45 hours of lecture and 45 hours of lab.

Semesters Offered: All Terms, All Years.

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.* 45 hours of lecture and 45 hours of lab.

Semesters Offered: All Terms, All Years.

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. Total of 45 hours of lecture and 45 hours of lab.

Semesters Offered: Fall Only, All Years.

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. Total of 45 hours of lecture and 45 hours of laboratory.

Semesters Offered: Spring Only, All Years.

CHM 269 - Internship I

(1-3 Credits) See the "Academic Policies" section of the current HCC Catalog for internship guidelines. Internship eligibility and application information are available at https://www.hagerstowncc.edu/student-services/internships. Total of 1 credit is equivalent to 60 hours, 2 credits is equivalent to 120 hours, and 3 credits is equivalent to 180 hours.

Semesters Offered: As Needed.

CHM 270 - Internship II

(1-3 Credits) See the "Academic Policies" section of the current HCC Catalog for internship guidelines. Internship eligibility and application information are available at https://www.hagerstowncc.edu/student-services/internships. Total of 1 credit is equivalent to 60 hours, 2 credits is equivalent to 120 hours, and 3 credits is equivalent to 180 hours.

Semesters Offered: As Needed.

Commercial Vehicle Transportation

TRK 108 - Commercial Vehicle Transportation Career Development

Corequisite: TRK 110, TRK 112, and TRK 115.
(1 Credit) This course provides students with an overview of career paths, employment preparation, and job opportunities. Students will become familiar with industry image, research techniques, and adjusting to a new career. Students must have access to a computer. Total of 15 hours of lecture.

Semesters Offered: All Terms, All Years.

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.

Semesters Offered: Fall and Spring Only, All Years.

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. Total of 60 hours of lecture.

Semesters Offered: All Terms, All Years.

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.

Semesters Offered: All Terms, All Years.

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. Total of 70 hours of range driving and 144.5 hours of on-the-road driving and observation.

Semesters Offered: All Terms, All Years.

TRK 130 - Production and Operations Management

(3 Credits) This course will examine the planning, operation, and control of goods and services production. Topics include: quality assurance, production systems, project management, forecasting, and inventory management. Factors that influence efficient delivery of goods and services such as vehicle-routing issues, shipment size and mix, warehouse location, customer services, and market structure will also be covered. Total of 45 hours of lecture.

Semesters Offered: Spring Only, All Years.

TRK 210 - Transportation Management

(3 Credits) Transportation Management examines transportation infrastructure to include functional areas of transportation management and its interface with other business and logistics activities. Topics include many aspects of the line and staff functions of traffic management such as strategic planning, legal influences concerning distribution and carrier obligations, freight movement and logistics productivity. Total of 45 hours of lecture.

Semesters Offered: Fall Only, All Years.

TRK 269 - Internship I

(1-3 Credits) See the "Academic Policies" section of the current HCC Catalog for internship guidelines. Internship eligibility and application information are available at https://www.hagerstowncc.edu/student-services/internships. Total of 1 credit is equivalent to 60 hours, 2 credits is equivalent to 120 hours, and 3 credits is equivalent to 180 hours.

Semesters Offered: As Needed.

Communication

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. Total of 45 hours of lecture.

Semesters Offered: All Terms, All Years.

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. Total of 45 hours of lecture.

Semesters Offered: All Terms, All Years.

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. Total of 45 hours of lecture.

Semesters Offered: Fall Only, All Years.

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. Total of 45 hours of lecture.

Semesters Offered: Spring Only, All Years.

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. Field trips required. Total of 45 hours of lecture.

Semesters Offered: Fall Only, All Years.

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. Total of 45 hours of lecture.

Semesters Offered: Spring Only, All Years.

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. Total of 45 contact hours.

Semesters Offered: Spring Only, All Years.

CAD 269 - Internship I

(1-3 Credits) See the "Academic Policies" section of the current HCC Catalog for internship guidelines. Internship eligibility and application information are available at https://www.hagerstowncc.edu/student-services/internships. Total of 1 credit is equivalent to 60 hours, 2 credits is equivalent to 120 hours, and 3 credits is equivalent to 180 hours.

Semesters Offered: As Needed.

Computer Science

CSC 102 - Introduction to Information Technology

Prerequisite: RDG 095 or appropriate score on the placement test.
(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. Microsoft Office Suite (Word, Power Point, Excel, and Access) will be introduced. Basic application software, file management and basic Windows principles are explored. After completing this course, students will have the foundation for the IC3 certification. The philosophy behind IC3 certification is to define the concepts all students must know in order to be considered computer literate. The Internet and Computing Core Certification (IC3) program is a global, validated, standards-based training and certification program. Total of 45 hours of lecture.

Semesters Offered: All Terms, All Years.

CSC 109 - UNIX/Linux Operating System

Corequisite: CSC 102 or CYB 101.
(3 Credits) Using RedHat Linux, this course covers the basic concepts, commands, and skills used in the UNIX/Linux operating systems. Because UNIX/Linux is a very extensive operating system, this course uses the command line and introduces students to

basic elements, such as utilities, electronic mail, Visual Editor, directories, messaging, shell programming, permissions, system security, online help, controlling user processes, printing, sed, and awk. The course is recommended for users with an operating systems background. Total of 45 hours of lecture.

Semesters Offered: Fall and Spring Only, All Years.

CSC 130 - Fundamentals of Programming Design

(3 Credits) This course introduces the fundamental principles of programming design. It is designed to provide a comprehensive understanding of fundamental concepts and techniques necessary for effective software development. Students will study sequencing, selection, and iteration techniques of algorithmic design; Boolean logic; decision structures and programming logistics; file handling and basic data types; control structures; regular expressions; input/output; and textual analysis. Students will learn about problem analysis, algorithm design, and program development through theory, example, and structured hands-on programming projects using the Python programming language. Total of 45 hours of lecture.

Semesters Offered: All Terms, All Years.

CSC 132 - Computer Science I

Prerequisite: Any 100-level MAT or higher; **AND** CSC 130 or SDE 130.
(4 Credits) This course provides students with a thorough understanding of the basic principles of object-oriented programming (OOP) using the basic syntax and structure of the C and C++ programming language. The comprehensive exploration of the OOP is designed to equip students with robust and practical problem solving skills. Key topics covered in this course include variables, control statements, loops, arrays, pointers, functions, and object-oriented programming concepts. The lab component will allow students to design and create projects and develop the ability to identify and rectify common programming errors. Total of 60 hours of lecture.

Semesters Offered: All Terms, All Years.

CSC 134 - Introduction to JAVA Programming

Prerequisite: Any 100-level MAT or higher; **AND** CSC 130 or SDE 130.
(4 Credits) This course is designed to equip students with a fundamental understanding of JAVA programming principles. It comprehensively covers syntax and structure, emphasizing problem-solving techniques crucial for effective programming. Student will delve into the creation of programs using input/output statements, if-else constructs, while, do-while, and for loop logic structures, arrays, functions, and introductory object-oriented programming techniques such as Classes, Inheritance and Polymorphism. The lab component will allow students to design and create projects and develop the ability to identify and rectify common programming errors. Total of 60 hours of lecture.

Semesters Offered: Spring and Fall Only, All Years.

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. Total of 45 hours of lecture.

Semesters Offered: Spring Only, All Years.

CSC 232 - Computer Science II

Prerequisite: CSC 132.
(4 Credits) This course serves as a gateway to more advanced techniques of object-oriented programming (OOP). Building upon the foundation laid in CSC 132, this course equips students with the kills needed to master advanced OOP concepts such as Classes and Objects, Constructors and Destructors, Inheritance and Polymorphism, Encapsulation, and Operator Overloading using C++. Through lab work and hands-on exploration, students will learn to harness these concepts to develop programs tailored for execution within a Microsoft Windows environment. Using a practical, hands-on approach, student will have the opportunity to design, code, and rigorously test object-oriented applications. Total of 60 hours of lecture.

Semesters Offered: Fall and Spring Only, All Years.

CSC 269 - Internship I

(1-3 Credits) See the "Academic Policies" section of the current HCC Catalog for internship guidelines. Internship eligibility and application information are available at https://www.hagerstowncc.edu/student-services/internships. Total of 1 credit is equivalent to 60 hours, 2 credits is equivalent to 120 hours, and 3 credits is equivalent to 180 hours.

Semesters Offered: As Needed.

CSC 270 - Internship II

(1-3 Credits) See the "Academic Policies" section of the current HCC Catalog for internship guidelines. Internship eligibility and application information are available at https://www.hagerstowncc.edu/student-services/internships. Total of 1 credit is equivalent to 60 hours, 2 credits is equivalent to 120 hours, and 3 credits is equivalent to 180 hours.

Semesters Offered: As Needed.

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. Total of 45 contact hours.

Semesters Offered: All Terms, All Years.

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. Total of 45 contact hours.

Semesters Offered: Fall and Spring Only, All Years.

CYB 224 - 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. Total 45 contact hours.

Semesters Offered: Fall and Spring Only, All Years.

CYB 225 - Tactical Perimeter Defense

Prerequisite: IST 154.
(3 Credits) This course examines the critical defensive technologies needed to secure network perimeters. Coverage includes network security threats and goals, advanced TCP/IP concepts, router security, intrusion detection, firewall design and configuration, IPSec and virtual private network (VPN) design, and wireless design and security. Total of 45 contact hours.

Semesters Offered: Fall and Spring Only, All Years.

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. Total of 45 hours of lecture.

Semesters Offered: Fall and Spring Only, All Years.

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.

Semesters Offered: Fall and Spring Only, All Years.

DNC 102 - Hip-Hop History

(3 Credits) This course takes students on a journey through the rich and vibrant history of hip-hop as an evolving movement deeply tied to broader cultural and socioeconomic contexts. Students will delve into the primary elements of hip-hop

culture, including emceeing, graffiti, dj-ing, and breakdancing, and examine their intricate relationships with various urban dance forms. The course also emphasizes the enduring impact of these style on current artists, fostering an appreciation for the evolution of hip-hop dance over time. * *Arts/Humanities Approved General Education Course.* Total of 45 hours of lecture.

Semesters Offered: Fall and Spring Only, All Years.

DNC 103 - Hip Hop I

(3 Credits) This course is an introduction to the various styles of hip-hop dance. Students will explore the technical elements of hip-hop dance, musicality in movement, intricate hand and foot coordination, and the historical context that shaped the artform. Total of 60 hours of lecture.

Semesters Offered: Fall and Spring Only, As Needed.

DNC 105 - Tap Dance I

(3 Credits) This course is a lively and energetic dance class incorporating various tap dance styles. Students will explore technique, terminology, musicality, rhythm, improvisation, and historical and social context. Total of 60 hours of lecture.

Semesters Offered: Fall Only, As Needed.

DNC 111 - Jazz Dance I

(3 Credits) This course is a high intensity introduction to the various styles of jazz dance including classic, commercial, and contemporary. Students will explore the roots of jazz dance, the work of jazz dance choreographers, and will develop an appreciation for jazz dance as a form of aesthetic expression. The class is catered to all levels. Total of 60 contact hours.

Semesters Offered: Spring Only, As Needed.

DNC 114 - Ballet I

(3 Credits) A beginning ballet class that includes traditional barre and centre work with a focus on Vaganova technique. Students will engage in critical thinking, explore historical perspectives of ballet and improve flexibility, alignment, rotation, weight distribution, and balance. Total of 60 contact hours.

Semesters Offered: Spring Only, All Years.

DNC 118 - Modern Dance I

(3 Credits) An introduction to classic and contemporary modern dance technique, terminology, and historical context. This course incorporates floor work, weight change, breath support, body alignment, an exploration of expression, and improvisational exercises. Total of 60 hours of lecture.

Semesters Offered: Fall Only, As Needed.

DNC 130 - Improvisation and Choreography

(3 Credits) This course is an introduction to dance improvisation. Students will explore spontaneity, expression, space, time, and energy through solo and ensemble improvisation in preparation for the creative process of building choreography. Total of 60 contact hours.

Semesters Offered: Fall Only, As Needed.

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.

Semesters Offered: Fall and Spring Only, All Years.

DNC 203 - Hip Hop II

Prerequisite: DNC 103
(3 Credits) This class is a continuation of the skills learned in DNC 103. It is designed to further educate students on the latest hip-hop dance styles. Students will be challenged with more intricate, faster paced, and technical choreography. A guided in-depth cultural analysis of hip-hop origins will occur. Total of 60 hours of lecture.

Semesters Offered: Fall and Spring Only, As Needed.

DNC 205 - Tap Dance II

Prerequisite: DNC 105
(3 Credits) This class is a continuation of the skills learned in DNC 105. It is designed to further educate students on the technical and historical aspects of tap dance. Students will be challenged with more advanced steps and combinations and will analyze tap dance. Total of 60 contact hours.

Semesters Offered: Fall Only, As Needed.

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.

Semesters Offered: Fall and Spring Only, All Years.

DNC 211 - Jazz Dance II

(3 Credits) This course is an intermediate studio dance course focusing on the various styles of jazz dance including classic, commercial, and contemporary. Students will continue to explore and analyze the roots of jazz dance, the work of jazz dance choreographers, and will further develop an appreciation for jazz dance as a form of aesthetic expression. The class is best suited for students with previous jazz dance training. Total of 60 contact hours.

Semesters Offered: Spring Only, As Needed.

DNC 214 - Ballet II

Prerequisite: DNC 114
(3 Credits) An intermediate ballet class that includes traditional barre and centre work with a focus on Vaganova technique. Students will further engage in critical thinking, exploring historical perspectives of ballet and work to improve flexibility, alignment, rotation, weight distribution, and balance. Total of 60 contact hours.

Semesters Offered: Spring Only, All Years.

DNC 215 - HCC Dance Company I

Prerequisite: Audition required.
(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. Total of 30 contact hours.

Semesters Offered: Fall and Spring Only, All Years.

DNC 218 - Modern Dance II

Prerequisite: DNC 118.
(3 Credits) A in-depth study of classic and contemporary modern dance technique, terminology, and historical context. Students will expand their movement vocabulary and technique through combinations and exercises of greater difficulty. This course incorporates floor work, weight change, breath support, body alignment, an exploration of expression, and improvisational exercises. Total of 60 contact hours.

Semesters Offered: Fall Only, As Needed.

DNC 225 - HCC 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. Total of 30 contact hours.

Semesters Offered: Fall and Spring Only, All Years.

DNC 235 - Dance Company III

Prerequisite: DNC 225.
(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 theater dance styles. Audition required. Total of 30 contact hours.

Semesters Offered: Fall and Spring Only, All Years.

DNC 240 - HCC Dance Company Capstone Project

Prerequisite: Audition required.
(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. Total of 15 Contact Hours.

Semesters Offered: Fall and Spring Only, All Years.

Dental Assisting

DEN 101 - Dental Assisting I

Prerequisite: MAT 090, MAT 095, or appropriate score on the placement test; **AND** RDG 095 or appropriate score on the placement test.
Corequisite: BIO 116 and DEN 108 .
(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. Total of 30 hours of lecture, 60 hours of laboratory.

Semesters Offered: Summer Only, All Years.

DEN 104 - Dental Radiology

Prerequisite: MAT 090, MAT 095, or appropriate score on the placement test; **AND** RDG 095 or appropriate score on the placement test
Corequisite: BIO 116, DEN 101, and DEN 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.* Total of 30 hours of lecture and 45 hours of laboratory.

Semesters Offered: Fall Only, All Years.

DEN 107 - Dental Materials

Prerequisite: MAT 090, MAT 095, or appropriate score on the placement test; **AND** RDG 095 or appropriate score on the placement test
Corequisite: BIO 116, DEN 101, and DEN 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. Total of 15 hours of lecture and 60 hours of laboratory.

Semesters Offered: Fall Only, All Years.

DEN 108 - Head, Neck, and Oral Anatomy

Prerequisite: MAT 090, MAT 095, or appropriate score on the placement test; **AND** RDG 095 or appropriate score on the placement test.
(4 Credits) This course is designed for the first semester dental assistant 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 of the bones and muscles of the orofacial complex. The examination of the temporomandibular joint and function, and dental occlusion classification will complete this course. Total of 45 hours of lecture and 45 hours of laboratory.

Semesters Offered: Fall Only, All Years.

DEN 110 - Dental Assisting II

Prerequisite: BIO 116, DEN 101, and DEN 108.
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.* Total of 30 hours of hybrid instruction and 90 hours of laboratory.

Semesters Offered: Fall Only, All Years.

DEN 115 - Dental Office Management

Prerequisite: DEN 101, DEN 104, and DEN 107
Corequisite: COM 103 or COM 108; **AND** DEN 110 and DEN 120
(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. Total of 30 hours of online instruction.

Semesters Offered: Spring Only, All Years.

DEN 120 - Dental Specialties

Prerequisite: DEN 101, DEN 104, and DEN 107
Corequisite: COM 103 or COM 108; **AND** DEN 110 and DEN 115
(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. Total of 45 hours of hybrid instruction.

Semesters Offered: Spring Only, All Years.

DEN 130 - Dental Assisting Externship I

Prerequisite: DEN 104 and DEN 107
Corequisite: COM 103 or COM 108; **AND** DEN 110, DEN 115, and 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. Total of 135 clinical hours.

Semesters Offered: Spring Only, All Years.

DEN 230 - Dental Assisting Externship II

Prerequisite: DEN 130.
(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. Total of 180 clinical hours.

Semesters Offered: Spring Only, All Years.

Dental Hygiene

DHY 101 - Dental Hygiene Theory I

Prerequisite: Acceptance to the Dental Hygiene Program.
Corequisite: DHY 102C, 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. Total of 30 hours of lecture.

Semesters Offered: Fall Only, All Years.

DHY 102C - 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. Total of 120 clinical hours.

Semesters Offered: Fall Only, All Years.

DHY 104 - Dental Radiology

Prerequisite: Acceptance to the Dental Hygiene Program; **OR** DEN 101 and DEN 108.
Corequisite: DHY 101, DHY 102C, 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. Total of 30 lecture hours and 45 laboratory hours.

Semesters Offered: Fall Only, All Years.

DHY 108 - Head, Neck and Oral Anatomy

Prerequisite: Acceptance to the Dental Hygiene Program.
Corequisite: DHY 101, DHY 102C, 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. Total of 45 lecture hours and 45 laboratory hours.

Semesters Offered: Fall Only, All Years.

DHY 110 - Dental Hygiene Theory II

Prerequisite: DHY 101, DHY 102C, DHY 104, and DHY 108.
Corequisite: DHY 111C, 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. Total of 30 lecture hours.

Semesters Offered: Spring Only, All Years.

DHY 111C - Dental Hygiene Clinical II

Prerequisite: DHY 101 and DHY 102C.
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. Total of 120 clinical hours.

Semesters Offered: Spring Only, All Years.

DHY 112 - Dental Materials and Procedures

Prerequisite: DHY 101, DHY 102C, DHY 104, and DHY 108.
Corequisite: DHY 110, DHY 111C, DHY 113, and DHY 116.
(3 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. Total of 30 lecture hours and 45 laboratory hours.

Semesters Offered: Spring Only, All Years.

DHY 113 - General and Oral Pathology

Prerequisite: DHY 101, DHY 102C, DHY 104 , and DHY 108.
Corequisite: DHY 110, DHY 111C, 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. Total of 30 lecture hours.

Semesters Offered: Spring Only, All Years.

DHY 116 - Dental Pharmacology

Prerequisite: DHY 101, DHY 102C, DHY 104 , and DHY 108.
Corequisite: DHY 110, DHY 111C, 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. Total of 30 lecture hours.

Semesters Offered: Spring Only, All Years.

DHY 117 - Introduction to Periodontics

Prerequisite: DHY 101 and DHY 102C.
Corequisite: DHY 110 and DHY 111C.
(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.

Semesters Offered: Spring Only, All Years.

DHY 201 - Dental Hygiene Theory III

Prerequisite: DHY 108, DHY 110, DHY 111C, and DHY 112 .
Corequisite: DHY 202C, 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. Total of 30 lecture hours.

Semesters Offered: Fall Only, All Years.

DHY 202C - Dental Hygiene Clinical III

Prerequisite: DHY 110, DHY 111C, 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. Total of 180 clinical hours.

Semesters Offered: Fall Only, All Years.

DHY 203 - Periodontics and Advanced Procedures

Prerequisite: DHY 101, DHY 102C, and DHY 117.
Corequisite: DHY 201 and DHY 202C.
(2 Credits) This course provides a continued exploration of theoretical/clinical preparations with emphasis on pathogenesis of periodontal 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. Total of 30 lecture hours.

Semesters Offered: Fall Only, All Years.

DHY 204 - Pain Management in Dental Hygiene

Prerequisite: DHY 116.
Corequisite: DHY 201 and DHY 202C.
(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 202C and DHY 220. Total of 30 lecture hours and 21 laboratory hours.

Semesters Offered: Fall Only, All Years.

DHY 205 - Nutrition and Biochemistry in Dentistry

Prerequisite: DHY 110, DHY 111C, and DHY 112.
Corequisite: DHY 201 and DHY 202C.
(2 Credits) This course provides the dental hygiene students with an overview of nutrition biochemistry, nutritional guidelines, diet analysis and planning. The role of nutrition in dental health and systemic diseases are emphasized along with the clinical application of nutritional counseling strategies. Total of 30 lecture hours.

Semesters Offered: Fall Only, All Years.

DHY 210 - Community Dental Health

Prerequisite: DHY 201 and DHY 202C.
Corequisite: DHY 220 and DHY 221C.
(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. Total of 30 lecture hours and 6 Community Enrichment rotation hours.

Semesters Offered: Spring Only, All Years.

DHY 211 - Dental Hygiene Ethics and Jurisprudence

Prerequisite: DHY 201 and DHY 202C.
Corequisite: DHY 220 and DHY 221C.
(1 Credit) This course is designed for the dental hygiene student focusing on dental laws, regulations, jurisprudence, and ethical decision making. Topics include discussions of ethical principles, theory, value, responsibility, justice, and law. Other topics include examination of the dental practice act, dental practice code of ethics, and the professional relationship of a dental hygienist to dentists and patients. Total of 15 hours of lecture.

Semesters Offered: Spring Only, All Years.

DHY 220 - Dental Hygiene Theory IV

Prerequisite: DHY 201, DHY 202C, DHY 203, DHY 204, and DHY 205.
Corequisite: DHY 210, DHY 211, and DHY 221C.
(2 Credits) A continued study of dental hygiene theory and practices with an emphasis on practice management, career strategies, interviewing techniques, resume writing, professional organizations, and current events in the profession of dental hygiene. Total of 30 hours of lecture.

Semesters Offered: Spring Only, All Years.

DHY 221C - Dental Hygiene Clinical IV

Prerequisite: DHY 201, DHY 202C, DHY 203 , DHY 204 , and DHY 205 .
Corequisite: DHY 210, DHY 211 , and DHY 220.
(3 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. Total of 180 clinical hours.

Semesters Offered: Spring Only, All Years.

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.

Semesters Offered: All Terms, All Years.

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.

Semesters Offered: All Terms, All Years.

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.

Semesters Offered: Fall and Spring Only, All Years.

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.

Semesters Offered: Fall Only, All Years.

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.

Semesters Offered: Fall and Spring Only, All Years.

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.

Semesters Offered: Fall and Spring Only, All Years.

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. Total 45 hours of lecture.

Semesters Offered: Summer Only, All Years.

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. Total 45 hours of lecture.

Semesters Offered: Fall Only, All Years.

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 provides an overview of the historical foundations of special education and the inclusive education movement. It examines special education legislation, the process of identifying exceptional children, and eligibility criteria. The diverse needs of special education students are considered along with methods of meeting these needs through research-based instructional and environmental adaptions. Total 45 hours of lecture.

Semesters Offered: Fall and Spring Only, All Years.

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.

Semesters Offered: Fall and Spring Only, All Years.

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). Total 45 hours of lecture.

Semesters Offered: Spring Only, All Years.

EDU 240 - Education Capstone Field Experience

Prerequisite: EDU 101 or EDU 103; **AND** EDU 211 or PSY 203.
(3 Credits) This course 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 this course 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. Total of 45 contact hours.

Semesters Offered: Fall and Spring Only, All Years.

EDU 269 - Internship I

(1-3 Credits) See the "Academic Policies" section of the current HCC Catalog for internship guidelines. Internship eligibility and application information are available at https://www.hagerstowncc.edu/student-services/internships. Total of 1 credit is equivalent to 60 hours, 2 credits is equivalent to 120 hours, and 3 credits is equivalent to 180 hours.

Semesters Offered: As Needed.

EDU 270 - Internship II

(1-3 Credits) See the "Academic Policies" section of the current HCC Catalog for internship guidelines. Internship eligibility and application information are available at https://www.hagerstowncc.edu/student-services/internships. Total of 1 credit is equivalent to 60 hours, 2 credits is equivalent to 120 hours, and 3 credits is equivalent to 180 hours.

Semesters Offered: As Needed.

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. Total of 45 hours of lecture.

Semesters Offered: Spring Only, All Years.

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. Total of 45 hours of lecture.

Semesters Offered: Fall Only, All Years.

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. Total of 45 hours of lecture.

Semesters Offered: Spring Only, All Years.

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. Total of 45 hours of lecture.

Semesters Offered: Fall Only, All Years.

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. Total of 60 hours of lecture.

Semesters Offered: Fall and Spring Only, All Years.

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. Total of 45 hours of lecture.

Semesters Offered: Spring Only, All Years.

ELE 130 - Introduction to Unmanned Systems

Prerequisite: MAT 090, MAT 095, or appropriate score on the placement test; **AND** RDG 095 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. Total of 45 hours of lecture.

Semesters Offered: Fall Only, All Years.

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. Total of 15 hours of lecture.

Semesters Offered: Fall Only, All Years.

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. Total of 45 hours of lecture.

Semesters Offered: Spring Only, All Years.

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. Total of 45 hours of lecture.

Semesters Offered: Fall Only, All Years.

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. Total of 30 hours of lecture.

Semesters Offered: Spring Only, All Years.

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. Total of 45 hours of lecture.

Semesters Offered: Fall Only, All Years.

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. Total of 45 hours of lecture.

Semesters Offered: Spring Only, All Years.

ELE 208 - Advanced Digital Circuit Design and Analysis

Prerequisite: ELE 102 and ELE 106.
(3 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. Total of 45 hours of lecture.

Semesters Offered: Spring Only, All Years.

ELE 209 - Printed Circuit Board Design and Assembly

Corequisite: ELE 102 and ELE 106.
(2 Credits) This course teaches students the fundamentals of modern printed circuit design and fabrication. The student uses computer-aided tools to design, build, trouble-shoot an electronic assembly, test and measure the circuit specifications. Topics include printed circuit design, active and passive component selection, design and simulation, assembly modeling, and 3D printing. Total of 30 hours of lecture.

Semesters Offered: Spring Only, All Years.

ELE 213 - Instrumentation and Process Control II

Prerequisite: ELE 113.
(3 Credits) Students will study instrumentation applications, techniques, adjustment, and calibration of various systems. SCADA, PC and PLC based system control of basic processes are covered in detail. Topics such as computerized data acquisition and evaluation are incorporated into the lab environment. Students will use hands-on training systems to build and control processes. Total of 45 hours of lecture.

Semesters Offered: Fall Only, All Years.

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. Total of 45 hours of lecture.

Semesters Offered: Spring Only, All Years.

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.

Semesters Offered: Spring Only, All Years.

ELE 269 - Internship I

(1-3 Credits) See the "Academic Policies" section of the current HCC Catalog for internship guidelines. Internship eligibility and application information are available at https://www.hagerstowncc.edu/student-services/internships. Total of 1 credit is equivalent to 60 hours, 2 credits is equivalent to 120 hours, and 3 credits is equivalent to 180 hours.

Semesters Offered: As Needed.

Engineering

EGR 103 - Introduction to Engineering Science

Prerequisite: MAT 160.
(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. Total of 45 contact hours.

Semesters Offered: Fall and Spring Only, All Years.

EGR 108 - Statics

Corequisite: MAT 203.
(3 Credits) A vector-based treatment of statics is presented, including coverage of force systems, moments, couples, centroids, area moments of inertia, friction, and use of free-body diagrams in the solution of equilibrium problems of trusses, frames, and machines. Total of 45 hours of lecture.

Semesters Offered: Fall and Spring Only, All Years.

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. Total of 45 hours of lecture.

Semesters Offered: Fall Only, All Years.

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. Total of 45 hours of lecture.

Semesters Offered: Spring Only, All Years.

EGR 206 - Thermodynamics

Prerequisite: CHM 103 and 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.

Semesters Offered: Spring Only, As Needed.

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. Total of 45 hours of lecture and 45 hours of lab.

Semesters Offered: Spring Only, All Years.

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. Total of 45 hours of lecture and 45 hours of lab.

Semesters Offered: Fall Only, All Years.

EGR 269 - Internship I

(1-3 Credits) See the "Academic Policies" section of the current HCC Catalog for internship guidelines. Internship eligibility and application information are available at https://www.hagerstowncc.edu/student-services/internships. Total of 1 credit is equivalent to 60 hours, 2 credits is equivalent to 120 hours, and 3 credits is equivalent to 180 hours.

Semesters Offered: As Needed.

EGR 270 - Internship II

(1-3 Credits) See the "Academic Policies" section of the current HCC Catalog for internship guidelines. Internship eligibility and application information are available at https://www.hagerstowncc.edu/student-services/internships. Total of 1 credit is equivalent to 60 hours, 2 credits is equivalent to 120 hours, and 3 credits is equivalent to 180 hours.

Semesters Offered: As Needed.

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. Total of 30 hours of lecture.

Semesters Offered: Fall Only, All Years.

EGT 136 - Mechanics

Prerequisite: MAT 114 or MAT 161.
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. Total of 45 hours of lecture.

Semesters Offered: Spring Only, All Years.

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. Total of 30 hours of lecture and 30 hours of lab.

Semesters Offered: Fall Only, All Years.

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. Total of 45 hours of lecture.

Semesters Offered: Fall Only, All Years.

EGT 234 - Machine Design

Prerequisite: EGT 231.
(4 Credits) This course involves the study of various machine parts that carry loads and transmit power. Strength of material theory is expanded to include stress concentration, fatigue, and failure. Rivets, welds, springs, power transmission threads, chain and belt drives, gears, and bearings are included in an analytical approach to the design process. Total of 60 hours of lecture.

Semesters Offered: Spring Only, All Years.

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. Total of 30 hours of lecture and 30 hours of lab.

Semesters Offered: Fall Only, All Years.

EGT 250 - Advanced CNC

Prerequisite: EGT 150 .
(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. Total of 30 hours of lecture and 30 hours of lab.

Semesters Offered: Spring Only, All Years.

EGT 269 - Internship I

(1-3 Credits) See the "Academic Policies" section of the current HCC Catalog for internship guidelines. Internship eligibility and application information are available at https://www.hagerstowncc.edu/student-services/internships. Total of 1 credit is equivalent to 60 hours, 2 credits is equivalent to 120 hours, and 3 credits is equivalent to 180 hours.

Semesters Offered: As Needed.

EGT 270 - Internship II

(1-3 Credits) See the "Academic Policies" section of the current HCC Catalog for internship guidelines. Internship eligibility and application information are available at https://www.hagerstowncc.edu/student-services/internships. Total of 1 credit is equivalent to 60 hours, 2 credits is equivalent to 120 hours, and 3 credits is equivalent to 180 hours.

Semesters Offered: As Needed.

English

ENG 095P - Writing Strategies for College Success

Corequisite: SDV 102 (*students who have previously completed college coursework are exempt from needing SDV-102*); **AND** ENG 101P and RDG 095 or appropriate scores 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.

Semesters Offered: All Terms, All Years.

ENG 101 - English Composition

Prerequisite: ENG 095P and RDG 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. A minimum grade of "C" or better is required for this course if taken as the first or only English General Education Requirement for a program. * *English Approved General Education Course.* Total of 45 hours of lecture.

Semesters Offered: All Terms, All Years.

ENG 101E - English Composition for English Language Learners

Prerequisite: ELL 090 and RDG 095; **OR** appropriate scores on the placement test.
Corequisite: ELL 095 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. A minimum grade of "C" or better is required for this course if taken as the first or only English General Education Requirement for a program. * *English Approved General Education Course.* Total of 45 contact hours.

Semesters Offered: Fall and Spring Only, All Years.

ENG 101P - English Composition for College Success

Prerequisite: Appropriate score on the placement test.
Corequisite: ENG 095P and RDG 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. This course is equivalent to ENG 101 and satisfies the English General Education requirement. A minimum grade of "C" or better is required for this course if taken as the first or only English General Education Requirement for a program.* *English Approved General Education Course.* Total of 45 hours of lecture.

Semesters Offered: All Terms, All Years.

ENG 102 - Advanced English Composition

Prerequisite: ENG 101, ENG 101E, ENG 101P, or ENG 112
**A minimum grade of "C" or better is required for ENG-101, ENG-101E, ENG-101P, or ENG-112.*
(3 Credits) Students will learn to hone their writing practice with transferrable writing skills through explorations of more rigorous genres of writing, including new and emerging modes of communication. Students may engage in multimodal writing, visual literacy, literary analysis, ethnographic writing, primary research, and more. Emphasis is placed upon Rhetorical Knowledge, Critical Thinking and Research, Processes, and Conventions. * *English Approved General Education Course.* Total of 45 hours of lecture.

Semesters Offered: All Terms, All Years.

ENG 104 - Children's Literature

(3 Credits) This course increases students' knowledge about children's literature historically and specifically, provides opportunities for the reading and increased enjoyment of a wide variety of literature for many age levels, and provides opportunities for oral reading, telling, and writing in class. For each content category in children's literature students determine the attraction and value for children, age group suitability, use of materials, recommended authors and illustrators, and representative examples. Total of 45 hours of lecture.

Semesters Offered: Spring Only, As Needed.

ENG 112 - Technical Writing

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. A minimum grade of "C" or better is required for this course if taken as the first or only English General Education Requirement for a program. * *English Approved General Education Course.* Total of 45 hours of lecture.

Semesters Offered: All Terms, All Years.

ENG 114 - Mythology

Prerequisite: ENG 101, ENG 101E, or ENG 101P.
(3 Credits) The emphasis of this course is upon Greek and Roman gods and those classical myths which have had the greatest impact upon Western arts and culture. The modern use of classical myths is also examined. Mythology from other areas of the world is included as time permits. Total of 45 hours of lecture.

Semesters Offered: Fall Only, All Years.

ENG 201 - World Literature I

Prerequisite: ENG 101, ENG 101E, or ENG 101P.
(3 Credits) Four thousand years ago, Mesopotamians drew wedges in clay tablets to tell stories of their triumphs, needs, fears, passions and joys. We find striking similarities between our human journeys and theirs. We will explore samplings from Mesopotamia, Greece, Asia, Africa, Italy, Arabia, and Spain, from the ancient world to 1650 C.E. We feel the breadth of the human journey as we study the historical context of each piece; we feel its depth as we re-experience ourselves through these ancient lives. * *Diversity Approved General Education Course.* Total of 45 hours of lecture.

Semesters Offered: Fall Only, All Years.

ENG 202 - World Literature II

Prerequisite: ENG 101, ENG 101E, or ENG 101P.
(3 Credits) This literary smorgasbord begins by challenging the social order of the French Enlightenment. Then we delve into Japanese puppet theatre, Brazilian realism, Indian and German romanticism, Czech and Argentinian surrealism, and modern diasporic pieces that defy geographical boundaries. Through written literary analysis and discussion, we will broaden and deepen our understanding of the human journey as conveyed through literature. This course represents a wide literary variety, beginning by subverting the supposedly rigid social order of the Enlightenment. Then we delve into: Japanese puppet theatre's intensively human themes; Brazilian realism that forces gritty moral questions onto its lower-class protagonists; Indian and German romanticism riddled by psychoanalytical eruptions from the unconscious; Czech and Argentinian surrealism, and modern diasporic pieces that defy geographical boundaries. Through written literary analysis and discussion, we will broaden and deepen our understanding of the human journey as conveyed through literature. * *Diversity Approved General Education Course.* Total of 45 hours of lecture.

Semesters Offered: Spring Only, All Years.

ENG 203 - British Literature I

Prerequisite: ENG 101, ENG 101E, or ENG 101P.
(3 Credits) In the days of dragons and warriors, a series of characters emerged who would rule the consciousness of the Western world for hundreds of years. In this class, we will explore some of the archetypal figures and stories made prominent by the influence of the British Empire. We will also unpack problems inherent within those archetypes as expressed through the

literature and poetry of the time period. The class will begin with an examination of the legends, lore, and complex kingdoms that would help shape the British Isles, including Beowulf, Cu Cullain, King Arthur, Faustus, Shakespeare, and many others. We will also discuss the problems between the church and the Crown informing these issues. Writing, literary analysis, and discussion will surround the diverse customs of the time period.* *Arts/Humanities Approved General Education Course.* Total of 45 hours of lecture.

Semesters Offered: Fall Only, Even Years.

ENG 204 - British Literature II

Prerequisite: ENG 101, ENG 101E, or ENG 101P.
(3 Credits) This class examines the literature of the British Empire from the Romantics to the modern era. Beginning with the code of social customs and manners, the class will follow the works of British poetry and literature from the intellectuals, the romantics, the orphans, the monsters, the Victorians, the detectives, and the magicians that have populated British story and poetry since the 1800s. We will examine the social customs, practices, and problems inherent within the British Empire and the places they colonized. We will also discuss the complicated legacy of British literature through literary analysis, writing, and discussion. **Arts/Humanities Approved General Education Course.* Total of 45 hours of lecture.

Semesters Offered: Fall Only, Odd Years.

ENG 205 - American Literature I

Prerequisite: ENG 101, ENG 101E, or ENG 101P.
(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.* Total of 45 hours of lecture.

Semesters Offered: Spring Only, Even Years.

ENG 206 - American Literature II

Prerequisite: ENG 101, ENG 101E, or ENG 101P.
(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. **Arts/Humanities Approved General Education Course.* Total of 45 hours of lecture.

Semesters Offered: Spring Only, Odd Years.

ENG 209 - Creative Writing

Prerequisite: RDG 095 or appropriate score on the placement test.
(3 Credits) Create new characters and worlds that both reflect our world and break open its boundaries. In this course, we will cover craft techniques of fiction and poetry, and then writers have the freedom to deepen those skills or to branch into song-writing, humor, play/screen-writing, memoir, or cross-genre. This course includes skill building lectures and activities, literature discussions, in-class idea generation, workshopping, and individualized publication advice. Total of 45 hours of lecture.

Semesters Offered: Fall Only, All Years.

ENG 210 - Advanced Creative Writing

Prerequisite: ENG 209 or instructor consent.
(3 Credits) Advanced Creative Writing offers experienced writers a safe, creative playground in which to embark on a novel or novel-length memoir. Class activities help writers strengthen project concepts like loglines and character arcs, explore various structural pathways for larger works, generate pivotal scenes, deepen subtext and dialogue, and embed point of view. The course also includes frequent workshop opportunities, one-on-one feedback sessions with the professor, and tips for approaching various publishing venues and paths. Writers should be familiar with the basics of plot, characterization, showing vs telling, dialogue, and point of view. Total of 45 hours of lecture.

Semesters Offered: As Needed.

ENG 214 - Applied English Grammar

Prerequisite: ENG 101, ENG 101E, or ENG 101P.
(3 Credits) This course offers advanced study of English grammar with some attention to the historical aspects of English. Emphasis is on grammatical concepts, sentence structure, punctuation, and syntax. The course will also cover theories of grammar and language and their application to writing and teaching writing. Total of 45 hours of lecture.

Semesters Offered: Fall Only, All Years.

ENG 216 - Ethnic Voices in American Literature

Prerequisite: ENG 101, ENG 101E, or ENG 101P.
(3 Credits) Maya Angelou reminds us that "there is no greater agony than bearing an untold story inside you." In this course we will encounter the often untold or overlooked stories of American culture by acknowledging and critically examining the works of traditionally underrepresented voices in the literary canon, including works by Native, African, Asian, and Hispanic American authors. Through writing, literary analysis, and discussion, we will broaden our knowledge, understanding, and appreciation of ethnic voices in literature. * *Diversity Approved General Education Course.* Total of 45 hours of lecture.

Semesters Offered: Spring Only, All Years.

ENG 220 - Literature By and About Women

Prerequisite: ENG 101, ENG 101E, or ENG 101P.
(3 Credits) From Lilith to Bloody Mary, women have long been demonized for resisting social expectations of purity and propriety, and their stories have frequently been revised or removed from public consciousness. This course seeks to reinstate those stories, and to carefully examine what they reveal about women's experiences in male-dominated societies by way of writing, literary analysis, and discussion. Through poetry, fiction, drama, and film, we will broaden our knowledge, understanding, and appreciation of literature by and about women. * *Diversity Approved General Education Course.* Total of 45 hours of lecture.

Semesters Offered: Fall Only, All Years.

ENG 240 - Capstone in English Studies

Prerequisite: ENG 101, ENG 101E, or ENG 101P.
(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 discuss and demonstrate their knowledge and proficiency in literature, writing, rhetoric, and critical thinking by assembling a portfolio if their own writing and reflecting on their rhetorical decisions as writers. Transfer and career development will also be discussed. Students will also increase their skills in writing, analysis, and discussion. This course should be taken during the last semester of course work. Students will be expected to

demonstrate that they have met the English program outcomes. Total of 15 hours of lecture.

Semesters Offered: Spring Only, All Years.

ENG 269 - Internship I

(1-3 Credits) See the "Academic Policies" section of the current HCC Catalog for internship guidelines. Internship eligibility and application information are available at https://www.hagerstowncc.edu/student-services/internships. Total of 1 credit is equivalent to 60 hours, 2 credits is equivalent to 120 hours, and 3 credits is equivalent to 180 hours.

Semesters Offered: Spring Only, All Years.

ENG 270 - Internship II

(1-3 Credits) See the "Academic Policies" section of the current HCC Catalog for internship guidelines. Internship eligibility and application information are available at https://www.hagerstowncc.edu/student-services/internships. Total of 1 credit is equivalent to 60 hours, 2 credits is equivalent to 120 hours, and 3 credits is equivalent to 180 hours.

Semesters Offered: As Needed.

English as a Learned Language

ELL 090 - Writing Essentials for English Language Learners

Prerequisite: Appropriate score on the placement test and/or writing sample.
Corequisite: RDG 095 or appropriate score on the placement test; **AND** SDV 102 (*students who have previously completed college coursework are exempt from needing SDV-102*).
(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 paragraphs and short essays that are unified, coherent, and fully developed. Instruction also focuses on developing reading strategies to enhance comprehension, recall, analysis of texts, and academic vocabulary in preparation for American college freshman-level courses. Students placed into this course are required to utilize online learning tools for additional instruction, homework, and skill-building exercises, and are encouraged to meet with instructors or tutors outside of scheduled class times. Total of 45 contact hours.

Semesters Offered: Fall and Spring Only, All Years.

ELL 095 - Writing Strategies for English Language Learners College Success

Prerequisite: Successful completion of ELL 090 and RDG 095 and/or appropriate score on the placement test and/or writing sample.
Corequisite: ENG 101E; **AND** SDV 102 (*students who have previously completed college coursework are exempt from needing SDV-102*).

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(3 Credits)This course provides instruction in writing, reading, and critical thinking to support success with ENG 101E. 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, and essay structure & organization. Total of 45 contact hours.

Semesters Offered: Fall and Spring Only, All Years.

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.

Semesters Offered: Fall and Spring Only, All Years.

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.

Semesters Offered: Fall Only, Odd Years.

Environmental Studies

ENV 201 - Fundamentals of Environmental Science

Prerequisite: MAT 090, MAT 095, or appropriate score on the placement test or instructor consent; **AND** RDG 095 or appropriate score on the placement test.
(4 Credits) ENV 201 is an interdisciplinary course in Environmental Science. Students will be introduced to the 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, biodiversity, population growth, land use, waste, pollution, energy, and sustainable agriculture.* *Biological/Physical Science and Lab Approved General Education Course.* Total of 45 hours of lecture and 45 hours of lab.

Semesters Offered: Fall Only, All Years.

ENV 203 - Environmental Policy and Regulations

Prerequisite: ENG 101, ENG 101E, or ENG 101P.
(3 Credits) Students will explore the historical context of environmental legislation, including an examination of the early conservation movement and the establishment of the first National Parks, the National Park Service and the US Forestry Service. Early legislative efforts to protect and conserve U.S. Natural resources will be reviewed. 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. Issues of Environmental Justice will be investigated within the social construct of environmental legislation for evidence of fair and protective policies for all people regardless of race, color, national origin or socioeconomic status. Regulatory concepts will be underscored with the introduction of concepts of environmental economics and the principles of environmental management. **This course does not fulfill a lab/science General Education**

Requirement. **Diversity Approved General Education Course.* Total of 45 hours of lecture.

Semesters Offered: Fall Only, All Years.

ENV 204 - Public Health and the Environment

Prerequisite: ENG 101, ENG 101E, or ENG 101P.
(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.* Total of 45 hours of lecture.

Semesters Offered: Spring Only, All Years.

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 15 contact hours.

Semesters Offered: All Terms, All Years.

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 15 contact hours.

Semesters Offered: All Terms, All Years.

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. Total 45 contact hours.

Semesters Offered: Fall Only, All Years.

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. Total 45 contact hours.

Semesters Offered: Spring Only, All Years.

Geography

GEO 102 - Human Geography

Prerequisite: RDG 095 or appropriate score on the placement test.
(3 Credits) Students will explore the distribution of humans and human activities using geographic techniques, tools and terminology. Various topics such as: the formation of cultural regions, population growth, economic development, urban sprawl, and environmental preservation will be studied. The role of geography in major current events as well as our day-to-day lives will be emphasized. * *Diversity Approved General Education Course.* Total 45 hours of lecture.

Semesters Offered: Spring Only, All Terms.

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.

Semesters Offered: Fall and Spring Only, All Years.

GEO 269 - Internship I

(1-3 Credits) See the "Academic Policies" section of the current HCC Catalog for internship guidelines. Internship eligibility and application information are available at https://www.hagerstowncc.edu/student-services/internships. Total of 1 credit is equivalent to 60 hours, 2 credits is equivalent to 120 hours, and 3 credits is equivalent to 180 hours.

Semesters Offered: As Needed.

GEO 270 - Internship II

(1-3 Credits) See the "Academic Policies" section of the current HCC Catalog for internship guidelines. Internship eligibility and application information are available at https://www.hagerstowncc.edu/student-services/internships. Total of 1 credit is equivalent to 60 hours, 2 credits is equivalent to 120 hours, and 3 credits is equivalent to 180 hours.

Semesters Offered: As Needed.

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 media foundations using Adobe Creative Cloud. Illustrator (vector based), Photoshop (bitmap), InDesign (text formatting and layout), will be explored. Students will be introduced to the principles of design, the design process and the field of digital media in general. This is an entry level course. Students should be comfortable using a mouse and keyboard. Total of 45 hours of lecture.

Semesters Offered: Fall and Spring Only, All Years.

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 Cloud. 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 Cloud Photoshop as they relate to applications in the graphic design field. Emphasis will be placed on preparing digital files for web, offset print and inkjet output. Students will gain an overview of how digital files are used in the field of graphic design. Students produce a portfolio of their work. Total of 45 hours of lecture.

Semesters Offered: Fall and Spring Only, All Years.

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 Creative Cloud Illustrator. This software is ideal for the creation of graphics, illustrations, logotypes, and posters. Students will create a portfolio based on visual design problems. Total of 45 hours of lecture.

Semesters Offered: Fall and Spring Only, All Years.

GDT 143 - Digital Layout/Prepress

(3 Credits) In this class, you'll learn how to apply the principles of design to page layout, using Adobe Creative Suite's InDesign. Students will gain proficiency in composition and design layout as well as typesetting. Prepress and printing issues will be covered. Total of 45 hours of lecture.

Semesters Offered: Spring Only, All Years.

GDT 146 - Graphic Design I

Prerequisite: GDT 116; **AND** GDT 142 or GDT 143 .
(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 Cloud 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. Total of 45 hours of lecture.

Semesters Offered: Fall Only, All Years.

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. Total of 45 hours of lecture.

Semesters Offered: Fall Only, All Years.

GDT 220 - Digital Video and Audio

Prerequisite: GDT 112.
(3 Credits) This course is an intensive investigation into digital video production. Students will plan, shoot, edit and produce videos in digital format. Basic formatting techniques for YouTube, QuickTime, and mobile devices will be examined. Students will edit with Adobe Premiere CC. Students will examine design issues for documentary, marketing, educational and training videos. Students will define the target audience, set budget concepts, create treatments, storyboards and write scripts. Students will learn video composition, audio and lighting techniques for basic productions. Students will build a digital video portfolio with an intention for interviewing with a transfer college, employment or internship. Students will use state-of-the-art industry standard Mac computers. Total of 45 hours of lecture.

Semesters Offered: Spring Only, All Years.

GDT 246 - Graphic Design II

Prerequisite: GDT 146 .
(3 Credits) In this class, you will continue to apply the principles and elements of graphic design to more challenging visual communication projects. The focus of our class will be to prepare you for both your final portfolio review and your design career after graduation. You'll create original design projects suitable for your final portfolio and prepare a resume and stationery package. Throughout the semester, you will learn how to identify your own strongest visual and technical skill areas and learn how to conduct yourself in a professional environment. Total of 45 hours of lecture.

Semesters Offered: Spring Only, All Years.

GDT 269 - Internship I

(1-3 Credits) See the "Academic Policies" section of the current HCC Catalog for internship guidelines. Internship eligibility and application information are available at https://www.hagerstowncc.edu/student-services/internships. Total of 1 credit is equivalent to 60 hours, 2 credits is equivalent to 120 hours, and 3 credits is equivalent to 180 hours.

Semesters Offered: As Needed.

GDT 270 - Internship II

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

application information are available at https://www.hagerstowncc.edu/student-services/internships. Total of 1 credit is equivalent to 60 hours, 2 credits is equivalent to 120 hours, and 3 credits is equivalent to 180 hours.

Semesters Offered: As Needed.

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.

Semesters Offered: All Terms, All Years.

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.

Semesters Offered: All Terms, All Years.

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. Total of 45 hours of lecture.

Semesters Offered: All Terms, All Years.

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. Total of 45 hours of lecture.

Semesters Offered: Spring Only, All Years.

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. Total of 45 hours of lecture.

Semesters Offered: Fall Only, All Years.

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. Total of 45 hours of lecture.

Semesters Offered: Spring Only, All Years.

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. Total of 45 hours of lecture.

Semesters Offered: Fall Only, All Years.

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. Total of 45 hours of lecture.

Semesters Offered: Spring Only, All Years.

HEA 269 - Internship I

(1-3 Credits) See the "Academic Policies" section of the current HCC Catalog for internship guidelines. Internship eligibility and application information are available at https://www.hagerstowncc.edu/student-services/internships. Total of 1 credit is equivalent to 60 hours, 2 credits is equivalent to 120 hours, and 3 credits is equivalent to 180 hours.

Semesters Offered: As Needed.

HEA 270 - Internship II

(1-3 Credits) See the "Academic Policies" section of the current HCC Catalog for internship guidelines. Internship eligibility and application information are available at https://www.hagerstowncc.edu/student-services/internships. Total of 1 credit is equivalent to 60 hours, 2 credits is equivalent to 120 hours, and 3 credits is equivalent to 180 hours.

Semesters Offered: As Needed.

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. Total of 45 hours of lecture.

Semesters Offered: Fall Only, All Years.

HIM 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. Total of 45 hours of lecture.

Semesters Offered: Fall Only, All Years.

HIM 108 - Coding I: ICD-10-CM and ICD-10-PCS

(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 and ICD-10-PC, and coding for medical necessity. Total of 45 hours of lecture.

Semesters Offered: Spring Only, All Years.

HIM 110 - Pharmacology and Pathophysiology

Prerequisite: BIO 116 and HIM 102.
(3 Credits) This course provides in-depth knowledge of diseases, their etiology, medical complications, and pathophysiology. Students will learn about laboratory and other diagnostic tests used to confirm or rule out a diagnosis. Current pharmacological treatments are explored with review and interpretation of health record data. The course covers general pharmacology for health information professionals, including understanding the general principles of drug actions and reactions, identifying the major drug classes, recognizing brand versus generic names, calculating drug dosages, and integrating automated dispensing cabinets with electronic health records. Total of 45 hours of lecture.

Semesters Offered: Spring Only, All Years.

HIM 111 - Healthcare Delivery Systems

Prerequisite: HIM 102.
(2 Credits) This course introduces students to a variety of health care settings including acute care, ambulatory care, long-term care, home health care, and hospice. The role of the health information manager is emphasized and studied for each setting. Historical aspects of American health care in the twentieth century are presented. Topics such as services, staffing, regulatory issues, confidentiality, health care legislation, licensure and certification, quality improvement, utilization, and risk management are covered. Total of 30 hours of lecture.

Semesters Offered: Spring Only, All Years.

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. Total of 45 hours of lecture and 45 hours of lab.

Semesters Offered: Spring Only, All Years.

HIM 118 - Coding II: CPT & HCPC Coding

Prerequisite: HIM 108 .
(3 Credits) The focus of this course will be on the processes of using source documents to apply diagnostic and procedural codes to patient records for the purpose of filing insurance claims for reimbursement of medical services provided. Topics to be covered are as follows: Health insurance, revenue cycle management, legal and regulatory issues, ICD-10-CM coding, Current Procedural Terminology (CMT) coding, HCPCS coding, CMS reimbursing methodologies, Medical Necessity, and the basics of CMA-1500 claim submission. Total of 45 hours of lecture.

Semesters Offered: Fall Semester Only, All Years.

HIM 201 - Fundamentals of Health Information Management

Prerequisite: HIM 101.
(3 Credits) This course focuses on the utilization, functionality, confidentiality, and security of the electronic health record. Types of electronic management systems and their implementation will be explored along with their impact on various areas of healthcare systems. Total of 45 hours of lecture.

Semesters Offered: Spring Only, All Years.

HIM 202 - Medical Reimbursement and Insurance Practices

Prerequisite: HIM 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. Total of 30 hours of lecture and 45 hours of lab.

Semesters Offered: Fall Only, All Years.

HIM 203 - Health Laws and Bioethics

(3 Credits) This course provides updated information on the Health Insurance Portability and Accountability Act (HIPAA) and explores various laws related to healthcare such as the Affordable Care Act. Total of 45 hours of lecture.

Semesters Offered: Fall Only, All Years.

HIM 204 - Healthcare Quality and Performance Improvement

Prerequisite: HIM 111, HIM 201, HIM 203, HIM 220, and MAT 116
(3 Credits) This course covers essential elements of healthcare quality management that support effective clinical decision making. Focus is placed on current issues in healthcare including clinical operations, health information and records management, operational costs, and standards of quality in healthcare. Students will develop analytical skills necessary for quality assurance, risk assessment, and data management. Total of 45 hours of lecture.

Semesters Offered: Spring Only, All Years.

HIM 206 - Advanced Medical Coding and Record Analysis

Prerequisite: HIM 108 and HIM 118 .
(2 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. Total of 30 hours of lecture.

Semesters Offered: Spring Only, All Years.

HIM 220 - HIM Leadership and Professional Practices

Prerequisite: HIM 201.
(2 Credits) This course focuses on the application of the principles of supervision and management, team work, project management, and leadership within the HIM profession. Strong emphasis is placed on demonstrating professional practices and encouraging leadership qualities. Total of 30 hours of lecture.

Semesters Offered: Fall Only, All Years.

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. Total of 180 hours of clinical.

Semesters Offered: Spring Only, All Years.

HIM 240 - Health Information Management Capstone

Prerequisite: Program Coordinator Approval.
(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, students will prepare for the Registered Health Information Technician (RHIT) exam by reviewing all core competencies and completing weekly exam simulation questions. Total of 45 hours of lecture.

Semesters Offered: Spring Only, All Years.

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.

Semesters Offered: All Terms, All Years.

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.

Semesters Offered: Fall and Spring Only, All Years.

HIS 201 - United States History to 1877

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.

Semesters Offered: All Terms, All Years.

HIS 202 - United States History since 1865

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.

Semesters Offered: Fall and Spring Only, All Years.

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.* Total of 45 hours of lecture.

Semesters Offered: Fall Only, As Needed.

HIS 240 - Historical Research Methods

Prerequisite: ENG 101, ENG 101E, or ENG 101P; **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) In this course, students will investigate historiography, research methods. and writing skills used by professional historians, through the lens of the historical topic chosen each semester. Students will use the skills taught in this course to produce an original research project. The course is open to students in all majors who have completed the prerequisites and seek to improve their research skills in preparation for future academic and professional work. Total of 45 hours of lecture.

Semesters Offered: Fall and Spring Only, All Years.

HIS 269 - Internship I

(1-3 Credits) See the "Academic Policies" section of the current HCC Catalog for Internship guidelines. Internship eligibility and application information are available at https://www.hagerstowncc.edu/student-services/internships. Total of 1 credit is equivalent to 60 hours, 2 credits is equivalent to 120 hours, and 3 credits is equivalent to 180 hours.

Semesters Offered: As Needed.

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.

Semesters Offered: All Terms, All Years.

HST 201 - Understanding Diversity in the Helping Profession

Prerequisite: HST 103 and PSY 101.
(3 Credits) This course helps students to develop an appreciation and awareness of human diversity. Students are encouraged to examine their own values, beliefs, culture, attitudes, and biases. Special emphasis is placed on how effective helpers use their understanding and sensitivity of human diversity in their work with people. The concept of cultural competence is introduced and encouraged. Total 45 hours of lecture.

Semesters Offered: Fall Only, All Years.

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.

Semesters Offered: As Needed, All Years.

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. Total 45 hours of lecture.

Semesters Offered: Spring Only, All Years.

HST 269 - Internship I

(1-3 Credits) See the "Academic Policies" section of the current HCC Catalog for internship guidelines. Internship eligibility and application information are available at https://www.hagerstowncc.edu/student-services/internships. Total of 1 credit is equivalent to 60 hours, 2 credits is equivalent to 120 hours, and 3 credits is equivalent to 180 hours.

Semesters Offered: As Needed.

HST 270 - Internship II

(1-3 Credits) See the "Academic Policies" section of the current HCC Catalog for internship guidelines. Internship eligibility and application information are available at https://www.hagerstowncc.edu/student-services/internships. Total of 1 credit is equivalent to 60 hours, 2 credits is equivalent to 120 hours, and 3 credits is equivalent to 180 hours.

Semesters Offered: As Needed.

Humanities

HUM 201 - The Arts: A Creative Synthesis

Prerequisite: RDG 095 or appropriate score on the placement test.
(3 Credits) Every human is both an artist and philosopher. The entire development of human cultural experience is expressed through our art and ideas. This course examines the role the synthesis of ideas has played in
cultural development from prehistoric societies to our contemporary world. Students in HUM-201 engage in the critical examination of cultural artifacts throughout history to understand how societies inherit
and build upon concepts, traditions, stories, artforms, and philosophies to develop and express new ideas. Throughout the course students are given the opportunity to practice synthesis by formulating
an informed personal response to ideas and topics presented. The final project asks students to demonstrate the ability to develop their own unique expression of the human experience through the
process of creative synthesis. * *Arts/Humanities Approved General Education Course.* Total of 45 hours of lecture.

Semesters Offered: All Terms, All Years.

HUM 210 - Media and Culture

Prerequisite: ENG 101, ENG 101E, or ENG 101P.
(3 Credits) This course explores the relationship between the media and its users. Emphasis will be placed on the traditional role of "legacy media" and how and why the standards that once applied to such media do not apply to new media such as Facebook, Twitter or 'blogs. In addition, the role of the media consumer and the economics of media consumption will be explored. Total of 45 contact hours.

Semesters Offered: Fall and Spring Only, All Years.

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.

Semesters Offered: All Terms, All Years.

HUM 220 - Comics and Graphic Novels

Prerequisite: RDG 095 or appropriate score on the placement test.
(3 Credits) Considered one of America's contributions to the arts, comics has a rich history from early political cartoons and satirical strips to a new American mythology of superheroes and villains that have become ubiquitous in our cultural conversations. In this course, students will understand comics as an artform, as cultural artifact, and as a literary mode of communication. Students will also explore the progression of comics and sequential art, tracking changes in the medium through the historical, social, cultural, and economic backdrop of the time in which specific works were created. Works to be studied will include selections from early and emerging comic strips, comic books, underground comix, alternative comics, graphic novels, graphic memoirs, independent comics, and web comics. Manga may be addressed for its influence on modern American works. * *Arts/Humanities Approved General Education Course.* Total of 45 hours of lecture.

Semesters Offered: Fall and Spring Only, All Years.

Industrial Technology

INT 101 - Introduction to Industrial Technology

(3 Credits) This hands-on course will give students a foundation in industrial technology. Core topics include principles of mechanical and electrical systems, work safety, hand tools, measuring devices, control systems, lubrication, and power transmission. Students will also be exposed to fluid power, electronics, and manufacturing processes as a primer to more advanced study of these topics. Total of 45 hours of lecture.

Semesters Offered: Fall and Spring Only, All Years.

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. Total of 45 hours of lecture.

Semesters Offered: Fall Only, All Years.

INT 116 - Welding Layout and Fabrication

Prerequisite: INT 106.
(3 Credits) This course introduces procedures, tools and equipment, along with materials used in the layout and fabrication of a welding project with emphasis on print reading, measurement, cutting and assembly. Welding shop safety procedures are stressed. Total of 45 contact hours.

Semesters Offered: Fall Only, All Years.

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, and responsibilities, as well as employer responsibilities. 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. Total of 15 Contact Hours.

Semesters Offered: Spring Only, All Years.

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 authorities. Total of 30 Contact Hours.

Semesters Offered: Fall Only, All Years.

INT 206 - AWS Welding Certification Preparation

Prerequisite: INT 106 and INT 116.
(3 Credits) This course is highly focused and designed for the sole purpose of preparing experienced welders for certification to AWS code D1.1 (structural). While some theory is reviewed, the course content is predominately hands-on. The D1.1 certification test will be simulated in the classroom, however, fees for the actual certification test are not included in the tuition and will be an optional cost for students who want to take the AWS Certification Test. Total of 45 contact hours.

Semesters Offered: Spring Only, All Years.

INT 269 - Internship I

(1-3 Credits) See the "Academic Policies" section of the current HCC Catalog for internship guidelines. Internship eligibility and application information are available at https://www.hagerstowncc.edu/student-services/internships. Total of 1 credit is equivalent to 60 hours, 2 credits is equivalent to 120 hours, and 3 credits is equivalent to 180 hours.

Semesters Offered: As Needed.

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 : https://www.hagerstowncc.edu/academic-testing-center/keyboarding . Total of 15 hours of lecture.

Semesters Offered: Fall and Spring Only, All Years.

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. Total of 45 hours of lecture.

Semesters Offered: Spring Only, All Years.

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, what-if analysis, templates, PivotTables, data validation, and creating macros. Hands-on participation involves students in exercises and business case studies. Total of 45 hours of lecture.

Semesters Offered: Fall Only, All Years.

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. Total of 45 hours of lecture.

Semesters Offered: Fall and Spring Only, All Years.

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.

Semesters Offered: All Terms, All Years.

IST 150 - PC Tech: Repair and Troubleshooting

Corequisite: CSC 102 or CYB 101.
(3 Credits) This course prepares students to acquire skills needed to be a successful computer technician and also prepares students for the CompTIA A+ Core 1 220 1101 exam. 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. Students will also learn basic networking skills such as networking devices, wireless technologies, and using troubleshooting tools. Diagnostic software and hardware procedures are included. Total of 45 hours of lecture.

Semesters Offered: Fall and Spring Only, All Years.

IST 151 - PC Tech: Operating Systems

Corequisite: IST 108 and IST 150.
(3 Credits) This course provides installation, configuration, support, and troubleshooting of PC desktop, laptop, and mobile device operating systems. This course also prepares students for the CompTIA A+ Core 2 220-1102 exam. 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 are taught from an operating system perspective by adding devices to a network and using troubleshooting tools. Total of 45 hours of lecture.

Semesters Offered: Spring Only, All Years.

IST 154 - Networking Basics

Corequisite: CSC 102 or CYB 101.
(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. Total of 45 hours of lecture.

Semesters Offered: Fall and Spring Only, All Years.

IST 155 - Networking I

Prerequisite: IST 154 .
(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 and IST 255 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. Total of 60 hours of lecture.

Semesters Offered: Fall and Spring Only, All Years.

IST 156 - Networking II

Prerequisite: IST 155.
(4 Credits) This course describes the architecture, components, and operation of network intermediary equipment including routers, switches, and access points. Students analyze, configure, verify, and troubleshoot the routing and switching functions and are introduced to dynamic protocols of 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. Total of 60 hours of lecture.

Semesters Offered: Fall and Spring Only, All Years.

IST 160 - Introduction to Security Fundamentals

Prerequisite: CSC 102 or CYB 101 .
(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. Total of 45 hours of lecture.

Semesters Offered: Fall and Spring Only, All Years.

IST 166 - Computer Forensics I - Principles and Practices

Prerequisite: CSC 102 or CYB 101 .
(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. Total of 45 hours of lecture.

Semesters Offered: Fall and Spring Only, All Years.

IST 173 - Database Fundamentals

Corequisite: CSC 102 or CYB 101.
(3 Credits) This is an introduction to relational database management systems and their applications. Students learn about types

of databases, data modeling, designing relational databases, normalization and relationship, and recent trends in database management. Students will construct and understand SQL (structured query language) statements in order to create, retrieve, insert, delete and secure data from database (create simple and compound conditions, computed fields, build-in functions, subqueries, grouping, join tables, union operations, updating tables, create tables). Total of 45 hours of lecture.

Semesters Offered: Fall Only, All Years.

IST 204 - Help Desk Technology and Services

Prerequisite: IST 150.
(3 Credits) This course prepares the student to help and support non-technical people with computer-related problems in the workplace. Students will learn the fundamentals of help desk organization; the role of technology and computer support personnel in a business organization; software technologies to track and monitor the help desk infrastructure; integration of telephony and web-based support into the help desk environment; effective use of basic tools and technologies required for end-user support; positive, effective methods for meeting customer expectation and needs. This course is offered in an online format. Total of 45 hours of lecture.

Semesters Offered: Spring Only, All Years.

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 and routed 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, Inter-VLAN routing, Spanning Tree Protocol, dynamic routing, and security in a converged network. Students must have a personal computer and Internet access to complete online assignments and exams. Class also meets at least one Saturday per session per the instructor's discretion. Total of 60 hours of lecture.

Semesters Offered: As Needed.

IST 261 - Server Management I

Prerequisite: IST 108 **AND** IST 150 or IST 154
(3 Credits) This course covers the installation, configuration, and support of Microsoft Windows Server operating system. Practical experience is gained in hands-on labs installing, administering, and troubleshooting this enterprise server system. Total of 45 hours of lecture.

Semesters Offered: Fall and Spring Only, All Years.

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. Total of 45 hours of lecture.

Semesters Offered: Fall Only, All Years.

IST 269 - Internship I

(1-3 Credits) See the "Academic Policies" section of the current HCC Catalog for internship guidelines. Internship eligibility and application information are available at https://www.hagerstowncc.edu/student-services/internships. Total of 1 credit is equivalent to 60 hours, 2 credits is equivalent to 120 hours, and 3 credits is equivalent to 180 hours.

Semesters Offered: As Needed.

IST 270 - Internship II

(1-3 Credits) See the "Academic Policies" section of the current HCC Catalog for internship guidelines. Internship eligibility and application information are available at https://www.hagerstowncc.edu/student-services/internships. Total of 1 credit is equivalent to 60 hours, 2 credits is equivalent to 120 hours, and 3 credits is equivalent to 180 hours.

Semesters Offered: As Needed.

IST 276 - Network Forensics

Prerequisite: IST 154 or IST 166.
(3 Credits) This course will introduce students to the fundamentals of network forensics. Topics include conducting forensic acquisition and analysis, analyzing network traffic, analyzing security and network logs. Students will gain experience using various network forensic tools and complete several case studies. Total of 45 contact hours.

Semesters Offered: Spring Only, All Years.

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.* Total of 45 hours of lecture.

Semesters Offered: Fall Only, All Years.

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.* Total of 45 hours of lecture.

Semesters Offered: Spring Only, All Years.

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.* Total of 45 hours of lecture.

Semesters Offered: Fall Only, As Needed.

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.* Total of 45 hours of lecture.

Semesters Offered: Spring Only, As Needed.

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.* Total of 45 hours of lecture.

Semesters Offered: Fall Only, All Years.

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.* Total of 45 hours of lecture.

Semesters Offered: Spring Only, All Years.

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.* Total of 45 hours of lecture.

Semesters Offered: Fall Only, As Needed.

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.* Total of 45 hours of lecture.

Semesters Offered: Spring Only, As Needed.

JPN 101 - Elementary Japanese I

Prerequisite: RDG 095 or appropriate score on the placement test.
(3 Credits) This introductory course in Japanese language and culture focuses on the development of listening, speaking, reading, and writing skills while also inviting students to explore the culture of Japanese-speaking people. Elementary Japanese I provides learners with an extensive vocabulary base, an understanding of language structures in Japanese, and a setting in which to use the target language in simulated everyday exchanges. Students are equipped and encouraged to practice the language both inside and outside of the classroom. * *Art/Humanities Approved General Education Course.* Total of 45 hours of lecture.

Semesters Offered: Fall Only, All Years.

JPN 102 - Elementary Japanese II

Prerequisite: JPN 101 or Level I of high school Japanese; **OR** instructor consent.
(3 Credits) This second course in Japanese language and culture focuses on the development of listening, speaking, reading, and writing skills while also inviting students to explore the culture of Japanese-speaking people. Elementary Japanese II reviews and builds upon the vocabulary and structures learned in Elementary Japanese I (or equivalent), while again providing a setting in which to use the target language in simulated everyday exchanges. Students are equipped and encouraged to practice the language both inside and outside of the classroom. * *Art/Humanities Approved General Education Course.* Total of 45 hours of lecture.

Semesters Offered: Spring Only, All Years.

JPN 201 - Intermediate Japanese I

Prerequisite: JPN 102 or Level II of high school Japanese; **OR** instructor consent.
(3 Credits) This course continues the study of the Japanese language at an intermediate level, further developing the four skills introduced in the elementary courses (Elementary Japanese I and II, or equivalent): reading, writing, listening, and speaking. Emphasis at the intermediate level is placed on moving towards greater fluency in these areas through longer and more complex texts and conversations. Students continue to explore cultural topics from a variety of Japanese-speaking regions. * *Art/Humanities Approved General Education Course.* Total of 45 hours of lecture.

Semesters Offered: Fall Only, As Needed.

JPN 202 - Intermediate Japanese II

Prerequisite: JPN 201 or Level III of high school Japanese; **OR** instructor consent.
(3 Credits) This course is the second in the intermediate Japanese sequence, further developing the four skills introduced in other Japanese courses (Elementary Japanese I, Elementary Japanese II, and Intermediate Japanese I; or equivalent): reading, writing, listening, and speaking. Emphasis is placed on gaining greater fluency in these areas using sophisticated, authentic texts and conversations. Students continue to explore cultural topics from a variety of Japanese-speaking regions. * *Art/Humanities Approved General Education Course.* Total of 45 hours of lecture.

Semesters Offered: Spring Only, As Needed.

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.* Total of 45 hours of lecture.

Semesters Offered: All Terms, All Years.

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.* Total of 45 hours of lecture.

Semesters Offered: All Terms, All Years.

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.* Total of 45 hours of lecture.

Semesters Offered: Fall and Spring Only, All Years.

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.* Total of 45 hours of lecture.

Semesters Offered: Fall and Spring Only, As Needed.

Management

MGT 102 - Sales

(3 Credits) This course offers an examination of modern selling techniques. Emphasis is on consumer buying motives and successful methods of satisfying customer need. The selling of self is also covered to improve presentation ability. Total of 45 hours of lecture.

Semesters Offered: Spring Only, Odd Years.

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.

Semesters Offered: All Terms, All Years.

MGT 104 - Marketing

(3 Credits) This course studies market research techniques and buyer behavior, product planning and development, pricing strategies, wholesaling and retailing channels of distribution, various external forces on the consumer, and promotional programs. Total of 45 hours of lecture.

Semesters Offered: All Terms, All Years.

MGT 105 - Personal Finance

(3 Credits) This course encompasses the basics of personal financial planning. Emphasis is placed on such topics as the correct use of credit, how to make sound purchasing decisions, evaluating the role of insurance, and personal investment fundamentals. Total of 45 hours of lecture.

Semesters Offered: Fall Only, All Years.

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. Total 45 hours of lecture.

Semesters Offered: Spring Only, All Years.

MGT 210 - Human Resources Management

(3 Credits) This course examines both the theory and practice involved in acquiring, developing, and compensating people at work. Employee benefits, safety and health, labor relations, and legal implications are considered. Total of 45 hours of lecture.

Semesters Offered: Fall Only, All Years.

MGT 214 - Small Business Management

(3 Credits) This course is an application of various concepts, such as accounting, economics, finance, marketing, personnel management, and law for the planning and operating of a small business. Total of 45 hours of lecture.

Semesters Offered: Spring Only, All Years.

MGT 218 - Advertising and Public Relations

(3 Credits) Students study the development, production, placement, and evaluation of advertising; they study public relations research, media relations, communications, and public relations writing; and they study sales promotion. Total of 45 hours of lecture.

Semesters Offered: Fall Only, Even Years.

MGT 269 - Internship I

(1-3 Credits) See the "Academic Policies" section of the current HCC Catalog for internship guidelines. Internship eligibility and application information are available at https://www.hagerstowncc.edu/student-services/internships. Total of 1 credit is equivalent to 60 hours, 2 credits is equivalent to 120 hours, and 3 credits is equivalent to 180 hours.

Semesters Offered: As Needed.

MGT 270 - Internship II

(1-3 Credits) See the "Academic Policies" section of the current HCC Catalog for internship guidelines. Internship eligibility and application information are available at https://www.hagerstowncc.edu/student-services/internships. Total of 1 credit is equivalent to 60 hours, 2 credits is equivalent to 120 hours, and 3 credits is equivalent to 180 hours.

Semesters Offered: As Needed.

Mathematics

MAT 090 - Foundations of Algebra

Prerequisite: Appropriate score on the placement test.
Corequisite: SDV 102 (*students who have previously completed college coursework are exempt from needing SDV-102*).
(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 114 or MAT 160. Total of 45 hours of lecture.

Semesters Offered: All Terms, All Years.

MAT 095 - Foundations of Reasoning & Statistics

Prerequisite: Appropriate score on the placement test.
Corequisite: SDV 102 (*students who have previously completed college coursework are exempt from needing SDV-102*).
(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, relationships of bivariate data (linear, logarithmic, and exponential), and simple interest. Terms, symbols, and basic operations of logic, set, and probability theories are also introduced. This course is designed to prepare students for MAT 115 or MAT 116. Total of 45 hours of lecture.

Semesters Offered: All Terms, All Years.

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.

Semesters Offered: Fall and Spring Only, As Needed.

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.

Semesters Offered: Fall and Spring Only, As Needed.

MAT 114 - Introduction to Applied Algebra

Prerequisite: MAT 090 or appropriate score on the placement test; **AND** RDG 095 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.

Semesters Offered: Fall and Spring Only, All Years.

MAT 115 - Quantitative Reasoning

Prerequisite: MAT 095, MAT 108, 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 3 modules; Logic & Problem Solving, Personal Finance, and Statistics & Probability. This is a terminal course and does not provide a pathway into any other HCC mathematics course. * *Mathematics Approved General Education Course.* Total of 45 Contact Hours.

Semesters Offered: All Terms, All Years.

MAT 116 - Statistical Reasoning

Prerequisite: MAT 095 or appropriate scores on the placement test; **AND** RDG 095 or appropriate scores on the placement test.
(3 Credits) This is a college-level mathematics course designed for career programs, non-transfer degree, and transfer degree

students. Emphasis is placed on statistical methods and the associated reasoning skills essential for efficient and effective personal and professional decision making. The course will be covered in 3 modules; Data (collection, representation, and exploration), Probability (calculations, distribution, and implications), and Interference (parameter estimation, one and two sample hypothesis testing). This content is covered through the consideration of real world data sets and applications from business, education, social and natural sciences contexts. This is a terminal course that does not provide a pathway into any other HCC mathematics course. * *Mathematics Approved General Education Course.* Total of 45 contact hours.

Semesters Offered: All Terms, All Years.

MAT 160 - Precalculus I

Prerequisite: MAT 090 or appropriate score on placement test; **AND** RDG 095 or appropriate score on the placement test.
(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, logarithimic and exponential functions, and circles. * *Mathematics Approved General Education Course.* Total of 45 contact hours.

Semesters Offered: All Terms, All Years.

MAT 161 - Precalculus II

Prerequisite: MAT 160 or have a previous ACTM score of 24 or SATM score of 570.
(4 Credits) This course builds upon the foundation from MAT 160. The concept of a function underlies and unifies the treatment of exponential, logarithmic, and trigonometric functions and matrices as well as their applications to the sciences. Although this class is a continuation of MAT 160, 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.

Semesters Offered: All Terms, All Years.

MAT 203 - Calculus I

Prerequisite: MAT 161 .
(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.

Semesters Offered: All Terms, All Years.

MAT 204 - Calculus II

Prerequisite: MAT 203.
(4 Credits) This course is a continuation of MAT 203. 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.

Semesters Offered: Fall and Spring Only, All Years.

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.

Semesters Offered: Spring Only, All Years.

MAT 206 - Differential Equations

Corequisite: MAT 204.
(4 Credits) This course includes classification of differential equations, solutions of equations of order one and higher order, solutions of linear equations, differential operators, systems of equations, solution of certain non-linear equations, solution in series, Laplace transforms, partial differential equations with variables separable, and an existence and uniqueness theorem are among the topics covered in this course. Total of 60 hours of lecture.

Semesters Offered: Fall Only, All Years.

MAT 207 - Discrete Mathematics

Prerequisite: MAT 160 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.

Semesters Offered: Spring Only, All Years.

MAT 208 - Linear Algebra

Prerequisite: MAT 203.
(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.

Semesters Offered: Fall Only, All Years.

Medical Laboratory Technician

MLT 101 - Introduction to Medical Laboratory Technician

Prerequisite: MAT 090, MAT 095, or appropriate score on the placement test; **AND** RDG 095 or appropriate score on the placement test.
Corequisite: BIO 116.
(3 Credits) This course introduces students to the role that the Medical Laboratory Technician plays within the healthcare system. This course covers a general overview of the departments of the clinical laboratory and laboratory personnel, laboratory safety, infection control, glassware and equipment, medical terminology, and mathematics as they apply to laboratory science. Students will develop familiarity with the blood bank and the collection of bodily fluids. Students review the skills needed to draw blood

and prepare specimens for testing. Total of 30 hours of lecture and 45 hours of lab.

Semesters Offered: Fall Only, All Years.

MLT 110 - Hematology & Hemostasis

Prerequisite: BIO 116, CHM 101, and MLT 101.
(4 Credits) This course covers the study of blood cells, disease, theory of coagulation and diagnostic procedures relating to whole blood. Also included is instruction in specimen processing and handling. Basic elements of automation and quality control are introduced. Total of 45 hours of lecture and 45 hours of lab.

Semesters Offered: Spring Only, All Years.

MLT 111 - Immunology & Molecular Diagnostics

Prerequisite: BIO 116, CHM 101, and MLT 101.
Corequisite: BIO 205.
(3 Credits) This course studies serum immunity and reactions to antigens and antibodies as they apply to blood. In addition, this course discusses serologic procedures including molecular biology testing. Total of 30 hours of lecture and 45 hours of lab.

Semesters Offered: Spring Only, All Years.

MLT 112 - Clinical Chemistry

Prerequisite: BIO 116, CHM 101, and MLT 101.
(4 Credits) This course studies the basic principles and techniques of biochemistry for clinical and laboratory applications. This specifically addresses enzymes, hormones, proteins, lipids, and carbohydrates, electrolytes, and acid-base balances. Total of 45 hours of lecture and 45 hours of lab.

Semesters Offered: Spring Only, All Years.

MLT 202 - Clinical Microbiology

Prerequisite: BIO 205 and MLT 101.
(4 Credits) This course focuses on the processing and handling of clinical material for microbiological culture with an emphasis on aseptic techniques, sterilization procedures and specimen handling and treatment. Proper identification of microorganisms through the use of specific media is included as well as antibiotic susceptibility testing, blood culture techniques and gram staining. Total of 45 hours of lecture and 45 hours of lab.

Semesters Offered: Fall Only, All Years.

MLT 203 - Urinalysis & Body Fluids

Prerequisite: BIO 116 and MLT 112.
(2 Credits) This course studies the physical, chemical, and microscopic examination of urine specimens and related tests on other body fluids such as semen, gastric contents, duodenal contents, and transudates and exudates. A review of the anatomy and physiology of the renal system, urine formation, chemical analysis of urine and the microscopic examination of urinary sediment will be introduced. Total of 15 hours of lecture 45 hours of lab.

Semesters Offered: Fall Only, All Years.

MLT 204 - Mycology, Parasitology & Virology

Prerequisite: BIO 205 and MLT 112.
(2 Credits) This course studies the basic theory and clinical procedures used to isolate and identify infectious diseases, including the parthenogenesis, epidemiology, treatment and laboratory identification of microorganisms associated with mycology, parasitology, and virology. Total of 15 hours of lecture and 45 hours of lab.

Semesters Offered: Fall Only, All Years.

MLT 205 - Immunohematology / Serology

Prerequisite: BIO 205 and MLT 112.
(3 Credits) This course studies the theories of blood group antigens, antibodies, ABO grouping, Rh typing, cross matching, antibody screening and identification techniques as well as special emphasis on quality control. Total of 30 hours of lecture and 45 hours of lab.

Semesters Offered: Fall Only, All Years.

MLT 210C - MLT Clinical Practicum

Prerequisite: MLT 112 and MLT 202.
(8 Credits) Provides direct supervision of clinical laboratory skills application at affiliated hospitals or healthcare agencies. Students gain experience working in a variety of laboratory areas, such as hematology, coagulation, urinalysis, immuno-hematology, microbiology, and clinical chemistry. Total of 480 hours of clinical.

Semesters Offered: Spring Only, All Years.

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.

Semesters Offered: All Terms, All Years.

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.* Total of 45 hours of lecture.

Semesters Offered: Spring Only, All Years.

MUS 103 - Choral Singing I

(1 Credit) This course is for students who wish to sing various types of choral music. Vocabulary and elements of rhythm and pitch will be taught as they become necessary for the singing of the choral literature. Total of 30 hours of lecture.

Semesters Offered: Fall and Spring Only, All Years.

MUS 104 - Choral Singing II

(1 Credit) This course is for students who wish to sing various types of choral music. Vocabulary and elements of rhythm and pitch will be taught as they become necessary for the singing of the choral literature. Total of 30 hours of lecture.

Semesters Offered: Fall and Spring Only, All Years.

MUS 107 - Jazz Band I

(1 Credit) Students in this course form an instrumental group which specializes in the performance of jazz and other twentieth-century popular music idioms. Performances may include college and community functions. Open to everyone experienced in playing jazz band instruments. Total of 30 hours of lecture.

Semesters Offered: Fall and Spring Only, All Years.

MUS 108 - Jazz Band II

Prerequisite: MUS 107.
(1 Credit) Students in this course form an instrumental group which specializes in the performance of jazz and other twentieth-century popular music idioms. Performances may include college and community functions. Open to everyone experienced in playing jazz band instruments. Total of 30 hours of lecture.

Semesters Offered: Fall and Spring Only, All Years.

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. Total of 30 hours of lecture.

Semesters Offered: Fall and Spring Only, All Years.

MUS 130 - Wind Ensemble I

(1 Credit) Students in this course form an instrumental group which specializes in the performance of wind ensemble repertoire, including both symphonic band and chamber literature. Students will further their ensemble musicianship, performance and stylistic interpretation skills. Open to everyone with access to a wind instrument and reasonable playing skills. Total of 30 hours

of lecture.

Semesters Offered: Fall and Spring Only, All Years.

MUS 131 - Wind Ensemble II

(1 Credit) Students in this course form an instrumental group which specializes in the performance of wind ensemble repertoire, including both symphonic band and chamber literature. Students will further their ensemble musicianship, performance and stylistic interpretation skills. Open to everyone with access to a wind instrument and reasonable playing skills. Total of 30 hours of lecture.

Semesters Offered: Fall and Spring Only, All Years.

MUS 132 - Contemporary Music Ensemble I

(1 Credit) Students in this course form a group consisting of electronic instruments, or traditional instruments modified using electronic means, for the purpose of performing musical literature specifically arranged for those instruments. Students will further their ensemble musicianship, stylistic and interpretation skills through contributing to a live performance and/or a recorded production. Open to all musicians with reasonable playing skills. Total of 30 hours of lecture.

Semesters Offered: Fall and Spring Only, All Years.

MUS 133 - Contemporary Music Ensemble II

(1 Credit) Students in this course form a group consisting of electronic instruments, or traditional instruments modified using electronic means, for the purpose of performing musical literature specifically arranged for those instruments. Students will further their ensemble musicianship, stylistic and interpretation skills through contributing to a live performance and/or a recorded production. Open to all musicians with reasonable playing skills. Total of 30 hours of lecture.

Semesters Offered: Fall and Spring Only, All Years.

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.

Semesters Offered: Fall and Spring Only, All Years.

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. Total of 30 contact hours.

Semesters Offered: Fall and Spring Only, All Years.

MUS 143 - Aural Skills I

(1 Credit) Aural Skills I - IV is a regimen of skills classes designed to increase the student's aural comprehension and musicianship skills. The courses are closely correlated to the music theory sequence (MUS 201, MUS 202, MUS 241, and MUS 242) and will help expand the student's intervallic recognition and ability to recognize rhythmic, melodic and harmonic structures and patterns in music they hear, and write these down (dictation). The courses will also introduce and expand on solfege (sight singing) and basic conducting techniques. Total of 15 hours of lecture.

Semesters Offered: Fall Only, All Years.

MUS 144 - Aural Skills II

Prerequisite: MUS 143.
(1 Credit) Aural Skills I - IV is a regimen of skills classes designed to increase the student's aural comprehension and musicianship skills. The courses are closely correlated to the music theory sequence (MUS 201, MUS 202, MUS 241, and MUS 242) and will help expand the student's intervallic recognition and ability to recognize rhythmic, melodic and harmonic structures and patterns in music they hear, and write these down (dictation). The courses will also introduce and expand on solfege (sight singing) and basic conducting techniques. Total of 15 hours of lecture.

Semesters Offered: Spring Only, All Years.

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. Total of 30 hours of lecture.

Semesters Offered: Fall and Spring Only, All Years.

MUS 175 - Introduction to Music Technology

(3 Credits) This course introduces students to the digital audio workstation software (DAW) and associated hardware tools for music production. Topics covered include the basics of sound, digital audio, DAW signal flow, MIDI sequencing, waveform synthesis, virtual instruments, and mixing/mastering techniques. Total of 45 hours of lecture.

Semesters Offered: Spring Only, All Years.

MUS 176 - Introduction to Audio Recording Techniques

(3 Credits) This course explores the world of digital audio recording techniques and related hardware common to studio and live performance recording settings. Students will gain knowledge and experience working with digital audio workstation software (DAW), microphones, audio interfaces, equipment connectivity, and audio effects processors. Other topics covered include signal flow, audio editing, sequencing, mixing, and mastering. Total of 45 hours of lecture.

Semesters Offered: Fall Only, All Years.

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.

Semesters Offered: Fall and Spring Only, All Years.

MUS 201 - Theory of Music I

(3 Credits) An introduction to the fundamentals of music and harmony, the course develops both written and aural skills for the student of music. Scales, intervals, triads and their inversions, harmonic progressions, and rhythm and meter are among the subjects presented. The course covers harmonic, melodic and rhythmic dictation, and elementary score-reading. Total of 45 hours of lecture.

Semesters Offered: Fall Only, All Years.

MUS 202 - Theory of Music II

Prerequisite: MUS 201.
(3 Credits) This course continues the development of both written and aural skills introduced in MUS 201 for the student of music. Triads and seventh chords and their inversions, advanced non-diatonic harmonic progressions, and non-chord tones are among the written aspects. Total of 45 hours of lecture.

Semesters Offered: Spring Only, All Years.

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. Total of 30 hours of lecture.

Semesters Offered: Fall and Spring Only, All Years.

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. Total of 30 hours of lecture.

Semesters Offered: Fall and Spring Only, All Years.

MUS 205 - Music Skills for the Classroom Teacher

(3 Credits) This course introduces students to the to the benefits of and strategies for integrating music across the curriculum, specifically focused on teaching children from birth through grade 3. Included in the course is an examination of the fundamentals of music theory including: reading music, singing, conducting, playing selected instruments, and facilitating creating engagement with music. Total of 45 hours of lecture.

Semesters Offered: Fall Only, All Years.

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. Total of 30 hours of lecture.

Semesters Offered: Fall and Spring Only, All Years.

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. Total of 30 hours of lecture.

Semesters Offered: Fall and Spring Only, All Years.

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. Total of 30 hours of lecture.

Semesters Offered: Fall and Spring Only, All Years.

MUS 230 - Wind Ensemble III

(1 Credit) Students in this course form an instrumental group which specializes in the performance of wind ensemble repertoire, including both symphonic band and chamber literature. Students will further their ensemble musicianship, performance and stylistic interpretations skills. Open to everyone with access to a wind instrument and reasonable playing skills. Total of 30 hours of lecture.

Semesters Offered: Fall and Spring Only, All Years.

MUS 231 - Wind Ensemble IV

(1 Credit) Students in this course form an instrumental group which specializes in the performance of wind ensemble repertoire, including both symphonic band and chamber literature. Students will further their ensemble musicianship, performance and stylistic interpretations skills. Open to everyone with access to a wind instrument and reasonable playing skills. Total of 30 hours of lecture.

Semesters Offered: Fall and Spring Only, All Years.

MUS 232 - Contemporary Music Ensemble III

(1 Credit) Students in this course form a group consisting of electronic instruments, or traditional instruments modified using electronic means, for the purpose of performing musical literature specifically arranged for those instruments. Students will further their ensemble musicianship, stylistic and interpretation skills through contributing to a live performance and/or a recorded production. Open to all musicians with reasonable playing skills. Total of 30 hours of lecture.

Semesters Offered: Fall and Spring Only, All Years.

MUS 233 - Contemporary Music Ensemble IV

(1 Credit) Students in this course form a group consisting of electronic instruments, or traditional instruments modified using electronic means, for the purpose of performing musical literature specifically arranged for those instruments. Students will further their ensemble musicianship, stylistic and interpretation skills through contributing to a live performance and/or a recorded production. Open to all musicians with reasonable playing skills. Total of 30 hours of lecture.

Semesters Offered: Fall and Spring Only, All Years.

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. Total of 45 hours of lecture.

Semesters Offered: Fall Only, All Years.

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. Total of 45 hours of lecture.

Semesters Offered: Spring Only, All Years.

MUS 243 - Aural Skills III

Prerequisite: MUS 144.
(1 Credit) Aural Skills I - IV is a regimen of skills classes designed to increase the student's aural comprehension and musicianship skills. The courses are closely correlated to the music theory sequence (MUS 201, MUS 202, MUS 241, and MUS 242) and will help expand the student's intervallic recognition and ability to recognize rhythmic, melodic and harmonic structures and patterns in music they hear, and write these down (dictation). The courses will also introduce and expand on solfege (sight singing) and basic conducting techniques. Total of 15 hours of lecture.

Semesters Offered: Fall Only, All Years.

MUS 244 - Aural Skills IV

Prerequisite: MUS 243.
(1 Credit) Aural Skills I - IV is a regimen of skills classes designed to increase the student's aural comprehension and musicianship skills. The courses are closely correlated to the music theory sequence (MUS 201, MUS 202, MUS 241, and MUS 242) and will help expand the student's intervallic recognition and ability to recognize rhythmic, melodic and harmonic structures and patterns in music they hear, and write these down (dictation). The courses will also introduce and expand on solfege (sight singing) and basic conducting techniques. Total of 15 hours of lecture.

Semesters Offered: Spring Only, All Years.

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. Total of 30 hours of lecture.

Semesters Offered: Fall and Spring Only, All Years.

Music: Applied Lessons

MUA 111 - Woodwind Instrument I

(1 Credit) One half-hour lesson and one half-hour practice time each week. Total of 6 contact hours and a total of 6 hours of required practice.

Semesters Offered: Fall and Spring Only, All Years.

MUA 112 - Brass Instrument I

(1 Credit) One half-hour lesson and one half-hour practice time each week. Total of 6 contact hours and a total of 6 hours of required practice.

Semesters Offered: Fall and Spring Only, All Years.

MUA 113 - String Instrument I

(1 Credit) One half-hour lesson and one half-hour practice time each week. Total of 6 contact hours and a total of 6 hours of required practice.

Semesters Offered: Fall and Spring Only, All Years.

MUA 114 - Percussion Instrument I

(1 Credit) One half-hour lesson and one half-hour practice time each week. Total of 6 contact hours and a total of 6 hours of required practice.

Semesters Offered: Fall and Spring Only, All Years.

MUA 115 - Electric Guitar I

(1 Credit) One half-hour lesson and one half-hour practice time each week. Total of 6 contact hours and a total of 6 hours of required practice.

Semesters Offered: Fall and Spring Only, All Years.

MUA 116 - Classical Guitar I

(1 Credit) One half-hour lesson and one half-hour practice time each week. Total of 6 contact hours and a total of 6 hours of required practice.

Semesters Offered: Fall and Spring Only, All Years.

MUA 117 - Bass Guitar I

(1 Credit) One half-hour lesson and one half-hour practice time each week. Total of 6 contact hours and a total of 6 hours of required practice.

Semesters Offered: Fall and Spring Only, All Years.

MUA 118 - Piano I

(1 Credit) One half-hour lesson and one half-hour practice time each week. Total of 6 contact hours and a total of 6 hours of required practice.

Semesters Offered: Fall and Spring Only, All Years.

MUA 119 - Voice I

(1 Credit) One half-hour lesson and one half-hour practice time each week. Total of 6 contact hours and a total of 6 hours of required practice.

Semesters Offered: Fall and Spring Only, All Years.

MUA 121 - Woodwind Instrument I

(2 Credits) One hour lesson and one hour practice time each week. Total of 12 contact hours and a total of 12 hours of required practice.

Semesters Offered: Fall and Spring Only, All Years.

MUA 122 - Brass Instrument I

(2 Credits) One hour lesson and one hour practice time each week. Total of 12 contact hours and a total of 12 hours of required practice.

Semesters Offered: Fall and Spring Only, All Years.

MUA 123 - String Instrument I

(2 Credits) One hour lesson and one hour practice time each week. Total of 12 contact hours and a total of 12 hours of required practice.

Semesters Offered: Fall and Spring Only, All Years.

MUA 124 - Percussion Instrument I

(2 Credits) One hour lesson and one hour practice time each week. Total of 12 contact hours and a total of 12 hours of required practice.

Semesters Offered: Fall and Spring Only, All Years.

MUA 125 - Electric Guitar I

(2 Credits) One hour lesson and one hour practice time each week. Total of 12 contact hours and a total of 12 hours of required practice.

Semesters Offered: Fall and Spring Only, All Years.

MUA 126 - Classical Guitar I

(2 Credits) One hour lesson and one hour practice time each week. Total of 12 contact hours and a total of 12 hours of required practice.

Semesters Offered: Fall and Spring Only, All Years.

MUA 127 - Bass Guitar I

(2 Credits) One hour lesson and one hour practice time each week. Total of 12 contact hours and a total of 12 hours of required practice.

Semesters Offered: Fall and Spring Only, All Years.

MUA 128 - Piano I

(2 Credits) One hour lesson and one hour practice time each week. Total of 12 contact hours and a total of 12 hours of required practice.

Semesters Offered: Fall and Spring Only, All Years.

MUA 129 - Voice I

(2 Credits) One hour lesson and one hour practice time each week. Total of 12 contact hours and a total of 12 hours of required practice.

Semesters Offered: Fall and Spring Only, All Years.

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. Total of 6 contact hours and a total of 6 hours of required practice.

Semesters Offered: Fall and Spring Only, All Years.

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. Total of 6 contact hours and a total of 6 hours of required practice.

Semesters Offered: Fall and Spring Only, All Years.

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. Total of 6 contact hours and a total of 6 hours of required practice.

Semesters Offered: Fall and Spring Only, All Years.

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. Total of 6 contact hours and a total of 6 hours of required practice.

Semesters Offered: Fall and Spring Only, All Years.

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. Total of 6 contact hours and a total of 6 hours of required practice.

Semesters Offered: Fall and Spring Only, All Years.

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. Total of 6 contact hours and a total of 6 hours of required practice.

Semesters Offered: Fall and Spring Only, All Years.

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. Total of 6 contact hours and a total of 6 hours of required practice.

Semesters Offered: Fall and Spring Only, All Years.

MUA 158 - Piano II

Prerequisite: MUA 118 or MUA 128 .
(1 Credit) One half-hour lesson and one half-hour practice time each week. Total of 6 contact hours and a total of 6 hours of required practice.

Semesters Offered: Fall and Spring Only, All Years.

MUA 161 - Woodwind Instrument II

Prerequisite: MUA 111 or MUA 121 .
(2 Credits) One hour lesson and one hour practice time each week. Total of 12 contact hours and a total of 12 hours of required practice.

Semesters Offered: Fall and Spring Only, All Years.

MUA 162 - Brass Instrument II

Prerequisite: MUA 112 or MUA 122 .
(2 Credits) One hour lesson and one hour practice time each week. Total of 12 contact hours and a total of 12 hours of required practice.

Semesters Offered: Fall and Spring Only, All Years.

MUA 163 - String Instrument II

Prerequisite: MUA 113 or MUA 123 .
(2 Credits) One hour lesson and one hour practice time each week. Total of 12 contact hours and a total of 12 hours of required practice.

Semesters Offered: Fall and Spring Only, All Years.

MUA 164 - Percussion Instrument II

Prerequisite: MUA 114 or MUA 124 .
(2 Credits) One hour lesson and one hour practice time each week. Total of 12 contact hours and a total of 12 hours of required practice.

Semesters Offered: Fall and Spring Only, All Years.

MUA 165 - Electric Guitar II

Prerequisite: MUA 115 or MUA 125 .
(2 Credits) One hour lesson and one hour practice time each week. Total of 12 contact hours and a total of 12 hours of required practice.

Semesters Offered: Fall and Spring Only, All Years.

MUA 166 - Classical Guitar II

Prerequisite: MUA 116 or MUA 126 .
(2 Credits) One hour lesson and one hour practice time each week. Total of 12 contact hours and a total of 12 hours of required practice.

Semesters Offered: Fall and Spring Only, All Years.

MUA 167 - Bass Guitar II

Prerequisite: MUA 117 or MUA 127 .
(2 Credits) One hour lesson and one hour practice time each week. Total of 12 contact hours and a total of 12 hours of required practice.

Semesters Offered: Fall and Spring Only, All Years.

MUA 168 - Piano II

Prerequisite: MUA 118 or MUA 128.
(2 Credits) One hour lesson and one hour practice time each week. Total of 12 contact hours and a total of 12 hours of required practice.

Semesters Offered: Fall and Spring Only, All Years.

MUA 179 - Voice II

Prerequisite: MUA 119 or MUA 129.
(1 Credit) One half-hour lesson and one half-hour practice each week. Total of 6 contact hours and a total of 6 hours of required practice.

Semesters Offered: Fall and Spring Only, All Years.

MUA 189 - Voice II

Prerequisite: MUA 119 or MUA 129 .
(2 Credits) One hour lesson and one hour practice time each week. Total of 12 contact hours and a total of 12 hours of required practice.

Semesters Offered: Fall and Spring Only, All Years.

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. Total of 6 contact hours and a total of 6 hours of required practice.

Semesters Offered: Fall and Spring Only, All Years.

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. Total of 6 contact hours and a total of 6 hours of required practice.

Semesters Offered: Fall and Spring Only, All Years.

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. Total of 6 contact hours and a total of 6 hours of required practice.

Semesters Offered: Fall and Spring Only, All Years.

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. Total of 6 contact hours and a total of 6 hours of required practice.

Semesters Offered: Fall and Spring Only, All Years.

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. Total of 6 contact hours and a total of 6 hours of required practice.

Semesters Offered: Fall and Spring Only, All Years.

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. Total of 6 contact hours and a total of 6 hours of required practice.

Semesters Offered: Fall and Spring Only, All Years.

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. Total of 6 contact hours and a total of 6 hours of required practice.

Semesters Offered: Fall and Spring Only, All Years.

MUA 218 - Piano III

Prerequisite: MUA 158 or MUA 168 .
(1 Credit) One half-hour lesson and one half-hour practice time each week. Total of 6 contact hours and a total of 6 hours of required practice.

Semesters Offered: Fall and Spring Only, All Years.

MUA 219 - Voice III

Prerequisite: MUA 179 or MUA 189 .
(1 Credit) One half-hour lesson and one half-hour practice time each week. Total of 6 contact hours and a total of 6 hours of required practice.

Semesters Offered: Fall and Spring Only, All Years.

MUA 221 - Woodwind Instrument III

Prerequisite: MUA 151 or MUA 161 .
(2 Credits) One hour lesson and one hour practice time each week. Total of 12 contact hours and a total of 12 hours of required practice.

Semesters Offered: Fall and Spring Only, All Years.

MUA 222 - Brass Instrument III

Prerequisite: MUA 152 or MUA 162 .
(2 Credits) One hour lesson and one hour practice time each week. Total of 12 contact hours and a total of 12 hours of required practice.

Semesters Offered: Fall and Spring Only, All Years.

MUA 223 - String Instrument III

Prerequisite: MUA 153 or MUA 163 .
(2 Credits) One hour lesson and one hour practice time each week. Total of 12 contact hours and a total of 12 hours of required practice.

Semesters Offered: Fall and Spring Only, All Years.

MUA 224 - Percussion Instrument III

Prerequisite: MUA 154 or MUA 164 .
(2 Credits) One hour lesson and one hour practice time each week. Total of 12 contact hours and a total of 12 hours of required practice.

Semesters Offered: Fall and Spring Only, All Years.

MUA 225 - Electric Guitar III

Prerequisite: MUA 155 or MUA 165 .
(2 Credits) One hour lesson and one hour practice time each week. Total of 12 contact hours and a total of 12 hours of required practice.

Semesters Offered: Fall and Spring Only, All Years.

MUA 226 - Classical Guitar III

Prerequisite: MUA 156 or MUA 166 .
(2 Credits) One hour lesson and one hour practice time each week. Total of 12 contact hours and a total of 12 hours of required practice.

Semesters Offered: Fall and Spring Only, All Years.

MUA 227 - Bass Guitar III

Prerequisite: MUA 157 or MUA 167 .
(2 Credits) One hour lesson and one hour practice time each week. Total of 12 contact hours and a total of 12 hours of required practice.

Semesters Offered: Fall and Spring Only, All Years.

MUA 228 - Piano III

Prerequisite: MUA 158 or MUA 168 .
(2 Credits) One hour lesson and one hour practice time each week. Total of 12 contact hours and a total of 12 hours of required practice.

Semesters Offered: Fall and Spring Only, All Years.

MUA 229 - Voice III

Prerequisite: MUA 179 or MUA 189 .
(2 Credits) One hour lesson and one hour practice time each week. Total of 12 contact hours and a total of 12 hours of required practice.

Semesters Offered: Fall and Spring Only, All Years.

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. Total of 6 contact hours and a total of 6 hours of required practice.

Semesters Offered: Fall and Spring Only, All Years.

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. Total of 6 contact hours and a total of 6 hours of required practice.

Semesters Offered: Fall and Spring Only, All Years.

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. Total of 6 contact hours and a total of 6 hours of required practice.

Semesters Offered: Fall and Spring Only, All Years.

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. Total of 6 contact hours and a total of 6 hours of required practice.

Semesters Offered: Fall and Spring Only, All Years.

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. Total of 6 contact hours and a total of 6 hours of required practice.

Semesters Offered: Fall and Spring Only, All Years.

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. Total of 6 contact hours and a total of 6 hours of required practice.

Semesters Offered: Fall and Spring Only, All Years.

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. Total of 6 contact hours and a total of 6 hours of required practice.

Semesters Offered: Fall and Spring Only, All Years.

MUA 258 - Piano IV

Prerequisite: MUA 218 or MUA 228 .
(1 Credit) One half-hour lesson and one half-hour practice time each week. Total of 6 contact hours and a total of 6 hours of required practice.

Semesters Offered: Fall and Spring Only, All Years.

MUA 261 - Woodwind Instrument IV

Prerequisite: MUA 211 or MUA 221 .
(2 Credits) One hour lesson and one hour practice time each week. Total of 12 contact hours and a total of 12 hours of required practice.

Semesters Offered: Fall and Spring Only, All Years.

MUA 262 - Brass Instrument IV

Prerequisite: MUA 212 or MUA 222 .
(2 Credits) One hour lesson and one hour practice time each week. Total of 12 contact hours and a total of 12 hours of required practice.

Semesters Offered: Fall and Spring Only, All Years.

MUA 263 - String Instrument IV

Prerequisite: MUA 213 or MUA 223 .
(2 Credits) One hour lesson and one hour practice time each week. Total of 12 contact hours and a total of 12 hours of required practice.

Semesters Offered: Fall and Spring Only, All Years.

MUA 264 - Percussion Instrument IV

Prerequisite: MUA 214 or MUA 224 .
(2 Credits) One hour lesson and one hour practice time each week. Total of 12 contact hours and a total of 12 hours of required practice.

Semesters Offered: Fall and Spring Only, All Years.

MUA 265 - Electric Guitar IV

Prerequisite: MUA 215 or MUA 225 .
(2 Credits) One hour lesson and one hour practice time each week. Total of 12 contact hours and a total of 12 hours of required practice.

Semesters Offered: Fall and Spring Only, All Years.

MUA 266 - Classical Guitar IV

Prerequisite: MUA 216 or MUA 226 .
(2 Credits) One hour lesson and one hour practice time each week. Total of 12 contact hours and a total of 12 hours of required practice.

Semesters Offered: Fall and Spring Only, All Years.

MUA 267 - Bass Guitar IV

Prerequisite: MUA 217 or MUA 227 .
(2 Credits) One hour lesson and one hour practice time each week. Total of 12 contact hours and a total of 12 hours of required practice.

Semesters Offered: Fall and Spring Only, All Years.

MUA 268 - Piano IV

Prerequisite: MUA 218 or MUA 228 .
(2 Credits) One hour lesson and one hour practice time each week. Total of 12 contact hours and a total of 12 hours of required practice.

Semesters Offered: Fall and Spring Only, All Years.

MUA 279 - Voice IV

Prerequisite: MUA 219 or MUA 229 .
(1 Credit) One half-hour lesson and one half-hour practice time each week. Total of 6 contact hours and a total of 6 hours of required practice.

Semesters Offered: Fall and Spring Only, All Years.

MUA 289 - Voice IV

Prerequisite: MUA 219 or MUA 229 .
(2 Credits) One hour lesson and one hour practice time each week. Total of 12 contact hours and a total of 12 hours of required practice.

Semesters Offered: Fall and Spring Only, All Years.

Nursing

NUR 105 - Foundations of Nursing

Prerequisite: BIO 203
Corequisite: 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. A minimum exam grade average of 75% and a minimum overall course grade of 75% must be achieved to progress in the nursing program. A grade of 90% or above must be attained on a dosage calculations exam in this course. A total of 104 hours of lecture, 14 hours of laboratory, 6 hours of simulation exercises, and 101 hours of clinical.

Semesters Offered: Fall and Spring Only, All Years.

NUR 111 - Introduction to Practical Nursing

Prerequisite: BIO 203, BIO 204, and PSY 101; **AND** ENG 101, ENG 101E, or ENG 101P.
(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. A minimum exam grade average of 75% and a minimum overall course grade of 75% must be achieved to progress in the nursing program. A grade of 90% or above must be attained on a dosage calculations exam in this course. Classroom, skills lab, and clinical experiences. Total of 45 hours lecture, 27 hours of laboratory, 10 hours of simulation exercises, and 10 hours of clinical.

Semesters Offered: Summer Only, All Years.

NUR 112 - Care of Human Needs

Prerequisite: BIO 204 and NUR 111.
(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. A minimum exam grade average of 75% and a minimum overall course grade of 75% must be achieved to progress in the nursing program. A grade of 90% or above must be attained on a dosage calculations exam in this course. Classroom, skills lab, and clinical experience. Total of 68 hours of lecture, 20 hours of laboratory, 10 hours of simulation exercises, and 48 hours of clinical.

Semesters Offered: Fall Only, All Years.

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. A minimum exam grade average of 75% and a minimum overall course grade of 75% must be achieved to progress in the nursing program. A grade of 90% or above must be attained on a dosage calculations exam in this course. Total of 72 hours of lecture, 2 hours of laboratory, 38 hours of simulation exercises, and 19 hours of clinical.

Semesters Offered: Fall Only, All Years.

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. A minimum exam grade average of 75% and a minimum overall course grade of 75% must be achieved to progress in the nursing program. A grade of 90% or above must be attained on a dosage calculations exam in this course. Classroom, skills lab, and clinical experiences. Total of 68 hours of lecture, 2 hours of laboratory, 16 hours of simulation exercises, and 64 hours of clinical.

Semesters Offered: Spring Only, All Years.

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. A minimum exam grade average of 75% and a minimum overall course grade of 75% must be achieved to pass the course. A grade of 90% or above must be attained on a dosage calculations exam in this course. Classroom, skills lab, and clinical experiences. Total of 68 hours of lecture, 2 hours of laboratory, 16 hours of simulation exercises, and 64 hours of clinical.

Semesters Offered: Spring Only, All Years.

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. A minimum exam grade average of 77% and a minimum overall course grade of 77% must be achieved to progress in the nursing program. A grade of 90% or above must be attained on a dosage calculations exam in this course. Total of 45 hours of lecture, 14 hours of simulation exercises, and 44 hours of clinical.

Semesters Offered: Fall and Spring Only, All Years.

NUR 127 - Nursing Care of Children

Prerequisite: BIO 204 and 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. A minimum exam grade average of 75% and a minimum overall course grade of 75% must be achieved to progress in the nursing program. A grade of 90% or above must be attained on a dosage calculations exam in this course. Total of 46 hours of lecture, 18 hours of simulation exercises, and 32 hours of clinical.

Semesters Offered: Fall and Spring Only, All Years.

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. A minimum exam grade average of 77% and a minimum overall course grade of 77% must be achieved to progress in the nursing program. Total of 90 hours of lecture, 45 hours of simulation, and 60 hours of clinical.

Semesters Offered: Summer Only, All Years.

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 minimum exam grade average of 75% and a minimum overall course grade of 75% must be achieved to pass this course. Total of 30 hours of lecture.

Semesters Offered: Fall and Summer Only, All Years.

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. A minimum exam grade average of 77% and a minimum overall course grade of 77% must be achieved to progress in the nursing program. A grade of 90% or above must be attained on a dosage calculations exam in this course. Total of 45 hours of lecture, 13 hours of simulation exercises, and 41 hours of clinical.

Semesters Offered: Fall and Spring Only, All Years.

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. A minimum exam grade average of 77% and a minimum overall course grade of 77% must be achieved to progress in the nursing program. Total of 30 hours of lecture.

Semesters Offered: Fall and Spring Only, All Years.

NUR 229 - Nursing Care of the Acute and Chronically Ill Adult I

Prerequisite: BIO 204 and 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. A minimum exam grade average of 75% and a minimum overall course grade of 75% must be achieved to progress in the nursing program. A grade of 90% or above must be attained on a dosage calculations exam in this course. Total of 40 hours of lecture, 3 hours of laboratory, 15 hours of simulation exercises, and 55 hours of clinical.

Semesters Offered: Fall and Spring Only, All Years.

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. A minimum exam grade average of 77% and a minimum overall course grade of 77% must be achieved to progress in the nursing program. A grade of 90% or above must be attained on a dosage calculations exam in this course. Total of 41 hours of lecture, 18 hours of simulation exercises, and 52 hours of clinical.

Semesters Offered: Fall and Spring Only, All Years.

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. A minimum exam grade average of 77% and a minimum overall course grade of 77% must be achieved to pass the course. A grade of 90% or above must be attained on a dosage calculations exam in this course. Total of 38 hours of lecture, 22 hours of simulation exercises, and 60 hours of clinical.

Semesters Offered: Fall and Spring Only, All Years.

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.

Semesters Offered: Fall and Spring Only, All Years.

PLS 102 - Legal Research

Corequisite: ENG 101, ENG 101E, or ENG 101P; **AND** PLS 101.
(3 Credits) This course introduces students to various legal research sources such as codes, case law, digests, encyclopedias, etc. Instruction is provided in the use of books and computer-aided research. The "briefing" of cases and the use of proper citations are stressed. This course also stresses ethics as well as attitudes, skills and behaviors required in a professional setting. Total 45 hours of lecture.

Semesters Offered: Fall Only, All Years.

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. Total of 45 hours of lecture.

Semesters Offered: Spring Only, All Years.

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. Total 45 hours of lecture.

Semesters Offered: Spring Only, All Years.

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. Total 45 hours of lecture.

Semesters Offered: Fall Only, All Years.

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. Total of 45 hours of lecture.

Semesters Offered: Fall Only, All Years.

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. Total 45 hours of lecture.

Semesters Offered: Spring Only, All Years.

PLS 269 - Internship I

(1-3 Credits) See the "Academic Policies" section of the current HCC Catalog for internship guidelines. Internship eligibility and application information are available at https://www.hagerstowncc.edu/student-services/internships. Total of 1 credit is equivalent to 60 hours, 2 credits is equivalent to 120 hours, and 3 credits is equivalent to 180 hours.

Semesters Offered: As Needed.

PLS 270 - Internship II

(1-3 Credits) See the "Academic Policies" section of the current HCC Catalog for internship guidelines. Internship eligibility and application information are available at https://www.hagerstowncc.edu/student-services/internships. Total of 1 credit is equivalent to 60 hours, 2 credits is equivalent to 120 hours, and 3 credits is equivalent to 180 hours.

Semesters Offered: As Needed.

Philosophy

PHL 101 - Introduction to Philosophy

Prerequisite: RDG 095 or appropriate score on the placement test.
(3 Credits) This course is for those who believe that there is nobility in the pursuit of truth, and that asking questions is as important as answering them. Beginning in the Ancient world and moving all the way through contemporary times, we will explore various branches of philosophy, major contributions to Western thought, and philosophical problems that have plagued humanity throughout recorded history. Our studies will strive to make connections between the past and present, and provide useful and provocative lenses through which we can examine our own lives. * *Arts/Humanities Approved General Education Course.* Total of 45 hours of lecture.

Semesters Offered: All Terms, All Years.

PHL 103 - Ethics

(3 Credits) Would you sacrifice one innocent person to save a hundred lives? Is there any single moral law that applies to every person in every situation? In this course, we will investigate major ethical theories and how those theories may apply to our personal and professional situations. Through reading, discussion, and reflection, we will tackle contemporary ethical issues like climate change, euthanasia, genetic engineering, sports doping, extreme poverty, animal ethics, abortion, vaccine mandates, gender issues, and the death penalty. * *Art/Humanities Approved General Education Course.* Total of 45 hours of lecture.

Semesters Offered: All Terms, All Years.

Physical Education

PED 132 - Yoga

(1 Credit) Yoga offers body confidence through awareness, alignment, strength and flexibility. Breathing techniques are incorporated to reduce physical, mental, and emotional stress. Practicing yoga restores and renews the body and mind, and increases energy and vitality. Total 15 contact hours.

Semesters Offered: As Needed.

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. Total of 15 contact hours.

Semesters Offered: Fall and Spring Only, All Years.

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.

Semesters Offered: Fall Only, All Years.

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. 45 contact hours.

Semesters Offered: All Terms, All Years.

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. 45 contact hours.

Semesters Offered: Spring Only, All Years.

PED 241 - 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.

Semesters Offered: All Terms, All Years.

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.

Semesters Offered: Fall and Spring Only, All Years.

PED 269 - Internship I

(1-3 Credits) See the Academic Policies section of the current HCC Catalog for internship guidelines. Internship eligibility and application information are available at https://www.hagerstowncc.edu/student-services/internships. Total of 1 credit is equivalent to 60 hours, 2 credits is equivalent to 120 hours, and 3 credits is equivalent to 180 hours.

Semesters Offered: As Needed.

Physical Science

PHS 103 - General Physical Science

Prerequisite: MAT 090, MAT 095, or appropriate score on the placement test ; **AND** RDG 095 or appropriate score on the placement test.
(3 Credits) This course is an introductory non-laboratory science course that applies the basic principles of physics for students in multiple disciplines including allied health, technology, or any other program that does not require high-level physics content. Topics include the scientific method, measurement/dimensional analysis, density/specific gravity, motion, energy/work, flow & pressure, basic electricity & magnetism, and sound & light waves.**Biological/Physical Science and Lab Approved General Education Course.* Total of 45 hours of lecture.

Semesters Offered: All terms, As Needed.

PHS 104 - General Physical Science

Prerequisite: MAT 090**,** MAT 095, or appropriate score on the placement test; **AND** RDG 095 or appropriate score on the placement test
(4 Credits) This course is an introductory laboratory science course that applies the basic principles of physics for students in multiple disciplines including the AAT in Education programs, applied health, technology, or any other program that does not require higher-level physics content. Topics include the scientific method, measurement/dimensional analysis, density/specific

gravity, motion, energy/work, flow & pressure, basic electricity & magnetism, and sound & light waves.* *Biological/Physical Science and Lab Approved General Education Course.* Total of 45 hours of lecture and 45 hours of lab.

Semesters Offered: All Terms, As Needed.

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.* Total of 45 hours of lecture.

Semesters Offered: Spring and Summer Only, All Years.

PHS 111 - Earth Science

Prerequisite: MAT 090, MAT 095, or appropriate score on the placement test; **AND** RDG 095 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 and Lab Approved General Education Course.* Total of 45 hours of lecture and 45 hours of lab

Semesters Offered: All Terms, As Needed.

Physics

PHY 101 - The Physics of Everyday Life

Prerequisite: RDG 095 or appropriate score on the placement test.
(3 Credits) This course is an introductory Physics course for non-science majors. This course explores the basic physics principles behind the everyday objects and technologies that surround us. This course explores topics such as motion, forces, heat, fluids, electricity, magnets, sound and light with minimal emphasis on mathematics. * *Biological/Physical Science Approved General Education Course.* Total of 45 hours of lecture.

Semesters Offered: All Terms, As Needed.

PHY 106 - Radiological Physics Theory

Prerequisite: RAD 102.
Corequisite: MAT 114, MAT 116, 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.

Semesters Offered: Spring Only, All Years.

PHY 201 - General Physics I

Prerequisite: MAT 114 or MAT 160.
(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.* 45 hours of lecture and 45 hours of lab.

Semesters Offered: All Terms, As Needed.

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.* 45 hours of lecture and 45 hours of lab.

Semesters Offered: Fall and Spring Only, As Needed.

PHY 203 - Principles of Physics I

Prerequisite: MAT 203.
(4 Credits) This is the first course in a three course sequence of calculus-based physics for students that plan to major in physics, engineering, mathematics, or physical sciences. It includes Newtonian mechanics, kinematics and dynamics of translational, rotational, and simple harmonic motions; momentum, energy, and graviation.* *Biological/Physical Science and Lab Approved General Education Course.* 45 hours of lecture and 45 hours of lab.

Semesters Offered: Fall and Spring Only, As Needed.

PHY 204 - Principles of Physics II

Prerequisite: MAT 204 and PHY 203.
(4 Credits) This is the second course in a three course sequence of calculus-based physics for students that plan to major in physics, engineering, mathematics, or physical science. It includes electricity and magnetism, kinetic theory, thermodynamics, thermal energy and heat transfer.* *Biological/Physical Science and Lab Approved General Education Course.* 45 hours of lecture and 45 hours of lab.

Semesters Offered: Fall and Spring Only, As Needed.

PHY 205 - Principles of Physics III

Prerequisite: PHY 204
Corequisite: MAT 205
(4 Credits) This is the third course in a three course sequence of calculus-based physics for students that plan to major in physics, engineering, mathematics or physical sciences. It includes waves and wave mechanics, electromagnetic waves, physical and geometrical optics, relativity, atomic and nuclear physics, and introductory quantum mechanics. 45 hours of lecture and 45 hours of lab.

Semesters Offered: Spring Only, All Years.

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.

Semesters Offered: Fall and Spring Only, All Years.

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. Total 45 hours of lecture.

Semesters Offered: Spring Only, All Years.

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. Total of 45 hours of lecture.

Semesters Offered: Fall Only, All Years.

POL 202 - Constitutional Law

Prerequisite: POL 101.
(3 Credits) This course is a study of constitutional law as it has developed through interpretations of the United States Supreme Court. Subjects include judicial review, federalism, congressional and presidential authority, the First Amendment, criminal rights, due process and equal protection of the law. Total 45 hours of lecture.

Semesters Offered: Fall Only, Odd Years.

POL 204 - International Relations

Prerequisite: GEO 105 or POL 101.
(3 Credits) This course examines the major approaches to international relations, stressing interstate relations and the contemporary international political system. Special emphasis is placed on the methods and goals of diplomacy and the peaceful settlement of disputes. Other topics include an examination of the history of diplomacy; international institutions and organizations; transnationalism, decision making, and the increasing interdependence of the modern world; the methods of

conducting foreign relations, the foreign policies of the major powers, and the means of avoiding and alleviating international conflicts. Total 45 hours of lecture.

Semesters Offered: Fall Only, Even Years.

POL 206 - Comparative Politics

Prerequisite: MAT 090**,** MAT 095, or appropriate score on the placement test; **AND** RDG 095 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. Total of 45 contact hours.

Semesters Offered: Spring Only, All Years.

POL 269 - Internship I

(1-3 Credits) See the "Academic Policies" section of the current HCC Catalog for internship guidelines. Internship eligibility and application information are available at https://www.hagerstowncc.edu/student-services/internships. Total of 1 credit is equivalent to 60 hours, 2 credits is equivalent to 120 hours, and 3 credits is equivalent to 180 hours.

Semesters Offered: As Needed.

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.

Semesters Offered: All Terms, All Years.

PSY 203 - Educational Psychology

Prerequisite: EDU 101, EDU 103, or instructor consent; **AND** PSY 101.
(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.

Semesters Offered: Fall and Spring Only, All Years.

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.

Semesters Offered: All Terms, All Years.

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.

Semesters Offered: Fall and Spring Only, All Years.

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.

Semesters Offered: Fall and Spring Only, All Years.

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.

Semesters Offered: Fall and Spring Only, All Years.

PSY 220 - 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. Total of 45 hours of lecture.

Semesters Offered: Fall and Spring Only, All Years.

PSY 269 - Internship I

(1-3 Credits) See the "Academic Policies" section of the current HCC Catalog for internship guidelines. Internship eligibility and application information are available at https://www.hagerstowncc.edu/student-services/internships. Total of 1 credit is equivalent to 60 hours, 2 credits is equivalent to 120 hours, and 3 credits is equivalent to 180 hours.

Semesters Offered: As Needed.

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. Total of 30 hours of lecture.

Semesters Offered: Summer Only, All Years.

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. Total of 30 hours of lecture.

Semesters Offered: Fall Only, All Years.

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. Total of 30 hours of lecture and 45 hours of laboratory.

Semesters Offered: Summer Only, All Years.

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. Total of 30 hours of lecture and 45 hours of laboratory.

Semesters Offered: Fall Only, All Years.

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. Total of 30 hours of lecture and 45 hours of laboratory.

Semesters Offered: Spring Only, All Years.

RAD 106C - 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. Minimum of 240 contact hours.

Semesters Offered: Fall Only, All Years.

RAD 108C - Clinical Technique II

Prerequisite: RAD 102 and RAD 104.
(2 Credits) This course expands the material of RAD 106C, to provide the novice Radiographic student additional opportunities to utilize and practice patient care skills, radiographic procedures, and equipment manipulation. Clinical rotations are scheduled during day, evening, and weekend hours. Minimum of 240 contact hours.

Semesters Offered: Spring Only, All Years.

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. Total of 30 hours of lecture and 45 hours of laboratory.

Semesters Offered: Summer Only, All Years.

RAD 190C - 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. Minimum of 135 contact hours.

Semesters Offered: As Needed.

RAD 200C - Clinical Practicum

Prerequisite: PHY 106, RAD 105, and RAD 108C.
(4 Credits) The student receives intensive clinical education in areas explored in RAD 106C and RAD 108C. Clinical rotations are scheduled during day, evening, and weekend hours. This clinical practicum requires a total of 320 contact hours.

Semesters Offered: Summer Only, All Years.

RAD 201 - Radiographic Imaging Concepts

Prerequisite: RAD 200C.
(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. Total of 45 hours of lecture.

Semesters Offered: Spring Only, All Years.

RAD 202 - Advanced Medical Imaging Concepts

Prerequisite: RAD 200C.
(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. Total of 45 hours of lecture.

Semesters Offered: Fall Only, All Years.

RAD 205C - Clinical Technique III

Prerequisite: RAD 200C.
(4 Credits) Students continue to develop their clinical knowledge and expertise in areas covered in RAD 108C and RAD 200C. Clinical rotations are scheduled during day, evening, and weekend hours. Minimum of 360 contact hours.

Semesters Offered: Fall Only, All Years.

RAD 211C - Clinical Technique IV

Prerequisite: RAD 205C.
(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. Minimum of 360 contact hours.

Semesters Offered: Spring Only, All Years.

RAD 212 - Cross-Sectional Anatomy

(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. Total of 45 hours of lecture.

Semesters Offered: Spring Only, All Years.

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. Total of 45 hours of lecture.

Semesters Offered: All Terms, All Years.

RAD 216 - Mammography for Radiographers

(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. Total of 45 hours of lecture.

Semesters Offered: Fall and Spring Only, All Years.

RAD 216AC - Mammography Practicum I

Prerequisite: RAD 216.
(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. This clinical practicum requires a total of 120 contact hours, for a total of 2 credit hours.

Semesters Offered: All Terms, All Years.

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. Total of 60 hours of lecture.

Semesters Offered: Fall and Spring Only, All Years.

RAD 220AC - CT Imaging Practicum II

Prerequisite: RAD 220C.
(3 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. This clinical practicum requires a total of 180 contact hours.

Semesters Offered: All Terms, All Years.

RAD 220C - CT Imaging Practicum I

Prerequisite: RAD 218.
Corequisite: RAD 215 .
(3 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. This clinical practicum requires a total of 180 contact hours.

Semesters Offered: All Terms, All Years.

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. Total of 60 hours of lecture.

Semesters Offered: Fall and Spring Only, All Years.

RAD 224AC - MRI Clinical Practicum II

Prerequisite: RAD 224C.
(3 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. This clinical practicum requires a total of 180 contact hours.

Semesters Offered: All Terms, All Years.

RAD 224C - MRI Clinical Practicum I

Prerequisite: RAD 222.
Corequisite: RAD 215 .
(3 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. This clinical practicum requires a total of 180 contact hours.

Semesters Offered: All Terms, All Years.

Reading

RDG 095 - Reading Strategies for College Success

Prerequisite: Appropriate score on the placement test.
Corequisite: SDV 102 (*students who have previously completed college coursework are exempt from needing SDV-102*).
(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 module reflections while using appropriate language for meaningful discussion of reading processes and practices at the college level. Total of 45 hours of lecture.

Semesters Offered: All Terms, All Years.

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. Total of 45 hours of lecture.

Semesters Offered: Fall and Spring Only, All Years.

SDE 104 - Game Design and Programming I

Corequisite: CSC 102 .
(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. Total of 45 hours of lecture.

Semesters Offered: Fall Only, All Years.

SDE 130 - Introduction to Object Oriented Programming

Corequisite: CSC 102 .
(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. Total of 45 hours of lecture.

Semesters Offered: Spring Only, All Years.

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. Total of 45 hours of lecture.

Semesters Offered: Fall Only, All Years.

SDE 203 - 3D and Advanced Animation

Prerequisite: GDT 112 and SDE 102 .
(3 Credits) This course explores the process of creating and animating 3D landscapes and objects. Blender 3d will be incorporated for lecture and projects. Total of 45 hours of lecture.

Semesters Offered: Fall Only, All Years.

SDE 205 - Game Design and Programming II

Prerequisite: SDE 104 .
(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. Total of 45 hours of lecture.

Semesters Offered: Spring Only, All Years.

SDE 207 - Multimedia Project Development

Prerequisite: Complete at least 50% of the specified program requirements and/or instructor consent.
(3 Credits) Provides the structure and environment to design, develop and deliver multimedia, animation, and/or interactive projects, as well as applying skills acquired from previous coursework. Students work together in teams to create a learning object. Total of 45 hours of lecture.

Semesters Offered: Spring Only, All Years.

SDE 269 - Internship I

(1-3 Credits) See the "Academic Policies" section of the current HCC Catalog for internship guidelines. Internship eligibility and application information are available at https://www.hagerstowncc.edu/student-services/internships. Total of 1 credit is equivalent to 60 hours, 2 credits is equivalent to 120 hours, and 3 credits is equivalent to 180 hours.

Semesters Offered: As Needed.

SDE 270 - Internship II

(1-3 Credits) See the "Academic Policies" section of the current HCC Catalog for internship guidelines. Internship eligibility and application information are available at https://www.hagerstowncc.edu/student-services/internships. Total of 1 credit is equivalent to 60 hours, 2 credits is equivalent to 120 hours, and 3 credits is equivalent to 180 hours.

Semesters Offered: As Needed.

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.

Semesters Offered: All Terms, All Years.

SOC 102 - Sociology of Social Problems

Prerequisite: SOC 101.
(3 Credits) This course provides general frameworks within which to analyze and interpret contemporary social issues. Major social problems are analyzed as they relate to structural conditions, social values, changing technologies, and demographic variables. Total of 45 hours of lecture.

Semesters Offered: Fall Only, All Years.

SOC 103 - Criminology

Corequisite: RDG 095 or appropriate score on the placement test.
(3 Credits) This course provides an introduction to the nature, functions, and causes of crime in society. Various criminological theories - from the Enlightenment to present - are explored in order to understand and conceptualize the socially constructed nature of crime causation, criminal conduct, crime deterrence, and law. Additionally, the course focuses on contemporary issues, trends, and social problems associated with the criminal justice system in the United States, including race and class disparities, recidivism, police-community relations, privatization of prisons, and white-collar crime. Total of 45 hours of lecture.

Semesters Offered: All Terms, All Years.

SOC 105 - Juvenile Delinquency

Corequisite: RDG 095 or appropriate score on the placement test.
(3 Credits) This course provides an overview of the historical and contemporary social foundations of juvenile delinquency. Theoretical explanations of youth deviance and crime, societal and institutional responses to delinquency, and research and social policy are covered. Students will acquire an understanding of the legal framework and operations of juvenile justice system - juvenile courts, detention facilities, and treatment programs - with an emphasis on the components and structure of the Maryland Department of Juvenile Services. Total of 45 hours of lecture.

Semesters Offered: As Needed, All Years.

SOC 106 - Race and Ethnic Relations in the United States

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

Semesters Offered: All Terms, All Years.

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. Total of 45 contact hours.

Semesters Offered: Summer Only, As Needed.

SOC 120 - Health and Society

Prerequisite: RDG 095 or appropriate score on the placement test.
(3 Credits) This course will focus on the political, social, economic, and historical contributions to health disparities existing in the United States. Students will gain a deeper understanding of how inequities and social determinants impact individual and population health. We analyze various health and illness disparities, as well as examining health and medical care access. * *Diversity Approved General Education Course.* Total of 45 hours of lecture.

Semesters Offered: Spring Only, All Years.

SOC 269 - Internship

(1-3 Credits) See the "Academic Policies" section of the current HCC Catalog for internship guidelines. Internship eligibility and application information are available at https://www.hagerstowncc.edu/student-services/internships. Total of 1 credit is equivalent to 60 hours, 2 credits is equivalent to 120 hours, and 3 credits is equivalent to 180 hours.

Semesters Offered: As Needed.

Student Development

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 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.

Semesters Offered: All Terms, All Years.

Student Success

SDV 102 - Transition to College Success

(1 Credit) This first-year experience course introduces Hagerstown Community College's processes and expectations as well as academic and personal resources to optimize a successful academic pathway and experience for each student. Students will learn about technology resources, explore careers, and complete a personalized academic plan. While engaging with a variety of viewpoints, they will acquire knowledge and skills to aid intellectual development both inside and outside of the classroom. Activities and techniques will promote overall wellbeing, help students develop strong bonds with fellow students and the Hagerstown College Community as a whole, and empower students to succeed academically, personally, and socially. Total of 15 hours of lecture.

Semesters Offered: All Terms, All Years.

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.

Semesters Offered: All Terms, All Years.

CDC 210 - Medical Aspects of Chemical Dependency

Prerequisite: HST 103 and PSY 206.
(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. Total of 45 hours of lecture.

Semesters Offered: Spring Only, All Years.

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. Total of 45 hours of lecture.

Semesters Offered: Spring Only, All Years.

CDC 220 - Addictions Treatment Delivery

Prerequisite: HST 207 or HST 208; **AND** PSY 206.
(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. Total of 45 hours of lecture.

Semesters Offered: Fall Only, All Years.

CDC 269 - Internship I

Prerequisite: CDC 212 and CDC 203; **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. Internship eligibility and application information are available at https://www.hagerstowncc.edu/student-services/internships. Total of 180 contact hours.

Semesters Offered: As Needed.

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. Internship eligibility and application information are available at https://www.hagerstowncc.edu/student-services/internships. Total of 180 contact hours.

Semesters Offered: As Needed.

Theater

THR 101 - Introduction to the Theater

(3 Credits) This course introduces the first principles and practice of the correlated arts which make up the production of a play. A theater production will integrate the content of the course. Total of 45 hours of lecture.

Semesters Offered: Fall Only, All Years.

THR 106 - Fundamentals of Acting

Prerequisite: THR 101.
(3 Credits) This course provides the forum for an exploration of the role of the actor in the theater and training of the body in the art and skill of expressing thought, emotion, and characterization. Characters in dramatic literature and improvisation are studied. Students in the class are expected to participate in College theater activities. Total of 45 hours of lecture.

Semesters Offered: Spring Only, As Needed.

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. Total of 45 hours of lecture.

Semesters Offered: Spring Only, All Years.

THR 113 - Introduction to Directing: Television and Theater

(3 Credits) Fundamentals of directing including script breakdown, communications with cast and crew, and the logistics of production are covered in this course. Projects in directing short scenes will be included. Total of 45 hours of lecture.

Semesters Offered: Spring Only, As Needed.

THR 114 - History of the Theatre

(3 Credits) Students who complete this course will leave with foundational knowledge of the traditions and practices at the root of modern theatre and will be able to draw connection between theatrical traditions and their modern-day experiences. Woven

through the course materials is a combination of both the context of the theatrical traditions and the technical language and practices of theater. Historical periods covered include: Ancient Greece, the European Middle Ages, Renaissance drama, 18th century theatre, and 20th century theatre. * *Arts/Humanities Approved General Education Course.* Total of 45 hours of lecture.

Semesters Offered: Fall and Spring Only, As Needed.

THR 115 - Introduction to Theater Makeup

(3 Credits) This course provides an introduction to makeup design for the theater. Students learn the aesthetics of makeup as well as the technical aspects of applying makeup. Topics include the importance of developing a character through makeup, techniques of physically applying makeup to the actor and special effects makeup such as old age and prosthetic makeup appliances. At the end of the course, students are able to research and identify elements of creating a character through makeup and the application of stage makeup to an actor in order to create a character for the stage. Total of 45 hours of lecture.

Semesters Offered: Spring Only, As Needed.

THR 120 - Theater Practicum I

Prerequisite: Audition or instructor consent.
(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, THR 121, THR 122, THR 123). Total of 50 hours of lecture.

Semesters Offered: All Terms, All Years.

THR 121 - Theater Practicum II

Prerequisite: Audition or instructor consent.
(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, THR 121, THR 122, THR 123). Total of 50 hours of lecture.

Semesters Offered: All Terms, All Years.

THR 122 - Theater Practicum III

Prerequisite: Audition or instructor consent.
(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, THR 121, THR 122, THR 123). Total of 50 hours of lecture.

Semesters Offered: All Terms, All Years.

THR 123 - Theater Practicum IV

Prerequisite: Audition or instructor consent.
(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, THR 121, THR 122, THR 123). Total of 50 hours of lecture.

Semesters Offered: All Terms, All Years.

THR 207 - Stage Craft

(3 Credits) This course is a practical study of all technical aspects of theater. Emphasis is on scene design and construction, lighting theory and practice, the placement and use of stage equipment and lighting instruments. Total of 45 hours of lecture.

Semesters Offered: All Terms, All Years.

THR 210 - Script Analysis

Prerequisite: ENG 101, ENG 101E, or ENG 101P.
(3 Credits) This course is designed to give students the techniques to deconstruct how a play works in order to unearth more meaning to inform their participation in all aspects of theatrical arts. Both classic and contemporary methods and playscripts will be explored, analyzed, and applied. Total of 45 hours of lecture.

Semesters Offered: Spring Only, As Needed.

THR 269 - Internship

(1-3 Credits) See the "Academic Policies" section of the current HCC Catalog for internship guidelines. Internship eligibility and application information are available at https://www.hagerstowncc.edu/student-services/internships. Total of 1 credit is equivalent to 60 hours, 2 credits is equivalent to 120 hours, and 3 credits is equivalent to 180 hours.

Semesters Offered: As Needed.

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. Total of 45 hours of lecture.

Semesters Offered: All Terms, All Years.

WEB 110 - Web Design II

Prerequisite: WEB 101 .
(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. Total of 45 hours of lecture.

Semesters Offered: Spring Only, All Years.

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. Total of 45 hours of lecture.

Semesters Offered: Spring Only, All Years.

WEB 210 - Web Developer II

Prerequisite: IST 173 and WEB 115.
(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. Total of 45 hours of lecture.

Semesters Offered: Fall Only, All Years.

WEB 215 - JavaScript and Multimedia

Prerequisite: WEB 101 .
(3 Credits) This course focuses on JavaScript as the client-side scripting technologies for web sites. Students will learn from 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. Total of 45 hours of lecture.

Semesters Offered: Fall Only, All Years.

WEB 220 - Introduction to Content Management Systems

Prerequisite: WEB 110, WEB 210 and WEB 215 .
(2 Credits) Students will install, customize and maintain server-based open source content management systems including blogs, wikis, and shopping carts. Students will participate in a group service learning project as well as create an online portfolio and resume site. Total of 30 hours of lecture.

Semesters Offered: Spring Only, All Years.

WEB 269 - Internship I

(1-3 Credits) See the "Academic Policies" section of the current HCC Catalog for internship guidelines. Internship eligibility and application information are available at https://www.hagerstowncc.edu/student-services/internships. Total of 1 credit is equivalent to 60 hours, 2 credits is equivalent to 120 hours, and 3 credits is equivalent to 180 hours.

Semesters Offered: As Needed.

WEB 270 - Internship II

(1-3 Credits) See the "Academic Policies" section of the current HCC Catalog for internship guidelines. Internship eligibility and application information are available at https://www.hagerstowncc.edu/student-services/internships. Total of 1 credit is equivalent to 60 hours, 2 credits is equivalent to 120 hours, and 3 credits is equivalent to 180 hours.

Semesters Offered: As Needed.

College Directory/Organizational Structure

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
Rebecca J. Shives, 2016
- A.S., Hagerstown Community College

College Advancement

Senior Director, College Advancement
Ashley N. Whaley, 2012
- A.A., Hagerstown Community College
- B.S.W., M.S.W., Shippensburg University
- D.S.W., Capella University

College Advancement Operation Coordinator
Tyler J. Nedimyer, 2018
- A.S., Hagerstown Community College
- B.S., Frostburg State University

Coordinator, Alumni Relations and Campus Volunteers
Lisa S. Stewart, 1991
- A.A., Hagerstown Community College
- B.A., Shepherd University

Development Coordinator
Jessica S. Miller, 2021
- A.A.S., Hagerstown Community College
- B.S., Shepherd University

Director, Grants Development
Rebecca L. McDermott, 2019
- B.A., St. Mary's College of Maryland

External Relations and Advancement Communications Coordinator
Cheyenne M. Herson, 2023
- B.A., Rider University

Human Resources

Executive Director Human Resources & Public Safety
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 Generalist
Megan R. Curry, 2017
B.S., M.S., University of Maryland University College

Human Resources Operations Specialist
TBN

Human Resources Recruitment Specialist
Rosalynn R. Oberholzer, 2009
- A.A.S., Harcum College
- A.A.S., Hagerstown Community College

Administrative Office Associate I - HR
Rachel L. Overcash, 2022
- A.A., Hagerstown Community College
- B.S., Frostburg University

Chief Counsel
Jamie R. Cannon, 2023
- A.A., Hagerstown Community College
- B.S., Towson State University
- MBA, Frostburg State University
- J.D., Widener University School of Law

Payroll Associate
Kelly L. Jacobs, 2020
- A.A.(2), Kaplan University

Public Safety

Director
Eric C. Byers, 2018
- B.S., Frostburg State University

Lieutenant, Assistant Director Public Safety
Johnny L. Murray, 2022
- A.A., Hagerstown Community College
- B.S., Frostburg State University

Police Officer
Michelle D. Deavers, 2024
- B.A., William Jennings Bryan College

C. Brian Hook, 2023
- Certified Maryland Police Officer

Jeffrey W. Pepple, 2023
- Certified Maryland Police Officer

TBN (2)

Security Officer
Emily Butt, 2024
Eden A. Ware, 2022

Public Relations and Marketing

Senior Director
Elizabeth L. Kirkpatrick, 2000
- B.A., M.S., Shippensburg University

Digital Marketing Manager
Abigail J. Humbel, 2022
- B.A., University of Maryland College Park

Workforce Solutions and Continuing Education Marketing Coordinator
Morgan E. Sites, 2023
- B.S., Shepherd University

Multimedia Production Specialist
Sara A. Jacobs, 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
Courtney D. Anderson, 2021
- B.S., Elizabethtown College

Program Manager, Allied Health
Jessica H. Baker, 2019
- A.A., Calhoun Community College
- B.A., Athens State University
- M.S., Texas Tech University

Administrative Office Associate I
Marisa E. Marquez, 2022
- A.S., Hagerstown Community College

CNA Off-Campus Site Coordinator/Instructor
Patrick Beacham, 2023
- A.A., Prince Georges Community College

Program Manager, Trades, Transportation and Information Technology
Jack A. Drooger Jr., 1999
- A.A., Hagerstown Community College

Administrative Office Associates I
Jackolyn L. Spong, 2023
- A.A., Hagerstown Community College

Business and Certification and Licensure Program Manager
TBN

Administrative Office Associate I
Jonelle E. Deavers, 2022
- A.S., Allegany College of Maryland

Personal Enrichment & Youth Programs Manager
Lori M. Kendall, 2020
- B.S., Shepherd University
- M.A., Concordia University

Administrative Office Associate I
Madison M. Burgee, 2023
- B.S., Chaplain College

Workplace Programs Coordinator
Kellie A. Koons, 2010
- A.A., Hagerstown Community College

Operations Manager Workforce Solutions & Continuing Education
Michel D. Schmidt, 2021
- B.A., University of Maryland
- M.A.Ed., University of Phoenix

Valley Mall Center

Operations/Enrollment Assistants
Brenda K. Berry, 2019
- A.A., Arkansas State University

Lisa R. Horn, 2023
- B.S., University of Phoenix

Michelle Norris, 2022
- A.A., Hagerstown Community College
- B.S., Shippensburg University

Directory: Office of Academic Affairs & Student Services

Vice President, Academic Affairs & Student Services
Dawn M. Schoenenberger, 2004
- A.A.S., Pierce College
- B.S., Pacific Lutheran University
- M.S., Capella 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 Technologist
Erin L. Murray, 2013
- B.A., Cedarville University

Academic Testing & Learning Resources

Academic Testing Center Manager
Salven V. DeMartino, 2011
- A.A., A.S., Hagerstown Community College
- B.S., University of Maryland University College

Lead Testing Center Specialist
Matthew A. Vich, 2018
- A.S., A.A., A.A.S., Hagerstown Community College

Academic Testing Center Assistants
Sarah E. Chang, 2020
- A.A., Hagerstown Community College
- B.A., Hood College
Joshua W. Lopez, 2022
Mary K. Richer, 2021
- A.A., Hagerstown Community College
- B.A., Hood College

Academic Testing Center Assistants, part-time
Katherine E. Grahl, 2023
- A.A., Hagerstown Community College
- B.A., Messiah University

Fletcher Faculty Development Center

Coordinator
Linda J. Cornwell, 2014
- B.A., Penn State University
- M.A., University of Pennsylvania

Office Associate, Adjunct Services Part-time
Janet E. Marsden, 2023
- B.S., University of Hull, UK
- Certificate, St. Petersburg College

Learning Technology

Manager, Audio-Visual Technology
Peter D. Mathews, 2003

> **Learning Technology Specialist**
> **Thomas W. Childs, 2024**
> - B.A., University of Maryland Global Campus
>
> **Learning Technology Technician**
> **TBN**

Title III

Project Director Title III
Natalia A. Kennedy, 2023
- B.A., University of New Haven
- M.S., Long Island University Post
- M.S., New York Institute of Technology

> **Title III Retention Activity Coordinator**
> **Lindsay M. Crouse, 2022**
> - B.S., Frostburg University
>
> **Administrative Associate I Title III Program**
> **Monique J.K. Joseph, 2024**
> - B.S., Stevenson University

Title III Instructional Designer
A. Colleen Wolfe, 2023
- B.A., M.Ed., Shepherd University

Instructional Support Services

Dean of Instruction
Kathleen D'Ambrisi, 2016
- A.S., Baltimore City Community College

- B.S., M.S., University of Maryland
- Ph.D., Capella University

Coordinator, Curriculum and Academic Systems
Chelsea E. Brereton, 2016
- A.A.S., Hagerstown Community College
- B.S., University of Maryland University College
- M.B.A., Frostburg State University

Academic Systems Specialist
Sarah M. Elliot, 2023
- A.A., Broward College

Early College Programs

Director, ECP
Kaprece D. Smith, 2023
- B.A., M.Ed., University of Lynchburg

Coordinator, ECP
Bethany A. Starliper, 2021
- B.A., Shepherd University

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
Alexis L. Heywood, 2023
- B.A., The College of New Jersey
- M.S., Simmons 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 Part-time
Karen A. Giannoumis, 2023
- B.A., Virginia Polytechnic Institute and State University

Directory: Office of Academic Affairs: Faculty/Divisions

Behavioral & Social Sciences Division

Director
Mary A. Hendrickson, 2014
- B.S., M.A, Mankato State University
- Ph.D., University of Minnesota

Administrative Office Associate I
Glynis L. Cosner, 2018
- (3) A.S., Allegany College of Maryland
- (2) A.A.S., Allegany 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

Assistant Professor, Psychology
Christine M. Cramer, 2020
- B.A., St. Mary's College of Maryland
- M.S., Loyola University
- Ph.D., Brigham Young University

Instructor, Psychology
TBN

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

Professor, World and United States History
Lore D. Kuehnert, 2012
- B.A., Columbia Union College
- M.A., Ph.D., University of California - Riverside

Professor, Sociology
Daniel J. Madron, 2010
- B.A., Eastern University
- M.A., Ph.D., University of Maryland, Baltimore County

Professor, Geography
Suzannah B. Moran, 1999
- B.A., St. Mary's College of Maryland
- M.S., Shippensburg University

Assistant Professor, History
Stacy M. Reikowsky, 2022
- B.A., University of Oklahoma
- M.A., University of Central Oklahoma
- Ph.D., North Dakota State University

Assistant Professor, Sociology
Daniel B. Ryan, 2009
- B.A., M.A., SUNY New Paltz

Associate 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, Psychology and Elementary Education
Jeannine L. Stonestreet, 2005
- B.S., University of Maryland
- M.S., Johns Hopkins University

Assistant Professor, Psychology
Robin Witmer-Kline, 2021
- B.S., Wilson College
- M.S., Shippensburg University
- Ph.D., South Florida Bible College & Theological Seminary

Business and Technology Division

Director
Nancy G. Arnone, 2018
- B.S., James Madison University
- M.S., San Diego State University

Administrative Office Associate II
Sharon L. 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
Dennis R. Jong, 2022
- B.A., St. Joseph's College

Commercial Vehicle Transportation Specialist
F. Jane Spielman, 2007

Faculty

Instructor, Cybersecurity
Fadi S. Ammous, 2022
- B.S., Aleppo University

Assistant Professor, Mechanical Engineering Technology
Oluwakayode Bamiduro, 2017
- B.S., University of DC
- M.S., Ph.D., Norfolk State 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

Assistant Professor, Cybersecurity
Harald Jazdziewski, 2019
- A.S., Frederick Community College
- B.S., M.S., University of Maryland University College
- M.B.A., Walden University
- M.A., American Public University System

Instructor, Computer Science
Abdelkebir A. Kmir, 2022
- B.S., M.S., Oklahoma City University

Assistant Professor, Information Systems Technology
Douglas K. Leisher, 2020
- B.A., M.S., Shippensburg University

Assistant Professor, Electrical Engineering Technology
Juan C. Luna, 2017
- B.S., Universidad Tecnologica Nacional
- M.S.(2), George Mason University

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

Assistant Professor, Business Management
James G. Pierne, 2012
- B.A., Washington College
- M.B.A., Loyola University

Instructor, Business
Corey E. Stottlemyer, 2024
- B.A., Washington College
- M.A., Johns Hopkins University

Instructor, Business
R. Lee Viar IV, 2024
- B.S., M.B.A., Frostburg State University
- Ph.D., Capella University

Developmental Education & Adult Literacy Services

Interim Director
Martha L. Grahl, 2008
- B.A., Shepherd University

Adult Literacy Services & English Language Learner Transition Specialist
Rebecca K. Powers, 2023
- B.A., Hood College

Administrative Office Associate II
Cassie W. Taylor, 2011

Administrative Office Associate I, DEALS, part-time
TBN

Instructional Specialist
Lynda W. Geoffroy, 2015
- B.A., Siena College
- M.S., SUNY Albany

Intake Assessment & Transition Specialist
Gloria J. Hill-Murray, 2023
- B.S., Mountain State University
- M.S., Ed.D., Liberty University

Learning Support Specialists
Charles A. Coffin, 2018
- A.A.S., Hagerstown Community College
- B.S., Frostburg State University

Emily J. Coyle, 2024
- A.S., Anne Arundel Community College
- B.S., University of Maryland, Baltimore County

David G. Grimes, 2012
- A.A., Harrisburg Community College

- B.A., McDaniel College
- M.S., University of West Florida

Rachel N. Johnson, 2022
- A.A., Hagerstown Community College
- B.A., University of Maryland Global Campus

Vera A. Pastor, 2021
- B.S., Frostburg State University

Orientation Specialist ALS
Kathy J. Stiles, 2023
- A.A., Hagerstown Communtiy College
- B.S., James Madison University
- M.Ed., Hood College
- Certificate, Shepherd University

Jane A. Muse, 2023
- A.A., Hagerstown Community College
- B.A., Shepherd University
- M.Ed., Frostburg State University

Management Information Specialist, part-time
Austin T. Moffitt, 2024
- A.A.S. Hagerstown Community College

Faculty

Associate Professor, Developmental Mathematics
Richard D. Campbell Jr., 2007
- B.S., Bucknell University
- M.Ed., M.B.A., Frostburg University

Associate Professor, Developmental English
Sonjurae M. Cross, 2006
- A.A., Hagerstown Community College
- B.A., Hood College
- M.A., Morgan State University
- M.Ed., Fairmount State University

Assistant Professor, 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

Instructor, Mathematics
TBN

Assistant Professor, Developmental Composition
James G. Niessner, 2006
- A.A., Howard Community College

- B.A., Loyola College
- M.F.A., University of Iowa

English & Humanities Division

Director
Dana Poole, 2021
- B.A., Roanoke College
- M.A., School for International Training
- Ph.D., Indiana University of Pennsylvania

Administrative Office Associate I
Kathy A. Smith-Boswell, 2015
- A.S., A.A.S., Hagerstown Community College

Costume Designer, part-time
Robin L. Shaner, 2016
- A.A., Hagerstown Community College
- B.S., Philadelphia University
- M.Ed., Frostburg State University

Faculty

Assistant Professor, 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

Associate Professor, English Composition
Kathryn K. Benchoff, 2012
- B.A., Susquehanna University
- M.Ed., Shippensburg University
- M.A., Hood College

Associate Professor, English Composition
Alicia M. Drumgoole, 2012
- B.A., Binghamton University
- M.A., State University of NY

Instructor, English
TBN

Assistant Professor, Digital Media Communications
Audra Haddock-Martenot, 2016
- A.A., Hagerstown Community College
- B.A., M.S., Shippensburg University

Assistant Professor, Dance
Alyssa J. Little, 2012
- B.F.A., Northern Kentucky University
- M.A., Middlesex University

Instructor, Foreign Languages
TBN

Instructor, Theater and the Arts
TBN

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
- M.A., Johns Hopkins University

Professor, Music & Humanities
Daniel R. Webber, 2010
- B.A., Shepherd College
- M.A., Frostburg State University
- M.M., Shenandoah University

Assistant Professor, English and Speech
Sean G. Wynkoop, 2019
- B.A., M.A., Salisbury University

Assistant Professor, Art
Margaret A. Yaukey, 2020
- B.A., Grinnell College
- M.F.A., Tyler School for Art

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
Marlie C. Mitchell, 2023
- B.S., Towson University

Health Sciences Division

Director
TBN

Dental Hygiene Program Administrative Clinical Specialist
Loretta J. Buser, 2017
- A.A., Washington Bible College

Administrative Office Associate III
Kimberley S. Hamburg, 2021
- A.A.S., Hagerstown Community College

Clinical Coordinator, Radiography
Ashley E. Fiery, 2022
- A.A., Garrett Community College of Maryland
- A.A.S., Hagerstown Community College
- B.S., Purdue University Global
- M.S., Purdue University Global

Faculty

Assistant Professor, Exercise Science & Health and Fitness Center Coordinator
Thomas K. Burge, 2010
- B.S., Guilford College
- M.S., California University of PA

Assistant Professor, Exercise Science & Health
Shannon M. Cameron, 2008
- B.S., James Madison University
- M.A., University of South Carolina

Associate Professor/Program Coordinator, Medical Imaging
Megan N. Dayhoff, 2014
- A.A.S., Hagerstown Community College
- B.S., Shippensburg University
- M.S., Concordia University

Assistant Professor/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
- M.Ed., Shenandoah University

Instructor, Health Information Management Program
Kathy A. Fike, 2021
- A.S., Yorktown Business Institute
- B.S., University of Phoenix
- M.S., University of Maryland Global Campus

Instructor/Coordinator Medical Laboratory Technician
TBN

Assistant Professor/Program Coordinator/Administrator, Dental Assisting
Rebecca L. Leonard, 2013
- B.A., Shippensburg University

Instructor Dental Hygiene
Christina M. Lesniowski, 2022
- A.A., Baltimore City Community College
- B.S., University of Maryland

Associate Professor/Program Coordinator, Medical Imaging
Michelle L. McDaniel, 2011
- A.A., A.A.S., Hagerstown Community College
- B.S., Widener University
- M.A., University of Phoenix

Associate Professor/Program Coordinator, Dental Hygiene Program
Jennifer A. Suminski, 2015
- A.A.S., B.S., Ferris State University
- M.S., University of Michigan

Instructor, Dental Hygiene
Angela S. Trumpower, 2023
- A.A., Allegany College of Maryland
- B.S., University of Maryland

Mathematics & Science Division

Director
Laurie M. Montgomery, 2016
- B.S., West Virginia Wesleyan College
- M.S., Towson University

Administrative Office Associate II
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

Science Laboratory/Chemical Safety Assistant
Alexis J. Speck, 2022
- A.S., Hagerstown Community College
- B.S., Shepherd University

Faculty

Professor, Biotechnology
Cynthia A. Blank, 2002
- B.S., Frostburg State University
- M.S., University of Tennessee
- Ph.D., University of Idaho

Instructor, Biology
Emily S. Boward, 2024
- A.S., Hagerstown Community College
- B.S., M.S., Hood College

Associate Professor, Environmental Studies/Life Sciences
Jane J. Choi-Doan, 2019

- 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

Instructor, Chemistry
Elizabeth D. Gildersleeve, 2022
- B.S., Temple University
- M.S., Brandeis University

Instructor, Biology
Janai A. Heise, 2024
- A.S. Hagerstown Community College
- B.S., Mount St. Mary's University
- M.S., Frostburg State University

Associate Professor, Mathematics
Alicia Henson, 2015
- A.A., Hagerstown Community College
- B.S., M.Ed., Shippensburg University

Assistant Professor, Mathematics
Paula S. Kessler, 1996
- A.A., Hagerstown Community College
- B.S., Shippensburg University
- M.S., Western Maryland College

Associate Professor, Physics/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

Assistant Professor, Biological Sciences/Anatomy and Physiology
Jeffrey Schramm, 2021
- B.S., Frostburg State University
- M.S., Rensselaer Polytechnic Institute

Associate Professor, Engineering
C. Edward Sigler, 2014
- B.S.E.E., 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

Professor, Mathematics
Rebecca A. Westmeyer, 2006
- B.S., Shepherd University
- M.A.T., University of Idaho
- M.Ed., Fairmont State 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 I
Faith E. Cook, 2024
- A.A., Hagerstown Community College
- B.S., Shepherd University

Lab Coordinator - Simulation, Nursing
Mariel E. Beachley, 2022
- B.S., Shenandoah University
- B.S.N., Duquesne University

Simulation Clinical Skills Lab Assistant
Ren S. Chang, 2023
- EMS Certification, Hagerstown Community College
- B.F.A., Shenandoah University

Faculty

Associate Professor, Nursing
Michele L. Blash, 2005
- B.S.N., Millersville University
- M.S.N., Mountain State University

Instructor, Nursing
Ashley C. Dolsen, 2023
- A.S., Hagerstown Community College
- M.S.N., Indiana Wesleyan University

Assistant Professor, Nursing
Dawn A. Drooger, 2021
- A.S.N, B.S.N., M.S.N., Shenandoah University

Associate Professor, Practical Nursing
Robin L. Hill, 2017
- A.S., Shepherd University
- B.S.N., M.S.N., Western Governors University
- D.N.P., Grand Canyon University

Associate 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
- D.N.P., Walden University

Assistant Professor, Nursing
Dawn G. Nally, 2009
- B.S.N., Mountain State University
- M.S.N., Walden University

Instructor, Nursing
Ashton M. Taylor
- A.S., Allegany College of Maryland
- A.S., Hagerstown Community College
- B.S.N., California University of Pennsylvania
- M.S.N., Walden University

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

Directory: Office of Administration & Finance

Vice President, Administration and Finance
Heike I. Soeffker-Culicerto, 2020
- B.S., Wesley College
- M.B.A., Averett University
- Ph.D., University of Charleston

Coordinator of Administration and Finance
Dawn M. Reed, 1989
- A.A., Hagerstown Community College

Business Incubator

Director
Maureen Kolb
- B.A., M.B.A., Wilkes University

Administrative Office Associate I
R. Virginia Castillo de Veloz, 2022
- B.A., Universidad APEC

Campus Food Services

Manager
John A. Dankulich, 2016
- A.A., Garrett Community College
- B.S., Fairmont University

Campus Food Service Coordinator
Christopher L. Schindler, 2016
- A.A.S., B.S., Baltimore International College

Food Service Workers
William E. Frazier, 2023
Mark B. Frederick, 2011
Connor D. Johnson, 2022
- A.A., Hagerstown Community College

Food Service Workers, part-time
Jacob D. Fischer, 2024

Campus Store

Manager
Tammy L. Crockett, 2015
- R.B.A., West Virginia State University

Campus Store Assistant II
Brooke R. Keplinger, 2015

Digital Printing, Design, & Business Services

Director, Digital Printing, Design, and Business Services
Norman E. Brown, 2009

Digital Printing, Design & Business Services Specialist
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
Nina M. Bowen, 2022
- B.A., University of Mary Washington
Nicklas A.H. Cullop, 2015
- B.F.A., Shepherd University

Mail/Shipping Clerk
Mark W. Hudson, 2024

Facilities Management & Planning

Director
Richard A. Schulman, 2023
- B.S., Syracuse University

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

Facilities Project Manager
Nathaniel J. Wagner, 2023

Grounds Supervisor
Brian W. Saddler, 2021
- B.S., Kansas State University

Groundskeeper, Working Lead
John M. Balint, 2020
- B.F.A., Salisbury University

Maintenance Technician I, Level 1 - Groundskeeper
Connie S. Kauffman, 2013

Maintenance Supervisor
Douglas C. Nicodemus, 2011
- Certification, PSI Online

Carpentry Maintenance Associate
Kenneth D. Helfrick, 2015

HVAC Maintenance Associate
Richard E. Slaubaugh, 2013

Maintenance Associate IV
Raymond W. Snow, 2005

Maintenance Technicians, Level I, Semi-Skilled Trades
Bruce E. Benedict, 2022
Ernest L. Cook, 2013
Joshua R. Kelvey, 2022

Maintenance Technician II, Skilled Trades HVAC
Paul E. Auman, 2022

Vehicle Maintenance Mechanic
Todd L. Baer, 2022

Maintenance Technician II, Skilled Trades Electrician
Christopher M Cyhanick, 2022

Finance

Director
David C. Bittorf, 2002
- B.S., Fairmont State College

Assistant Director, Finance
Brandon C. Brereton, 2011
- A.S., Hagerstown Community College
- B.S., University of Maryland, University College
- M.B.A., Shepherd University

Accounting Associate - Restricted Accounts
Tasmin R. McDonald, 2021
- B.A., University of Kansas
- M.L.S., Emporia State University

Staff Accountants
Ryan R. Hazen, 2022
- B.S., University of Maryland Global Campus
Mason C. Young, 2022
- A.S., Hagerstown Community College

Accounting Associates
Janet K. Gardenhour, 2007
Kristina M. Martin, 2006

Accounts Receivable Associate
Jessica R. Mentzer, 2012
- A.A.S., Kaplan University

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

Junior Network Administrator
Thomas H. Aguilera, 2017
- A.A.S., Hagerstown Community College

Computer Support Technicians
Bryan M. Trunnell, 2022
- B.A., West Virginia University

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
Christopher H. Kline, 2023

User Support Specialist I
Kathy L. Stakem, 1993
- A.A., Allegany College

Assistant Director, 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

Junior System Analysts
Alexia Jarrett, 2024
- B.S., Towson University
Kira Link, 2024
- A.A.S., Hagerstown Community College

Systems Analyst
Stephny M. Lietuvnikas, 2004
- Certificate, The University of the South
- B.A., Shepherd University
- M.A., Hood College

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

Dean, Planning and Institutional Effectiveness
Carlee K. Ranalli, 2019
- B.A., Juniata College
- M.S., Penn State University
- Ed.D., Gwynedd Mercy University

Director, Institutional Research
Alison M. Preston, 2021
- B.S., Juniata College
- M.A., University of Maryland
- M.S., McDaniel College

Data and Assessment Specialist
Taylor L. Rigsby, 2022
- B.S., Stevenson University

Research Associate
JoAnna K. Shank, 2002
- A.A., Hagerstown Community College
- B.S., Frostburg State University

Procurement Services

Director
Alicia K. Cullop, 2016
- B.S., Liberty University

Inventory Control Specialist
Jessica Hurlbut, 2024
- B.S., Shenandoah University

Purchasing Specialist, part-time
Lisa A. Mowen, 2023
- A.A., Hagerstown Community College
- B.A., Shepherd University

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
Brenda E. Garcia, 2021
- B.S., Central American University

Student Financial Aid Counselor - SAP and Verification
David A. Harper, Jr., 2021
- B.S., Frostburg State University
- MBA, Purdue University Global

Student Financial Aid Counselor - Scholarships
Marc R. Dessel, 2015
- B.A., M.B.A., Shippensburg University

Student Financial Aid Counselor
Benjamin J. Schlotter, 2022
- B.A., Knox College
- M.A., Liberty University

Student Financial Aid Associate
Victoria A. John, 2022
- B.A., West Virginia University

Student Financial Aid Associate
Sabrina N. Renner, 2021
- B.A., Shepherd University

Student Financial Aid Data Coordinator
Lexus Walker, 2022
- B.A., University of Albany, SUNY

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
R. Lee Smith, 2023
- A.A., Central Carolina Technical College

Admissions & Enrollment Management

Director
Kevin L. Crawford, 2006
- A.A., Hagerstown Community College
- B.S., Bridgewater College
- M.Ed., Frostburg State University

Admissions Specialist
Reginald E. Lushbaugh, Jr., 2014

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

Coordinator, Strategic Recruitment
Justin L. Burnett, 2016
- B.S., Frostburg State University

Coordinator of Recruitment Operations & Communications
Samantha L. Willard, 2009
- B.A., Shepherd University

Enrollment Assistants
Shelley R. Lesher, 2008
Leah Tester, 2023
- A.S., Frederick Community College
- B.A., Hood College

Strategic Recruitment Specialist
Westly R. Jackson, 2019
- B.S., Shenandoah University

Advising, Registration, and Student Support

Director
Angela L. Auldridge, 2005
- A.A., Hagerstown Community College
- B.S., Hood College
- M.S., Johns Hopkins University

Coordinator, Athletic Advising and Eligibility
Michael E. Martin, 1999
- A.A., Hagerstown Community College
- B.A., University of Maryland, Baltimore County
- M.Ed., Frostburg State University

Student Support Advisors
Kristen Hoffman, 2021
- B.S., Frostburg State University
Trisha E. Horowitz, 2013
- A.A., Hagerstown Community College
- B.S., Frostburg State University
Tracey L. Nickel, 2023
-B.S., Slippery Rock University
-M.B.A., Point Park University
Margaret D. Robertson, 2021
- A.A., Hagerstown Community College
- RBA, West Virginia University
Paola C. Torres Colon, 2023
- A.A., Hagerstown Community College
- B.S., Shepherd University

Registration Assistant
Abigail L. Gaylor, 2023
- A.S., Hagerstown Community College

Brandon M. Winn, 2021
- A.A., Hagerstown Community College

Career Development, Internship & Job Services

Coordinator
Laura A. Scafide, 2022
- A.A., Montgomery College
- B.A., Hood College

Athletic Department & Athletic, Recreation and Community Center

Director, Athletics and ARCC
Amy E. Sterner, 1997
- A.A., Hagerstown Community College

Administrative Office Associate II
Jane L. Duff, 2014
B.S., Frostburg State University

Coordinator, ARCC and Athletics
Scott B. Jennings, 2014
- A.A., Hagerstown Community College

ARCC Associates
TBN
TBN

ARCC Associates, part-time
Jay M. Bidle, 2022
- A.S., Frederick Community College

Hannah M. Rupp, 2023
- A.A., Hagerstown Community College
- B.S., Frostburg State University

Athletic Trainer
Caleb F. Zecher, 2019
- B.S., Towson University
- M.A., Hood College

Assistant Professor
Thomas K. Burge, 2010
- B.S., Guilford College
- M.S., California University of Pennsylvania

Fitness Center Associate, part-time
Jacobo J. Rendon Toral, 2023
- B.S., Mississippi State University
- B.S., West Virginia Wesleyan College

Information Center

Customer Service Representatives, part-time
Janene M. Petrie, 2022
- B.A., Grove City College
- M.A., Slippery Rock University

Records

Registrar
W. Christopher Baer, 2004
- B.A., Gettysburg College
- M.S., Hood College

Records Assistant
TBN
Iris D. Yates, 2001
- A.S., Hagerstown Community College

Records Assistant, part-time
Kim Mullins, 2006
- B.S., State University of New York at Cortland

Student Activities

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

Student Activities Assistant, part-time
Jennifer Hockenberry, 2021
- A.A., Hagerstown Community College

Esports Specialist
Aaron Samson, 2023
- B.S., Drexel University

Student Cohorts, Compliance, and Interventions

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

Disability Support Services Advisor
Luis J. Flores, 2011
- B.A., Shepherd University

Disability Support Services Advisor
TBN

Career Programs & Cohort Support Advisor
Jennifer E. Davis, 2011
- A.A., A.A.S., Hagerstown Community College

Child Care Access Means Parents In School (CCAMPIS) Grant
Alison R. Hess, 2022
- B.S., The Pennsylvania State University

Veterans & Military Advisor
Benjamin A. Ebertowski, 2021
- A.S., Hagerstown Community College
- B.S., Shepherd University

TRiO: Student Support Services

Manager, Student Support Services
Bassell A. Franks, 2015
- B.A., M.A., Shepherd University

TRiO Student Support Services Advisor
Petra B.M. Friedrich, 2014
- A.A., Hagerstown Community College
- B.A., Hood College

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 Academic Advisor
Alexis Goveo, 2022
- B.S.Ed., Kutztown University of Pennsylvania

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
Theresa S. Bidle
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*
Michael G. Harsh
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*
Joan M. 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 and those who play substantial roles with programs that require external certification.

Administration of Justice
Curtis W. Wood
- A.A., Hagerstown Community College
- M.A., University of Maryland

Administration of Justice/Cybersecurity
Bradley A. Stotelmyer
- A.A., Hagerstown Community College
- B.A., Hood College

Adult Education
Teresa J. Connors
- B.A., Hood College

Adult Education
Ann P. Cook
- B.S., Towson University

Adult Education
Jennifer V. Dopson
- B.A., Shepherd University

Adult Education
Lynda W. Geoffroy
- B.A., Siena College
- M.S., SUNY Albany

Adult Education
Leah Green
- B.A., M.A., M.S., Marshall University

Adult Education
Deborah E. Henson
- B.A., M.S., Hood College

Adult Education
Christine S. Hinton
- B.A., M.Ed., University of Florida

Adult Education
Erin C. Walshkirkman
- M.A., University of Colorado

Adult Education
Alfiya A. Zaitova
- Bachelor's and Master's Equivalent, Maria State Pedagogical Institute

Anatomy & Physiology
Patty J. Roth
- Diploma, Lancaster General Hospital School of Nursing
- B.S., Lee University
- Master's Equivalent, Frostburg State University
- Master's Equivalent, Hood College
- Master's Equivalent, University of Maryland

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
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

Biology
Mark C. Keefer
- B.S., M.Ed., Frostburg State University

Biology
Terri L. Orkwiszewski
- B.S., Indiana University of Pennsylvania
- M.S., Wilkes University

Biology
Bethanne M. Radomski
- B.S., M.Ed., Slippery Rock University

Biology
Bethany N. Snyder
- B.S., Shippensburg University
- M.Ed., Wilson College

Biology
Eileen F. Stein
- B.S., M.Ed., Kutztown State University

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- B.A., Wilson College
- M.B.A., University of Phoenix

Chemistry
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- B.S., University of the Philippines
- Ph.D., University of Alabama

Chemistry
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- B.S., Grove City College
- M.Ed., Shippensburg University

Chemistry
Rebecca C. Miller
- Certificate, Wilson College
- B.S., Millersville University

Chemistry
David A. Thomas
- B.S., West Virginia University

Chemistry
Charlotte M. Trout
- B.S., Dickinson College
- M.A., Ohio State

Commercial Vehicle Transportation
Edward C. Mankoski
- Commercial Driver's License

Commercial Vehicle Transportation
Barbara A. Neiman
- B.A., York College of Pennsylvania

Commercial 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

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Communication
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- M.A., West Virginia University

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- B.A., James Madison University
- M.A., University of Phoenix

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- B.A., Shepherd University

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- B.S., Fairmont State University
- Post Graduate Certificate, UCLA Extension
- M.S., James Madison University

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- B.S., West Virginia University

Dental Hygiene
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- B.S., University of Arkansas

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- B.S., Eastern Mennonite University
- M.Ed., Bowie State University

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- M.Ed., Liberty University

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- M.Ed., Coppin State College

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- B.S., Shippensburg University

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- Certificate, M.Ed., Point Park University

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- B.A., John Hopkins University
- M.F.A., University of Vermont

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- B.S., West Virginia University

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

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- EdD., University of Findlay

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- M.A., George Mason University

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- M.S., Lock Haven University of Pennsylvania
- M.S., Wilkes University

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- M.A., University of Denver

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- B.A., Shippensburg University
- M.S., California University of Pennsylvania

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- M.Ed., University of the South Pacific

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- M.F.A., Marywood University

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- B.S., Harding University
- M.S., Middle Tennessee State University

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- M.A., University of the South Pacific

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

Humanities
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- M.Div., Lexington Theological Seminary

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- M.F.A., West Virginia University

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

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- B.A., University of Toledo
- Th.M., Grace Theological Seminary

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- A.A., Hagerstown Junior College

Information Systems Technology
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- M.A., McDaniel College

Mathematics
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- M.B.A., Frostburg State University

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- M.Ed., Bowie State University

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- M.Ed., Wilkes University

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- M.Ed., Shippensburg University

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

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- B.S., California University of Pennsylvania
- Master's Equivalent, Walden University

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- B.S., Towson University

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- B.S., University of Pittsburg at Johnstown
- M.Ed., Shippensburg University

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Francesca R.A. Benner
- B.M., University of Maryland, College Park
- M.M., Towson University

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Arnold Helmick
- B.S., Frostburg State University

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- B.A., Indiana University of Pennsylvania
- M.A., University of Delaware

Music
Bradley M. O'Connor
- B.S., Towson University

Music
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- B.A., Shepherd University
- Masters Equivalent, Shenandoah University

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- B.S.N., Slippery Rock University

Nursing
Norma J. Bollinger
- M.S.N., Walden University

Nursing
Donna R. Cosgrave
- A.S.N., Frederick Community College
- B.S.N., University of Maryland

Nursing
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- B.S.N., M.S.N., Graceland University

Nursing
Stephanie Ocker
- A.S.N., Hagerstown Community College
- B.S.N., Camberlain University
- M.S.N., Walden University

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Sharron L. Pilson
- B.S.N., M.S.N., Walden University

Nursing
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- B.S.N., Millersville University
- M.S.N., Villanova University

Physical Science
James M. Feeser
- B.S., Frostburg State University

Physical Science
Annitsa D. Spanos
- A.A., Anne Arundel Community College
- B.S., Towson University
- M.S., University of Maryland

Physical Science/ Physics
Daniel C. Burr
- M.S., John Hopkins University

Physical Science/ Physics
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- B.S., Boston University
- Master's Equivalent, University of Maryland, College Park

Physics
Sharon F. Goetz
- B.S., M.Ed, Shippensburg University

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- B.A., Shepherd University

Psychology
Michael J. Hayes
- B.S., M.A., West Virginia University

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Karla A. Cunningham
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Simulation and Digital Entertainment
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- A.A.S., Hagerstown Community College

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- M.A., University of Pennsylvania

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Timothy M. Fisher
- A.A., Hagerstown Community College
- B.S., University of Maryland Global Campus

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Sociology
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- B.S., M.Ed., Frostburg State University

Sociology
Jason B. Stauch
- A.A., Hagerstown Community College
- B.A., Shepherd University

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Nicole J. Paci-Funk
- B.S.E., Millersville University
- M.A., McDaniel College

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 University
- M.S., Shippensburg University

Yoga
Simone G. Heurich
- A.A., Northampton Community College

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.

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Office of the State's Attorney for Washington County

Douglas Mullendore
Washington County Sheriff's Office

Viki Pauler
Circuit Court for Washington County

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Semler Law LLC

Advanced Manufacturing Technology

Carrie Aaron
Hub Labels

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Loccioni USA

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Ecolab

Mike Hill
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Daniel Stockman
Franklin County Career and Technical Center

Jason Weatherly
Specialty Granules

Alternative Energy Technology

Bill Anderson
Milestone Solar

Ryan Ballard
Western Maryland Solar

Richard Belles
Sustainable Energy Systems, LLC

Chris Dellinger
Schneider Electric

Mike McKechnie
Mountain View Solar

Mike Studholme
Mountain View Solar

Biotechnology

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Hood College

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Cumberland Valley Analytical Services

Meena Chandok
Ambay Immune Sensors and Controls

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Lonza Walkersville, Inc.

Steve Garland
Washington County Public Schools

Heather Gramm
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Deborah Iwanowicz, PhD
USGS, National Fish Health Research Laboratory

Jeff Longenberger
Washington County Public Schools

Robert Mandley
Washington County Economic Development Commission

Debra McLaughlin
University of Maryland University College

David Munroe
Scientific Application International Corp. - Frederick

Gregory Navolio
MedImmune/Astrazeneca

Colleen Nolan, PhD
Shepherd University

Eileen Patton
University of Maryland, School of Medicine

Savita Prabhakar
Frederick Community College

Peter Pushko
Medigen, Inc.

David Puthoff
Frostburg State University

Matthew Rittler
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Wanda Routzahn
Lonza Walkersville, Inc.

Darryl Sampey
BioFactura, Inc.

Jim Saunders
Towson University, Retired

William Seddon
Frostburg State University

David Talmage
MedImmune/Astrazeneca

Peter Thomas
Western Maryland Consortium

Samantha Turner
Precision Bioservices, Inc.

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Dillon Carew
Middletown Valley Bank

Beth Dellaposta
Doing Better Business

Paul Frey
Washington County Chamber of Commerce

Shane Heizer
Carson Wealth

Angela Leisher
FiServe Corporation

Tereance Moore
Tereance Moore Consulting, LLC

Nitzalis Rivera, M. Ed.
Spanish 4 All Hagerstown

Tara Sargent
Leadership Washington County

Kery Swope, CPA, CVA
Albright, Crumbacker, Moul, and Itell, LLC

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Knight Transportation

Pete Carter
ADUSA Transportation, LLC

Phyllis Davis
Maryland Motor Vehicle Administration

Chris Denierio
Schneider

Scott Doleman
FedEx Freight, Inc.

Deb Gilbert
Western Maryland Consortium

Dave Hess
Dot Transportation, Inc.

Mary Keller
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U.S. Xpress, Inc.

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D.M. Bowman

Aaron Rourke
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James Sears
XPO Logistics

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Dental

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Toothman Orthodontics

Jackie Fogel
Dr. Karen Garrison & Associates

Heather Harne, CDA
Williamsport Dental

Morgan Hoffman, RDH
Healthy Smiles - Martinsburg, WV

Bobbi Larson, DDS
Williamsport Dental

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

Missy Martin, CDA, EFDA
Covenant Family Dentistry

Kailea McCormick, CDA, RDH
Dr. Harvey Levy and Associates, PC

Chelsea Miller, RDH
Franklin County Career Technical

Lucinda Oberholzer, RDH
Covenant Dentistry, Retired

Jon Pike, DDS
Associated Oral & Maxillofacial Surgeons

Nancy Stannert, RDH
Dr. Amy Killeen

Jeffrey Toothman, DDS
Toothman Orthodontics

Rebecca Wagner, DDS
The Wagner Centre

David Williams, DDS
Allegany Dental Care

Robert Zimmerman, DDS
Covenant Family Dentistry

Early Childhood Education

Jennifer Cambell
State of MD Licensing

Heather Glass
Apples for Children

Nicole Potter
Washington County Technical High School

Teresa Shiffler
Kid's Club, Inc.

Electrical Engineering Technology

Justin Baker
Boonsboro High School

Matt Biser
Wired Technologies

Tom Fogle
Cinetic Landis

Todd Funk
Vacon, Inc.

Larry Gelwicks
CertainTeed Corporation

Scott Hassler
Capital Electric

Tim Hykes
Fives Landis Corp.

Heidi Kielek
JLG Industries Inc.

Rudy Matthew
Dem360, LLC

Jeffrey Rowland
Mellott Company

Robert Socks, Jr.
Control Systems

Allenia Washington
Fives Landis Corp.

Steven Wilmot
Franklin County Career & Technology Center

Fine, Visual, and Performing Arts

Dr. Kurtis Adams
Shepherd University

Doug Benson
Commodore Studios

Kim Bowen
Maryland Symphony Orchestra

Mary Anne Burke
Washington County Arts Council

Paula Chipman
Frederick Community College

Michael Gersten
Frederick Community College

Sarah Hall
Washington County Museum of Fine Arts

Robert Hovermale
Barbara Ingram School for the Arts

Joshua Legg
Wilson College

Philip Lindsey
Wilson College

Laura Martin
Washington County Playhouse

Andrea Masciocchi
Barbara Ingram School for the Arts

David Molder
Shepherd University

Joseph Regan
St. James School

kb saine
Shepherd University

Greg Shook
Hagerstown Choral Arts

Micah Socks
Washington County Public Schools

Graphic Design Technology/Web Design

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HighRock Studios Hagerstown

Keon Billings
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Washington County Arts Council

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University of Baltimore

Allan Carter
Signera

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HighRock Studios Hagerstown

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Barbara Ingram High School

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Huemanity Marketing

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First Data

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DatAchieve Digital

Sean Maher
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David Maruszewski
Digital Tumult

Matt Matzen
DatAchieve Digital

Betina Messersmith
Retired

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John Lucabaugh
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Patti Markunas
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Nadine Polaski
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Eugene Smith
Soul Haven Wellness Center/ Retired

Kelsey Wetherald
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U.S. Fish and Wildlife Service

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Fusion Digital

Shane Butcher
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Jim Ellis
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Michael Foster
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Michael Gehr
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Phil Helser Jr
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Tim Hykes
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Berkeley MC & Jefferson MC

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Diagnostic Imaging Services

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Wellspan Chambersburg Hospital

Krista Bowers
Waynesboro Hospital

Jamie Carbaugh
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Kelly Chaney
Jefferson Medical Center

Jaime Glenn
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Mandy Hair
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Leslie Lee
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Gina Lester
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Sherry Mace, RT(R)
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Paul Marinelli, MD
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Eric Murphy
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Aaron Purdham
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Christie Rice
WellSpan Urgent Care, Chambersburg

Susan Ronchi, RT(R)
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Jamie Sandeen, RT(R) (M)
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Tina Shiflett, RT(R)
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Bonnie Socks, RT(R)
Berkeley Medical Center

Megan Steward
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Stacy Wolfe
Rose Hill Imaging