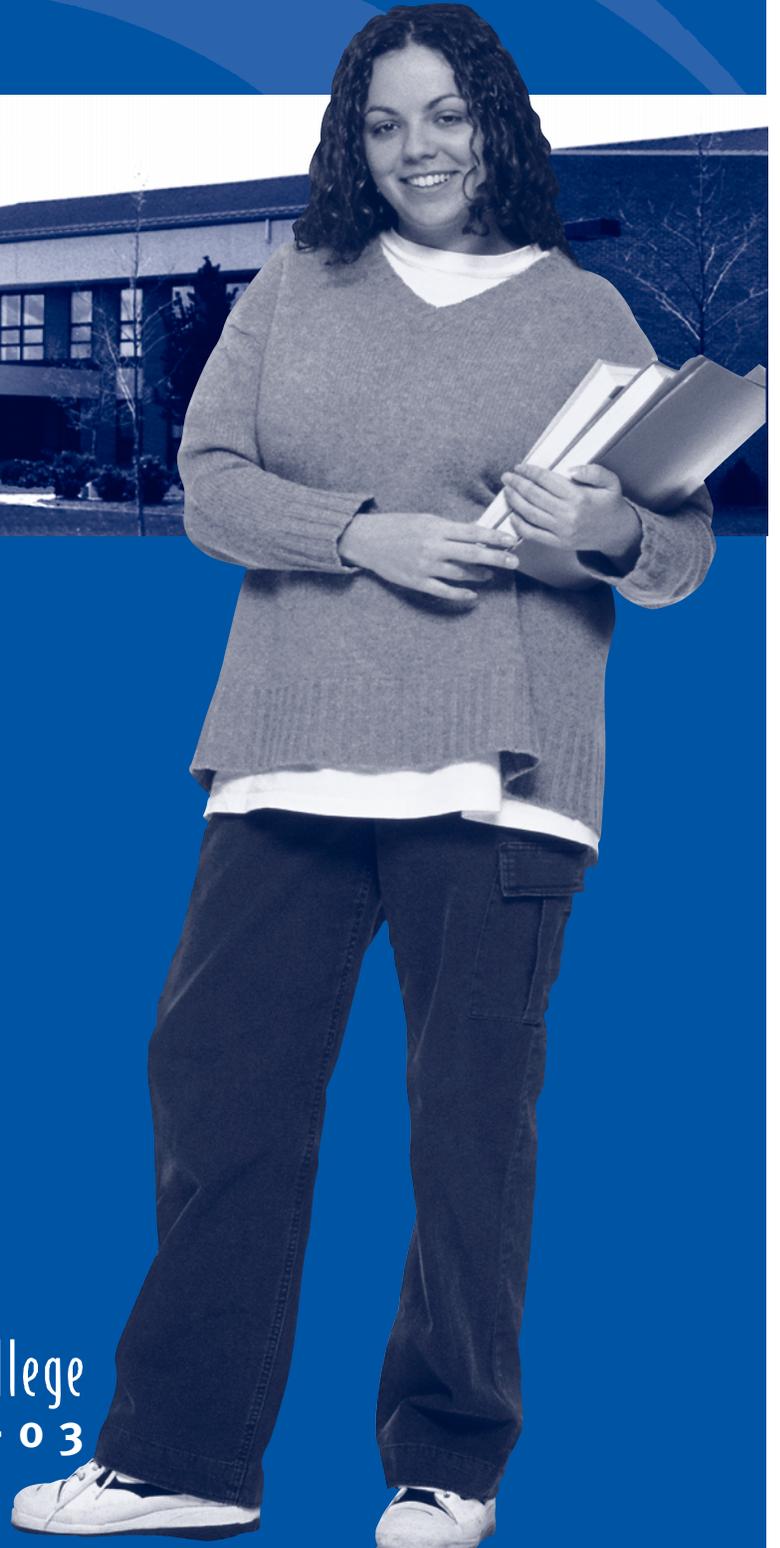


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 Frederick Community College
Academic Catalog 2002-03

academic calendar

Fall Semester

August 19	Aviation classes begin
August 22	Convocation – College offices open at 10am
August 23	Surgical Technology classes begin
August 23	Weekend College classes begin
August 24	First day of fall classes
August 30	College closes at 5:00pm
August 31	No classes
September 2	Labor Day – College closed
September 3	No classes
November 27	No classes – College closed at 5:00pm
November 28-December 1	Thanksgiving holiday – College closed
December 13	Holiday breakfast – Offices open at 10am
December 14	Last day of fall classes
December 17	Fall grades due to Registrar at 10am
December 20	College closes at 5:00pm
December 21-January 1	Holiday – College closed

JanTerm

January 2	First day of JanTerm classes (JanTerm dates: Jan. 2-3, 6-10, 13-15)
January 15	Last day of JanTerm
January 17	JanTerm grades due to Registrar at 10am
January 20	Martin Luther King holiday – College closed

Spring Semester

January 2	Aviation classes begin
January 10	Surgical Technology classes begin
January 24	Weekend College classes begin
January 25	Spring semester classes begin
February 7	College Convocation – Offices open at 10am
April 14-15	No classes – College open
April 16-20	Holiday – College closed
May 16	Last day of spring classes
May 20	Grades due to Registrar at 10am
May 22	Commencement

Summer Sessions

May 26	Memorial Day holiday – College closed
May 30	Weekend College classes begin
June 2	First Summer Session begins (first 5- and 8-week sessions)
July 3	Last day of first 5-week classes
July 4	Holiday – College closed
July 7	Second Summer session begins
July 8	First 5-week session grades due to Registrar at noon
July 25	Last day of 8-week session
July 29	Eight-week grades due to Registrar at noon
August 8	Last day of second 5-week session
August 11	Second 5-week grades due to Registrar at noon



Frederick Community College

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Academic Catalog 2002 - 03

Produced by the marketing & public relations office, July 2002

Frederick Community College does not discriminate in admissions, access, treatment, or employment in its programs and activities on the basis of race, color, gender, age, national origin, sexual orientation, religion or disability.

Frederick Community College subscribes to full access to all college facilities as outlined in the Americans with Disabilities Act of 1990 and as amended. The designated coordinator for the college's compliance with Section 504 of the Rehabilitation Act of 1973, and for the Americans with Disabilities Act is Dr. Rosemary Watson, 301.846.2409.

Frederick Community College reserves the right to amend or delete any administrative policies, academic rules or regulations, courses, or programs contained in this catalog without prior notice to persons who might be affected. Information regarding expenses, fees and other charges applies to the current academic year only. This publication is not intended to be a contract, merely a prospectus describing the college.

Frederick Community College is fully accredited by the Middle States Association of Colleges and Secondary Schools. Middle States Accreditation attests that the Commission on Higher Education considers the institution to be offering its students the educational opportunities implied by its objectives. A copy of the college's accreditation documentation is available in the library.

Frederick Community College is also approved by the Maryland State Department of Education. The college is certified for the education and training of veterans enabling them to receive VA benefits while attending classes.

7932 Opossumtown Pike • Frederick, Maryland 21702
301.846.2400 • 301.846.2625 (TDD) • 301.846.2498 Fax
www.frederick.edu

services guide

Information	Location	Phone
Academic Appeals	Registration Office	301.846.2433
Admissions Information	Admissions Office	301.846.2431
Advisors	Counseling Office	301.846.2471
Allied Health Advising	Counseling Office	301.846.2471
Alumni Association	Student Life Office	301.846.2489
Application for Admission	Admissions Office	301.846.2431
ARTSYS	Counseling Office	301.846.2471
Assessment Testing	Testing Center	301.846.2522
Athletics	Gymnasium	301.846.2500
Books	Bookstore	301.846.2463
Box Office (JBK Theater)	Arts & Student Center	301.846.2514
Bus Schedule (Frederick City)	Reception Desk	301.846.2400
Cafeteria (Cougar Cafe)	Arts & Student Center	301.846.2466
Career Planning Services	Counseling Office	301.846.2594
Catoctin Center for Regional Studies		301.846.2703
Change of Address	Admissions Office	301.846.2431
Change of Curriculum	Registration Office	301.846.2433
Change of Schedule	Admissions Office	301.846.2431
Children's Center	Children's Center	301.846.2612
CLEP Tests	Testing Center	301.846.2522
College Catalogs (Other Colleges)	Transfer Center	301.846.2471
College of the Air	Library	301.846.2447
Computer Lab	Computer Lab	301.846.2509
Conference Center	Facilities Office	301.624.2858
Continuing Education/Customized Training	CE/CT Office	301.846.2419
Cooperative Education	Staff & Workforce Development	301.846.2618
Copiers	Library & Bookstore	
Counseling Appointments	Counseling, PFS Adult Services Offices	301.846.2471
Dean of the College	Dean's Office	301.846.2490
Deferred Tuition Payment Plan	Cashier's Office	301.846.2456
Developmental Education	System for Student Success	301.846.2521
Drop/Add Forms	Admissions Office	301.846.2431
Emergency (College Closing)	Reception Desk	301.846.2400
ESL Courses	ESL Coordinator	301.846.2597
Evening Services	Associate Dean of Instruction	301.846.2492
Financial Aid Information	Financial Aid Office	301.846.2480
Financial Assistance & Services		
for Single Parents & Homemakers	Project Forward Step Office	301.846.2483
General Information	Reception Desk	301.846.2400
Grade Reports	Registration Office	301.846.2433
Graduation/Certificate Applications	Registration Office	301.846.2433
Grievance	Counseling Office	301.846.2471
Honors Program	Honors Office	301.846.2670

Human Resources	Human Resources	301.846.2622
ID Cards	Security Office	301.846.2453
Jack B. Kussmaul Theater	Arts & Student Center	301.846.2513
Job Placement & Employment	Job Placement Office	301.846.2594
Learning Disabilities, Services for Students	Learning Specialist	301.846.2409
Learning Labs		
Computers	Science & Technology Hall	301.846.2509
Writing Center	Writing Center	301.846.2619
Math	Math Lab	301.846.2541
Library Books	Library	301.846.2444
Lost and Found	Security Office	301.846.2453
Mary Condon Hodgson Art Gallery	Arts & Student Center	301.846.2513
Math Lab	Math Lab	301.846.2541
Multicultural Student Support Services	Library Building	301.846.2531
Parking/Traffic Information	Security Office	301.846.2453
Phi Theta Kappa	Student Life Office	301.846.2489
Physical Disabilities, Services for Students	Counseling Office	301.846.2471
President of the College	President's Suite	301.846.2442
Project Forward Step	Project Forward Step	301.846.2483
Refunds	Cashier's Office	301.846.2456
Registration	Registration Office	301.846.2433
Residency Classification	Admissions Office	301.846.2431
Student Publications		
College Newspaper (Cougar's Claw)	Newspaper Advisor	301.846.2565
Literary Magazine (Tuscarora Review)	English Department	301.846.2600
Scholarship Information	Financial Aid Office	301.846.2480
Security	Security Office	301.846.2453
Service Learning	Student Life Office	301.846.2489
Stamps	Bookstore	301.846.2463
Student Employment (on campus)	Financial Aid Office	301.846.2480
Student Government	Arts & Student Center	301.846.2650
Student Life & Alumni Services	Student Life Office	301.846.2488
Student Parking Stickers	Security Office	301.846.2453
Study Skills Workshops	Study Skills Liaison	301.846.2521
System for Student Success	Library Building	301.846.2521
TDD	Counseling Office	301.846.2625
Transcripts (Evaluated & Sent)	Registration Office	301.846.2433
Transfer Information	Counseling Office	301.846.2471
Tuition Payments	Cashier's Office	301.846.2456
Tutoring Services	Library	301.846.2523
Veterans' Information	Financial Aid Office	301.846.2474
Vice President for Administration	President's Suite	301.846.2457
Vice President for Student Development	Counseling Office	301.846.2469
Weekend College	Counseling Office	301.846.2471
Withdrawal from College	Registration Office	301.846.2433
Work Study Information	Financial Aid Office	301.846.2480
Writing Center	Library Building	301.846.2619

about the college

In its 45-year history, Frederick Community College has grown from 77 students to more than 16,000 students registered this past academic year in the academic and continuing education/customized training divisions. Started in 1957 as an evening school, FCC moved from Frederick High School to a facility on North Market Street, and finally, in 1970, to its permanent home on Opossumtown Pike.

The mission of the college is a comprehensive one that meets a diversity of human and community needs, while maintaining high-quality educational programs at affordable costs. FCC awards associate in arts, associate of arts in teaching, associate in applied science and associate in science degrees and certificates of accomplishment in more than 50 fields of study.

Many students select transfer programs that allow them to continue on to a four-year college for a baccalaureate degree. The college offers an array of career-oriented programs that prepare students for immediate employment after graduation. The continuing education/customized training division offers noncredit courses in business, computers, real estate, and general interest, as well as contract training for business and industry.

The average age of FCC students is 29; about 66 percent attend part time, and three-fourths plan to transfer to four-year colleges. FCC understands the special scheduling and counseling needs of the adult part-time student and offers convenient evening and weekend classes, as well as TV and online courses. The weekend college program offers working adults alternative ways to earn a degree, complete a career specialty option, or take skill-advancing courses in a weekend format.

Institutional Identity

A. Character and Purpose

Frederick Community College (FCC) prepares students to meet the challenges of a diverse, global society through quality, accessible, innovative, lifelong education. We are a student-centered, community-focused college. Frederick Community College offers degrees, certificates, and programs for workforce preparation, transfer, and personal enrichment to enhance the quality of life and economic development of our area.

B. Functional Emphasis

The primary emphasis of FCC is teaching/learning. Student learning outcomes are assessed to measure program and course effectiveness. FCC supports the highest level of student performance through comprehensive student services, creative partnerships, and leading-edge technology. FCC is committed to evaluating and promoting faculty on their success in facilitating learning and on the discipline expertise and scholarship they bring to the learning process. Faculty excellence is maintained through professional development and rigorous evaluation. The faculty evaluation process consists principally of peer review of a teaching portfolio which includes student ratings, peer teaching observations, annual administrative evaluations, and personal reflection of performance.

C. Degree Levels

FCC offers associate in arts, associate of arts in teaching, associate in science and applied science degrees, as well as certificates in career programs.

D. Current Carnegie Classification

Associate in Arts College

E. Areas of research activity

Not applicable

Vision Statement

To be Frederick County's premier learning community for quality, accessible, innovative, life-long education.

Direction 1—Culture

Foster a student-centered culture that values diversity, growth, trust, teamwork and individual contributions.

Objective:

1. Implement a process which promotes and assesses the college's commitment to a student-centered culture that values diversity, growth, trust, teamwork and individual contributions.

Direction 2—Access & Diversity

Expand access for all learners and promote respect for the differences and diverse perspectives among people.

Objectives:

2. Increase student retention and success rates overall and within targeted groups according to established Maryland Higher Education Commission (MHEC) accountability goals.
3. Increase credit enrollment by 10% and continuing education/customized training enrollment by 100% over five years, between 2002 and 2007.
4. Increase the diversity of faculty and staff based on MHEC accountability goals and the college's diversity plan.

Direction 3—Programs

Deliver flexible programs and services any time, any place.

Objectives:

5. Increase instructional program offerings and flexible formats to account for half of the projected enrollment growth.
6. Increase student satisfaction by improving access to and convenience of services to students.
7. Implement distance education plan.

Direction 4—Strategic Alliances

Forge educational, business and community partnerships.

Objective:

8. Expand opportunities to increase resources and/or improve educational services through partnerships and entrepreneurial activities.

Direction 5—Technology

Utilize and sustain state-of-the-art technology.

Objective:

9. Implement a campus technology plan that uses technology to support the learning process and promotes efficiency.

Direction 6—New Financial Resources

Develop innovative strategies for financial support.

Objective:

10. Raise five million dollars between 2002 and 2007 through fund raising, grant writing, cost containment and re-allocation of existing resources.

Direction 7—Human Resources

Enhance human resources to promote excellence.

Objectives:

11. Recruit and retain outstanding faculty/staff by providing competitive compensation commensurate with community colleges in the state/region.
12. Implement a comprehensive faculty/staff development program that focuses on teaching and learning, student services, technology, wellness and management/supervisory skill enhancement.
13. Implement Human Resources action plan.

Direction 8—Evaluation

Foster excellence through reflection, assessment of learning and performance improvement.

Objectives:

14. Implement an outcomes assessment program which uses student learning to measure program and course effectiveness.
15. Develop a process for Strategic Plan evaluation and feedback.

The Campus

The 100-acre campus encompasses an Arts & Student Center that includes a cafeteria, art gallery, bookstore and 400-seat theater; the Library Building; Field House and gymnasium; three classroom buildings with faculty offices, administrative space, science and computer laboratories; lecture hall; Conference Center and children's center. The college shares space with the Frederick County Public School System at the Career & Technology Center.

The Children's Center

The Carl and Norma Miller Children's Center provides year-round full- and part-time care to children of FCC students, staff and faculty, as well as the community. The center is committed to a developmentally appropriate program for children ages six weeks and older. Staffed by professional early childhood educators, the center serves as a model child care center and provides student teaching experience for FCC students in early childhood education and related fields. For more information about the center, call 301.846.2612. A full-day kindergarten program, certified by the Maryland State Department of Education, is offered September through May. Summer camp offers fun and excitement throughout the summer months for elementary-aged children.

Conference Center

The 14,000-square-foot Conference Center provides meeting space for workshops or training sessions for area businesses and organizations. It includes high-end computer classrooms, integrated projection systems, satellite capabilities for teleconferencing, networked classrooms, large meeting and breakout rooms, and catering with formal sit-down or buffet service. For more information, call 301.624.2858.

Campus Safety and Security

FCC places a high priority on maintaining a safe, secure learning and working environment. The security office is committed to the safety and welfare of all students, employees and visitors. For safety and protection, security staff are on campus 24-hours a day. Emergency phones are in the front parking lot adjacent to the Academic Hall and Library Building.

Press the button and security will respond immediately. Help phones are throughout all buildings; they may be used to dial campus numbers only. Call 2453 for the security office or "0" for the switchboard.

In compliance with Title II of the Crime Awareness and Campus Security Act of 1990, information related to crime statistics and security measures is posted throughout the college and distributed to students, staff, and prospective students on an annual basis, or as requested from the security office, 301.846.2453. The report contains information about campus security issues and ways students and staff can help ensure their personal safety. It also contains statistics on crime rates for the past three years.

Student Right to Know

In compliance with the Student Right to Know and Campus Security Act, Public Law 101-542, persistence rates of the freshman cohorts are available upon request in the research office, 301.846.2451.

Community Involvement & Services

Alumni Association

Membership in the FCC alumni association offers graduates an opportunity to have a positive effect on the community, honor distinguished and outstanding alumni, and help the college provide scholarship support through various fund raising activities. The association sponsors cultural and sporting events, bus trips and other activities that are open to students and members of the community. These activities raise funds for scholarships and give the association an opportunity to represent FCC in the community. All alumni are welcome. Contact the student life & alumni services office at 301.846.2489.

Catoctin Center for Regional Studies

Created in 1998 by Frederick Community College, the mission of the Catoctin Center for Regional Studies is to research and study the history and culture of central Maryland and the border areas of neighboring states. This region, in the midst of the Catoctin Mountain range, encompasses an area rich in history and cultural heritage, and one that has long been a crossroads of people and ideas. As more people enter this region, with consequent pressures to alter the existing landscape, both natural and built, there is a greater need to recover, analyze, and interpret the historical forces that shaped the region, and to assist the public in a continuing discussion about what is important to value and preserve.

Research projects and internships provide students with opportunities to apply classroom concepts to real world situations; develop skills in data collection, preservation, and analysis; and discover something about themselves by studying the past. For more on the Catoctin Center and current projects, see the Web page <http://catoctincenter.fcc.cc.md.us> or contact Dr. Bruce Thompson, FCC coordinator, at 301.846.2535.

Frederick Community College Foundation Inc.

The Frederick Community College Foundation Inc. was established in 1988 to promote private support to the college. Its major goals are to provide scholarships, promote educational programs, and encourage gifts of artwork, items of historical and cultural significance, as well as financial gifts, grants and property. All charitable contributions to the foundation are tax deductible. The foundation, which is served by an elected board of directors, currently manages more than \$3.5 million in assets. Through generous community donations, the foundation provides more than \$100,000 in scholarships and program support annually. To contact the foundation, please call 301.846.2438.

Jack B. Kussmaul Theater and Mary Condon Hodgson Art Gallery

The Jack B. Kussmaul Theater is in the Arts & Student Center and offers quality musical and theatrical performances, exhibitions and educational programs for the college and the community. The Mary Condon Hodgson Art Gallery, also in the Arts & Student Center, displays a variety of works from national and local artists, FCC students, and faculty.

College Policies and Procedures

Affirmative Action Policy

It is the policy of Frederick Community College to affirmatively seek, employ and promote the best qualified employees and applicants for employment in all job classifications without regard to race, color, religion, age, sex (except where sex is a bona fide occupational qualification), sexual orientation, national origin, disability or covered veterans' status.

Inquiries concerning the affirmative action policy can be directed to the director of human resources at 301.846.2622.

Americans with Disabilities Act/Section 504 of the Rehabilitation Act of 1973

Frederick Community College does not discriminate against qualified individuals with disabilities in the recruitment and admission of students, the recruitment and employment of faculty and staff, or the operation of any of its programs and activities as specified by applicable federal laws and regulations.

The designated coordinator for the college's compliance with the Americans with Disabilities Act of 1990, as amended, and Section 504 of the Rehabilitation Act of 1973, is Dr. Rosemary Watson, learning specialist. She can be reached at 301.846.2409.

Frederick Community College has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the U.S. Department of Justice regulations implementing Title II of the Americans with Disabilities Act. Information regarding the procedure may be obtained from Dr. Rosemary Watson.

Additional information regarding services to students with disabilities is included on page 19.

Classroom Behavior

Faculty members have the right and responsibility to maintain an environment conducive to learning, where discussion and expression of all views relevant to the subject matter of the class are recognized as necessary to the educational process. Students, however, do not have the right to interfere with the freedom of the faculty to teach or the rights of the student to learn. The classroom behavior procedure is designed to provide an efficient and informal process for resolving student-instructor classroom conflicts. For more information, refer to the *Student Handbook* which is available from the office of student life and alumni services or the office of the vice president for student development. It is also available on the college Website, www.frederick.edu.

Code of Academic Honesty

Frederick Community College is committed to enhancing the success of all students. Academic honesty is an essential component to that success. All members of the college community have the responsibility to uphold the Code of Academic Honesty. As members of the community, students are expected to use their own efforts, ideas, and materials. Students are also expected to give full credit for borrowing another's work. "Work" includes, but is not limited to, words, ideas, art, musical compositions, computer programs, dances, creative writing, and research. Students are expected to conform strictly to this code. Violations of the code will result in appropriate disciplinary action. For more information, refer to the *Student Handbook* which is available from the office of student life and alumni services or the office of the vice president for student development.

College Closing

During inclement weather, the following area radio and television stations will be notified by 5:30 a.m. to broadcast announcements concerning cancellations, closings and delays:

WFMD (AM 930) WFRE (FM 99.9)
WAFY (FM 103.1) WJZ-TV (CH. 13)
WARX (FM 106.9) WUSA-TV (CH. 9)
WTTG (CH. 5) WHAG-TV (CH. 25)

Students and staff may also call the FCC switchboard, 301.846.2400, tune in to FCC's College of the Air, TV Channel 23, or visit the Web site (www.frederick.edu) for the latest FCC inclement weather announcement. See the *Student Handbook* for more information.

Drug and Alcohol Policy

In compliance with the Drug-Free Workplace Act of 1988, the Drug-Free Schools and Communities Act of 1986 as amended, and the State of Maryland Executive Order 01.01.1989-Drug and Alcohol-Free Workplace, the college adopted the Drug and Alcohol policy. The policy prohibits the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances, the use of alcohol by anyone under 21 years of age, and the abuse of alcohol by any student or employee at any of the college's locations, within any of its facilities or vehicles, or at any college-sponsored or supervised activity on or off campus. For further clarification, see the *Student Handbook*, available in the office of student life and alumni services or the office of the vice president for student development, and on the FCC Website, www.frederick.edu.

Family Educational Rights & Privacy Act (FERPA)

Frederick Community College complies with the provisions of the Family Educational Rights and Privacy Act of 1974, as amended and any regulation promulgated thereunder. A copy of the Frederick Community College institutional compliance statement is located in the registrar's office and will be made available to students or alumni upon request.

Notification of Student Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the college receives a request for access.
Students should contact the registrar. If necessary, the student may complete a student request to inspect and review their education records. Upon receipt of the request, an appointment will be scheduled with the registrar to review the education records and receive an explanation and interpretation of the records requested.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

Students may ask the college to amend a record that they believe is inaccurate or misleading. Students requesting to amend directory or personally identifiable information shall submit the appropriate request form in the registrar's office. Those students requesting to challenge the contents of their education records should contact the vice president for student development or the vice president of academic affairs and dean of the college, who will refer to the college's grievance policy.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a member of the institution who acts in the student's educational interest within the limitations of their need to know. These may include faculty, administration, clerical and professional employees and other persons who manage student education record information. This also includes contractors acting on behalf of the institution and at the institution's request who have been granted access to students' education records. However, school officials, including those designated contractors, may not disclose the information to any other party by any means.

Frederick Community College does not release personally identifiable information or education record information by any means without the written consent of the student, except in those cases exempted by FERPA. Frederick Community College will release directory information unless a student requests otherwise. Students seeking non-disclosure of directory information should contact the registrar's office and complete a request for non-disclosure of directory information form.

Directory information—Includes the student's name, major, dates of attendance, full/part-time status, degrees/awards/honors earned or anticipated, participation in recognized activities/sports, photographs, tuition amounts charged, weight/height of members of athletic teams.

Personally identifiable information—Includes student ID, social security number, address/phone, date/place of birth, name/address of student's parents or family members.

Education record information—Includes academic standing/probation/dismissal, advising notes, assessment scores, courses registered/completed, credits or grades earned, GPA.

(Refer to the FCC institutional compliance statement for more detailed information.)

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Frederick Community College to comply with the requirements of FERPA. Anyone who believes his or her rights have been abridged may file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, SW, Washington, DC 20202-4605.

Students and others who wish specific information regarding their rights of access to institutional education records maintained in their name should contact the registrar's office at 301.846.2433.

Grievance Procedure for Students

The purpose of the grievance procedure for students is to provide a method of recourse to students who feel that a particular action on the part of a college staff member has violated institutional practices and standards.

Student concerns appropriate to this procedure include, but are not necessarily limited to, concerns regarding ethical and professional behavior of staff, arbitrary application of current college policies by college staff members, and perceived violations by college staff members of board policy with regard to students.

This procedure is also to be used to provide a method of recourse to a student who feels that his/her grade in a particular course has been unnecessarily compromised as a result of an action or series of actions on the part of a specific instructor. While the use of this procedure is most appropriate in those instances where a student may feel that the instructor in question has applied arbitrary, prejudicial or capricious judgment, it is not necessarily limited to those conditions.

Full policy and procedures are printed in the *Student Handbook*.

Sexual Assault Policy

Frederick Community College is committed to preventing incidents of sexual assault on campus and to take prompt action to support victims, involve police, and take appropriate disciplinary steps should an incident occur.

FCC will not tolerate sexual assault in any form, including date or acquaintance rape. For additional information on the college's sexual assault policy, please refer to the *Student Handbook*.

Sexual Harassment Policy

In keeping with efforts to maintain an environment in which the dignity of all members of the college community is respected, it is the policy of Frederick Community College that sexual harassment of students and employees is unacceptable conduct and will not be tolerated. Please refer to the *Student Handbook* for additional information.

Smoking Policy

Because smoking is highly addictive, has serious harmful effects when used, and because medical studies have emphasized the dangers of passive smoke, smoking is prohibited in all college buildings and vehicles. Smoking is not allowed within 50 feet of campus buildings, other than in designated areas.

All faculty, staff, students, and visitors will be required to comply with this policy. Problems of noncompliance should be presented to the vice president for student development for resolution.

Standards of Student Conduct and Disciplinary Policy

Frederick Community College has a responsibility to clarify standards of behavior that are considered essential to its function as an educational institution. Students are expected to obey the law, show respect for properly constituted authority, perform contractual obligations, maintain integrity and high standards in academic work, and observe a standard of conduct appropriate for the college. Proper conduct is expected while on campus, attending college-sponsored or supervised functions, or representing the college. Please refer to the *Student Handbook* for additional information.

Statement of Students' Rights and Responsibilities

The Board of Trustees of Frederick Community College recognizes that students have rights and responsibilities inherent in their status at the college. The complete listing of rights and responsibilities appears in the *Student Handbook*, available from the office of student life and alumni services, the office of the vice president for student development, and the FCC Website, www.frederick.edu.

Student Use of Computer and Electronic Resources

Computer usage and network access are privileges provided to the students of FCC. Use of computing and electronic information resources should be restricted to appropriate academic and professional activities and is governed by federal, state, and local laws. Specific regulations are included in the *Student Handbook*, available in the office of student life and alumni services or the office of the vice president for student development.

Traffic Control

1. Speed Limit: 20 m.p.h. on campus
2. Restricted Areas: (fire lanes, loading areas, and no parking areas) are marked by signs, yellow painted curbing or yellow painted hash marks. Parking is prohibited in these areas. No parking is permitted on campus roads, road shoulders or grass areas.
3. Student Parking: Available in several lots and adjacent to campus buildings. Parking for students, visitors, staff and those who have disabilities is clearly marked. Student I.D.s and parking stickers may be obtained in the security office, A-101.

For information on the college's parking and traffic policies, please refer to the *Student Handbook*.

Weapons Policy

Firearms and other dangerous weapons are not allowed on campus. Exceptions include an employee of a governmental law enforcement organization who is required by their employer to possess the weapon on campus, a faculty member or other designated instructor for instructional purposes authorized by Frederick Community College.

Use of Facilities by Outside Groups

College facilities are available to the community for civic, educational, cultural and community recreational purposes consistent with policies and procedures established by the college. Campus facilities may be used by noncollege groups when not being used by the college or for college-sponsored activities.

Application for the use of campus facilities must be in writing on a form provided by the college and signed by a responsible agent of the requesting organization or group. Applications should be submitted to the director of risk management/public services. Although availability of space may be confirmed verbally, authorization for use requires written approval. Application forms must be received by the college at least two weeks prior to the date of intended use. Included with the application must be a certificate of liability insurance form in the amount of one million dollars. The college may deny any application filed less than two weeks prior to the scheduled use.

The college reserves the right to revoke an applicant's approval to use its facilities if the college determines that any information contained in the application is false or misleading. For further information on use of facilities, call 301.846.2671.



"Gemma is one of the finest teachers I've ever had. She really thinks a lot of her students and is exceptionally kind. Over the years, she has become a dear friend to my wife and me. She's very knowledgeable of Italian. Now I can speak it fluently."
-Albert Rossi

gemma McKay

admission to the college

Philosophy

Frederick Community College subscribes to an open door admissions policy, which means that students 16 years of age or older may be admitted to the college. All who may benefit from the learning experience at FCC are welcome to apply to the college according to the various procedures outlined elsewhere in this catalog.

Academic Assessment & Placement Policy

Academic assessment is essential to assist students in making choices that will enable them to obtain their educational goals. To assure appropriate advising, all new students, regardless of status and unless otherwise exempted, must undergo a comprehensive basic skills assessment in the areas of reading, writing, mathematics, and study skills prior to their initial class registration at the college. Students who lack necessary prerequisite skills for academic requirements of college-level courses will be required to enroll in, and satisfactorily complete, developmental coursework designed to provide these skills.

1. Students requiring developmental coursework in a particular discipline may not enroll in college-level credit courses in that discipline until satisfactorily completing required developmental coursework. Conversely, students whose academic performance meets the criteria for admissions to honors coursework will be advised accordingly and encouraged to participate in those offerings commensurate with their abilities.
2. Degree-seeking students assessed with developmental needs must complete developmental English requirements before completing their first 15 college-level credits and begin and continue to progress in their developmental math sequence.
3. All students preparing to enroll in English Composition (EN 101), must provide satisfactory evidence of basic writing and reading skills. Students can demonstrate competence by satisfactory performance on the required reading and writing sections of the assessment or by successful completion of EN 52, EN 50A, EN 56 or appropriate ESL courses.
4. English as a Second Language (ESL) status is assigned to students whose native language is not English. This includes U.S. citizens and residents as well as international students. ESL students must complete the appropriate college assessment tests in reading, writing and mathematics. Based on demonstrated skills, these students will be placed in the appropriate skills courses of the ESL program. These students will be advised by the ESL program manager, or other designated advisors before registering for any course. All ESL students are required to demonstrate competency in reading and writing prior to enrolling in EN 101 or courses with designated prerequisites. Students who score into beginning ESL courses may not register for any general education course. Students who score into intermediate or advanced ESL courses may not register for any general education course without permission of the ESL program manager.

5. All students preparing to enroll in a credit-level math course must provide evidence of satisfactory performance on the required math assessment, or must successfully complete required developmental coursework, such as MA 90, MA 91, and MA 92.
6. Students whose reading assessment scores are at the EN 51 level, or whose math assessment scores are at the MA 90 level, may be limited in the number of courses they are allowed to take.

Exemptions

1. Students who have earned college degrees from accredited U.S. institution(s).
2. Students transferring from accredited U.S. institutions of higher education who present valid transcripts indicating successful completion (2.0 grade point average) of the equivalent of at least 12 semester credits. Exemption may be granted as follows:
 - a. Exemption from math assessment: Credit hours must include a college-level general education math course;
 - b. Exemption from writing assessment: Credit hours must include EN 101;
 - c. Exemption from reading assessment: Credit hours must include general education requirements.
3. Students who have declared formally their intention to pursue "courses of interest" on the college's admission application (except in areas of English or general education math) and who are enrolling for no more than six credit hours per semester.
4. SAT or ACT Scores—Students must provide a copy of their official SAT and/or ACT score report.
 - a. Exemption from math assessment: Score of 550 or above on the math section of the SAT or a score of 21 or above on the math section of the ACT.
 - b. Exemption from writing assessment: Score of 550 or above on the verbal section of the SAT or a score of 21 or above on the verbal section of the ACT.
 - c. Exemption from reading assessment: Score of 550 or above on the verbal section of the SAT or a score of 21 or above on the verbal section of the ACT.
5. Students who provide a copy of their official Accuplacer or Compass score(s) from another Maryland community college. Scores will be evaluated and assigned course placement(s) based on FCC standards.
6. Students who are otherwise exempted by the associate dean of the system for student success or his/her designee.

Maryland Community College Skills Assessment Guidelines

Maryland community colleges have adopted uniform standards of assessment and placement into college-level courses, based upon agreed upon recommendations from the colleges' faculties in reading, writing, and mathematics. They have agreed to use one of three standardized instruments, Accuplacer/Asset, Compass/ Companion, and DTLS/DTMS. In addition, the following protocols have been adopted:

- Tests will be valid for two years.

- Students who receive a Math/Language 550 on the SAT or 21 on ACT should be exempt from skills assessment.
- Students with disabilities should be accommodated for assessments.
- Students should be allowed to retest only one time, should not be allowed to retest sooner than 24 hours after the initial test, and will not be allowed to retest once enrolled in a developmental sequence.
- High school grades alone will not determine placement.

Admissions Procedures

New Students

Students who have never applied to FCC must submit the admissions application. Students may be required to submit proof of residency.

FCC considers the following to be essential elements of a student record:

Name
Social Security Number
Home Address
Birth Date
County and State of Legal Residence

Frederick Community College accords to students all rights under the Family Educational Rights and Privacy Act as amended. No one outside the institution shall have access to, nor will the institution disclose any information from, a student's educational record without the written consent of the student, except when prior written consent is not required by the act or the implementing regulations. A complete text of the college's compliance procedures is available upon request from the student development division.

All new students, unless otherwise exempted, must complete a comprehensive skills assessment before registering for classes. Questions regarding the academic assessment and placement policy may be directed to the admissions office at 301.846.2431.

High school seniors with plans to attend Frederick Community College should apply after January 1 and ask their guidance office to forward an official copy of the secondary school transcript to the admissions office. Students may wish to take either the SAT or the ACT, but neither test is required for admission to FCC. However, scores of 550 or higher on either section of the SAT or ACT scores of 21 or higher may exempt students from portions of assessment testing. Completion of FCC's assessment testing is required for all high school seniors, except as noted above. All recent high school graduates who are applicants for the fall semester are required to attend a freshman orientation and registration session prior to enrollment.

Readmit Students

Students who have taken academic courses at FCC, but not during the previous three semesters (not including summer sessions), must complete a readmit application at registration. Students must complete a new residency form. All advising procedures for current students also apply to readmitted students. In addition, students who previously had transcripts or military documents evaluated for transfer credit under a different major should complete a request for re-evaluation of transcripts/military records, available in the admissions/registration office and the counseling office.

Current Students

Students who enrolled full time during the previous three semesters and who have declared a major other than general studies must contact their faculty advisor to plan their schedule. Students unsure of their advisor should call the counseling office at 301.846.2471. All full-time students must obtain their advisor's approval and signature before registration.

General studies students and part-time students receive advising through the counseling office. All full-time students (those taking 12 credits or more), as well as those students on academic probation, must have either an advisor's or counselor's signature on their registration card each semester. Part-time students are encouraged to meet with a counselor or advisor before registering for classes.

Transfer Students

Students may be admitted with advanced standing from other accredited institutions. A student may have an official transcript sent directly from the previous institution(s) to the FCC registration office or provide an official hand-carried copy in a sealed envelope. Students who plan to transfer to FCC from another college or university should arrange an appointment with the counseling office.

Credit may be granted for coursework completed at accredited colleges and universities. Transfer courses must apply to the student's program of study. For students transferring from any University of Maryland System college, all applicable general education coursework with a grade of "D" or above will be accepted in transfer. For non-general education coursework from a University of Maryland System college, grades of "D" will be accepted only if the calculated GPA for the block of non-general education transfer courses is 2.0 or higher.

For students transferring from outside of the UM system, grades of "D" will be accepted only if the cumulative GPA is 2.0 or higher.

A maximum of 45 semester hours can be transferred depending on the student's FCC major (except Servicemembers' Opportunity College [SOC students]). The following sources will be accepted forms of transfer:

1. College-level coursework at accredited institutions.
2. Credit by examination (i.e., CLEP, Advanced Placement, DANTES, FCC credit by examination).
3. Credit received in an evaluation of military education and/or training. (A veteran may submit a certified copy of the DD 214.)
4. Credit received in an evaluation of educational programs at non-collegiate organizations accredited by ACE or PONSJ.
5. Credit received through Frederick County Public Schools' (FCPS) articulation agreement.

All transcripts received in the registration office are the property of that office and cannot be released to the student. They will not be duplicated, returned to the applicant, or forwarded to any other college, university, individual, or agency. Students who experience extreme hardship in obtaining original copies may petition the registrar for assistance by completing a third-party document release form. These documents will not be available to any person not involved in the admissions or advising process.

FCC adheres to the general education and transfer policies of the Maryland Higher Education Commission. (See Appendix, page 118, for General Education and Transfer Policy.)

Transfer to Home College or University

Students currently enrolled elsewhere who wish to earn credits at Frederick Community College for transfer to that college or university should obtain advanced written approval from the appropriate academic office or from the registrar of the institution they now attend. The approval should be presented at the time of registration.

International Students

Prior to the issuance of an I-20 (certificate of eligibility) and formal admission to the college, applicants who are non-residents of the United States must do the following:

1. Submit a certified copy of secondary school and college/university transcripts with an English translation.
2. Submit a statement of financial resources that will cover the student's college expenses, including the amount and source of funds. Students must have a local sponsor to provide housing, meals, transportation, and health care. The sponsor should be a close relative or other responsible individual.
3. Produce English language proficiency test scores from Test of English as a Foreign Language (TOEFL). Admission to the college is contingent on achieving the minimum score of 500 on the paper-based test or 173 on the computer-based test.
4. Submit all materials, including the college application. All application requirements must be completed and submitted by the following dates: July 1 for fall semester; November 15 for spring semester; April 15 for summer semesters.
5. Complete the college's assessment tests as appropriate. Referral to take the tests will be given at the time an international student arrives on campus.

Students attending the college under the student visa granted on the basis of an I-20 will be classified as out-of-state residents for tuition purposes while a student at FCC.

High School Students/Open Campus Program

The open campus program allows qualified students to enroll in courses at the college while concurrently enrolled in high school (administrative waiver program of the FCPS). Students who seek such enrollment must first gain approval from their high school. Students enrolled under the open campus program are subject to the same assessment and placement policies as other students.

Special Admission Request for Gifted & Talented Students under 16 Years of Age

The college may accept for special admission certain underage students who are designated as "talented and gifted" but who are not yet recipients of a high school diploma or a high school equivalency certificate. Students who are under the age of 16 and who have completed at least the seventh grade may be considered for admission on a case-by-case basis. Students will be considered for such admission if they demonstrate the ability to profit from instruction based on a set of specific criteria. For more information, call the admissions office (301.846.2431).

Early Admission

High school juniors with outstanding academic records may apply for early admission to FCC. Students seeking early admission must follow the requirements of the Frederick County Public Schools prior to applying to FCC. All students interested in early admission should consult with their high school guidance counselor to ensure that their planned college program will satisfy high school graduation requirements. Early admission students will be required to submit proof of the ability to benefit from college-level courses and must meet with the director of enrollment services.

Non-High School Graduates

Applicants who have not completed either a formal high school diploma program or completed a General Equivalency Diploma (GED) are eligible to apply for admission to the college. The college strongly encourages students to complete their high school graduation requirements or obtain their GED prior to applying for admission. Eligibility for financial aid programs may be affected by absence of a high school diploma or GED. Students who wish to seek the GED should call 301.694.1829, the Adult Basic Ed/GED program.

Note: Admission to the practical nursing (PN) certificate does require the completion of a high school diploma or GED.

Student ID

All students will be assigned a student identification number when they are admitted to FCC. ID cards are issued by the campus security office once a student has registered. ID cards are required for library services, registration, and admission to college events.

Parking Stickers

All students are required to have a parking sticker. Stickers are issued by the security office once registration is completed.

Admission to Limited Enrollment Programs

Aviation Technology

Enrollment in the aviation technology program is limited by the availability of staff and facilities. To be considered for admission, students must:

1. Complete and return an admission application to the admissions office by August 15 preceding the expected fall semester entrance. Residents of Frederick County are given priority consideration for admission.

2. Submit official transcripts from all previously attended colleges or universities to the registration office. Students who have previous military background to be evaluated for college credit should contact the registration office.
3. Complete FCC's assessment testing unless otherwise exempted. Students must demonstrate satisfactory skill levels in the areas assessed, including math skills at or above the MA 92 level and reading skills at college level.
4. Arrange for an appointment with the aviation technology program manager, 301.846.2532.

Associate Degree Nursing & Practical Nursing Certificate

Enrollment in the clinical portion of the associate degree nursing (ADN) program and the practical nursing (PN) certificate is limited by the availability of staff and facilities. To be considered for admission, students must:

1. Complete and return an admission application to the admissions office.
2. Complete and return a separate application for the ADN clinicals or PN clinicals by December 15 preceding expected fall semester entrance. Clinical applications are available from the admissions office. Residents of Frederick County are given priority consideration for admission.
3. Submit official transcripts from all previously attended colleges or universities to the registration office.
4. Complete FCC's assessment testing unless otherwise exempted.
5. Arrange for an appointment with the allied health advisor, 301.846.2471.

A detailed description of the selection criteria to the ADN clinicals or the PN clinicals is available from the admissions office.

Emergency Medical Services (Paramedic) (EMT), Respiratory Therapy (RT) & Surgical Technology (ST)

Enrollment in the clinical portion of these curriculums is limited by the availability of staff and facilities. To be considered for admission, students must:

1. Complete and return an admission application to the admissions office.
2. Complete and return a separate application for the EMS, RT and ST clinicals by the deadline date. The deadline dates are set by the program managers. Call the admissions office for the deadline information, 301.846.2431.
3. Submit official transcripts from all previously attended colleges or universities to the registration office.
4. Complete FCC's assessment testing unless otherwise exempted.
5. Arrange for an appointment with the allied health advisor, 301.846.2471.

A detailed description of the selection criteria is available from the admissions office.

Student Residency

Residents of Frederick County are entitled to a lower tuition rate than other Maryland residents. Maryland residents outside of Frederick County receive a lower rate than out-of-state applicants. For questions regarding residency, contact the director of enrollment services, 301.846.2430.

The residency policy is as follows:

1. Residence is determined at the time the student is admitted to the college. The burden of proof of residency is upon the student and he/she will be required to sign a statement substantiating their claim.
2. Regulations for full- and part-time students are identical.
3. All requests for change of residence must be made in writing, and proper proof of residence must be presented before a change will be made.
4. Students who change their residence during a semester will not have their tuition adjusted during that semester, but may be entitled to such adjustment the following semester.
5. The word "domicile" as used in this regulation shall mean the place of permanent abode. For the purpose of this rule only one domicile may be maintained. Local addresses that pertain only during the school year will not be considered for determination of tuition charges.
6. Non-self-supporting students* are considered to be Frederick County residents if, at the time of their admission, their parents have been domiciled in Frederick County for three consecutive months prior to admission. Exceptions will be made for newly arriving families who can prove their intent to become indefinite Frederick County residents (i.e., property tax receipt, mortgage receipt, etc.).
7. Non-self-supporting students* are considered to be residents elsewhere in the state of Maryland if, at the time of their admission their parents are domiciled elsewhere in the State of Maryland.
8. Adult students (age 18 years or over and self-supporting) are considered residents of Frederick County if, at the time of admission, they have been domiciled in Frederick County for three consecutive months prior to admission. Exceptions will be made for newly arriving individuals who can prove their intent to become permanent Frederick County residents (i.e., property tax receipt, mortgage receipt, etc.).
9. Military personnel and their dependents stationed at a military installation in Frederick County are considered Frederick County residents if they can establish evidence of their domicile.
10. Military personnel and their dependents stationed at a military installation elsewhere in the state of Maryland are considered residents of the state of Maryland if they can establish evidence of their domicile.
11. A person attempting to establish residency must be a United States citizen or must have indicated by formal action their intention to become a citizen, or must have been admitted to the United States on an immigrant visa. A tourist or student visa is not proof of intent to permanently reside in the United States. Such persons are treated as out-of-state residents.

Questions about residence classification should be referred to the director of enrollment services.

*Note: A non-self-supporting student is defined as an unmarried individual claimed by parents or guardians as an income tax exemption in the previous taxable year.

Procedures for Reclassification of Residency

Students whose tuition would be affected by a change in residency must present proof of actual address change to the director of enrollment services. The student will be notified of the decision affecting their residency status. Students may appeal the decision through the appropriate channels.

Individuals may be required to provide convincing evidence such as:

1. A Maryland driver's license indicating county of residency or a vehicle registration card indicating the same.
2. Evidence of Maryland State tax or local property tax. Newly arriving county and state residents having such documentation are exempt from the three-month residency requirement.
3. Rent receipts or lease on a Frederick County address for three months prior to admission date.
4. A statement from the education officer for military personnel living in "on-post" quarters attesting to three-month in-county residence, or official military orders indicating a Fort Detrick (and therefore a Frederick County) domicile.

Readmitted Students

A student who has interrupted enrollment for three semesters or more (exclusive of summer semester) must complete a new certificate of residency.

Change of Address

Students who move during the year are responsible for completing a "Change of Address" form in the admissions office (A-102) or on the FCC Website: www.frederick.edu. Proof of residence may be required.

Change of Major

Students who wish to change their major must complete a "Change of Major" form in the admissions/registration office (A-102/103).

credit course selection & registration

Course and Program Offerings

Courses are offered at times considered most appropriate to their intended audiences. Because all programs are not offered during day and evening hours, students should review their curriculum to ensure that it is available at acceptable times.

Schedule of Classes

The college distributes schedules of classes offered at all locations for the fall, spring and summer semesters. In addition, the schedule is mailed to all Frederick County households. Students should be aware that not all courses are offered every semester.

Some courses are offered irregularly due to inconsistent demand. Students interested in a course which is offered irregularly should inform the appropriate department chair of their interest.

Registration

Full-time (12 credit hours or more) students are required to have an advisor's approval before registering for classes. Part-time students (11 credits or fewer) are encouraged to meet with an advisor when selecting classes.

Specific information regarding each academic term is published in the credit schedule. Registration dates and schedule adjustment dates are listed in the "calendar" section of the credit schedule. Students should refer to this publication for dates, times, course offerings and other details regarding academic registration. A student may make schedule adjustments only during the period designated in the college calendar.

Mail-in Registration

Part-time students during the previous semester who intend to enroll in 11 credits or fewer for the current semester can use the mail-in registration form included in the credit schedule. Mail-in registrations must be received by the deadline listed on the mail-in registration card.

Auditing Courses

Courses taken for audit do not receive a grade or credit. Students may audit a course by checking the appropriate box on the registration form. Regular tuition and fees are charged when students audit a course.

Courses can be changed from "audit" to "credit" up to the last day to add courses, and from "credit" to "audit" up to the last day of the withdrawal period of any semester.

Adding/Dropping Courses

Courses may be added during the first week of the 15-week semester. During the 15-week fall and spring semesters, courses may be dropped through the tenth week of the semester. Students must submit an add/drop form to the admissions/registration office. Forms are available in the admissions and counseling offices. Failure to officially withdraw from a course will result in a grade of "F." Academic terms shorter than 15 weeks have separate add/drop schedules, published in the schedule of classes.

Prerequisites

Many courses have stated prerequisites, the criteria for admission to a course. The intent of prerequisites is to ensure that students have the level of skill and knowledge that will assure them reasonable success in the course. Prerequisites may be specific high school or college courses, certification from a particular organization or agency, successful completion of a developmental course, or employment in a certain field. Prerequisites may be waived, however, with permission of the instructor in cases where the student has obtained the skill or knowledge outside of the classroom or at other institutions.

Full and Cancelled Courses

Seats in classes are available on a first-come, first-served basis. Students should plan to register early to ensure that they are able to enroll in the course or section of their choice.

Courses or sections may be cancelled due to insufficient enrollment. In the event that a course or section is cancelled, all enrolled students will be notified immediately by the appropriate academic department. Those students may elect to enroll in another open course or section, or they may request a refund.

New Student Registration and Orientation Programs

Recent high school graduates who plan to attend FCC in the fall semester are required to attend the freshman registration and orientation programs. FCC's registration sessions are held throughout the spring and summer. Students meet individually with a counselor or faculty advisor to plan their fall schedule and preregister for chosen classes. Additional information about orientation may be obtained from the counseling office, 301.846.2471.

Summer/January Semesters

Students at Frederick Community College may accelerate their programs or reduce course loads in other semesters by enrolling in summer or January classes. FCC offers two 5-week sessions and one 8-week session during June, July and August. A three-week January term is also available. Admission procedures for summer and January classes are the same as for regular semesters.

Weekend College

The college offers courses on the weekend in two formats. Some courses are offered over a 15-week period with shorter session times. Other courses are offered in a fast track format. Fast track courses meet seven or eight consecutive weekends with longer session times. The college offers two consecutive fast track terms during a 15-week semester. Fast tracking provides an opportunity for students to complete two or more courses on the weekends during a semester by enrolling in consecutive seven- or eight-week terms. Students should consult the academic schedule for more specific information or call the weekend college coordinator at 301.846.2543.

tuition, fees & financial aid

Tuition and Fees

Below are tuition rates for fall semester, 2002. Tuition rates are subject to change.

Tuition Amount

In-county per credit hour	\$.77.00
Out-of-county per credit hour	167.00
Out-of-state per credit hour	231.00

Fees

Instructional Materials (per credit hour)	\$ 8.00
Activity per Credit Hour (10 credit max.)	1.60
Admissions Application	no charge
Comprehensive Registration Fee (per semester)	16.75
Schedule Change	no charge
Evaluation of Credit (per credit)	.50% of tuition
Credit by Portfolio (per credit)	.50% of tuition
Credit by Exam (per credit hour)	.50% of tuition
Applied Music (per credit hour)	141.00
Parks/Recreation Fees:	
Backpacking	35.00
Canoeing	35.00
Mountaineering	35.00
Park Maintenance	35.00
Basic Grounds	35.00
Outdoor Recreation	42.00
Search and Rescue	106.00
Skiing—based on actual rental cost	TBA
Aviation per credit hour	
In-county student	36.00
Out-of-county student	66.00
Out-of-state student	113.00
Culinary Arts cooking classes (per class)	80.00

Example of Tuition and Fees

A Frederick County resident enrolling in a three-credit course would pay the following:

Comprehensive Registration Fee	\$ 16.75
Tuition	231.00
Instructional Materials Fee	24.00
Activity Fee	4.80
Total	\$ 276.55

A Frederick County resident enrolling for a total of 15 credits would pay the following:

Comprehensive Registration Fee	\$ 16.75
Tuition	1,155.00
Instructional Materials Fee	120.00
Activity Fee	16.00
Total	\$ 1,307.75

In special cases the college may charge additional fees. These fees will be printed in the academic schedule each semester.

Explanation of Student Tuition & Fee Charges

Tuition and fees partially cover the cost of student's education. While students contribute a substantial amount toward the cost of attendance at FCC through the tuition and fee charges listed above, the majority of funding for a student's education is provided by Frederick County and the State of Maryland. Student tuition and fees represented 35% of college revenues for the year ended June 30, 2001. The remaining 65% of college revenues came from Frederick County (36%), the State of Maryland (26%) and other sources (3%).

Tuition

Tuition charges are the primary source of student revenue and partially offset the cost of instruction at FCC. Tuition is charged based on each credit hour. Out-of-county and out-of-state students are charged higher tuition rates per credit hour to offset state and county funding provided.

Instructional Materials Fee

The instructional materials fee is charged as a simple alternative to the multitude of lab fees that many colleges assess students. It offsets costs to provide various classroom materials and equipment needed to successfully offer classes, including instructional equipment, lab and classroom supplies, computer paper and software, course syllabi and exams. The fee is charged on a credit hour basis.

Comprehensive Registration Fee

This fee is charged once per semester. It partially covers the cost to register at FCC, issue student transcripts, process student schedule changes, and complete graduation activities.

Activity Fee

The revenues generated from the activity fee go into a special account administered by the student government association. These funds provide activities and cultural events open to all FCC students. The fee is charged on a credit hour basis for up to a maximum of ten credit hours.

Applied Music Fee

The applied music fee is charged on a credit hour basis to students enrolled in private lesson music courses. The fee offsets the cost of the private lesson instructor.

Aviation Program Fee

The aviation program fee is charged to all students enrolled in aviation maintenance program courses on a credit hour basis. The additional fee is charged to offset the higher costs of operating courses on a credit hour basis and additional costs of maintaining a separate facility at the Frederick Municipal Airport. The fee is higher for out-of-county and out-of-state students to offset local and state funding.

Special Fees for Recreation, Skiing & Other Courses

The college charges special fees for courses that require significant out-of-classroom experiences which generate additional expenses. Many of the recreation courses require overnight field trips. The skiing course requires skis and lift tickets. These extra costs are included in the special fees charged for these courses as listed in the semester schedule of courses. Some courses may require field trips which may also incur minimal fees.

Books and Supplies

Students are responsible for the purchase of the required texts and/or materials for course(s). The average cost is about \$75 per course. Books are available at the FCC bookstore, however, students may purchase their books at any site.

With the student's approval, books can be charged at the FCC bookstore against available financial aid. When the aid is credited to the student's college account, bookstore charges will be deducted from the aid after tuition, fees, and all other school charges are paid. Financial aid awards do not automatically cover the cost of books and supplies.

Deferred Tuition Payment Plan

The college offers a payment plan for students deferring a minimum of \$400 during the fall and spring semesters. The plan requires an initial down payment of one-third of the total tuition due, with the balance due in two monthly payments. There is a minimal non-refundable fee per semester to use the deferred tuition payment plan. For more information contact the cashier's office at 301.846.2456. (Plan subject to change without notice.)

Tuition Waiver for Persons 60 Years and Older, Retired and Disabled

The tuition charge will be waived for Maryland residents who have enrolled in any credit or credit-equivalent course offered by Frederick Community College who are 60 years or older or who are retired from employment because of a total and permanent disability as defined by the Social Security or Railroad Retirement Act.

The senior citizens' waiver will be given on a space-available basis. Senior citizens who wish to take advantage of the tuition benefit may only register tuition-free during a specified time period as published in the credit schedule. Those eligible for waivers who agree to pay full tuition and fees may register at any time during the registration period. However, refunds will not be granted to seniors paying full tuition who then drop and later add the same course under the tuition-free benefit provision.

FCC also waives course tuition for any individual who is retired from employment by reason of a total and permanent disability. In order to receive the tuition waiver, individuals must obtain certification from the Social Security Administration or Railroad Retirement Board. Information regarding certification may be obtained from the admissions office at Frederick Community College, 301.846.2430.

Tuition Sponsorship by a Third Party

Students are responsible for all tuition and fees. If a third party such as, but not limited to, a federal, state or municipal government agency or employer agrees to pay tuition and fees, students are not relieved of their primary responsibility. In the event that such a party fails to honor its agreement, Frederick Community College reserves the right to bill students directly.

Tuition Refund Procedure

To obtain a refund of tuition and fees upon withdrawal from the college, students must submit a withdrawal form to the registration office. Refunds will be calculated from the date the withdrawal form is received by the registration office.

Total refunds will be issued for courses cancelled by the college due to insufficient enrollment.

Schedule of Refunds

Period of Enrollment *Portion of Tuition & Fees*

Fall-Spring Semester

Through the first week of the semester	100%
Through the second week	75%
Through the third week	50%
After the third week	No refund

Summer Semester (8-week session)

Through the first week of the semester	100%
Through the second week	75%
Through the third week	50%
After the third week	No refund

Summer Semester (5-week sessions)

Through the first week of the term	100%
Through the second week	75%
After the second week	No refund

January Semester

Through third day of class	100%
Through fifth day of class	75%
After first week	No refund

The college will offer courses of varying length during the fall, spring, and summer terms. The college reserves the right to establish additional refund schedules for terms of variable length. In no case will the minimum refund amount be less than 50%.

Tuition Refund Policies for Students Receiving Title IV Funding

All students who are awarded Title IV financial aid funds who completely withdraw from classes either officially or unofficially are subject to the Return of Title IV Funds calculation. This calculation will determine if any percentage of Title IV funds must be returned to the appropriate program. The amount of Title IV aid that a student must repay is determined by the federal formula for return of Title IV funds as specified in the Higher Education Act of 1998 (34 CFR 668).

The financial aid office is required to determine the last date of attendance and calculate the percentage of the payment period the student attended. This is the percentage of funds that the student has earned. After this percentage of aid earned is determined, the financial aid office will compare the amount earned and the amount disbursed. If the amount that has been earned is greater than the amount disbursed, a late disbursement will be calculated. However, if the amount earned is less than the amount disbursed, this amount will be calculated and the student will be notified. FCC will refund the unearned Title IV aid back to the appropriate programs as specified by law. The student will be notified of the amount that is required to be returned and the finance office will bill the student for this amount. Funds must be returned to the Title IV programs in the following order:

1. Unsubsidized Stafford Loans
2. Subsidized Stafford Loans
3. PLUS Loans
4. Pell Grant
5. FSEOG

Students may obtain a sample copy of the Return of Title IV Funds worksheet with sample calculations from the financial aid office, A-105.

Tuition Refund Appeals

In cases where the student withdraws after the normal refund period, the college will consider granting a partial refund of tuition and fees for the following reasons: (1) Medical reasons dated and certified by a physician; (2) Job transfer dated and certified by the employer; (3) Job schedule (shift) change which causes a conflict with class schedule, dated and certified by the employer; or (4) Military transfer dated and certified by documentation (copy of orders) from the military unit.

To be eligible for consideration the student must: (1) officially withdraw from the course(s) and (2) submit a tuition refund request form with documentation to the registrar, A-102.

Financial Responsibility

Students are individually responsible for payment of tuition, fees and all other charges at FCC. If the college does not receive payment from third parties, students will be billed directly for all charges and are expected to pay.

Stopping payment on checks written to FCC to cover tuition and fees does not relieve students of their responsibility to pay for incurred charges. Students must follow the designated procedure for withdrawing from classes and obtaining tuition refunds. Outstanding financial balances must be paid before future registration is permitted, grades are released, or enrollment certifications, diplomas or transcripts are issued.

Financial Aid

Application Procedures

Frederick Community College participates in a wide range of federal and state financial aid programs that include grants, loans and scholarships. Complete the FCC financial aid application and the Free Application for Federal Student Aid (FAFSA) to begin application procedures.

To obtain information about eligibility for financial aid before the tuition bill is due, it is recommended filing applications by:

Fall semester - June 15

Spring semester - October 15

Applications submitted after these dates will be processed as quickly as possible, but financial aid awards cannot be released until all necessary information is received and processed. It is the student's responsibility to reapply for financial aid each academic year.

Transfer Students

Mid-year transfer students planning to attend FCC in the spring semester who received a Pell Grant in the fall semester must list Frederick Community College on their student aid report.

Transfer students who have a Stafford Student Loan at another college in the fall semester and plan to attend FCC the following spring semester must cancel the loan at the prior college and reapply through FCC.

Recipients of a Maryland State Scholarship should check with the Maryland State Scholarship Administration to see if that award can be transferred to FCC and, if so, to calculate the amount of the award.

Eligibility Criteria

Financial Need: Financial need is the difference between educational expenses at FCC and the amount expected from students and/or their families. The college uses the FAFSA to determine the amount of financial need.

Citizenship: Students must be United States citizens, nationals, or permanent residents of the United States.

Academic Program: Students must be enrolled in or accepted for enrollment in a state-approved degree or certificate program. For most types of financial aid, students must enroll in and attend at least six credit hours or more per semester. Some financial aid awards have different minimum enrollments. Some students with exceptional financial need who are enrolled in less than six credit hours may receive Pell Grants.

Enrollment Status: Awards are adjusted for full-time (at least 12 credit hours), three-quarter-time (9-11 credit hours) or half-time (6-8 hours) enrollment after the third week of classes. Students may receive financial aid for developmental classes and these courses will be considered in determining a student's enrollment status. (See the academic schedule for the credit hour equivalent assigned to developmental classes.)

High School Diploma/GED: Students without either a high school diploma or a GED must contact the financial aid office to discuss eligibility.

Satisfactory Academic Progress: Federal regulations require that students make satisfactory progress toward completion of a degree or certificate to receive financial aid. Students must attend their classes, complete all classes in which they enroll, and obtain passing grades (usually a "C" or better). Students must successfully complete a minimum percentage of credit hours each semester. Withdrawing from a class after the semester has begun can affect current financial aid and future eligibility. A description of satisfactory progress requirements is available in the financial aid office.

Financial aid recipients are required to attend classes on a regular basis. Failure to attend classes can result in a reduction or cancellation of financial aid awards. Financial aid is cancelled for classes a student is enrolled in but never attends. A student cannot receive financial aid for courses that are audited.

Typical Expenses

The following estimated budgets are used when calculating the need of average full-time in-county students (14 credits per semester) for the full academic year. Budgets for other categories of students can be obtained from the financial aid office.

	Living at Home	Living Away from Home
Estimated Tuition & Fees	\$2,445	\$2,445
Books & Supplies	1,000	1,000
Room & Board	1,650	4,500
Transportation	1,200	1,200
Personal	1,000	1,000
	\$7,295	\$10,145

financial aid programs

Type of Aid	Source	Award Amounts	Who is Eligible to Apply	How to Apply
Grants Federal Pell Grant	Federal Government	Annual award may range from \$400 to \$4,000 as determined by a Federal formula. Based on financial need.	Students enrolled at least half time (6 credit hours/semester) in a degree or certificate program at FCC. Some students with exceptional financial need may receive only Pell Grants for less than half-time enrollment.	Complete the Free Application for Federal Student Aid and the FCC financial aid application. Students must reapply each academic year.
Federal Supplemental Educational Opportunity Grant (FSEOG)	Federal Government through FCC	Award may range \$100-\$200 per semester. Based on financial need according to a Federal formula.	Same as Pell Grant program. Priority must be given to the neediest Pell Grant recipients. Must be enrolled at least half time.	Same as Pell Grant program
FCC Grant	FCC	Average \$250 per semester. Based on financial need.	Same as Pell Grant program. Must be enrolled at least half time.	Same as Pell Grant program
Maryland Part-time Grant	State of Maryland through FCC	Average \$200 per semester. Based on financial need.	Students enrolled for 6–11 credit hours in a degree or certificate program.	Same as Pell Grant program
Scholarships Maryland State Scholarships	State of Maryland	Variable. Refer to state scholarship brochure.	Maryland residents enrolled in a degree or certificate program. Refer to state scholarship brochure.	Complete the Free Application for Federal Student Aid. Apply by March 1.
FCC Scholarships	FCC Foundation	Variable. Listings available in the financial aid office.	Based on criteria of scholarship.	Complete the FCC Scholarship Application and the FCC financial aid application. Students must reapply each semester. Fall deadline: May 25, Spring deadline: December 1.
Loans Federal Stafford Loan	Local banks and lending agencies	\$2,625 maximum for dependent freshmen; \$6,625 maximum for independent freshmen; \$3,500 for dependent sophomores; \$7,500 maximum for independent sophomores. Note: Amounts are requested by the student and are subject to approval by the financial aid office and lender.	Students enrolled at least half time (6 credit hours per semester) in a degree or certificate program at FCC	Complete the FAFSA, FCC financial aid application, and a loan form. Students must reapply each academic year.
Federal Parent Loan for Undergraduate Students (FPLUS)	Local banks and lending agencies	Annual loan limit is the student's cost of education minus any estimated financial aid received	Parents of dependent students. Students enrolled at least half time (6 credit hours per semester) in a degree or certificate program at FCC	FCC financial aid application and a loan form. Parents must reapply each year
Employment Federal College Work Study (FCWS)	Federal Government through FCC	Variable. Based on financial need. A variety of jobs are available on campus.	Students enrolled at least half time (6 credit hours per semester) in a degree or certificate program at FCC	Same as Pell Grant program. Also must complete an FCC student employment application.
Student Assistant Program	FCC	Variable. Awards are not based on financial need.	Students enrolled at least half time (6 credit hours per semester) in a degree or certificate program at FCC	Same as FCWS program

Student Consumer Rights and Responsibilities

Section 493.A of the Higher Education Act as amended in 1992 requires postsecondary educational institutions to disseminate relevant, candid information on student financial aid programs available at the college. These rights and responsibilities may be found in *The Student Guide* (U.S. Department of Education) which is available in the financial aid office. All financial aid awards are for one academic year. It is the student's responsibility to reapply each year.

Financial Aid Appeals Process

Students who feel that their financial aid application was not given proper consideration or who have been suspended from financial aid eligibility due to lack of satisfactory academic progress may appeal the decision. The appeal must be made in writing and submitted to the financial aid director. All appeals are reviewed by a financial aid committee.

Scholarships

Frederick Community College sponsors a number of need- and merit-based scholarships. College-sponsored scholarships have application deadlines of May 15 for fall semester and December 1 for spring semester. The financial aid office maintains a reference guide describing the eligibility requirements for all FCC scholarships.

For applications or information on additional scholarships, call 301.846.2480, or visit the financial aid office.

Special Scholarships for Freshmen

Loats Scholarship

Students who are residents of Frederick County with demonstrated financial need and good grades may be awarded this scholarship. (Completion of a Free Application for Federal Student Aid is required.) Priority consideration is given to orphans and students from single parent families. Recipients need to pursue careers in public service such as teaching, nursing or social work. The average award is \$600 per semester with the number of awards made each semester based on available funds. Students apply by completing the FCC scholarship application by May 15 for the fall semester and December 1 for the spring semester. Call the financial aid office, 301.846.2480, for a scholarship application.

Frederick Singles Scholarship

This scholarship is awarded to a Frederick County high school senior who is the child of a single parent. Eligibility is based on financial need and academic achievement. Recipients must attend FCC immediately following their graduation from high school. The amount of the award varies. This is a nonrenewable, two-semester award. Nominations are made to the FCC scholarship committee by high school guidance counselors by April 30.

Trustees Scholarship

Each year 30 Frederick County high school seniors are awarded the FCC Trustees Scholarship for maintaining a 3.5 grade average through grades 9-12. It is awarded to students who attend the fall term following their graduation from high school.

Full-time students will receive \$250 per semester, renewable for the second semester if their fall GPA is at least 3.0. Part-time students' awards will be prorated based upon the number of credits taken.

Trustees Scholarships are renewable based upon service hours as an FCC Ambassador.

Application Procedures:

- Complete an application form and return it to the admissions office at Frederick Community College. Forms are available in the high school guidance office and the FCC admissions office.
- Request the guidance office to send a copy of a current transcript to the admissions office.
- Request the guidance office to send a copy of a final high school transcript if the first submission did not include the last semester's grades.

Conditions:

- Qualifying students must be June 2002 graduates of a Frederick County high school and must enroll at FCC the fall semester following their June graduation.
- Scholarships will be awarded to qualified students based upon date of receipt.
- Recipients must earn a minimum 3.5 grade point average at the point of application and at the time of graduation from high school.
- Recipient must earn a minimum 3.0 grade point average at FCC to be eligible for renewal in the spring.
- Trustees Scholars will be required to participate in leadership development activities while attending FCC (e.g., FCC Ambassadors Program) in order to qualify for renewal.

Routzahn Business Scholarship

Each year one senior in each of the public high schools in Frederick County is awarded the Routzahn Business Scholarship. Students who choose to attend Frederick Community College in the fall semester immediately following their high school graduation, and who plan to major in a business-related curriculum, may apply. Each high school may develop its own criteria for eligibility which may include, but not necessarily be limited to, grade point average, standardized test scores, teacher recommendation and essay.

The amount of the award is \$250 per semester. The scholarship is renewable for a maximum of four semesters of full-time attendance provided a grade point average of 2.5 is maintained in each semester. The total award to any recipient may not exceed \$1,000.

Application Procedures:

- Complete an application form and return it to the high school guidance office. Forms are available in the high school guidance office and the FCC admissions office.
- Contact the guidance office for the specific requirement for their school.
- Applications should be submitted by May 15.

Conditions:

- Qualifying students must be June 2002 graduates of a Frederick County public high school and must enroll at FCC the fall semester following their June graduation.
- Scholarships will be awarded to one student from each of the public high schools.

- Recipients must plan to major in a business-related curriculum at FCC.
- Recipients must maintain a 2.5 grade point average at FCC in order to qualify for renewal.

Other Freshmen Scholarships

Freshmen are welcome to apply for other internal scholarships awarded through FCC. Pick up a scholarship application from the FCC financial aid office.

Veterans

FCC is approved by the Maryland Higher Education Commission to certify eligible veterans and eligible dependents of veterans. The FCC veterans' office assists students in applying for their educational benefits. In order to apply for benefits, students must first apply for admission to the college and register for classes. Veterans are responsible for paying tuition and fees by the specified deadlines.

After registering for classes, eligible students should schedule an appointment with the VA representative to complete the required paperwork. Students are required to complete the Declaration of Intent form each semester in which they wish to receive VA educational benefits. Students are only certified to receive benefits for courses that are required for a selected major. Students are required to notify the FCC veterans' office if they reduce their course load, withdraw from classes or change majors. To schedule an appointment, call 301.846.2474.

The U.S. Department of Veterans' Affairs requires that students who receive VA educational benefits must meet the standards of "satisfactory progress" as defined by the college. Students who fail to make satisfactory academic progress may lose their approval to receive VA educational benefits.

When students apply for admission they must request official transcripts from all postsecondary institutions attended and have these transcripts mailed directly to the registration office at FCC. To request credit for military training, students must bring a court certified copy of DD214 to the registration office. These transcripts must be sent and evaluated within a year of enrollment.

The telephone number of the Veterans' Administration in Buffalo, NY is 1.888.442.4551.

Transfer Evaluation Information

Students who joined the Army after October 1, 1981, should contact the Fort Detrick Education Center, Bldg. 501, at 301.619.2854.

Students who joined the Army prior to October 1, 1981, or served in any other branch of service should send Standard Form 180, Request Pertaining to Military Records, to the address on the back of the form.



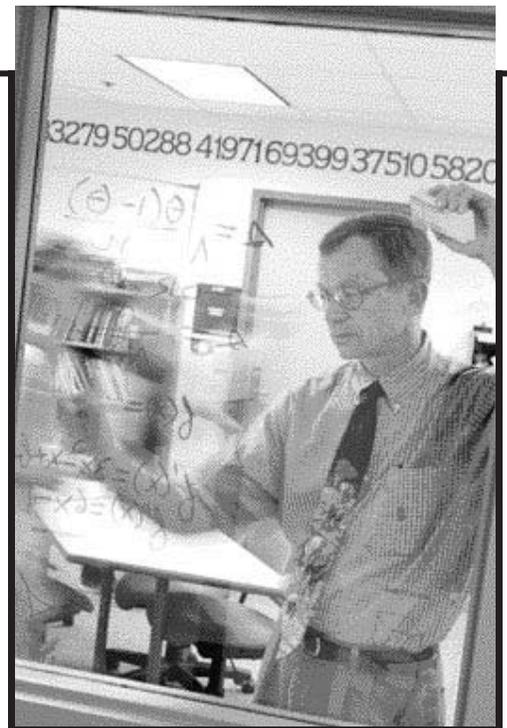
“Dr. Mucci is an exceptional instructor. She’s exceptionally knowledgeable, articulate, friendly, and presents classroom and laboratory concepts in a crystal-clear way—and a way that relates to the real world. I like her a lot.”

-Renee Gole

dianemucci

“I was so impressed with Mr. Quinn’s teaching of intermediate algebra that I decided to take a statistics course from him. He’s friendly, dedicated, and passionate about teaching, which makes for a great learning experience. If you need extra help, he’s always there.”

-Lindsey West



billquinn

student services

Academic Advising

The goal of Frederick Community College's academic advising system is to assist students in planning academic programs consistent with their degree and/or career objectives. It is designed to provide each student with academic information and assistance with managing the institutional requirements. At the same time, the student is responsible for decisions related to this academic information. See the *Student Handbook* for more information, or visit the student services Web page at www.frederick.edu.

Student Responsibilities

1. The student has the responsibility to meet with an advisor during the early registration period of each semester. The student accepts responsibility for making decisions and the consequences of those decisions.
The student is knowledgeable about college policies, procedures and regulations, as well as program and graduation requirements. Sources of information include the college catalog, the *Student Handbook* and the catalogs of the transfer colleges as appropriate.
2. The student understands the advisor is an information source. (When appropriate, the advisor may serve as a referral agent helping the student to obtain assistance in areas of concern.)
3. The student is responsible for developing a realistic schedule that allows adequate time for studying, reading, writing research papers, etc., and takes into consideration his/her work schedule, commuting time, family responsibilities and other noncollegiate demands.

Advisor Responsibilities

A major role of the academic advisor is to facilitate the successful pursuit and attainment of a student's educational and career goals. A student can expect an advisor to meet the following advisor responsibilities.

1. The advisor is responsible for meeting students during the registration period to help them formulate appropriate educational plans.
2. The advisor assists students in identifying educational and career goals.
3. The advisor assists students in developing an academic plan which actualizes goals and objectives consistent with the students' abilities and interests.
4. The advisor is responsible for participating in advising training as necessary to remain knowledgeable about college policies, procedures, prerequisites and college regulations, as well as program and graduation requirements.

Additionally, advisors should be familiar with academic requirements of receiving institutions for transfer purposes. Sources of information include the college catalog, *Student Handbook*, printed transfer sheets (available from the counseling office), advisor training sessions, counseling staff, and the computerized, state-wide transfer information system, "ARTSYS." The Advising Manual should be updated regularly and reviewed prior to the start of each semester registration.

5. The advisor is a listener and facilitates students' growth in the areas of academic, career and personal concerns.

Transfer Advising

From the time students select their first course, they are making decisions that greatly affect their transfer plans. For this reason, it is important that students work closely with a counselor or faculty advisor for course scheduling and transfer planning.

The transfer center, in the student development suite (F-100), has a variety of resources available to help with transfer planning. College Source, a collection of college profiles and catalog information for colleges across the nation, is available on CD-ROM. College Source also allows students to do a college search by major, size of enrollment, geographic location, cost and available student activities.

The transfer center also has internet access so that students can view college Web sites. ARTSYS, a computerized information system created especially to help community college students transfer to Maryland four-year institutions, is also available. (See ARTSYS.)

A library containing in-state and many close-by out-of-state college catalogs is available for student use and check out. Brochures and applications for area colleges, as well as transfer guides outlining the majors offered and requirements of the colleges to which our students most frequently transfer, are maintained in the transfer center. Resource books such as *Peterson's Guide to Four-Year Colleges*, *The College Handbook for Transfer Students* and *The College Board Guide to 150 Popular College Majors* are also available.

Transfer workshops covering topics such as how to select a transfer school, the application process, how credits transfer, as well as practical information on the transfer process, are offered throughout the year. Additionally, *Your Transfer Guide*, a comprehensive guide to transfer planning, has been developed for FCC students and is available from the counseling office. Transfer counselors are available to meet individually with students to help develop individualized transfer plans.

Throughout the year, opportunities are available for students to meet with representatives of four-year schools who visit the FCC campus. Both Transfer Day and the FCC-sponsored Frederick County College Night provide opportunities to explore potential transfer schools.

The college makes every possible effort to provide access to the most current and accurate transfer information. However, students should always verify information with the intended transfer school. For more information, visit the student services Web page at www.frederick.edu.

For information on transfer planning, or to schedule an appointment with a transfer counselor, contact the counseling office at 301.846.2471.

ARTSYS

ARTSYS is a computerized data information system created to help students from Maryland community colleges transfer to University System of Maryland (USM) and other participating four-year institutions. ARTSYS gives students and staff quick access to transfer-related information such as course equivalency, recommended programs of study and general education requirements. ARTSYS is available for student use in the transfer center in the student development suite, Arts & Student Center, in the computer lab and in all counselor and faculty advising offices. Students can access ARTSYS through the counseling office at 301.846.2471. For more information, visit the student services Web page at www.frederick.edu.

Allied Health Advising

Students interested in the college's allied health programs (respiratory therapy, associate degree nursing, practical nursing certificate, emergency medical services program, or surgical technology program) are encouraged to meet with the allied health advisor. Individual appointments are available for new students considering these academic programs. For more information, call 301.846.2471. For more information, visit the student services Web page at www.frederick.edu.

Career Services

Career Counseling Services

The college offers many types of career planning assistance to help students make the right choices. Students who are not sure where to begin their career and college major exploration can visit the career center or make an appointment to meet with a counselor. The counselor may suggest a structured approach to career planning such as the course SD 100, Career Assessment and Planning, the noncredit Career Assessment and Exploration workshop, or SD 107, the Human Potential Seminar. To make an appointment with a counselor, call 301.846.2471. For more information, visit the student services Web page at www.frederick.edu.

Career Assessment and Planning

The three-credit course, Career Assessment and Planning (SD 100), is beneficial to students who need a comprehensive, structured approach to career planning. In this elective course, students will first assess their skills, interests, needs and values. Not only will they uncover many hidden talents, they will also identify what they need to be satisfied in a job. After completing this self-assessment, they will explore the occupational world for careers that match their attributes. Besides developing decision-making skills, students will learn how to develop objectives and action plans to help achieve their goals.

Career Assessment and Exploration

Students who prefer only an introduction to career planning but still want the structure may consider taking the Career Assessment and Exploration workshop offered through the continuing education/customized training division. In this two-session workshop, students will determine their personality style and match their style to different occupations, as well as learn how to gather information about occupations of interest.

Human Potential Seminar

If you are unsure of your goals and need some guidance in uncovering your potential, you may find the Human Potential Seminar (SD 107) helpful. This two-credit elective course will help you build self-confidence so that you can start using your untapped potential. Goal-setting and positive feedback are important components of this class.

Career Center

The career center contains resources to help students with career planning. For students who want to explore careers on their own, the career center is an excellent place to start.

Students are able to engage in self-assessment activities to determine career fields which best match their unique attributes, interest, abilities, and work values. A variety of resources are available, including the computerized guidance system, Sigi Plus.

As students progress through the career development process, a variety of resources are available to help them develop and reach career goals. The career center library houses a collection of books and materials on specific career fields, job-seeking skills and job-keeping skills.

Students are encouraged to utilize the varied resources of the career center. For more information, visit the student services Web page at www.frederick.edu.

Job Placement

The placement office at FCC offers job placement assistance to graduates and those students seeking part-time or full-time employment. Job openings are posted on the job board.

The *Job Search Handbook*, published by the job placement office, provides information on résumé writing, job hunting, interviewing and job keeping. Individual assistance and group workshops on job-seeking and job-keeping skills are also provided.

The annual Job Fair, sponsored by the job placement office, is held in the spring. Area employers are on campus to accept résumés, distribute information and talk to students and community members about prospective career opportunities.

Students seeking job placement services can call 301.846.2594. For more information, visit the student services Web page at www.frederick.edu.

Personal and Social Counseling

FCC offers a comprehensive program of counseling services to assist students with the many choices confronting them as they enter and progress through college. Counselors are available to assist students in resolving educational, career or personal problems. When more specialized professional help is needed, the counselors make referrals to appropriate community resources. In addition, the counseling staff teach a variety of student development courses and offer workshops on a variety of topics. Counseling services are available both day and evening. Contact the counseling office at 301.846.2471. For more information, visit the student services Web page at www.frederick.edu.

System for Student Success

FCC promotes student learning through a comprehensive program of academic and student support services known as the System for Student Success. The system provides:

Transition Services: Activities to help students begin the college learning experience successfully (courses, workshops).

Placement Testing: Assessment of math, writing, reading and study skills levels to help students and advisors select appropriate first-semester courses that can impact future academic success.

Academic Support Services: Peer, professional and group tutoring, study skill workshops, learning strategies courses and individual conferences to promote student success in all FCC courses.

Testing Center Services: Proctoring for makeup exams, distance learning exams, and provisions for ADA accommodations.

English as a Second Language: For students whose native language is not English and wish to improve their English skills to be successful in college-level coursework, FCC offers a series of courses which focus on listening, speaking, reading, writing, pronunciation, and grammar. Contact the ESL program manager at 301.846.2558 to determine which courses meet specific needs.

Honors Program: The honors program offers high-performing students the option of taking several of their courses through honors classes, designated H after the course number. Students can pursue knowledge in depth (through a departmental honors curriculum) or breadth (through a general honors curriculum). Students gain entry to the program through placement test scores or recommendation of their instructors. Honors classes, each of which has a limited enrollment of 15, emphasize higher reading levels, critical thinking, group process skills, and unique research projects. Some courses are linked so that the same cohort of students is together in two classes that share blocks of time. By taking the requisite number and configuration of honors classes and maintaining a 3.5 grade point average, students can graduate with departmental honors, with general honors, or with both. For more information, call 301.846.2670 or 301.846.2402.

Study Skills Liaison: Workshops are provided on numerous topics related to the content area learning demands of all students. Study skills assistance for individuals is provided by appointment. The office of the study skills liaison is in L-101E. Call 301.846.2616 for additional information.

Developmental Education

For students who are identified through the college's assessment program as needing additional preparation before enrolling in college-level classes, FCC offers an integrated program of developmental education courses in English, math, science and support services.

Academic & Student Support Courses

Students who want to develop their college-level skills in reading, vocabulary, or learning strategies can take advantage of any of the following credit courses:

EN 117–Fast Reading
SD 101–Freshmen Seminar
SD 100–Career Assessment
SD 107–Human Potential Seminar
SD 112–Learning Strategies

Writing Center

The Writing Center (L-106) offers a variety of resources such as word processing software, workshops, handouts, and reference books to help students in all disciplines improve writing skills. A professional writing consultant is also available for individual help on a drop-in basis. The Writing Center is an integral part of developmental writing and reading courses. Call 301.846.2619 for additional information.

Math Lab

In the math lab (B-112), students may review math skills, get help with math classes and work to improve math study skills. The math lab also houses books, computer software and handouts to improve student math skills. Students can pick up 1:1 math tutoring information and access drop-in tutoring at this location.

Tutorial Student Support Services

The college provides free tutorial services for students currently enrolled in FCC credit and developmental courses. Tutorial services clarify, supplement and enhance individual study and classroom instruction. Tutoring is available in most subjects and students can choose to be tutored 1:1 or in groups. Drop-in tutoring and online tutoring are also available in a limited number of subjects. All in-person tutoring takes place on campus. To obtain a tutor, a "request for tutoring" card must be completed, and returned to the Tutorial Services office in the library, L-223A. The tutors are paid by the college and range from professional tutors to peer tutors who have successfully completed the courses they tutor and are recommended by faculty. Students who are interested in working as a tutor should contact the Tutorial Services office. Call 301.846.2523 for further information.

Testing Center

FCC's Testing Center, in the Library Building (L-104), meets campus-wide testing needs. All placement tests are administered at the testing center. Makeup testing is available by arrangement with the instructor for students who have missed tests in class. Exams for distance learning courses are proctored in the center. In addition, students with special needs are accommodated in the testing center. Students with disabilities who need accommodations for the placement test must contact the learning specialist, 301.846.2409, before coming in for the test. CLEP tests may be administered by arrangement with the testing specialist. The center has day and evening hours. Call 301.846.2522, or check our Web page, for specific hours.

Learning Specialist/ADA Coordinator

FCC's learning specialist provides reasonable accommodations for qualified students with disabilities who self-identify and provide documentation. Student success plans are written to ensure that students with disabilities can demonstrate their educational achievement without altering the course standards. Technological support is offered in the form of laptop computers, Franklin spellers, Texts on Tape, TextHelp, DragonDictate voice-activated computer and a book scanner. Learning strategies are taught to students who are having difficulty with classes. The learning specialist will advise students and refer them to outside agencies, as appropriate, when no current documentation is available. Call 301.846.2409 for more information.

Multicultural Student Support Program

The multicultural student support program provides interested ALAN (African, Latino, Asian, Native American) students with caring mentors, academic support services, academic advising, career counseling, student leadership and a series of activities which focus on enhancing or developing strategies for success. The purpose of this program is to help ensure a smooth transition to the college and to increase the probability of success for each student. The multicultural student support program office is located in L-106D. Call 301.846.2531 for additional information.

Office of Adult Services

The office of adult services in the student development division offers a variety of services for adults returning to college. Designed to ease the transition into the classroom for those who are returning to begin or complete a degree, acquire marketable skills or retrain for a new career, the office offers information and referrals to college and community resources, workshops on topics of interest for adult students, and special services for single parents and displaced homemakers. Each semester the office of adult services sponsors an Adult Student Open House to provide returning adult students with information about Frederick Community College's programs and services. Please call 301.846.2483 for additional information.

Project Forward Step

Project Forward Step is a counseling, information and referral program designed to meet the needs of returning adult students. Funded by Frederick Community College and special project support from the Division of Career Technology and Adult Learning, Maryland State Department of Education, the program provides special services for the following:

Single parents: (working or non-working) who are unmarried or legally separated with custody or joint custody of a minor child or children.

Displaced homemakers: adults who are unemployed or underemployed and experiencing difficulty in obtaining employment or suitable employment or have worked primarily without pay to care for home and family and need to upgrade or refresh marketable skills.

Program services are designed to help individuals increase and upgrade skills leading to employment or a career change. Services provided include intake interview and needs assessment; career counseling and academic advisement; support during transitions; workshops for adult students; referral to college and community services; financial assistance with tuition, books, child care and transportation; and job placement referrals. Call 301.846.2483 for more information.

Women's Center

The office of adult services and the Frederick County Commission for Women entered into a partnership to develop a women's center program that would provide Frederick County citizens with a centralized place to access information about and referrals to community resources and services, attend workshops and join support groups, and be exposed to social and professional networking opportunities. Call 301.846.2483 for more information.

Project ALIVE

The office of adult services in partnership with the Housing Authority of Frederick City provides scholarships to individuals residing in public housing units. Scholarships may be used for tuition, books, materials, child care and transportation. For more information, please contact the office of adult services, 301.846.2483, or Patti Sachon, Project ALIVE coordinator, at 301.696.1874.

Regional Distance Education Center

The FCC Regional Distance Education Center (RDEC) is one of the first facilities of its type in the country. FCC students, and all Frederick residents, can take advantage of the services offered by the RDEC to help them find opportunities to further their education without having to commute.

Distance education—course work and degree programs via video tapes, two-way interactive video, and the Internet—is an exciting new way to learn and it makes education more convenient for many students. The RDEC provides students with state-of-the-art technological resources combined with the student support services for which FCC is known.

Technological resources at the RDEC include high-speed computer stations with fiberoptic Internet connectivity, two-way interactive video capability for receiving courses broadcast from other colleges, and an array of CD-ROM, VCR, laser printer, copier, and FAX technology.

Additionally, we offer comprehensive student support services. Our wide range of services includes academic advisement, assessment of readiness for distance education, library services, tutoring assistance, and test-taking facilities. We also offer students the opportunity to join learning communities—groups of students engaged in distance learning who share their experiences with each other and form a real community of supportive peers.

Students who are interested in distance education options should contact the RDEC staff at 301.846.2477 or TDD 301.846.2625. Visit the FCC distance learning Web page at www.frederick.edu.

Services for Students with Disabilities

The college provides support services to maximize independence and encourage the integration of students with disabilities into all areas of college life. The particular needs of each student are considered on an individual basis. Students with disabilities are encouraged to contact the appropriate office (see below) as early as possible if accommodations are needed. Students may be asked to furnish documentation of the disability before appropriate support services can be provided. This includes accommodation for assessment testing.

If the disability involves hearing, sight or mobility impairment, contact the counseling office in F-100, or by phone at 301.846.2471 (TDD 301.846.2625). Students with learning disabilities should contact the learning specialist in the System for Student Success at 301.846.2409 or 301.846.2521.

Assessment testing in reading, writing and mathematics is required for all students as part of the admissions and registration process. Students with disabilities should contact the the learning specialist (301.846.2409) prior to testing so that accommodations can be provided if needed.

Students with disabilities may apply for the same types of financial aid available to all eligible students. The college also waives course tuition for individuals who are retired from employment by reason of a permanent and total disability. Additionally, the Division of Rehabilitation Services (301.631.3075) may be able to provide other support services as well as financial assistance. A TTY is available in the counseling office for student use. After-hours access is available by contacting campus security.

Student Life & Alumni Services

At FCC, student life incorporates much more than classroom instruction. As a supplement to the academic experience, the student life program offers students the opportunity to acquire or further develop leadership skills through participation in a broad array of co-curricular and extracurricular programs. Clubs and organizations on campus are as diverse as the student population, offering students the opportunity to participate in program events, meet students with similar interests, or simply enjoy quality entertainment both on and off campus.

Participation in leadership conferences and service projects provides students with hands-on experience and is a dynamic and vital component of the student life program. Information about leadership development, campus clubs and organizations, how to start a new club or organization and a current calendar of special events can be obtained by visiting the student life office, Arts & Student Center.

For more information on any of the following student life/alumni programs, please call 301.846.2488.

Alumni Services

FCC recognizes its alumni as an important resource in helping the college create programs and services that celebrate and reflect the diversity and uniqueness of this community. The association invites participation from students whether taking a class for personal enrichment or preparing for graduation and transferring to a four-year college. The association can hook up long lost friends or facilitate establishment of new ones, and plan social, cultural and recreational events for community enjoyment. The alumni association provides an opportunity for former and current students to share common goals.

Student Government Association

The student government association (SGA) is designed to represent student opinions and concerns on campus. SGA is the students' voice on issues concerning campus life and a relay system of information between college committees and the general student body. Leadership opportunities exist for students interested in serving as officers to the student government association and/or students wishing to take part in campus-wide committees and task forces. The executive committee of the SGA consists of president, vice president, secretary and treasurer. Students interested in leadership positions are invited to stop by the SGA office.

An essential component to the success of the SGA is active participation in the college governance process. The SGA appoints interested students to serve as representatives to the college senate, college-wide committees and task forces. While previous student government experience is helpful, all students with interest, commitment and enthusiasm are encouraged to participate. In addition to the leadership skills student representatives develop, indication of active participation is always an excellent highlight on résumés and applications for admission to four-year colleges.

Student Clubs and Organizations

Student clubs and organizations contribute to the development of the student and enrich campus life. The college supports student participation in clubs and organizations and encourages students who are interested in establishing an organization to contact the director of student life. The *Student Handbook* includes information on the clubs and organizations active on campus.

Service Learning/Community Service Opportunities

The office of student life employs a part-time volunteer service coordinator who can refer students to service agencies in the community. Whether you've been assigned a service learning project in a class or you simply want to give back to the community, placement opportunities are abundant.

Students who have received a Meritorious Service Certificate from a Frederick County Public School are invited to apply their meritorious service hours for recognition at FCC. The student life office, in partnership with Frederick County Public Schools, acknowledges outstanding student service at the annual Honors Convocation in May.

For more information on any of the above student life programs, students should contact the office of student life and alumni services at 301.846.2489.

Student Publications

FCC has two major student publications. The *Cougar's Claw* is the college student newspaper and *Tuscarora Review* is the college literary magazine. The *Cougar's Claw* reports on campus issues and events. It offers excellent training in reporting, photography, graphics, public relations and advertising. Students with no previous experience are welcome to join. For more information, contact the newspaper advisor's office at 301.846.2565. *Tuscarora Review* consists of literary, photographic and graphic arts contributions from students and staff. *Tuscarora Review* has recently won several national awards. Student contributions and participation are welcome. For more information, contact the English department at 301.846.2600.

Student Health Form

Each semester students are sent a self-appraisal health form and asked to provide the college with health information. The primary purpose of the form is to provide information that may be helpful in responding to emergency medical situations and, where appropriate, referral to campus resources. Completion of the form is voluntary.

Athletics

Student athletes may compete in men's and women's soccer, women's volleyball and softball, men's and women's basketball, golf and baseball. Frederick Community College athletic teams compete in two conferences—Maryland Junior (JUCO) and Region XX Conference of the National Junior College Athletic Association (NJCAA). The Maryland JUCO encompasses the seventeen Maryland community colleges, while Region XX of the NJCAA is comprised of Maryland, western Pennsylvania and eastern West Virginia. Athletes have the opportunity to compete for All-JUCO, All-Region XX and All-American honors. Teams that win the regional tournament may participate in national competition.

Eligibility

Students who are interested in sports should check with the athletics office before completing registration to discuss establishing eligibility. Under NJCAA rules, developmental courses can be used to establish and retain athletic eligibility. All passing grades in developmental classes will be calculated on your athletic transcript as a 'C' and will carry the number of credits that were paid for at registration. For example, a passing grade in MA 91 would be calculated as a 3-credit 'C' on your athletic transcript for athletic eligibility purposes only. For further information, contact the athletics office at 301.846.2500.

Library Services

The FCC library blends traditional library collections and new technologies into a comprehensive information service program. Students, staff and county residents are invited to use the library's collections and services. Resources include 35,000 books and media, 1,200 periodicals, 7 electronic databases, and the Internet. Materials are selected to support the curricula and the research needs of the college. Memberships in local, state and national information networks provide extended research capabilities.

The library employs several information technologies to enhance information access on campus and beyond. The library pages on the college's Web site (www.frederick.edu/library) provide the library catalog, special research databases, a selected set of reference-oriented Web sites, service request forms, and information about the library. Other electronic resources are available in the library.

The library occupies the north end on the top floor of the Library Building, in the center of campus. There are 24 computers for public use and ample space for individual or group study. For information on hours, collections and services, please call 301.846.2444, or consult the college Web site.

Bookstore

The FCC bookstore is open year-round, Monday through Thursday from 9:00am until 7:00pm and Friday from 9:00am until 4:30pm to serve FCC students, faculty, staff and the community. The bookstore sells course textbooks, general reference books, educationally priced software, school and art supplies, backpacks, snacks, school-related clothing and other items. New and used graphing calculators used in elementary statistics (MA 206) are available for purchase.

The bookstore makes course books available starting two to three weeks before the beginning of each semester. The bookstore provides a book buy-back service at the end of each semester and each summer session.

Visit the FCC Web site to find out what books will be used for your courses. Click on the College Information link and then onto the Bookstore link for information about your course books.

The FCC bookstore accepts cash, checks and credit cards (MasterCard, Visa and Discover).

Food Services

The food service department operates for the convenience of all students, faculty and staff and is managed and operated by FCC staff. The food service department consists of the Cougar Café, Campus Caterers and vending.

The Cougar Café dining room, located in the Arts & Student Center, operates Monday through Thursday, 9:00am until 2:00pm. During summer, it is open Monday through Thursday, 11:00am until 1:00pm. The Cougar Café is open to the FCC campus community and the general public. Students are encouraged to invite family and friends to join them for fresh salads, soups, overstuffed deli sandwiches, hamburgers, fries and many daily specials.

Campus Caterers, a division of the Cougar Café, services special event needs on campus for groups from five to six hundred. Campus Caterers offers everything from coffee service to boxed lunches to fully catered buffets. Call 301.846.2466 to receive a catering brochure or to have a custom menu designed.

Vending machines are conveniently located throughout the campus. All machines are stocked with popular name-brand products including Coke, Frito-Lay, Hershey and many more. Refunds are available from the Cougar Café or the FCC bookstore during their respective operating hours.

Subway is independently managed and operated and supplements services of the food service department. Located in the second floor C knuckle, Subway offers hot and cold sandwiches, salads and beverages.

College Publications

Job Search Handout: Published by the career center, F-100. Includes information on résumé writing and interviewing.

Student Handbook: Includes college activities and resources, school policies and regulations, etc. Copies are available from the student life office or on the Web at www.frederick.edu.

Transfer Guides: Provide information transfer students need. Continually updated information on specific transfer requirements for colleges most often selected by FCC students are included. Transfer guides are available through the counseling office.

Update: A newsletter published twice each semester by the student development division. Includes information about college programs and services, policies and procedures, ways to increase your chances of being a successful student, items of interest and dates to remember.

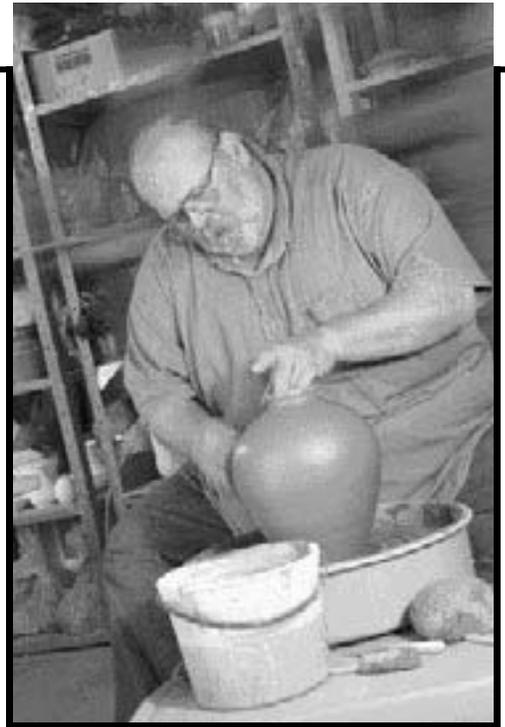
A variety of other publications and brochures is available from different departments throughout the college to meet student needs.

Voter Registration

Frederick Community College encourages all students, faculty, and staff to exercise their privilege and right to vote in national and local elections. Voter registration forms are available in the student life office, F-120 (Arts and Student Center), or in the admissions office, A-102 (Administration Hall).

“What makes Joe so popular is that he’s open-minded, encouraging, and explains difficult techniques really well. He has given me insight as to the ways I might develop my craft, without actually telling me where to take it. His understanding of the world of pottery is definitely impressive.”

-Jude Swafford



joe campbell

continuing education/customized training

FCC's continuing education/customized training division provides programs that reflect the needs, interests and trends in business and industry, and that promote the personal and professional growth of the community.

Courses tailored to the applications of individual businesses are offered through customized training contracts within parameters convenient to the companies. A wide range of noncredit courses is offered in day, evening and weekend formats that appeal to people of all ages with busy lifestyles. Continuing education courses represent leading-edge curricula and quality instruction. Instructors are generally field practitioners who bring first-hand knowledge to the classroom. Courses provide students hands-on training and state-of-the-art equipment.

Professional Development

Today's work environment requires each person to have a broader range of skills and communication abilities than ever before. With fewer people being called upon to do more, keeping skills current and assuring core competencies provides greater assurance of career success.

Courses in professional development are designed in conjunction with professional organizations, area businesses and industry. Programs are intended to enhance and update skills or provide entry-level career training. Many courses are offered as preparation for national licensing examinations or for recertification/relicensing. Included in this selection are computer network engineer certification for several operating systems, real estate license preparation, certified nursing assistant, certified home health aide, day care, home improvement and many more. For more information, call 301.846.2419.

American Management Association (AMA) Certification

Designed for business professionals seeking AMA certification in management or human resources. The program provides an accelerated format allowing most students to earn their certificate in six months. Most classes are 8 hours in length with emphasis placed on outside reading and short assignments. Courses can be taken for certification or independently for in-depth study. A student must take a total of six AMA management courses in order to receive the AMA certificate of management.

To receive the AMA certificate in human resources management in tandem with the AMA certification in management, you must take three AMA human resources management specific courses, plus three other AMA management courses, for a total of six courses.

To receive the AMA advanced certificate in human resources management, you must take a total of six AMA human resources management specific courses, plus three other AMA management courses, for a total of nine courses.

AMA Management Certificate

Choose six of the following courses:

AMA110: How to Manage Conflict in the Organization

AMA112: Project Management: Planning and Scheduling

AMA114: Coaching for Top Performance

AMA115: How to be an Effective Facilitator

AMA117: Fundamentals of Finance and Accounting for Nonfinancial Managers

AMA118: Manager's Guide to Human Behavior

AMA119: How to Sharpen Business Writing Skills

AMA403: Fair, Square and Legal

AMA404: Fundamentals of Human Resources

AMA Human Resources Certificate

Choose three of the AMA Management Certificate courses in addition to the following required courses:

AMA110: How to Manage Conflict in the Organization

AMA403: Fair, Square and Legal

AMA404: Fundamentals of Human Resources

This program is subject to change. For the latest information, please call 301.846.2419.

Business Development

Whether considering starting a small business or expanding a current business, FCC offers a wide array of short courses to get people started or to provide necessary business skills. A variety of "how to start" courses help you select a new business and get the process under way. Other courses cover employee relations, customer service, advertising, etc. For information on small business courses, call 301.846.2684.

Information Technology Training

Microcomputer technology has changed the way people manage their lives and has led to the creation of new job opportunities in high demand and well-paying jobs. CE/CT, through its I/Tech Center, provides training for several industry certifications such as MCSE, CNA/CNE, A+ and Microsoft Office User Specialist. These programs can be completed in less than a year and each path provides an optimal way to obtain marketable career skills quickly.

Continuing education courses teach all levels of computer skills, from basics for the first-time user to advanced technology training for professionals in the field. Through continuous monitoring of hardware and software trends and assessing the needs of the business community, the college continually updates software versions to offer state-of-the-art training in cost effective formats.

Internet courses have grown more and more popular every semester. CE/CT offers Internet basics, homepage design and actual online courses.

Call 301.846.2682 for information and a current schedule of offerings.

IT Certification Programs

Computer Technician Training (A+) Credit or Non-Credit

Provides students with the knowledge, skills and customer service experience essential for a successful entry-level (6 months experience) computer service technician. Students must successfully complete the required course track and pass A+ two exams, the Core and MS DOS/Windows (not included with course cost). The exams cover a broad range of hardware and software technologies. The Computer Technician courses are part of the Network Engineer degree and certification programs including Information Processing Program Career Option V: MCSE, Information Processing Program Option V: Novell, and Information Processing Program Technical Studies Certificate.

Required Courses:

106: Introduction to PC Hardware

107: PC Repair and Troubleshooting

108: PC Operating Systems

Oracle Certified Database Administrator

Designed to provide a broad understanding of the architecture and processes of the Oracle database. Students must have basic knowledge of relational databases, and an understanding of data processing concepts and techniques are recommended.

Required Courses:

360: Introduction to Oracle

365: Database Administration for Oracle

366: Performance Tuning for Oracle

367: Backup and Recovery for Oracle

368: Network Administration

Certified Internet Webmaster (CIW)-Master Designer Training Program

CIW certification establishes an individual as an expert in Internet technologies and offers structured, reliable evidence of Internet skills competency.

Required Courses:

710: Internet Foundations

711: Design Methodology and Technology

712: E-Commerce Strategies and Practices

Security Certified Network Professional (SCNP)

Explores defensive protection for complex, interconnected communication systems. IT professionals will focus on two critical areas of security, which are the foundational defense of networks, Firewalls and Intrusion Detection.

Required Courses:

CNS100: Network Security Fundamentals

CNS101: Network Defense and Countermeasures

These programs are subject to change. For the latest information, please call 301.846.2419.

Computer Software

CE/CT software courses appeal to any individual skill level. Microcomputer fundamentals concepts give beginning students confidence with simple computer terminology. After this basic knowledge is achieved, or if students have already acquired these skills elsewhere, they can move on to software courses. The latest versions of Microsoft Word, Excel, Access and Powerpoint are offered at convenient times during each semester. Call 301.846.2682 for additional information.

Microsoft Certification

Microsoft Certified Professional (MCP)

Credit or Non-Credit

This program is designed to prepare students to understand the fundamental essentials of a Windows network platform and general networking principles and practices. Hands-on experience with the product is necessary to successfully achieve certification. Students completing the two required courses and successfully passing either exam (numbers 70-210 or 70-215) will be certified by Microsoft as a Microsoft Certified Professional (Tests are not included with tuition).

Required Courses

2151: MS Windows 2000 Network & Operating Systems Essentials

2152: Implementing MS Windows 2000 Professional & Server

Microsoft Certified Systems Administrator (MCSA)

Offers validation to IT professionals regarding the specific skills required for network and systems administrator roles. The certification provides employers with a means to identify those individuals who have the appropriate skills to perform the job successfully.

With the completion of the MCP requirements, the student only needs to take the following courses for completion of the MCSA course work.

Required Courses:

2126: Managing a MS Windows 2000 Network Environment

2153: Implementing a Network Infrastructure Using MS Windows 2000

Microsoft Certified Systems Engineer (MCSE)

Credit or Non-Credit

The premier certification for professionals who analyze the business requirements for a system architecture, design solutions, deploy, install, and configure architecture components, and troubleshoot system problems. MCSEs in the Windows 2000 track are required to pass five core exams and two elective exams that provide a valid and reliable measure of technical proficiency and expertise.

With the completion of the MCSA requirements, the student only needs to take the following courses for completion of the MCSE course work. There are seven courses in the MCSE track.

Required Courses

2154: Implementing & Administering MS Windows 2000 Directory Services

2010: Designing a MS Windows 2000 Migration Strategy

1561: Designing a MS Windows 2000 Directory Services Infrastructure

These programs are subject to change. For the latest information, please call 301.846.2419.

Summer IT Jump Start Program

Created for high school students, ages 15-17, the Summer IT Jump Start Program allows teens to earn college credits by enrolling in A+ classes, as well as, register for noncredit workshops in Web page design and graphics.

A+ Credit Classes

CIS158A: Introduction to Personal Computer Hardware

CIS158B: Personal Computer Repair and Troubleshooting

CIS158C: Personal Computer Operating Systems

Net + Credit Class

CIS180: Networking Fundamentals

Web Page Design & Web Graphics (Non-Credit)

INT106: Internet: HTML & Web Page Design Level 1

INT107: Internet: HTML & Web Page Design Level 2

INT112: Macromedia Flash5: Animating for the Web Part 1

INT113: Macromedia DreamWeaver 4 Part 1

INT114: Macromedia DreamWeaver 4 Part 2

Health

The health care industry is one of the fastest changing and rapidly growing fields today, with paraprofessionals gaining greater importance in all areas of health care delivery. FCC's continuing education division offers transition training of current health care workers, training of new entrants into the field and personal health enrichment courses for everyone.

For those interested in entering health care, continuing education provides an introduction to the allied health field for exploration of several field specialties.

Geriatric nursing assistant, parish nursing and home health aide are available to those seeking entry-level skills. Clinical training experiences are offered at various hospitals, clinics and nursing homes in the area as part of the programs.

Courses such as CPR and first aid, universal precautions, OSHA and environmental safety, and skills for emergency medical technicians can be offered on site for area business and organizations or may be taken on the campus, call 301.846.2685.

Career/Technology

The career technology area offers a variety of relevant courses to train people for entry-level jobs or to upgrade and enhance current job or hobby skills in technical areas. From auto body to welding, from heating, ventilating and air conditioning to computer-assisted drafting, continuing education provides preparatory training for certification exams and licensing.

Other courses include home improvement, blueprint reading, total quality management, OSHA compliance courses, autobody repair, small engine repair, plumbing and many more. These courses are offered in the evenings at the Career & Technology Center adjacent to the FCC campus and provide hands-on lab and workshop experiences. For more information, call 301.846.2427.

Professional Truck Driver

Offers students a class where they train to become professional truck drivers. The program consists of 120 hours of classroom instruction and 200 hours behind the wheel. Students are trained in preparation of obtaining their CDL. Safety, driver courtesy and proper use of equipment are emphasized.

TRK201: Professional Truck Driver Program

Vocational Programs

Heating and Air Conditioning (HVAC)

Designed for students seeking a career in heating and air conditioning. The HVAC program prepares students for the North American Technician Excellence (N.A.T.E.) and journeyman's (provided the student has successfully fulfilled the required field hours) certification.

Required Courses

TRD106: HVAC: Air Conditioning & Refrigeration I

TRD129: HVAC: Refrigerant Recovery Certification

TRD107: HVAC II

TRD108: HVAC III

TRD155: HVAC IV

TRD158: HVAC V

Welding

Designed for novice and experienced individuals who wish to learn or expand on techniques for horizontal and vertical welding with oxyacetylene and electric arc welding equipment. The advanced welding covers additional skills in arc, oxyacetylene, MIG and TIG welding. Welding certification testing is available upon completion of advanced welding.

Required Courses:

TRD116: Welding I

TRD117: Welding: Advanced

Electricity

Provides electrical professionals with a course that prepares them for the masters or journeyman's license exam. Students must also complete state and/or county required hours to be eligible for exam.

TRD127: Electricity: Exam Prep Course

These programs are subject to change. For the latest information, please call 301.846.2419.

Conferences/Teleconferences and Workshops

Throughout the year continuing education programs include a selection of half-day, full-day or two-day conferences, teleconferences or workshops. Often these are offered in collaboration with area businesses or organizations and provide a way to bring new and relevant professional development information or skills to the community. Because the schedule changes frequently, call 301.846.2684 for information. CE/CT will also provide the staff, expertise and facilities to develop a successful conference or workshop.

Partnerships and Institutes

The continuing education/customized training division has developed numerous partnerships and collaborative groups providing the community greater resources and access to training.

The FCC Institute for Participation in Government

The Institute for Participation in Government provides forums and round tables for those who would like to become more politically aware, active or skilled. Whether people aspire to be better political leaders, to enter politics or to fully understand the ramifications and effects of government policy, the institute has programs to meet these needs. Call 301.846.2419 for further information.

The Consultant Trainers Instructors and Recruiters Network

The Consultant Trainers Instructors and Recruiters Network (CTRAIN) provides an association between area consultants, education and businesses. Members have access to referral networks, the expertise of each other and full involvement of the college. A relatively new entity, CTRAIN will continue to evolve as members actively shape the direction and outreach of the organization. For information on CTRAIN, call 301.846.2419.

The Workforce Partnership of Frederick County

The Workforce Partnership of Frederick County assembles the finest area agencies involved in workforce development and competitiveness, all collaboratively committed to the economic prosperity of Frederick County and its businesses. The partnership includes the Frederick County Job Training Agency, Frederick Community College and Frederick County Economic and Community Development Commission. The partnership provides needs assessments for area business, customized performance training, custom-designed curricula and courses, and workforce development consulting and assessment. For further information, see the section on customized business training or call 301.846.2404.

General Interest/Children's Programs

Continuing education offers opportunities for people of all ages to explore new interests and hobbies, become more self-reliant, develop healthier lifestyles or enhance life experience. Courses are offered that accommodate the vast and diverse needs of the community, from financial planning and management to crafts, from history to sign language, from Kindermusik to culinary arts. Course lengths range from several hours to several weeks.

The division has extensive course selections for children and adolescents through its Kids on Campus program. Courses for children grades one through twelve include art, vocal and instrumental music, SAT preparation, driver education, microcomputer applications and operations and others of academic interest.

Information concerning specific continuing education courses can be found in the continuing education schedules mailed to homes in the county three times per year. Registration is ongoing throughout the year and courses are added often. Registration may be completed by mail, FAX or in person and will require birth date and social security number for processing. For information on offerings or to get the newest schedule and course listing, call 301.846.2419.

FCC/JTA Customized Training

Hundreds of employers have benefited from personal and professional customized training from Frederick Community College and JTA. Whether employees need to improve their computer or communication skills or simply work better as a team, FCC tailors programs to meet employer needs. Trainers go to business sites or work with companies in FCC's modern facilities.

Customized training links business needs to quick and effective training through the FCC/JTA Workforce Partnership, a collaboration of local agencies including FCC, JTA, and the Workforce Development Board. FCC trains more than 3,000 local employees each year.

FCC and JTA have established national training partnerships with companies such as Achieve Global, American Management Association, Development Dimensions International, I/Tech Services, Management Training Services, National Technology University, PBS, Zenger Miller, and Ziglar Training Systems. Training programs are offered any time, any place, and in a variety of formats. Options include instructor-led, online, satellite downlink, video, computer-based, self-paced, train-the-trainer, and workbooks and materials. Programs can be tailored to the appropriate skill level of employees.

The FCC/JTA customized training partnership offers programs such as training needs assessment, computer and software programs, management/ leadership training, employee training, institutions, conferences and seminars, online courses (e.g., trainingsafari.com), teleconferencing, and credit and noncredit courses. FCC continually expands offerings in fields such as insurance, software, electronics, and more. Call 301.846.2406 for more information.

TrainingSafari.com

When it comes to online training, it's a jungle out there. Don't venture into training with just any bush league company. Let us be your guide! Discover the benefits of Web-based training from Frederick Community College. Accessed from any home computer, TrainingSafari.com makes classes available 24 hours a day, 7 days a week. Students learn at their own pace while facilitators monitor the site and provide instant feedback. Classes include Windows, the Internet, E-Commerce, leadership skills, banking and real estate regulations and personal enrichment. For more information, call 301.846.2406.

academic information

Description of Degrees

Frederick Community College awards an associate's degree to those students who complete a prescribed curriculum with a 2.0 grade point average or better. The certificate of accomplishment is awarded to those students who complete a prescribed curriculum of specialized training with a 2.0 grade point average or better.

Associate in Arts (A.A.) Degree & Associate in Science (A.S.) Degree

To be eligible to receive the associate in arts or associate in science degree, students must:

1. Successfully complete a prescribed curriculum as approved by the college.
2. Complete a minimum of 60 credit hours.
3. Complete a core of at least 34 credit hours of general education courses that will include the following: English 101; arts, humanities and communications (one course from each discipline) - 9 credits; social & behavioral sciences (one course each from two disciplines) - 6 credits; biological & physical sciences (two courses, one of which must be a laboratory course) - 7 credits; mathematics - 3/4 credits; and interdisciplinary/emerging issues - 6 credits. For the complete list of general education courses, see pages 32-33. In addition to the general education requirements, a health or physical education course (1/3 credits) is required.
4. Obtain a minimum grade point average of 2.0 (in addition, certain programs of study may require a 2.0 grade point average for all designated major courses).
5. Complete at least 15 semester hours of academic credit at FCC.
6. Complete a graduation application and submit to the registration office.

Diplomas are issued three times a year: August, December and May. The actual commencement ceremony is held in May.

Associate of Arts in Teaching (A.A.T.) Degree

To be eligible to receive the associate of arts in teaching degree, students must:

1. Successfully complete a prescribed curriculum as approved by the college.
2. Complete a minimum of 60 credit hours.
3. Complete a core of at least 34 credit hours of general education courses as described in the program of study.
4. Obtain a minimum grade point average of 2.75 and earn a "C" or better in all courses used to satisfy the A.A.T. program of study.
5. Complete at least 15 semester hours of academic credit at FCC.
6. Submit official scores from PRAXIS I at the level established by the Maryland State Department of Education.

Diplomas are issued three times a year: August, December and May. The actual commencement ceremony is held in May.

Associate in Applied Science Degree

To be eligible to receive the associate in applied science degree, students must:

1. Successfully complete a prescribed curriculum as approved by the college.
2. Complete a minimum of 60 credit hours.
3. Complete a core of at least 20 credit hours of general education courses that will include at least one three- or four-credit course from each of the following areas: English 101; arts, humanities & communications; social & behavioral sciences; biological & physical sciences; and mathematics. For the complete list of general education courses, see pages 32-33. In addition to the general education requirements, a health or physical education course (1/3 credits) is required.
4. Obtain a minimum grade point average of 2.0 (in addition, certain programs of study may require a 2.0 grade point average for all designated major courses).
5. Complete at least 15 semester hours of academic credit at FCC.
6. Complete a graduation application and submit to the registration office.

Diplomas are issued three times a year: August, December and May. The actual commencement ceremony is held in May.

Certificate Requirements

To be eligible to receive the certificate of accomplishment, students must:

1. Complete a prescribed curriculum approved by the college.
2. Obtain a minimum grade point average of 2.0 in the courses required by the certificate.
3. Transfer students must complete at least one three-credit course to receive the certificate of accomplishment.
4. Complete a graduation application and submit it to the registration office.

Diplomas are issued three times a year: August, December and May. The actual commencement ceremony is held in May.

Graduation Applications

Students who anticipate completing the requirements for an associate's degree or certificate of accomplishment are required to file a graduation application with the registration office. The deadlines for submitting graduation applications are published in the academic schedules.

Students who do not complete degree or certificate requirements in the semester in which they first applied for graduation may apply for graduation at a later date.

A graduation ceremony is held in May each year. Students who completed degree requirements the previous August or December, as well as those who complete their requirements in May, are invited to participate.

Classification of Students

A course load of 12 credit hours in the fall and spring semesters constitutes full-time status at FCC. Full-time status in the summer session consists of the sum of at least 12 semester hours of credit taken in any combination of the various summer terms. Most curricula, however, require students to complete more than 12 hours each semester in order to graduate in two years. Students wishing to carry more than 18 hours of credit in the fall or spring must receive approval from the vice president for academic affairs. Students carrying six credit hours or more during any one summer session are required to obtain their advisor's approval.

Grading System

Grade	Evaluation	Quality Points
A	Excellent	4
B	Good	3
C	Average	2
D	Passing	1
F	Failing	0
I	Incomplete	0
W	Withdraw	0
AU	Audit	0
S	Satisfactory	0
U	Unsatisfactory	0
Z	In Progress	0
NP	Not Posted	0
P	Pass	0

A grading system using "S" and "U" for some not-for-credit courses is used.

A grade of "W" is recorded for students who drop a course during the published withdrawal period. See the academic schedules for specific dates.

Incomplete

The grade of "I" (incomplete) is exceptional and must be arranged by the instructor. "I" is only given if work has been satisfactory, but because of illness or other extreme circumstances a student does not satisfy the full course requirements. Students have eight weeks following the last day of classes for each semester to make up incomplete work, four weeks after the last day of classes for each summer session, two weeks after January term.

If the work is not completed in the prescribed time, the grade will automatically become an "F."

Audit

Students are welcome to register for academic courses on an audit basis. Courses taken for audit do not receive a grade or credit. Students may audit a course by checking "audit" on the registration card. Regular tuition and fees are charged when auditing a course.

Courses can be changed from "audit" to "credit" up to the last day to add courses, and from "credit" to "audit" up to the last day of the withdrawal period of any semester.

Withdrawal from a Course

To withdraw in good standing from the college, students must complete a withdrawal form and submit it to the admissions/registration office. Students may withdraw from the college up to and including the tenth week from the beginning of a 15-week course. See the academic schedule for specific dates for other courses. Forms are available from the counseling and admissions offices.

In-Progress

A notation of "Z" (in progress) may be given in certain courses when the full requirements are not satisfied and when an "I" is not appropriate. Departments may establish reasonable criteria for awarding of the "Z" notation.

Not Posted

A notation of "NP" (not posted) is given in a course in which the instructor has failed to turn in grades by the posting deadline.

Pass/Fail

Students taking courses on a pass/fail basis are allowed a maximum of 9 such credits to be counted toward their degree. Pass/fail course credits are not computed in the student's overall grade point average (GPA).

Grade Point Average (GPA)

Quality points are a numerical equivalent of grades (see grading system table). Grade point average is computed by multiplying the number value of the grade by the number of semester hours attempted, then dividing the number of quality points by the number of credits attempted.

For example, for five courses of three credits each with the following grades:

Two A's, one B and two C's	
A - 4 quality pts. x 3 credit hrs.	= 12
A - 4 quality pts. x 3 credit hrs.	= 12
B - 3 quality pts. x 3 credit hrs.	= 9
C - 2 quality pts. x 3 credit hrs.	= 6
C - 2 quality pts. x 3 credit hrs.	= 6
15 credit hrs.	45 quality pts.

Total of 45 quality points divided by 15 credit hours equals 3.0 GPA.

Grade Reports

Grade reports are issued each semester. At the end of each semester, including summer sessions, a complete record of semester grades is mailed to students by the registration office.

Repeating Courses

The higher grade of a repeated course will apply as the final grade and will be used in computing GPA and is indicated as RI. However, the repeated course and grade remains on the transcript and is indicated as "RP."

Transcripts

All transcripts issued by the college are free of charge.

Official Transcript

An official transcript is issued only by the registration office and mailed directly to the receiving party or provided to the student in a sealed envelope. Students must show identification to obtain an unofficial transcript. It is provided on security transcript paper containing the college's seal and the authorizing signature. A raised seal is not required. The college reserves the right to impose a reasonable waiting period for providing official transcripts directly to students in sealed envelopes. Students must show identification to obtain an official transcript.

Unofficial/Issued to Student Transcripts

An unofficial student transcript may be issued by the student development division in the Arts & Student Center or the registration office. Students must show proof of identification to obtain an unofficial transcript. The unofficial transcript is printed on plain white paper and is not considered official for the purpose of transfer credit.

Credit for Prior Learning

Up to 45 credits of an associate in arts degree, associate in science degree, or associate in applied science degree may be granted for prior learning.

College & University Credit

Credit may be granted for coursework completed at accredited colleges and universities. Transfer courses must apply to the student's program of study. For students transferring from any University of Maryland System (UMS) college, all applicable general education coursework with a grade of "D" or above will be accepted in transfer. For nongeneral education coursework from a UMS college, grades of "D" will be accepted only if the calculated GPA for the block of nongeneral education transfer courses is 2.0 or higher.

For students transferring from outside of the University of Maryland System, grades of "D" will be accepted only if the cumulative is 2.0 or higher.

Foreign College and University Credit

Credit may be granted for coursework completed at foreign colleges and universities based upon evaluation by credentialing services. Names of organizations that provide this service may be obtained from the registration office. The student is responsible for the cost of the evaluation service.

Training in Noncollegiate Institutions and Organizations

Credit may be granted for educational programs which apply to the student's program which have been successfully completed at noncollegiate organizations such as government agencies, corporations and businesses. Noncollegiate courses must be described in *A Guide to Education Programs in Non-Collegiate Organizations*, compiled by the Commission of Education Credit of the American Council on Education and the University of the State of New York. Official transcripts or supporting documentation for such courses must be submitted to the registration office at Frederick Community College.

Military Education & Training

Credit may be granted for a variety of formal military, vocational, and educational programs based upon a student's declared major at FCC. Programs must be described with credit recommendations in the *American Council on Education's (ACE) Guide to the Evaluation of Educational Experience in the Armed Services*. Official Community College of the Air Force, AARTS, DD214, DD295, or other military transcripts must be submitted to the registration office.

Defense Activity for Nontraditional Support

DANTES is a testing program available to military personnel and civilians. Further information regarding DANTES is available at military education centers or the University of Maryland, University College. Information regarding required scores and credits awarded is available at the FCC registration office. Official score transcripts should be submitted to the FCC registration office.

Servicemembers' Opportunity Colleges/SOCAD

FCC has been designated an institutional member of Servicemembers' Opportunity Colleges (SOC), a group of more than 400 colleges and universities providing postsecondary education to members of the military throughout the world. SOC has been developed jointly by educational representatives of each of the armed services, the office of the secretary of defense and a consortium of 13 leading national higher education associations. SOC is sponsored by the American Association of State Colleges and Universities (AASCU) and the American Association of Community Colleges (AACC).

FCC participates in the Servicemembers' Opportunity College Army Degree program for general studies students. Contact the registration office (301.846.2433) for more information.

National Examinations

FCC awards credit for both Advanced Placement and the College-Level Examination Program examinations.

Advanced Placement Examinations

These subject matter exams sponsored by the Educational Testing Service are generally administered through high schools at the culmination of AP course offerings. The program provides a practical way for high school students to receive advanced standing credit in college for college-level courses completed in high schools. Applicants for admission who have taken AP examinations should have an official copy of their scores sent to the FCC registration office.

Test	Score	FCC Credit
Art - History	3 or better	AR 104 (3)
Art - Studio	3 or better	AR 101 or AR 106 (determined by art program manager) (credit varies)
Biology	3	BI 100 (4)
	4 or better	BI 101, 102 (8)
Calculus AB	3 or better	MA 210 (4)
Calculus BC	3 or better	MA 210, 211 (8)
Chemistry	3 or better	CH 101 (4)
Computer Science A	3	CIS 108 (3)
Computer Science AB	4 or better	CIS 240 (3)
Economics - Macro	3 or better	EC 201 (3)
Economics - Micro	3 or better	EC 202 (3)
English - Lang/Comp	3 or better	place in EN 101 (0)
	4 or better	EN 101 (3)
English - Lit/Comp	4 or better	EN 102 (tentative) (0)
Environmental Science	4 or better	BI 202 or PC/BI 112 (3)
French - Language	3 or better	LF 101, 102 (6)
German - Language	3 or better	LG 101, 102 (6)
Government & Politics US	3 or better	PI 104 (3)
History - European	3 or better	HI 102 (3)
History - US	3 or better	HI 201 or HI 202 (3)
	4 or better	HI 201, 202 (6)
Music Theory	4 or better	Determined by music program manager (credit varies)
Physics B	4 or better	PY 201, 202 (8)
Physics C	see dept	PY 203 or PY 204
Psychology	3 or better	PS 101 (3)
Spanish - Language	3 or better	LS 101, 102 (6)
Statistics	3 or better	MA 206 (3)

College-Level Examination Program

CLEP is a national credit-by-examination program providing individuals the opportunity to receive credit for college-level achievement acquired in a wide variety of ways. General and subject examinations are available in many different areas. FCC administers CLEP examinations to current and prospective students on scheduled dates throughout the year. Additional information can be obtained by contacting the CLEP coordinator, 301.846.2522, or the counseling office, 301.846.2471, at FCC.

Institutional Examinations

Institutional examinations are offered at FCC for selected courses.

Departmental Examination

If no CLEP exam is available for the subject in which a student is knowledgeable or skilled, students may contact the instructor teaching the equivalent course at FCC for permission to receive credit for the course by examination. Courses for which an examination is inappropriate (laboratory, experiential, or interactive courses) are excluded. A credit by examination may be taken only once. If the student passes a credit by examination with a grade of "C" or better, they will earn the stipulated number of credits for the course. A student's transcript will show credit for the specific courses that were taken on a credit-by-examination basis. No grade will be recorded, but credits may be counted toward degree requirements. All credits awarded through departmental examinations are assessed 50% of the college's current tuition for credit courses.

Portfolio Development

The portfolio development process allows adult students an opportunity to demonstrate college-level knowledge acquired from work, independent reading, training programs, volunteer activities, and other life experiences. Compiled in notebook format, the portfolio reflects student-generated evidence of learning that satisfies campus-based course requirements. Following development, the portfolio is submitted to the college for credit review by the faculty. Students are responsible for the tuition costs of enrollment in the Portfolio Development course and for 50% of the tuition for any credits awarded and entered on the student's transcript. For additional information, call 301.846.2471 or 301.846.2431 to speak with a counseling or admissions representative.

Articulation Agreements

FCC/FCPS Agreement

Frederick Community College and the Frederick County Public Schools have an articulation agreement that awards college credit for selected Frederick County Public Schools coursework. To receive credit for these courses, students must have earned a specific grade as designated in the various agreements and, in some cases, be enrolled in a specific program. Students must submit an articulation agreement form signed by their high school guidance counselor. Forms and additional information are available from the FCC admissions office or from Frederick County high school guidance offices.

Tech-Prep

Frederick Community College and the Frederick County Public School System have jointly developed an educational plan for several career options requiring skills in the use of advanced technology. These plans and course articulation agreements between FCC and FCPS are available in the FCC admissions office or from Frederick County high school guidance offices.

College of Notre Dame of Maryland

The College of Notre Dame and Frederick Community College Associate Degree Nursing Program have an articulation agreement for graduates who wish to pursue their BSN through part-time study on weekends. Both nursing and non-nursing classes are offered at FCC on Friday evenings, and all day Saturday on an as needed basis. Clinical can be completed in the Frederick area. Student can begin studying for the BSN while enrolled as a student in the Associate Degree Nursing program through the dual enrollment program also available. For additional information on CND's Weekend College, call 410.532.5500 or email: wec@ndm.edu.

Federal Emergency Management Agency (FEMA) Courses

FCC grants academic credit for courses in the FEMA Independent Study Program. Courses developed by FEMA are available to be completed online or through correspondence. Upon successful completion of a course, students can receive academic credit at FCC at a tuition cost of \$60 per credit hour. See the FEMA Web site for information at fema.gov/home/EMI/ishome.htm or contact the FEMA program manager at FEMA-EMI, Independent Study Program, 16825 South Seton Ave., Emmitsburg, MD 21727, 301.447.1076.

Hood/Mount St. Mary's/Shepherd Agreements

Hood/Mount St. Mary's Agreements

The Hood College/Mount St. Mary's College Exchange program was developed to allow students from FCC, Hood College and Mount St. Mary's College to enroll in the other colleges without additional payment.

Full-time FCC students (12 credits or more) may take one course per semester at Hood College or Mount St. Mary's College; the course must not be offered at FCC during that particular semester. Interested students must obtain a permission form from the FCC registration office attesting that they are full-time students, and the course must be approved by the registrar. Students must complete a Hood College/Mount St. Mary's College registration form during either college's registration period. A Hood College/Mount St. Mary's College course registration will not be accepted on an FCC registration form.

Full-time Hood College/Mount Saint Mary's College students may, likewise, register for one course per semester at FCC. A permission form certifying eligibility must be obtained from the Hood College/Mount St. Mary's College registrar and be presented to the FCC registration office at the time of registration.

Registrars from each college will exchange lists of students enrolled in the program at the beginning of each semester and grade reports at the end of each semester.

FCC and Hood College's Summer and January Term Exchange program permits full-time students registered during the spring semester immediately preceding the summer sessions, or who are registered as full-time students for the fall semester immediately following, to register for one course per summer session. There are, however, additional eligibility requirements. Information about the program may be obtained from the registration office.

Shepherd College

The Board of Directors of the West Virginia College System and the Maryland Higher Education Commission have approved a tuition waiver program for Maryland residents attending Shepherd College as undergraduates if they are: 1) Graduates from either Frederick Community College or Hagerstown Community College and hold the associate's degree; 2) Residents of either Frederick or Washington County; 3) Enrolled as full-time students in degree programs at Shepherd College. Fifty annual tuition waivers are awarded for one year. Waivers may be renewed once for students who complete the waiver application procedure. Waiver awards are based on cumulative GPA's. Additional information is available from the admissions office at Shepherd College.

Other College/University Agreements

Frederick Community College has articulation agreements with a number of four-year colleges and universities in the region. These agreements specify which courses offered at FCC will transfer to the four-year institution. Contact the counseling office, 301.846.2471, for more information.

Mid-Maryland Healthcare Consortium

Frederick, Carroll and Howard counties have formed the Mid-Maryland Allied Healthcare Education Consortium. The consortium allows residents of all three counties to enroll in selected healthcare programs at any of the colleges at in-county tuition rates and makes it easier for students to pursue careers in the field.

Programs participating in the consortium, and the college offering them, are:

Carroll Community College: Physical Therapy Assistant

Frederick Community College: Bioscience Laboratory Technician, Emergency Medical Services, Associate Degree Nursing, Respiratory Therapy, and Surgical Technology

Howard Community College: Biomedical Engineering Technology, Cardiovascular Technology, Emergency Medical Technician, Registered Nurse

Contact the allied health advisor at 301.846.2652 for more information.

Independent Study

The independent study program permits students to follow individual interests beyond the limits of a more formalized course. It also encourages self-discipline and scholarly development.

Students can apply by obtaining an independent study application from the vice president for academic affairs or appropriate department chair and contacting a faculty member who is willing to supervise the independent study. Details are available from the vice president for academic affairs at 301.846.2490.

Cooperative Education

The cooperative education program allows students to gain work experience as well as earn academic credit for structured learning that occurs through full- or part-time employment related to their academic majors.

To be eligible, students must have met the following guidelines:

1. Completed a minimum of 12 credits prior to registering for co-op.

2. Earned a minimum grade point average of 2.0 and maintain this minimum throughout the co-op assignment.
3. Obtained approval from the manager for workforce development (room C-219) prior to registering for co-op.

Requirements

Cooperative education credits can be earned through either part- or full-time employment. Part-time employment (paid or unpaid) is normally carried on concurrently with full- or part-time school enrollment. Hours of employment may vary, according to type of position. Full-time employment under the cooperative education program is normally carried out while attending school part time. A written assignment is completed based on work experiences. A faculty member, selected by the program manager or department chair, will approve the assignment, assist with the development of student outcome goals, visit the work site, and assign a grade at the end of the semester. Grades are based on the student's completion of outcome goals, work experience evaluation and the employer's evaluations. Call 301.846.2618 for more information.

College of the Air

Students who find it difficult to enroll in courses at the main campus or off-campus locations may consider College of the Air. These telecourses are broadcast at scheduled times and are also available for viewing in FCC's library. Each course is assigned an instructor who will communicate with students during the semester. On-campus visits may be required for exams, discussions, or laboratory experiences. For more information, call 301.846.2447.

Honors and Academic Recognition

Honors Program

The honors program allows high-performing students to pursue knowledge in depth (through a departmental honors curriculum) and breadth (through a general honors curriculum). Honors classes, each of which has a limited enrollment of 15, emphasize higher reading levels, critical thinking, group process skills and unique research projects. Some courses are linked so the same cohort of students are together in two classes that share blocks of time.

To graduate with departmental honors, students must have taken at least 9 credits of honors classes plus an independent study/honors forum. The independent study/honors forum culminates with the presentation of papers and projects to the college community.

To graduate with general honors, students must have taken 12 credits of honors classes. For departmental or general honors, students must have a grade point average of 3.2.

Entry into honors classes is gained through placement test scores or through recommendation of an instructor. For more information, call the honors coordinator at 301.846.2670 or 301.846.2402.

Dean's List

Students who have earned 12 or more credits at FCC are eligible to be considered for the dean's list. At the end of the fall and spring semesters, the vice president for academic affairs and dean will publish a list of those full- and part-time students who have completed at least six credits during the semester and have earned a grade point average of 3.5 or better.

Honor Society

The Phi Theta Kappa National Honors Fraternity, with over 500 chapters in 48 states, the Canal Zone and Puerto Rico, is the national honorary scholastic fraternity for community colleges. Founded in 1918, Phi Theta Kappa was recognized officially by the American Association of Junior Colleges in 1929.

Membership in the college's chapter is by invitation only. To be considered, students must be enrolled at FCC, accumulated a minimum of 18 credit hours, achieved a GPA of 3.7 or better, and be of good moral character, evidencing qualities of citizenship. Membership is official recognition of intellectual achievement throughout the student's academic career. Opportunities for service and leadership development are provided at the national and regional levels. Information about Phi Theta Kappa may be obtained from the college activities office, 301.846.2489.

Graduation with Honors

Associate degree recipients who have accumulated a cumulative GPA of 3.5 - 3.749 are awarded a degree with "Honors." A degree with "High Honors" is awarded to those students who have accumulated a cumulative GPA of 3.75 or better. The certificate of accomplishment will be awarded with "distinction" to all students with a cumulative GPA of 3.75 or higher. All honors designations will be printed on the diploma or certificate.

Graduation Awards

During Commencement week, numerous awards are made by various organizations in recognition of outstanding achievement by the year's graduates. Among those of recent years have been the following:

Dr. Lee John Betts Student Leadership Award

Marjorie Betts Citizenship and Family Award

Civil Air Patrol Awards for Excellence in Aviation Technology

CRC Freshman Chemistry Achievement Award

Louise Doty Award for Academic Excellence in English Literature

Chamber of Commerce of Frederick County Award for Academic Excellence in the Business Transfer Curriculum

Chamber of Commerce of Frederick County Award for Academic Excellence in the Business Career Curriculum

Frederick County Medical Society Award for Academic Excellence in Clinical Nursing

Frederick Memorial Hospital Board of Directors' Award for Highest Academic Average in Nursing

Frederick Woman's Civic Club Award for Academic Excellence in History

Hood Transfer with Honors Scholarships

Sigma Xi Club of Frederick for Outstanding Achievement in Science

Dr. Ben Warshowsky Memorial Science Scholarship for Outstanding Achievement in Chemistry and Science

Martin Kalmar Award for Academic Excellence in Mathematics

FCC Community Service Award

Academic Policies and Procedures

Confidentiality of Student Records

Frederick Community College accords all rights under the Family Educational Rights and Privacy Act (FERPA).

The college does not release personally identifiable information or education record information by any means without the written consent of the student, except in those cases exempted by FERPA. FCC releases directory information unless a student requests otherwise. Directory information includes: name, anticipated graduation date, dates of attendance, degrees, honors, awards, scholarships earned, major, curriculum, participation in recognized activities/sports, photographs, status (full/part-time), tuition amounts, and weight/height of members of athletic teams. Students seeking non-disclosure of directory information should contact the registration office and complete a request for nondisclosure of directory information form.

A complete text of the college's institutional compliance statement is available in the admissions/registration office. Inquiries regarding compliance should be directed to the registrar.

Academic Honesty

FCC is committed to enhancing the success of all students. Academic honesty is an essential component of that success. All members of the college community have the responsibility to uphold the code of academic honesty. As members of the community, students are expected to use their own efforts, ideas and materials. Students are also expected to give full credit for borrowing from another's work. Students are expected to conform strictly to this code. Violations of the code will result in appropriate disciplinary action.

Full policy and procedures are printed in the student development newsletter or are available from the office of the vice president for student development.

Attendance

Students are expected to attend all class sessions except in the cases of emergency, religious holidays or participation in official college functions. In these cases, notification or verification, if requested, will be given to the instructor by the student. Guidelines for expected attendance in each course are set and published by the instructor.

Writing Requirements

FCC recognizes that the ability to write clearly and concisely is essential to the personal and professional success of all educated people. Therefore, the college is committed to providing instructional opportunities and services necessary to help achieve competence in writing.

Students can expect to write in any course offered by the college. Grades on papers in college courses will be influenced by the student's ability to meet minimal writing standards.

The minimal standards for written work submitted in all courses are as follows:

1. All written work must demonstrate skills in presenting material in a clear and logical manner.
2. All written work must demonstrate appropriate, college-level word choice.
3. All written work must demonstrate competence in grammar, punctuation and spelling.

Academic Progress

Frederick Community College is committed to assisting students in the pursuit of their academic goals. While students at the college are expected to take responsibility for their own progress, the college, in support of the student's development, periodically reviews the academic progress a student is making. The primary purpose of this review is to identify and assist students who are making little or no academic progress.

Academic Probation

Students who are identified as not having made satisfactory academic progress will be placed on academic probation status. Continued lack of satisfactory academic progress will result in academic restriction or academic dismissal according to the procedure below. These students will be required to review their program plans with a counselor or an approved faculty advisor and, when appropriate, to restrict their academic loads in the upcoming term.

A student is placed on probationary status and required to have academic progress reviewed for any semester in which the student has not achieved a semester grade point average of at least 2.0 and a cumulative grade point average of at least a 2.0.

Developmental course work is subject to satisfactory academic progress standards.

In most situations the college will require students to limit their course loads only if they have not made academic progress in consecutive reviews. Satisfactory academic progress is considered to be at least 2.0 GPA for all courses attempted in that particular semester. Specifically, students will be required to take the following actions:

1. At the first instance of not making satisfactory academic progress, students will be required to review with a counselor or faculty advisor their academic program and progress prior to finalizing registration for the following term. Because of the importance of this review with a counselor or advisor, the registration office will not process a registration for probationary students unless the registration form is signed by the counselor or advisor.
2. At the second consecutive instance of not making academic progress, students will be required to see a counselor or an approved faculty advisor as above and will be restricted to a six-credit load in the following semester. Appropriate academic support course (e.g., Learning Strategies, Reading Improvement, etc.) may be required as part of the six-credit limit.

3. At the third consecutive instance of not making satisfactory academic progress, students will be placed on academic restriction and required to consult with a counselor or faculty advisor as above and will be limited to registration for only one course for the following semester.

Academic Alert

In an effort to appraise students early of potential academic difficulty, Academic Alert status is issued when a student's semester performance falls below the threshold of satisfactory academic progress. Academic Alert status is also issued to students previously on academic probation who show evidence of academic progress.

A student is placed on Academic Alert status according to the follow schedule:

- a. When the student has a cumulative grade point average less than 2.0 but has achieved a semester grade point average of at least 2.0.
- b. When the student has a cumulative grade point average of at least 2.0, but has not achieved a semester grade point average of at least 2.0.

Students placed on Academic Alert are encouraged to consult with a counselor or faculty advisor to develop an intervention plan to assist the student in reaching their academic goals; however they are not required to have their registration approved.

Academic Dismissal

A student who does not make satisfactory progress as indicated by final grades for four consecutive semesters will be dismissed from the college for the subsequent fall or spring semester. Prior to re-enrollment, the student must develop a plan to remediate his/her academic deficiencies and meet with the vice president for student development.

A student's course load may be restricted upon re-enrollment until satisfactory academic progress is made. If satisfactory progress is not made in the first semester upon his/her return, the student will not be readmitted until a formal written request for reinstatement is submitted to and approved by the vice president for student development. Students dismissed for the first time may appeal through the vice president for student development.

Statewide Instructional Programs

Certain programs offered at community colleges throughout Maryland are designated by the Maryland Higher Education Commission as statewide. This means that Maryland residents may enroll in these specialized programs and receive all or a portion of the difference in tuition between the in-county and out-of-county tuition costs if a similar program does not exist in their county of residence. Students interested in these programs should contact the appropriate college directly.

Colleges may delete programs from the statewide designation at their discretion. See list in Appendix, page 118.

academic departments

There are seven academic departments at Frederick Community College. Each department has a department chair responsible for all academic matters within that department.

Following is a list of programs of study offered by the various departments.

Allied Health & Wellness Department

Chair: Mark Paugh (301.846.2528)

Associate in Arts (A.A.)

General Studies: Emergency Services/Fire Science Option
General Studies: Therapeutic Massage Option
Physical Education

Associate in Science (A.S.)

Associate Degree Nursing
Pre-Dental Hygiene
Pre-Medical Technology
Pre-Nursing
Pre-Pharmacy
Pre-Physical Therapy

Associate in Applied Science (A.A.S.)

Respiratory Therapy
Surgical Technology
Emergency Medical Services

Certificates

Emergency Medical Services
Practical Nursing
Surgical Technology

Communications, Humanities & Arts Department

Chair: Richard Fulton (301.846.2547)

Associate in Arts (A.A.)

Art
Communications (Speech)
Communications (Visual)
Drama
Music
Philosophy

Certificates

Computer Graphics
Deaf Studies
Television Production

English Department

Chair: Pamela Clark (301.846.2562)

Associate in Arts (A.A.)

English Literature

Computing & Business Technology Department

Chair: Rebecca Yankosky (301.846.2632)

Associate in Arts (A.A.)

Business Administration
Information Systems Management
International Business

Associate in Applied Science (A.A.S.)

Accounting
Banking & Financial Management
Business Management
Computer Hardware/Software Specialist
Computer Technology
Construction Management
Drafting Technology
Electronics Technology
Hospitality Services (Food Service Management, Food Production Management, Hotel Management)
Information Processing (Computer Programming; Microcomputer Applications Specialist; PC/Network Support Specialist; Office Systems Management; Network Engineer: MCSE Track, Novell Track)

Associate in Science (A.S.)

Computer Science
Engineering

Certificates

Banking & Financial Management
Computerized Accounting
Construction Management
Culinary Arts
Drafting Technology
Electronics Technology
Hospitality Management
Hospitality Supervision
Information Processing (Business, Scientific, Microcomputer Application, Microcomputer Technical, Office Systems Management, Technical Studies)

Credentials of Completion

A+ Training
Microsoft Certified System Engineer

Series of Courses

CPA Preparation courses

Mathematics Department

Chair: Timothy Swyter (301.2582)

Associate in Science (A.S.)

Mathematics

Science & Aviation Department

Chair: Robert H. Ford (301.846.2628)

Associate in Science (A.S.)

Aviation Flight Technology
Biology
Chemistry

Associate in Applied Science (A.A.S.)

Aviation Technology
Avionics (Aircraft Electronics) Technician
Bioscience Laboratory Technician

Certificates

Aviation Technology
Avionics (Aircraft Electronics) Technician

Social Sciences Department

Chair: Michael A. Powell (301.846.2571)

Associate in Arts (A.A.)

Criminal Justice
Economics
Government & Politics
History
Human Services
Psychology
Sociology

Associate in Applied Science (A.A.S.)

Early Childhood Development
Legal Assistant
Police Science

Associate of Arts in Teaching (A.A.T.)

Education (Elementary)

Certificates

Early Childhood Development
Legal Assistant

The arts and sciences A.A. degree program falls under the jurisdiction of the department in which the option selected is located. Please refer to the available options listed on page 41.

The general studies (A.A.) degree program is assigned to the jurisdiction of all departments listed for the instructional area, with final decisions resting within the office of the vice president of academic affairs and dean.

academic requirements

The following pages contain information regarding programs of study offered by FCC. This information describes both transfer programs and career programs.

Career programs are designed for those students who wish to seek employment in a specific career immediately upon completion of coursework that leads to an associate's degree. Although the majority of the coursework will transfer to other institutions, these programs are oriented toward employment in entry-level positions. Career programs are designated with the word "career" following the program title (e.g., Accounting Program - Career). The associate in applied science (A.A.S.) degree is awarded upon the completion of most career programs.

Transfer programs are designed to prepare students to transfer to a baccalaureate-granting institution. Students completing the described programs will ordinarily be received as juniors at receiving colleges. Transfer programs are designated with the word "transfer" following the program title, (e.g. History - Transfer). The associate in arts (A.A.) degree, the associate in science (A.S.) degree, or the associate of arts in teaching (A.A.T.) degree is awarded upon the completion of transfer programs.

Both career and transfer programs generally incorporate three different categories of coursework. The categories include a general education core, required departmental courses and free elective courses which the student may select. In addition, all programs require a physical education or health course.

General Education Core

General education is that foundation of the higher education curriculum providing a coherent intellectual experience for all students. The general education core is designed to introduce undergraduates to the fundamental knowledge, skills and values which are essential to the study of academic disciplines, to the pursuit of life-long learning and to the development of educated members of the community and the world. The complete list of general education goals is listed below.

For programs awarding the associate of arts (A.A.) degree, the associate in science (A.S.) degree, or the associate of arts in teaching (A.A.T.) degree, the general education core consists of at least 34 credit hours which must include the following:

English Composition 101—one course (3 credits)

Arts, Humanities & Communications—three courses, one selected from each area (9 credits)

Social & Behavioral Sciences—two courses, selected from different disciplines (6 credits)

Biological & Physical Science—two courses, one of which must be a lab science (7-8 credits)

Mathematics—one course (3-4 credits)

Interdisciplinary & Emerging Issues—two courses (6 credits)

For programs awarding the associate in applied science (A.A.S.) degree, the general education core consists of at least 20 credit hours which must include the following:

English Composition 101—one course (3 credits)

Arts, Humanities & Communications—one course (3 credits)

Social & Behavioral Sciences—one course (3 credits)

Biological & Physical Science—one course (3-4 credits)

Mathematics—one course (3-4 credits)

Students in the associate of arts in teaching (A.A.T.) program should complete the approved general education courses listed in the A.A.T. program of study.

Courses that fulfill the general education core requirement are listed on pages 32-33.

General Education Goals and Objectives

I. Students will demonstrate college-level communications skills.

1. Students will be able to write and speak effective, organized, clear, and grammatically correct English appropriate for a specific subject, purpose and audience.
2. Students will demonstrate the ability to understand and interpret both written texts and oral presentations in English.
3. Students will demonstrate an understanding of the critical role of listening in communication.

II. Students will demonstrate critical thinking skills.

4. Students will be able to evaluate evidence by differentiating among facts, opinions, and inferences.
5. Students will be able to generate and evaluate alternative solutions to problems.
6. Students will be able to research, analyze, compare, synthesize, and draw inferences from readings and other research materials in order to make valid judgements and rational decisions.
7. Students will demonstrate a disposition toward critical thinking.

III. Students will display general knowledge and historical awareness.

8. Students will demonstrate a general knowledge of history, culture, society, and of relationships among various disciplines of study.
9. Students will display a knowledge of and appreciation for American culture.
10. Students will display historical awareness and will demonstrate an understanding of contemporary issues within their historical and cultural context.

IV. Students will demonstrate quantitative problem solving.

11. Students apply mathematical operations to practical situations.
12. Students will demonstrate a variety of problem-solving techniques with application to numerical data.
13. Students will be able to interpret and analyze tables, graphs, and diagrams to convey quantitative information.

V. Students will demonstrate an understanding of science.

14. Students will demonstrate knowledge of fundamental scientific principles.
15. Students will be able to apply the scientific method in problem solving.

16. Students will evaluate the historical, cultural, political and ethical issues related to the application of science.

17. Students will relate scientific concepts to a changing natural environment.

18. Students will be able to use instrumentation appropriate to the scientific discipline.

VI. Students will demonstrate an understanding of technology and its uses.

19. Students will use the technology of a changing world.

20. Students will evaluate historical, cultural, political and ethical issues related to the application of technology.

21. Students will be able to use computer systems and other instruments of modern technology appropriate to their discipline or program of study.

VII. Students will demonstrate an understanding of and be able to interpret social and educational values.

22. Students will be able to identify and evaluate moral issues and conflicts.

23. Students will display academic honesty and adhere to professional standards in their fields.

24. Students will value the importance and responsibility of the individual.

25. Students will appreciate lifelong learning and understand its applicability to their educational goals.

VIII. Students will be able to make informed critical responses to the arts and to the human values expressed in all art forms.

26. Students will demonstrate an awareness of literature and the visual and performing arts as both a record and a reflection of our culture. 27. Students will recognize that the visual and performing arts provide opportunities for self-expression and personal growth.

IX. Students will demonstrate an understanding of and pursue wellness.

28. Students will develop skills and practice physical fitness activities that will promote long-term wellness.

29. Students will demonstrate a working knowledge of health/wellness concepts in order to make critically informed lifestyle choices.

X. Students will value the emergence of a multicultural society.

30. Students will acknowledge a plurality of cultural and personal values and will demonstrate respect for the right of others to express their viewpoints.

31. Students will be able to examine a global issue/event from multiple perspectives.

32. Students will recognize the importance of language in understanding cultural differences.

33. Students will be able to work cooperatively in groups with diverse membership and contribute to the group's efforts with ideas and suggestions.

Required Departmental Courses

Courses determined by the faculty to be essential for students in a selected major or discipline are incorporated into each program of study as departmental requirements. In some cases they are specified. At other times they are listed as electives for the student to make the final choice.

Courses that fulfill the departmental requirements in a program are listed by discipline (i.e., business, computer & information sciences, mathematics, etc.) on pages 34 - 38.

Free Elective Courses

Many programs incorporate a third category of required courses. This category is designated by the term "elective(s)." Students are free to select from any academic course offered by the college to fulfill this program requirement.

Selection may be made from general education courses, departmental courses and various other academic courses offered by the college.

Courses that fulfill this requirement are listed on the following pages or on pages 80 - 109, where descriptions of all courses are provided.

Completion Guides for All Programs

All associate degree programs require minimum coursework of 60 semester credit hours. Because of many factors (student work schedules, class scheduling problems, required developmental work, certain prerequisites, etc.) the average full-time student completes a degree program in 3.3 years. Part-time students usually take longer. However, almost all associate degree transfer programs are designed to allow full-time students to complete all requirements over a period of two calendar years. Due to insufficient enrollment, certain courses in career programs may not be offered every year. In order not to delay graduation, students may consult with the appropriate department chair and identify substitutes for such courses. Certificates require substantially fewer semester credit hours and are normally completed in less time than associate degree programs.

Selecting Courses

On the following pages are listed academic credit courses that may be used by students to fulfill certain program requirements. The courses listed are grouped by discipline or majors.

Students should use the following criteria when selecting courses to meet program elective requirements.

1. All general education courses are listed in the appropriate category (i.e., Communications, Arts & Humanities, Mathematics, etc.) on pages 32 - 33.
2. Departmental courses are listed under the appropriate discipline (i.e., Business, Computer & Information Sciences, Mathematics, etc.) on pages 34 - 38.
3. Elective courses include any course in the following list along with any academic course listed on pages 80 through 109, where all course descriptions are listed.

Please note - where programs require selecting courses from two disciplines, the following example may be helpful:

General Education Elective: Social Sciences, 6 credits required, select from two disciplines: Select HI 101 and PS 101 or select PI 104 and SO 101.

Please note: Course prerequisites may be waived where mastery of course content has been acquired. Students should contact the course instructor and/or department chairperson for permission.

General Education Courses

1. Arts and Humanities

Arts

AR 100	Introduction to the Creative Arts (3)
AR 101	Fundamentals of Design I (3)
AR 103	Survey of Non-Western Art (3)
AR 104	Survey of Art I (3)
AR 105	Survey of Art II (3)
AR 106	Drawing I (3)
CMM 101	Intro to Electronic Media (3)
CMM 103	Introduction to Film (3)
DR 101	Introduction to Theater (3)
DR 201	Modern Drama (3)
MU 101	Introduction to Music History & Appreciation (3)
MU 101H	Honors Introduction to Music History & Appreciation (3)
MU 103	Fundamentals of Music (3)
MU 104	Music Listening & Literature I (3)
MU 105	Music Listening & Literature II (3)
MU 111	Music Theory I (3)
MU 112	Music Theory II (3)
MU 211	Music Theory III (3)
MU 212	Music Theory IV (3)

Humanities

EN 102*	English Composition & Literature (3)
EN 102H*	Honors English Composition & Literature (3)
EN 201	British Literature (3)
EN 202	British Literature (3)
EN 203	American Literature (3)
EN 204	American Literature (3)
EN 205	World Literature (3)
EN 206	World Literature (3)
EN 214	The Poem (3)
EN 215	The Novel (3)
EN 216	The Short Story (3)
EN 223	Classical Mythology (3)
EN 225	The Bible as Literature (3)
EN 226	Film as Literature (3)
HU 201	Humanities I (3)
HU 202	Humanities II (3)
ITR 102	American Sign Language I (3)
ITR 103	American Sign Language II (3)
ITR 106	Introduction to the Deaf Community (3)
ITR 202	American Sign Language III (3)
ITR 203	American Sign Language IV (3)
LF 101	Introductory French (3)
LF 102	Introductory French (3)
LF 201	Intermediate French (3)
LF 202	Intermediate French (3)
LG 101	Introductory German (3)
LG 102	Introductory German (3)
LG 201	Intermediate German (3)
LG 202	Intermediate German (3)
LI 101	Introductory Italian (3)
LI 102	Introductory Italian (3)
LI 201	Intermediate Italian (3)
LI 202	Intermediate Italian (3)
LL 101	Introductory Latin (3)
LL 102	Introductory Latin (3)
LL 201	Intermediate Latin (3)
LL 202	Intermediate Latin (3)
LS 101	Introductory Spanish (3)
LS 102	Introductory Spanish (3)

LS 201	Intermediate Spanish (3)
LS 202	Intermediate Spanish (3)
PH 101	Introductory Philosophy (3)
PH 204	World Religions (3)
PH 205	Ethics (3)
PH 206	Logic (3)
PH 207	Biomedical Ethics (3)
PH 208	Business Ethics (3)

Communications

CMSP 103	Speech Fundamentals (3)
CMSP 103H	Honors Speech Fundamentals (3)
CMSP 105	Group Discussion (3)
CMSP 107	Career Communications (3)
EN 102*	English Composition & Literature (3)
EN 102H*	Honors English Composition & Literature (3)

2. English Composition

EN 101	English Composition (3)
EN 101S	English Composition with Supplementary Instruction (5)
EN 101H	Honors English Composition (3)

3. Interdisciplinary & Emerging Issues

Computer Literacy

CIS 101	Introduction to Computers & Information Processing (3)
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Wellness

HE 201	Stress Management (3)
HE 204	Health Education (3)
PE 154	Fitness for Living (3)

Interdisciplinary Courses

ID 102	Environmental Action (3)
ID 104H	The Individual and Society (3)
ID 110H	Media and Human Values (3)
ID 209	Ethnic Diversity (3)
ID 214	Issues of the Aging & Aged (3)

Multicultural Issues & Perspectives

EN 227	Literature: Multicultural Perspectives (3)
PI 220	Africa Today (3)
PS 209	Women's Studies (3)

4. Mathematics

MA 103	Foundations of Math (3)
MA 105	Fundamental Concepts of Math (4)
MA 106	Fundamental Concepts of Mathematics II (4)
MA 109H	Foundations of Geometry (3)
MA 111	Algebra & Trigonometry (4)
MA 115	Mathematics of Finance (3)
MA 201	Applied Calculus (3)
MA 202	Introduction to Discrete Mathematics (3)
MA 206	Elementary Statistics (3)
MA 206H	Honors Elementary Statistics (3)
MA 207	Elementary Statistics with Probability (4)
MA 210	Calculus I (4)
MA 211	Calculus II (4)
MA 212	Calculus III (4)
MA 213	Differential Equations (3)
MA 218	Linear Algebra (3)

5. Science

BI 100	Fundamental Concepts of Biology (4)
BI 101	General Biology (4)
BI 101H	Honors General Biology (4)
BI 102	General Biology (4)
BI 102H	Honors General Biology (4)
BI 103	Anatomy & Physiology (4)
BI 104	Anatomy & Physiology (4)
BI 107	Human Biology (4)
BI 117	Study of the Human Body (3)
BI 120	Microbiology for Allied Health (4)
BI 201	General Ecology (4)
BI 202	Human Ecology (3)
CH 100	Chemistry & Society (4)
CH 101	General Chemistry (4)
CH 102	General Chemistry (4)
PC 103	Elements of Physical Science (3)
PC 105	Introduction to Science of Weather (3)
PC 107	Introductory Astronomy (4)
PC 107H	Honors Introductory Astronomy (4)
PC 108	Historical Geology (4)
PC 109	Physical Geology (4)
PC 114	Contemporary Physical Science (4)
PC 115	Introduction to Geoscience (4)
PY 101	Survey of Physics (3)
PY 201	Fundamentals of Physics (4)
PY 202	Fundamentals of Physics (4)
PY 203	Introductory Physics I (5)
PY 204	Introductory Physics II (5)

6. Social Sciences

Anthropology

AN 101	Introduction to Anthropology (3)
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Economics

EC 101	History of Economic Development (3)
EC 103	Contemporary Economic Problems (3)
EC 201	Principles of Economics (Micro) (3)
EC 201H	Honors Principles of Economics (Micro) (3)
EC 202	Principles of Economics (Macro) (3)
EC 202H	Honors Principles of Economics (Macro) (3)

Education

ED/PS 208	Human Growth & Development (3)
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Geography

GG 101	Elements of Geography (3)
GG 102	Cultural Geography (3)

History

HI 101	History of Western Civilization (3)
HI 102	History of Western Civilization (3)
HI 201	History of the United States (3)
HI 202	History of the United States (3)

Human Services

HS 102	Human Relations (3)
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Political Science

PI 104	American Government: National (3)
PI 105	American Government: State/Local (3)

Psychology

PS 101	General Psychology (3)
PS 101H	Honors General Psychology (3)
PS 202	Social Psychology (3)

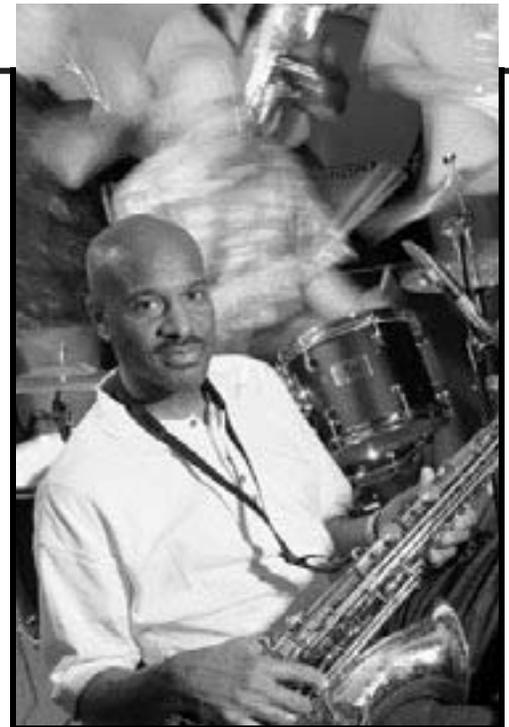
Sociology

SO 101	Introduction to Sociology (3)
SO 101H	Honors Introduction to Sociology (3)
SO 102	Social Problems (3)

* EN102/102H can be taken to satisfy either the General Education requirement in Communications or in the Humanities, but not both.

“Howard Burns is an awesome saxophone player. With his incredible playing experience and all kinds of contacts in the jazz world, he’s a wonderful resource for people interested in playing jazz.”

-Barry Kissin



howardburns

complete course list

American Sign Language (ITR)

- ITR 100–Finger Spelling (1)
- ITR 101–Non-Verbal Communications (3)
- ITR 102–American Sign Language I (ASL I) (3)
- ITR 103–American Sign Language II (ASL II) (3)
- ITR 104–Introduction to Interpreting (3)
- ITR 105–Deaf Culture and History (3)
- ITR 106–Introduction to the Deaf Community (3)
- ITR 202–American Sign Language III (ASL III) (3)
- ITR 203–American Sign Language IV (3)
- ITR 204–Interpreting II (3)
- ITR 205–Interpreting III (3)

Anthropology (AN)

- AN 101–Introduction to Anthropology (3)
- AN 102–Physical Anthropology / Archaeology (3)
- AN 103–Introduction to Archaeology (3)

Art (AR)

- AR 100–Introduction to the Creative Arts (3)
- AR 101–Fundamentals of Design I (3)
- AR 102–Fundamentals of Design II (3)
- AR 103–Survey of Non-Western Art (3)
- AR 104–Survey of Art I (3)
- AR 105–Survey of Art II (3)
- AR 106–Drawing I (3)
- AR 107–Drawing II (3)
- AR 108–Painting I (3)
- AR 109–Painting II (3)
- AR 110–Printmaking (3)
- AR 111–Pottery I (3)
- AR 112–Pottery II (3)
- AR 203–Sculpture (3)
- AR 204–Illustration I (3)
- AR 205–Illustration II (3)
- AR 206–Introduction to Figure Study I (3)
- AR 207–Introduction to Watercolor I (3)
- AR 208–Portraiture (3)
- AR 210–Watercolor II (3)
- AR 213–Intermediate Sculpture (3)
- AR 220–Printmaking II (3)

Aviation Technology (AP)

- AP 100–Aircraft Physical Science (4)
- AP 101–Introduction to Aviation Technology (3)
- AP 102–Maintenance Publications & Regulations (2)
- AP 103–Advanced Airframe Technology (3)
- AP 104–Primary Airframe (1)
- AP 105–Airframe Structures (3)
- AP 106–Advanced Airframe (3)
- AP 107–Aircraft Electrical Systems (4)
- AP 108–Aircraft Utility Systems (2)
- AP 109–Airframe Systems and Components (4)
- AP 110–Reciprocating Engine Theory & Maintenance (8)
- AP 111–Reciprocating Engine Subsystems (2)
- AP 112–Reciprocating Engine Aircraft Integration (3)
- AP 113–Aircraft Gas Turbine Engines (4)

- AP 114–Advanced Powerplant (3)
- APP 100–Private Pilot Ground School (4)

Avionics (AV)

- AV 100–Aircraft Systems (3)
- AV 103–Introduction to Avionics (3)
- AV 203–Avionics Systems (3)
- AV 210–Advanced Avionics (3)

Biological Science (BI)

- BI 55–Preparation for Allied Health (0) [3]
- BI 100–Fundamental Concepts of Biology (4)
- BI 101–General Biology (4)
- BI 102–General Biology (4)
- BI 101H/102H–Honors General Biology (4,4)
- BI 103–Anatomy & Physiology (4)
- BI 104–Anatomy & Physiology (4)
- BI 107–Human Biology (4)
- BI 115–Fundamentals of Human Anatomy (5)
- BI 117–Study of the Human Body (3)
- BI 120–Microbiology for Allied Health (4)
- BI 201–General Ecology (4)
- BI 202–Human Ecology (3)
- BI 203–Elements of Microbiology (4)
- BI 240–Genetics (4)

Bioscience Lab Technician (BLT)

- BLT 109–Introduction to Biotechnology (2)
- BLT 110–Professional Practicum II (2)
- BLT 111–Basic Laboratory Techniques (3)
- BLT 211–Molecular Biological Techniques (4)

Business Studies (BU)

- BU 100–Business Accounting (3)
- BU 101–Principles of Accounting I (3)
- BU 102–Principles of Accounting II (3)
- BU 103–Introduction to Business (3)
- BU 107–Business Mathematics (3)
- BU 108–Salesmanship (3)
- BU 109–Entrepreneurship & Small Business Enterprise (3)
- BU 110–Personal Financial Management (3)
- BU 116–Business Practice Firm (3)
- BU 117–Payroll Accounting (3)
- BU 201–Intermediate Accounting III (4)
- BU 202–Intermediate Accounting IV (4)
- BU 203–Managerial Cost Accounting (3)
- BU 205–Federal Income Tax Accounting (3)
- BU 206–Federal Taxation: Corporations & Partnerships (3)
- BU 207–Cost Accounting I (3)
- BU 211–Business Law I (3)
- BU 212–Business Law II (3)
- BU 213–Principles of Finance (3)
- BU 214–Auditing (3)
- BU 219–Leadership Education and Development (L.E.A.D.); First-Time Supervisors (3)
- BU 220H–Honors Accounting Information Systems (3)
- BU 221–Public Relations (3)
- BU 223–Human Resource Management (3)
- BU 225–Marketing (3)
- BU 226–Sales Management (3)
- BU 227–Principles of Management (3)
- BU 228–Retail Management (3)
- BU 230–Advertising & Sales Promotion (3)
- BU 231–Advanced Accounting (4)

- BU 233–Applied Accounting (3)
- BU 235–Marketing Management (3)
- BU 240–Real Estate Finance (3)
- BU 250–Principles of Bank Operations (3)
- BU 251–Introduction to International Business (3)
- BU 252–Introduction to International Finance (3)
- BU 253–International Business Law (3)
- BU 260–Bank Investment (3)
- BU 265–Home Mortgage Lending (3)
- BU 270–Installment Credit (3)
- BU 272–Supervisory Management (3)
- BU 273–Business Communications (3)
- BU 274–Customer Relations (3)
- BU 275–Fundamentals of Leadership (3)
- BU 280–Global Workplace Basics (3)

Chemistry (CH)

- CH 100–Chemistry and Society (4)
- CH 101–General Chemistry (4)
- CH 102–General Chemistry (4)
- CH 105–Essentials of Organic Chemistry (4)
- CH 201–Organic Chemistry (4)
- CH 202–Organic Chemistry (4)

Communications (CMSP) Speech

- CMSP 103–Speech Fundamentals (3)
- CMSP 103H–Honors Speech Fundamentals (3)
- CMSP 105–Group Discussion (3)
- CMSP 107–Career Communication (3)
- CMSP 213–Oral Interpretation (3)

Communications (CMM) Visual

- CMM 101–Introduction to Electronic Media (3)
- CMM 103–Introduction to Film (3)
- CMM 111–Communications Graphics I (3)
- CMM 112–Communications Graphics II (3)
- CMM 113–Publications Design (4)
- CMM 130–Basic Photographic Skills (3)
- CMM 131–Darkroom Photography I (4)
- CMM 132–Digital Photography I (3)
- CMM 152–Video Production (4)
- CMM 212–Communication Graphics III (3)
- CMM 231–Darkroom Photography II (4)
- CMM 233–Color Photography (4)
- CMM 235–Applied Photography (3)
- CMM 240–Introductory Photojournalism (3)
- CMM 252–Intermediate Video Production (4)

Computer and Information Sciences (CIS)

- CIS 101–Introduction to Computers and Information Processing (3)
- CIS 101H–Honors Introduction to Computers & Information Processing (3)
- CIS 106–Introduction to Object Design and Programming (3)
- CIS 108–Introduction to Programming & Programming Logic (3)
- CIS 111–Microcomputer Software Applications
- CIS 111B–Microcomputer Software Applications: Data Base (3)
- CIS 111C–Microcomputer Software Applications: Computerized Accounting (3)
- CIS 111E–Microcomputer Software Applications: Spreadsheets (3)
- CIS 111F–Microcomputer Software Applications: Operating Systems (3)
- CIS 121–Visual Basic Programming Language (3)

- CIS 130–Introduction to Program Design in C (3)
 CIS 140–Introduction to Object-Oriented Programming in Java (3)
 CIS 158A–Introduction to Personal Computer Hardware (1)
 CIS 158B–Personal Computer Repair and Troubleshooting (3)
 CIS 158C–Personal Computer Operating Systems (3)
 CIS 180–Networking Fundamentals (3)
 CIS 181–Microsoft Windows 2000 Network and Operating System Essentials (2)
 CIS 182–Implementing Microsoft Windows 2000 Professional and Server (3)
 CIS 183–Implementing a Microsoft Windows 2000 Network Infrastructure (3)
 CIS 184–Implementing and Administering Microsoft Windows 2000 Directory Services (3)
 CIS 185–Designing a Microsoft Windows 2000 Directory Services Infrastructure (2)
 CIS 186–Designing a Microsoft Windows 2000 Migration Strategy (1)
 CIS 187–Designing a Microsoft Windows 2000 Networking Services Infrastructure (2)
 CIS 188–Updating Support Skills from Microsoft Windows NT 4.0 to Microsoft Windows 2000 (3)
 CIS 190–Cisco Networking Fundamentals: Internetworking 1 (5)
 CIS 191–Cisco Networking Router Technologies: Internetworking 2 (5)
 CIS 192–Cisco Advanced Routing and Switching Technologies: Internetworking 3 (5)
 CIS 193–Cisco Project-Based Learning: Internetworking 4 (5)
 CIS 194–Cisco Advanced Routing: Internetworking 5 (5)
 CIS 195–Cisco Remote Access: Internetworking 6 (5)
 CIS 196–Cisco Multi-Layer Switching: Internetworking 7 (5)
 CIS 197–Cisco Internetwork Troubleshooting: Internetworking 8 (5)
 CIS 198–Fundamentals of UNIX (5)
 CIS 199–Fundamentals of Web Design (5)
 CIS 200–Help Desk: Software Technician (3)
 CIS 203–Systems Analysis & Design (3)
 CIS 204–Computer & Information Sciences Project (3)
 CIS 205–FORTRAN Programming (3)
 CIS 206–C Programming (3)
 CIS 208–C++ Programming (3)
 CIS 210–LAN Design & Management (3)
 CIS 211–Local Area Networking (A,B,..) (3)
 CIS 211A–Local Area Networking: Advanced Network Administration, Service & Support (3)
 CIS 211B–Local Area Networking: Networking Technologies, Installation & Configuration (3)
 CIS 211C–Local Area Networking: Advanced Topics (3)
 CIS 211D–Local Area Networking: Directory Service Design and Management with Intra Networking (3)
 CIS 212–Personal Computer Diagnostics and Troubleshooting (3)
 CIS 230–Database Management Systems (3)
 CIS 235–P.E.R.L. Programming (3)
 CIS 240–Algorithm Development and Computer Programming with Pascal (3)
 CIS 241–Introduction to Data Communications and Networking (3)
 CIS 242–Data Structures (3)
 CIS 247–Advanced C Programming (3)
 CIS 250–Microprocessor Assembly Language (3)
 CIS 255–Introduction to Java Programming (3)
 CIS 260–Networking Essentials (1)
 CIS 261–Administering Windows NT (2)
 CIS 262–Supporting Microsoft Windows NT 4.0 Core Technologies (3)
 CIS 263–Internetworking Microsoft TCP/IP on Microsoft Windows NT 4.0 (3)
 CIS 264–Supporting Microsoft Windows NT Server 4.0 Enterprise Technologies (2)
 CIS 265–Creating and Managing a Web Server (1)
- (Computer) Office Systems Management (COS)**
 BU 100–Business Accounting (3)
 COS 103–Introductory Keyboarding (3)
 COS 107–Word Processing I (3)
 COS 109–Word Processing II (3)
 COS 114–Business Software Applications (3)
 COS 116–Office Applications (A,B, ...) (1)
 COS 116A–Electronic Communications (1)
 COS 116B–Internet Home Page (1)
 COS 116C–Presentation Graphics (1)
 COS 116D–Windows (1)
 COS 116E–Keyboarding (1)
 COS 116F–Introduction to the Internet: Searching and Researching Information (1)
 COS 116G–Introduction to Networking (1)
 COS 120–Business English (3)
 COS 204–Office Procedures I (3)
 COS 208–Executive Keyboarding (3)
 COS 209–Medical Terminology (3)
 COS 210–Medical Office Procedures (3)
 COS 212–Medical Office Systems (3)
- Construction Management (CON)**
 CON 101–Introduction to Construction Management (3)
 CON 110–Construction Materials (3)
 CON 120–Construction Methods (3)
 CON 131–Construction Law (3)
 CON 201–Project Management (3)
 CON 229–Construction Cost Estimating I (3)
 CON 230–Construction Cost Estimating II (3)
 CON 240–Construction Management & Finance (3)
- Cooperative Education (CE)**
 CE 101,102,103–Cooperative Education (1,2,3)
 CE 106–Cooperative Education/London Work Experience (6)
- Criminal Justice (CJ)**
 CJ 101–Introduction to Criminal Justice (3)
 CJ 106–Police-Community Relations (3)
 CJ 110–Criminal Law (3)
 CJ 203–Juvenile Delinquency (3)
 CJ 204–Police Operational Services (3)
 CJ 207–Industrial and Commercial Security (3)
 CJ 212–Criminalistics (4)
 CJ 214–The Correctional Process (3)
 CJ 220–Criminal Evidence & Procedure (3)
 CJ 221–Police Defense Tactics (5)
 CJ 222–Police Arsenal and Weapons (5)
 CJ 250–Directed Studies (3)
- Drafting Technology & Engineering (EG)**
 EG 105–Engineering Graphics (3)
 EG 106–Electrical & Electronic Drafting (3)
 EG 107–Elementary Surveying I (4)
 EG 108–Elementary Surveying II (4)
 EG 110–Engineering Statics (3)
 EG 111–Elementary Structures (3)
 EG 115–Materials and Methods (3)
 EG 116–Development of Specifications and Standards (3)
 EG 120–Architectural Blueprint Reading/Residential (3)
 EG 121–Architectural Blueprint Reading/Commercial (3)
 EG 130–Introduction to Drafting (3)
 EG 131A–Residential Drafting (3)
 EG 131B–Commercial Drafting (3)
 EG 132–Advanced Drafting for a Planned Community (5)
 EG 133–Manufacturing Processes, Costs and Joining Techniques (3)
 EG 134–Site Planning & Landscape Architecture (4)
 EG 204–Subdivision Design (3)
 EG 205–Legal Aspects of Surveying (3)
 EG 210–Mechanics of Materials (3)
 EG 211–Engineering Dynamics (3)
 EG 221–Introductory Metallurgy (3)
 EG 230–Computer-Aided Design & Drafting (5)
 EG 231–Advanced Architectural Pictorial Drafting with CADD (4)
 EG 232–Architectural 3D Computer-Aided Design and Drafting (4)
 EG 233–Advanced Engineering Drafting (5)
 EG 234–Advanced Engineering Pictorial Drafting with CADD (4)
 EG 235–Engineering 3D Computer-Aided Design (4)
 EG 236–Drafting for Mechanical Systems (4)
- Drama (DR)**
 DR 101–Introduction to Theater (3)
 DR 102–Introduction to Acting (3)
 DR 121–Stagecraft (3)
 DR 203–Fundamentals of Directing (3)
 DR 204–Production Survey (1)
 DR 205–Acting Survey (1)
 DR 206–Advanced Acting (3)
 DR 212–Summer Theater Internship (3)
 DR 214–Readers' Theatre (3)
- Driver Education Instructor Certification (DE)**
 DE 101–Driving Task Analysis (3)
 DE 102–Developing Novice Driver Skills (3)
 DE 103–Developing Driver Education Classroom Knowledge (3)

Early Childhood Development (ECD)

- ECD 104–Activities I for Children (3)
- ECD 105–Activities II for Children (3)
- ECD 106–Infants & Toddlers Development and Care (3)
- ECD 107–Child Health, Safety and Nutrition (3)
- ECD 108–Activities for the School-Age Child (3)
- ECD 210–Directed Practicum (3)
- ECD 212–Administration of Child Development Centers (3)
- ECD 213–Understanding and Guiding the Young Child’s Behavior (3)
- ECD 230–Language and Literacy Development in Early Childhood (3)

Economics (EC)

- EC 101–History of Economic Development (3)
- EC 103–Contemporary Economic Problems (3)
- EC 201–Principles of Economics (3)
- EC 202–Principles of Economics (3)
- EC 202H–Honors Principles of Economics (3)
- EC 210–Money and Banking (3)

Education (ED)

- ED 100–Child Development & Behavior (3)
- ED 102–Schools and Society (3)
- ED 202–Educational Psychology (3)
- ED 203–Foundations of Special Education (3)
- ED/PS 208–Human Growth & Development (3)
- ED 214–Processes and Acquisition of Reading (3)
- ED 215–Instruction of Reading (3)
- ED 216–Materials for Teaching Reading (3)
- ED 217–Assessment for Reading Instruction (3)
- ED 218–Teaching Reading in the Content Areas, Part I (3)
- ED 219–Teaching Reading in the Content Areas, Part II (3)
- ED 220–Observation and Practice in Schools (1)

Electronics (EL)

- EL 100–The Science of Electronics (3)
- EL 103–D.C. Circuit Analysis (4)
- EL 104–A.C. Circuit Analysis (4)
- EL 108–Transistor Circuit Analysis (4)
- EL 203–Linear Integrated Circuits (4)
- EL 204–Communications Systems (4)
- EL 207–Digital Circuits I (3)
- EL 208–Digital Circuits II (3)
- EL 209–Industrial Electronics (3)
- EL 212–Microprocessors (3)
- EL 215–Computer Architecture (3)
- EL 217–Computer Circuits & Signals (4)
- EL 220–Digital Electronics (3)
- EL 225–General Radiotelephone Theory (3)
- EL 227–Solid-State Electronic Devices (3)
- EL 230–Microelectronic Processing (3)

Emergency Medical Services (EMS)

- EMS 105–Emergency Medical Technician–Basic (7)
- EMS 106–Field Work in EMS (4)
- EMS 120–Pharmacology for EMS (3)
- EMS 200–Introduction to the Pre-hospital Environment (2)
- EMS 201–Medical Emergencies (8)
- EMS 202–Paramedic Practicum I (4)
- EMS 203–Traumatic Emergencies (3)
- EMS 206–Paramedic Practicum II (4)

EMS 207–Preparation for Paramedic Certification (1)

EMS 208–Pathophysiology for EMS (3)

EMS 209–Behavioral and Developmental Emergencies (3)

English & Literature (EN)

- EN 49–Oral English Improvement (0) [3]
- EN 50–Writing Skills I (0) [4]
- EN 50A–Writing Skills II (0) [4]
- EN 51–Effective College Reading I (0) [4]
- EN 52–Effective College Reading II (0) [4]
- EN 53–Spelling Improvement (0) [3]
- EN 54–Vocabulary Improvement (0) [3]
- EN 55–Memory Development (0) [2]
- EN 56–College Reading & Writing (0) [8]
- EN 95–English Grammar for ESL (0) [3]
- EN 97–Special Topics in Beginning Reading & Writing for ESL (0) [5]
- EN 98–Special Topics in Intermediate Reading and Writing for ESL (0) [5]
- EN 99–Special Topics in Advanced Reading and Writing for ESL (0) [5]
- EN 100A–American English Pronunciation for English as a Second Language Students (0) [3]
- EN 101–English Composition (3)
- EN 101H–Honors English Composition (3)
- EN 101S–English Composition with Supplementary Instruction (3) [5]
- EN 102–English Composition and Literature (3)
- EN 102H–Honors English Composition and Literature (3)
- EN 103–The Research Paper (1)
- EN 104–Workshop in Writing (A,B,C..) (3)
- EN 115–Technical Writing (3)
- EN 117–Fast Reading (2)
- EN 118/119–College Level Vocabulary I & II (1,1)
- EN 201–British Literature (3)
- EN 202–British Literature (3)
- EN 203–American Literature (3)
- EN 204–American Literature (3)
- EN 205–World Literature (3)
- EN 206–World Literature (3)
- EN 208–Images of Women in Literature (3)
- EN 210–Creative Writing I (A,B, etc.) (3)
- EN 211–Creative Writing II (A,B, etc.) (3)
- EN 212–Journalism I (3)
- EN 213–Journalism II (3)
- EN 214–The Poem (3)
- EN 215–The Novel (3)
- EN 216–The Short Story (3)
- EN 217–Advanced Composition (3)
- EN 218–Journalism Practicum (1/2)
- EN 220–Black Literary Tradition (3)
- EN 221–Shakespeare & His Contemporaries (3)
- EN 221H–Shakespeare & His Contemporaries (3)
- EN 222–Creative Writing Workshop (A,B,C..) (3)
- EN 223–Classical Mythology (3)
- EN 224–Special Topics in Literature (A,B, etc.) (3)
- EN 224I–Charles Dickens: Mirror of Victorian England (3)
- EN 224J–Mystery Fiction (3)
- EN 224K–Literature of the Former Soviet Bloc: From Solidarity to Perestroika (3)

EN 224MH–Honors Special Topics in Literature: Women’s Journal Writing as Literary History (3)

EN 225–The Bible as Literature (3)

EN 226–Film as Literature (3)

EN 227–Literature: Multicultural Perspectives (3)

Federal Emergency Management (FEM)

- FEM 101–Refresher Course for Radiological Monitors (IS–330) (1)
- FEM 102–Radiological Emergency Response (IS–301) (1)
- FEM 103–An Orientation to Community Disaster Exercises (IS–120) (1)
- FEM 104–Building for the Earthquakes of Tomorrow: Complying with Executive Order–12699 (IS–8) (1)
- FEM 105–Engineering Principles and Practices for Retrofitting Flood–Prone Residential Structures (IS–279) (1)
- FEM 106–Emergency Operation Center (EOC’s) Management and Operations Course (IS–275) (1)
- FEM 107–An Orientation to Hazardous Materials for Medical Personnel (IS–346) (1)
- FEM 108–A Citizen’s Guide to Disaster Assistance (IS–7) (1)
- FEM 109–Animals in Disaster: Module A, Awareness and Preparedness (IS–010) (1)
- FEM 110–Animals in Disaster: Module B, Community Planning (IS–011) (1)
- FEM 111–Introduction to Mitigation (IS–393) (1)
- FEM 112–Basic Incident Command System (IS–195) (1)
- FEM 113–The Emergency Program Manager (IS–1) (1)
- FEM 114–Emergency Preparedness U.S.A. (IS–2) (1)
- FEM 115–Radiological Emergency Management (IS–3) (1)
- FEM 116–Hazardous Materials: A Citizen’s Orientation (IS–5) (1)
- FEM 118–Managing Floodplain Development Through the National Flood Insurance Program (IS–9) (2)
- FEM 119–The Role of Voluntary Agencies in Emergency Management (IS–288) (1)
- FEM 120–Property Acquisition for Local Communities (IS–012) (1)
- FEM 121–Emergency Response to Terrorism, FEMA/USFA/NFA–ERT: SS534 (1)
- FEM 122–Community Hurricane Preparedness (Version 1.0) (IS–324) (1)
- FEM 123–The Professional in Emergency Management (IS–513) (1)
- FEM 124–Mitigation for Homeowners (IS–394) (1)
- FEM 125–Special Considerations for FEMA Public Assistance Projects (IS–600) (1)
- FEM 126–Introduction to the Public Assistance Process (IS–630) (1)
- FEM 127–Anticipating Hazardous Weather and Community Risks (IS–271) (1)
- FEM 128–State Disaster Management (IS–208) (1)
- FEM 129–Special Events Contingency Planning for Public Safety Agencies (IS–15) (1)

FEM 130—Introduction to Residential Coastal Construction (IS-386) (1)

Geography (GG)

GG 101—Elements of Geography (3)
GG 102—Cultural Geography (3)
GG 104—Economic Geography (3)

Health Education (HE)

HE 100—Elements of Nutrition (3)
HE 101—Survey of Pharmacology (3)
HE 200—Principles & Application of Nutrition (3)
HE 201—Stress Management (3)
HE 204—Health Education (3)

History (HI)

HI 101—History of Western Civilization (3)
HI 102—History of Western Civilization (3)
HI 103—History of Maryland (3)
HI 201—History of the United States (3)
HI 202—History of the United States (3)
HI 203—History of the African American (3)
HI 204—Twentieth Century History (3)
HI 205—Contemporary Latin America (3)
HI 206—Diplomatic History of the United States (3)
HI 212—Civil War (3)
HI 213—History of the South (3)
HI 214—The Civil Rights Movement (3)

Honors Courses (H)

BI 101H/102H—Honors General Biology (4,4)
BU 220H—Honors Accounting Information Systems (3)
CIS 101H—Honors Introduction to Computers & Information Processing (3)
CMSP 103H—Honors Speech Fundamentals (3)
EC 202H—Honors Principles of Economics (3)
EN 101H—Honors English Composition (3)
EN 102H—Honors English Composition and Literature (3)
EN 221H—Shakespeare & His Contemporaries (3)
EN 224MH—Honors Special Topics in Literature: Women's Journal Writing as Literary History (3)
EN 224NH—Honors Special Topics in Literature: Writers' Journals (3)
GG 102H/PC 109H—Honors Cultural Geography (3) and Honors Physical Geology (4)
HI 201H/EN 203H—Honors History of the United States (3) and Honors American Literature (3)
HI 202H/EN 204H—Honors History of the United States (3) and Honors American Literature (3)
ID 104H—The Individual and Society: Liberty & Freedom (3)
ID 109H—Culture and Conflict (3)
ID 110H—Media and Human Values (3)
ID 111H—Science, Literature, Technology: Bridges and Bonds (3)
MA 109H—Foundations of Geometry (3)
MA 206H—Elementary Statistics (3)
MU 101H—Honors Introduction to Music History and Appreciation (3)
PC 107H—Honors Introductory Astronomy (4)
PI 104H—Honors American Government: National (3)

PS 101H—Honors General Psychology (3)
SO 101H—Honors Introduction to Sociology (3)

Hospitality (HOS)

HOS 102—Dining Room Management (2)
HOS 103—Beverage Management (2)
HOS 110—Introduction to Hospitality Management (3)
HOS 111—Culinary Fundamentals (2)
HOS 112—Food Preparation I (3)
HOS 113—Food Preparation II (3)
HOS 114—Baking (3)
HOS 115—Garde Manger (3)
HOS 121—Sanitation Certification (1)
HOS 122—Labor Cost Control & Analysis (2)
HOS 123—Food Service Purchasing & Cost Control (3)
HOS 221—Front Office Procedures (3)
HOS 222—Housekeeping Management (3)
HOS 223—Hotel Facilities Management (3)
HOS 224—Hotel Sales and Marketing (3)

Humanities (HU)

HU 201—Humanities I: Culture & Human Experience (To the Renaissance) (3)
HU 202—Humanities II: Culture & Human Experience (Renaissance to the Present) (3)
HU 203—Special Topics in the Humanities (3)
HU 203A—Civilization & Culture: Japan (3)
HU 203B—Civilization & Culture: Britain (3)

Human Services (HS)

HS 101—Introduction to Human Services (3)
HS 102—Human Relations (3)
HS 203—Introduction to Counseling & Interviewing (3)
HS 204—Ethics and Practice Issues in the Human Services (1)
HS 205—Fundamentals of Addictions (3)
HS 206—Pharmacology of Psychoactive Drugs (3)
HS 207—Theory and Practice of Group Counseling (3)

Independent Study—Honors (IS)

IS 091H—Elementary Principles and Techniques of Tutoring in Biology (1)
IS 251H—Elementary Principles and Techniques of Tutoring in English (1)

Interdisciplinary Studies (ID)

ID 102—Environmental Action (3)
ID 103—Evolution & Human Behavior (3)
ID 104H—The Individual and Society: Liberty & Freedom (3)
ID 109H—Culture and Conflict (3)
ID 110H—Media and Human Values (3)
ID 111H—Science, Literature, Technology: Bridges and Bonds (3)
ID 208—Politics and the Novel (3)
ID 209—Ethnic Diversity (3)
ID 214—Issues of the Aging and Aged (3)

Languages (LF, LG, LI, LL, LS)

LF 101—Introductory French I (3)
LF 102—Introductory French II (3)
LF 201—Intermediate French I (3)
LF 202—Intermediate French II (3)

LF 224—Readings in French Literature (3)
LG 101—Introductory German I (3)
LG 102—Introductory German II (3)
LG 201—Intermediate German I (3)
LG 202—Intermediate German II (3)
LI 101—Introductory Italian I (3)
LI 102—Introductory Italian II (3)
LI 201—Intermediate Italian I (3)
LI 202—Intermediate Italian II (3)
LL 101—Introductory Latin I (3)
LL 102—Introductory Latin II (3)
LL 201—Intermediate Latin I (3)
LL 202—Intermediate Latin II (3)
LS 101—Introductory Spanish I (3)
LS 102—Introductory Spanish II (3)
LS 201—Intermediate Spanish I (3)
LS 202—Intermediate Spanish II (3)

Legal Assistant (Paralegal) (LA)

LA 101—Introduction to Law for the Legal Assistant I (3)
LA 102—Introduction to Law for the Legal Assistant II (3)
LA 110—Legal Research (3)
LA 120—Legal Writing & Documents (3)
LA 130—General Law for the Legal Assistant (3)
LA 210—Estates and Probate (1)
LA 220—Evidence & Procedure for the Legal Assistant (Civil and Criminal) (3)
LA 230—Law of the Real Estate Business (3)

Massage Therapy (MT)

MT 200—Massage Therapy Practicum (20)

Mathematics (MA)

MA 1—Learning to Learn Math (0) [2]
MA 2—Building Math Confidence (0) [1]
MA 90—Pre-algebra (0) [3]
MA 91—Elementary Algebra (0) [3]
MA 92—Intermediate Algebra (0) [3]
MA 103—Foundations of Mathematics (3)
MA 105—Fundamental Concepts of Mathematics I (4)
MA 106—Fundamental Concepts of Mathematics II (4)
MA 109H—Foundations of Geometry (3)
MA 111—Algebra and Trigonometry (4)
MA 115—Mathematics of Finance (3)
MA 201—Applied Calculus (3)
MA 202—Introduction to Discrete Mathematics (3)
MA 206—Elementary Statistics (3)
MA 206H—Elementary Statistics (3)
MA 207—Elementary Statistics with Probability (4)
MA 210—Calculus I (4)
MA 211—Calculus II (4)
MA 212—Calculus III (4)
MA 213—Differential Equations (3)
MA 218—Linear Algebra (3)

Music (MU)

MU 101—Introduction to Music History & Appreciation (3)
MU 101H—Honors Introduction to Music History and Appreciation (3)
MU 103—Fundamentals of Music (3)
MU 104—Music Listening & Literature I (3)
MU 105—Music Listening & Literature II (3)

MU 106–Aural & Keyboard Skills I (1)
MU 107–Aural & Keyboard Skills II (1)
MU 111–Music Theory I (3)
MU 112–Music Theory II (3)
MU 117-118–Choral Ensemble I (2,2)
MU 119-120–Jazz Ensemble I (2,2)
MU 121-122–Orchestral Ensemble I (2,2)
MU 123-124–Wind Ensemble I (2,2)
MU 141–Class Voice I (1)
MU 142–Class Voice II (1)
MU 151–Class Piano I (1)
MU 152–Class Piano II (1)
MU 171–Class Strings I (1)
MU 206–Aural & Keyboard Skills III (1)
MU 207–Aural & Keyboard Skills IV (1)
MU 211–Music Theory III (3)
MU 212–Music Theory IV (3)
MU 217-218–Choral Ensemble II (2,2)
MU 219-220–Jazz Ensemble II (2,2)
MU 221-222–Orchestral Ensemble II (2,2)
MU 223-224–Wind Ensemble II (2,2)
MU 251–Class Piano III (1)
MU 252–Class Piano IV (1)

Nursing (NU)

NU 50–Preparation for Nursing (0) [1]
NU 51–Transition to Registered Nursing (0) [2]
NU 52–Reproductive Health Nursing (0) [1]
NU 54–Medical-Surgical Nursing I (0) [3]
NU 101–Introduction to Clinical Nursing (6)
NU 210–Reproductive Health Nursing (3)
NU 211–Medical-Surgical Nursing I (7)
NU 212–Medical-Surgical Nursing II (4)
NU 213–Medical-Surgical Nursing III (4)
NU 214–Psychiatric/Mental Health Nursing (4)
NU 215–Nursing Care of Children (3)
NU 216–Preparation for Practice (2)

Park Management (PM)

PM 101–Introduction to Parks and Recreation (3)
PM 200–Guided Study in Parks & Recreation (1–6)
PM 204–Park Planning and Design (3)
PM 205–Resource Protection & Safety (3)
PM 207–Park and Recreation Administration and Management (3)

Philosophy (PH)

PH 101–Introduction to Philosophy (3)
PH 204–World Religions (3)
PH 205–Ethics (3)
PH 206–Logic (3)
PH 207–Biomedical Ethics (3)
PH 208–Business Ethics (3)
PH 209–Environmental Ethics (3)

Physical Education (PE)

PE 100–Series Physical Education (1,1)
PE 108–Body Mechanics (1)
PE 126–Fitness and Conditioning (1)
PE 131–Aerobics (1)
PE 153–Introduction to Physical Education (3)
PE 154–Fitness for Living (3)
PE 160–Elementary Fencing (1)
PE 161–Psychology of Sport (3)
PE 165–Volleyball (1)
PE 166–Weight Training (1)

PE 173–Backpacking (1)
PE 174–Basic Canoeing (1)
PE 175–Mountaineering I (1)
PE 177–Karate I (1)
PE 178–Karate II (1)
PE 179–Tennis I (1)
PE 180–Tennis II (1)
PE 181–Golf (1)
PE 182–Golf II (1)
PE 183–Beginning Snow Skiing (1)
PE 184–Intermediate Snow Skiing (1)
PE 185–Advanced Snow Skiing (1)
PE 186–Volleyball II (1)
PE 187–Social Dance (1)
PE 188–Yoga (3)
PE 236–Coaching Principles (3)
PE 240–Methods of Golf (1)
PE 241–Methods of Fitness and Conditioning (1)
PE 242–Methods of Aerobics (1)
PE 243–Methods of Beginning Swimming (1)
PE 246–Methods of Elementary Fencing (1)
PE 247–Methods of Weight Training (1)

Physical Science (PC)

PC 103–Elements of Physical Science (3)
PC 105–Intro. to the Science of Weather (3)
PC 107–Introductory Astronomy (4)
PC 107H–Honors Introductory Astronomy (4)
PC 108–Historical Geology (4)
PC 109–Physical Geology (4)
PC 110–Contemporary Energy Issues (3)
PC/BI 112–Introduction to Environmental Science (3)
PC 114–Contemporary Physical Science (4)
PC 115–Introduction to Geoscience (4)

Physics (PY)

PY 101–Survey of Physics (3)
PY 201–Fundamentals of Physics (4)
PY 202–Fundamentals of Physics (4)
PY 203–Introductory Physics I (5)
PY 204–Introductory Physics II (5)
PY 205–Modern Physics (5)

Political Science (PI)

PI 104–American Government: National (3)
PI 104H–Honors American Government: National (3)
PI 105–American Government: State and Local (3)
PI 201–Comparative Government (3)
PI 202–Public Policy Today: Critical Social and Political Issues (3)
PI 206–Civil Liberties (3)
PI 220–Africa Today (3)

Practical Nursing (PN)

PN 112–Nursing Throughout Developmental Stages (8)
PN 113–Issues in Practical Nursing (1)

Psychology (PS)

PS 101–General Psychology (3)
PS 101H–Honors General Psychology (3)
PS 104–Issues of Drug/Alcohol Use (3)
PS 202–Social Psychology (3)
PS 204–Psychology of Adolescence (3)

PS 205–Psychology of Aging (3)
PS 206–Abnormal Psychology (3)
PS 207–Death and Dying (3)
ED/PS 208–Human Growth & Development (3)
PS 209–Women’s Studies: A Multicultural Perspective on the Psychology & Sociology of Women

Respiratory Therapy (RT)

RT 101–Fundamentals of Respiratory Therapy (3)
RT 102–Respiratory Therapy Equipment (1)
RT 103–Gas Exchange Physiology (2)
RT 104–Pharmacology (3)
RT 105–Cardiopulmonary and Renal Anatomy and Physiology (3)
RT 106–Clinical Practicum I (2)
RT 107–Clinical Practicum II (2)
RT 200–Respiratory Home Care (1)
RT 201–Principles of Mechanical Ventilation (4)
RT 202–Pediatric/Neonatal Respiratory Therapy (2)
RT 203–Pulmonary Diagnostics (2)
RT 204–Hemodynamic Monitoring (2)
RT 205–Cardiac Diagnostics (2)
RT 206–Pulmonary Rehabilitation (1)
RT 207–Cardiopulmonary and Renal Pathophysiology (3)
RT 208–Professional Seminar (2)
RT 209–Clinical Practicum III (2)
RT 210–Clinical Practicum IV (2)

Sociology (SO)

SO 101–Introduction to Sociology (3)
SO 101H–Honors Introduction to Sociology (3)
SO 102–Social Problems (3)
SO 201–Criminology (3)
SO 202–Marriage and Family (3)
SO 203–Social Survey Workshop (3)
SO 204–Majority-Minority Relations (3)

Student Development (SD)

SD 1–College Study Skills (0) [2]
SD 100–Career Assessment & Planning (3)
SD 101–Freshman Seminar (3)
SD 107–Human Potential Seminar (2)
SD 112–Learning Strategies (2)

Surgical Technology (ST)

ST 100–Fundamentals of Surgical Technology I (6)
ST 101–Introduction to Surgical Technology (6)
ST 102–Fundamentals of Surgical Technology II (14)

programs of study

Accounting Program

A.A.S. Degree (Career)

Designed to prepare students for immediate employment in the accounting field in an entry-level professional position. Students will gain an in-depth knowledge of accounting principles and procedures and apply them to business situations. Students will also use application software to solve business and accounting problems. A grade of "C" or better must be earned in the following courses: BU 100, BU 101, BU 201, BU 202, BU 233 and CIS 111C. (Transfer students should follow the business administration program.)

Course	Credits
English	
EN 101 English Composition	3
Mathematics	
Mathematics Elective (GenEd course list)	3/4
Social & Behavioral Sciences	
HS 102 or EC 201 recommended	3
Arts & Humanities	
Arts Elective (GenEd course list) or Humanities Elective (GenEd course list) (PH 208 recommended)	3
Communications Elective (GenEd course list)	3
Biological & Physical Sciences	
Biological & Physical Sciences Elective (GenEd course list)	3/4
Interdisciplinary & Emerging Issues	
CIS 101 Introduction to Computers and Information Processing	3
PE/Health Elective	1/3
Other Requirements	
BU 100 Business Accounting	3
BU 101 Principles of Accounting I	3
BU 103 Introduction to Business	3
BU 117 Payroll Accounting	3
BU 201 Intermediate Accounting III	4
BU 202 Intermediate Accounting IV	4
BU 203 Managerial Cost Accounting	3
BU 233 Applied Accounting	3
BU 273 Business Communications	3
CIS 111C Computerized Accounting	3
CIS 111E Spreadsheets	3
Elective (Select from BU, CIS, or COS)	3
	60/64

CPA Examination Preparation Courses for Persons with a Non-Accounting Bachelor's Degree

(Not a degree or certificate program)

A series of courses designed for individuals who already have a bachelor's degree and wish to sit for the CPA exam even though they did not major in accounting. These courses are recommended based on information provided by the Department of Licensing & Regulation. However, the college has no authority over the state's acceptance of any courses to satisfy specific requirements. Those interested in more information regarding the requirements to sit for the CPA exam in Maryland should contact the Department of Licensing & Regulation at 501 St. Paul Place, Room 902, Baltimore, MD 21202, send an e-mail to dllr.state.md.us or call 410.333.6322.

Course	Credits
BU 101 Principles of Accounting I	3
BU 102 Principles of Accounting II	3
BU 201 Intermediate Accounting III	4
BU 202 Intermediate Accounting IV	4
BU 203 Managerial Cost Accounting	3
BU 205 Federal Income Tax Accounting	3
BU 206 Federal Taxation: Corporation & Partnership	3
BU 211 Business Law I *	3
BU 213 Principles of Finance	3
BU 214 Auditing	3
BU 225 Marketing	3
BU 227 Principles of Management	3
BU 273 Business Communication	3
CIS 101 Introduction to Computers & Information Science	3
CIS 111C Computerized Accounting	3
CMSP 103 Speech Fundamentals	3
EC 201 Principles of Economics	3
EC 202 Principles of Economics	3
MA 206 Elementary Statistics	3
PH 208 Business Ethics	3
	62

* While not required, students should consider taking BU 212, Business Law II.

Computerized Accounting Certificate

(Career)

Designed to prepare students for immediate employment in the accounting field in a support position. Students will learn how to apply accounting concepts in a computerized environment to assist the business with their record keeping requirements. A grade of "C" or better must be earned in the following courses: BU 100, BU 101, CIS 111C.

Course	Credits
Requirements	
BU 100 Business Accounting	3
BU 101 Principles of Accounting I	3
BU 117 Payroll Accounting	3
CIS 111C Computerized Accounting	3
CIS 111E Spreadsheets	3
COS 116D Windows	1
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Art

A.A. Degree (Transfer) An Option of Arts & Sciences

The art option enables the student to explore and develop areas of concentration which may lead to an associate in arts degree, transfer to a four-year college program or to pursue individual artistic directions.

Course	Credits
English	
EN 101 English Composition	3
EN 102 English Composition & Literature	3
Mathematics	
Mathematics Elective (GenEd course list)	3/4
Social & Behavioral Sciences	
HI 101 History of Western Civilization	3
Social & Behavioral Sciences Elective (GenEd course list) (Other than HI) .	3
Arts & Humanities	
<i>Arts:</i>	
AR 101 Fundamentals of Design I	3
AR 102 Fundamentals of Design II	3
AR 103 Survey of Non-Western Art or	
AR 104 Survey of Art I or	
AR 105 Survey of Art II	6
AR 106 Drawing I	3
AR 107 Drawing II or	
AR 204 Illustration I	3
AR 108 Painting I or	
AR 207 Introduction to Watercolor I	3
3-D Art Elective (AR 203, AR 213, AR 111, AR 112)	3
<i>Humanities:</i>	
Humanities Elective (GenEd course list)	3
<i>Communications:</i>	
Communications Elective (GenEd course list)	3
Biological & Physical Sciences	
Biological & Physical Sciences Elective (Lab course) (GenEd course list)	4
Biological & Physical Sciences Elective (GenEd course list)	3/4
Interdisciplinary & Emerging Issues	
<i>Choose from 2 categories:</i>	
Computer Literacy Elective (GenEd course list)	
Interdisciplinary Issues Elective (GenEd course list)	
Multicultural Issues & Perspectives (GenEd course list)	
Wellness Elective (GenEd course list)	6
PE/Health Elective (A Wellness course will satisfy this requirement) . .	1/3
Other Requirements	
CMM 131 Introduction to Photography I (formerly PX 200)	4
	63/67

Arts & Sciences Program

A.A. or A.S. Degree (Transfer)

A broad-based transfer program designed for students who plan to go on to a four-year school and major in one of the traditional arts and sciences subjects.

Students may not select arts & sciences as a major. Select from one of the following options to this program: art, aviation flight technology, biology, chemistry, communications (visual), communications (speech), criminal justice, drama, economics, English/ literature, government & politics, history, human services, massage therapy, mathematics, philosophy, pre-dental hygiene, premedical technology, pre-nursing, pre-pharmacy, pre-physical therapy, psychology, and sociology.

Students wishing to concentrate in one of these individual options should study the specific listing in the catalog and consult with an advisor. The general education requirements for this program include at least one course from each of the following areas:

Course	Credits
English	
EN 101 English Composition	3
Mathematics	
Mathematics Elective (GenEd course list)	3/4
Social & Behavioral Sciences (Electives must be from two disciplines)	
Social & Behavioral Sciences Elective (GenEd course list)	3
Social & Behavioral Sciences Elective (GenEd course list)	3
Arts & Humanities	
Arts Elective (GenEd course list)	3
Humanities Elective (GenEd course list)	3
Communications Elective (GenEd course list)	3
Biological & Physical Sciences (One lab course required)	
Biological & Physical Sciences Elective (Lab course) (GenEd course list)	4
Biological & Physical Sciences Elective (GenEd course list)	3/4
Interdisciplinary & Emerging Issues	
<i>Choose from 2 categories:</i>	
Computer Literacy Elective (GenEd course list)	
Interdisciplinary Issues Elective (GenEd course list)	
Multicultural Issues & Perspectives (GenEd course list)	
Wellness Elective (GenEd course list)	6
PE/Health Elective (A Wellness course will satisfy this requirement) . .	1/3
Other Requirements	
Additional credits needed to meet requirements of each option . .	.25/30
	60/69

Aviation Flight Technology

A.S. Degree (Transfer) An Option of Arts & Sciences

Offers a variety of mathematics, physical science, and business courses for the student who wishes to pursue a career in flight aviation. The student will receive an additional 12 credits after presentation of a valid FAA Commercial Pilot Certification to the registration office.

Students in this option must be able to pass FAA class two and three medical examinations.

Students planning to transfer to a four-year college should check the requirements of that institution. If there are significant differences, the student should consult the aviation flight technology advisor.

Course	Credits
English	
EN 101 English Composition	3
Mathematics	
MA 111 Algebra & Trigonometry	4
Social & Behavioral Sciences	
PS 101 General Psychology	3
EC 201 Principles of Economics	3
Arts & Humanities	
Arts Elective (GenEd course list)	3
EN 102 English Composition & Literature	3
CMSP 103 Speech Fundamentals	3
Biological & Physical Sciences	
PC 105 Introduction to the Science of Weather	3
PY 201 Fundamentals of Physics	4
Interdisciplinary & Emerging Issues	
<i>Choose from 2 categories:</i>	
Computer Literacy Elective (GenEd course list)	
Interdisciplinary Issues Elective (GenEd course list)	
Multicultural Issues & Perspectives (GenEd course list)	
Wellness Elective (GenEd course list)	6
PE/Health Elective (A Wellness course will satisfy this requirement) ..	1/3
Other Requirements	
BU 101 Principles of Accounting I	3
BU 221 Public Relations	3
BU 223 Human Resource Management	3
BU 227 Principles of Management	3
Elective	1/3
FAA Commercial Pilot Certificate	
(Not offered at Frederick Community College)	12
	60/65

Aviation Technology Program

A.A.S. Degree (Career)

Designed for students who wish to expand their educational experience beyond basic aircraft maintenance training; enables transfer to baccalaureate degree programs in aircraft maintenance management and aircraft maintenance engineering. The associate in applied science degree program combines a rigorous Federal Aviation Administration approved aircraft maintenance technician course and required general education courses. High school academic preparation for this program is recommended.

Successful completion of the curriculum qualifies graduates to take the Federal Aviation Administration Aircraft Maintenance Technician Airframe and Powerplant Written Exams.

Early application to the program is encouraged. Completion of placement exams and an interview with the aviation technology program manager are required as part of the application process.

Course	Credits
English	
EN 101 English Composition	3
Mathematics	
MA 111 Algebra & Trigonometry	4
Social & Behavioral Sciences	
PS 101 General Psychology	3
Arts & Humanities	
Communications Elective (GenEd course list)	3
Biological & Physical Sciences	
Biological & Physical Sciences Elective (Lab course) (GenEd course list) ..	4
PE/Health Elective	1
Other Requirements	
Elective (GenEd course list)	3
AP 100 Aircraft Physical Science	4
AP 101 Introduction to Aviation Technology	3
AP 102 Maintenance Publications & Regulations	2
AP 103 Advanced Aviation Technology	3
AP 104 Primary Airframe	1
AP 105 Airframe Structures	3
AP 106 Advanced Airframe	3
AP 107 Aircraft Electrical Systems	4
AP 108 Aircraft Utility Systems	2
AP 109 Airframe System & Components	4
AP 110 Reciprocating Engine Theory & Maintenance	8
AP 111 Reciprocating Engine Subsystems	2
AP 112 Reciprocating Engine Aircraft Integration	3
AP 113 Turbine Engines	4
AP 114 Advanced Powerplant	3
	70

Aviation Technology Certificate

(Career)

Provides students with the basic technical knowledge and practical skills necessary to successfully function as an aircraft maintenance technician in a challenging career field. Courses emphasize the practical aspects of aircraft maintenance by employing actual hands-on experience on both fixed and rotary wing aircraft, as well as reciprocating and gas turbine powerplants. Upon completion of the certificate, students will be qualified to take the Federal Aviation Administration Aircraft Maintenance Technician Airframe and Powerplant Written Exams.

Frederick Community College is a Federal Aviation Administration approved aviation maintenance technician school, and federal guidelines are strictly followed concerning both program content and student attendance.

Early application to the program is encouraged. Completion of placement exams and an interview with the aviation technology program manager are required as part of the application process.

Course	Credits
Requirements	
AP 100 Aircraft Physical Science	4
AP 101 Introduction to Aviation Technology	3
AP 102 Maintenance Publications & Regulations	2
AP 103 Advanced Aviation Technology	3
AP 104 Primary Airframe	1
AP 105 Airframe Structures	3
AP 106 Advanced Airframe	3
AP 107 Aircraft Electrical Systems	4
AP 108 Aircraft Utility Systems	2
AP 109 Airframe System & Components	4
AP 110 Reciprocating Engine Theory & Maintenance	8
AP 111 Reciprocating Engine Subsystems	2
AP 112 Reciprocating Engine Aircraft Integration	3
AP 113 Turbine Engines	4
AP 114 Advanced Powerplant	3
	49

Avionics (Aircraft Electronics) Technician

A.A.S. Degree (Career)

An Option of Electronics Technology

A career option devoted to the field of aircraft electronics. Avionics technicians work with aircraft radio, electronic and electrical power systems, and components. Some of these systems include radio communication and navigation, auto pilot, radar and air data systems.

The primary goal of this option is to provide an education that will result in employment for the student in the avionics field; however, most of the courses are also transferable to many other institutions. Courses or equivalent to be completed prior to first semester: EL 100.

Course	Credits
English	
EN 101 English Composition	3
Mathematics	
MA 111 Algebra and Trigonometry	4
MA 210 Calculus I	4
Social & Behavioral Sciences	
Social & Behavioral Sciences Elective (GenEd course list)	3
Arts & Humanities	
Arts or Humanities Elective (GenEd course list)	3
EN 115 Technical Writing	3
Biological & Physical Sciences	
PY 101 Survey of Physics	3
PE Elective	1
Other Requirements	
AV 100 Aircraft Systems	3
AV 103 Introduction to Avionics	3
AV 203 Avionics Systems	3
AV 210 Advanced Avionics	3
CIS 108 Intro. to Programming & Programming Logic	3
EL 103 DC Circuit Analysis	4
EL 104 AC Circuit Analysis	4
EL 108 Transistor Circuit Analysis	4
EL 203 Linear Integrated Circuits	4
EL 204 Communication Systems	4
EL 207 Digital Circuits I	3
EL 208 Digital Circuits II	3
EL 225 General Radiotelephone Theory	3
	68

Avionics (Aircraft Electronics) Technician Certificate

(Career)

Gives the student a start toward employment in the field of avionics. It provides 31 credits of study in mathematics and technical courses only.

Course	Credits
Mathematics	
MA 111 Algebra and Trigonometry	4
Other Requirements	
AV 100 Aircraft Systems	3
AV 103 Introduction to Avionics	3
AV 203 Avionics Systems	3
EL 103 DC Circuit Analysis	4
EL 104 AC Circuit Analysis	4
EL 108 Transistor Circuit Analysis	4
EL 207 Digital Circuits I	3
Technical Elective (Choose any EL, MA, or CIS course)	3
	31

Banking & Financial Management

A.A.S. Degree (Career) An Option of Business Management

This option prepares students for immediate employment with all types of financial institutions. Upon completion, the student should be ready for entry-level management or management-trainee positions with banks, investment firms and other financial institutions.

Course	Credits
English	
EN 101 English Composition	3
Mathematics	
Mathematics Elective (GenEd course list)	3/4
Social & Behavioral Sciences	
EC 201 Principles of Economics	3
Social & Behavioral Sciences Elective (GenEd course list) (Other than EC)	3
EC 202 Principles of Economics	3
Arts & Humanities	
Arts Elective (GenEd course list) or	
Humanities Elective (GenEd course list)	3
Communications Elective (GenEd course list)	3
Biological & Physical Sciences	
Biological & Physical Sciences Elective (GenEd course list)	3/4
PE/Health Elective	1/3
Other Requirements	
BU 101 Principles of Accounting I	3
BU 102 Principles of Accounting II	3
BU 227 Principles of Management	3
BU 250 Principles of Bank Operations	3
CE 102 Cooperative Education or	
CE 103 Cooperative Education	2
CIS 101 Introduction to Computers & Information Processing ...	3
EC 210 Money & Banking	3
<i>Electives Select 15 credits from the following:</i>	
BU 213 Principles of Finance (3)	
BU 221 Public Relations (3)	
BU 223 Human Resources Management (3)	
BU 240 Real Estate Finance (3)	
BU 252 Introduction to International Finance (3)	
BU 260 Bank Investment (3)	
BU 265 Home Mortgage Lending (3)	
BU 270 Installment Credit (3)	15
	60/64

Banking & Financial Management Certificate

(Career)

This certificate has been developed with the assistance of the banking industry. Students are prepared for immediate employment with financial institutions.

Course	Credits
Requirements	
BU 101 Principles of Accounting I	3
BU 227 Principles of Management	3
BU 250 Principles of Bank Operations	3
CIS 101 Introduction to Computers & Information Processing ...	3
EC 201 Principles of Economics	3
EN 101 English Composition	3
Banking Electives (See list in A.A.S. curriculum above)	9
Communications Elective (CMSP)	3
	30

Biology

A.S. Degree (Transfer) An Option of Arts & Sciences

Offers a selection of biology and other natural and physical science related courses for the student who wishes to pursue a bachelor of science degree in biology. Pre-dental and pre-medical students can obtain transfer information from the American Association of Dental Schools, 1625 Massachusetts Avenue, N.W., Washington, D.C. 20036 or the Association of American Medical Colleges, One Dupont Circle, N.W., Washington, D.C. 20036, or from the prospective schools.

Course	Credits
English	
EN 101 English Composition	3
Mathematics	
<i>Select 2 of the following:</i>	
MA 111 Algebra and Trigonometry	
MA 201 Applied Calculus	
MA 206 Elementary Statistics	
MA 210 Calculus I	
MA 211 Calculus II	6/8
Social & Behavioral Sciences (GenEd electives must be from two disciplines)	
Social & Behavioral Sciences Elective (GenEd course list)	3
Social & Behavioral Sciences Elective (GenEd course list)	3
Arts & Humanities	
Arts Elective (GenEd course list)	3
Humanities Elective (GenEd course list)	3
Communications Elective (GenEd course list)	3
Biological & Physical Sciences	
BI 101 General Biology	4
BI 102 General Biology	4
BI 203 Elements of Microbiology or	
BI 240 Genetics	4
CH 101 General Chemistry	4
CH 102 General Chemistry	4
CH 201 Organic Chemistry	4
CH 202 Organic Chemistry	4
Interdisciplinary & Emerging Issues	
CIS 101 Introduction to Computer & Information Processing	3
Interdisciplinary Issues Elective (GenEd course list) or	
Multicultural Issues & Perspectives (GenEd course list) or	
Wellness Elective (GenEd course list)	3
PE/Health Elective (A Wellness course will satisfy this requirement) ...	1/3
Other Requirements	
Electives (Science or Math; PY 201, PY 202 or PY 203	
strongly recommended)	3/4
	61/67

Bioscience Laboratory Technician Program

A.A.S. Degree (Career)

Prepares students for careers as laboratory technicians in the bioscience industry. A strong emphasis is placed on obtaining practical experience in modern laboratory procedures, applying basic principles of the natural sciences, and developing effective written and oral communication skills. Students will complete a cooperative work experience as part of their degree requirements. High school preparation should include algebra, biology and chemistry.

Course	Credits
English	
EN 101 English Composition	3
Mathematics	
MA 206 Elementary Statistics	3
Social & Behavioral Sciences	
Social & Behavioral Sciences Elective (GenEd course list)	3
Arts & Humanities	
Arts Elective (GenEd course list) or Humanities Elective (GenEd course list)	3
CMSP 105 Group Discussion	3
EN 115 Technical Writing	3
Biological & Physical Sciences (One lab course required)	
BI 101 General Biology	4
CH 101 General Chemistry	4
BI 203 Elements of Microbiology	4
BLT 109 Introduction to Biotechnology	2
BLT 110 Professional Practicum II	2
BLT 111 Basic Laboratory Techniques	3
BLT 211 Molecular Biological Techniques	4
PE/Health Elective	1/3
Other Requirements	
CIS 101 Introduction to Computers & Information Processing ...	3
CIS 111E Microcomputer Software Applications: Spreadsheets ...	3
CE 103 Cooperative Education	3
Restricted Electives	
Choose 2 of the following:	
BI 240 Genetics (4)	
CH 102 General Chemistry (4)	
CH 105 Essentials of Organic Chemistry (4)	
CH 201 Organic Chemistry (4)	
CH 202 Organic Chemistry (4)	8
Elective	1/3
	60/64

FCC also provides a 2-year Histotechnology program through an articulation agreement with Harford Community College. For additional information, call 301.846.2618.

Business Administration Program

A.A. Degree (Transfer)

For students seeking to complete the first two years of a four-year program. Completed coursework can then be transferred to a four-year institution where a bachelor's degree may be earned with the completion of additional coursework.

Course	Credits
English	
EN 101 English Composition	3
Mathematics	
MA 206 Elementary Statistics	3
Mathematics Elective (GenEd course list)	3/4
Social & Behavioral Sciences	
EC 201 Principles of Economics	3
Social & Behavioral Sciences Elective (GenEd course list) (Other than EC)	3
EC 202 Principles of Economics	3
Arts & Humanities	
Arts Elective (GenEd course list)	3
Humanities Elective (GenEd course list)	3
Communications Elective (GenEd course list)	3
Biological & Physical Sciences	
Biological & Physical Sciences Elective (GenEd course list)	3/4
Biological & Physical Sciences Elective (Lab course) (GenEd course list)	4
Interdisciplinary & Emerging Issues	
CIS 101 Introduction to Computer & Information Processing	3
Interdisciplinary Issues Elective (GenEd course list) or Multicultural Issues & Perspectives (GenEd course list) or Wellness Elective (GenEd course list)	3
PE/Health Elective (A Wellness course will satisfy this requirement) ...	1/3
Other Requirements	
BU 101 Principles of Accounting I	3
BU 102 Principles of Accounting II	3
BU 103 Introduction to Business	3
Electives	12
	61/66

Business Management Program

A.A.S. Degree (Career)

Designed for students seeking immediate employment in entry-level management or management trainee positions upon completion of the program.

Although the majority of the coursework will transfer to other institutions, the program is oriented toward employment preparation. Transfer students should follow the business administration program.

Course	Credits
English	
EN 101 English Composition	3
Mathematics	
Mathematics Elective (GenEd course list)	3/4
Social & Behavioral Sciences	
EC 201 Principles of Economics	3
Social & Behavioral Sciences Elective (GenEd course list) (Other than EC)	3
Arts & Humanities	
Arts Elective (GenEd course list) or	
Humanities Elective (GenEd course list)	3
Communications Elective (GenEd course list)	3
Biological & Physical Sciences	
Biological & Physical Sciences Elective (GenEd course list)	3/4
PE/Health Elective	1/3
Other Requirements	
BU 101 Principles of Accounting I	3
BU 102 Principles of Accounting II	3
BU 103 Introduction to Business	3
BU 203 Managerial Cost Accounting	3
BU 211 Business Law I	3
BU 227 Principles of Management or	
BU 272 Supervisory Management	3
CIS 101 Introduction to Computers & Information Processing or	
COS 114 Business Software Applications	3
CIS 111E Microcomputer Software Applications: Spreadsheets ..	3
Choose five (5) of the following courses:	
BU 116 Business Practice Firm	3
BU 212 Business Law II *	3
BU 213 Principles of Finance	3
BU 221 Public Relations	3
BU 223 Human Resource Management	3
BU 225 Marketing	3
BU 273 Business Communications	3
CIS 111B Microcomputer Software Applications: Database	3
CIS 111C Microcomputer Software Applications: Computerized	
Accounting	3
EC 202 Principles of Economics	3
CE 103 Cooperative Education	3
	61/65

* CE 103 may be substituted for one of these requirements.

Cardiovascular Technology

A.A.S. Degree (Career)

Mid-Maryland Allied Healthcare Education Consortium Howard Community College Degree

This program prepares students to enter the allied health career field of cardiovascular technology to gather data and perform various cardiac and/or vascular diagnostic tests and procedures under the direction of a physician. The invasive technologist may be found in cardiac catheterization, blood gas, and electrophysiology laboratories. Working in the cardiac catheterization laboratory, operating area, and/or electrophysiology, the technologist utilizes x-ray and monitoring equipment in performing invasive diagnostic tests to determine the condition of the patient's heart. New therapeutic steps may be taken to treat an existing condition during the catheterization procedure. The program is accredited by the Joint Commission on Accreditation of Allied Health Education Programs. Graduates may apply to take the national certification examination to become a registered cardiovascular invasive specialist (RCIS).

This program is offered to Frederick Community College students through the Mid-Maryland Allied Healthcare Education Consortium. Students will typically complete most of the general education classes at Frederick Community College and then matriculate to Howard Community College to complete the Cardiovascular Technology courses. Students participating in consortium programs pay in-county rates at the institutions to which they matriculate. Contact Jane Hemberger-Brown, assistant director of admissions, allied health programs at Howard Community College, 410.772.4711 or jbrown@howardcc.edu for information.

Course	Credits
English	
EN 101 English Composition	3
Mathematics	
MA 111 Algebra and Trigonometry or	
MA 210 Calculus	4
Social & Behavioral Sciences	
SO 101 Introduction to Sociology	3
Arts & Humanities	
CMSP 103 Fundamentals of Speech or	
CMSP 107 Career Communications	3
Biological & Physical Sciences	
BI 101 General Biology or	
BI 120 Microbiology for Allied Health	4
BI 103 Anatomy & Physiology I	4
BI 104 Anatomy & Physiology II	4
CH 101 General Chemistry	4
PY 201 Fundamentals of Physics	4
PY 202 Fundamentals of Physics	4
Cardiovascular Technology courses offered at Howard Community College	
HEAL 110 The Health Care Professional	2
HEAL 112* Health Care Professional Lab	1
CARD 101 Cardiovascular Assessments	3
CARD 103 Physical Principles of Medicine	3
CARD 108 Advanced Anatomy and Pathophysiology	3
CARD 115 X-ray Theory	1
CARD 201 Cardiovascular Pharmacology	2
CARD 203 Medical Instrumentation	2
CARD 207 Diagnostic and Interventional Procedures	9
CARD 231 Applied Clinical Practicum	3
CARD 251 Advanced Interventional Procedures	5
CARD 261 Clinical Internship	4

A grade of "C" or better is required in cardiovascular, mathematics, and science courses. Admission to the cardiovascular technology program is based upon successful completion of specific courses in the degree program.

Contact Howard Community College admissions office to schedule an information session regarding the cardiovascular technology program.

* Advanced standing awarded for students who have approved prior experience in a health care setting.

Chemistry

A.S. Degree (Transfer) An Option of Arts & Sciences

Offers a variety of science and math courses for students pursuing a course of study in chemistry. Students planning to transfer to a four-year college should check the requirements of that institution. If there are significant differences, the student should consult an advisor for guidance.

Course	Credits
English	
EN 101 English Composition	3
Mathematics	
MA 210 Calculus I	4
MA 211 Calculus II	4
MA 212 Calculus III	4
Social & Behavioral Sciences (Electives must be from two disciplines)	
Social & Behavioral Sciences Elective (GenEd course list)	3
Social & Behavioral Sciences Elective (GenEd course list)	3
Arts & Humanities	
Arts Elective (GenEd course list)	3
Humanities Elective (GenEd course list)	3
Communications Elective (GenEd course list)	3
Biological & Physical Sciences	
CH 101 General Chemistry	4
CH 102 General Chemistry	4
CH 201 Organic Chemistry	4
CH 202 Organic Chemistry	4
PY 203 Introductory Physics I	5
PY 204 Introductory Physics II	5
Interdisciplinary & Emerging Issues	
<i>Choose from 2 categories:</i>	
Computer Literacy Elective (GenEd course list)	
Interdisciplinary Issues Elective (GenEd course list)	
Multicultural Issues & Perspectives (GenEd course list)	
Wellness Elective (GenEd course list)	6
PE/Health Elective (A Wellness course will satisfy this requirement) ..	1/3
	62/65

Communications (Speech)

A.A. Degree (Transfer) An Option of Arts & Sciences

Designed for students interested in all fields stressing human interaction. In addition to communications courses, a broad range of social science and humanities courses are recommended. The option is designed to prepare the student to transfer to a four-year institution.

Course	Credits
English	
EN 101 English Composition	3
EN 102 English Composition & Literature	3
EN 212 Journalism I	3
English Elective (EN 201, 202, 203, 204, 205 or 206)	3
Mathematics	
Mathematics Elective (GenEd course list)	3/4
Social & Behavioral Sciences	
PS 202 Social Psychology	3
History (HI) Elective (GenEd course list)	3
HS 102 Human Relations	3
Social & Behavioral Sciences Elective (Political Science)	3
Arts & Humanities	
<i>Arts:</i>	
DR 101 Introduction to Theater	3
DR 214 Readers' Theater	3
<i>Humanities:</i>	
PH 101 Introduction to Philosophy	3
CMM 101 Introduction of Electronic Media	3
<i>Communications:</i>	
CMSP 103 Speech Fundamentals	3
CMSP 105 Group Discussion	3
Biological & Physical Sciences	
Biological & Physical Sciences Elective (Lab course) (GenEd course list) ..	4
Biological & Physical Sciences Elective (GenEd course list)	3/4
Interdisciplinary & Emerging Issues	
<i>Choose from 2 categories:</i>	
Computer Literacy Elective (GenEd course list)	
Interdisciplinary Issues Elective (GenEd course list)	
Multicultural Issues & Perspectives (GenEd course list)	
Wellness Elective (GenEd course list)	6
PE/Health Elective (A Wellness course will satisfy this requirement) ..	1/3
Other Requirements	
Elective (Business)	3
	62/66

Communications (Visual)

A.A. Degree (Transfer) An Option of Arts & Sciences

Designed for students whose career goals are oriented toward the mass media in the fields of graphics and publication design, video production, photography, public relations and corporate communications.

Course	Credits
English	
EN 101 English Composition	3
Mathematics	
Mathematics Elective (GenEd course list)	3/4
Social & Behavioral Sciences (Electives must be from two disciplines)	
Social & Behavioral Sciences Elective (GenEd course list)	3
Social & Behavioral Sciences Elective (GenEd course list)	3
Arts & Humanities	
Arts:	
AR 101 Fundamentals of Design	3
AR 103 Survey of Non-Western Art or	
AR 104 Survey of Art I or	
AR 105 Survey of Art II	3
AR 106 Drawing I	3
Humanities:	
EN 102 English Composition & Literature	3
Communications:	
CMSP 103 Speech Fundamentals	3
CMM 101 Introduction to Electronic Media	3
CMM 111 Communication Graphics I	3
CMM 112 Communication Graphics II	3
CMM 152 Video Production	4
CMM 212 Communications Graphics III	3
Biological & Physical Sciences	
Biological & Physical Sciences Elective (Lab course) (GenEd course list)	4
Biological & Physical Sciences Elective (GenEd course list)	3/4
Interdisciplinary & Emerging Issues	
Choose from 2 categories:	
Computer Literacy Elective (GenEd course list)	
Interdisciplinary Issues Elective (GenEd course list)	
Multicultural Issues & Perspectives (GenEd course list)	
Wellness Elective (GenEd course list)	6
PE/Health Elective (A Wellness course will satisfy this requirement) ..	1/3
Other Requirements	
CE 102/103 Cooperative Education	2/3
Elective (CMM 252, AR 204, CMM 131, CMM 132)	3/4
	61/68

Computer Graphics Certificate

(Career)

Designed to provide the core skills needed to function in the fields of graphic communication, publishing and computer-aided design. The challenging and rapidly changing world of visual communications requires creative problem-solving using a combination of tools and techniques. In hands-on classes, students solve design problems with instruction from active communications professionals, using hardware and software they will encounter in the workplace. College-level writing is expected.

Course	Credits
Arts & Humanities	
CMM 101 Introduction to Electronic Media	3
CMM 111 Communications Graphics I	3
CMM 112 Communications Graphics II	3
CMM 131 Darkroom Photography I or	
CMM 132 Digital Photography	3/4
CMM 152 Video Production	4
CMM 212 Communications Graphics III	3
	19/20

Computer Hardware/Software Specialist

A.A.S. Degree (Career) An Option of Computer Technology

A career option devoted to the disciplines of electronics and computer technology with an emphasis on the field of computer hardware, computer programming and computer application software. A cooperative education/work-based learning component is included in the curriculum to integrate workplace experience with a student's academic goals.

The primary goal of this option is to provide an education that will result in employment of the student in the computer field; however, most courses will also transfer to many four-year institutions.

Course	Credits
English	
EN 101 English Composition	3
Mathematics	
Mathematics Elective (GenEd course list) (MA 111 suggested)	3/4
Social & Behavioral Sciences	
Social & Behavioral Sciences Elective (GenEd course list)	3
Arts & Humanities	
Arts Elective (GenEd course list) or	
Humanities Elective (GenEd course list)	3
Communications Elective (CMSP 105, CMSP 107)	3
Biological & Physical Sciences	
Biological & Physical Sciences Elective (GenEd course list)	3/4
PE Elective	1
Other Requirements	
Elective (GenEd course list)	3
CIS 108 Intro to Programming and Programming Logic	3
CIS 111F MSA: Operating Systems	3
CIS 203 Systems Analysis and Design	3
CIS 240 Algorithm Development & Computer Programming with Pascal	3
CIS 250 Microprocessor Assembly Lang. Programming	3
EL 103 D.C. Circuit Analysis	4
EL 108 Transistor Circuit Analysis	4
EL 207 Digital Circuits I	3
EL 208 Digital Circuits II	3
EL 212 Microprocessors	3
EL 215 Computer Architecture	3
EL 217 Computer Circuits & Signals	4
Elective (Select from EL or CIS 206, CIS 210, CIS 230 or CIS 241) or	
CE 103 Cooperative Education	3
	64/66

Computer Science Program

A.S. Degree (Transfer)

Provides a core of courses which enables the student to transfer to a four-year college and major in computer science. The program is designed to give broad coverage of both mathematics and computer science which is comparable to that offered in the first two years of a four-year college's computer science major.

Course	Credits
English	
EN 101 English Composition	3
Mathematics	
MA 202 Introduction to Discrete Mathematics	3
MA 210 Calculus I	4
MA 211 Calculus II	4
Social & Behavioral Sciences (Electives must be from two disciplines)	
Social & Behavioral Sciences Elective (GenEd course list)	3
Social & Behavioral Sciences Elective (GenEd course list)	3
Arts & Humanities	
Arts Elective (GenEd course list)	3
Humanities Elective (GenEd course list)	3
Communications Elective (GenEd course list)	3
Biological & Physical Sciences	
Biological & Physical Sciences Elective (Lab course) (GenEd course list)	4
Biological & Physical Sciences Elective (GenEd course list)	3/4
Interdisciplinary & Emerging Issues	
CIS 101 Introduction to Computer & Information Processing	3
Interdisciplinary Issues Elective (GenEd course list) or	
Multicultural Issues & Perspectives (GenEd course list) or	
Wellness Elective (GenEd course list)	3
PE/Health Elective (A Wellness course will satisfy this requirement)	1/3
Other Requirements	
CIS 108 Introduction to Programming & Programming Logic	3
CIS 203 System Analysis & Design	3
CIS 206 C Programming	3
CIS 240 Algorithm Development & Computer Programming with Pascal	3
CIS 242 Data Structures	3
CIS 250 Microprocessor Assembly Language Programming	3
	61/64

Computer Technology

A.A.S. Degree (Career) An Option of Electronics Technology

Under revision. This program is being incorporated into the computer and information systems area. Currently enrolled students should contact the department chair to design a completion program. New students are not being admitted to the computer technology program. Anyone wishing information about the changes to the program should contact the department chair.

Construction Management Program

A.A.S. Degree (Career)

Designed for individuals who wish to seek employment in management positions within the construction industry immediately upon completion of the coursework that leads to the associate in applied science degree.

Upon request, the department chair of management & information sciences may permit students to make substitutions for certain required courses in this program.

Course	Credits
English	
EN 101 English Composition	3
Mathematics	
Mathematics Elective (GenEd course list)	3/4
Social & Behavioral Sciences	
HS 102 Human Relations	3
Arts & Humanities	
Arts Elective (GenEd course list) or	
Humanities Elective (GenEd course list)	3
EN 115 Technical Writing	3
Biological & Physical Sciences	
Biological & Physical Sciences Elective (GenEd course list)	
PY 101 or PY 201 is recommended)	3/4
PE/Health Elective	1
Other Requirements	
CIS 101 Introduction to Computers & Information Processing ...	3
Elective (GenEd course list)	3
BU 101 Principles of Accounting I	3
BU 227 Principles of Management *	3
CON 101 Introduction to Construction Management	3
CON 110 Construction Materials	3
CON 120 Construction Methods	3
CON 131 Construction Law	3
CON 201 Project Management	3
CON 229 Construction Cost Estimating I	3
CON 230 Construction Cost Estimating II	3
CON 240 Construction Management and Finance	3
EG 120 Architectural Blueprint Reading/Residential	3
EG 121 Architectural Blueprint Reading/Commercial	3
Engineering Elective (EG 107, EG 111, EG 116, EG 150, EG 204 or CE 103 [recommended])	3/4
	64/67

* Construction management majors may substitute CON 101 for BU 103 as the prerequisite for this course.

Construction Management Certificate

(Career)

Designed for persons already employed in the construction industry who will benefit from management-type courses related to that industry. Completion of this program should open opportunities for promotion.

Upon request, the department chair of management and information sciences may permit students to make substitutions for certain required courses in this program.

Course	Credits
English	
EN 101 English Composition or	
EN 114 Business English	3
Mathematics	
Mathematics Elective	3/4
Requirements	
BU 101 Principles of Accounting I	3
BU 227 Principles of Management *	3
CON 101 Introduction to Construction Management	3
CON 110 Construction Materials	3
CON 120 Construction Methods	3
EG 120 Architectural Blueprint Reading/Residential OR	
EG 121 Architectural Blueprint Reading/Commercial	3
CON 240 Construction Management and Finance	3
Electives	
Select any 9 credits from the following:	
HS 102 Human Relations (3)	
EN 115 Technical Writing (EN 101 is a prerequisite) (3)	
CON 131 Construction Law (3)	
CON 201 Project Management (3)	
CON 229 Construction Cost Estimating I (3)	
CON 230 Construction Cost Estimating II (3)	9
	36/37

* Construction management majors may substitute CON 101 for BU 103 as the prerequisite for this course.

Criminal Justice

A.A. Degree (Transfer) An Option of Arts & Sciences

The criminal justice option leads to a highly specialized and sophisticated profession in which education has become an important factor for placement and continued career advancement. The criminal justice student will become acquainted with the principles underlying technical skills and procedures, will acquire knowledge of the administration and operation of criminal justice organizations, and will gain insight to the psychological and sociological origins of human behavior. Upon completion of the criminal justice option, the student will be prepared to enter the job market or transfer to another institution.

Course	Credits
English	
EN 101 English Composition	3
Mathematics	
Mathematics Elective (GenEd course list)	3/4
Social & Behavioral Sciences	
HI 201 History of the United States	3
PS 101 General Psychology	3
CJ 101 Introduction to Criminal Justice	3
CJ 110 Criminal Law	3
CJ 204 Police Operational Services	3
CJ 214 The Correctional Process	3
CJ 220 Criminal Evidence & Procedure	3
HS 102 Human Relations	3
PI 104 American Government: National	3
SO 201 Criminology	3
Arts & Humanities	
Arts Elective (GenEd course list)	3
Humanities Elective (GenEd course list)	3
CMSP 103 Speech Fundamentals	3
Biological & Physical Sciences	
Biological & Physical Sciences Elective (Lab course) (GenEd course list) ..	4
Biological & Physical Sciences Elective (GenEd course list)	3/4
Interdisciplinary & Emerging Issues	
Computer Literacy Elective (GenEd course list)	3
Interdisciplinary Issues Elective (GenEd course list) or	
Multicultural Issues & Perspectives (GenEd course list) or	
Wellness Elective (GenEd course list)	3
PE/Health Elective (A Wellness course will satisfy this requirement) ..	1/3
Other Requirements	
Electives	3
	62/66

Deaf Studies Certificate

(Career)

This certificate is designed to introduce signing and give students the chance to practice and gain confidence in communication with those who are deaf and hard of hearing. The knowledge gained through this certificate will provide a strong foundation for working in the deaf community and will enhance the quality of service to the deaf. Human service workers, allied health professionals, and those involved in education who learn to communicate through American Sign Language will provide their workplace with an important and urgently needed service to the deaf and hard of hearing members of our community.

Course	Credits
Requirements	
ITR 100 Finger Spelling	1
ITR 101 Non-Verbal Communication	3
ITR 102 American Sign Language I	3
ITR 103 American Sign Language II	3
ITR 105 Deaf Culture and History	3
ITR 106 Introduction to the Deaf Community	3
ITR 202 American Sign Language III	3
ITR 203 American Sign Language IV	3
CE 103 Cooperative Education	3
	25

Drafting Technology Program

A.A.S. Degree (Career) and Certificate, all options

Under revision. This program is being incorporated into the computer and information systems area. Currently enrolled students should contact the department chair to design a completion program. New students are not being admitted to any of the options under this program. Anyone wishing information about the changes to the program should contact the department chair.

Drama

A.A. Degree (Transfer) An Option of Arts & Sciences

Offers students an opportunity to experience theater on a variety of levels, enabling them to participate as theatrical apprentices, to transfer to a four-year theater program or to obtain an associate in arts degree.

Course	Credits
English	
EN 101 English Composition	3
EN 102 English Composition & Literature	3
Mathematics	
Mathematics Elective (GenEd course list)	3/4
Social & Behavioral Sciences	
PS 101 General Psychology	3
HI 101 History of Western Civilization	3
HI 102 History of Western Civilization	3
Arts & Humanities	
Arts:	
AR 101 Fundamentals of Design	3
DR 101 Introduction to Theater	3
DR 102 Introduction to Acting	3
DR 121 Stagecraft	3
DR 204 Production Survey or	
DR 205 Acting Survey	2
DR 206 Advanced Acting or	
DR 214 Readers' Theater	3
Drama (DR) / Communications (CMSP) Elective	3
MU 101 Introduction to Music History & Appreciation	3
Humanities:	
Humanities Elective (GenEd course list)	3
Communications:	
CMSP 103 Speech Fundamentals	3
Biological & Physical Sciences	
Biological & Physical Sciences Elective (Lab course) (GenEd course list) ..	4
Biological & Physical Sciences Elective (GenEd course list)	3/4
Interdisciplinary & Emerging Issues	
Choose from 2 categories:	
Computer Literacy Elective (GenEd course list)	
Interdisciplinary Issues Elective (GenEd course list)	
Multicultural Issues & Perspectives (GenEd course list)	
Wellness Elective (GenEd course list)	6
PE/Health Elective (A Wellness course will satisfy this elective)	1/3
	60/65

Early Childhood Development Program

A.A.S. Degree (Career)

Designed to prepare students for employment in child care centers (involving children 0 to 6 years of age) and before/after school care programs (involving children 6 to 12 years of age).

Course	Credits
English	
EN 101 English Composition	3
Mathematics	
Elective (GenEd course list)	3
Social & Behavioral Sciences	
PS 101 General Psychology	3
ECD 104 Activities I for Children	3
ECD 105 Activities II for Children	3
ECD 106 Infant/Toddler Development & Care	3
ECD 107 Health, Safety & Nutrition	3
ECD 108 Activities for the School Age Child	3
ECD 210 Directed Practicum *	3
ECD 212 Administration of Child Development Centers *	3
ECD 213 Understanding & Guiding the Young Child's Behavior ..	3
ED 100 Child Development & Behavior	3
ED 102 Schools & Society	3
ED 203 Introduction to Special Education	3
ED 207 Children's Literature (in Early Childhood)	3
Arts & Humanities	
CMSP 103 Speech Fundamentals * or	
CMSP 105 Group Discussion *	3
Arts or Humanities Elective (GenEd course list)	3
Biological & Physical Sciences	
Elective (GenEd course list)	3/4
PE/Health Elective	1/3
Other Requirements	
Elective (GenEd course list)	3
CIS Elective	3
	61/64

* Successful completion of at least 45 credits including ED 100, ED 102, ECD 104, ECD 107 before enrollment

Early Childhood Development Certificate

(Career)

Course	Credits
English	
EN 101 English Composition	3
Social & Behavioral Sciences	
ECD 104 Activities I for Children	3
ECD 105 Activities II for Children	3
ECD 106 Infant/Toddler Development & Care	3
ECD 107 Health, Safety, Nutrition	3
ECD 108 Activities for the School Age Child	3
ECD 210 Directed Practicum **	3
ECD 213 Understanding & Guiding the Young Child's Behavior ..	3
ED 100 Child Development & Behavior	3
ED 203 Introduction to Special Education	3
PS 101 General Psychology	3
	33

** Successful completion of at least 15 credits including ED 100, ED 102, ECD 104, ECD 107 before enrollment.

Economics

A.A. Degree (Transfer) An Option of Arts & Sciences

Designed to prepare the student for transfer to a four-year college. The curriculum offers a sound foundation in basic micro and macro economics and quantitative analysis.

Course	Credits
English	
EN 101 English Composition	3
Mathematics	
MA 111 Algebra & Trigonometry	4
MA 206 Elementary Statistics	3
Social & Behavioral Sciences	
EC 201 Principles of Economics (Macro)	3
Social & Behavioral Sciences Elective (GenEd course list) (Other than EC)	3
EC 202 Principles of Economics (Micro)	3
Economics (EC) Electives	6
Social & Behavioral Sciences Electives (Other than EC)	6
Arts & Humanities	
Arts Elective (GenEd course list)	3
EN 102 English Composition & Literature	3
CMSP 103 Speech Fundamentals	3
Biological & Physical Sciences	
Biological & Physical Sciences Elective (Lab course) (GenEd course list) ..	4
Biological & Physical Sciences Elective (GenEd course list)	3/4
Interdisciplinary & Emerging Issues	
Computer Literacy Elective (GenEd course list) or	
Interdisciplinary Issues Elective (GenEd course list) or	
Multicultural Issues & Perspectives (GenEd course list)	3
Wellness Elective (GenEd course list)	3
Other Requirements	
Electives	9
	62/63

Education Program

Associate of Arts in Teaching Degree (Transfer)

The associate of arts in teaching (A.A.T.) is designed for students preparing to complete a bachelor's degree and teacher certification in elementary education at a four-year college or university. Education majors must see an advisor prior to registering for classes. Students who are interested in early childhood or special education should also follow this program of study.

Course	Credits
English	
EN 101 * English Composition	3
EN 102 * English Composition & Literature	3
Mathematics	
MA 105 Fundamental Concepts of Mathematics I	4
MA 106 Fundamental Concepts of Mathematics II	4
MA 207 Elementary Statistics with Probability	4
Social & Behavioral Sciences	
PS 101 * General Psychology	3
HI 102 History of Western Civilization or	
HI 201 * History of the United States or	
HI 202 * History of the United States	3
GG 102 * Cultural Geography	3
Arts & Humanities	
AR 100 Introduction to the Creative Arts	3
CMSP 103 * Speech Fundamentals or	
CMSP 105 Group Discussion	3
Biological & Physical Sciences	
BI 100 Fundamental Concepts of Biology or	
BI 101 * General Biology	4
PC 114 Contemporary Physical Science	4
PC 115 Introduction to Geoscience	4
Interdisciplinary & Emerging Issues	
CIS 101 * Introduction to Computers & Information Processing ..	3
HE 204 Health Education	3
Other Requirements	
ED 102 Schools and Society	3
ED 202 Educational Psychology	3
ED 203 Foundations of Special Education	3
ED/PS 208 Human Growth and Development	3
ED 214 Processes and Acquisition of Reading	3
ED 220 Observation and Practice in Schools (1 credit)	3
(Students complete 3 fieldwork experiences.)	69

* Honors-level courses are available. See page 98 for information.

A.A.T. program requirements:

1. Students must achieve a 2.75 cumulative G.P.A. and earn a "C" or better in all courses used to satisfy the A.A.T. requirements.
2. Students must submit passing scores for the PRAXIS I: Academic Skills Assessment prior to the completion of the 45th credit hour. Praxis I is a standardized national test used to measure reading, writing, and mathematical skills and is administered in paper and pencil format six times a year. Scores are established by the Maryland State Department of Education and are subject to change. Students should have their scores sent to the college by entering code 5230 on the PRAXIS I registration form.
3. Students will develop and submit a portfolio for approval.

In consultation with their advisor, students majoring in education prior to fall 2002 may complete the A.A. education program from previous catalogs or change their major to the A.A.T. education program.

Students seeking to transfer to a four-year college or university outside of Maryland are strongly advised to consult with the education advisor at their transfer institution.

All general education courses are listed in the appropriate category and are in bold print.

Secondary Education

Students can complete the first two years of preparation for a broad range of secondary teaching careers. In consultation with an advisor at the college and an advisor at the transfer institution, students can complete their first two years of a four-year program in the following areas:

Teaching Area	Major
Art	.Art
Biology	.Biology
Business Education	.Business Administration
Chemistry	.Chemistry
Computer Science	.Computer Science
English	.English/Literature
Family and Consumer Studies	.Consult advisor
Foreign Languages	.Consult advisor
Mathematics	.Mathematics
Music	.Music
Physical Education	.Physical Education
Sciences	.Consult advisor
Social Studies	.Consult advisor
Technology Education	.Consult advisor

Future secondary teachers are advised to pass PRAXIS I and complete ED 218 Teaching Reading in the Content Area, Part I before transferring.

Electronics Technology Program

A.A.S. Degree (Career) and Certificate

Under revision. This program is being incorporated into the computer and information systems area. Currently enrolled students should contact the department chair to design a completion program. New students are not being admitted to the electronics technology program. Anyone wishing information about the changes to the program should contact the department chair.

Emergency Medical Services Program

A.A.S. Degree (Career)

Provides the skills, knowledge and clinical experience required to deliver emergency pre-hospital care. Students may elect to take core courses leading to certification as an emergency medical technician-basic (EMT-B) and/or emergency medical technician-paramedic (EMT-P) or prepare for leadership and training positions in the EMS field through completion of the certificate or degree options.

Students may sit for EMT-B certification upon successful completion of EMS 105. Students may sit for EMT-P Certification upon completion of the EMS certificate or A.A.S. degree program.

Course	Credits
English	
EN 101 English Composition	3
Mathematics	
Mathematics Elective (GenEd course list)	3/4
Social & Behavioral Sciences	
PS 101 General Psychology	3
Arts & Humanities	
Humanities or Arts Elective (GenEd course list)	3
Communications Elective (GenEd course list)	3
Biological & Physical Sciences	
BI 103 Anatomy & Physiology	4
BI 104 Anatomy & Physiology	4
PE/Health Elective	1
Other Requirements	
EMS 105 Emergency Medical Technician-Basic	7
EMS 106 Field Work in EMS	4
EMS 120 Pharmacology for EMS	3
EMS 200 Introduction to Prehospital Environment	2
EMS 201 Medical Emergencies	8
EMS 202 Paramedic Practicum I	4
EMS 203 Traumatic Emergencies	3
EMS 206 Paramedic Practicum II	4
EMS 207 Preparation for EMT-P Certification	1
EMS 208 Pathophysiology for EMS	3
EMS 209 Behavioral and Developmental Emergencies	3

66/67

Emergency Medical Services Certificate

(Career)

Course	Credits
Biological & Physical Sciences	
BI 103 Anatomy & Physiology	4
BI 104 Anatomy & Physiology	4
Other Requirements	
EMS 105 Emergency Medical Technician-Basic	7
EMS 106 Field Work in EMS	4
EMS 120 Pharmacology for EMS	3
EMS 200 Introduction to Prehospital Environment	2
EMS 201 Medical Emergencies	8
EMS 202 Paramedic Practicum I	4
EMS 203 Traumatic Emergencies	3
EMS 206 Paramedic Practicum II	4
EMS 207 Preparation for EMT-P Certification	1
EMS 208 Pathophysiology for EMS	3
EMS 209 Behavioral and Developmental Emergencies	3

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Engineering Program

A.S. Degree (Transfer)

Currently under revision. Intended to provide the basis for transfer to a four-year engineering course of study. Every course is not applicable to all engineering fields and different schools vary in their transfer requirements. Students entering the program who lack high school precalculus, chemistry or physics may need to satisfy these requirements before taking MA 210, CH 101 or PY 203. Therefore, it is imperative that each student meet periodically with an advisor to establish and/or confirm a personal direction for future study.

Course	Credits
English	
EN 101 English Composition	3
Mathematics	
MA 210 Calculus I	4
MA 211 Calculus II	4
MA 212 Calculus III	4
MA 213 Differential Equations	3
Social & Behavioral Sciences (Electives must be from two disciplines)	
Social & Behavioral Sciences Elective (GenEd course list)	3
Social & Behavioral Sciences Elective (GenEd course list)	3
Arts & Humanities	
Arts Elective (GenEd course list)	3
Humanities Elective (GenEd course list)	3
Communications Elective (GenEd course list)	3
Biological & Physical Sciences	
CH 101 General Chemistry	4
CH 102 General Chemistry	4
PY 203 Introductory Physics I	5
PY 204 Introductory Physics II	5
Interdisciplinary & Emerging Issues	
CIS 101 Introduction to Computers and Information Processing .	3
Wellness Elective (GenEd course list)	3
Other Requirements	
EG 105 Engineering Graphics	3
EG 110 Engineering Statics	3
EG 210 Mechanics of Materials	3
EG 211 Engineering Dynamics	3
<hr/>	
69	

English/Literature

A.A. Degree (Transfer)

An Option of Arts & Sciences

Offered as a solid preparation for myriad career fields in the liberal arts. It also provides an excellent preparation for the competitive admission to such professional schools as law and medicine.

Course	Credits
English	
EN 101 English Composition	3
Mathematics	
Mathematics Elective (GenEd course list)	3/4
Social & Behavioral Sciences	
PS 101 General Psychology	3
Social & Behavioral Sciences Elective (GenEd course list) (Other than PS)	3
Arts & Humanities	
<i>Arts:</i>	
AR 104 Survey of Art I or	
AR 105 Survey of Art II or	
MU 101 Introduction to Music History & Appreciation or	
DR 101 Introduction to Theater	3
<i>Humanities:</i>	
EN 102 English Composition & Literature	3
PH 101 Introduction to Philosophy or	
PH 205 Ethics	3
<i>Electives (12 credits from the following 6 courses)</i>	
EN 201 British Literature (3)	
EN 202 British Literature (3)	
EN 203 American Literature (3)	
EN 204 American Literature (3)	
EN 205 World Literature (3)	
EN 206 World Literature (3)	12
EN 115 Technical Writing or	
EN 210 Creative Writing or	
EN 211 Creative Writing or	
EN 212 Journalism or	
EN 217 Advanced Composition	3
Electives [Additional literature (EN) courses]	6
<i>Communications:</i>	
CMSP 103 Speech Fundamentals or	
CMSP 105 Group Discussion	3
Biological & Physical Sciences	
Biological & Physical Sciences Elective (Lab course) (GenEd course list) . .	4
Biological & Physical Sciences Elective (GenEd course list)	3/4
Interdisciplinary & Emerging Issues	
<i>Choose from 2 categories:</i>	
Computer Literacy Elective (GenEd course list)	
Interdisciplinary Issues Elective (GenEd course list)	
Multicultural Issues & Perspectives (GenEd course list)	
Wellness Elective (GenEd course list)	6
PE/Health Elective (A Wellness course will satisfy this requirement) . .	1/3
Other Requirements	
Electives	3
<hr/>	
61/66	

General Studies Program

A.A. Degree (Transfer)

Designed to provide students with a broad educational experience and an opportunity to explore academic and occupational interests. It allows maximum flexibility in choice of courses to help students achieve their educational goals. Students who are exploring various academic and career options or who are undecided about their educational goals should begin their educational experience with this program. All students who select this program should consult an academic advisor for transfer information and/or career guidance.

Courses may be taken in any sequence as long as course prerequisites are met. However, it is suggested that all students in the general studies program complete English 101 and their mathematics requirement as early as possible in their educational experience.

Course	Credits
English	
EN 101 English Composition	3
Mathematics	
Mathematics Elective (GenEd course list)	3/4
Social & Behavioral Sciences (Electives must be from two disciplines)	
Social & Behavioral Sciences Elective (GenEd course list)	3
Social & Behavioral Sciences Elective (GenEd course list)	3
Arts & Humanities	
Arts Elective (GenEd course list)	3
Humanities Elective (GenEd course list)	3
Communications Elective (GenEd course list)	3
Biological & Physical Sciences	
Biological & Physical Sciences Elective (Lab course) (GenEd course list) ..	4
Biological & Physical Sciences Elective (GenEd course list)	3/4
Interdisciplinary & Emerging Issues	
<i>Choose from 2 categories:</i>	
Computer Literacy Elective (GenEd course list)	
Interdisciplinary Issues Elective (GenEd course list)	
Multicultural Issues & Perspectives (GenEd course list)	
Wellness Elective (GenEd course list)	6
PE/Health Elective (A Wellness course will satisfy this requirement) ..	1/3
Other Requirements	
Electives	26/27
	60/65

General Studies Program: Emergency Services/Fire Science Option

A.A. Degree (Transfer)

This option is designed for individuals who work in the emergency and fire service who want to prepare for advancement in the various service areas. Principles of fire prevention, protection, combustion, hydraulics, and building construction are included as well as leadership, supervision, and management.

Course	Credits
English	
EN 101 English Composition	3
Mathematics	
Mathematics Elective (GenEd course list)	
(MA 111 or MA 201 recommended)	3/4
Social & Behavioral Sciences (Electives must be from two disciplines)	
Social & Behavioral Sciences Elective (GenEd course list)	3
Social & Behavioral Sciences Elective (GenEd course list)	3
Arts & Humanities	
Arts Elective (GenEd course list)	3
Humanities Elective (GenEd course list)	
(Foreign Language recommended)	3
Communications Elective (GenEd course list)	3
Biological & Physical Sciences (Physical Science recommended)	
Biological & Physical Sciences Elective (Lab course) (GenEd course list) ..	4
Biological & Physical Sciences Elective (GenEd course list)	3/4
Interdisciplinary & Emerging Issues	
<i>Choose from 2 categories:</i>	
Computer Literacy Elective (GenEd course list)	
Interdisciplinary Issues Elective (GenEd course list)	
Multicultural Issues & Perspectives (GenEd course list)	
Wellness Elective (GenEd course list)	6
PE/Health Elective (A Wellness course will satisfy this requirement) ..	1/3
Other Requirements	
BU 223 Human Resources Management	3
BU 272 Supervisory Management	3
BU 275 Fundamentals of Leadership	3
Courses provided through Maryland Fire and Rescue Institute (American Council on Education (ACE) Recommended Credit)	
FFI Firefighter I	3
FFII Firefighter II	2
FII Fire Inspector I or Fire Inspection Principles (R220) ..	3
FIII Fire Inspector II or Principles of Fire Inspection:	
Structures & Systems (R222)	3
ITIR Methods of Instruction Level I - Teaching Techniques	2
BCNCNFA Building Construction: Non-combustible and	
Fire Resistive	1
BCOCNFA Building Construction: Principles - Wood and Ordinary	
Construction	1
HMO Hazardous Materials Operations	1
PO Pump Operator	1
	60/64

General Studies Program: Therapeutic Massage Option

A.A. Degree (Transfer)

The Therapeutic Massage option of the General Studies program prepares students to meet the credit requirements necessary to apply for Maryland State Certification to practice medical massage therapy. Upon completion, graduates receive an associate of arts degree from Frederick Community College. This option is offered through an articulation agreement between Synergy Therapeutic Massage Center & Training School and Frederick Community College. Frederick Community College students may complete 550 clock hours of specific massage therapy training at Synergy Therapeutic Massage Center and be eligible for national certification. The 550 clock hours completed at Synergy and proof of passing the National Certification Examination for Therapeutic Massage and Bodywork (NCETMB) will be accepted as the Massage Therapy Practicum* by Frederick Community College.

Course	Credits
English	
EN 101 English Composition	3
Mathematics	
Mathematics Elective (GenEd course list)	3/4
Social & Behavioral Sciences (Electives must be from two disciplines)	
Social & Behavioral Sciences Elective (GenEd course list)	3
Social & Behavioral Sciences Elective (GenEd course list)	3
Arts & Humanities	
Arts Elective (GenEd course list)	3
Humanities Elective (GenEd course list)	3
Communications Elective (GenEd course list)	3
Biological & Physical Sciences	
BI 103 Anatomy & Physiology	4
BI 104 Anatomy & Physiology	4
Interdisciplinary & Emerging Issues	
<i>Choose from 2 categories:</i>	
Computer Literacy Elective (GenEd course list)	
Interdisciplinary Issues Elective (GenEd course list)	
Multicultural Issues & Perspectives (GenEd course list)	
Wellness Elective (GenEd course list)	6
PE/Health Elective (A Wellness course will satisfy this requirement) ..	1/3
Other Requirements	
ED/PS 208 Human Growth & Development	3
Electives	3/6
MT 200 Massage Therapy Practicum *	20
	61/68

Recommended electives for those students interested in opening their own business:

- BU 100 Business Accounting (3)
- BU 103 Introduction to Business (3)
- BU 211 Business Law (3)

Government & Politics

A.A. Degree (Transfer)

An Option of Arts & Sciences

Designed primarily to prepare students to transfer to four-year institutions. Students studying government and politics can expect to find careers in government, law, business and teaching.

Course	Credits
English	
EN 101 English Composition	3
Mathematics	
Mathematics Elective (GenEd course list)	3/4
Social & Behavioral Sciences	
HI 201 History of the United States	3
PI 104 American Government: National	3
EC 101 History of Economic Development	3
EC 201 Principles of Economics (Macro)	3
HI 202 History of the United States	3
PI 105 American Government: State & Local	3
PI 206 Civil Liberties	3
SO 102 Social Problems	3
Arts & Humanities	
Arts Elective (GenEd course list)	3
EN 102 English Composition	3
PH 101 Introduction to Philosophy	3
CMSP 103 Speech Fundamentals or	
CMSP 105 Group Discussion	3
Biological & Physical Sciences (One lab course required)	
Biological & Physical Sciences Elective (Lab course) (GenEd course list) ..	4
Biological & Physical Sciences Elective (GenEd course list)	3/4
Interdisciplinary & Emerging Issues	
<i>Choose from 2 categories:</i>	
Computer Literacy Elective (GenEd course list)	
Interdisciplinary Issues Elective (GenEd course list)	
Multicultural Issues & Perspectives (GenEd course list)	
Wellness Elective (GenEd course list)	6
PE/Health Elective (A Wellness course will satisfy this requirement) ..	1/3
Other Requirements	
Electives	6
	62/66

History

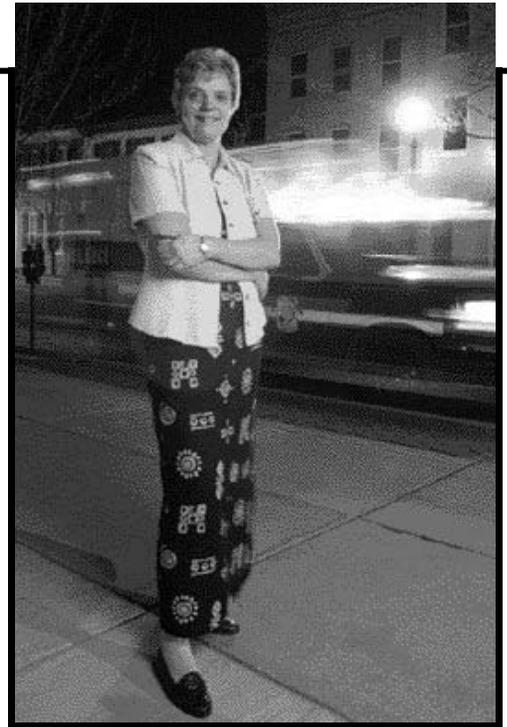
A.A. Degree (Transfer) An Option of Arts & Sciences

Designed to prepare students to transfer to four-year institutions. This option provides the opportunity to acquire knowledge about how people have interacted within societies and between societies in relation to a multitude of disciplinary areas.

Course	Credits
English	
EN 101 English Composition	3
Mathematics	
Mathematics Elective (GenEd course list)	3/4
Social & Behavioral Sciences	
HI 101 History of Western Civilization	3
Social & Behavioral Sciences Elective (GenEd course list) (Other than HI) .	3
HI 102 History of Western Civilization	3
HI 201 History of the United States	3
HI 202 History of the United States	3
History Elective (Any 3 courses, other than the above, with the HI prefix) . .	9
Arts & Humanities	
Arts Elective (GenEd course list)	3
EN 102 English Composition	3
CMSP 103 Speech Fundamentals	3
Biological & Physical Sciences (One lab course required)	
Biological & Physical Sciences Elective (Lab course) (GenEd course list) . .	4
Biological & Physical Sciences Elective (GenEd course list)	3/4
Interdisciplinary & Emerging Issues	
<i>Choose from 2 categories:</i>	
Computer Literacy Elective (GenEd course list)	
Interdisciplinary Issues Elective (GenEd course list)	
Multicultural Issues & Perspectives (GenEd course list)	
Wellness Elective (GenEd course list)	6
PE/Health Elective (A Wellness course will satisfy this requirement) . .	1/3
Other Requirements	
Electives	9
	61/66

“If not for Jane Garvin, I wouldn’t be a nurse today. You see, I flunked a big test in a class one semester and decided to quit the nursing program. Jane met with me that evening, calmed me down, refocused me, and told me I would be a great nurse. I hung in there because of what she said and today I absolutely love being a nurse!”

-Jenny Maher



janegarvin

Hospitality Services Program

A.A.S. Degree (Career)

Prepares the student for entry-level management positions within the hospitality industry and allows the hospitality employee to update skills to remain current in the field. The program offers a three-option curriculum with A.A.S. degrees offered in food service management, food production management, and hotel management.

Frederick Community College is a member of the Council on Hotel, Restaurant and Institutional Education. The curriculum meets guidelines established by the American Culinary Federation, National Restaurant Association and The American Hotel & Motel Association.

Food Service Management Option

A.A.S. Degree (Career)

Course	Credits
English	
EN 101 English Composition	3
Mathematics	
Mathematics Elective (GenEd course list)	3/4
Social & Behavioral Sciences	
HS 102 Human Relations	3
Social & Behavioral Sciences Elective (GenEd course list) (Other than HS)	3
Arts & Humanities	
PH 208 Business Ethics	3
Communications Elective (GenEd course list)	3
Biological & Physical Sciences	
Biological & Physical Sciences Elective (GenEd course list)	3/4
PE/Health Elective	1/3
Other Requirements	
BU 100 Business Accounting or	
BU 101 Principles of Accounting	3
BU 223 Human Resource Management	3
BU 272 Supervisory Management	3
BU 273 Business Communications	3
BU 274 Customer Relations	3
BU 275 Fundamentals of Leadership	3
COS 114 Business Software Applications	3
HOS 102 Dining Room Management	2
HOS 103 Beverage Management	2
HOS 110 Introduction to Hospitality Management	3
HOS 111 Culinary Fundamentals	2
HOS 121 Sanitation Certification	1
HOS 122 Labor Cost Control & Analysis	2
HOS 123 Food Service Purchasing & Cost Control	3
Cooperative Education	4
	62/66

Hospitality Services Program

Food Production Management Option

A.A.S. Degree (Career)

Course	Credits
English	
EN 101 English Composition	3
Mathematics	
Mathematics Elective (GenEd course list)	3/4
Social & Behavioral Sciences	
HS 102 Human Relations	3
Social & Behavioral Sciences Elective (GenEd course list) (Other than HS)	3
Arts & Humanities	
PH 208 Business Ethics	3
Communications Elective (GenEd course list)	3
Biological & Physical Sciences	
Biological & Physical Sciences Elective (GenEd course list)	3/4
PE/Health Elective	1/3
Other Requirements	
BU 100 Business Accounting or	
BU 101 Principles of Accounting	3
BU 272 Supervisory Management	3
BU 273 Business Communications	3
BU 274 Customer Relations	3
BU 275 Fundamentals of Leadership	3
COS 114 Business Software Applications	3
HOS 110 Introduction to Hospitality Management	3
HOS 111 Culinary Fundamentals	2
HOS 112 Food Preparation I	3
HOS 113 Food Preparation II	3
HOS 121 Sanitation Certification	1
HOS 122 Labor Cost Control & Analysis	2
HOS 123 Food Service Purchasing & Cost Control	3
Cooperative Education	4
	61/65

Hospitality Services Program

Hotel Management Option

A.A.S. Degree (Career)

Course	Credits
English	
EN 101 English Composition	3
Mathematics	
Mathematics Elective (GenEd course list)	3/4
Social & Behavioral Sciences	
HS 102 Human Relations	3
Social & Behavioral Sciences Elective (GenEd course list) (Other than HS)	3
Arts & Humanities	
PH 208 Business Ethics	3
Communications Elective (GenEd course list)	3
Biological & Physical Sciences	
Biological & Physical Sciences Elective (GenEd course list)	3/4
PE/Health Elective	1/3
Other Requirements	
BU 100 Business Accounting or	
BU 101 Principles of Accounting	3
BU 223 Human Resource Management	3
BU 272 Supervisory Management	3
BU 273 Business Communications	3
BU 274 Customer Relations	3
BU 275 Fundamentals of Leadership	3
COS 114 Business Software Applications	3
HOS 110 Introduction to Hospitality Management	3
HOS 121 Sanitation Certification	1
HOS 122 Labor Cost Control & Analysis	2
HOS 221 Front Office Procedures	3
HOS 222 Housekeeping Management	3
HOS 223 Hotel Facilities Management	3
HOS 224 Hotel Sales & Marketing	3
Cooperative Education	4
	65/69

Hospitality Supervision Certificate

(Career)

This short certificate prepares students with marketable skills in the areas of supervision, communication, computer applications, and basic financials for entry into such positions as dining room host/supervisor, front desk supervisor, meeting planner, sous chef, night auditor and housekeeping supervisor.

Course	Credits
Requirements	
BU 272 Supervisory Management	3
BU 273 Business Communications	3
COS 114 Business Software Applications	3
HOS 110 Introduction to Hospitality Management	3
HOS 121 Sanitation Certification	1
HOS 122 Labor Cost Control & Analysis	2
HOS/BU Hospitality or Business Elective	<u>2/3</u>
	17/18

Culinary Arts Certificate

(Career)

Prepares students for entry-level employment in the foodservice industry working towards a career as a professional chef. Offers hands-on training in the areas of food preparation, sanitation and cost control. Graduates with appropriate work experience can qualify for the "certified cook" exam through the American Culinary Federation.

Course	Credits
Requirements	
HOS 111 Culinary Fundamentals	2
HOS 112 Food Preparation I	3
HOS 113 Food Preparation II	3
HOS 114 Baking	3
HOS 115 Garde Manger	3
HOS 121 Sanitation Certification	1
HOS 123 Foodservice Purchasing & Cost Control	<u>3</u>
	18

Human Services

A.A. Degree (Transfer) An Option of Arts & Sciences

Introduces the student to a broad range of social and rehabilitation services and human development concepts designed to deal with the problem of specific populations, including the elderly, children and persons with mental or physical handicaps. Upon completion of the human services option, the student will be aware of the demands of the human service field. After completing the first year of academic work, the student has the option to follow one of three academic paths: adult and family traumas, aging or developmental problems.

Course	Credits
English	
EN 101 English Composition	3
Mathematics	
Mathematics Elective (GenEd course list)	3/4
Social & Behavioral Sciences	
PS 101 General Psychology	3
SO 101 Introduction to Sociology	3
ED/PS 208 Human Growth & Development	3
HS 101 Introduction to Human Services	3
HS 102 Human Relations	3
SO 102 Social Problems	3
Arts & Humanities	
Arts Elective (GenEd course list)	3
Humanities Elective (GenEd course list)	3
CMSP 103 Speech Fundamentals or	
CMSP 105 Group Discussion	3
Biological & Physical Sciences	
Elective (Lab course) (GenEd course list; BI 100 and/or BI 107 recommended)	4
Elective (GenEd course list)	3/4
Interdisciplinary & Emerging Issues	
Wellness Elective (GenEd course list)	3
<i>Choose 1 from the following 3 categories:</i>	
Computer Literacy Elective (GenEd course list) or	
Interdisciplinary Issues Elective (GenEd course list) or	
Multicultural Issues & Perspectives (GenEd course list)	3
Other Requirements	
Concentration requirements (Choose one of the following concentrations)	15/18
	61/66

Adult and Family Traumas

Course	Credits
HS 203 Introduction to Counseling & Interviewing	3
HS 204 Ethics & Practice Issues in Human Services	1
ID 101 Women's Studies: Psychology & Sociology of Women or	
PS 104 Issues of Drugs & Alcohol or	
PS 204 Psychology of Adolescence or	
PS 205 Psychology of Aging	3
PS 206 Abnormal Psychology	3
PS 207 Death and Dying	3
SO 202 Marriage and Family	3
CE 102 Cooperative Education	2
	18

Aging

Course	Credits
HS 203 Introduction to Counseling & Interviewing	3
HS 204 Ethics & Practice Issues in Human Services	1
PS 205 Psychology of Aging	3
PS 206 Abnormal Psychology	3
PS 207 Death and Dying	3
CE 102 Cooperative Education	2
	15

Developmental Problems

Course	Credits
ED 203 Foundations of Special Education	3
HS 203 Introduction to Counseling & Interviewing	3
HS 204 Ethics & Practice Issues in Human Services	1
PS 202 Social Psychology or	
PS 204 Psychology of Adolescence	3
PS 206 Abnormal Psychology	3
CE 102 Cooperative Education	2
	15

Addictions

Course	Credits
HS 203 Introduction to Counseling & Interviewing	3
HS 204 Ethics & Practice Issues in Human Services	1
HS 205 Fundamentals of Addiction	3
HS 206 Pharmacology of Psychoactive Drugs	3
HS 207 Theory and Practice of Group Counseling	3
PS 206 Abnormal Psychology	3
CE 102 Cooperative Education	2
	18

Information Processing Program

Career Option I: Computer Programming

A.A.S. Degree (Career)

Prepares students for immediate entry-level employment in the computer industry as a computer programmer. The program option allows the student the opportunity to study computer programming and system analysis and design. Business-related courses and a cooperative work experience are integral parts of the program.

Course	Credits
English	
EN 101 English Composition	3
Mathematics	
MA 202 Introduction to Discrete Mathematics or	
MA 206 Elementary Statistics	3
Social & Behavioral Sciences	
Social & Behavioral Sciences Elective (GenEd course list)	3
EC 201 Principles of Economics	3
Arts & Humanities	
Arts Elective (GenEd course list) or	
Humanities Elective (GenEd course list)	3
Communications Elective (GenEd course list)	3
Biological & Physical Sciences	
Biological & Physical Sciences Elective (GenEd course list)	3/4
PE/Health Elective	1/3
Other Requirements	
CIS 101 Introduction to Computers & Information Processing ...	3
CIS 108 Introduction to Programming & Programming Logic ...	3
CIS 203 Systems Analysis & Design	3
CIS 206 C Programming	3
CIS 240 Algorithm Development & Computer Programming with PASCAL	3
CIS 230 Database Management Systems or	
CIS 242 Data Structures	3
CIS 204 Computer & Information Science Project or	
CE 103 Cooperative Education	3
EC 202 Principles of Economics	3
EN 115 Technical Writing	3
CIS Electives <i>Choose 12 credits from the following:</i>	
CIS 111B MSA: Data Base (3)	
CIS 111E MSA: Spreadsheets (3)	
CIS 121 Visual BASIC Programming Language (3)	
CIS 208 C++ Programming Language (3)	
CIS 210 LAN Design & Management (3)	
CIS 230 Database Management Systems (3)	
CIS 241 Intro. to Data Communications & Networking (3)	
CIS 242 Data Structures (3)	
CIS 250 Microcomputer Assembly Language Programming (3)	
CIS 255 Introduction to Java Programming (3)	
CE 103 Cooperative Education (3)	12
	61/64

Information Processing Program

Career Option II: Microcomputer Applications Specialist

A.A.S. Degree (Career)

Prepares students for immediate entry-level employment in the computer industry as a microcomputer applications specialist. The program option allows the student to study computer application packages and business processes. Accounting courses, business-related courses, and cooperative work experience are integral parts of the program.

Course	Credits
English	
EN 101 English Composition	3
Mathematics	
Mathematics Elective (GenEd course list)	3
Social & Behavioral Sciences	
Social & Behavioral Sciences Elective (GenEd course list) (Other than EC)	3
EC 201 Principles of Economics	3
Arts & Humanities	
Arts Elective (GenEd course list) or	
Humanities Elective (GenEd course list)	3
Communications Elective (GenEd course list)	3
Biological & Physical Sciences	
Biological & Physical Sciences Elective (GenEd course list)	3/4
PE/Health Elective	1/3
Other Requirements	
BU 101 Principles of Accounting	3
CIS 101 Introduction to Computers & Information Processing ...	3
CIS 108 Introduction to Programming & Programming Logic ...	3
CIS 111E Microcomputer Software Applications: Spreadsheets ..	3
CIS 111F Microcomputer Software Applications: Operating Systems	3
CIS 121 Visual BASIC Programming Language	3
CIS 203 Systems Analysis & Design	3
CIS 240 Algorithm Development & Computer Programming with PASCAL	3
CIS 204 Computer & Information Science Project or	
CE 103 Cooperative Education	3
EN 115 Technical Writing	3
CIS Electives <i>Choose 9 credits from the following:</i>	
CIS 111B MSA: Data Base (3)	
CIS 130 Introduction to Program Design in C (3)	
CIS 140 Intro. to Object-Oriented Programming in Java (3)	
CIS 210 LAN Design & Management (3)	
CIS 212 PC Diagnostics & Troubleshooting (3)	
CIS 230 Database Management Systems (3)	
CIS 241 Intro. to Data Communications & Networking (3)	
COS 107 Word Processing I (3)	9
	61/64

Information Processing Program

Career Option III: PC/Network Support Specialist

A.A.S. Degree (Career)

Prepares students for a career in the personal computer field. It will concentrate on providing skills with PC and networking support, analysis and management.

Course	Credits
English	
EN 101 English Composition	3
Mathematics	
MA 202 Introduction to Discrete Mathematics or	
MA 206 Elementary Statistics	3
Social & Behavioral Sciences	
EC 201 Principles of Economics	3
PS 101 General Psychology	3
Arts & Humanities	
Arts Elective (GenEd course list) or	
Humanities Elective (GenEd course list)	3
Communications Elective (GenEd course list)	3
Biological & Physical Sciences	
Biological & Physical Sciences Elective (GenEd course list)	3/4
PE/Health Elective	1/3
Other Requirements	
CIS 101 Introduction to Computers & Information Processing ...	3
CIS 108 Introduction to Programming & Programming Logic ...	3
CIS 111F Microcomputer Software Applications: Operating Systems	3
CIS 203 Systems Analysis & Design	3
CIS 204 Computer & Information Science Project or	
CE 103 Cooperative Education	3
CIS 210 LAN Design & Management	3
CIS 240 Algorithm Development & Computer Programming	
with PASCAL	3
CIS 241 Intro. to Data Communications & Networking	3
EN 115 Technical Writing	3
CIS Electives <i>Choose 12 credits from the following:</i>	
CIS 121 Visual BASIC Programming Language (3)	
CIS 130 Introduction to Program Design in C (3)	
CIS 140 Intro. to Object-Oriented Programming in Java (3)	
CIS 206 C Programming (3)	
CIS 208 C++ Programming (3)	
CIS 211 Local Area Networking (A, B, C, D) (3)	
CIS 230 Database Management Systems (3)	
CIS 242 Data Structures (3)	
CIS 250 Microprocessor Assembly Language	
Programming (3)	
CIS 255 Introduction to Java Programming (3)	
EL 103 D.C. Circuit Analysis (4)	
EL 207 Digital Circuits I (3)	
EL 208 Digital Circuits II (3)	
EL 220 Digital Electronics (3)	
MA 202 Introduction to Discrete Mathematics (3) ...	12
	61/64

Information Processing Program

Career Option IV: Office Systems Management

A.A.S. Degree (Career)

Provides students with a broad knowledge base in office applications as well as general business practices. Coursework emphasizing work place basics is an integral part of this program.

Course	Credits
English	
EN 101 English Composition	3
Mathematics	
Mathematics Elective (GenEd course list)	3
Social & Behavioral Sciences	
Social & Behavioral Sciences Elective (GenEd course list)	3
Social & Behavioral Sciences Elective (GenEd course list)	3
Arts & Humanities	
Arts Elective (GenEd course list) or	
Humanities Elective (GenEd course list)	3
CMSP 107 Career Communications	3
Biological & Physical Sciences	
Biological & Physical Sciences Elective (GenEd course list)	3/4
PE/Health Elective	1/3
Other Requirements	
BU 100 Business Accounting	3
BU 107 Business Mathematics	3
CIS 101 Introduction to Computers & Information Processing ...	3
CIS 111E Microcomputer Software Applications: Spreadsheets ...	3
CIS 111B Microcomputer Software Applications: Database	3
COS 103 Introductory Keyboarding	3
COS 107 Word Processing	3
COS 116 Office Applications (Select 3)	3
COS 120 Business English	3
Electives <i>Choose 12 credits from the following:</i>	
BU 103 Introduction to Business (3)	
BU 101 Principles of Accounting (3)	
CIS 108 Intro. to Programming & Programming Logic (3)	
CIS 111C Microcomputer Software App: Computerized	
Accounting (3)	
CIS 111F Microcomputer Software Applications:	
Operating Systems (3)	
COS 116 Office Applications (1)	
COS 208 Executive Keyboarding (3)	
COS 209 Medical Terminology (3)	
COS 210 Medical Office Procedures (3)	
COS 212 Introduction to Medical Office Systems (3)	
EN 115 Technical Writing (3)	
PH 208 Business Ethics (3)	12
	61/64

Information Processing Program

Office Systems Management Short Certificates

These short-term intensive instructional certificates are designed for students seeking to build skills in specialty areas, upgrade current skills or broaden their general knowledge base in office applications.

Certificates are available in three areas: office application software, medical office applications and general business applications.

Students enrolling in these certificate options should keyboard at a minimum of 30 words per minute or should have completed COS 103 or its equivalent.

Office Applications: Software

Course	Credits
Requirements	
CIS 111E Microcomputer Software Applications: Spreadsheets . .	3
CIS 111B Microcomputer Software Applications: Database	3
COS 107 Word Processing	3
COS 116 Office Applications (Select 4)	4
COS 120 Business English	3
	16

Office Applications: Medical

Course	Credits
Requirement	
COS 107 Word Processing	3
COS 116D Office Applications: Windows	1
COS 120 Business English	3
COS 209 Medical Terminology	3
COS 210 Medical Office Procedures	3
COS 212 Medical Office Systems	3
	16

General Business Applications

Course	Credits
Requirements	
BU 100 Business Accounting	3
BU 107 Business Mathematics	3
CIS 111E Microcomputer Software Applications: Spreadsheets . .	3
CIS 111C Microcomputer Software App: Computerized Accounting	3
COS 116 Office Applications (Select 4)	4
	16

Information Processing Program

Career Option V: Network Engineer: MCSE Track

A.A.S. Degree (Career)

Prepares students for entry-level positions in the network engineering field.

Course	Credits
English	
EN 101 English Composition	3
Mathematics	
MA 202 Introduction to Discrete Mathematics or	
MA 206 Elementary Statistics	3
Social & Behavioral Sciences	
PS 101 General Psychology	3
Social & Behavioral Sciences Elective (GenEd course list) (Other than PS) .	3
Arts & Humanities	
Arts Elective (GenEd course list) or	
Humanities Elective (GenEd course list)	3
CMSP 107 Career Communications *	3
Biological & Physical Sciences	
Biological & Physical Sciences Elective (GenEd course list)	3/4
PE/Health Elective	1/3
Other Requirements	
CIS 101 Introduction to Computers & Information Processing or	
CIS 158A Introduction to Personal Computer Hardware	3/1
CIS 111F Microcomputer Software Apps.: Operating Systems or	
CIS 158C Personal Computer Operating Systems	3
CIS 212 Personal Computer Diagnostics and Troubleshooting or	
CIS 158B Personal Computer Repair and Troubleshooting	3
CIS 181 Microsoft Windows 2000 Network and	
Operating Systems Essentials	2
CIS 182 Implementing Microsoft Windows 2000 Professional	
and Server	3
CIS 183 Implementing a Microsoft Windows 2000 Network	
Infrastructure	3
CIS 184 Implementing and Administering Microsoft	
Windows 2000 Directory Services	3
CIS 185 Designing a Microsoft Windows 2000 Directory	
Services Infrastructure	2
Electives	
Select 19 credits from the following list: CIS 108,	
CIS 203, CIS 210, CIS 241, CIS 180, CIS 186,	
CIS 187, CIS 188, CE 103	19
	61/66

Information Processing Program Career Option V: Network Engineer: Cisco Track

A.A.S. Degree (Career)

Prepares students for entry-level positions in the network engineering field.

Course	Credits
English	
EN 101 English Composition	3
Mathematics	
MA 202 Introduction to Discrete Mathematics or	
MA 206 Elementary Statistics	3
Social & Behavioral Sciences	
PS 101 General Psychology	3
Social & Behavioral Sciences Elective (GenEd course list) (Other than PS) .	3
Arts & Humanities	
PH 208 Business Ethics	3
Communications Elective (GenEd course list)	3
Biological & Physical Sciences	
Biological & Physical Sciences Elective (GenEd course list)	3/4
PE/Health Elective	1/3
Other Requirements	
CIS 101 Introduction to Computers & Information Processing or	
CIS 158A Introduction to Personal Computer Hardware	3/1
CIS 111F Microcomputer Software Apps.: Operating Systems or	
CIS 158C Personal Computer Operating Systems	3
CIS 212 Personal Computer Diagnostics and Troubleshooting or	
CIS 158B Personal Computer Repair and Troubleshooting	3
CIS 190 Cisco Networking Fundamentals: Internetworking 1 . . .	5
CIS 191 Cisco Networking Router Technologies:	
Internetworking 2	5
CIS 192 Cisco Advanced Routing and Switching Technologies:	
Internetworking 3	5
CIS 193 Cisco Project-Based Learning: Internetworking 4	4
Electives Select 12 credits from the following list: CIS 108, CIS 203, CIS 204, CIS 210, CIS 211A, CIS 211B, CIS 211C, CIS 211D, CIS 241, CIS 250, CE 103, EL 103, EL 108, EL 207, EL 208, EL 212, EL 215, EL 220, MA 202	12
	60/65

Information Processing Program Career Option V: Network Engineer: Novell Track

A.A.S. Degree (Career)

Prepares students for entry-level positions in the network engineering field.

Course	Credits
English	
EN 101 English Composition	3
Mathematics	
MA 202 Introduction to Discrete Mathematics or	
MA 206 Elementary Statistics	3
Social & Behavioral Sciences	
PS 101 General Psychology	3
Social & Behavioral Sciences Elective (GenEd course list) (Other than PS) .	3
Arts & Humanities	
PH 208 Business Ethics	3
Communications Elective (GenEd course list)	3
Biological & Physical Sciences	
Biological & Physical Sciences Elective (GenEd course list)	3/4
PE/Health Elective	1/3
Other Requirements	
CIS 101 Introduction to Computers & Information Processing or	
CIS 158A Introduction to Personal Computer Hardware	3/1
CIS 108 Introduction to Programming & Programming Logic . . .	3
CIS 111F Microcomputer Software Apps.: Operating Systems or	
CIS 158C Personal Computer Operating Systems	3
CIS 212 Personal Computer Diagnostics and Troubleshooting or	
CIS 158B Personal Computer Repair and Troubleshooting	3
CIS 203 Systems Analysis and Design	3
CIS 210 LAN Design and Management	3
CIS 241 Introduction to Data Communications & Networking . .	3
Electives Select 21 credits from the following list: CIS 204, CIS 211A, CIS 211B, CIS 211C, CIS 211D, CIS 250, CE 103, EL 103, EL 108, EL 207, EL 208, EL 212, EL 215, EL 220, MA 202	21
	62/67

Information Processing Program

Technical Studies Certificate

The technical studies certificate is designed for individuals seeking certification credentials for job advancement in the computer field. The courses in this option will help prepare students for the A+ and MCSE certification examinations. These courses are offered off campus at the I/Tech Center, and students should contact the I/Tech Center for confirmation of course offerings, course titles, and class times.

All credits earned in this option can be applied toward a two-year A.A.S. degree in information processing. For individuals with little or no computer experience, it is recommended that CIS 101 be complete before enrolling in the technical studies certificate option.

Course	Credits
CIS 158A Introduction to Personal Computer Hardware	1
CIS 158B Personal Computer Repair and Troubleshooting	3
CIS 158C Personal Computer Operating Systems	3
CIS 180 Networking Fundamentals	3
CIS 181 Microsoft Windows 2000 Network and Operating Systems Essentials	2
CIS 182 Implementing Microsoft Windows 2000 Professional and Server	3
CIS 183 Implementing a Microsoft Windows 2000 Network Infrastructure	3
CIS 184 Implementing and Administering Microsoft Windows 2000 Directory Services	3
CIS 185 Designing a Microsoft Windows 2000 Directory Services Infrastructure	2
CIS 186 Designing a Microsoft Windows 2000 Migration Strategy	1
CIS 187 Designing a Microsoft Windows 2000 Networking Services Infrastructure	2
	<u>26</u>

Information Processing Program

Information Processing Certificates

(Career)

For those individuals already in the computer field who need certification of college work for job advancement. It is also for individuals who have a degree in another area and wish to be certified in information processing.

Certificates are available in four concentrations: business programming, scientific programming, microcomputer applications specialist and microcomputer technical specialist.

Any of these curriculums may be revised to meet students' needs upon approval of the computing & business technology department chair.

Business Programming Certificate

Course	Credits
Requirements	
BU 101 Principles of Accounting I	3
BU 102 Principles of Accounting II	3
CIS 108 Introduction to Programming & Programming Logic *	3
CIS 203 Systems Analysis & Design	3
CIS 206 C Programming	3
CIS 230 Data Base Management Systems	3
Electives (Select any 12 credits)	
CIS 111 Microcomputer Software Applications (3)	
CIS 204 Computer & Information Sciences Project (3)	
CIS 208 C++ Programming (3)	
CIS 210 LAN Design and Management (3)	
CIS 240 Algorithm Dev. and Computer Program/PASCAL (3)	
CIS 241 Intro. to Data Communications and Networking (3)	
CIS 242 Data Structures (3)	
CIS 247 Advanced C Programming (3)	
CIS 255 Introduction to Java Programming (3)	<u>12</u>
	30

Scientific Programming Certificate

Course	Credits
Requirements	
CIS 108 Intro. to Programming & Programming Logic *	3
CIS 203 Systems Analysis and Design	3
CIS 240 Algorithm Dev. and Computer Program. with PASCAL	3
CIS 242 Data Structures	3
MA 202 Introduction to Discrete Mathematics	3
MA 206 Elementary Statistics	3
Electives (Select any 12 credits)	
CIS 204 Computer & Information Sciences Project (3)	
CIS 205 FORTRAN Programming (3)	
CIS 206 C Programming (3)	
CIS 208 C++ Programming (3)	
CIS 210 LAN Design and Management (3)	
CIS 230 Data Base Management Systems (3)	
CIS 241 Intro. to Data Communications and Networking (3)	
CIS 250 Microprocessor Assembly Language Programming (3)	<u>12</u>
	30

Microcomputer Applications Specialist Certificate

Course	Credits
Requirements	
BU 101 Principles of Accounting I	3
CIS 108 Intro. to Programming & Programming Logic	3
CIS 111 Microcomputer Software Applications	6
CIS 250 Microprocessor Assembly Language	3
CIS 203 Systems Analysis and Design	3
Electives (Select any 12 credits)	
BU 102 Principles of Accounting II (3)	
CIS 111 Microcomputer Software Applications (3)	
CIS 121 Visual Basic Programming Language (3)	
CIS 204 Computer & Information Sciences Project (3)	
CIS 206 C Programming (3)	
CIS 208 C++ Programming (3)	
CIS 210 LAN Design and Management (3)	
CIS 230 Data Base Management Systems (3)	
CIS 240 Algorithm Development Computer Programming with PASCAL (3)	
CIS 241 Introduction to Data Communications & Networking (3)	
CIS 242 Data Structures (3)	
CIS 247 Advanced C Programming (3)	
CIS 255 Introduction to Java Programming (3)	12
	30

Microcomputer Technical Specialist Certificate

Designed for students with existing degrees desiring a career change or needing certification in the personal computer field for promotion. This certificate will concentrate on developing student skills in PC support.

Course	Credits
Requirements	
CIS 108 Intro. to Programming & Programming Logic *	3
CIS 111F MSA—Operating Systems	3
CIS 212 PC Diagnostics and Troubleshooting	3
EL 103 DC Circuit Analysis **	4
EL 207 Digital Circuits I	3
EL 220 Digital Electronics	3
Electives (Select 12 Credits)	
CIS 111B Microcomputer Software Applications—DataBase (3)	
CIS 111C Microcomputer Software Applications—Computerized Accounting (3)	
CIS 111E Microcomputer Software Applications—Spreadsheets (3)	
CIS 203 Systems Analysis & Design (3)	
CIS 204 Computer & Information Sciences Project (3)	
CIS 206 C Programming (3)	
CIS 208 C++ Programming (3)	
CIS 210 LAN Design and Management (3)	
CIS 240 Algorithm Dev. and Computer Program/PASCAL (3)	
CIS 241 Intro. to Data Communications and Networking (3)	
CIS 242 Data Structures (3)	
CIS 250 Microprocessor Assembly Language (3)	
CIS 255 Introduction to Java Programming (3)	
EL 208 Digital Circuits II (3)	12
	31

* Prerequisites for CIS 108: One year high school algebra or MA 91 and CIS 101 or prior computer course work or experience.

** Prerequisite for EL 103: MA 92 or equivalent and EL 100 or two years of high school electronics, or permission of instructor.

Information Systems Management

A.A. Degree (Transfer)

An Option of Business Administration

Transfer option designed for students seeking to complete the first two years of a four-year degree program in information systems management.

Course	Credits
English	
EN 101 English Composition	3
Mathematics	
MA 206 Elementary Statistics	3
MA 201 Introduction to Calculus or	
MA 210 Calculus I	3/4
Social & Behavioral Sciences	
EC 201 Principles of Economics	3
Social & Behavioral Sciences Elective (GenEd course list) (Other than EC)	3
Arts & Humanities	
Arts Elective (GenEd course list)	3
Humanities Elective (GenEd course list)	3
Communications Elective (GenEd course list)	3
Biological & Physical Sciences	
Biological & Physical Sciences Elective (Lab course) (GenEd course list) . .	4
Biological & Physical Sciences Elective (GenEd course list)	3/4
Interdisciplinary & Emerging Issues	
CIS 101 Introduction to Computers & Information Sciences	3
Interdisciplinary Issues Elective (GenEd course list) or	
Multicultural Issues & Perspectives (GenEd course list) or	
Wellness Elective (GenEd course list)	3
PE/Health Elective (A Wellness course will satisfy this requirement) . .	1/3
Other Requirements	
BU 101 Principles of Accounting I	3
BU 102 Principles of Accounting II	3
CIS 108 Intro. to Programming & Programming Logic	3
CIS 203 Systems Analysis & Design	3
CIS 206 C Programming	3
CIS 240 Algorithm Dev. & Computer Programming with Pascal . .	3
CIS 242 Data Structures or	
CIS 230 Data Base Management Systems	3
Electives	3
	61/66

International Business

A.A. Degree (Transfer) An Option of Business Administration

Designed to satisfy the first two years of a bachelor's degree program in international business offered by many four-year institutions. Students planning careers in government, foreign services, international marketing or with financial or business firms engaged in international trade should consider this option. Students should contact their advisor to confirm how the courses transfer to the four-year institution they are considering for transfer purposes.

Course	Credits
English	
EN 101 English Composition	3
Mathematics	
Mathematics Elective (GenEd course list)	3/4
Social & Behavioral Sciences	
EC 201 Principles of Economics	3
Social & Behavioral Sciences Elective (GenEd course list) (Other than EC)	3
EC 202 Principles of Economics	3
Arts & Humanities	
Arts Elective (GenEd course list)	3
Humanities Elective (Foreign Language, GenEd course list)	6
Communications Elective (GenEd course list)	3
Biological & Physical Sciences	
Biological & Physical Sciences Elective (GenEd course list)	3/4
Biological & Physical Sciences Elective (Lab course) (GenEd course list) ..	4
Interdisciplinary & Emerging Issues	
CIS 101 Introduction to Computer & Information Processing	3
Interdisciplinary Issues Elective (GenEd course list) or Multicultural Issues & Perspectives (GenEd course list) or Wellness Elective (GenEd course list)	3
PE/Health Elective (A Wellness course will satisfy this requirement) ..	1/3
Other Requirements	
BU 101 Principles of Accounting I	3
BU 103 Introduction to Business	3
BU 102 Principles of Accounting II	3
BU 213 Principles of Finance	3
BU 251 Introduction to International Business	3
BU 252 Introduction to International Finance	3
BU 253 International Business Law	3

61/66

Legal Assistant (Paralegal) Program

A.A.S. Degree (Career)

Provides students with specialized legal training to enable them to: gather and analyze facts relevant to legal disputes; perform legal research; draft legal documents; prepare witnesses and evidence for presentation at legal proceedings; and represent clients in some types of administrative hearings. The legal assistant may not practice law and so must work under the direction of an attorney who is licensed to practice.

Employment opportunities may be found in law offices, government agencies, banks, insurance firms, trade associations and lobbying groups.

Course	Credits
English	
EN 101 English Composition	3
Mathematics	
Mathematics Elective (GenEd course list)	3/4
Social & Behavioral Sciences	
PS 101 General Psychology	3
HS 102 Human Relations	3
CJ 110 Criminal Law	3
Arts & Humanities	
Arts Elective (GenEd course list) or	
Humanities Elective (GenEd course list)	3
Communications Elective (GenEd course list)	3
Biological & Physical Sciences	
Biological & Physical Sciences Elective (GenEd course list)	3/4
PE/Health Elective	1/3
Other Requirements	
BU 101 Principles of Accounting I or	
BU 100 Business Accounting	3
BU 227 Principles of Management	3
CIS 101 Introduction to Computers & Information Processing ...	3
COS 107 Word Processing	3
LA 101 Introduction to Law for the Legal Assistant I	3
LA 102 Introduction to Law for the Legal Assistant II	3
LA 110 Legal Research	3
LA 120 Legal Writing	3
LA 130 General Law for the Legal Assistant	3
LA 210 Estates and Probate	1
LA 220 Evidence/Procedure for the Legal Assistant (Civil & Criminal)	3
LA 230 Law of the Real Estate Business	3
CE 102 Cooperative Education	2
	61/65

Legal Assistant (Paralegal) Certificate

(Career)

For individuals already in this field of employment who wish to increase their opportunities by acquiring college credentials. In addition, individuals who already have a degree in another field may be able to improve employment opportunities.

Course	Credits
English	
EN 101 English Composition	3
Other Requirements	
CIS 101 Introduction to Computers & Information Processing ...	3
LA 101 Introduction to Law for the Legal Assistant I	3
LA 102 Introduction to Law for the Legal Assistant II	3
LA 110 Legal Research	3
LA 120 Legal Writing	3
LA 130 General Law for the Legal Assistant	3
LA 210 Estates and Probate	1
LA 220 Evidence/Procedure for the Legal Assistant (Civil & Criminal)	3
<i>Select at least six credits from the following courses:</i>	
BU 101 Principles of Accounting I (3)	
BU 227 Principles of Management (3)	
CJ 110 Criminal Law (3)	
COS 107 Word Processing (3)	
HS 102 Human Relations (3)	
LA 230 Law of the Real Estate Business (3)	
PH 208 Business Ethics (3)	6
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Mathematics

A.S. Degree (Transfer) An Option of Arts & Sciences

Provides a diversity of courses for students pursuing a course of study in mathematics. Students planning to transfer to a four-year institution should check requirements. If there are significant differences, the student should consult an advisor for guidance.

Course	Credits
English	
EN 101 English Composition	3
Mathematics	
MA 210 Calculus I	4
MA 211 Calculus II	4
MA 212 Calculus III	4
MA 218 Linear Algebra or	
MA 213 Differential Equations	3
Mathematics Electives	6/8
Social & Behavioral Sciences (Electives must be from two disciplines)	
Social & Behavioral Sciences Elective (GenEd course list)	3
Social & Behavioral Sciences Elective (GenEd course list)	3
Arts & Humanities	
Arts Elective (GenEd course list)	3
Humanities Elective (GenEd course list)	3
Communications Elective (GenEd course list)	3
Biological & Physical Sciences	
PY 203 Introductory Physics I and	
PY 204 Introductory Physics II	
or	
CH 101 General Chemistry and	
CH 102 General Chemistry and	
CH 201 Organic Chemistry	10/12
Interdisciplinary & Emerging Issues	
<i>Choose from 2 categories:</i>	
Computer Literacy Elective (GenEd course list)	
Interdisciplinary Issues Elective (GenEd course list)	
Multicultural Issues & Perspectives (GenEd course list)	
Wellness Elective (GenEd course list)	6
PE/Health Elective (A Wellness course will satisfy this requirement) ..	1/3
Other Requirements	
Computer/Information Sciences Electives	6
	62/68

Music

A.A. Degree (Transfer) An Option of Arts & Sciences

Provides the first two years of a four-year degree program for students planning to pursue a bachelor's degree in music performance, music education, music history or composition. It requires completion of general education courses and selected music courses. Students majoring in music should consult with the music program manager for advising and adjust course selections to meet the requirements of individual transfer institutions. Music education students must take the Praxis I examination after completing 45 hours of credit and should consult with the education coordinator.

Course	Credits
English	
EN 101 English Composition	3
Mathematics	
Mathematics Elective (GenEd course list)	3/4
Social & Behavioral Sciences	
HI 101 History of Western Civilization or	
HI 102 History of Western Civilization	3
Social & Behavioral Sciences Elective (GenEd course list) (Other than HI) .	3
Arts & Humanities	
<i>Arts:</i>	
MU 111 Music Theory I	3
MU 112 Music Theory II	3
MU 106 Aural & Keyboard Skills I	1
MU 107 Aural & Keyboard Skills II	1
MU 206 Aural & Keyboard Skills III	1
MU 207 Aural & Keyboard Skills IV	1
MU 211 Music Theory III	3
MU 212 Music Theory IV	3
Applied Music (Major Instrument)	8
Ensemble I (MU 117 or MU 119 or MU 121)	2
Ensemble II (MU 118 or MU 120 or MU 122)	2
Ensemble III (MU 217 or MU 219 or MU 221)	2
Ensemble IV (MU 218 or MU 220 or MU 222)	2
Applied Piano/Class Piano I (MU 172A/151) *	1
Applied Piano/Class Piano II (MU 173A/152) *	1
Applied Piano/Class Piano III (MU 272A/251) *	1
Applied Piano/Class Piano IV (MU 273A/252) *	1
<i>Humanities:</i>	
Humanities Elective (GenEd course list)	3
<i>Communications:</i>	
Communications Elective (GenEd course list)	3
Biological & Physical Sciences (One lab course required)	
Biological & Physical Sciences Elective (Lab course) (GenEd course list) ..	4
Biological & Physical Sciences Elective (GenEd course list)	3/4
Interdisciplinary & Emerging Issues	
HE 204 Health Education	3
Computer Literacy Elective (GenEd course list) or	
Interdisciplinary Issues Elective (GenEd course list) or	
Multicultural Issues & Perspectives (GenEd course list)	3
	67/69

* Piano major choose secondary instrument.

Nursing Program

A.S. Degree (Career)

The associate in science degree nursing program requires 70 credit hours and is approved by the Maryland Board of Nursing. Upon successful completion of the curriculum, the graduate is eligible to take the examination for registered nurse licensure.

Graduates are prepared to give competent, safe nursing care to clients in hospitals, nursing homes and other comparable health agencies under the supervision of more experienced practitioners, and with experience and further preparation, should be able to assume increasing responsibility in nursing. High school preparation for the nursing program should include algebra, advanced biology, chemistry and data processing. Enrollment in the nursing program is limited by the availability of clinical facilities.

Admission to the program is competitive and, generally, priority is given to residents of Frederick County. Applications for admission to the nursing program should be completed by December 15. This includes applying for admission to the college through the admissions office, completion of placement tests and arranging an interview with the allied health advisor.

The associate degree nursing program is seldom completed in fewer than three years by full-time students. Because of prerequisite courses and the demands of clinical experiences and family responsibilities, most students will be enrolled in the program for four years. Students who drop out for any reason may be readmitted on a space available basis and should contact the director of nursing education as soon as possible. Information about tuition, fees and completion time may be obtained from the FCC admissions office or the allied health advisor.

Conviction of a felony or misdemeanor may prohibit students from taking the nursing licensure exam. Please see the director of nursing education prior to enrolling as a nursing major to discuss options.

A grade of "C" or better must be earned in all courses in the nursing program.

To be eligible for BI 120 and BI 103, a student must take an allied health placement test. If the student's knowledge of biological and chemical principles is deficient, BI 55 (Preparation for Allied Health) will be required.

Course	Credits
English	
EN 101 English Composition	3
Mathematics	
Mathematics Elective (GenEd course list)	3
Social & Behavioral Sciences	
PS 101 General Psychology	3
SO 101 Introduction to Sociology	3
ED/PS 208 Human Growth & Development	3
Arts & Humanities	
Arts Elective (GenEd course list)	3
Humanities Elective (GenEd course list)	3
CMSP 103 Speech Fundamentals or	
CMSP 105 Group Discussion or	
CMSP 107 Career Communications	3
Biological & Physical Sciences	
BI 103 Anatomy & Physiology	4
BI 104 Anatomy & Physiology	4
BI 120 Microbiology for Allied Health	4
PE/Health	
PE 108 Body Mechanics	1
Other Requirements	
NU 101 Introduction to Clinical Nursing	6
NU 210 Reproductive Health Nursing	3
NU 211 Medical-Surgical Nursing I	7
NU 212 Medical-Surgical Nursing II	4
NU 213 Medical-Surgical Nursing III	4
NU 214 Psychosocial Nursing	4
NU 215 Nursing Care of Children	3
NU 216 Preparation for Practice	2

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Ladder Program

Students who complete the first two semesters of the associate degree nursing program may opt to take the practical nurse certificate summer courses (PN 112, PN 113) on an elective basis. Completion of the summer courses will allow the student to take the licensing exam (NCLEX-PN) for practical nurse licensure. For an explanation of the benefits of the summer ladder option, contact the allied health advisor or the director of nursing education.

RN to BSN

Graduates of this program from 1980 to 1986 may transfer directly to a BSN program at the University of Maryland or the four state colleges offering a BSN degree without placement examinations by special waiver. They may take their extra 30 general education courses at FCC, meeting the appropriate admission requirements of the receiving institution. This allows these graduates to transfer a maximum of 90 credits to these institutions.

Options for graduates after 1986 for transfer to Maryland State Colleges for BSN:

Option A

Students may transfer directly without placement examinations. The requirement for completion of the BSN degree will be no more than 64 additional semester hours of coursework in total, with approximately half in professional nursing and half in general education and/or support courses taken at the (BSN) degree-granting institution.

Students will be expected to meet appropriate admission requirements of the receiving BSN institutions. Direct transfer students must begin BSN work within 7 years of graduation from FCC and complete the BSN within 10 years from their FCC graduation date.

Option B

ADN registered nurses taking this option will take placement examinations.

- Examinations may be taken for nursing subject areas (maximum 30 credits) and general education/support courses. In no case may the total credits received by examination exceed 60 credits.
- Credit may be awarded by direct transfer for general education/support credit courses (maximum 60 credits). In no case shall examination/transfer credits to the receiving institutions exceed a maximum total of ninety (90) credits.

This allows the student a maximum of 90 credits—60 credits at FCC and 30 credits for nursing by examination.

BI 120 (Microbiology for Allied Health) will transfer to the University of Maryland RN to BSN program. Those planning to attend another BSN program should check with that institution concerning the transferability of this course. BI 203 (Elements of Microbiology) may be required.

LPN to ADN

Transition courses (LPN to ADN) have been developed to allow an LPN to complete the ADN program in a shorter amount of time. The LPN must first complete all general education requirements of the ADN program. See director of nursing education or allied health advisor for further information.

Philosophy

A.A. Degree (Transfer) An Option of Arts & Sciences

Pre-professional concentration for students who plan careers in law, medicine or the ministry. It is equally appropriate for those whose careers are already established but who wish to expand their intellectual horizons and sharpen their reasoning abilities.

Course	Credits
English	
EN 101 English Composition	3
EN 102 English Composition & Literature	3
EN 205 World Literature	3
EN 206 World Literature	3
Mathematics	
Mathematics Elective (GenEd course list)	3/4
Social & Behavioral Sciences	
HI 101 History of Western Civilization	3
Social & Behavioral Sciences Elective (GenEd course list) (PI)	3
HI 102 History of Western Civilization	3
Arts & Humanities	
<i>Arts:</i>	
AR 104 Survey of Art I	3
<i>Communications:</i>	
CMSP 103 Speech Fundamentals or	
CMSP 105 Group Discussion	3
<i>Humanities:</i>	
PH 101 Introduction to Philosophy	3
PH 204 World Religions	3
PH 205 Introduction to Ethics	3
PH 206 Logic	3
Biological & Physical Sciences	
Biological & Physical Sciences Elective (Lab course) (GenEd course list) ..	4
Biological & Physical Sciences Elective (GenEd course list)	3/4
Interdisciplinary & Emerging Issues	
<i>Choose from 2 categories:</i>	
Computer Literacy Elective (GenEd course list)	
Interdisciplinary Issues Elective (GenEd course list)	
Multicultural Issues & Perspectives (GenEd course list)	
Wellness Elective (GenEd course list)	6
PE/Health Elective (A Wellness course will satisfy this requirement) ..	1/3
Other Requirements	
Electives	6
	61/66

Physical Education

A.A. Degree (Transfer) An Option of Arts & Sciences

Transfer option providing students with the first two years of course requirements leading to a bachelor's degree in physical education. It requires completion of general education courses and selected PE/health courses. High school preparation for this option should include algebra, biology and chemistry.

Course	Credits
English	
EN 101 English Composition	3
Mathematics	
Mathematics Elective (GenEd course list)	3/4
Social & Behavioral Sciences	
PS 101 General Psychology	3
HI 101 History of Western Civilization or	
HI 201 History of the United States	3
ED/PS 208 Human Growth & Development	3
ED 202 Educational Psychology	3
Arts & Humanities	
Arts Elective (GenEd course list)	3
PH 101 Introduction to Philosophy or	
PH 204 World Religions	3
CMSP 103 Speech Fundamentals	3
Biological & Physical Sciences	
BI 100 Fundamental Concepts of Biology	4
BI 103 Anatomy & Physiology	4
BI 104 Anatomy & Physiology	4
CH 101 General Chemistry	4
Interdisciplinary & Emerging Issues	
HE 204 Health Education	3
Computer Literacy Elective (GenEd course list) or	
Interdisciplinary Issues Elective (GenEd course list) or	
Multicultural Issues & Perspectives (GenEd course list)	3
PE/Health	
PE 153 Introduction to Physical Education	3
PE 161 Psychology of Sport	3
PE 154 Fitness for Living	3
HE 100 Elements of Nutrition	3
<i>PE Methods Electives: Select 4 from the following:</i>	
PE 241 Fitness & Conditioning (1)	
PE 242 Aerobics (1)	
PE 247 Weight Training (1)	
PE 240 Golf (1)	
PE 246 Elementary Fencing (1)	4
	65/66

Physical Therapist Assistant

A.A.S. Degree (Career)

Mid-Maryland Allied Healthcare Education Consortium

Carroll Community College Degree

The physical therapist assistant is a skilled technical health care provider who works within a physical therapy service administered by a physical therapist. With the direction and supervision of the physical therapist, the physical therapist assistant performs selected physical therapy procedures and related tasks. The extent to which the physical therapist assistant will participate in the following activities will be dependent upon the employment setting and individual patient, such as: functioning as a participating team member who contributes to total patient care; performing selected treatment procedures in accordance with planned programs; assisting the physical therapist in carrying out complex procedures and programs; and observing, recording, and reporting to the supervisor conditions, reactions, and responses related to assigned duties.

Admission to the program is required before taking PTA courses. Contact the program director, Sharon Main, 410.386.8259 or smain@carroll.cc.md.us to receive a current PTA brochure for the program admission requirements. This program is offered to Frederick Community College students through the Mid-Maryland Allied Healthcare Education Consortium. Students will typically complete most of the general education classes at Frederick Community College and then matriculate to Carroll Community College to complete the physical therapist assistant courses. Students participating in consortium programs pay in-county rates at the institutions to which they matriculate.

Course	Credits
English	
EN 101 English Composition	3
Mathematics	
MA 206 Elementary Statistics	3
Social & Behavioral Sciences	
PS 101 General Psychology	3
PS 206 Abnormal Psychology	3
Arts & Humanities	
EN 102 English Composition & Literature	3
CMSP 103 Fundamentals of Speech	3
Biological & Physical Sciences	
BI 103 Anatomy & Physiology I	4
BI 104 Anatomy & Physiology II	4
Other Requirements	
CIS 101 Introduction to Computers	3
(or complete/pass the Carroll CC Computer Literacy test)	
Physical Therapist Assistant courses offered at Carroll Community College	
PTA 101 The Role of the Physical Therapist Assistant	3
PTA 111 Clinical Science 1	6
PTA 121 Neuroanatomy and Neurophysiology	3
PTA 212 Clinical Science 2	6
PTA 213 Treating Special Populations	6
PTA 221 Pain and Pathology	3
PTA 231 Overview of Special Populations	3
PTA 241 Clinical Arts 1	4
PTA 242 Clinical Arts 2	4
PTA 243 Clinical Arts 3	4

Police Science Program

A.A.S. Degree (Career)

Prepares graduates to function as an entry-level police officer with local law enforcement agencies. The curriculum is a partnership between Frederick Community College, the Frederick County Sheriff's Office, and the Frederick City Police Department; and is designated specifically for recruits employed by these agencies. Police recruits will complete 21 credits required of general education and 40 credits of police science courses in the Police Academy Program run by local law enforcement agencies in accordance with the Maryland Police Training Commission (MPTC).

Course	Credits
English	
EN 101 English Composition	3
Mathematics	
MA 103 Foundations of Math	3
Social & Behavioral Sciences	
PS 101 Introduction to Psychology	3
SO 102 Social Problems	3
Arts & Humanities	
CM 103 Speech Fundamentals	3
PH 205 Ethics	3
Biological & Physical Science	
BI 117 Study of the Human Body	3
Other Requirements	
CJ 101 Introduction to Criminal Justice	3
CJ 106 Police-Community Relations *	3
CJ 110 Criminal Law	3
CJ 203 Juvenile Delinquency	3
CJ 204 Police Operational Services	3
CJ 212 Criminalistics	4
CJ 214 The Correctional Process	3
CJ 220 Criminal Evidence and Procedure	3
CJ 221 Police Defense Tactics *	5
CJ 222 Police Arsenal and Procedures *	5
SO 201 Criminology	3
PE 154 Fitness for Living	3
<hr style="width: 100%; border: 0.5px solid black;"/>	
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* Offered through the Recruit Police Academy Program

Practical Nursing Certificate

(Career)

The practical nursing (PN) certificate requires 43 credit hours and is approved by the Maryland Board of Nursing. Upon successful completion of the curriculum, the graduate is eligible to take the PN licensure exam. Graduates are prepared to give competent, safe nursing care to clients in a variety of settings. The licensed practical nurse (LPN) works in a team relationship with the registered nurse or physician in providing care based on knowledge, judgment, and skill and on principles of the biological, physiological, behavioral and sociological sciences.

The clinical portion of the practical nursing curriculum is completed in one year but because of prerequisite courses, demands of clinical experiences and personal responsibilities, the entire curriculum will take at least two years. (See page 10 for application information.) Contact the allied health advisor for specific prerequisites for NU 101, NU 210 and NU 211.

Conviction of a felony or misdemeanor may prohibit students from taking the nursing licensure exam. Please see the director of nursing education prior to enrolling to discuss options.

A grade of "C" or better must be earned in all courses in the practical nursing curriculum.

Course	Credits
English	
EN 101 English Composition	3
Mathematics	
Developmental math through elementary algebra via placement testing or coursework (MA 91)	
Social & Behavioral Sciences	
ED/PS 208 Human Growth & Development	3
Biological & Physical Sciences	
BI 103 Anatomy & Physiology	4
BI 104 Anatomy & Physiology	4
BI 120 Microbiology for Allied Health	4
Other Requirements	
NU 101 Introduction to Clinical Nursing	6
NU 210 Reproductive Health Nursing	3
NU 211 Medical-Surgical Nursing I	7
PN 112 Nursing Throughout Developmental Stages	8
PN 113 Issues in Practical Nursing	1
	43

Ladder Program

Graduates of the PN certificate may continue into the second year of the associate degree program once they have completed the required general education courses. Admission into the second year must occur within two years of completing the PN certificate. Graduates who do not enter the second year of the associate degree nursing program within two years of completing the PN certificate may enter the associate degree program via the LPN transition program. For more information contact the allied health advisor or the director of nursing education.

Pre-Dental Hygiene

A.S. Degree (Transfer)

An Option of Arts & Sciences

Provides the student pursuing a bachelor of science degree with the supporting general education courses. Graduates of a four-year program qualify as applicants for licensure to practice dental hygiene. Four-year graduates can find positions in dental practice management, public health, research and education. Students should see their advisor for specific transfer courses.

Course	Credits
English	
EN 101 English Composition	3
EN 102 English Composition & Literature	3
Mathematics	
MA 111 Algebra & Trigonometry	4
MA 206 Elementary Statistics	3
Social & Behavioral Sciences	
PS 101 General Psychology	3
SO 101 Introduction to Sociology	3
Arts & Humanities	
Arts Elective (GenEd course list)	3
Humanities Elective (GenEd course list)	3
CMSP 103 Speech Fundamentals	3
Biological & Physical Sciences	
BI 101 General Biology	4
BI 102 General Biology	4
BI 103 Anatomy & Physiology	4
BI 104 Anatomy & Physiology	4
BI 203 Elements of Microbiology	4
CH 101 General Chemistry	4
CH 102 General Chemistry or	
CH 105 Elements of Organic Chemistry	4
Interdisciplinary & Emerging Issues	
<i>Choose from 2 categories:</i>	
Computer Literacy Elective (GenEd course list)	
Interdisciplinary Issues Elective (GenEd course list)	
Multicultural Issues & Perspectives (GenEd course list)	
Wellness Elective (GenEd course list)	6
PE/Health Elective (A Wellness course will satisfy this requirement) . . .	1/3
Other Requirements	
HE 200 Principles & Applications of Nutrition	3
	65/68

Pre-Medical Technology

A.S. Degree (Transfer)

An Option of Arts & Sciences

Provides the first two years of the four-year program necessary to become a registered medical technologist. Graduates of the bachelor of science program are eligible to take the National Registry Examination for Medical Technology certification. Job opportunities for the registered medical technologist are located in clinical laboratories in hospitals, public health facilities and research institutions.

Course	Credits
English	
EN 101 English Composition	3
EN 102 English Composition & Literature	3
Mathematics	
MA 111 Algebra & Trigonometry	4
MA 206 Elementary Statistics *	3
Social & Behavioral Sciences (Electives must be from two disciplines)	
Social & Behavioral Sciences Elective (GenEd course list)	3
Social & Behavioral Sciences Elective (GenEd course list)	3
Arts & Humanities	
Arts Elective (GenEd course list)	3
Humanities Elective (GenEd course list)	3
CMSP 103 Speech Fundamentals	3
Biological & Physical Sciences	
BI 101 General Biology	4
BI 102 General Biology	4
BI 203 Elements of Microbiology	4
CH 101 General Chemistry	4
CH 102 General Chemistry	4
CH 201 Organic Chemistry	4
CH 202 Organic Chemistry	4
PY 201 Fundamentals of Physics	4
Interdisciplinary & Emerging Issues	
Computer Literacy Elective (GenEd course list)	3
Interdisciplinary Issues Elective (GenEd course list) or Multicultural Issues & Perspectives (GenEd course list) or Wellness Elective (GenEd course list)	3
PE/Health Elective (A Wellness course will satisfy this requirement) . . .	1/3
	67/69

* Students who have completed MA 111 may substitute MA 201 or any three-credit CIS course.

Pre-Nursing

A.S. Degree (Transfer)

An Option of Arts & Sciences

Designed for students seeking the bachelor of science degree in nursing. Students pursue a curriculum in general education with subjects that are supportive of nursing. Students are advised to check the requirements of the institution to which they will transfer.

Course	Credits
English	
EN 101 English Composition	3
EN 102 English Composition & Literature	3
Mathematics	
MA 111 Algebra & Trigonometry	4
Social & Behavioral Sciences	
PS 101 General Psychology	3
SO 101 Introduction to Sociology	3
ED/PS 208 Human Growth & Development	3
Social Science Elective (GenEd course list)	3
Arts & Humanities	
Arts Elective (GenEd course list)	3
Humanities Elective (GenEd course list)	3
Humanities Elective	3
CMSP 103 Speech Fundamentals or CMSP 105 Group Discussion	3
Biological & Physical Sciences	
BI 103 Anatomy & Physiology	4
BI 104 Anatomy & Physiology	4
BI 203 Elements of Microbiology	4
CH 101 General Chemistry	4
CH 102 General Chemistry or	
CH 105 Elements of Organic Chemistry	4
Interdisciplinary & Emerging Issues	
<i>Choose from 2 categories:</i>	
Computer Literacy Elective (GenEd course list) Interdisciplinary Issues Elective (GenEd course list) Multicultural Issues & Perspectives (GenEd course list) Wellness Elective (GenEd course list)	6
PE/Health Elective (A Wellness course will satisfy this requirement) . . .	1/3
Other Requirements	
HE 200 Principles & Applications of Nutrition	3
	63/66

Pre-Pharmacy

A.S. Degree (Transfer) An Option of Arts & Sciences

Designed for students who desire to transfer to the five-year program approved by the American Council on Pharmaceutical Education. Students are advised to check the requirements of the institution to which they will transfer for appropriate electives.

Course	Credits
English	
EN 101 English Composition	3
EN 102 English Composition & Literature	3
Mathematics	
MA 111 Algebra & Trigonometry	4
MA 210 Calculus I	4
Social & Behavioral Sciences (Must be from two disciplines)	
PS 101 General Psychology	3
Social & Behavioral Sciences Elective (GenEd course list) (Other than PS)	3
Arts & Humanities	
Arts Elective (GenEd course list)	3
Humanities Elective (GenEd course list)	3
Communications Elective (GenEd course list)	3
Biological & Physical Sciences	
BI 101 General Biology	4
BI 102 General Biology	4
CH 101 General Chemistry	4
CH 102 General Chemistry	4
CH 201 Organic Chemistry	4
CH 202 Organic Chemistry	4
PY 201 Fundamentals of Physics	4
PY 202 Fundamentals of Physics	4
Interdisciplinary & Emerging Issues	
<i>Choose from 2 categories:</i>	
Computer Literacy Elective (GenEd course list)	
Interdisciplinary Issues Elective (GenEd course list)	
Multicultural Issues & Perspectives (GenEd course list)	
Wellness Elective (GenEd course list)	6
PE Elective (A Wellness course will satisfy this requirement)	1
	67/68

Pre-Physical Therapy

A.S. Degree (Transfer) An Option of Arts & Sciences

For students desiring to become physical therapists. Students are advised to check the requirements of the institution to which they will transfer.

Course	Credits
English	
EN 101 English Composition	3
EN 102 English Composition & Literature	3
Mathematics	
MA 111 Algebra & Trigonometry	4
MA 206 Elementary Statistics	3
MA 210 Calculus I	4
Social & Behavioral Sciences	
PS 101 General Psychology	3
Social & Behavioral Sciences Elective (GenEd course list) (Other than PS)	3
Arts & Humanities	
Arts Elective (GenEd course list)	3
Humanities Elective (GenEd course list)	3
CMSP 103 Speech Fundamentals	3
Biological & Physical Sciences	
BI 101 General Biology	4
BI 103 Anatomy & Physiology	4
BI 104 Anatomy & Physiology	4
CH 101 General Chemistry	4
CH 102 General Chemistry	4
PY 201 Fundamentals of Physics	4
PY 202 Fundamentals of Physics	4
Interdisciplinary & Emerging Issues	
<i>Choose from 2 categories:</i>	
Computer Literacy Elective (GenEd course list)	
Interdisciplinary Issues Elective (GenEd course list)	
Multicultural Issues & Perspectives (GenEd course list)	
Wellness Elective (GenEd course list)	6
PE Elective (A Wellness course will satisfy this requirement)	1
	66/67

Psychology

A.A. Degree (Transfer) An Option of Arts & Sciences

Designed to provide students the opportunity to continue their education beyond the community college. Characteristic of this option is the acquiring of knowledge and skills related to working with individuals in providing for their emotional and psychological needs.

Course	Credits
English	
EN 101 English Composition	3
Mathematics	
MA 206 Elementary Statistics	3
Social & Behavioral Sciences	
PS 101 General Psychology	3
SO 101 Introduction to Sociology	3
ED/PS 208 Human Growth & Development	3
PS 202 Social Psychology	3
PS 206 Abnormal Psychology	3
PS 204 Psychology of Adolescence or	
PS 205 Psychology of Aging or	
PS 207 Death and Dying	3
SO 201 Criminology or	
SO 202 Marriage and Family	3
Arts & Humanities	
Arts Elective (GenEd course list)	3
EN 102 English Composition & Literature	3
CMSP 103 Speech Fundamentals or	
CMSP 105 Group Discussion	3
Biological & Physical Sciences (One lab course required)	
Biological & Physical Sciences Elective (Lab course) (GenEd course list) ..	4
Biological & Physical Sciences Elective (GenEd course list)	3/4
Interdisciplinary & Emerging Issues	
Wellness Elective (GenEd course list)	3
Computer Literacy Elective (GenEd course list)	3
Other Requirements	
Electives	11
	60/61

Respiratory Therapy Program

A.A.S. Degree (Career)

Focuses on objective scientific data as well as theory to train students to solve complex problems in the clinical setting. Students receive specialized training in the following areas: diagnosis, treatment, management and preventative care of patients with cardiopulmonary disorders. The program includes coursework in the classroom as well as practical experiences in diverse clinical settings. A grade of "C" or better must be earned in all courses. Graduates will be qualified to take the entry level and advanced practitioner board examinations offered by the National Board for Respiratory Care.

Course	Credits
English	
EN 101 English Composition	3
Mathematics	
Mathematics Elective (GenEd course list)	3
Social & Behavioral Sciences	
PS 101 General Psychology	3
Arts & Humanities	
Arts Elective (GenEd course list) or	
Humanities Elective (GenEd course list)	3
Communications Elective (GenEd course list)	3
Biological & Physical Sciences	
BI 103 Anatomy & Physiology	4
BI 104 Anatomy & Physiology	4
BI 120 Microbiology for Allied Health	4
PE Elective	1
Other Requirements	
CIS 101 Introduction to Computers & Information Processing ...	3
RT 101 Fundamentals of Respiratory Therapy	3
RT 102 Respiratory Therapy Equipment Lab	1
RT 103 Gas Exchange Physiology	2
RT 104 Pharmacology	3
RT 105 Cardiopulmonary & Renal Anatomy & Physiology ...	3
RT 106 Clinical Practicum I	2
RT 107 Clinical Practicum II	2
RT 200 Respiratory Home Care	1
RT 201 Principles of Mechanical Ventilation	4
RT 202 Pediatric/Neonatal Respiratory Therapy	2
RT 203 Pulmonary Diagnostics	2
RT 204 Hemodynamic Monitoring	2
RT 205 Cardiac Diagnostics	2
RT 206 Pulmonary Rehabilitation	1
RT 207 Cardiopulmonary & Renal Pathophysiology	3
RT 208 Professional Seminar	2
RT 209 Clinical Practicum III	2
RT 210 Clinical Practicum IV	2

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Sociology

A.A. Degree (Transfer) An Option of Arts & Sciences

Designed to give students the opportunity to transfer to a four-year institution. Students acquire knowledge and skills necessary to work with people in a changing society.

Course	Credits
English	
EN 101 English Composition	3
Mathematics	
Mathematics Elective (GenEd course list)	3/4
Social & Behavioral Sciences	
SO 101 Introduction to Sociology	3
PS 101 General Psychology	3
AN 101 Introduction to Anthropology	3
EC 101 History of Economic Development or	
EC 201 Principles of Economics (Macro)	3
ED/PS 208 Human Growth & Development	3
HI 201 History of the United States or	
HI 202 History of the United States	3
PI 104 American Government: National or	
PI 105 American Government: State & Local or	
PI 202 Public Policy Today: Critical Social & Political Issues ..	3
SO 102 Social Problems	3
SO 202 Marriage and Family	3
SO 203 Social Survey Workshop	3
Arts & Humanities	
Arts Elective (GenEd course list)	3
Humanities Elective (GenEd course list)	3
EN 102 English Composition & Literature	3
Biological & Physical Sciences	
Biological & Physical Sciences Elective (Lab course) (GenEd course list) ..	4
Biological & Physical Sciences Elective (GenEd course list)	3/4
Interdisciplinary & Emerging Issues	
Wellness Elective (GenEd course list)	3
Computer Literacy Elective (GenEd course list) or	
Interdisciplinary Issues Elective (GenEd course list) or	
Multicultural Issues & Perspectives (GenEd course list)	3
Other Requirements	
Electives	3
	61/63

Surgical Technology Certificate

(Career)

This career certificate is CAAHEP accredited.

Provides students with a foundation in the principles and practices of asepsis, the principles of surgical patient care, surgical instrumentation and specialty equipment, surgical procedures, teamwork, and considerations of legal and ethical practice. The foundations of practice as a surgical technologist are applied through extensive preceptor clinical experience in area hospitals and surgery centers. This certificate incorporates the recommendations established in the Essentials and Guidelines for Accredited Educational Programs in Surgical Technology by the Commission on Accreditation of Allied Health Education Programs. Students who complete this program may apply to sit for the national certifying examination in surgical technology.

A grade of "C" or better in all coursework must be obtained. Enrollment is limited by the availability of clinical facilities. Admission to the program is competitive. Applications for admission should be completed by February 1. This includes applying for admission to the college through the admissions office, completing all placement tests through the testing center, and arranging for an interview with the surgical technology program manager.

Course	Credits
Biological & Physical Sciences	
BI 103 Anatomy & Physiology and	
BI 104 Anatomy & Physiology or	
BI 115 Fundamentals of Human Anatomy	5/8
Other Requirements	
CMSP 105 Group Discussion or	
CMSP 107 Career Communications	3
ST 100 Fundamentals of Surgical Technology I	6
ST 101 Introduction to Surgical Technology	6
ST 102 Fundamentals of Surgical Technology II	14
	34/37

Surgical Technology Program

A.A.S. Degree (Career)

Designed for students who wish to build on their certificate achievement by adding general education courses. This student may be planning to select a diversified role in the medical or business fields or may desire to transfer to a four-year program with a medical or business emphasis.

Course	Credits
English	
EN 101 English Composition	3
Mathematics	
Mathematics Elective (GenEd course list)	3/4
Social & Behavioral Sciences	
PS 101 General Psychology or	
SO 101 Introduction to Sociology	3
Arts & Humanities	
Arts Elective (GenEd course list) or	
Humanities Elective (GenEd course list)	3
CMSP 105 Group Discussion or	
CMSP 107 Career Communications	3
Biological & Physical Sciences	
BI 120 Microbiology for Allied Health	4
BI 103 Anatomy & Physiology and	
BI 104 Anatomy & Physiology	
or	
BI 115 Fundamentals of Human Anatomy	5/8
PE/Health Elective	1/3
Other Requirements	
Electives	6/9
Select 6 elective credits with BI 103 & BI 104	
Select 9 elective credits with BI 115. For either option, three credits must be a GenEd Elective (GenEd course list)	
CIS 101 Introduction to Computers & Information Processing	3
ST 100 Fundamentals of Surgical Technology I	6
ST 101 Introduction to Surgical Technology	6
ST 102 Fundamentals of Surgical Technology II	14
	63/66

Television Production Certificate

(Career)

Offers students interested in broadcast and non-broadcast television production an opportunity for hands-on learning experiences. An overview of the mass communications field is followed by studio and lab courses in the television studio, editing labs, the computer graphics lab and photography lab. Instructional emphasis is on designing and producing high-quality, contemporary work that effectively solves communications problems. College-level writing is expected.

Course	Credits
Arts & Humanities	
CMM 101 Introduction to Electronic Media	3
CMM 103 Introduction to Film	3
CMM 111 Communications Graphics I	3
CMM 152 Video Production	4
CMM 200 Darkroom Photography I or	
CMM 132 Digital Photography	3/4
CMM 252 Intermediate Video Production	4
	<hr/>
	20/21



“Dr. Thompson is fascinated with the region’s history—and his enthusiasm shows in the classroom. He’s a popular instructor because he’s fair, friendly, encourages classroom participation, and has an exceptional knowledge base. I’ve really enjoyed his classes.”

-Nick Watcher

burcethompson

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Patricia Stanley, Ed.D., Secretary-Treasurer

Faculty

Robin M. Abell (1999)

Assistant Professor, English; Honors Coordinator
B.A., Transylvania University;
M.A., North Carolina State University

Rosemarie A. Alavanja (1984)

Associate Professor, Computer & Information Sciences
Certificate, Frederick Community College;
B.A., Brooklyn College, C.U.N.Y.;
M.S., Hood College

Barbara Angleberger (1990)

Assistant Professor; Psychology Coordinator
B.A., M.Ed., Western Maryland College

Marshall A. Botkin (1977)

Professor, Sociology
B.A., M.S., University of Baltimore;
Ph.D., University of Maryland

Susan S. Boyne (1993)

Associate Professor, Computer & Information Sciences;
Program Manager, Computer Applications and Office
Systems Management
B.S., University of Maryland;
M.Ed., Johns Hopkins University

Brad Burtner (1982)

Associate Professor, Accounting & Business
B.S., M.B.A., Mount Saint Mary's College;
CPA, State of Maryland

Joseph P. Campbell (1992)

Associate Professor, Program Manager, Art
B.S., Frostburg State University;
M.F.A., Ohio University

Michael J. Cappiello (2000)

Assistant Professor, Program Manager, Hospitality
Services
A.A.S., Monroe Community College;
B.S., Northern Arizona University;
M.B.A., St. Joseph's University

Tony M. Chiu (1974)

Professor, Chemistry
B.S., Oklahoma Baptist University;
M.S., Kansas State Teachers College;
Ph.D., University of the Pacific

Pamela A. Clark (1988)

Associate Professor, Department Chair, English
B.A., Western Maryland College;
M.A., Hood College;
M.A., Johns Hopkins University

Ann E. Commito (1989)

Associate Professor, Mathematics
B.S., Cornell University;
B.A., M.S., Hood College

Charles K. Cottingham (1996)

Associate Professor, Biology
B.S., North Carolina State University;
M.S., University of Florida;
Ph.D., Virginia Polytechnic Institute and State
University

Nancy Dankanich (1996)

Assistant Professor, Program Manager, Surgical
Technology
B.S.N., University of Maryland at Baltimore;
M.A., Hood College

Shirley J. Davis (1983)

Professor, Biology
B.S., Eastern Illinois University;
M.S., Purdue University;
D.A., George Mason University

Anthony F. DiSalvo (1994)

Professor, Program Manager, Foreign Languages
B.A., M.A., Rutgers University

Joan E. Disburg (1993)

Associate Professor, Communications
A.A., Iowa Wesleyan College;
B.A., M.A., University of Northern Iowa

Artie R. Esworthy, Jr. (1972)

Associate Professor, Business
B.S., Shepherd College;
M.A., The George Washington University

Kathryn Fenimore (1987)

Assistant Professor, Mathematics
A.A., Fayetteville Technical Institute;
B.A., State University of New York;
M.A., Hood College

David Foltz (1987)

Professor, History/Archaeology
A.A., Hagerstown Junior College;
B.A., M.A., Ph.D., American University

Robert H. Ford (1994)

Professor, Biology; Dept. Chair, Science, Aviation &
Parks
B.S., M.S., Ph.D., Virginia Polytechnic Institute and
State University

Richard C. Fulton (1997)

Associate Professor, Program Manager, Speech
Communications; Department Chair, Communications,
Humanities & Arts
B.S., James Madison University;
M.A., Wayne State University;
M.S., Hood College;
Ed.D., University of Maryland, College Park

Joanna B. Gannon (2001)

Assistant Professor, Mathematics; Program Manager,
Developmental Math
B.S., University of Maryland, College Park
M.S., Western Maryland College

Jane Garvin (1990)

Associate Professor; Director of Nursing Education
B.S.N., Notre Dame of Maryland;
M.S., The Johns Hopkins University;
M.S.N., University of Maryland, Baltimore

Lisa A. Gotschall (2001)

Assistant Professor, Nursing
B.S.N., Russell Sage College
M.S.N., Columbia University

Richard M. Gottfried (1994)

Professor, Physics & Geology
B.A., B.S., S.U.N.Y., Stony Brook;
M.S., Adelphi University

John R. Herrera (1987)

Assistant Professor, Aviation Maintenance Technology
Certificate, Frederick Community College;
A.A., Frederick Community College;
F.A.A. Licenses

David A. Hickman (1988)

Professor, Business
B.S., University of Maryland;
M.A., The George Washington University

Jurgen Hilke (1989)

Professor, Philosophy/ Sociology; Coordinator,
Distance Education
B.D., University of Goettingen, Germany;
S.T.M., M.A., Yale University

Janice E. Holly (1987)

Professor, Program Manager, Music
B.A., Ball State University;
M.M., University of Cincinnati College-Conservatory
of Music

Beth H. Holmberg (1989)

Professor, English
B.A., Lewis and Clark College;
M.A., University of Northern Colorado;
Ph.D., University of Maryland

Elizabeth J. Holton (1987)

Assistant Professor, English
B.A., Frostburg State College;
M.L.S., University of Maryland

Gary C. Hull, Jr. (2002)

Assistant Professor, Mathematics
B.S., Shepherd College;
M.S., Shippensburg University

Kenneth P. Kerr (1999)

Assistant Professor, English
A.A., Frederick Community College;
B.A., Hood College;
M.S., Towson State University

Donna Lane (1990)

Associate Professor, Accounting & Business; Program
Manager, Business
B.S., University of Maryland;
M.B.A., Mount Saint Mary's College;
CPA, State of Maryland

Jerri L. Lindblad (1981)

Professor, English
B.A., University of Colorado;
M.A., The American University;
Ph.D., The Pennsylvania State University

Paula F. Lindsay (1994)

Associate Professor, Economics
A.A., Frederick Community College;
B.S., M.B.A., Mount Saint Mary's College

Rebecca A. Lohmeyer (2001)

Assistant Professor, Nursing
A.A., Frederick Community College
B.S.N., University of Maryland, Baltimore County
M.S., University of Maryland, Baltimore

Vanessa Lovato (1990)

Assistant Professor, Nursing
A.A., Frederick Community College;
B.S.N., M.S.N., University of Maryland, Baltimore

M. Ian McCloskey (1998)

Assistant Professor, Program Manager, Aviation
Maintenance Technology
A.A.S., Cochise College;
F.A.A. Licenses

Paul V. Maher (1999)

Assistant Professor, Aviation Maintenance Technology
B.S., Saint Louis University;
F.A.A. Licenses

Cynthia C. Marelo (1996)

Associate Professor, English; Developmental
English, Program Manager
B.A., Bridgewater College;
M.L.A., Western Maryland College;
Ed.D., University of Maryland, College Park

Kathleen M. Martin (2000)

Assistant Professor, Nursing
A.A., Prince George's Community College;
B.S.N., University of Maryland, Baltimore County;
M.S., University of Maryland, Baltimore

Michael J. Martin (1986)

Associate Professor, Accounting & Business;
Coordinator, Weekend College; Program Manager,
Accounting
A.A., Frederick Community College;
B.S., Mount Saint Mary's College;
CPA, State of Maryland

Walter Martynenko (1990)

Associate Professor, Computer & Information Sciences
B.S., Drexel University;
M.S., University of Pennsylvania

Peg Mauzy (1990)

Assistant Professor, English
B.A., Purdue University;
M.A., Hood College

Carol T. Miller (1999)

Assistant Professor, Nursing
B.S.N., University of Cincinnati;
M.S.N., University of Pittsburgh

Donna Mills (1990)

Assistant Professor, Mathematics
A.A., Frederick Community College;
B.A., M.S., Hood College

David L. Moreland (2001)

Assistant Professor, Art History
B.A., University of Iowa;
M.A., M.A., University of Wisconsin

Diane M. Mucci (2000)

Assistant Professor, Microbiology; Program Manager,
Bioscience Laboratory Technician
B.S., College of Mt. Saint Joseph;
Ph.D., University of Cincinnati, College of Medicine

Mary Noel (1994)

Assistant Professor, English
B.A., University of Maryland, Baltimore County;
M.A., University of Maryland, College Park

Joseph D. Osmann (1985)

Professor, Art/Communications; Program Manager,
Video Production
B.F.A., Penn State;
M.F.A., Maryland Institute College of Art

Tracy R. Parker (2001)

Assistant Professor, Program Manager, Legal Assistant
and Law
B.A., West Virginia Wesleyan College;
J.D., West Virginia University College of Law

Rhonda Patterson (1992)

Instructor, Clinical Coordinator, Respiratory Therapy
Program
A.A.S., State University of New York Health Science
Center
B.S., University of Maryland University College

Mark L. Paugh (1989)

Dept. Chair, Allied Health & Wellness; Professor,
Director, Respiratory Therapy Program
A.A., B.S., Columbia Union College;
M.P.H., University of Central Florida-College of Health
Sciences;
Ph.D., Florida State University

Wendell Poindexter (1988)

Associate Professor, Art; Art Gallery Director, Arts
Center Director
B.F.A., Maryland Institute College of Art;
M.A., University of Baltimore

Cheryl E. Potter (1970)

Professor, Psychology & Education
B.S., M.Ed., Boston University

Michael A. Powell (1990)

Professor, Dept. Chair, Social Sciences
B.A., University of North Carolina at Chapel Hill;
M.A., The George Washington University;
J.D., Syracuse University

Steve Prehoda (1985)

Professor, Mathematics
B.S., Michigan State University;
M.S., Ph.D., North Carolina State University

David M. Prophet (1987)

Professor, Mathematics
B.S., Merrimack College;
M.S., Northeastern University;
Ph.D., Temple University

William G. Quinn, Jr. (1995)

Associate Professor, Mathematics
B.S., Loyola College;
M.A., University of Pittsburgh

Mary C. Rolle (1998)

Assistant Professor, Program Manager, Criminal
Justice
B.A., Towson State University;
M.A., Hood College

Albert Samuel (1986)

Professor, Biology
B.A., Saint John's College and American College,
India;
M.A., Oberlin College;
M.Sc., American College, India;
Ph.D., Michigan State University

Jill Schultz (2001)

Assistant Professor, Coordinator, Education
B.A., M.A., California State University

Francis M. Seidel (1992)

Associate Professor, Computer & Information Sciences;
Program Manager, Computer Programming and
Information Technology; Coordinator, CIS 101
B.S., Mount Saint Mary's College;
M.S.E., The Johns Hopkins University

Lisa L. Sheirer (1999)

Associate Professor, Program Manager, Computer
Graphics/Photography
B.F.A., West Virginia University;
M.F.A., University of Notre Dame

Janet Sholes (1989)

Associate Professor, Physical Education
B.S., Springfield College;
M.A., Kent State University

Anne B. Slater (1983)

Associate Professor, English
B.A., Frostburg State College;
M.A., University of Colorado

Timothy C. Swyter (1993)

Dept. Chair, Assistant Professor, Mathematics
B.S., Frostburg State College;
M.A., West Virginia University

Edward D. Taft (1994)

Professor, English
B.A., M.A., Ph.D., University of Rhode Island

Bruce A. Thompson (1996)

Associate Professor, History
B.A., M.A., Marshall University;
Ph.D., University of Maryland

Kelly L. Trigger (2000)

Assistant Professor, English; Honors Coordinator
B.S., The Pennsylvania University;
M.Ed., University of Massachusetts, Amherst

Susan Trost (1999)

Associate Professor, Computer & Information Science
B.S., Towson State University;
M.S., University of Colorado

Neil V. Waravdekar (2000)

Medical Director, Respiratory Therapy Program
B.S., University of Maryland;
M.A., M.D., Hahnemann University

Craig J. Weincek (1989)

Assistant Professor, Communications/English
B.A., University of Maryland;
Master Equivalency, MCPS;
M.F.A., University of Maryland

Delaine M. Welch-Freas (1996)

Assistant Professor, Early Childhood Education/Psychology; Program Manager, Early Childhood Education
 B.S., Salisbury State University;
 M.A., Bowie State University

Katherine W. Wood (1981)

Professor, Social Science
 B.A., Western Maryland College;
 M.A., Hood College;
 M.S.W., The Catholic University of America

Rebecca Yankosky (1990)

Associate Professor, Computer & Information Sciences;
 Dept. Chair, Computing & Business Technology
 B.S., East Tennessee State University;
 M.Ed., Shippensburg State University

Part-Time faculty

There were 140 part-time faculty members teaching classes during the 2001-02 academic year. Individuals are appointed on a semester-by-semester basis and teach in both the day and evening programs.

Administration & Support Staff

President's Office

Patricia Stanley (1998)

President
 B.S., Wittenberg University;
 M.S., University of Southern Mississippi;
 Ed.D., University of Pacific at Stockton, California

Beverly Hendrix (2000)

Director of Diversity
 B.A., University of Pennsylvania

Sally A. Pearl (1989)

Executive Secretary

Wilma H. Woodfield (1970)

Executive Assistant to the President and Board of Trustees

Academic Affairs

Suzanne Beal (1995)

Vice President for Academic Affairs and Dean
 B.A., Pitzer College;
 M.A., Drexel University;
 M.A., Morgan State University;
 Ph.D., University of Maryland

Christine G. Gaites (1999)

Office Support Specialist
 A.A., Frederick Community College;
 B.A., University of Maryland, Baltimore County

Janet Falibota (1999)

Support Associate II

Mary Hall (1993)

Senior Administrative Assistant
 A.A., Frederick Community College

Melanie A. Kalmr (2002)

Support Associate, Instructional Technology
 A.A., Frederick Community College;
 B.S., University of Maryland, University College

Lisa V. Odom (2000)

Support Associate I
 A.A., Frederick Community College

Alberto Ramirez (1998)

Director, Instructional Technology
 B.S., National University of Mexico;
 M.S., University of California

John C. Sheldon (1976)

Associate Dean, Instruction
 B.A., Edinboro University of Pennsylvania;
 M.A., Hood College;
 M.Ed., D.Ed., Pennsylvania State University

Allied Health & Wellness

Mark L. Paugh (1989)

Chair; Professor, Director, Respiratory Therapy Program
 A.A., B.S., Columbia Union College;
 M.P.H., University of Central Florida-College of Health Sciences;
 Ph.D., Florida State University

Cathie Galeano (1997)

Academic Office Manager
 B.A., Ohio Dominican College

Bonnie Lee Rohr (1993)

Support Assistant, Allied Health

Communications, Humanities & Arts

Richard C. Fulton (1997)

Chair; Associate Professor, Program Manager, Speech Communications
 B.S., James Madison University;
 M.A., Wayne State University;
 M.S., Hood College;
 Ed.D., University of Maryland, College Park

Gail G. Bradley (1996)

Academic Office Manager

Jurgen Hilke (1989)

Professor, Philosophy/ Sociology; Coordinator, Distance Education
 B.D., University of Goettingen, Germany;
 S.T.M., M.A., Yale University

Thomas F. Janes (1998)

Production Manager
 B.F.A., West Virginia University

Richard A. Schellenberg (1999)

Video Lab Supervisor

Computing & Business Technology

Rebecca Yankosky (1990)

Chair; Associate Professor, Computer & Information Sciences
 B.S., East Tennessee State University;
 M.Ed., Shippensburg State University

Theresa M. Conko (1994)

Support Assistant

Sharon Smith (1980)

Academic Office Manager

English

Pamela Ann Clark (1988)

Chair, Associate Professor, English
 B.A., Western Maryland College;
 M.A., Hood College;
 M.A., Johns Hopkins University

Judith Bare (1987)

Academic Office Manager

Mathematics

Timothy C. Swyter (1993)

Chair; Assistant Professor, Mathematics
 B.S., Frostburg State College;
 M.A., West Virginia University

Elizabeth Disney (1969)

Academic Office Manager
 A.A., Frederick Community College

Pei W. Taverner (2000)

Mathematics Tutor
 A.A., Frederick Community College;
 B.S., University of Maryland, Baltimore County

Science & Aviation

Robert H. Ford (1994)

Chair; Professor, Biology
 B.S., M.S., Ph.D., Virginia Polytechnic Institute and State University

Alma Diggs (1980)

Science Lab Technician I

Edith M. Hillard (1999)

Science Lab Technician II
 A.A., Montgomery College
 B.S., University of Maryland

Bonnie Jones (1990)

Academic Office Manager
 A.A., Frederick Community College

Carl Lichtinger (1999)

Aviation Maintenance Lab Technician
 A.A., Frederick Community College

Ruth White (1980)

Science Lab Manager
 B.S., M.S., Morgan State University

Social Sciences

Michael Powell (1990)

Chair, Professor, Legal Assistant/ History/Political Science
 B.A., University of North Carolina at Chapel Hill;
 M.A., The George Washington University;
 J.D., Syracuse University

Brenda Ferko (1987)

Academic Office Manager

Library

Maurice J. O'Leary (1976)

Executive Director, Library
 B.A., Haverford College;
 M.A., University of Chicago

Ralph Fout (1976)

Library Manager
 B.A., University of Maryland

Patty Furry-Hovde (1997)

Support Associate II

Joseph B. Kerr (1974)

Library Manager
 B.S., Frostburg State College

Nicole H. Martin (1997)
Reference Librarian
B.A., Hood College;
M.L.S., University of Maryland, College Park

Donna J. Sullivan (1993)
Support Associate I

System for Student Success

Christine M. Helfrich (1983)
Associate Dean, System for Student Success
B.S., University of Maryland;
M.A., Hood College;
D.A., George Mason University

Mary B. Garst (2001)
Support Associate, Testing Center
B.S., Frostburg State College

Diane M. Hoffman (1989)
Manager, Testing Center
A.A., Frederick Community College;
B.A., Mount Saint Mary's College

Yolandra M. Johnson (1998)
Program Manager, Multicultural Student Support Services
B.A., Hampton University;
M.S., Radford University

R. Nancy Korreck (1999)
Academic Office Manager
A.A.S., Broome Technical Community College

Felicia M. Monticelli (1999)
Writing Center Manager
B.A., State University of New York
M.A., Arizona State University

Judith A. Rocky (2001)
Support Associate

Julie D. Shattuck (1998)
Program Manager, Tutorial Student Support Services
B.A., Birmingham University, U.K.;
M.A., Lancaster University, U.K.

Rosemary Watson (1994)
Learning Specialist
B.A., University of London, England;
M.Ed., College of William and Mary;
M.S., Johns Hopkins University;
J.D., University of Baltimore School of Law

Administration

Martin A. Crabbs (1978)
Vice President for Administration
A.A., Frederick Community College;
B.S., M.B.A., Mount Saint Mary's College;
CPA, State of Maryland

Steven E. Biggs (1998)
Controller
A.A., Frederick Community College;
B.S., Mount St. Mary's College;
C.P.A., State of Maryland

Shawn A. Chesnutwood (2001)
Senior Accountant
B.S., Johnson and Wales University;
M.B.A., Frostburg University;
CPA, State of Maryland

Bonnie J. Dudrow (1994)
Support Associate, Finance
A.A., Frederick Community College;
B.A., Hood College

Kimberly Johnson (1999)
Grants Development Manager
B.B.A., Marshall University
M.Ed., Georgia Southern University

Linda Seek (1990)
Senior Administrative Assistant

Patricia Standifer (1969)
Accounting Manager
A.A., Frederick Community College

Accounts Payable

Mary K. Burkhart (1979)
Accounting Specialist

Sarah M. Clopper (1999)
Support Associate
A.A., Frederick Community College

Nancy A. Platek (1997)
Support Associate, Accounting

Accounts Receivable

Heidi Conny (1989)
Student Accounts Manager

Barbara M. Cramer (1999)
Support Associate, Student Accounts

Ann E. Scott (2000)
Support Associate, Student Accounts
B.S., Shippensburg University

Linda F. Subramanian (2000)
Accounts Receivable Specialist

Catherine A. Summers (1998)
Support Associate, Student Accounts

Bookstore

Donna Mortimer (1987)
Bookstore Manager
A.A., St. Mary's College of MD.;
B.A., Juniata College;
M.A., S.U.N.Y., New Paltz

Trudy L. Lyles (1995)
Support Associate

Wendy Tresselt (1987)
Assistant Bookstore Manager
A. A., Frederick Community College

Children's Center

Karen Q. Peña (1994)
Director, Children's Center
B.A., M.A., Washington State University

Food Service

Donna S. Sowers (1989)
Food Service Manager
B.S., Shepherd College

Sandra D. Toms (2000)
Assistant Manager, Food Service

Human Resources

Mark Farley (2000)
Associate Vice President, Human Resources
B.S., University of the State of New York, Albany
M.S., Wilmington College
J.D., University of Baltimore School of Law

Karla A. Ficken (1998)
Support Associate, Payroll

Joanna C. Kline (2000)
Employee Development Manager
A.S., B.S., Shepherd College

Ruth Miller (1986)
Office Support Specialist

Kathie Renard (1980)
Benefits and Compensation Manager
A.A., Frederick Community College;
B.S., Frostburg State University

Bobbie Prescott (2000)
Recruiter
B.A., Hood College

Jane Wolfe (1991)
Payroll and E-HR Manager
A.A., Frederick Community College

Marketing & Public Relations

Michael H. Pritchard (1997)
Director, Marketing and Public Relations
B.A., University of Maryland

Pierre F. Bowins (1998)
Graphic Designer
B.F.A., Maryland Institute, College of Art

Mary Ann Davis (2001)
Marketing Coordinator CE/CT
B.S., Frostburg State University

Karen Defibaugh (1984)
Publications Supervisor
A.A., Frederick Community College

Bonnie Dudrow (1994)
Support Associate
A.A., Frederick Community College;
B.A., Hood College

Patrice A. O'Neill (1993)
Support Associate, Printing
B.F.A., Montclair State College

Joyce B. Sandusky (1981)
Printing Services Manager

Plant Operations

vacant
Director, Plant Operations

Robert D. Badger, Sr. (2002)
Maintenance Technician

Rex R. Bowens (2002)
Custodian

Charles E. Brown (2000)
Custodian

Jeffrey L. Buhrman (1989)
Custodian

David C. Burdette (2000)

Maintenance Technician

Sharon Copley (1989)

Administrative Secretary

Truman R. Cox (1996)

Grounds Assistant

Michael K. Decker (2002)

Custodial Shift Supervisor

Joe C. Elliott (1997)

Custodial Shift Supervisor

Eugenia M. Fisher (2001)

Custodian

James Gibson (1981)

Grounds Crew Foreman

Howard Harmon (1972)

Custodian

David L. Hoffman (1992)

Assistant Maintenance Supervisor

Emma G. Jackson (2000)Custodian
A.A., Frederick Community College**Richard A. Lawrence (1992)**

Grounds Assistant

D. Wes Merchant (1999)Maintenance Technician/Carpenter
B.S., Towson State University**Douglas R. Miller (2000)**

Custodian

Nelson Myers (2002)

Maintenance Technician

Bonnie Nestor (2000)

Custodian

Herbert F. Plunkard (1993)

Custodian

Joseph E. Reese (2001)

Maintenance Technician/Electrician

Keith J. Rice (1996)

Maintenance Technician/Electrician

Thomas Rippeon (1989)

Custodian

Darrell A. Rollins (1999)

Custodian

Curtis Sandusky (1981)

Maintenance Supervisor

Larry A. Smith (1995)

Custodial Supervisor

Joseph Summers (2002)

Custodian

Mildred Sunday (1990)

Custodian

Johnny A. Watkins (1998)

Maintenance Technician/Automotive

Karen Watkins (2002)

Custodian

Research**Gohar Farahani (1995)**Executive Director, Planning/Research/Evaluation
A.A., Santa Monica College;
B.A., University of California, Los Angeles;
M.S., California State University, Dominguez Hills**Elizabeth K. Scangarello (1989)**Research Specialist
A.A., Frederick Community College;
B.A., Hood College**Resource Development****Marilyn L. Young (1999)**

Executive Director, Resource Development

Laurie A. Sexton (2001)Support Associate, Resource Development
A.A., Frederick Community College**Risk Management/Public Services****Walter Smith (1980)**

Director, Risk Management/Public Services

Erin L. Adcock (2001)

Mail Clerk

James F. Concannon (2002)Security Assistant I
B.A., University of Lowell**Sharon Copley (1989)**

Administrative Secretary

John D. Corun (1985)Receiving Specialist
B.S., University of Maryland**Elaine Eurick (1998)**Receptionist
A.A., Frederick Community College**Charles M. Hanfman (1999)**

Environment/Health/Safety Coordinator

Todd W. Irwin (1999)Security Assistant I
A.A., Frederick Community College**Thomas W. Kendro (2001)**

Support Assistant, Receiving

Carole D. Kreimer (1973)Communications Supervisor
A.A., Frederick Community College**Oscar Lovering (1988)**Security Supervisor
A.A., Frederick Community College**Janine Marcus (2002)**

Facilities Specialist

Roger L. Moore (2001)Security Assistant II
B.A., Stockton State College**Oscar J. Rojas, Jr. (2001)**Security Assistant I
A.A., Frederick Community College**Oscar J. Rojas, Sr. (2001)**

Security Assistant I

Fred D. Yonker (1996)

Facilities Specialist

Continuing Education & Customized Training**Howard C. Smith, Jr. (1995)**Vice President for Continuing Education & Customized Training
A.A.S., Alfred State College;
B.B.A., University of Oklahoma;
M.S., Alfred University;
Ed.D., State University of New York at Albany**Richard F. Ammon (1997)**Director, Conference & Business Programs
B.S., University of Wisconsin
M.Ed., Frostburg State University**Patti Altmann (1982)**Associate Director, CE/CT Operations and Reporting
A.A., Ashland College**John F. Brashears (1997)**

Support Associate II

Ron C. Cash (2000)

Instructor, Professional Truck Driver Program

Judy L. DeLuca (1993)Program Coordinator, Information Technology
A.A., A.S., Boyce Community College**Janet Flanagan (1998) ***JTA Business Services Manager
B.A., Shepherd College;
M.A., Western Maryland College**Patricia A. Fitzsimmons (1999)**

Coordinator, Workforce Today Program

Cheryl Hargett (1993)Program Specialist
A.A., Frederick Community College**Trenton C. Hightower (1999)**Associate Vice President, Customized Training
B.S., Rio Grande College;
M.S., S.U.N.Y., Brockport**Leonard F. Hill, Jr. (1999)**

Lead Instructor, Professional Truck Driver Program

Douglas P. Holt (1998)Associate Vice President, Adult & Continuing Education Programs
B.A., University of Maryland, Baltimore County
M.S., Johns Hopkins University**Terri B. Householder (1996) ***Business Program Manager
A.A., Frederick Community College;
B.A., Hood College;
M.B.A., Hood College**Harriette L. Mathews (1997)**

Support Assistant I

Andrea D. Matthews (2001)Support Associate
B.A., York University**Helen McGarry (1998) ***

Business Services Consultant

Julia A. McNeill (2000)

Support Associate, CE/CT Operations

Mary Nagle (1996) *

Assistant Director, JTA
B.S., University of Maryland

Lynn Orndorff (1990)

Coordinator, Licensure/Certification and
Vocational/Technical Programs

Edith M. Pigeon (2000)

Program Assistant, Information Technology Training

Anne Scholl-Fiedler (2001)

Coordinator, One-Stop Employment Partnership
B.A., Temple University;
M.A., Towson University

Teresa M. Shank (2001)

Business Services Consultant
B.S., Shippensburg University

Karen Stratton (1997)

Program Assistant

Gregory L. Warner (1999)

Coordinator, Traffic Safety & Driver Education
Program

Jane Ann Williams (2000)

Director, Information Technology Training
B.A., Virginia Polytechnic Institute and State University;
M.A., University of Baltimore

* Not Frederick Community College employee

Information Technology**Deborah G. Finkelsen (2000)**

Vice President, Chief Information Officer
B.S., University of Maryland;
M.A.S., Johns Hopkins University

Dina Aiken (2000)

Associate Vice President, Software Development
B.S., California State University;
M.S., University of California, Davis

Penelope D. Dietz (1981)

Division Manager
A.A., Frederick Community College;
B.S., University of Maryland, University College

Anthony M. Elmer (2001)

Support Technician I

Erin E. Greco (2002)

Senior Systems Analyst/Programmer
B.S.B.A., John Carroll University

C. David Hamby (1974)

Media Systems Engineer
B.S., Georgia Southern College;
M.Ed., University of Georgia

H. Lane Harner (1998)

Network Administrator I
A.A.S., Frederick Community College

James R. Harris II (1999)

Junior Programmer Analyst/Software
A.A.S., Frederick Community College

Gary Kelly (1981)

Instructional Technology Coordinator
A.A., Frederick Community College;
B.A., Hood College;
M.L.A., Western Maryland College

vacant

Senior Systems Analyst

vacant

End User Support Manager

Carole G. Kreimer (1973)

Communications Supervisor
A.A., Frederick Community College

Sara Beth Miles (2001)

Systems Programmer/Analyst
B.B.A., James Madison University

S. Emm Pakdee (2002)

Web Master
B.B.A., Marymount University

Adam C. Reno (2000)

Senior Systems Programmer/Analyst
B.S., Frostburg State University

Cindy Rice (1993)

Web Manager
A.A., Frederick Community College

Melissa D. Smith (1999)

Executive Secretary

Scott C. Thomas (2000)

Support Technician II
A.A., Hagerstown Community College
B.A., University of Maryland, Baltimore County

Lori A. Walker (2001)

Systems Programmer/Analyst
B.S., Shepherd College

Darren S. Wigfield (2002)

End User Support Specialist I

Joel C. Younkens (1994)

Network Administrator II
A.A., Frederick Community College

Student Development**L. Richard Haney (1973)**

Vice President for Student Development
A.B., Colgate University;
M.S. in Ed., Southern Illinois University;
Ed.D., Catholic University of America

Christine M. Helfrich (1983)

Associate Dean, System for Student Success
B.S., University of Maryland;
M.A., Hood College;
D.A., George Mason University

Lisa Hildebrand (1989)

Senior Administrative Assistant
A.A., Frederick Community College

Admissions & Financial Aid**Sandra L. Smith (1983)**

Associate Vice President, Enrollment Services
B.A., University of Iowa;
M.S., University of Maryland

Robert E. Bussard, Jr. (2000)

Support Associate, Admissions/Registration
A.A., Frederick Community College

Linda G. Crough (2001)

Admissions/Registration Specialist

Brenda K. Dayhoff (1979)

Director, Financial Aid
A.A., Frederick Community College;
B.A., M.B.A., Hood College

Lisa H. Freel (2002)

Coordinator, Recruitment & Outreach
B.A., M.S., Western Maryland College

Cynthia Hart (1988)

Financial Aid/Veterans Supervisor
A.A., Frederick Community College

Judith R. Niebauer (1992)

Financial Aid Specialist
A.A., Frederick Community College
B.S., University of Maryland University College

Stacy M. Semago (2000)

Support Assistant, Financial Aid

Marie Staley (1989)

Admissions Office Coordinator
A.A., Frederick Community College

Susan L. Stitely (1997)

Financial Aid Manager

Athletics**Thomas Jandovitz (1984)**

Director, Athletics
B.A., Queens College;
M.A., Ph.D., University of Maryland

Sandra L. Warner (1980)

Athletics Specialist
A.A., Frederick Community College

Counseling**Debralee McClellan (1993)**

Executive Director, Counseling & Career Services
B.S., Shepherd College;
M.S.W., University of Maryland at Baltimore

Christopher O. Carlton (2002)

Counselor/Special Populations Advisor
B.A., Miami University
M.A., Towson University
Ph.D., Brigham Young University

Patricia J. Davis (1998)

Support Assistant, Student Development

Marcia A. Dean (2000)

Job Placement Specialist/Advisor
A.A., Hagerstown Community College;
B.S., Shippensburg University

Lorraine F. Dodson (1998)

Coordinator, Career Services/Counselor
B.S., Pennsylvania State University;
M.S., Shippensburg University

Shelby V. Harris (2000)

Support Assistant, Student Development
A.A.S., Frederick Community College

Magreta A. Kuzner (1991)
Executive Secretary, Student Development

Marsha Mason-Sowell (1985)
Counselor/Articulation
B.S., M.Ed., University of Maryland

James G. Morrison (1974)
Project Director, PeopleSoft
B.S., Western Maryland College;
M.S. in Ed., Old Dominion University;
M.A., Hood College

Beth E. Reilly (1996)
Counselor/Allied Health and Transfers
B.S., Indiana University of Pennsylvania;
M.S., Western Maryland College

Patricia J. Sumner (1984)
Counselor
B.A., University of Delaware;
M.Ed., Western Maryland College

Office of Adult Services

Sandra E. Cavalier (1985)
Director, Office of Adult Services
A.A., Frederick Community College;
B.A., Hood College;
M.S., Western Maryland College

Janice F. Brown (2001)
Counselor
B.A., Pennsylvania State University;
M.A., University of Maryland, Baltimore County

Jennifer L. Sentz (2000)
Support Associate

Registration

Kathy J. Frawley (1996)
Registrar
B.A., M.S., State University of Oneonta, New York

Joyce-Marie Birdsall (2001)
Transcript/Registration Specialist
A.A., Jackson Community College
B.A., Johnson State College

Nicole K. Dillard (1998)
Assistant Registrar
B.A., Roanoke College

Sharon Greenberg (1980)
Transfer Services Manager
B.S., Frostburg State College;
M.Ed., University of Florida

Beverly Grubbs (1982)
Registration Services Coordinator
B.A., Lynchburg College

Erin Peterson (2000)
Enrollment Project Manager
B.A., Washington College

Student Life & Alumni Services

Jeanni Winston-Muir (1990)
Director, Student Life & Alumni Services
B.S., Frostburg State University

Kristi R. Mills (1996)
College Activities Coordinator
A.A., Frederick Community College;
B.S., Mount Saint Mary's College

The listing of faculty and staff is for information purposes only and does not imply a contractual relationship. Ranks and titles were accurate as of the time of printing.

Emeritus Status

Dr. Lee J. Betts
President
Strasburg, Pennsylvania

Mr. Gerard Blake
Associate Professor, Program Manager, Aviation Maintenance
Smithsburg, Maryland

Mr. Michael D. Boyd
Associate Professor, Behavioral Sciences
Deceased

Mr. Richard F. Burgo
Associate Dean, Management & Behavioral Sciences
Frederick, Maryland

Mr. David G. Clark
Director, Resource Development
Frederick, Maryland

Dr. Cresap Davis
Professor, Business
Deceased

Ms. Louise Doty
Instructor, English
Deceased

Dr. Dorothy V. Elliott
Director of Nursing Education
Deceased

Ms. Neeta Falconer
Assistant Professor, Nursing
Frederick, Maryland

Ms. Elizabeth Geiser
Associate Professor, English
Deceased

Ms. Phyllis R. Hamilton
Professor, English
Frederick, Maryland

Mr. Thomas E. Hicks
Professor, Business
Baltimore, Maryland

Ms. Irene Jacobs
Assistant Professor, English
Deceased

Dr. Martin Kalmar
Professor, Mathematics
Deceased

Ms. Agnes Kemerer
Associate Dean, Nursing Education
Deceased

Dr. Jack B. Kussmaul
President
Deceased

Dr. Jon H. Larson
Vice President for Administration
Toms River, New Jersey

Dr. Carolyn Lewis
Associate Professor, Biology
Frederick, Maryland

Mr. Charles R. Luttrell
Professor, Mathematics
Boysds, Maryland

Mr. Gerard Marconi
Associate Professor, Drama
Middletown, Maryland

Ms. Laura Frances Mayo
Associate Professor, Office Technology
Frederick, Maryland

Ms. Joyce D. Meeks
Associate Dean, Humanities/Visual & Performing Arts
Frederick, Maryland

Mr. Joseph T. Millington
Professor, Social Science
Follansbee, West Virginia

Dr. Carl H. Mitlehner
Professor, Economics
Frederick, Maryland

Dr. Harold A. Neufeld
Adjunct Professor, Science
Frederick, Maryland

Dr. Roberta C. Palmer
Professor, Mathematics
Martinsburg, West Virginia

Ms. May E. Phillips
Professor, Nursing
Gettysburg, Pennsylvania

Dr. Harry Prongas
Professor, Social Science
Deceased

Dr. Francis Reinberger
Adjunct Professor, Humanities
Deceased

Ms. Betty Coe Riner-Kulp
Professor, Art
Lawrenceville, Georgia

Dr. B.W. Rodgers
Vice President for Academic Affairs & Dean
Frederick, Maryland

Ms. Priscilla J. Roessler
Associate Professor, Nursing
Frederick, Maryland

Mr. Francis R. Smith
Professor, Psychology
Sunset Beach, North Carolina

Ms. Marguerite H. Smith
Associate Professor, Social Science
Deceased

Mr. John Stuart
Counselor
Deceased

Mr. William A. Sussmann
Associate Professor, Mathematics
Baltimore, Maryland

Mr. Duval W. Sweadner
President
Deceased

Mr. Richard Thompson
Associate Professor, English
Deceased

Ms. Eugenia Tobin
Assistant Professor, Practical Nursing
Martinsburg, West Virginia

Mr. Allen Windle
Assistant Professor, Drafting Technology
Rohrersville, Maryland

Ms. Maida M. Wright
Professor, Speech Communications
Frederick, Maryland

Dr. Richard Yankosky
Chief Information Technology Officer
Frederick, Maryland



“Tracy brings great enthusiasm to the classroom. She clearly loves teaching and does everything possible to prepare her students for the demands of the legal world. She’s an incredible asset to FCC’s paralegal program.”

– Louise Rose

tracyparker

“Lisa emphasizes real-world assignments and developing a professional portfolio. She really endeavors to expose her students to the outside design world through conferences, meetings, and networking. She’s enthusiastic, professional, and always prepared.”

-Jillian DeShazer



Lisasheirer

appendix

Title 13B Maryland Higher Education Commission

Subtitle 02 Academic Regulations

Subtitle 06 General Education & Transfer Authority:

Education Article, 11-20111-206

Annotated Code of Maryland

.01 Scope and Applicability.

This chapter applies only to public institutions of higher education.

.02 Definitions.

A. In this chapter, the following terms have the meanings indicated.

B. Terms defined.

- (1) "A.A. degree" means the associate of arts degree.
- (2) "A.A.S. degree" means the associate of applied sciences degree.
- (3) "Arts" means courses that examine aesthetics and the development of the aesthetic form and explore the relationship between theory and practice. Courses in this area may include fine, performing and studio art, appreciation of the arts, and history of the arts.
- (4) "A.S. degree" means the associate of sciences degree.
- (5) "Biological and physical sciences" means courses that examine living systems and the physical universe. They introduce students to the variety of methods used to collect, interpret, and apply scientific data, and to an understanding of the relationship between scientific theory and application.
- (6) "English composition courses" means courses that provide students with communication knowledge and skills appropriate to various writing situations, including intellectual inquiry and academic research.
- (7) "General education" means the foundation of the higher education curriculum providing a coherent intellectual experience for all students.
- (8) "General education program" means a program that is designed to introduce undergraduates to the fundamental knowledge, skills, and values that are essential to the study of academic disciplines, to encourage the pursuit of lifelong learning, and to foster the development of educated members of the community and the world.
- (9) "Humanities" means courses that examine the values and cultural heritage that establish the framework for inquiry into the meaning of life. Courses in the humanities may include the language, history, literature, and philosophy of Western and other cultures.
- (10) "Mathematics" means courses that provide students with numerical, analytical, statistical, and problem-solving skills.
- (11) "Native student" means a student whose initial college enrollment was at a given institution of higher education and who has not transferred to another institution of higher education since that initial enrollment.

(12) "Parallel program" means the program of study (or courses) at one institution of higher education which has comparable objectives as those at another higher education institution, e.g. a transfer program in psychology in a community college is definable as a parallel program to a baccalaureate psychology program at a four-year institution of higher education.

(13) "Receiving institution" means the institution of higher education at which a transfer student currently desires to enroll.

(14) "Recommended transfer program" means a planned program of courses, both general education and courses in the major, taken at the community college which is applicable to a baccalaureate program at a receiving institution; ordinarily the first two years of the baccalaureate degree.

(15) "Sending institution" means the institution of higher education of most recent previous enrollment by a transfer student at which transferable academic credit was earned.

(16) "Social and behavioral sciences" means courses that examine the psychology of individuals and the ways in which individuals, groups, or segments of society behave, function, and influence one another. They include, but are not limited to, subjects which focus on history and cultural diversity; on the concepts of groups, work, and political systems; on the applications of qualitative and quantitative data to social issues; and on the interdependence of individuals, society, and the physical environment.

(17) "Transfer student" means a student entering an institution for the first time with academic credit earned at another institution which is applicable for credit at the institution the student is entering.

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

A. Admission to Institutions.

- (1) A student attending a public institution who has completed an A.A., A.A.S., or A.S. degree or who has completed 56 or more semester hours of credit, shall not be denied direct transfer to another public institution if the student attained a cumulative grade point average of at least 2.0 on a 4.0 scale or its equivalent in parallel courses, except as provided in subsection (4) below.
- (2) A student attending a public institution who has not completed an A.A., A.A.S., or A.S. degree or who has completed fewer than 56 semester hours of credit, shall be eligible to transfer to a public institution regardless of the number of credit hours earned if the student:
 - (a) Satisfied the admission criteria of that receiving public institution as a high school senior; and
 - (b) Attained at least a cumulative grade point average of 2.0 on a 4.0 scale or its equivalent in parallel courses.

(3) A student attending a public institution who did not satisfy the admission criteria of a receiving public institution as a high school senior, but who has earned sufficient credits at a public institution to be classified by the receiving public institution as a sophomore, shall meet the stated admission criteria developed and published by the receiving public institution for transfer.

(4) If the number of students seeking admission exceeds the number that can be accommodated at a receiving public institution, admission decisions shall be:

- (a) Based on criteria developed and published by the receiving public institution; and
- (b) Made to provide fair and equal treatment for native and transfer students.

B. Admission to Programs.

- (1) A receiving public institution may require higher performance standards for admission to some programs if the standards and criteria for admission to the program:
 - (a) Are developed and published by the receiving public institution; and
 - (b) Maintain fair and equal treatment for native and transfer students.
- (2) If the number of students seeking admission exceeds the number that can be accommodated in a particular professional or specialized program, admission decisions shall be:
 - (a) Based on criteria developed and published by the receiving public institution; and
 - (b) Made to provide fair and equal treatment for native and transfer students.
- (3) Courses taken at a public institution as part of a recommended transfer program leading toward a baccalaureate degree shall be applicable to related programs at a receiving public institution granting the baccalaureate degree.

C. Receiving Institution Program Responsibility.

- (1) The faculty of a receiving public institution shall be responsible for development and determination of the program requirements in major fields of study for a baccalaureate degree, including courses in the major field of study taken in the lower division.
- (2) A receiving public institution may set program requirements in major fields of study which simultaneously fulfill general education requirements.
- (3) A receiving public institution, in developing lower division course work, shall exchange information with other public institutions to facilitate the transfer of credits into its programs.

.03 General Education Requirements for Public Institutions.

A. While public institutions have the autonomy to design their general education program to meet their unique needs and mission, that program shall conform to the definitions and common standards in this chapter. A public institution shall satisfy the general education requirement by:

(1) Requiring each program leading to the A.A. or A.S. degree to include not less than 30 and not more than 36 semester hours and each baccalaureate degree program to include not less than 40 and not more than 46 semester hours of required core courses, with the core requiring, at a minimum, coursework 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.

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

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

- (1) One course in each of two disciplines in arts and humanities;
- (2) One course in each of two disciplines in social and behavioral sciences;
- (3) Two science courses, at least one of which shall be a laboratory course;
- (4) One course in mathematics at or above the level of college algebra; and
- (5) One course in English composition.

C. Interdisciplinary and emerging issues.

(1) In addition to the five required areas in §A of this regulation, a public institution may include up to eight semester hours in a sixth category that addresses emerging issues that institutions have identified as essential to a full program of general education for their students. These courses may:

- (a) Be integrated into other general education courses or may be presented as separate courses; and
- (b) Include courses that:
 - (i) Provide an interdisciplinary examination of issues across the five areas; or
 - (ii) Address other categories of knowledge, skills, and values that lie outside of the five areas.

(2) Public institutions may not include the courses in this section in a general education program unless they provide academic content and rigor equivalent to the areas in §A(1) of this regulation.

D. General education programs leading to the A.A.S. degree shall include at least 20 semester hours from the same course list designated by the sending institution for the A.A. and A.S. degrees. The A.A.S. degree shall include at least one 3-semester-hour course from each of the 5 areas listed in §.03A(1).

E. 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.

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

G. 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.

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

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

J. 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.

K. Public institutions may incorporate knowledge and skills involving the use of quantitative data, effective writing, information retrieval, and information literacy where possible in the general education program.

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

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

.04 Transfer of General Education Credit.

A. A student transferring to one public institution from another public institution shall receive general education credit for work completed at the student's sending institution as provided by this chapter.

B. A completed general education program shall transfer without further review or approval by the receiving institution and without the need for a course-by-course match.

C. Courses that are defined as general education by one institution shall transfer as general education even if the receiving institution does not have that specific course or has not designated that course as general education.

D. The receiving institution shall give lower-division general education credits to a transferring student who has taken any part of the lower-division general education credits described in Regulation .03 of this chapter at a public institution for any general education courses successfully completed at the sending institution.

E. Except as provided in Regulation .03L of this Chapter, a receiving institution may not require a transfer student who has completed the requisite number of general education credits at any public college or university to take, as a condition of graduation, more than 10-16 additional semester hours of general education and specific courses required of all students at the receiving institution, with the total number not to exceed 46 semester hours. This provision does not relieve students of the obligation to complete specific academic program requirements or course prerequisites required by a receiving institution.

F. A sending institution shall designate on or with the student transcript those courses that have met its general education requirements, as well as indicate whether the student has completed the general education program.

G. A.A.S. degrees.

(1) While there may be variance in the numbers of hours of general education required for A.A., A.S., and A.A.S. degrees at a given institution, the courses identified as meeting general education requirements for all degrees shall come from the same general education course list and exclude technical or career courses.

(2) An A.A.S. student who transfers into a receiving institution with fewer than the total number of general education credits as 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 .03L of this chapter, the total general education credits for baccalaureate degree-granting public receiving institutions may not exceed 46 semester hours.

H. Student responsibilities. A student is held:

(1) Accountable for the loss of credits that:

- (a) Result from changes in the individual's selection of the major program of study;
- (b) Were earned for remedial coursework; or
- (c) Exceed the total course credits accepted in transfer as allowed by this chapter.

(2) Responsible for meeting all requirements of the academic program of the receiving institution.

.05 Transfer of Nongeneral Education Program Credit.

A. Transfer to Another Public Institution.

(1) Credit earned at any public institution in the State is transferable to any other public institution if the:

- (a) Credit is from a college or university parallel course or program;
- (b) Grades in the block of courses transferred average 2.0 or higher; and
- (c) Acceptance of the credit is consistent with the policies of the receiving institution governing native students following the same program.

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

B. Credit earned in or transferred from a community college is limited to:

- (1) 1/2 the baccalaureate degree program requirement, but may not be more than 70 semester hours; and
- (2) The first two years of the undergraduate educational experience.

C. Nontraditional Credit.

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

(2) Transfer of credit from the following areas shall be consistent with COMAR 13B.02.02. and shall be evaluated by the receiving institution on a course-by-course basis:

- (a) Technical courses from career programs;
- (b) Course credit awarded through articulation agreements with other segments or agencies;
- (c) Credit awarded for clinical practice or cooperative education experiences; and
- (d) Credit awarded for life and work experiences.

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

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

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

D. Program articulation.

(1) Recommended transfer programs shall be developed through consultation between the sending and receiving institutions. A recommended transfer program represents an agreement between the two institutions that allows students aspiring to the baccalaureate degree to plan their programs. These programs constitute freshman/sophomore level coursework to be taken at the community college in fulfillment of the receiving institution's lower division course work requirement.

(2) Recommended transfer programs in effect at the time that this regulation takes effect, which conform to this chapter, may be retained.

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

A. Sending institutions.

(1) Community colleges shall encourage their students to complete the associate degree or to complete 56 hours in a recommended transfer program which includes both general education courses and courses applicable toward the program at the receiving institution.

(2) Community college students are encouraged to choose as early as possible the institution and program into which they expect to transfer.

(3) The sending institution shall:

- (a) Provide to community college students information about the specific transferability of courses at 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 transcripts of degree-seeking transfer students as expeditiously as possible, and notify the student of the results not later than mid-semester of the student's first semester of enrollment at the receiving institution if all official transcripts have been received at least 15 working days before mid-semester. The receiving institution shall inform a student of the courses which are acceptable for transfer credit and the courses which are applicable to the student's intended program of study.

(4) A receiving institution shall give a transfer student the option of satisfying institutional graduation requirements that were in effect at the receiving institution at the time the student enrolled as a freshman at the sending institution. In the case of major requirements, a transfer student may satisfy the major requirements in effect at the time when the student was identifiable as pursuing the recommended transfer program at the sending institution. These conditions are applicable to the student who has been continuously enrolled at the sending institution.

.07 Programmatic Currency.

A. A receiving institution shall provide to the community college current and accurate information on recommended transfer programs and the transferability status of courses. Community college students shall have access to this information.

B. Recommended transfer programs shall be developed with each community college whenever new baccalaureate programs are approved by the degree-granting institution.

C. When considering curricular changes, institutions shall notify each other of the proposed changes that might affect transfer students. An appropriate mechanism shall be created to ensure that both two- and four-year public colleges provide input or comments to the institution proposing the change. Sufficient lead time shall be provided to effect the change with minimum disruption. Transfer students are not required to repeat equivalent coursework successfully completed at a community college.

.08 Transfer Mediation Committee.

A. There is a Transfer Mediation Committee appointed by the Secretary which is representative of the public four-year colleges and universities and the community colleges.

B. Sending and receiving institutions that disagree on the transferability of general education courses as defined by this chapter shall submit their disagreements to the Transfer Mediation Committee. The Transfer Mediation Committee shall address general questions regarding existing or past courses only, not individual student cases, and shall also address questions raised by institutions about the acceptability of new general education courses. As appropriate, the Committee shall consult with faculty on curricular issues.

C. The findings of the Transfer Mediation Committee are considered binding on both parties.

.09 Appeal Process.

A. Notice of denial of transfer credit by a receiving institution.

(1) Except as provided in §A(2) of this regulation, a receiving institution shall inform a transfer student in writing of the denial of transfer credit not later than mid-semester of the transfer student's first semester, if all official transcripts have been received at least 15 working days before mid-semester.

(2) If transcripts are submitted after 15 working days before mid-semester of the 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 establish expeditious and simplified procedures governing the appeal of a denial of transfer of credit; and 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.

.10 Periodic Review.

A. Reports by receiving institution.

(1) A receiving institution shall report annually the progress of students who transfer from two-year and four-year institutions within the State to each community college and to the Secretary of the Maryland Higher Education Commission.

(2) An annual report shall include ongoing reports on the subsequent academic success of enrolled transfer students, including graduation rates, by major subject areas.

(3) A receiving institution shall include in the reports comparable information on the progress of native students.

B. Transfer coordinator. A public institution of higher education shall designate a transfer coordinator, who serves as a resource person to transfer students at either the sending or receiving campus. The transfer coordinator is responsible for overseeing the application of the policies and procedures outlined in this chapter and interpreting transfer policies to the individual student and to the institution.

C. The Maryland Higher Education Commission shall establish a permanent Student Transfer Advisory Committee that meets regularly to review transfer issues and recommend policy changes as needed. The Student Transfer Advisory Committee shall address issues of interpretation and implementation of this chapter.

Non-Discrimination Policy Statement (Affirmative Action)

Frederick Community College does not discriminate on the basis of age, sex, race, color, religious belief, national origin, sexual orientation, handicap, or covered veterans' status in its employment, admissions, and student-related policies and procedures as required by Title VII (Equal Employment Opportunity) of the 1964 Civil Rights Act, as amended; Title IX of the 1972 Rehabilitation Act, as amended; Executive Order 11246 (Affirmative Action) as amended; and other related Acts of Congress and Federal Regulations. Inquiries regarding compliance with these laws may be directed to: Affirmative Action Officer, Frederick Community College, Frederick, Maryland 21702.

Americans with Disabilities Act

Frederick Community College subscribes to full access to all college facilities as outlined in Americans with Disabilities Act of 1990, and as amended. The designated coordinator for the college's compliance with Section 504 of the Rehabilitation Act of 1973, and for the Americans with Disabilities Act, is Dr. Rosemary Watson, 301.846.2409.

Statewide Programs List

Allegheny College of Maryland

Automotive Technology Cert/AA
Communication Media AA
Dental Hygiene AA
Electromechanical Technology AA
Forest Technology AA
Nursing/LPN Cert
Medical Lab. Tech AA
Nursing/RN AA
Radiologic Tech AA
Respiratory Therapy AA

Anne Arundel Community College

EMT Paramedic Cert/AA
Computer Network Mgt AA
Medical Assistant Cert/AA

Baltimore City Community College

Dental Hygiene AA
Dietetic Manager Cert
Dietetic Tech Cert/AA
International Trade Cert/AA
Medical Records Tech Cert/AA
Operating Room Tech Cert/AA
Physical Therapist Assistant AA
Respiratory Therapy Tech Cert/AA

Catonsville Community College

Air Transportation AA
Auto Technology (GM, FORD, & TTEN options) AA
Automated Manufacturing Technology Cert/AA
Computer Graphics Cert/AA
Interpreting for the Deaf Cert
Mortuary Science Cert/AA
Nursing/RN AA
Occupational Safety & Health Technology Cert/AA
Occupational Therapy Assistant Cert
Printing Management Technology Cert/AA
Recreation, Parks & Leisure Studies Cert/AA

Cecil Community College

Equine Science Cert
Professional Photography Cert/AA

Charles Community College

Nursing/RN AA
Nursing/LPN Cert

Chesapeake Community College

Radiologic Technology AA

Dundalk Community College

Chemical Dependency Counseling Cert/AA
Commercial HVAC Design AA
Labor Studies Cert/AA
Physical Fitness Technology Cert/AA
Retail Floristry Cert
Stationary Engineering Cert/AA
Water Systems Technology/AA

Essex Community College

Medical Lab Tech AA
Medical Records Technology AA
Nuclear Med Tech Cert/AA
Physician Assistant AA

Radiography AA
Radiation Therapy Tech Cert/AA
Respiratory Therapy Cert
Veterinary Tech AA

Frederick Community College

Aviation Technology Cert/AAS
Park Management Cert/AAS
Practical Nursing Cert
Respiratory Therapy AAS
Surgical Technology Cert/AAS

Garrett Community College

Resort Management Cert/AA
Wildlife Mgt Cert/AA

Hagerstown Community College

Radiologic Tech AA

Harford Community College

Electroneurodiagnostic Tech AA
Nursing/LPN Cert
Science Lab Tech/Hisotech Option AA

Howard Community College

Biomedical Engineering Cert/AA
Vision Care Tech Cert

Montgomery Community College

Biotechnology Lab Tech AA
Dental Assistant Cert/AA
Diagnostic Medical Sonography Cert/AA
Fire Science Cert/AA
Medical Records Technology Cert/AA
Medical Lab Tech AA
Medical Assistant Cert/AA
Radiologic Technology AA
Technical Writing Cert

Prince George's Community College

Culinary Arts AA
Medical Records Tech Cert/AA
Nuclear Medicine Technology AA
Radiography (X-ray) Technology AA
Respiratory Therapy AA

Wor-Wic Tech Community College

Hotel-Motel Restaurant Management Cert/AA
Nursing/LPN Cert
Nursing/RN AA
Radiologic Technology AA

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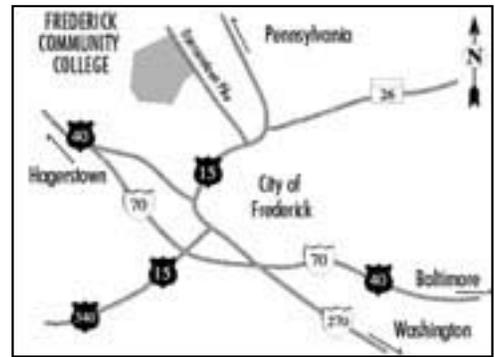
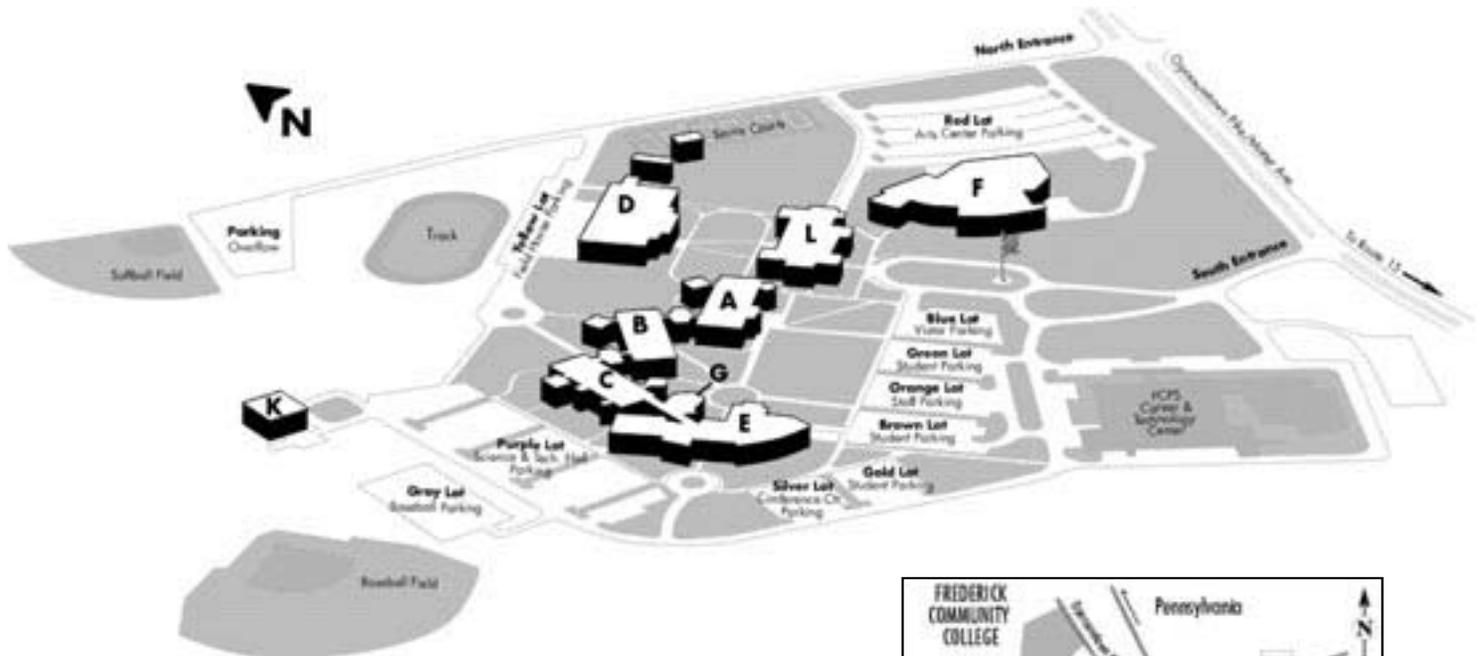
“Kelly is extremely helpful and presents herself well. She’s my mentor and I feel like I can talk to her about anything, not just school.”

-Carrie Brown



kellytrigger

campus map



Administration Hall (A): admissions & registration, cashier, financial aid, veterans office, continuing education, receptionist, security, president, human resources, finance, other administrative offices, student lounge in lower A/B Knuckle

Academic Hall (B): drafting & electronics labs, math lab, faculty offices, classrooms

Science-Technology Hall (C): biology & chemistry labs, computer labs, photography darkroom, dean of the college, faculty offices, classrooms, Subway in upper B/C Knuckle

Conference Center (E): continuing education/customized training offices, conference center, distance learning classrooms, regional distance education center, technology labs

Sweadner Hall (G): lecture hall

Library Building (L): library, allied health/nursing labs, testing center, writing center, video lab, language lab, faculty offices, classrooms, student lounge

Arts & Student Center (F): bookstore, Cougar Cafe, counseling, JBK Theater, MCH Art Gallery, career center, student life, student services, student government association, music classrooms & practice rooms, art classrooms, faculty offices, student lounge

Children's Center (K): child care center

Field House (D): gymnasium, weight room, classrooms, athletic director, faculty offices, locker rooms



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College of Communication and Media Studies