ACADEMIC CALENDAR

SUMMER SEMESTER 2013

Apr. 22 Monday Registration for all 2013 summer sessions begins for all students
May 25–27 Saturday–Monday COLLEGE CLOSED—Memorial Day observed
May 31 Friday Registration ends for first 5-week and 10-week sessions
June 3 Monday Classes begin for first 5-week and 10-week sessions
July 4 Thursday COLLEGE CLOSED—Independence Day observed
July 5 Friday Last day of first 5-week session
July 5 Friday Registration ends for second 5-week session
July 8 Monday Second 5-week session begins
Aug. 9 Friday Last day of second 5-week and 10-week sessions

FALL SEMESTER 2013

Apr. 29–May 3 Monday–Friday Advance registration for fall 2013 begins for returning students
May 6 Monday Registration for fall 2013 begins for all students
Aug. 23 Friday Regular registration ends
Aug. 24 Saturday Classes begin for fall 2013
Aug. 31–Sept. 2 Saturday–Monday COLLEGE CLOSED—Labor Day observed
Oct. 16 Wednesday Midterm; end of first half-semester classes
Oct. 17 Thursday Begin second half-semester classes
Oct. 28 Monday Registration for Intersession 2014 begins for all students
Oct. 29 Tuesday College Enrichment Day—No classes, except Laurel College Center
Nov. 27 Wednesday College open;—No classes
Nov. 28–Dec. 1 Thursday–Sunday COLLEGE CLOSED—Thanksgiving break
Dec. 2 Monday College re-opens and classes resume
Dec. 2 Monday Advance registration for spring 2014 begins for returning students
Dec. 8 Sunday Last day of regular classes for fall semester
Dec. 9 Monday Registration for spring 2014 begins for all students
Dec. 9–15 Monday–Sunday Final examination period; last week of classes
Dec. 16 Monday Intersession registration ends. In-person registration closes for spring; resumes Monday, Jan. 6

INTERSESSION AND SPRING SEMESTER 2014

Dec. 19–Jan. 1 Thursday–Wednesday COLLEGE CLOSED—Winter break
Jan. 2 Thursday College re-opens

Jan. 6 Monday Intersession 2014 begins. In person, peak registration begins
Jan. 11 Saturday Regular registration ends for spring at 1 p.m.
Jan. 17 Friday Intersession 2014 ends
Jan. 20 Monday COLLEGE CLOSED—Martin Luther King, Jr. holiday observed
Jan. 21 Tuesday Classes begin for spring 2014
Feb. 17 Monday COLLEGE CLOSED—Presidents’ Day observed
Mar. 12 Wednesday Midterm; End of first half-semester classes
Mar. 13 Thursday Begin second half-semester classes
Apr. 14–20 Monday–Sunday COLLEGE CLOSED—Spring break
Apr. 21 Monday College re-opens and classes resume
Apr. 21 Monday Registration for 2014 summer sessions begins for all students
Apr. 28–May 2 Monday–Friday Advance registration for fall 2014 begins for returning students
May 5 Monday Registration for fall 2014 begins for all students
May 5 Monday Last day of regular classes for the spring semester
May 6–12** Tuesday–Monday Final examination period; last week of classes
May 22 Thursday Commencement

**Possible snow make-up days
This one-year catalog (fall 2013–summer 2014) contains a listing of programs of study, courses, and other important information. However, it does not contain a complete statement of all procedures, policies, rules, and regulations. The college has the right to change any academic or other requirements, tuition, fees or other charges, course offerings, course content, programs, procedures, policies, rules, and regulations from time to time and without notice. Important information updates will appear in credit schedules of classes. Departmental policies and procedures may still apply, even if they are not printed in this catalog. Meeting graduation requirements and determining transferability to other institutions are the student’s responsibility, even though advisors may assist.
VISION
Prince George’s Community College will be the community’s first choice for innovative, high quality learning opportunities.

MISSION
Prince George’s Community College transforms students’ lives. The college exists to educate, train, and serve its diverse populations through accessible, affordable, and rigorous learning experiences.

STRATEGIC GOALS FY2011–2013
These strategic goals will expire June 30, 2013. At the time of the printing of this catalog, the college is finalizing new strategic goals, which will be implemented July 1, 2013–June 2017. The new goals will be posted on the web at http://www.pgcc.edu/About_PGCC/Mission___Vision.aspx

STRATEGIC GOAL 1
Respond to and anticipate the learning needs of a diverse student population by creating and expanding educational opportunities and support services.

STRATEGIC GOAL 2
Create and expand educational opportunities and support services that respond to and anticipate evolving workforce demands.

STRATEGIC GOAL 3
Secure mission-compatible alternative funding, build mutually beneficial partnerships, and strategically allocate financial resources.

STRATEGIC GOAL 4
Create and expand technology-based educational offerings, support services, and professional development opportunities.

STRATEGIC GOAL 5
Emphasize and promote, both internally and within the region, the college’s role as an agent of change.

PHILOSOPHY OF EDUCATION
WE BELIEVE:

• Education is valuable in and of itself.
• Learning is a lifelong commitment that transforms lives and promotes responsible citizenship.
• General education courses expose all degree-seeking students to a common body of skills, knowledge, and values that form the basis for lifelong learning.
• Learning occurs inside and outside the classroom, including co-curricular and service activities.
• Higher order reasoning and effective decision-making are essential to a sound education.
• Intellectual expression requires effective reading, writing, and communication skills.
• Education serves practical and creative needs that are both individual and communal.
• Learning requires a forum wherein the free consideration of ideas, values, and informed points of view is encouraged, and where diversity of thought is valued.
• Instructional methods should be developed by qualified full and part-time professionals. Instruction should be dynamic, current, and effective, using a variety of learning technologies. It should engage students as active partners who are responsible for their learning and adapt to an increasingly multicultural, global, and technologically driven society.
• Access to education should be available to meet diverse student needs, ranging from adult basic education to honors offerings.
• Student success is the responsibility of all members of the college community. It requires that high expectations are set and standards of excellence are maintained.
• Improving learning requires the continual assessment of student success.
MESSAGE FROM THE PRESIDENT

Welcome to Prince George’s Community College. Our mission is to provide you with an academically rich and pedagogically sound learning experience that will prepare you to realize your goals, pursue meaningful work, and leave a lasting impact on your communities.

The 2013–2014 Catalog is a tool you can use to gain exposure to exciting educational opportunities. When combined with individual and group advising, it will guide you in making the choices necessary to achieve your higher education aspirations. Take the time to browse and learn the contents of the catalog. Knowing the requirements for your program of study will save you time, lead you to the best courses for your academic needs, and help you achieve your educational pursuits.

Being aware of the choices that exist can help you plan and select the best options. If you have questions about your course of study, talk to your advisor, your professors and your department chair. They are here to facilitate learning and guide you in ensuring that you are on the right track.

To help you remain focused, the 2013-2014 Catalog has been redesigned to assist you in course selections that are required for your major. As you explore the catalog, you will notice that the publication is interactive. Students will now be able to quickly find the information and utilize it to make informed decisions.

You will find during your time here that our students are achieving some spectacular feats. You will see that your potential here is limitless, too. The faculty and staff share their passions and are nurturing students so that they succeed.

You should be aware that educational options exist to allow you the opportunity to make wise decisions about your academic pursuits. As you consider them, know that one of the most important factors to consider is commitment to your goal. At Prince George’s Community College, you’ve found a place committed to what’s most important—you.

When you need support, you will get it. When you need encouragement, you will find it. Prince George’s Community College believes that through providing support and proper motivation students will be better prepared for continuing their education and choosing careers that will impact the people and communities where they live.

During your time at Prince George’s Community College, please take advantage of all that we have to offer. Use your time to build upon what you already know and be open to exploring new frontiers.

Here’s to a great future!

Charlene M. Dukes
President
Prince George's Community College
**TABLE OF CONTENTS**

- Academic Calendar ....................................................... Inside Front Cover
- Frequently Called Numbers ............................................ Inside Back Cover
- Vision, Mission and Strategic Goals FY2011-2013 ............... 2
- Philosophy of Education .................................................. 2
- Message from the President ............................................. 3
- College Recognitions and Awards, Accreditations .............. 7

**Chapter 1—Admission to College ...................................... 8**
- Eligibility for Admission .................................................. 9
- New, Transfer, and International Students ......................... 10
- Current High School/Home School Students ...................... 12
- Student Identification Numbers ....................................... 13
- Placement Testing ............................................................ 15
- Advanced Standing-Credit for Prior Learning .................... 15
- Special Admission Criteria .............................................. 15
- Nursing and Allied Health .................................................. 17

**Chapter 2—Registering for Courses ................................. 19**
- Course Prerequisites and Placement ................................... 20
- Registration Steps, Policy .................................................. 20
- OwlLink, Owl Mail, Owl Debit Card .................................... 21

**Chapter 3—Tuition and Fees ............................................ 23**
- Tuition and Fees ............................................................. 24
- Domicile: Determination of Student Residency .................. 25–26
- Base Realignment and Closure (BRAC) .............................. 26
- Payment Methods ............................................................ 27
- Deferred Tuition Payment Plan (FACTS) .......................... 27
- Employer-Paid Tuition ..................................................... 27
- Veterans Special Payment Exemptions .............................. 27
- Tuition Exemptions ........................................................... 28
- Delinquent Accounts .......................................................... 28
- Tuition Payment Deadlines ................................................. 29
- PGCC Owl Debit Card ....................................................... 29
- Refunds ............................................................................ 29

**Chapter 4—Paying for College .......................................... 30**
- Financial Aid ................................................................. 31
- Financing Options ............................................................. 32
- Veterans Benefits .............................................................. 33
- Temporary Employment for Students ............................... 33
- Satisfactory Academic Progress (SAP) and Appeals .......... 33–34
- Re-establishing Eligibility .................................................. 35
- Treatment of Financial Aid, Withdrawals ......................... 35
- Disbursement ................................................................... 35
- Overpayments .................................................................. 35
- Financial Literacy ............................................................... 35

**Chapter 5—Academic Policies .......................................... 36**
- Student Course Loads ....................................................... 37
- Grades and Grading Policies ............................................. 37
- Grade Reports .................................................................. 38
- Repeated Courses ............................................................. 38
- Academic Forgiveness ...................................................... 38
- Class Attendance/Participation ......................................... 38
- Withdrawal from Classes .................................................. 39
- Academic Standing ........................................................... 39
- Dean’s List ....................................................................... 39
- Minimum Standards for Good Standing ........................... 39
- Appeals of Academic Standing ......................................... 40
- Academic Complaints ...................................................... 40
- Academic Integrity ............................................................ 40
- Disruption of Class ............................................................ 41
- Falsification of Records ..................................................... 41
- Graduation Requirements .................................................. 41
- Records Policy (FERPA) .................................................... 42
- Different Ways to Take Courses ......................................... 43

**Chapter 6—Academic Preparation ................................. 45**
- Placement Testing ............................................................ 46
- Academic Preparation Course Sequences ......................... 46
- Developmental Reading ..................................................... 46
- Developmental Mathematics ............................................. 48
- English As A Second Language Sequence ........................ 50

**Chapter 7—Programs of Study ........................................ 53**
- Program Assessment ....................................................... 54
- Student Core Competencies ............................................. 54
- Accounting Programs ...................................................... 58–64
- African-American Studies Option .................................... 66
- Art Programs ................................................................. 68–74
- Arts and Sciences ............................................................ 75
- Biology Option, General Studies ...................................... 77
- Business Administration ................................................... 79
- Business Management Programs ..................................... 81–99
- Chemistry Option ............................................................ 100
- Communication Programs ............................................... 102–108
- Computer-Aided Drafting ............................................... 110
- Computer Engineering Technology Programs .................. 111–115
- Information Technology Programs .................................. 116–124
- Computer Science Programs ............................................ 125–127
- Construction Management Programs ............................. 129–131
- Criminal Justice Programs .............................................. 132–142
- Culinary Arts Programs .................................................... 144–146
- Dietetics Programs ............................................................ 147–149
- Economics Option ........................................................... 150
- Electronic Engineering Technology Programs ................. 152–156
- Engineering ................................................................. 157
- Engineering Technology .................................................... 159
- English Option ................................................................. 161
- Environmental Studies Programs ..................................... 163–165
- Fire Science .................................................................... 166
- Food Science Option ........................................................ 168
- Forensic Science .............................................................. 170
- General Studies ............................................................... 172
- Transfer Studies ............................................................... 174
- Health Education Option .................................................. 175
- Health Information Management ..................................... 177
- Medical Coder/Billing ....................................................... 180
- Hospitality Services Management Programs ..................... 181–184
TABLE OF CONTENTS

Human Services ....................................................... 185
Information Security Programs ..................................... 187–190
International Studies Option ......................................... 191
Marketing Management Programs ............................... 193–195
Mathematics Option .................................................... 196
Medical Assisting ....................................................... 198
Media Production ....................................................... 200
Meeting and Event Management Programs .................. 201–203
Music Option ............................................................ 204
Nuclear Medicine Technology ....................................... 206
Nursing (RN) ............................................................. 210
Nursing (LPN) ............................................................ 213
Paramedic to RN Transition Option .............................. 214
LPN to RN Transition ................................................ 216
Ornamental Horticulture .............................................. 218
Paralegal/Legal Assistant Programs ............................. 219–223
Emergency Medical Technician-Paramedic .................. 224
Paramedic ................................................................. 225
Emergency Medical Technician-Intermediate ............... 227
Philosophy Option ..................................................... 229
Physical Education Option ........................................... 231
Pre-Law Option ........................................................ 233
Psychology Option ..................................................... 235
Radiography ............................................................. 237
Respiratory Therapy ................................................... 239
Sociology Option ....................................................... 241
Early Childhood Education Programs .......................... 243–253
Elementary Education/Elementary Special Education .... 255
Secondary Education Programs .................................. 257–265
Professional Education Courses
  for Maryland Certification/Recertification ..................... 267
Electrical Construction Technology Programs ............... 271–274
Theatre Arts Option ................................................... 276
Theatre and Entertainment Technology ........................ 278
Women’s Studies Programs ........................................ 279–280

Chapter 8—General Studies ...................................... 282
Associate of Arts (A.A.), Associate of Science (A.S.)
  and Associate of Science in Engineering (A.S.E.) .......... 283
Associate of Applied Science (A.A.S.) ......................... 284
Associate of Arts in Teaching (A.A.T) ......................... 285
General Education List .............................................. 286
Emerging Issues ....................................................... 286
English Composition ................................................ 286
Humanities ............................................................... 286
  Foreign Languages .................................................. 287
  Literature .............................................................. 287
  Speech ................................................................. 287
Mathematics ............................................................ 287
Science ..................................................................... 288
Social Sciences ........................................................ 289
History ................................................................. 289
Student Core Competencies ....................................... 290

Chapter 9—Course Descriptions ............................... 291
Definitional Terms ..................................................... 292

Accounting (ACC) ..................................................... 293
African-American Studies (AFA) ................................. 295
Anthropology (ANT) .................................................. 295
Arabic (ARB) ............................................................ 296
Art (ART) ................................................................. 296
Biology (BIO) ............................................................ 301
Business Law (BUS) ................................................... 303
Business Management (BMT) ..................................... 304
Business Marketing (BMK) ........................................ 308
Business Property Management (BPM) ....................... 309
Business Real Estate (BRE) ........................................ 309
Career Assessment and Planning (CAP) ....................... 310
Chemistry (CHM) ..................................................... 310
Chinese (CHN) ........................................................ 311
College Learning Skills (CLS) .................................... 312
Construction Management (CSM) ............................. 312
Correctional Services (COR) ...................................... 314
Criminal Justice (CJT) .............................................. 314
Culinary Arts (CUL) .................................................. 316
Developmental English (DVE) .................................... 317
Developmental Learning Support (DLS) ...................... 317
Developmental Math (DVM) ...................................... 317
Developmental Reading (DVR) ................................. 318
Economics (ECN) ..................................................... 319
Electrical Construction Technology (ECT) .................... 319
Emergency Medical Technician (EMT) ....................... 321
Engineering (EGR) .................................................... 322
Engineering Technology (ENT) ................................. 324
English (EGL) ........................................................... 327
English as a Second Language (ESL) ......................... 330
Forensic Science (FOS) ............................................. 331
Fire Science (FSC) .................................................... 334
Geography (GEO) ..................................................... 334
Health Education (HLE) ......................................... 335
Health Information Management (HIM) ...................... 336
History (HST) ......................................................... 337
Honors ................................................................. 339
Horticulture (HRT) ................................................... 339
Hospitality Services Management (HSM) .................... 340
Human Services (HUS) ............................................. 345
Humanities (HUM) .................................................... 347
Information Technology (INT) .................................. 347
Mathematics (MAT) ................................................ 355
Medical Assisting (MAS) ......................................... 357
Multi-Disciplinary English/History (MLD) .................... 358
Music (MUS) ........................................................... 359
Nuclear Medicine Technology (NUM) ......................... 361
Nursing (NUR) ........................................................ 362
Nutrition (NTR) ........................................................ 365
Paralegal (PAR) ........................................................ 365
Paramedic (PMD) ..................................................... 367
Planning for Academic Success (PAS) ....................... 369
Philosophy (PHL) ..................................................... 369
Physical Education (PED) ........................................ 370
Physical Science (PSC) ............................................. 371
Physics (PHY) ........................................................ 372
TABLE OF CONTENTS

Political Science (POS) ............................................................ 373
Psychology (PSY) .................................................................... 374
Public Relations and Journalism (PRI) ................................. 376
Radiography (RAD) ............................................................... 377
Respiratory Therapy (RST) ..................................................... 380
Service-Learning (SLN) ........................................................ 381
Sociology (SOC) ................................................................. 381
Spanish (SPN) ...................................................................... 382
Speech Communication (SCH) ............................................ 383
Teacher Education (TED) ..................................................... 385
Television, Radio and Film (TRF) .......................................... 390
Theatre (THE) ..................................................................... 391
Women’s Studies (WMS) ...................................................... 393
Work-Based Learning (WBL) ................................................ 395

Chapter 10—Transfer Opportunities ........................................ 394
Articulation Agreements ....................................................... 395

Chapter 11—Student Opportunities and Resources ............... 398
Academic Support Services and Programs ............................. 399
African-American Studies Institute ....................................... 399
Collegian Centers ................................................................. 399
Computer Labs .................................................................... 400
Developmental Studies Program ......................................... 400
Developmental Math Redesign ............................................. 401
International Education Center ........................................... 401
International Student Services and Programs ....................... 402
Library ................................................................................ 402
Marlboro Learning Lab ........................................................ 403
Mentoring Program ............................................................. 403
Service-Learning ................................................................. 403
Writing Center ................................................................. 403
Campus Life and Activities ................................................. 404
Alumni Association ............................................................ 404
Bookstore ............................................................................. 405
Campus Activities Board .................................................... 405
Child Care Services ............................................................ 405
Intercollegiate Athletics ...................................................... 405
Student Governance Association ......................................... 405
Student Publications .......................................................... 405
Honors Programs and Organizations ..................................... 406–408
Psi Beta ............................................................................... 408
Scholarship Programs ........................................................ 408
Hillman Entrepreneurs Program .......................................... 408
Student Services and Special Programs ............................... 408
Advising and Transfer Services ........................................ 410
Owl Link and the Academic Advising Process .................... 410
My Education Plan ............................................................. 410
Air Force ROTC ................................................................. 410
Career Services ................................................................. 410
Internship Options ............................................................ 411
Cashier’s Office ................................................................. 411
Counseling Services .......................................................... 411
Disability Support Services ................................................ 411
Enrollment Support Services ................................................ 412
Health Education Center .................................................... 412
Owl Success Track, First-Year Experience ......................... 412
Prior Learning Assessment Network (PLAN) ....................... 412
Servicemember’s Opportunity College ............................... 413
Student Assessment Services Center ................................. 413
Student Support Services (TRiO) ........................................ 413
Transfer Center .................................................................... 413
Upward Bound (TRiO) ....................................................... 413
Veterans Services ............................................................. 413
Vocational Support Services .............................................. 413

Chapter 12—Workforce Development and Continuing Education ........................................................................... 415
Licensure and Certification .................................................... 416
Workforce Development Institutes ...................................... 416
Center for Business and Industry Training (CBIT) ............... 416
Community Education ........................................................ 417
Courses and Programs ........................................................ 418
Adult Education ................................................................. 420
GED Exam Preparation and Adult Basic Education ............. 420
National External Diploma Program .................................... 420
English for Speakers of Other Languages ............................ 420
Skilled Trades Center ........................................................ 420
Westphalia Training Center ............................................... 420
Registration ......................................................................... 421
Transcripts ............................................................................ 421

Chapter 13—Important Policies ............................................. 422
Emergency College Closings/Delayed Openings .................... 423
Student Residency Policy ..................................................... 423
Special Admission Policy: Nursing and Allied Health ......... 424
Statewide General Education and Transfer Policy ............... 425
Nondiscrimination Policy ..................................................... 431
Title IX ................................................................................. 431

Chapter 14—College Employees ............................................. 432
Administration ..................................................................... 433
Full-time Faculty and Administrative Staff ....................... 434
Emeritus Faculty ............................................................... 448
Full-time Staff ..................................................................... 449

Chapter 15—Campus Overview ............................................. 453
Directions and Campus Maps .............................................. 454–455
John Eager Howard Community Center ............................. 456
Joint Base Andrews/Naval Air Facility (Andrews AFB) ...... 457
Laurel College Center ......................................................... 458
Skilled Trades Center ........................................................ 459
University Town Center ...................................................... 460
Westphalia Training Center ............................................... 461

Chapter 16—Appendix .......................................................... 462
Glossary of Academic Terms .............................................. 463
Index .................................................................................. 469
Program Codes .................................................................... 481
COLLEGE RECOGNITIONS AND AWARDS

NATIONAL CENTER OF ACADEMIC EXCELLENCE IN INFORMATION ASSURANCE TWO-YEAR EDUCATION
The National Security Agency and the Department of Homeland Security certified Prince George’s Community College as the lead institution in Maryland and one of only six community colleges and 100 four-year academic institutions for this certification (2010–2015).

WHITE HOUSE CHAMPION OF CHANGE
Prince George’s Community College is the only college in Maryland to be selected as a White House Champion of Change for its commitment to improving completion rates, especially among disadvantaged students, and for its sector-based partnerships.

CYBERWATCH AWARDED SUPPLEMENTAL GRANT FROM THE NATIONAL SCIENCE FOUNDATION
CyberWatch, Prince George’s Community College’s Advanced Technological Education Center, has been awarded a supplementary grant of $676,690 by The National Science Foundation (NSF). To date, the current three-year CyberWatch funding total from NSF is nearly $3.5 million.

ACHIEVING THE DREAM COLLEGE
Selected as one of only 30 community colleges nationwide, Prince George’s Community College was recognized for its dedication to increasing the number of students who complete and graduate.

TOP 25 ASSOCIATE DEGREE PRODUCER AMONG AFRICAN-AMERICANS
Prince George’s Community College awards the most associate degrees to African-Americans of any college in Maryland, according to Diverse Issues In Higher Education. The college was ranked number 21 among all colleges in the country for African-American graduates based on the 2010–2011 U.S. Department of Education’s National Center for Education Statistics.

ACCREDITATIONS
Prince George’s Community College is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104. Several degree and certificate programs hold accreditations and certifications from academic and professional organizations as follows:

<table>
<thead>
<tr>
<th>Program of Study</th>
<th>Accrediting or Certifying Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Childhood Education A.A.S. and A.A.T.</td>
<td>National Association for the Education of Young Children (NAEYC)</td>
</tr>
<tr>
<td>Emergency Medical Technician-Paramedic A.A.S. and Certificate</td>
<td>Maryland Institute for Emergency Medical Services Systems (MIEMSS), The Emergency Medical Services Board</td>
</tr>
<tr>
<td>Health Information Management A.A.S.</td>
<td>Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM)</td>
</tr>
<tr>
<td>Information Security A.A.S. and Certificates</td>
<td>Committee on National Security Systems and the National Security Agency</td>
</tr>
<tr>
<td>Nuclear Medicine A.A.S and Certificate</td>
<td>Joint Review Committee on Educational Programs in Nuclear Medicine Technology (JRCNMT)</td>
</tr>
<tr>
<td>Nursing LPN Certificate</td>
<td>The Maryland Board of Nursing</td>
</tr>
<tr>
<td>Nursing RN A.A.S.</td>
<td>The National League for Nursing Accrediting Commission (NLNAC) Approved by The Maryland Board of Nursing</td>
</tr>
<tr>
<td>Radiography A.A.S.</td>
<td>Joint Review Committee on Education in Radiologic Technology (JRCERT)</td>
</tr>
<tr>
<td>Respiratory Therapy A.A.S.</td>
<td>Committee on Accreditation for Respiratory Care (CoARC)</td>
</tr>
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CHAPTER 1
ADMISSION TO COLLEGE
Chapter 1—Admissions

Office of Admissions and Records
Bladen Hall, Room 126 | 301-336-6000 | admissions@pgcc.edu
www.pgcc.edu/admissions_and_registration/admissions___registration.aspx

No matter what the goal may be or how many times a student has previously attended college, the first step toward enrollment for credit classes at Prince George's Community College is to complete and submit an application for admission with a nonrefundable $25.00 application fee. Students planning to enroll in Workforce Development and Continuing Education classes should not follow the steps outlined in this chapter. Instead, refer to the procedures found for WDCE students in Chapter 12.

Eligibility for Admission

It is the policy of the Board of Trustees of Prince George's Community College that admission to the college (though not necessarily to a specific program or course) shall be open to:

- All high school graduates
- Holders of high school equivalency certificates or equivalency diplomas
- Completers of Maryland state-approved home school programs
- Persons 16 years of age or older who have permanently left elementary or secondary school according to the policies set forth by the Prince George's County Board of Education
- Other high school junior and senior students who have attained the age of 16 and who meet criteria for concurrent or dual enrollment, as established by the college in coordination with the Prince George's County Board of Education
- Other home school students who have attained the age of 16 and who can document current participation in a Maryland state-approved home school program and also meet the criteria for concurrent enrollment
- Students under the age of 16 identified as Talented and Gifted in accordance with state law and college procedure. Such applicants are not guaranteed admission and must contact the director of Admissions and Records to review the special admission criteria and documentation required prior to enrollment.

Students under the age of 16 who claim completion of high school must provide proof of graduation from an accredited United States high school. In the case of graduation from an online high school program, applicants must supply both proof of graduation and proof of accreditation of the program attended.

All applicants must complete an application for admission. The college prefers that this be done over the Web by going to the college's website, www.pgcc.edu and following the link for Admission & Registration. Printed applications also may be submitted at any of the college's locations in the county. The forms are available at all of these locations.

After the application has been submitted the next steps vary depending on the student's previous academic background. The various procedures follow. Note: Students who need an F-1 “student” visa must complete a separate application from other students. This application is also available online or in person, along with a list of all other documents required before the required Form I-20 can be issued.

All Prospective Students Must Complete the Following Steps:

1. Submit an Application for Admission either online at www.pgcc.edu or in person at any of the college's sites—Largo, Joint Base Andrews, Laurel College Center, University Town Center. Note: The application form for students seeking an F-1 student visa is different from the one used by other applicants.

2. Pay a nonrefundable $25.00 application fee. Applicants requesting a fee waiver must apply in person, and must submit documentation of eligibility for the waiver along with the application. It will not be awarded retroactively.

3. Upon receipt of an e-mail from the college regarding Owl Link, the college's Web-based student system, sign in to Owl Link and become familiar with the services accessible through this system. The e-mail will contain full instructions.

4. Upon receipt of a second e-mail from the college regarding Owl Mail, the secure student e-mail system, follow the instructions given to activate the assigned Owl Mail account.
NEW STUDENTS: FIRST TIME TO ANY COLLEGE
In addition to the steps required of all students, first-time college students must do the following:

1. Submit an official high school transcript or GED (General Education Diploma) score report if a graduate in the past two years.
2. Take the college’s placement tests. In some cases, appropriately high SAT or ACT scores may be used to waive these tests.
3. Upon receipt of notification either by mail or e-mail, make arrangements to participate in the Owl Success Track Program, required of all first-year students.
4. Meet with a college advisor to review results of the tests and to discuss registration for classes in an upcoming semester.

READMITTED STUDENTS: RETURNING AFTER TWO OR MORE YEARS
Students who have not attended the college for two or more years must apply for readmission. Readmitted students are encouraged to meet with an advisor to determine how the program of interest to them may have changed since their last enrollment. They are expected to follow the curriculum requirements in the catalog in effect at the time of readmission.

TRANSFER STUDENTS: THOSE COMING AFTER PRIOR ATTENDANCE AT ANOTHER COLLEGE
Students who have earned credit at another college may be able to use that credit toward a degree at Prince George’s Community College regardless of the age of the courses taken. Students also may earn transfer credit from nontraditional sources, such as military or job training. See the section entitled Advanced Standing later in this chapter for more complete information. In addition to the steps required of all applicants listed above, transfer students should also do the following:

1. Complete and submit a Request for Transfer Evaluation form available online or from the Office of Admissions and Records on the Largo campus or from any college extension locations
2. In addition to or instead of placement testing:
   • Contact all previous institutions to have official copies of transcripts sent directly to the Office of Admissions and Records for evaluation. This includes official records of other credit sources such as examinations or military experience as well a previous colleges. Documents reaching the college 6 weeks or more prior to the start of the semester will receive processing priority.
   • Provide unofficial copies of grade reports or transcripts to the academic advisor assisting with the first semester’s registration if an official evaluation has not yet been completed.
3. Students with fewer than 18 prior college credits will be required to participate in the Owl Success Track program for first-year students and may be required to take all or part of the placement tests prior to registration.

Note: Transcripts from non-United States colleges must be evaluated by an external evaluation service recognized by the college. See the “Transfer Credit for Work at Other Colleges and Universities”, later In this chapter.

STUDENTS WITH PRIOR DEGREES
Transfer students who wish to take classes at the college but who have already earned an associate degree or higher from an accredited United States college or university are exempt from all placement tests. They also are free to enroll in a wide variety of courses without presenting proof of completion of course prerequisites. Students who enroll in a course or courses on the basis of their prior degree assume full responsibility for possession of the background skills and knowledge required for success in the course. Use of this prerequisite exemption may not be used later as grounds for an exceptional refund or as the basis for challenging a grade. The college reserves the right to limit the number of courses for which students may enroll using this exemption. Otherwise, students with prior degrees must follow the same steps as other transfer students.

INTERNATIONAL STUDENTS
Permanent Residents and International Students (non-F-1 Visa holders)
While more than 10 percent of the college’s students are non-citizens, most of them are already living in the community and would be asked to follow the procedures for new students or transfer students given above. The only additional step for such students is the requirement to present a visa, passport, or permanent residence card, before their first registration so that their entitlement to in-county status for tuition purposes may be determined. Those who fail to do this will still be admitted but will be classified as out-of-state residents for tuition purposes until such time as the documents are provided and a final determination is made. If the applicant’s native
language is not English they must also take placement tests for non-native speakers of English and follow any English as a Second Language (ESL) course recommendations which result. Otherwise, applicants should follow the procedures in place for other applicants with similar academic backgrounds (first-time student or transfer student).

**Students Requesting an F-1 Student Visa**

Students requesting admission and the granting of a Form I-20 in order to obtain a student visa must complete a different application form and must meet additional requirements before admission is granted. Requirements include proof of financial support, housing and English proficiency as required by the Department of Homeland Security. Early deadlines for admission for F-1 students are May 1 for fall semester admission and October 1 for the spring semester. The college reserves the right to deny an I-20 to any applicant who, in the college’s judgment, fails to meet the academic, English language proficiency, or financial criteria or who fails to supply requested information in a timely manner.

**F-1 ADMISSION PROCEDURES**

1. Apply for admission as a degree-seeking student using the special application form for F-1 students. This special application may be found online at the college’s website, www.pgcc.edu, through the link for Admissions & Registration or through e-mail. A printed copy can be obtained from the Office of Admissions and Records. The non-refundable $25.00 application fee is required as well as a $25.00 nonrefundable processing fee. Only applications signed and submitted by the prospective student directly to the college will be honored. The college will not accept applications mailed or brought to us by anyone other than the student.

2. Submit all previous school documents (transcripts), financial certification forms and results of the Test of English as a Foreign Language (TOEFL) by May 1 for fall or by October 1 for spring. There is no admission of F-1 students Intersession or for the summer terms.

3. Have international documents translated prior to submission to the college. Transcripts from colleges outside the United States must be submitted to a college-recognized evaluation service for translation and transfer credit recommendations. E-mail internationalgroup@pgcc.edu for a list of Providers of this service.

4. Achieve a minimum score of 450 or better on the paper-based TOEFL, 133 or better on the computer-based TOEFL, or 46 or better on the Internet-based TOEFL. Applicants admitted on the basis of TOEFL scores are required to take a college-required examination for course placement prior to registration unless they achieve a score of 550 or higher on the paper-based TOEFL or 213 or higher on the computer-based TOEFL or a score of 99 or higher on the Internet-based TOEFL.

5. Meet with an International Student Services advisor prior to each registration and anytime during a semester when problems or concerns arise. Students who fail to maintain full-time student status will be terminated from the college and reported to the Department of Homeland Security.

Note: Applications cannot be accepted from anyone other than the applicant. The printed International Application for Admission must be completed, signed and returned directly to the college by the applicant in person, through the U.S. Postal Service, or by independent courier service (UPS, Federal Express, DHL) from the applicant’s current address, without third-party intervention. Sponsors, relatives, friends or others cannot submit the application on the student’s behalf, though they may provide all other documents.

F-1 students who wish to have money sent directly to the college for payment of tuition and fees are limited to a per-semester amount of $4,300. (Checks with a total amount higher than this will not be accepted.) Any refund due the student will be issued in accordance with the refund time lines in effect for that semester.

Each F-1 student admitted to Prince George’s Community College will receive a letter of admission as well as a form I-20. Documents will indicate the date by which the student is to report to the college. Students who do not abide by the listed dates may be denied admission/registration and have their I-20 canceled in SEVIS, the automated tracking system used by the Department of Homeland Security.

Students, by accepting the I-20 form, agree to maintain full-time status during their studies in the United States and to inform the Office of Admissions and Records of any change of address, program of study, or other pertinent information within 15 days after the change has occurred. **Note: Acceptance of the I-20 form from Prince George’s Community College to use for the receipt of an F-1 visa precludes any residency classification other than out-of-state for tuition purposes.**
UNDOCUMENTED STUDENTS

Undocumented students are welcome to attend the college. Students should follow the admission procedures above that match their academic situation—first-time college, transfer student, etc. Undocumented students will be classified as out-of-state residents for tuition purposes unless they qualify for lower rates under the Dream Act.

CURRENT HIGH SCHOOL/HOME SCHOOL STUDENTS

Students who are still in high school or involved in a state-recognized home school program may be eligible to take college courses as follows:

CONCURRENT OR DUAL ENROLLMENT—AGE 16 OR OLDER

The Concurrent Enrollment Program and the Dual Enrollment Program are for those 16 or older who wish to take courses from the college while still enrolled in high school or an approved home school program. Students must be high school seniors or, if in an approved home school program, provide documentation of the completion of junior-level work. High school juniors may be eligible for participation provided they are 16 years of age and have completed all high school coursework in a particular field with a 2.50 cumulative grade-point average and a 3.00 in the field in question. Students should speak with their high school counselor before deciding whether to participate in the Concurrent Enrollment or the Dual Enrollment Program, since there are some important differences between them. In addition, each student must:

1. Have a cumulative grade-point average of 2.50 or the equivalent;
2. Be certified by the school principal or equivalent authority as approved for participation;
3. Identify themselves as concurrent enrollment or dual enrollment students under “Program of Study”;
4. Take relevant college placement tests, achieving college-level placement scores, prior to registration;
5. Take no more than two courses each semester; and
6. Abide by all college policies, procedures and regulations while on campus or in the classroom.

Students who wish to attend the college full time in place of their senior year of high school or home study should contact their principal or comparable home study coordinator during the 10th grade to learn more about this Early Admission option.

UNDERAGE STUDENTS—TALENTED AND GIFTED PROGRAM

The Talented and Gifted program (TAG) is for students under 16 years of age who do not yet have a high school diploma or GED and who cannot meet the grade-level or age requirements for concurrent enrollment. Such students must meet one or more of the following criteria:

7. Identification by the student’s public school Board of Education or private school governing board as talented and gifted according to their published criteria. Completion of at least the seventh grade and a standardized test score of 1200 on the SAT (with no less than 500 in either the verbal or math portion) or 22 on the ACT. Designation as a PSAT/NMSQT finalist or semifinalist also will suffice.
8. Admission to a recognized TAG program in the state of Maryland or identification by local professionally qualified individuals or entities as having outstanding abilities in a particular field that would qualify them for advanced study in that area. The college reserves the right to determine whether or not it will recognize a program or professional entity as meeting this criterion prior to accepting the recommendation.
9. Students who are home schooled may, in lieu of the first two criteria listed, be assessed by a psychometrist or other professional qualified to administer and interpret the results of one of the following tests: Comprehensive Test of Basic Skills, Test of Cognitive Skills, or WISC-III. The student must score in the 95th percentile or higher by age.

In addition to the preceding, any student who wishes to enroll under this program must:

1. Take the college’s placement test battery and achieve scores indicative of readiness for college-level work in all three areas—reading, English and mathematics.
2. Attend an interview with the director of Admissions and Records to review program requirements. One or both parents/guardians also must be present. In no instance can this interview be held in the absence of the student.
3. Enroll in no more than two daytime courses per semester with continuance dependent upon satisfactory performance in all previous semesters.
For necessary forms and more information on this special admission program, contact the Office of Admissions and Records, 301-336-6000.

**STUDENT IDENTIFICATION NUMBERS**

Every student who applies for admission to the college will be immediately issued a unique, randomly selected student ID number. This identification number will be the student’s unique identifier in the college’s computer system. Students must take care to learn and remember this ID number in order to interact with the college’s Web services and in order to request and obtain documents such as transcripts or enrollment verifications.

Current students and new students who applied in person will receive their ID numbers at the time of application. Students applying over the Web will see their ID numbers within an e-mail sent by the college within two working days after the application is submitted. This e-mail also will give instructions on activation of the student’s Prince George’s Community College Web account in Owl Link.

It is the student’s responsibility to protect their unique number from use by other individuals. The college takes every precaution to protect students’ identities from unauthorized access but will assume no responsibility for security violations which occur as a result of the student sharing his or her ID number with another individual.

**PLACEMENT TESTING**

Student Assessment Services | Bladen Hall, Room 100 | 301-322-0147

To ensure a foundation for college-level instruction, students seeking enrollment in credit courses for the first time will be required to demonstrate basic academic skills—proficiency in reading, written expression and mathematics—through placement testing or through completion of developmental coursework.

Students who earn a minimum SAT critical reading or math score of 550, or an ACT composite score of 21 may have all or part of the placement test waived. Official SAT or ACT score reports should be sent to the Student Assessment Services Center so that scores can be posted to the student’s record.

Basic skills (placement) testing for new students must be completed after the admissions application is submitted but before course registration. Following the test, students must arrange to meet with academic advisors to discuss examination results, course placements and future educational plans. Students transferring from other institutions may be exempt from all or part of this test battery, provided they bring proof of successful completion of prerequisite courses with them for advisor or departmental approval prior to their first registration and provided that an official evaluation of previous college work has been completed prior to any subsequent registration. Students who hold degrees from other United States colleges or universities are exempt from all placement testing requirements.

Placement tests are given at Prince George's Community College at Joint Base Andrews, Laurel College Center and Prince George’s Community College at University Town Center, as well as on the Largo campus.

Students whose native language is not English and whose English skills are limited will be asked to take an appropriate alternative test designed to assess their level of English proficiency prior to their first registration.

In cases where a student’s basic academic skills as measured by the placement test do not meet the minimum standards as established by the instructional departments, successful completion of prescribed developmental courses will be mandatory before enrollment in related courses can be accomplished.

**ADVANCED STANDING—CREDIT FOR PRIOR LEARNING**

Students may be awarded credit for prior educational experiences in which college-level learning may be verified through documentation or assessment. A maximum of 45 credit hours may be transferred for any one associate degree, of which not more than 30 credits may have been earned through nontraditional or noncollegiate sources.

**TRANSFER CREDIT FOR WORK AT OTHER COLLEGES AND UNIVERSITIES**

Students who enroll at Prince George’s Community College after completing one or more semesters at another college or university may be eligible to receive credit toward their community college degree without regard to the age of the prior credits. The following guidelines apply:

- The student must request an evaluation by completing a Request for Transfer Evaluation form available online or from the Office of Admissions and Records or at any extension center. The student must clearly indicate the curriculum to which the incoming credits are to be applied and all institutions from which transcripts will be coming.
• The student must arrange to have official transcripts from United States colleges previously attended sent to the Office of Admissions and Records. No evaluation of transfer credits will be done until official transcripts are received from each source from which credits are to be transferred. Transcripts should be mailed to Prince George’s Community College, Transfer Evaluator, 301 Largo Road, Largo, MD 20774.
• Transcripts from colleges and universities outside the United States must be sent to a college-recognized evaluation service such as World Education Service for translation and credit recommendations. E-mail transfercredit@pgcc.edu for more information.
• All credits earned previously with passing grades are transferable provided they are applicable to the student’s program of study at Prince George’s Community College (refer to program requirements in Chapter 5). However, the overall grade point average for the courses transferred must be at least 2.00. Note: No grade below a C will transfer from any out-of-state institution when the student's cumulative GPA at that institution was below a 2.00.

Prince George’s Community College will honor waivers of required courses by the sending institution due to the student’s demonstrated proficiency, but an equal number of credits must be earned in other coursework.

CREDIT FOR NONTRADITIONAL LEARNING:
WORK AND MILITARY EXPERIENCE
A maximum of 30 college credits may be awarded for various educational and training activities conducted by such noncollegiate organizations as the military, businesses and government agencies, and proprietary schools. In general, the college conforms to the credit recommendations of the American Council on Education (ACE), which has undertaken the evaluation of noncollegiate learning experiences available through industry and various government agencies as published in The National Guide, available through ACE. The college also will grant credit for military training that has been evaluated by the Office of Educational Credit and Credentials of ACE. For further information or assistance, contact the Office of Admissions and Records, e-mail transfercredit@pgcc.edu if you have questions.

CREDIT FOR MILITARY TRAINING
To receive credit for military training, students must complete the Request for Transfer Evaluation form, attach a copy of the DD-214 and have military transcripts (AARTS, SMARTS, CCAF) sent to the Office of Admissions and Records. Note: Students receiving veterans educational benefits are required by the Department of Veterans Affairs to do this before the end of their second semester of attendance to avoid interruption of benefit payments.

PRIOR LEARNING ASSESSMENT NETWORK (PLAN)
Students whose personal and professional experiences provide evidence of mastery of college-level subjects may find portfolio assessment an appropriate method of gaining credit for their knowledge and skills. Students who wish to apply for credit through portfolio assessment are required to attend an orientation, meet with a PLAN advisor and petition to register for a three-credit hour course, CAP-1050—Portfolio Development. The purpose of this course is to guide students through the process of assembling the necessary documentation and evidence for learning experiences worthy of credit. The completed portfolio is reviewed and evaluated by faculty in the appropriate subject matter areas who determine if credit is to be awarded. A 15-credit limit per degree exists for portfolio or challenge exams. Since writing skills are critical in this process, students must test as eligible for EGL-1010 or have completed at least the equivalent college-level writing course prior to registration in CAP-1050. For further assistance or to sign up for an orientation, contact the Prior Learning Assessment Network (PLAN) Office, Bladen Hall, Room 124, or call 301-322-0151.

CREDIT THROUGH EXAMINATION
AP, IB AND CLEP EXAMINATIONS
Students may earn nontraditional credit through three national testing programs. The College Board’s Advanced Placement program (AP), available to high school students, gives the opportunity to enter college with credit already earned toward a degree. The International Baccalaureate (IB) accomplishes the same thing. The College-Level Examination Program (CLEP) affords that same opportunity to adults who have expertise in a subject.

Students who wish to have their AP, IB or CLEP results evaluated for transfer credit should have official score reports sent directly to the college’s Office of Admissions and Records and complete a Request for Transfer Evaluation form, also available from that office.

For more information, including a current listing of AP, IB or CLEP exams honored by the college for award of credit, contact the Office of Admissions and Records, Bladen Hall, Room 126, or e-mail transfercredit@pgcc.edu.
CHALLENGE EXAMINATIONS
Students who wish to earn college credit by demonstrating their prior mastery of the content of certain courses may participate in the college’s Challenge Examination Program. Challenge examinations are prepared and graded by college faculty members and administered by Student Assessment Services. If a passing score is obtained, credit is granted for the course, although no grade is assigned and the credit awarded is designated on the student’s transcript as having been earned by examination. A 15-credit limit per degree exists for portfolio and challenge exams. For further information, including a list of available examinations, contact Student Assessment Services, Bladen Hall, Room 100, or call 301-322-0147.

CREDIT THROUGH EXAMINATION/PORTFOLIO RESTRICTIONS
A student may not use a credit-through-examination procedure, which includes CLEP, challenge or competency examinations, or portfolio assessment, for the purpose of improving a grade or removing a withdrawal or incomplete from the academic record. A 15-credit limit per degree exists for any combination of portfolio or challenge exams.

PRINCE GEORGE’S COUNTY TECH-PREP
Prince George’s Community College, Prince George’s County Public Schools, Prince George’s County Chamber of Commerce and Prince George’s County Economic Development Corporation participate in a consortium designed to ensure that high school students acquire more rigorous academic and technical competencies. A coordinated sequence of courses prepares students for lifelong learning and provides a choice of career options including employment, advanced study at Prince George's Community College and transfer to four-year colleges and universities.

Students who have completed an approved Tech-Prep program in high school may be eligible for credit at the college, provided they enroll within two years of graduation, enter a program directly related to the high school program and submit their high school transcript and Tech-Prep certificate of completion for evaluation.

SPECIAL ADMISSION CRITERIA
HEALTH SCIENCES PROGRAMS
Admission to the college does not guarantee admission into any of the health science clinical programs. The programs listed below have limited enrollment capacity and rigorous academic standards. Each requires additional procedures for selective admission, initial enrollment and continuation in the program. Therefore, there is a special process, called petitioning, associated with admission into each program. Interested students must contact an advisor to discuss the petitioning process and the minimum requirements in place for each clinical program.

- Paramedic*†
- Health Information Management†
- Medical Assisting†
- Medical Coder/Billing Specialist Certificate†
- Nuclear Medicine Technology—A.A.S. and Certificate†
- Respiratory Therapy†
- Nursing (LPN) Certificate Program†
- Nursing (RN) Degree Program†
- LPN to RN Transition Program†
- Radiography†

* Employees of the Prince George’s County Fire/EMS Department will receive priority admission.
† Designated as either Health Manpower Shortage or Statewide Instructional Programs. Out-of-county Maryland residents should review the information about these programs in chapter 3.

Priority will be given to admission of Prince George’s County residents when possible. However, in programs designated as Statewide Instructional Programs, 10 percent of the available seats will be reserved for residents of other Maryland counties until a priority registration deadline published in the schedule of classes has passed. Remaining seats will then be made available without regard to county of residence. Per the articulation agreement with the College of Southern Maryland (CSM), the Radiography and Respiratory Therapy programs reserve 25 percent of their seats for transfer students from CSM until the priority registration deadline published in the sched-
ule of classes has passed. At that time, any remaining seats become available to the best qualified petitioners still in the pool, regardless of county residence.

Out-of-state residents will be accepted only if remaining seats exist after all qualified Maryland residents have been admitted. Students attending the college on a non-domiciliary visa, as determined by the college, will not be considered for admission to any of these programs. Students petitioning these programs must submit a copy of their social security card as part of their petition.

Students interested in petitioning for admission to any of these programs must first meet with an advisor to obtain a list of admission criteria and prerequisite coursework. The petition for program admission should not be completed until all criteria have been met or the student is enrolled in and attending the last prerequisite course. Students currently enrolled in one health science clinical program may not petition for admission to another clinical program. Students who wish to enroll in a different clinical program must officially graduate or withdraw from the current program before filing a petition for a new clinical program. Advisors' offices are located in Bladen Hall, Room 124. Call 301-322-0151 for more information.

A criminal background check and drug screen are required of all students in the health science clinical programs. Continued participation in each program is contingent upon a satisfactory response on the background check and drug screen. All information on the background check and drug screen remains confidential and is only shared with the requesting clinical agencies. If a clinical agency denies clinical placement for a student because of the background check or drug screen, that student may not be able to complete the clinical program. The cost of the criminal background check and drug screen are the responsibility of the student. Specific information related to the process used for obtaining a criminal background check and drug screen will be discussed with students at orientation. For a current price of the criminal background check and drug screen, please contact AlliedHealthandNursingOffice@pgcc.edu. Students, at their own expense, may also be required to submit to random urine drug testing at clinical sites. Results of random urine drug testing may result in the student not being able to complete the clinical program.

All students in health science clinical programs are required to submit a completed health assessment form, verifying general health, immunization status, and ability to meet the program's technical standards. Students with incomplete health records on file with the College will not be able to complete the clinical program. It is highly recommended that clinical health sciences students carry health insurance. At the request of a clinical agency, students may be required to show proof of health insurance. If a clinical agency denies clinical placement for a student because of lack of health insurance, that student may not be able to complete the clinical program.

Students should be aware that the courses and grades indicated on the following page are the minimum standard to be met for program consideration. If there are more petitioners than seats in a class, then students will be ranked according to their cumulative GPA in all general education courses required by the program in question, not just those which are required to petition. Students with the best GPAs for the greatest number of required general education courses will be admitted first, followed by those with lower GPAs and fewer completed courses, until the class is filled.

For details regarding entry to these limited enrollment programs, contact an academic advisor, 301-322-0151. Advisors' offices are located in Bladen Hall, Room 124.

ASSOCIATE DEGREE PROGRESSION POLICY ADDENDUM FOR GRADUATES OF THE PRINCE GEORGE'S COMMUNITY COLLEGE PRACTICAL NURSING PROGRAM

Graduates of the Prince George's Community College Practical Nursing (LPN) certificate program who have an active, unencumbered Maryland LPN license and have successfully completed the required prerequisite courses for the associate degree in nursing (including BIO-2010 and MAT-1120) with a grade of C or better may petition for direct admission into the second year of the nursing program without taking the LPN-RN transition course (NUR-1060). To be eligible, LPN graduates must have completed the certificate program within the five-year period prior to taking the first course in the second year of the RN program. Those LPN graduates who finished the program more than five years before beginning the RN courses must successfully complete NUR-1060 in order to be admitted to the second year.

The petition deadlines for students who fall within the five-year window for admission to the second year are March 1 for the fall semester and October 1 for the spring semester.

Petitioners must provide written evidence of recent clinical practice and experience for at least six months following receipt of the Maryland LPN license and prior to petitioning. Employment verification forms may be obtained in the Advising Office, Bladen Hall, Room 124, or the Department of Nursing, Center for Health Studies, Room 1402.

Successful petitioners will be admitted into the third semester of the associate degree program (RN).
NURSING AND ALLIED HEALTH—PREREQUISITE COURSES
Each health science clinical program requires that students complete certain prerequisite courses, listed below, with grades of C or higher, maintain a specified GPA and meet program-specific requirements prior to petitioning for admission to that program. In some cases, students may petition while currently enrolled in their final prerequisite courses. Students may repeat a prerequisite course only once to achieve the required grade. Please note that the criteria listed below are the minimum requirements for consideration. There is no guarantee of admission to any of these programs based solely upon meeting the minimum standard.

Paramedic (A.A.S. and Certificate)
- Deadline for petitioning is August 1 for the A.A.S and May 1 for the Certificate
- Eligibility for EGL-1010 and MAT-0104 (formerly MAT-1040)

EMT-B Certification
- Completion of an approved EMT-I curriculum or EMT-I licensure

A.A.S.–Health Information Management Certificate–Medical Coder/Billing Specialist
- Deadline for petitioning is July 1. If seats remain, petitions will be accepted through the end of the summer term.
- INT-1010, BIO-1010, BIO-2050
- Eligibility for EGL-1010
- Eligibility for MAT-1140 (A.A.S.)
- Eligibility for MAT-0104 (formerly MAT-1040) (Certificate)
- An average GPA of 2.00 or better for the three courses listed with no grade below a C

Nursing (RN and LPN)
- Deadline for petitioning for LPN is April 1 only.
- Deadline for petitioning for RN is April 1 for fall and November 1 for spring.
- EGL-1010, PSY-1010, BIO-1010, BIO-2050, and BIO-2060
- RN only: NUR-1010 and MAT-1120 or higher
- LPN only: NUR-1000 and eligibility for MAT-1120 or higher
- An average GPA of 2.50 or higher for all courses listed with no grade below a C

Nursing Transition (LPN to RN and EMT/Paramedic to RN)
- The following courses must be completed prior to petitioning:
  - EGL-1010, MAT-1120 or higher, PSY-1010, BIO-1010, BIO-2050, BIO-2060, and BIO-2010
- Students are strongly encouraged to complete all other general education courses prior to enrollment in the transition course, NUR-1060 (LPN to RN) or NUR-1070 (EMT to RN).
- An average GPA of 2.50 or higher for the seven courses listed with no grade below a C

LPN to RN also requires:
- Petitioning deadline of March 1 for fall and October 1 for spring.
- Current Maryland LPN License (or Compact License from another state) see page 16 for special requirements for graduates of the Prince George's Community College LPN program.

Paramedic–RN also requires:
- Petitioning deadline of February 1 for summer.
- Current Maryland license as a paramedic and National Board of Registry Certification (NREMT)
- Must be a graduate from an accredited program.
Medical Assisting (A.A.S.)
- The deadline for petition is June 1.
- An average GPA of 2.00 or higher
- Eligibility for EGL-1010 and MAT-0104 is required

Nuclear Medicine Technology (A.A.S. and Certificate)
- This program begins only in the spring semester. Deadline for petitioning is November 1.
- BIO-1010, BIO-2050, MAT-1350, CHM-1010, PHY-1010, HIM-1800, PSY-1010, EGL-1010, EGL-1020, and SPH-1090
- An average GPA of 2.50 or higher for the nine courses listed with no grade below a C

Note: License or certification in Radiography, Respiratory Therapy, Medical Technology, Radiation Therapy, or Nursing required for admission to the certificate program.

Radiography
- This program begins only in the fall semester. Deadline for petitioning is May 1.
- EGL-1010, BIO-1010, BIO-2050, BIO-2060, MAT-1120 or higher, HIM-1800 (formerly MHE-2000)
- An average GPA of 2.50 or higher for the five courses listed

Respiratory Therapy
- This program begins only in the fall semester. Deadline for petitioning is May 1.
- BIO-1010, MAT-1120, BIO-2050, BIO-2060, and PSC-1150 or CHM-1010
- Eligibility for EGL-1010
- An average GPA of 2.50 or higher for the four courses listed with no grade below a “C”
CHAPTER 2
REGISTERING FOR COURSES
While students apply for admission only once during a period of attendance at the college, they must register for classes every semester they wish to attend. Registration involves selecting courses each semester that meet the student’s academic needs and are offered in a manner consistent with each student’s time and place requirements.

The process can be found online at www.pgcc.edu/admissions_and_registration/registration_information.aspx

**COURSE PREREQUISITES AND PLACEMENT**

Most courses require a student to possess a certain level of prior knowledge or proficiency in order to be successful in mastering the subject content of the course. These prescribed levels of prior knowledge or proficiency are known as course prerequisites. Most introductory level courses do not require other courses to precede them but do require certain levels of proficiency in reading, writing and/or mathematics. Such basic skills prerequisites are indicated in the course description as “reading proficiency level,” “writing proficiency level” and/or “mathematics proficiency level” prerequisites. Other courses may require that certain specific courses precede them. In such cases, the course description will contain a reference to one or more prerequisite courses.

Basic skills in all three areas are assessed using placement tests, which are required of all new college students. Students who do not achieve satisfactory placement test scores will be required to complete prescribed developmental courses before enrolling in credit courses.

**Placement test prerequisites for course enrollment are waived for students who:**

- Already hold a U.S. college degree (Associate degree or higher)
- Have sufficiently high SAT or ACT scores
- Have previously completed 12 or more credits of college-level courses having substantially equivalent skills requirements
- Have background or work experience, which, in the judgment of the appropriate dean or designee, indicates a reasonable capability for success in the course(s) in question

First-time college students are expected to take PAS-1010, Planning for Academic Success (3 credits). The course is a required corequisite for students who must take DVR-0061, College Reading and Study Skills. The PAS-1010 requirement will be waived for students who completed DVR-0051, Developmental Reading, before the fall 2007 semester. For more information about PAS-1010, see Chapter 9, under Course Descriptions.

**REGISTRATION STEPS**

Classes are filled on a first-come, first-served basis. Students who wait to register until late in the designated period may be forced to take classes at less than ideal times or places since first-choice classes may be full or otherwise unavailable. The college is committed to using every available class meeting to further the learning experience. Students are therefore required to be registered for classes prior to their start and expected to be present on the first meeting day. The registration deadline of 11:59 p.m. the day before a class begins is strictly enforced regardless of whether or not seats remain available in the course. Consult each semester’s schedule of classes for registration information and special instructions for enrollment in classes which begin later in the semester. Registration involves the following steps:

- Studying a schedule of classes that lists all offerings for a particular semester. The schedule is available online several weeks before registration begins. Limited quantities of printed copies are also available at each of the college’s locations.
- Selecting classes consistent with an academic program, prior coursework and/or placement test scores
- Consulting with an academic advisor as needed or required by the college. Students also may determine what courses they need to take by going to Owl Link and completing the steps needed to create a program evaluation in their current program of study
- Registering for classes in person or over the Web, as described in the next section
- Paying a tuition bill. Students who register in person will be given a bill at the time they register. Those registering over the Web may access and pay their bills online as soon as their selection of courses is completed. No registration is considered final until the bill has been paid.

**REGISTRATION POLICY**

Students must register for courses by 11:59 p.m. the day before the class begins. Students who fail to meet the registration deadline may still enroll in later-starting, accelerated course sections. These offerings may be found in the class schedules. Students also may search for later starting courses using Owl Link at www.pgcc.edu.

**For fall semesters:**

- By July 15, students must have paid or made arrangements with the college to pay their tuition bills. Any student who has not done so will be dropped from the courses for which they registered.
• July 16, and every succeeding registration day, students must make payment for their tuition bill by 11:59 PM or make arrangement with the college to pay the tuition bill. Any student who has not done so will be dropped from the courses for which they registered.

For spring semesters:
• Two days after the college re-opens from winter break, students must have paid or made arrangements to pay their tuition bills. Any student who has not done so will be dropped from the courses for which they registered.
• Beginning on the third day after the college re-opens and every succeeding registration day, students must make payment for their tuition bill by 11:59 PM or make arrangement with the college to pay the tuition bill. Any student who has not done so will be dropped from the courses for which they registered.

DIFFERENT WAYS TO REGISTER FOR COURSES
New and newly readmitted students must register in person for their first semester. Returning students may register each semester in any one of the following ways:
• Over the Web using Owl Link, the college’s online registration system at www.pgcc.edu
• In person at the main campus in Largo at the Office of Admissions and Records, Bladen Hall, Room 126 or with an Academic Advisor in Bladen Hall, Room 124.
• In person at the Laurel College Center in Laurel, Prince George’s Community College at University Town Center in Hyattsville, and (for those who have a military ID) at Prince George’s Community College at Joint Base Andrews.

OWL LINK
Owl Link is the name of the Web student system at Prince George’s Community College. It empowers the college’s students to access important online services. Using Owl Link, students are able to register and pay for classes, view the status of financial aid and make adjustments to their schedule. Students also can print unofficial transcripts and class schedules, submit address and e-mail address changes and request official transcripts to be sent to other colleges. Students also are able to interact with an advisor, run program evaluations, and run “what if” scenarios to see how courses already taken might fit into another degree program. Continuing Education students also may use Owl Link to register for classes and pay tuition charges. To access Owl Link, students at Prince George’s Community College must have a current, working e-mail address on file. Virtually all Owl Link transactions are acknowledged by e-mail, as are responses to any questions submitted. Current credit students who have not received a User ID and password can get them by contacting the technology Help Desk Office located in Bladen Hall, Room 106, on the Largo campus, or by e-mailing that office at helpdesk@pgcc.edu.

OWL MAIL
Prince George’s Community College assigns all students a secure student e-mail account, called Owl Mail. Students will receive e-mail notification to their personal e-mail addresses regarding the availability of their Owl Mail accounts. Upon receipt of that e-mail, students should immediately follow the instructions given to activate the Owl Mail account. Failure to do so within 30 days will result in the account being disabled. Owl Mail is the only e-mail address faculty and staff will use to interact electronically with students. It is also required in order to participate in online courses and to receive important, timely notices and announcements from the college. It is critical that students activate their Owl Mail accounts immediately upon receipt of the notice of its availability. Complete instructions on how to activate the account are included in the notice and available on the Owl Link page.

PGCC OWL DEBIT CARDS
All credit students will receive a PGCC Owl Debit Card issued through Higher One Bank. It will be mailed to the address of record at the college. This card is very important and must be activated in order to set up a preference for the way refunds from the college to the student will be delivered. This includes financial aid rebates and VA reimbursements. Students may choose to have refunds and rebates processed as deposits to their PGCC Owl Debit Card or they may choose to have refunds electronically deposited in another bank account specified on the Higher One/PGCC Owl Debit Card activation site. The college no longer issues paper checks.

STUDENT ID CARDS
Every credit student is required to obtain a Prince George’s Community College photo ID card and to wear it visibly at all times they are on campus or at any extension center. Students must be able to provide proper identification upon request and to access college programs and facilities. Such identification must include a properly validated college photo ID card and one other form of photo identification—
a current driver’s license, a Maryland Motor Vehicle Identification Card, a military ID card or a current passport/work authorization card/permanent resident card. New students may obtain an ID card from the Library or from the Office of Admissions and Records after they have registered for classes for their first semester. A paid tuition receipt and another photo ID card or a current passport/work authorization card/permanent resident card must be presented before obtaining an ID card. Hours of operation are published in the credit class schedules and are available online. Returning students should go to the Office of Admissions and Records in Bladen Hall or to the Library to have their ID cards validated for each semester after their first one. Photo ID cards and validation stickers also are available at University Town Center, Laurel College Center and the Joint Base Andrews degree centers. The photo ID will allow access to various college departments and services, including but not limited to the Library, computer labs, testing center, natatorium, campus special events and as identification at the college’s bookstore. Students who lose their ID card must pay a $10 reissue fee.

**STUDENT CODE OF CONDUCT**

The Prince George’s Community College Code of Conduct, adopted by the Board of Trustees, defines the rights and responsibilities of students and establishes a system of procedures for dealing with students charged with violations of the code and other rules and regulations of the college. Copies of the code may be obtained from College Life Services Office which is located on first floor of the Largo Student Center.

**TRANSCRIPTS AND ENROLLMENT VERIFICATIONS**

Official copies of transcripts may be obtained upon written request from the Office of Admissions and Records, Bladen Hall, Room 126. “While you wait” service is usually available during regular business hours. Transcripts may be requested in one of three ways: in person, by mail, via the Internet (www.pgcc.edu). No transcript will be issued for students with an outstanding debt to the college. Students may print unofficial copies of their own transcripts through Owl Link, the college’s online student system, provided there is no outstanding debt. Go to www.pgcc.edu or to my.pgcc.edu for more information.

Enrollment verifications are available free of charge upon written request or upon receipt of a properly signed release form through an external agency or organization. Such verifications are not done on a while-you-wait basis. All external agency forms are sent directly to the agency involved. Verification letters may be picked up by the student or mailed to the receiving party.

No enrollment verifications will be issued for a given semester until courses have begun and the refund period for the courses has passed. The college is a member of the National Student Clearinghouse and reports the enrollment status of all registered students several times during each semester. The college relies of the Clearinghouse to verify the enrollment and degree attainment of students to lenders and other external agencies.

The college reserves the right to withhold transcripts or enrollment verifications for any student or former student who has an outstanding debt to the college, including but not limited to tuition, fees, returned check fees, parking fines, and library charges.

**CHANGES OF PROGRAM/NOT APPLICABLE COURSES**

Students must designate a program of study or curriculum at the time they apply for admission to the college. The choice of a program of study is an important one since it dictates what degree requirements a student must meet so long as they are enrolled in that curriculum. Students who realize that another curriculum is more appropriate to their goals should change the curriculum rather than continue in one no longer relevant. Students may change a program of study by completing a curriculum change form, available from the Office of Advising and Transfer Services, Bladen Hall, Room 124. Student interested in changing a program of study will also be referred to the Career Center to see an advisor before the curriculum change process is completed.

Sometimes when a curriculum is changed, certain courses that were taken in connection with the old program of study may not be relevant to the new program. A student may request that such inapplicable courses not be counted within the new program of study. Such requests must be sent to the Director of Admissions and Records as part of the proper completion of a curriculum change form. Courses that are determined to be not applicable to the new program will receive the designation N/A (not applicable) and will no longer affect the student’s grade point average or be counted toward meeting graduation requirements.

The N/A designation will be applied to courses that were specifically required in the former program of study and that are not applicable to the new program as required courses or recommended electives. Courses that satisfy a general education requirement are not eligible for the N/A designation unless the new program of study lists specific general education courses as required courses and courses taken previously may not be used as approved substitutes for the required courses.

Students requesting this evaluation of their academic record should be aware that all such nonapplicable courses will receive the N/A designation regardless of the grade earned. Normally, this treatment may be requested only once.
TUITION AND FEES
TUITION (SUBJECT TO CHANGE)
Tuition is charged per credit hour or credit hour equivalent (CEU). The rate varies according to a student’s legal residence.
- Prince George’s County residents $100.00
- Maryland residents, other counties $185.00
- Out-of-state residents $280.00
These rates are subject to change without notice.

Note: Except as otherwise provided, students must pay or otherwise provide for all tuition and applicable fees on the day of registration. If payment in full is not received the student’s registration will be canceled. Payment should be in the form of cash, personal check, certified check, money order or approved credit card (Visa, MasterCard, or Discover). Use of financial aid, scholarships, veterans benefits and any other sponsorship which provides payment directly to the college is equally acceptable.

INSTRUCTIONAL SERVICES FEE
The instructional services fee is a mandatory per-credit fee for all credit and developmental studies courses offered at the college. The college annually conducts a discipline cost analysis to determine the costs of the academic disciplines offered at the college and adjusts the fee accordingly. Beginning with the fall 2013 semester, the Instructional Services Fee is $45.00 per credit.

OTHER FEES
Fees are charges assessed in addition to tuition. They may be per credit or they may be flat, per-semester or per-course fees. As used in this section, the word “semester” includes intersession and the summer term as well as the traditional fall or spring semester. Like tuition, fees are subject to change.

ACADEMIC TRANSCRIPT FEE
Students pay either $6.00 or $8.00 per copy for transcripts. Requests made in person or by mail cost $6.00. Those made over the Internet cost $8.00 per copy.

APPLICATION FEE
Any student who applies to the college, either for the first time or after an absence of two or more years, must pay a nonrefundable $25.00 application fee at the time the application is submitted. The college will not bill an employer or other third party for the application fee.

APPLIED MUSIC FEE (PER COURSE)
Students pay a 15-clock-hours per semester fee of $250.00.

CHALLENGE EXAM FEE
Students pay a standard $35.00 fee. Some examinations requiring a lab component will cost an additional $15.00. Contact the college’s Testing Center, 301-322-0147, for details.

CHECK STOP PAYMENT AND REISSUE FEES
If a student loses a check or does not receive it due to an incorrect address on file, a $25.00 stop payment fee and a $10.00 check reissue fee will be assessed. If a check is not cashed within its 90-day validity period, a $10.00 check reissue fee will be assessed.

F-1 VISA PROCESSING FEE
Applicants seeking enrollment at the college under an F-1 student visa will be charged a $25.00 F-1 visa processing fee as part of the admission process. This fee is in addition to the $25.00 application fee charged to all students.

NBS/FACTS PROCESSING FEE
A student who participates in the college’s deferred tuition payment plan (NBS/FACTS) will be charged a $35.00 processing fee each semester of participation.
GRADUATION FEE
A $25.00 graduation fee is payable by each student at the time of application for an associate degree or a certificate. A single graduation fee is payable by a student receiving more than one degree or certificate in the same academic year. A student receiving one or more degrees/certificates in different academic years is required to pay a graduation fee in each academic year in which one or more degrees/certificates is received.

INFORMATION TECHNOLOGY CERTIFICATION FEE
Information Technology (INT) courses leading to CCNA certification, along with several advanced level courses taught through Information Technology (INT), assess a special fee of $32.00 per credit to cover costs associated with offering these specialized courses.

PORTFOLIO EVALUATION FEE
All students enrolled in CAP-1050 will be charged a $15.00 per credit hour fee for each course submitted for evaluation through the portfolio assessment process (PLAN).

REGISTRATION FEE
Students are charged a $25.00 registration fee for each semester of enrollment in credit courses. This fee is refundable only if all of a student’s classes are canceled by the college.

RETURNED CHECK SERVICE FEE
A $25.00 service charge will be assessed on all checks returned unpaid by the bank. This includes payments stopped by student or account holder.

DOMICILE: DETERMINATION OF STUDENT RESIDENCY FOR TUITION PURPOSES
While tuition at Prince George's Community College is charged by the credit hour, the amount charged per credit is determined by a student's official place of residence, referred to as "domicile." A student’s domicile must fall into one of three categories: Prince George's County resident; Maryland resident in a county other than Prince George's County; out-of-state (including out-of-country). In all instances, a student or the person upon whom the student is dependent must have been a resident of the state and the county for a minimum period of three months to qualify for in-state or in-county tuition rates.

The full residency policy is given in chapter 13 of this catalog, but several things are worth noting:

- Underage students and students who have graduated from high school in the past two years are automatically considered to be dependents of their parents/legal guardians. They will be considered residents of the county or state in which their parents reside, unless legal documentation dictates otherwise.
- Students in the above category who lived with one parent out of the county or state but who are now living with the noncustodial parent in Prince George's County or in Maryland may be considered residents of the county or state upon presentation of a birth certificate containing the appropriate information.
- Students claiming residency in Prince George's County but who graduated from a non-county high school in the past two years must provide proof of legal dependency on a Prince George's County resident during the most recently completed tax year. In addition, if the high school was in another country, proof of citizenship or visa status also must be provided.
- Undocumented students are considered non-Maryland residents for tuition purposes unless they qualify for lower rates under the Maryland Dream Act. Go to www.pgcc.edu and follow the link for International Students to learn more about the criteria for Dream Act eligibility. Or e-mail admissions@pgcc.edu.
- All students should be prepared to document living in the county or state for a minimum period of three months. The college will use the dates on documents presented as verification of the three-month requirement.
- International students must present their visas or other documents in order for a residency classification to be made. Not all visa holders are able to establish legal domicile in the United States and would therefore be ineligible for county or state residency status.
- It is the student's responsibility to report a change of address within 30 days of its occurrence. Failure to do so may result in a hold being placed on the student's record until satisfactory proof of legal residence is given.
• Post office boxes cannot be used as legal addresses. They may be used as mailing addresses if proof of a legal address has been provided.
• While the college will make every effort to fairly determine a student's place of legal residence, a lack of acceptable documentation on the part of the student will result in the student being classified as out-of-state for tuition purposes.
• Appeals for change of residence status should be directed to the Office of Admissions and Records. Appeals must be submitted and resolved prior to the end of the third week of classes. Any changes processed after the third week of the semester will be effective the following semester.

EXCEPTIONS TO THE RESIDENCY/TUITION POLICY

Health Manpower Shortage Programs
Maryland residents who do not live in Prince George's County but who enroll in one of the college’s designated Health Manpower Shortage Programs (HMSP) are eligible for in-county tuition rates so long as they remain enrolled in that program. This is true regardless of whether the student’s county of residence also offers the program. Residents from other states do not qualify for this lowered tuition rate. The following programs currently have the HMSP designation:

• Paramedic (A.A.S. and Certificate)
• Health Information Management (A.A.S.)
• Medical Coder/Billing Specialist (Certificate)
• Nuclear Medicine (A.A.S. and Certificate)
• Nursing (A.S. and Certificate)
• Radiography (A.A.S.)
• Respiratory Therapy (A.A.S.)

The state of Maryland will periodically review the needed manpower in these areas, so there is no guarantee that this special designation will continue to apply to these programs. However, students who have begun one of these programs during the time it is recognized as an HMSP will be allowed to continue at the reduced tuition rate so long as there is no interruption in enrollment.

To receive the lower rate, students must be formally admitted in an appropriate curriculum and must be taking credit-bearing courses that count toward graduation in that program. In addition, students may be required to furnish proof of legal residency in the Maryland county that is listed on their application for admission. And they must provide a copy of their social security card during the petitioning process. The director of Admissions and Records reserves the right to deny the tuition reduction upon discovery that courses being taken are irrelevant to the designated program of study.

It is the student’s responsibility to contact the Office of Admissions and Records, 301-336-6000, upon enrollment in an HMSP program to verify eligibility for and receipt of tuition reductions. Failure to do so by the end of the third week of any semester will forfeit the reduced rate for that semester.

Base Realignment and Closure (BRAC)
Any individual relocating to Prince George's County or to the state as a result of a BRAC initiative will have the three-month residency requirement waived, provided that a copy of the official notice of reassignment or relocation is submitted to the Office of Admissions and Records, Bladen Hall, Room 126 prior to the start of their first semester.
PAYMENT METHODS
Full payment of tuition and fees is expected the day of registration. The college accepts cash, personal checks, money orders, and credit cards (Visa, MasterCard or Discover) as methods of payment. Other payment options are described below.

DEFERRED TUITION PAYMENT PLAN THROUGH NELNET BUSINESS SOLUTIONS (FACTS)
The college offers a tuition payment plan for credit students for the fall, spring, and summer semesters that allows tuition to be paid in either four, three, or two installments, depending on the date the plan is activated. Payments are set up under an automatic payment system from a checking or savings account, Visa or MasterCard with payments being deducted according to the plan's due dates for the semester. A $35.00 processing fee is charged each semester.

Arrangements to participate in NBS/FACTS must be made through the Internet by accessing the college's website (www.pgcc.edu) and selecting Paying for College, then the Payment Options link to get to the deferred tuition payment plan. Students must be fully enrolled in the deferred payment plan prior to their tuition due date to avoid being dropped from their classes.

For more information, visit the college's website or pick up a NBS/FACTS brochure from the Cashier's Office or the Financial Aid Office. Both are located in Bladen Hall.

EMPLOYER-PAID TUITION
Many students receive assistance from their employers with the payment of tuition and fees. Certain procedures must be followed for this aid to be properly applied to the student's tuition bill.

1. It is the responsibility of the student to present the purchase order, tuition assistance form or letter of intent at the time of tuition bill payment.
2. The purchase order, tuition assistance form or letter of intent must state the student's name, social security number, amount to be paid, billing address, and original signature of person(s) authorizing payment. The bookstore is an independent entity from the college and is paid directly by the employer. If a student is entitled to a reimbursement for books, he or she must obtain a separate purchase order, tuition assistance form, or letter of intent addressed to Prince George's Community College Bookstore.
3. The purchase order, tuition assistance form, or letter of intent will not be accepted after payment has been made by the student. Students paying their own tuition must be reimbursed by the employer or agency. The college will not bill in order to reimburse the student.
4. In the event an employer refuses to pay after receipt of a bill, the student immediately becomes responsible for all tuition and fees.

VETERANS SPECIAL PAYMENT EXEMPTIONS
Veterans certified to be eligible for the Post 9/11 GI Bill are exempt from the immediate payment of tuition and fees. Those with 100% eligibility under this program will have all in-county and in-state tuition and fees paid by the Department of Veterans Affairs. Those eligible at less than 100 percent or those being charged as non-Maryland residents will be held in their classes and then billed for the amount not paid by the VA. It is important that veterans in this program drop classes they do not wish to take since they will not be dropped for nonpayment during the registration period as other students are. Failure to neither drop an unwanted course nor attend it will result in an overpayment situation with the VA and a negative impact on future benefits.

All veterans enrolling through the Post 9/11 GI Bill must provide the college's Office of Veterans Services with a copy of their letter or certificate of eligibility by the end of their first semester of enrollment to continue the payment exemption.

Veterans participating in the VA Vocational Rehabilitation program also will have all tuition and fees paid by the Department of Veterans Affairs provided they have had the proper forms submitted to the college's Veterans Services Office on their behalf. A tuition bill and a copy of the VA form authorizing payment must be presented in person to the Cashier's Office for this benefit to be applied.

If there are any questions regarding this procedure, please contact the Veterans Services Office in Bladen Hall, Room 122 or call 301-583-5282.
TUITION EXEMPTIONS

COLLEGE EMPLOYEES
A full- or part-time regular employee who enrolls during his or her nonworking hours in any Prince George’s Community College class that has at least 10 regularly enrolled students is exempt from payment of tuition. However, all related fees are the responsibility of the employee, including the Instructional Services Fees.

SENIOR CITIZENS
Maryland residents who are age 60 or older at the start of the semester are exempt from the payment of tuition for courses for which state funding is received. In addition, they are exempt from payment of instructional services fees, but not application fees, registration fees, and special instructional fees, e.g., applied music fees or telecredit fees.

Notwithstanding the provisions for exemption contained herein, the college reserves the right to cancel classes for reasonable cause, which may include insufficient enrollment of regularly enrolled (nonexempt) students.

Note: Textbooks, course supplies, and materials are not covered by this exemption. For more information, contact the Office of Admissions and Records, 301-336-6000.

MARYLAND DISABLED PERSONS
Any Maryland resident who is out of the workforce because of a permanent disability as designated by the Social Security Act, the Railroad Retirement Act, or the Office of Personnel Management (in the case of former federal employees) may be eligible for a waiver of tuition, but not fees, upon enrollment in courses which normally have at least 10 regularly enrolled students. This waiver applies for up to six credits for non-degree seeking students in credit courses and up to 12 credits per semester for those enrolled in a degree program or a credit certificate program that leads to employment. It also covers tuition for continuing education instruction designed to lead to employment, including life skills instruction.

In order to qualify for the waiver, students who wish to take credit courses must apply for financial aid for the appropriate academic year using the Free Application for Federal Student Aid (FAFSA) prior to requesting the waiver and must present confirmation of that fact with the waiver application. If awarded, the tuition waiver will be in effect for one academic year, commencing with the fall semester. It will cover tuition charges remaining after all other forms of financial aid have been applied (excluding loans). Students must re-apply for the waiver every academic year.

Contact the Office of Admissions and Records, Bladen Hall, Room 126, to obtain the necessary forms to apply for this waiver and to get a full description of this benefit. Or e-mail your full name and address to enroll@pgcc.edu to have the forms mailed to you. Be sure to put “Tuition Waiver Forms” in the subject line of your e-mail.

For those who will need accommodations arranged through the college’s Disability Services Office, all documentation supporting the application for this waiver must be on file three weeks prior to the start of the semester in question. Failure to meet this deadline may result in the college’s inability to provide the necessary services in time for the start of the semester.

Notwithstanding the provisions for exemption contained herein, the college reserves the right to cancel classes for reasonable cause, which may include insufficient enrollment of regularly enrolled (nonexempt) students. Note: Textbooks, course supplies, and materials are not covered by this exemption. For more information, contact the Office of Admissions and Records, 301-336-6000.

DELINQUENT ACCOUNTS
Delinquency in payment of any amount due from a student or former student to the college or under any loan program administered by the college or failure of financial aid recipients to complete an exit interview before leaving the college will result in denial of registration, exclusion from classes, withholding of grades, transcripts, degrees, or certificates. The college employs the services of the State Central Collection Unit (SCCU). One of the SCCU measures is to refer delinquent accounts to the credit bureau. It will remain on the credit report for the next seven years. If the delinquent account is referred to a collection agency, the student will be held liable for all collection costs incurred, in addition to the delinquent amount due. These collection costs can add up to one-third additional expense to a student’s indebtedness to the college.
TUITION PAYMENT DEADLINES
Students are to settle the full amount of their tuition bills by deadlines published in each semester’s class schedule, normally the same day they register, either by payment in full, enrollment in the Deferred Tuition Payment Plan, or through the application of approved financial aid. Failure to do so will result in all classes being dropped. Students should carefully consult each semester’s schedule of classes for information regarding deadlines for payment and drops for nonpayment. Students who register and pay for a set of courses and then later add other courses to their schedule for that term will only be dropped from the added courses if payment for them is not made the same day. Students who have a remaining balance of $150 or less after all payments and financial aid have been applied will not be dropped but will be held in their classes and billed for the remaining balance.

PGCC OWL DEBIT CARD
All credit students will receive a PGCC Owl Debit Card issued through Higher One Bank. It will be mailed to the address of record at the college. This card is very important and must be activated in order to set up a preference for the way refunds from the college to the student will be delivered. This includes financial aid rebates and VA reimbursements.

Students may choose to have refunds and rebates processed as deposits to their PGCC Owl Debit Card or they may choose to have refunds electronically deposited in another bank account specified on the Higher One/PGCC Owl Debit Card activation site. The college no longer issues paper checks.

REFUNDS
The effective date for the calculation of a refund for a credit course shall be the date the drop/withdrawal form is filed in the Office of Admissions and Records, or the date the transaction is completed through Owl Link. In the event a course fails to meet the published number of days prior to the refund deadline, the deadline will be adjusted accordingly.

Effective with the fall 2011 semester, the following schedule for refunds of tuition and fees will apply:

- No refund of registration and late registration fee unless all of a student’s courses are canceled by the college.
- One hundred percent (100%) tuition and related fees (except registration fees) refunded if courses are dropped before classes begin
- For courses longer than five weeks in length, a 100 percent refund of tuition and fees will be granted through midnight of the day after the first class meeting day, regardless of the day of the week that may fall on. A 75 percent refund will be granted if the class is officially dropped by midnight of the third through the ninth calendar day to include the first class day and week-ends. Students who officially drop a class during calendar days 10 through 14 will receive a 50 percent refund of tuition and fees. No refunds will be granted after the 14th calendar day. Students are expected to use Owl Link to drop classes on “days when college administrative offices are closed.
- For courses shorter than 5 weeks in length, a 100 percent refund of tuition and fees will be granted through the calendar day after the first class meeting, regardless of the day of the week that may fall on. A 75 percent refund will be granted if the class is officially dropped by midnight of the third calendar day, to include the first day of class. No refunds will be granted after that time. Students are expected to use Owl Link to drop classes on days when the college’s administrative offices are closed.
- No refunds after the refund deadlines outlined above. Refunds of payments made by credit card will be refunded to the card as a credit. Note: This does not apply to credit card payments made against the deferred payment plan.

All other refunds will be issued electronically according to the preference set by the student when activating their PGCC Owl Debit Card. No paper checks will be issued. Failure to receive reimbursement from an anticipated funding source will not be grounds for a refund after the deadlines.
CHAPTER 4
PAYING FOR COLLEGE
FINANCIAL AID

WHAT IS FINANCIAL AID?
Simply stated, financial aid is any grant, scholarship, or loan offered for the express purpose of helping a student meet education-related expenses. Grants/scholarships are regarded as gift assistance and generally need not be repaid. Loans are borrowed money, offered at various interest rates, which must be repaid over an extended period after the student leaves college or drops to less than half-time enrollment. Funding for financial aid programs is provided by the Federal government, state government and private organizations and individuals. More detailed information is available at www.pgcc.edu/Paying_for_College. The Financial Aid Office is located in Bladen Hall, Room 121 and is open between 8:30 a.m. and 8 p.m., Monday through Thursday and from 8:30 a.m. until 5 p.m. on Friday. Students also may call 301-322-0822 during these hours. Extended hours are available during peak registration periods for the fall and spring semesters. Also, more information is available at www.pgcc.edu/paying_for_college/paying_for_college.aspx

WHAT IS FINANCIAL NEED?
Many financial programs, most notably, federal student financial aid programs, are awarded to students based on their financial need. Financial need is the difference between the expected cost of attendance at Prince George’s Community College and the student’s or family’s expected ability to pay based on the FAFSA results. (Cost of attendance may include tuition, fees, books and supplies, transportation, and miscellaneous expenses.) The information reported on the application for aid is used in a formula established by the United States Congress that calculates Expected Family Contribution, an amount the student or family is expected to pay toward the student’s education.

WHO IS ELIGIBLE FOR FINANCIAL AID?
To be potentially eligible, a student must:

• Be a U.S. citizen or eligible noncitizen.
• Have a valid Social Security Number (unless you’re from the Republic of the Marshall Islands, the Federated States of Micronesia, or the Republic of Palau).
• Be registered with Selective Service if you are male and 18 to 25 years of age (go to www.sss.gov for more information).
• Have a high school diploma or a General Education Development (GED) Certificate or have completed a high school program in an approved home school setting.
• Be enrolled or accepted for enrollment as a regular student working toward a degree or certificate in an eligible program.
• Not have a drug conviction for an offense that occurred while you were receiving federal student aid (such as grants, loans, or work-study).
• Not owe a refund on a federal grant or be in default on a federal student loan.
• Demonstrate financial need (except for unsubsidized Stafford Loans).

HOW TO APPLY FOR FINANCIAL AID
The first step in applying for financial aid is to complete the Free Application for Federal Student Aid (FAFSA). The application may be completed electronically at www.fafsa.ed.gov. Follow the steps and instructions on the website. Be sure to secure your PIN number. This will provide you with the speediest processing of your application. Be sure to list Prince George’s Community College’s code (002089) on your FAFSA. If selected for verification, you will have to select the IRS data retrieval option on your FAFSA. If you do not select this option or are unable to use the retrieval option, you will be required to obtain an official tax transcript from the IRS. No copies will be accepted. New for 2013–2014, some students will be selected to show up in person to sign another statement of educational purpose and show a government issued ID.

The FAFSA must be completed once each academic year for which financial aid is requested. In addition to completing the FAFSA, the student (and his or her parents, if dependent) may be required to provide additional information to verify their eligibility to receive financial aid. The additional information can include official tax transcripts as well other documentation such as proof of citizenship, high school graduation, or other proof to show that the student meets all eligibility requirements.
FINANCIAL AID APPLICATION DEADLINES

Students who want to be assured that their paperwork will be processed for timely use in a given semester must have all applications and required documents on file in the Financial Aid Office by the following priority deadlines:

- March 1: For Maryland State Scholarships (Maryland residents only)
- March 1: For aid beginning in the fall semester
- November 1: For aid beginning in the spring semester

To meet these priority deadlines, students should complete and file the FAFSA by March 1 for the fall semester and by November 1 for the spring semester. Students whose complete paperwork fails to reach the Financial Aid Office by the priority deadlines should be prepared to pay tuition and fees themselves. Such payments may later be reimbursed once eligibility for aid has been determined and aid has been authorized.

FINANCING OPTIONS

FEDERAL FINANCIAL AID PROGRAMS

Federal financial aid programs offered at Prince George's Community College include the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work-Study Program, and Federal Direct Student Loan Program. More detailed information about the federal financial aid programs is available on the Student Aid on the Web, www.studentaid.ed.gov. Choose the “Funding Your Education” Option under “Applying for Financial Aid” to get current, comprehensive information on these Federal student financial aid programs.

MARYLAND STATE SCHOLARSHIP/GRANT PROGRAMS

Scholarship awards are made by the Maryland Higher Education Commission to eligible Maryland residents who show academic promise and demonstrate financial need. The deadline for filing the FAFSA is March 1 for the upcoming academic year. Information and applications may be obtained from high schools, the college, or the Maryland Higher Education Commission at 1-800-974-0203 or visit their website at www.mhec.state.md.us. Maryland Part-Time grants may be awarded to part-time, degree seeking Maryland students who are enrolled in six to 11 credits during the fall or spring semester.

PRINCE GEORGE'S COMMUNITY COLLEGE/FOUNDATION SCHOLARSHIPS

Scholarships at Prince George's Community College are available for new and returning students. Many competitive scholarships are awarded annually to both full- and part-time students. Please contact the Financial Aid Office for a scholarship booklet and application forms in the spring semester for the upcoming academic year.

DISTRICT OF COLUMBIA ASSISTANCE PROGRAMS

Students who are residents of the District of Columbia may qualify for financial assistance from the District Financial Assistance programs available. These include D.C. Tuition Assistance (TAG) and D.C. Leveraging Educational Assistance Partnership Program (LEAP). Students may apply for either program using the D.C. OneApp which is located at www.seo.dc.gov. The application is available on January 1 and must be filed by June 30 each year. Students must apply and meet the program specifications on an annual basis.

AOBA SCHOLARSHIP PROGRAM

A number of full-tuition scholarships are available for Prince George's County high school seniors or high school graduates within the last three years, who have been accepted for admission or are enrolled in Prince George's Community College. Students must have a minimum 2.5 cumulative high school/college grade point average and demonstrate financial need. Students should ask their guidance counselors for applications or request applications from the Financial Aid Office.

HONORS ACADEMY SCHOLARSHIPS

Students who are academically outstanding and are interested in a rigorous program of study, college and community service, and leadership compete for admission to the Honors Academy. Students admitted to the Honors Academy and who maintain their eligibility receive full tuition and fees scholarships at Prince George's Community College and financial assistance when they transfer to one of the college's Honors Academy partnering four-year institutions. For more information about the Honors Academy, see chapter 11.
Chapter 4—Paying for College

Legacy Scholarships
The Prince George's Community College Board of Trustees annually awards a predetermined number of scholarships to Prince George's County high school graduates who demonstrate high academic ability. Beyond the minimum academic criteria of an outstanding student record, students must possess excellent leadership and service-oriented skills. A scholarship selection committee selects eligible students from among those graduates who meet the eligibility requirements and will be attending Prince George's Community College. For more information, graduating seniors should contact their high school guidance counselors or call the Office of Recruitment or the Financial Aid Office at the college.

Health Manpower Shortage—Tuition Reduction for Nonresident Nursing Students
Students from outside the state who are formally admitted and enrolled in an education program leading to licensure in nursing shall be considered residents for tuition purposes as established under Section 16-407 of the Education Article of the Maryland Annotated Code. There are detailed criteria and conditions for this tuition reduction. They are available from the Financial Aid Office, Bladen Hall, Room 121, as is the paperwork required for acceptance into this program.

Hillman Entrepreneurs Program
Students who have a passionate desire to start or run a business or nonprofit organization may apply for admission to the Hillman Entrepreneurs Program. Admission is competitive and students in any transferable major except pre-law can apply. The program, which is a collaboration with University of Maryland, College Park (UMCP), develops students' entrepreneurial abilities while supporting academic success. Students who are admitted receive a full scholarship while at Prince George's Community College. Once they complete their associate degrees, students transfer to UMCP to earn their bachelor's degree. At UMCP, the Hillman Entrepreneurs will have up to 60 percent of their tuition paid and will receive a merit scholarship of $1,000. Applicants must be U.S. citizens or permanent residents and Maryland residents. For more information, call 301-322-0700.

Veterans Benefits
Veteran students who are eligible for educational benefits should contact Veterans Services Office located in Bladen Hall, Room 122, for more information. Students who are the spouses or children of deceased or disabled veterans should contact the Veterans Administration (VA) at 1-888-442-4551 for information concerning their eligibility and regulations governing their benefits. Benefit information also is available on the VA website: www.gibill.va.gov.

Students planning to use their VA benefits must be aware that the monthly benefits are paid retroactively at the end of each month of attendance in classes. Veterans in programs other than the Post 9/11 GI Bill or the VA Vocational Rehabilitation Program should therefore plan some other way to pay the tuition for their first semester in order to allow ample time (8–10 weeks) for the VA to authorize and award benefits.

Temporary Employment for Students
Contact the Career and Job Services Center, Marlboro Hall, Room 2102, 301-322-0109, to learn more about temporary employment available in the surrounding metropolitan area. Temporary employment is not guaranteed as the number of positions available varies depending on the needs of prospective employers.

Satisfactory Academic Progress Requirements for Financial Aid
Students who apply for or receive federal and state financial aid must make satisfactory academic progress toward the completion of course requirements in their degree or certificate programs. Federal and state aid includes grants, loans, and scholarships. Satisfactory academic progress encompasses two measures of academic progress: completion rate and grade point average (GPA). “Satisfactory academic progress” means that a student must pass and earn the required percentage of all the credit hours, equivalent hours, or combination of both, that he or she is registered for during any term in which aid is received.

Satisfactory Academic Progress Standard for Financial Aid
Students who do not meet the criteria below will be notified via e-mail through the Owl Mail system. Clear step-by-step instructions will be included in this e-mail. It is important that all students pay close attention to the deadlines in the e-mail.
MINIMUM STANDARDS FOR ALL FINANCIAL AID STUDENTS

Students who are receiving federal student financial aid are required to maintain satisfactory academic progress (SAP) in their program of study. To maintain SAP students must meet all three of the following standards:

**Maintain a cumulative grade point average (GPA) as follows:**

<table>
<thead>
<tr>
<th>Total Credits Attempted</th>
<th>Minimum Cumulative GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 to 18</td>
<td>1.50</td>
</tr>
<tr>
<td>19 to 31</td>
<td>1.75</td>
</tr>
<tr>
<td>32 to 44</td>
<td>1.85</td>
</tr>
<tr>
<td>45 or above</td>
<td>2.00</td>
</tr>
</tbody>
</table>

*Note: Attempted credits include credits for withdrawn, repeated, transfer, audited, failed, incomplete courses, developmental, and all courses taken at Prince George’s Community College, regardless of year taken.*

**Complete two-thirds (67%) of all cumulative attempted credits with grades of A, B, C, D, or P.**

**Complete their program of study within 150 percent of the published time frame.**

For example, if your program of study requires 60 credits in order to earn your degree, your maximum time frame is 90 attempted credits. Once you have attempted 90 credits, you will no longer be eligible to receive financial aid. See number 2, above, to see what counts as attempted credits.

EVALUATION PROCESS

SAP will be evaluated for all students at the conclusion of the spring semester with the exception of the Police Academy. Students who do not meet the three standards described above will be placed on Financial Aid suspension. Students who are suspended from financial aid eligibility due to SAP issues may follow the SAP appeal process to request reconsideration.

SAP APPEAL PROCESS

Students who wish to appeal their SAP suspension must meet with an academic advisor to complete an academic plan. The completed academic plan, along with a written appeal, is to be submitted to the Financial Aid Appeals Committee. The appeal must include a detailed explanation of the circumstances which led to the poor academic performance or additional time needed to complete the degree. It is recommended that students appealing suspension carefully review their academic transcript to ensure that the overall performance is explained in the written appeal.

All appeals must include:

- a copy of the completed academic plan;
- an explanation of why the student failed to meet SAP standards, accompanied by documentation;
- an explanation of what has changed that will allow the student to meet SAP standards at the next evaluation period.

Appeals must be received by July 1 for fall enrollment. Advising appointments will begin on April 1 for fall. Appeals must be received by November 1 for spring only enrollment. Advising appointments will begin on October 1 for spring only enrollment.

APPROVED APPEALS

Students whose appeals are successful will be placed on financial aid probation and must adhere to the terms of their academic plan. The Office of Financial Aid will monitor progress. Students must alert their academic advisor if they feel that they cannot meet the terms of the academic plan as outlined. Student can revise their academic plans only once.

DENIED APPEALS

Students whose appeals are denied will remain on financial aid suspension. Students who are on financial aid suspension are not eligible to receive federal student financial aid but are allowed to continue attending the college at their own expense if they are academically eligible to do so.
Chapter 4—Paying for College

Re-establishing Eligibility
Reinstatement of aid eligibility after financial aid suspension is not automatic when students improve their GPA or completion rate. However, students who improve to the point of meeting SAP criteria at any point before the stated end of the academic plan will again be eligible.

Treatment of Financial Aid When a Student Withdraws
Students who are awarded Title IV financial aid must earn their aid by attending classes. Federal regulations require that when students withdraw from the college or stop attending classes during a payment period (such as a semester) that the amount of the federal student financial assistance received be adjusted to the amount that has been “earned” up to the point the student withdraws or stops attending classes. The amount of assistance earned is determined based on the portion of the payment period that the student completed. For example, if a student withdraws from the college after attending 30 percent of the semester, they have “earned” 30 percent of their financial aid. If the student has received less than the aid “earned,” the funds are released; if the student has received more than the aid “earned,” the excess funds must be returned. Once the student has completed 60 percent or more of the payment period, they have “earned” all of the assistance awarded.

If the student must return funds, the funds are returned to the financial aid programs from which the student received them. Funds are returned in the following order: Federal Stafford, PLUS Loan Program, Federal Pell Grants, Federal ACG Grants, Federal SEOG awards, and other Title IV student assistance.

Other Standards
Financial aid can only be received for a maximum of one year of developmental coursework (30 Equivalent Hours). Developmental course grades are considered in calculating students’ cumulative GPAs for SAP purposes; ESL credit courses are considered in determining students’ cumulative GPA, completion rate, and program completion percentage.

Police Academy and Cosmetology financial aid recipients must maintain continuous enrollment in each term to remain eligible for financial aid. Continued eligibility will be based on the number of clock hours completed.

Scholarship recipients must maintain the GPA required by the scholarship provider in order to receive the scholarship funds.

Disbursement
Students who have been awarded financial aid and have completed all necessary steps to receive funds will have their accounts credited toward the cost of tuition and fees. Any remaining funds after tuition, fees, and bookstore charges (if applicable) will be refunded to the student by Student Accounts.

Overawards
Students may not receive more federal student financial assistance than they “need.” Students who receive federal financial aid awards in excess of their financial need will have their assistance adjusted or reduced until they are no longer receiving an over award. The student is responsible for repayment to the college of the over awarded amount. Students also should be aware that they cannot receive federal financial aid at two institutions which they may be simultaneously attending during the same semester.

Financial Literacy
Prince George’s Community College is committed to promoting the financial health and well-being of our students, faculty, staff, and surrounding community. Financial literacy covers many things: budgeting, use of credit cards, insurance, tips on money management, and much more. Use the following links to find help in making good financial decisions.

FATv  www.pgcc.edu/paying_for_college.aspx
LifeSkills  www.pgcc.edu
CHAPTER 5
ACADEMIC POLICIES
STUDENT COURSE LOADS
Students are classified as full-time (12 or more credit hours in a semester), half-time (six to 11 credits in a semester), or part-time (fewer than six credit hours in a semester). Developmental course Equivalent Hours (EH) count as the equivalent of credit hours when determining a student’s full-time, half-time, or part-time status. Audited courses do not count in this determination nor do classes from which a student has withdrawn. Students may not register for more than 18 credits without advisor approval.

GRADES AND GRADING POLICIES
At the end of each semester or term, the semester grade point average and cumulative grade point average (GPA) are calculated. Both GPAs are shown on the official transcript. Grades earned in courses awarded in transfer from other institutions are not used in the calculation of the cumulative GPA and are not reflected in total credits earned.

THE FOLLOWING GRADES EARNED AT THE COLLEGE ARE USED IN THE CALCULATION OF THE GPA:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Meaning</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent; well above average</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Good; above average</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Minimum passing; below average</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0</td>
</tr>
<tr>
<td>F*</td>
<td>Failure as a result of academic dishonesty</td>
<td>0</td>
</tr>
</tbody>
</table>

The grades listed above are those that are used to calculate a student’s GPA. However, certain courses may not use all of the grades listed above to evaluate student performance at the end of the semester. Specifically, faculty in certain courses may determine that some of the grades listed above are inappropriate for the particular course.

THE FOLLOWING GRADE DESIGNATIONS ARE NOT USED IN THE CALCULATION OF THE GRADE POINT AVERAGE:

H Audit (not for credit)
Signifies that a course was not taken for credit. The tuition and fee charges for auditing a course are the same as if the course were taken for credit, but auditing students are not evaluated and do not receive a grade.

I Incomplete
A grade that is normally assigned if a student has satisfactorily completed 75 percent or more of a course’s requirements but cannot finish on time due to extenuating circumstances. To receive this grade, an Incomplete Contract must be signed by the student, faculty member, and appropriate department chair or dean and submitted to the Office of Admissions and Records when final grades for the course are submitted. Any incomplete grade must be made up prior to the end of the subsequent semester or the I grade is changed to F. Students should not re-register for a course in which they have an I grade. It is the responsibility of the student to contact the instructor who assigned the I grade and arrange to complete the work required for a regular grade to be assigned.

P Passing
Signifies a passing grade in a nongraded course.

Q Withdrawn for nonattendance
Assigned by the instructor to a student who either never attended a course or who ceased attendance during the first 20 percent of the course. The Q is a final grade and is treated as a withdrawal for GPA purposes. Once assigned, the Q will not be replaced with a W at a later time.

TP Toward Passing
A deferred grade used to signify that the student was progressing but was unable to achieve the necessary level of proficiency prior to the end of the semester. A student receiving the TP grade was asked to reregister for the course in a subsequent semester. The last semester for use of the TP grade was the fall 2008 semester.
W Withdrawal
Indicates that the student voluntarily withdrew from the course prior to the twelfth week of classes or the equivalent.

N No grade
No grade submitted at the time grades were being processed.

GRADE REPORTS
Students may view their grades online as soon as a course has ended and grades have been processed. Grade reports are no longer mailed to students. No grades will be available to students who have an outstanding debt with the college until the Student Accounting Office certifies that the debt has been paid in full.

REPEATED COURSES
Students may repeat any course in which a grade lower than A was received and may be required to do so if a grade of D or F was earned. When a course is repeated, the original grade remains on the student’s permanent record but no longer contributes to total credits attempted or cumulative GPA. The new grade is entered for the appropriate semester of work and, unless a grade of W or Q was earned, the new grade becomes the one used in the calculation of the student’s grade point average for that course.

Students who, after receiving a D or an F grade in a course at Prince George’s Community College, successfully complete a comparable course at another college, may use the transfer credit awarded for that course as a repeat of the course taken at this college. Students must be re-enrolled at the college and must request this treatment as soon as an official transfer evaluation is received by contacting the transfer evaluator in the Office of Admissions and Records, 301-322-0803. In such cases, the grade earned at Prince George’s Community College is flagged as repeated and the impact of the grade on the GPA is eliminated. The college reserves the right to determine the comparability of another institution’s course to the one taken here before applying this treatment.

Students may attempt a course twice without special permission. Permission to attempt any course a third time must be granted by an advisor or the appropriate department chairperson. Permission to attempt a course a fourth time (third repeat) must be granted by the academic dean of the division offering the course and is granted only in exceptional circumstances.

ACADEMIC FORGIVENESS
Students readmitted to the college after an absence of at least five calendar years may request that up to 16 credit hours of previous coursework be made nonapplicable to their current program of study, above and beyond the provisions of the Changes of Program/Not Applicable Courses section above. The returning student, with the assistance and approval of an academic advisor, determines which courses taken before the break in enrollment are to be forgiven. Upon the approval of the vice president for academic affairs, these courses are marked N/A on the student’s academic record and are no longer counted toward determining the student’s grade point average or total credits earned. Students who wish to request this privilege must be officially enrolled during the semester in which the request is made.

CLASS ATTENDANCE/PARTICIPATION
While each faculty member has the authority to set attendance and participation requirements for his/her classes, the college in general expects that students will regularly attend the classes for which they are registered from the first day onward. In the case of distance learning courses, the expectation is for participation through timely completion of assignments, involvement in online discussion groups, contact with the instructor, and other such indicators of engagement with the course.

Faculty are required to administratively withdraw any student who fails to attend or participate in a class during the first 20 percent of its meeting dates. This withdrawal is recorded as a Q grade and an effective date of last attendance must be assigned. It is treated the same as a student-initiated withdrawal in terms of its impact on the GPA.

Administrative withdrawals take priority over student-initiated withdrawals. Students who have been given a Q by the instructor may not, therefore, change this grade to a W at a later time in the semester.
WITHDRAWAL FROM CLASSES
Students may withdraw from a class up until the published withdrawal deadline. This may be done online or in person. Students should determine the impact of a withdrawal from one or more courses on financial aid prior to completing the withdrawal, especially in cases where the withdrawal will result in a change from full-time to half-time status or from half-time to less-than-half-time status. The college recommends that any student withdrawing from all classes for a given semester meet with an advisor to discuss options prior to processing the withdrawal. Students may not continue to attend any course from which they have withdrawn.

Students should check their schedules in Owl Link 24 hours after withdrawing from a class to make certain the withdrawal was processed. Students who withdraw in person also should keep their copy of the withdrawal form until they can see that the grade of “W” has been recorded.

The last day to withdraw from a full-semester class is shown in the schedule of classes each semester and is normally at the end of the twelfth week of the semester. Students enrolled in classes that end earlier than the traditional length courses or that meet for a shorter period of time should ask the instructor for the withdrawal deadline. No student may withdraw after a course has ended or after a Q grade has been submitted by the instructor. The official withdrawal date is the date the Office of Admissions and Records receives the proper, signed withdrawal form or the date the withdrawal is successfully completed in Owl Link.

Students who follow this withdrawal procedure will receive a grade of W. A grade of W has no impact on the student’s grade point average (GPA) but does count as one attempt at the course.

ACADEMIC STANDING
At the end of each fall, spring, and summer semester each student’s cumulative grade point average (GPA) is recomputed to determine that individual’s academic standing. The cumulative GPA is computed by dividing the total number of quality points for all credits (A = 4 points, B = 3 points, C = 2 points, D = 1 point, and F = 0 points) by the number of semester credit hours attempted. Developmental education courses do not contribute to the grade point average. A student remains in good academic standing provided he or she maintains the minimum grade point average standards set by the college.

DEAN’S LIST
Each semester the Dean’s List is published to recognize students who have achieved academic distinction. To be eligible, a student may be full time or part time and must have completed at least twelve credit hours of college-level classes at Prince George’s Community College with a GPA of 3.50 or above. Dean’s List eligibility is determined after the student completes 12, 24, 36, 48, and 60 hours of college-level work.

MINIMUM STANDARDS FOR GOOD STANDING
Standards for students who have attempted 20 credit hours/equivalent hours/continuing education units or less, including one or more developmental education courses:

<table>
<thead>
<tr>
<th>Courses Attempted</th>
<th>Completion Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 or more</td>
<td>50 percent passing</td>
</tr>
</tbody>
</table>

Standards for students who have enrolled in only credit courses or have attempted more than 20 credit hours overall:

<table>
<thead>
<tr>
<th>Credits Attempted</th>
<th>Minimum GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>6–18</td>
<td>1.50</td>
</tr>
<tr>
<td>19–31</td>
<td>1.75</td>
</tr>
<tr>
<td>32–44</td>
<td>1.85</td>
</tr>
<tr>
<td>45 or more</td>
<td>2.00</td>
</tr>
</tbody>
</table>

Students failing to maintain these standards are placed in the following categories:

- Academic Warning
  A student who, at any point after six credits (or two developmental courses) are attempted, falls below the prescribed minimum standards for good academic standing is placed on academic warning. Students on academic warning may not register for more than 13 credit hours during any semester in this status. A student on academic warning must achieve a 2.00 semester GPA every period enrolled. A student on academic warning who fails to reach the prescribed minimum standard is placed on academic restriction.
• **Academic Restriction**

Academic restriction results when a student on academic warning fails to achieve a 2.00 semester GPA and/or reach the minimum cumulative GPA. Students on academic restriction, with the approval of an academic advisor, may register for no more than two courses. Courses must be selected from those that an academic advisor has prescribed to prepare for academic success. Students must achieve the minimum required GPA during the current enrollment period to return to academic warning status or, if applicable, to good standing. Students who fail to achieve the minimum required cumulative GPA but who achieve a 2.00 term GPA will remain on academic restriction. Those who fail to meet this requirement are dismissed.

• **Academic Dismissal**

Academic dismissal results when a student on academic restriction fails to achieve at least a 2.00 GPA during the current enrollment period. Academic dismissal precludes registration for any courses for a period of at least one semester unless the student has previously been dismissed from the college. A student dismissed for academic reasons a second or subsequent time is not permitted to register for any courses for one full calendar year.

**APPEALS OF ACADEMIC STANDING**

To be readmitted following academic dismissal or restriction, regardless of when it occurred, students must meet with an academic advisor to complete an “Application for Reinstatement After Suspension or Dismissal” form and submit the completed form with all required supporting documents to the Office of Admissions and Records. The applications will be reviewed by a Reinstatement Committee, which will meet monthly. Students will receive notification of the committee's decision within three business days after the meeting date, provided no additional information is needed.

**ACADEMIC COMPLAINTS**

Students who want to contest a final course grade must indicate their intent to appeal within 30 days of the electronic posting of the grade. Appeals that are filed after 30 days of the electronic posting of the grade will not be considered. The appeal must be submitted by e-mail or hard copy to the department chair or departmental office and must be accompanied by a completed Student Complaint Form. This form is located on mypgcc.edu.

Complaints of an academic nature are generally resolved within the division offering the course in which the complaint occurs. Questions about grades and performance in class should normally be discussed first with the instructor. Complaints that are not resolved in this fashion, or that are not suitable for resolution in this way, should be referred to the department chair or to the dean who is administratively responsible for the department. Appeals of decisions in academic matters may be directed to the vice president for Academic Affairs or her designee.

**ACADEMIC INTEGRITY**

The college is an institution of higher learning that holds academic integrity as its highest principle. In the pursuit of knowledge, the college community expects that all students, faculty, and staff will share responsibility for adhering to the values of honesty and unquestionable integrity. To support a community committed to academic achievement and scholarship, the Code of Academic Integrity advances the principle of honest representation in the work that is produced by students seeking to engage fully in the learning process.

It is the responsibility of all faculty members at the beginning of every semester to call all students’ attention to the Code of Academic Integrity as part of the college’s commitment to academic honesty. It is the student’s responsibility to know, understand, and be conversant in the tenets and sanctions associated with the violation of the Code of Academic Integrity. However, lack of awareness of this policy on the part of students shall not be considered a defense against charges of plagiarism or cheating. The definitions and policies regarding plagiarism contained in the Student Handbook and other college publications in no way preclude an individual faculty member or any academic unit from issuing supplemental guidelines on academic dishonesty.

A charge of cheating or plagiarism may result in failing the assignment and/or failing the course in addition to other disciplinary sanctions. Failing a course due to a violation of the Code of Academic Integrity will be recorded as such on the permanent academic transcript with a grade of F*.
The college shall maintain responsibility for providing information about the Code of Academic Integrity through its admissions and faculty appointment procedures and programs. The entire document is available on the college’s website at www.pgcc.edu; in the offices of the vice presidents for academic affairs and student services located in Kent Hall; the offices of the academic deans; and College Life Services.

**DISRUPTION OF CLASS**
Willful disruption of the instructional process both inside and outside the classroom, for whatever reason, will not be tolerated. Instructors will take appropriate actions to remove disruptive students from their classes. Students charged with disruptive behavior are subject to appropriate disciplinary action, which may lead to suspension or expulsion.

**FALSIFICATION OF RECORDS**
Intentional falsification of academic records, which includes but is not limited to grade reports, official and unofficial transcripts, enrollment verification forms and letters, transcripts from any college, demographic information reported on the application and residency documents is subject to appropriate disciplinary action and may lead to suspension or expulsion.

**GRADUATION REQUIREMENTS**
Students who wish to graduate from Prince George’s Community College, either in an associate degree program or a certificate program, must successfully complete a prescribed group of courses called a curriculum, which differs for each program of study. Within any one curriculum, courses fall into one of three categories—program concentration courses, general education courses, and elective courses. Program concentration courses are those required to specialize in the field the curriculum represents (i.e., management, criminal justice, art, etc.). General education courses are those required to fulfill college and state requirements for documentable learning in broad academic categories, such as science, mathematics, or the humanities. Elective courses may be chosen by the student and allow the tailoring of a curriculum to the student’s career or transfer objectives. Some curricula have few or no electives. Certificate programs consist primarily of program concentration courses but also may have a few general education or elective courses listed. Students should follow requirements for the curriculum in which they plan to graduate exactly as it appears in the catalog in effect the semester in which they first officially entered that curriculum.

Additionally, PAS-1010, Principles and Strategies of Successful Learning, is required for students when they take DVR-0061 College Reading and Study Skills. For more information about PAS-1010, see Chapter 2, Registering for Classes and Chapter 6, Course Descriptions.

**Requirements for the Associate of Arts, Associate of Science, Associate of Science in Engineering, Associate of Applied Science and Associate of Arts in Teaching Degrees**
The overall requirements for the Associate of Arts, Associate of Science, Associate of Science in Engineering, Associate of Applied Science, and Associate of Arts in Teaching degrees are as follows:

- A minimum of 60 credit hours in academic courses; at least 15 credit hours of this total must be earned at Prince George’s Community College. No more than 30 hours may be earned through nontraditional learning modes and of those no more than 15 may be earned through portfolio assessment and/or challenge exams.
- Completion of the degree requirements of the specific curriculum in which the degree is to be awarded, including the general education requirements, as described in the college catalog issued for the academic year in which study in that curriculum began, or which was in effect during the academic year of the most recent readmission to the college. Students in Health Sciences curricula must complete the program concentration requirements in place at the time of enrollment in the first course in the concentration.
- An overall grade point average (GPA) of at least 2.00 for all courses taken at this college.
- The filing of a formal application for graduation prior to the deadline published in the academic calendar. The Office of Admissions and Records checks for completion of all degree requirements and verifies degree eligibility. The application is available online as well as from the Office of Admissions and Records, Bladen Hall, Room 126. A $25.00 Graduation Fee must be paid prior to the time the application is submitted.
GRADUATION WITH HONORS
The college recognizes high academic achievement by awarding the following Honors designations to associate degree recipients based on overall grade point average. These standards are:
- With Honor: GPA from 3.50 to 3.69
- With High Honor: GPA from 3.70 to 3.94
- With Highest Honor: GPA of 3.95 or higher

REQUIREMENTS FOR ADDITIONAL ASSOCIATE DEGREES
Students may earn additional associate degrees at Prince George's Community College either by concurrent completion of the requirements of the several degrees or by subsequent study after the first degree is received. The requirements for earning additional degrees are as follows:
- Complete all requirements of each program of study including general education requirements.
- Earn a minimum of 15 credit hours at the college in addition to those required for the initial degree for each additional degree.
- Maintain a minimum grade point average of 2.00 for all courses completed in addition to the initial degree.

CERTIFICATE REQUIREMENTS
The overall requirements for the award of a certificate of program completion are as follows:
- Complete the course and credit requirements of the certificate program of study as specified in the college catalog in effect for the academic year in which study toward the certificate began or in effect for the academic year of the most recent readmission to the college.
- Earn at least 15 credit hours at this college, which are applicable to the certificate, except where special permission is granted by the vice president for instruction.
- In cases where a certificate program requires fewer than 15 credits, half of the required credits must have been earned at this college.
- Maintain an overall grade point average of at least 2.00 for all courses taken at the college.
- File a formal application for graduation at the time of the final semester's registration. The application is available online as well as from the Office of Admissions and Records, Bladen Hall, Room 126. A $25.00 Graduation Fee must be paid before the application can be submitted.

LETTER OF RECOGNITION REQUIREMENTS
The college offers within many of its occupational programs of study the opportunity for students to earn a letter of recognition, signifying successful completion of a cluster of courses that together provide specific skills or areas of competency. The letter of recognition is awarded for the completion of a prescribed cluster of courses of less than 12 credit hours with a 2.00 cumulative GPA for the courses required. To request a letter of recognition, contact the Office of Admissions and Records.

RECORDS POLICY (FERPA)
NOTIFICATION OF RIGHTS UNDER FERPA FOR POSTSECONDARY INSTITUTIONS
The Family Educational Rights and Privacy Act (FERPA) affords the following student rights with respect to education records:
1. The right to inspect and review the education records within 45 days of the day the college receives a request for access. The student must submit to the director of Admissions and Records a written request that identifies the record(s) they wish to inspect. The director will make arrangements for access and send notice of the time and place where the records may be inspected. If the records are not maintained by the Office of Admissions and Records, the director will advise the student of the college official to whom the request should be addressed.
2. The right to request the amendment of education records believed to be inaccurate or misleading.
3. The student must write the college official responsible for the record, clearly identify the part of the record in question and specify why it is inaccurate or misleading.
4. If the college decides not to amend the record as requested, the college will send notice of the decision and advise the student of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided at that time.

5. The right to consent to disclosures of nondirectory, personally identifiable information contained in 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 person employed by the college in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the college has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Directory information is information which may be released to a third party without written consent of the student. Directory information includes, but is not limited to, name, address, telephone number, e-mail address, dates of attendance, degrees earned, and previous colleges attended. While the college does not routinely release such information to everyone who inquires, it may legally do so if the third party demonstrates a legitimate need to know such information. Students may refuse to permit such disclosure without written consent by notifying the director of Admissions and Records in writing of their wish to be excluded from such a release of information.

6. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, SW
   Washington, DC 20202-4605

DIFFERENT WAYS TO TAKE COURSES

CLASSROOM INSTRUCTION

Most students at the college take their courses in a traditional classroom setting. Courses may meet three or four days per week for an hour, two days a week for 90 minutes, or once a week for two-and-a-half hours or more. Classes also are scheduled in a variety of other formats, from intensive one-week workshops to Sunday afternoon sessions. Students may choose days and times that best fit their schedules.

WEEKEND COLLEGE | MARLBORO HALL, ROOM 2141 | 301-322-0785

The Weekend College serves the needs of those who may not be able to participate in college credit courses during the week. It offers students a wide variety of courses in alternative formats. A student may choose to enroll in weekender courses that meet on three or four alternating weekends. The weekender (Friday evening and all day Saturday) schedule permits a student to enroll in three courses within one semester. Students must register for these courses two weeks prior to their first face-to-face meeting. In addition, the college offers a wide range of Saturday-only or Sunday-only courses that meet over a 15-week period on Saturday and/or Sunday mornings or afternoons.

For all weekend classes, it is recommended that students register at least two to three weeks prior to the beginning of a weekend course to receive a detailed syllabus and complete any assignments that need to be accomplished prior to the first class session. Registration deadlines are published in the class schedule and appear on Owl Link. While most weekend courses meet at the Largo campus, additional weekend courses are offered at Prince George's Community College at Joint Base Andrews, Laurel College Center, and Prince George's Community College at University Town Center.

eLEARNING SERVICES | ACCOKEEK HALL, ROOM 346 | 301-322-0463 | WWW.PGCCONLINE.COM

As an alternative to the traditional, face-to-face learning environment, the college offers a wide variety of courses that use interactive Web-based applications, interactive video, and multimedia computer applications in varied combinations to deliver instruction. Students who enroll in eLearning courses typically seek added convenience, greater independence, and more autonomy in pursuing their coursework. Students may elect to take a combination of traditional and eLearning courses to help them earn a degree, or students may elect to participate in one of the degree programs that are offered primarily through an online format.
ONLINE (WEB-BASED) COURSES
Online courses are a convenient way to earn college credit at Prince George's Community College. Students can access interactive coursework via a computer and the Internet without the need to be physically present in a classroom at a specific time. Online courses are delivered through a course management system which allows students to receive and review course materials online. In addition, students are able to interact and communicate with instructors and fellow students, complete assignments and assessments, and conduct research. Students can use a computer with Internet access anytime, anywhere to participate in their online courses. For information about non-credit online courses, visit www.pgcconline.com/coned or call 301-322-0463.

VIDEO ENHANCED ONLINE COURSES
Some online courses use commercially produced video material as a supplement to online instruction. The course activities are conducted online, while the video programs are delivered via cablecast on PGCC-TV (Comcast Channel 75 and Verizon FIOS Channel 44), the college's educational access channels. Some video programs also are available in DVD format or video-streamed over the Internet for added convenience.

HYBRID COURSES
Hybrid courses combine classroom meetings and online instruction. Students come to campus at a scheduled time and meet face-to-face with their instructors and fellow students; other coursework, assignments, and group work are accomplished online.

MARYLAND ONLINE (MOL) COURSES
Maryland Online (MOL) is a consortium of Maryland colleges and universities that offer eLearning courses. MOL provides an opportunity for students to participate in courses offered by any of the member institutions while receiving credit from Prince George's Community College.

ADDITIONAL LOCATIONS TO TAKE COURSES (EXTENSION AND DEGREE CENTERS)
For those unable to travel to the Largo campus, the college provides four additional locations, called extension and degree centers. Three of the locations, Prince George's Community College at Joint Base Andrews, Laurel College Center, and Prince George's Community College at University Town Center in Hyattsville, offer a wide range of credit courses and opportunities for degree attainment. Courses at these three locations are identical in title, number, course content, and credit to those available at the Largo campus. Some noncredit continuing education courses are also offered. In most cases, these locations are open the same hours as are student services offices on the Largo campus (8:30 a.m.–8:00 p.m., Monday–Thursday and 8:30 a.m.–5:00 p.m. on Friday). The fourth location, Skilled Trades Center, offers noncredit continuing education courses in a variety of formats in the skilled construction trades, while the newest location, Prince George's Community College at John Eager Howard Community Center holds the college's Culinary Center.

All college policies and academic regulations in effect on the Largo campus also apply at the other locations. While the college makes every effort to provide a full range of services at each location, some services, due to their specialized or complex nature, are unavailable anywhere but the main campus in Largo.

See chapter 15 for an overview, contact information, directions, and maps of each campus.
CHAPTER 6
ACADEMIC PREPARATION
In order to prepare students for success, the college provides students with opportunities to develop any academic skills that may be needed before enrolling in certain credit-level courses. Credit courses have prerequisites that are fulfilled by academic preparation courses in reading, writing, mathematics, English as a Second Language (ESL), or speech. This chapter describes the various academic preparation courses at the college and their placement policies and assessment.

**PLACEMENT TESTING**

Placement tests often determine the courses into which students are initially placed. The scores on these tests determine the courses in which students are allowed to enroll; as such it is important that students prepare for these tests and take them seriously.

The Accuplacer placement test is an untimed, computer-based test with several sections. The reading and writing portions of the Accuplacer placement test evaluate reading comprehension and sentence skills. The mathematics placement tests consist of arithmetic, elementary algebra, and college-level mathematics.

The Michigan test is designed for non-native English speakers. This paper test includes grammar, vocabulary, reading comprehension, and a writing sample.

Scores from the Accuplacer and Michigan tests are used to determine college readiness in mathematics, reading, writing, ESL, and speech. Placement may be determined by a combination of test scores and other factors such as a writing sample or other courses the student is eligible to take. Placement tests may be taken twice during a two year period. The higher score from either test will be used. Placement tests can only be taken before enrolling in a preparatory course or sequence.

For entering students who have completed the ACT or SAT these scores may be used in lieu of the Accuplacer and the Michigan test to determine initial course placement. For more information on how scores on these tests may impact initial placement, see Chapter 1.

**ACADEMIC PREPARATION COURSE SEQUENCES**

Students who successfully progress through the academic preparation sequence earn equivalent hours (EH) rather than credit hours. The EH is the college’s method for documenting completion of these preparation courses. Grades in these courses will affect financial aid eligibility but will not be counted toward graduation. Equivalent Hours permit the accumulation, updating, and transfer of student’s academic records.

**DEVELOPMENTAL READING**

The Developmental Reading (DVR) sequence includes up to two courses, depending on a student’s initial placement. These courses enable students to become more effective and efficient readers of their college textbooks. The courses in this sequence develop the basic reading skills necessary for reading at the college level. These skills include vocabulary, comprehension, critical thinking, and study skills. When this sequence is completed, students will have met the reading proficiency prerequisite required for many college courses.

The following table provides an overview of the sequence and the order of reading courses leading to college-level courses. Note that the guidelines below are for students who place into only one developmental course. If students place into more than one developmental course, their initial placements may not reflect what is in the table. The starting point for the sequence varies by initial course placement.

Students who test into any of the Developmental Reading courses are required to enroll in them in their first semester of attendance, and remain in the developmental reading sequence until it is completed.

**DEVELOPMENTAL READING (DVR) PLACEMENT AND COURSES**

<table>
<thead>
<tr>
<th>Accuplacer Reading Test Score</th>
<th>Course Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading 20–53</td>
<td>DVR-0051</td>
</tr>
<tr>
<td>Reading 54–78</td>
<td>DVR-0061</td>
</tr>
<tr>
<td>Reading 70–78 (optional, only offered in summer)</td>
<td>DVR-0071</td>
</tr>
</tbody>
</table>
ADDITIONAL DVR SEQUENCE INFORMATION

BRIEF COURSE DESCRIPTIONS
For more detailed course descriptions, see Chapter 9.

ATTENDANCE REQUIREMENTS AND COURSE LAB
Students are expected to attend all regularly scheduled class meetings. Poor attendance may significantly impact the overall grade in the course. In addition to the regular class meetings, all developmental reading students are required to complete 15 clock hours of lab activities in the Marlboro Learning Lab. Ten additional lab hours will be given to students by instructors.

POSSIBLE GRADES AND WHEN STUDENTS NEED TO REPEAT A COURSE
Content mastery is important for student success. Students earning less than 70 percent must repeat the course.

DEPARTMENT CONTACT INFORMATION
For more information on the DVR sequence, contact the department chair or academic dean.

Mirian Torain, Department Chair    Dr. Beverly Reed, Dean
Developmental English and Reading    Learning Foundations
Marlboro Hall, Room 2145    Marlboro Hall, Room 2118
301-583-5259    301-322-0495

DEVELOPMENTAL ENGLISH
The Developmental English (DVE) sequence includes up to three courses, depending on initial placement, that enable students to become more effective and efficient in written communication. The courses in this sequence develop the basic grammar and composition skills necessary for writing at the college level. These skills include sentence and paragraph structure and short essay writing skills. When this sequence is completed, students will have met the prerequisite required for college-level English courses.

The courses in the DVE sequence span two departments, the Developmental English and Reading department and the English department. The following table provides an overview of the sequence and the order of courses leading up to college-level courses. Note that the starting point for the sequence varies by initial course placement.

### DEVELOPMENTAL ENGLISH (DVE) PLACEMENT AND COURSES

<table>
<thead>
<tr>
<th>Accuplacer Sentence Structure Test Score</th>
<th>Course Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sentence 20–43</td>
<td>DVE-0009</td>
</tr>
<tr>
<td>Sentence 44–68</td>
<td>DVE-0011</td>
</tr>
<tr>
<td>Sentence 69–89</td>
<td>EGL-0100</td>
</tr>
</tbody>
</table>

**Important:** Students who test into any of the courses in the Developmental English sequence must enroll in the courses in their first 15 billable credits at the college and remain in the developmental English sequence in each successive semester until EGL-0100 is completed.
ADDITIONAL DVE SEQUENCE INFORMATION

BRIEF COURSE DESCRIPTIONS

For more detailed course descriptions, see Chapter 9.

ATTENDANCE REQUIREMENTS AND COURSE LAB

Students are expected to attend all regularly scheduled class meetings. Poor attendance may significantly impact the overall grade in the course. In addition to the regular class meetings, all developmental reading students are required to complete 15 clock hours of lab activities in the Marlboro Learning Lab. Ten additional lab hours will be given to students by instructors.

POSSIBLE GRADES AND WHEN STUDENTS NEED TO REPEAT A COURSE

Content mastery is important for student success. Students earning less than 70 percent must repeat the course.

DEPARTMENT CONTACT INFORMATION

For more information on the DVE sequence, contact the department chair or academic dean.

Mirian Torain, Department Chair
Developmental English and Reading
Marlboro Hall, Room 2145
301-583-5259

Dr. Beverly Reed, Dean
Learning Foundations
Marlboro Hall, Room 2118
301-322-0495

Department Chair
English (for EGL-0100)
Marlboro Hall, Room 3078
301-322-0578

Dr. Carolyn Hoffman, Dean
Liberal Arts
Marlboro Hall, Room 3077
301-341-3040

DEVELOPMENTAL MATHEMATICS

The Developmental Mathematics Sequence (DMS) includes up to four courses, depending on initial placement, that prepare students for success in college-level mathematics courses. The courses in this sequence develop the basic quantitative and problem-solving skills necessary for mathematics at the college level. These skills include basic arithmetic operations, algebra skills including expressions, functions and the solution of equations, and applications. When this sequence is completed, students will have met the prerequisite required for college-level mathematics courses.

The courses in the DMS span two departments, the Developmental Mathematics department and the Mathematics department. The following table provides an overview of the sequence and the order of courses leading to college-level courses. Note that the starting point for the sequence varies by initial course placement.

Students who test into any of the Developmental Mathematics sequences courses must enroll in them in their first semester of attendance, and remain in the developmental mathematics sequence until it is completed.

DEVELOPMENTAL MATH SEQUENCE (DMS) PLACEMENT AND COURSES

<table>
<thead>
<tr>
<th>Accuplacer Test Score</th>
<th>Course Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arithmetic 20 and Elementary Algebra below 42</td>
<td>DLS-0011</td>
</tr>
<tr>
<td>Arithmetic 26+ or Elementary Algebra 42-54</td>
<td>DVM-0031</td>
</tr>
<tr>
<td>Elementary Algebra 55+ or Elementary Algebra 42-54 and Arithmetic 80+</td>
<td>DVM-0071</td>
</tr>
<tr>
<td>Elementary Algebra 82+</td>
<td>MAT-0104</td>
</tr>
</tbody>
</table>

Important: Students who test into any of the courses in the Developmental Mathematics sequence must enroll in the courses in their first 15 billable credits at the college and remain in the developmental mathematics sequence in each successive semester until MAT-0104 is completed.
ADDITIONAL DVM SEQUENCE INFORMATION
BRIEF COURSE DESCRIPTIONS
For more detailed course descriptions, see Chapter 9.

DEVELOPMENTAL MATHEMATICS SEQUENCE REDESIGN
The Developmental Mathematics Sequence (DMS) has been redesigned toward the goal of helping students to complete the DMS and be successful in credit-level mathematics courses needed to earn a degree. The redesigned DVM-0031, DVM-0071, and MAT-0104 classes are very different from traditional mathematics classes. They meet in modular computer classrooms featuring an individualized computer-based program of study using a sequence of modules. Students must master the content of one module before moving to the next module. An instructor-tutor team is assigned to each class and provides students with guidance, facilitates mini-lessons, and provides students with supplemental learning activities as needed. This newly designed model offers students the opportunity to take an active role in the learning process and to progress more rapidly through the course sequence, possibly reducing the time required to complete developmental coursework.

ATTENDANCE REQUIREMENTS AND COURSE LAB
Students are expected to attend all regularly scheduled class meetings. Poor attendance may significantly impact concept mastery and the overall grade in the course. Marlboro Learning Lab and Math Learning Center are available for students to work independently or with tutor assistance outside of class, though lab attendance is not a course requirement.

POSSIBLE GRADES AND WHEN STUDENTS NEED TO REPEAT A COURSE
Content mastery is important for student success. Students earning less than 80 percent must repeat the course.

REVIEW OR ACCELERATED COURSES ALTERNATIVES
Students often need a refresher or review course prior to enrolling in developmental mathematics. The following courses are available depending on placement criteria.

DVM-0021, Arithmetic and Algebra Review, is not part of the DMS. This course reviews material from DVM-0031 and DVM-0071. The Accuplacer math placement exam is taken on the last day of the course, and the exam score determines placement in the appropriate DVM or MAT course.

DVM-0081, Elementary and Intermediate Algebra Review, is not part of the DMS. This course review includes material from DVM-0071 and MAT-0104. The Accuplacer math placement exam is taken on the last day of the course, and the exam score determines placement in the appropriate DVM or MAT course.

DEPARTMENT CONTACT INFORMATION
For more information on the DMS sequence, contact the department chair or academic dean.

Dr. Brenda Teal, Department Chair
Developmental Mathematics
Marlboro Hall, Room 3127
301-322-0657

Dr. Beverly Reed, Dean
Learning Foundations
Marlboro Hall, Room 2118
301-322-0495

Dr. Christine Barrow, Dean
Mathematics (MAT-0104)
Marlboro Hall, Room 3042
301-322-0421

Dr. Beverly Reed, Dean
Learning Foundations
Marlboro Hall, Room 2118
301-322-0495

Department Chair
Mathematics (MAT-0104)
Marlboro Hall, Room 3042
301-322-0421

Dr. Christine Barrow, Dean
Science, Technology, Engineering, and Mathematics (STEM)
Chesapeake Hall, Room 215
301-322-0419
ENGLISH AS A SECOND LANGUAGE SEQUENCE

The English as a Second Language (ESL) sequence includes up to nine courses, depending on initial placement, that enable students to participate successfully in college courses. These courses help English language learners at all levels of proficiency, from those whose Michigan test scores indicate they need basic courses in reading or writing to those who would benefit from advanced courses in academic English.

The courses in this sequence develop the basic reading, writing, and vocabulary necessary for effective communication in all settings and success in courses at the college level. These skills include American English grammar, sentence and paragraph structure, and academic vocabulary.

There are two types of courses in the ESL sequence: writing/grammar and reading/vocabulary. Six classes focus on writing skills and grammar: ESL-0082, ESL-0100, ESL-0101, ESL-0102, ESL-0201, and ESL-0202. Reading comprehension and vocabulary are taught in ESL-0081, ESL-0105, and ESL-0106.

The ESL-0081, ESL-0082 and ESL-0100 courses comprise the basic level. The intermediate level consists of ESL-0101, ESL-0102, and ESL-0105. The ESL-0106, ESL-0201, and ESL-0202 courses are the advanced level, with ESL-0202 and ESL-0106 leading directly to EGL-1010. Once students pass ESL-0105, they are eligible for and encouraged to take the math placement test. Students who are successful in ESL-0106 will have met the prerequisite required for college-level English courses and courses requiring reading proficiency.

The following table provides an overview of the sequence and the order of courses leading up to college-level courses. These courses follow two tracks, the ESL Grammar/Writing track and the ESL Reading/Vocabulary track. Note that the starting point for the sequence varies by initial course placement.

<table>
<thead>
<tr>
<th>Basic</th>
<th>Intermediate</th>
<th>Advanced</th>
<th>College-level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1 ESL-0082</td>
<td>Level 2 ESL-0100*</td>
<td>Level 1 ESL-0201</td>
<td>EGL-1010</td>
</tr>
<tr>
<td>Level 1 ESL-0081</td>
<td>Level 2 ESL-0100*</td>
<td>Level 2 ESL-0202*</td>
<td></td>
</tr>
<tr>
<td></td>
<td>*complete before ESL-0105</td>
<td>**when both completed then ready for EGL-1010</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>††when both completed then ready for EGL-1010</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Any course with reading prerequisite</td>
<td></td>
</tr>
</tbody>
</table>

ADDITIONAL ESL SEQUENCE INFORMATION

BRIEF COURSE DESCRIPTIONS

For more detailed course descriptions, see Chapter 9.

ATTENDANCE REQUIREMENTS AND COURSE LAB

Students are expected to attend all regularly scheduled class meetings. Poor attendance may significantly impact the overall grade in the course. In addition to the regular class meetings, all ESL students are required to complete 15 clock hours of lab activities.

POSSIBLE GRADES AND WHEN STUDENTS NEED TO REPEAT A COURSE

Content mastery is important for student success. Students earning less than 70 percent must repeat the course.
REVIEW OR ACCELERATED COURSES ALTERNATIVES
There are no review courses for the English as a Second Language sequence.

DEPARTMENT CONTACT INFORMATION
For more information on the ESL sequence, contact the department chair or academic dean.

Esther Robbins, Department Chair
Language Studies
Bladen Hall, Room 308G
301-322-0942

Dr. Carolyn Hoffman, Dean
Liberal Arts
Marlboro Hall, Room 3077
301-341-3040

SPEECH
The Speech (SPH) sequence includes up to two courses, depending on initial placement, that enable non-native English-speaking students to become effective communicators. The courses in this sequence develop the basic speaking and listening skills necessary for communication. When this sequence is completed, students will be prepared for any college speech course.

The following table provides an overview of the sequence and the order of courses leading up to college-level courses. Note that the starting point for the sequence varies by initial course placement.

<table>
<thead>
<tr>
<th>Speech (SPH)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Intermediate</td>
<td></td>
</tr>
<tr>
<td>SPH-0951</td>
<td></td>
</tr>
<tr>
<td>Advanced</td>
<td></td>
</tr>
<tr>
<td>SPH-0955††</td>
<td></td>
</tr>
<tr>
<td>College-level</td>
<td></td>
</tr>
<tr>
<td>Any SPH course</td>
<td></td>
</tr>
</tbody>
</table>

ADDITIONAL SPH SEQUENCE INFORMATION
BRIEF COURSE DESCRIPTIONS
For more detailed course descriptions, see Chapter 9.

ATTENDANCE REQUIREMENTS AND COURSE LAB
Students are expected to attend all regularly scheduled class meetings. Poor attendance may significantly impact the overall grade in the course. In addition to the regular class meetings, all speech students are required to complete 15 clock hours of lab activities.

POSSIBLE GRADES AND WHEN STUDENTS NEED TO REPEAT A COURSE
Content mastery is important for student success. Students earning less than 70 percent must repeat the course.

REVIEW OR ACCELERATED COURSES ALTERNATIVES
There are no review courses for the speech sequence.
DEPARTMENT CONTACT INFORMATION

For more information on the SPH sequence, contact the department chair or academic dean.

Tammy O’Donnell, Department Chair
Communication and Theatre
Queen Anne Fine Arts, Room 113
301-322-0926

Dr. Carolyn Hoffman, Dean
Liberal Arts
Marlboro Hall, Room 3077
301-341-3040

OTHER CONSIDERATIONS

Academic preparation courses may be available in several different formats. These formats include condensed courses taught in 5-weeks to 10-weeks, 12-weeks to 15-weeks, one-day-a-week, and online and hybrid formats. Selecting the right format is important as not all formats are right for every student. Summer classes are usually offered in a five-week format, meeting four days per week. Students who can concentrate on their academic workload with minimal job responsibilities tend to do well in this format. Students should expect to spend significant time on homework each day the class meets.

Most course sections are 12–15 weeks. These formats usually meet twice or more per week. This allows students a maximum amount of time to process the content and complete assignments. These formats are appropriate for most students, providing that they select a section appropriate for their work/life schedule.

Eight-week and 10-week classes are condensed and intensive. Classes in these formats usually meet for more time per session or more days per week. This requires students to grasp content quickly. Students who have received a B or higher in prerequisite courses or students with a strong academic background should consider this format.

Classes that meet once a week require students to be self-directed learners and schedule frequent study time between class meetings. Similarly, online and hybrid classes require students to be self-directed learners. Adherence to deadlines and proficiency with computers are critical to success in these course formats.

For all courses in the academic preparation sequences, starting with solid time management will build a firm foundation for success in college-level courses.
ASSESSMENT
Prince George's Community College (PGCC) is dedicated to helping our students achieve their educational goals. To ensure that PGCC students will experience the best learning environment possible, the entire college is engaged in a rigorous assessment process. The college continuously measures, reviews, and improves both courses and programs to meet institutional learning goals. Through this process, PGCC ensures that all of our students have the opportunity to achieve their academic goals.

COURSE ASSESSMENT
Every course at PGCC has an identified set of learning outcomes that describes the knowledge, skills, and/or values which will be the focus of the course. Defining clear and specific course learning outcomes ensures that students experience a consistent learning environment across different sections of a course. The degree to which students grasp the intended learning outcomes is evaluated in every course through an analysis of selected assignments and other projects. In addition to monitoring the degree to which course learning outcomes are being met, PGCC also assesses the validity of course sequences, e.g., Introduction to Psychology followed by a more focused course in adolescent behavior, provides the necessary foundation to enable a student to succeed in a higher level course. This “scaffold approach” helps ensure that courses are building upon program learning outcomes and a core set of competencies for all students. This is accomplished by having every learning outcome in a course carefully “mapped”/connected to learning outcomes for the program of study and/or to institutional learning outcomes (“student core competencies”).

PROGRAM ASSESSMENT
Every program at PGCC has an identified set of learning outcomes which describe the knowledge, skills, and values that every graduate of the program will possess upon completion. Program specific courses have learning outcomes that have been mapped to the program outcomes. As a result, every assignment, project, or activity completed in a program specific course is directly building the knowledge, skills, and values needed to be successful in the field of study.

STUDENT CORE COMPETENCIES
While each program of study requires students to master specific skills necessary to be successful in the field, there are also a set of “core competencies” which PGCC has established as a necessary foundation of skills for every graduate. PGCC has identified six core competencies (below) which every graduate of a two-year program will possess. These student core competencies are specifically addressed in the General Education coursework and also appear throughout the curriculum at PGCC. The core competencies are measured by 17 measurable outcomes (MOs), which are also our Institutional Learning Outcomes; statements that are fully defined so that these MOs can be easily integrated into classroom assignments and grading/rubric expectations. All students graduating with an associate degree will have obtained these competencies as defined.

Asterisk (*) denotes general education course. The list of approved general education courses appears in chapter eight.
<table>
<thead>
<tr>
<th>Student Core Competencies</th>
<th>Measurable Outcome</th>
<th>Measurable Outcome Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication</td>
<td>MO1.1: Write in standard English at the college level</td>
<td>Students’ writing will contain clear and concise sentences; unified, coherent, and well-developed paragraphs; and a logical organizational structure. Their writing should also reflect an awareness of audience and be appropriate for the assignment’s rhetorical situation. Grammar and usage rules should be applied correctly, and appropriate diction should be used.</td>
</tr>
<tr>
<td></td>
<td>MO1.2: Speak in standard English at the college level</td>
<td>Students will communicate effectively using Standard English by adhering to standard grammar and usage rules, using appropriate diction and non-verbal cues, taking into account audience and rhetorical situation and organizing ideas logically.</td>
</tr>
<tr>
<td></td>
<td>MO 1.3: Read and comprehend college-level materials</td>
<td>While reading, students will identify the main idea and the details/evidence of the text and understand or infer the meaning of the language in the text.</td>
</tr>
<tr>
<td></td>
<td>MO 1.4: Read and analyze college-level materials</td>
<td>When analyzing college-level materials, students will identify the purpose, point of view, tone, and main points of the text and draw conclusions and infer meaning. Students will also assess the quality of the evidence presented and its relevance to their purpose.</td>
</tr>
<tr>
<td>Scientific and Quantitative Reasoning</td>
<td>MO 2.1: Comprehend mathematical concepts and methods</td>
<td>Students will calculate and solve mathematical problems, explain mathematical concepts and processes, and recognize or identify situations for which a particular method or process is appropriate.</td>
</tr>
<tr>
<td></td>
<td>MO 2.2: Engage in qualitative and quantitative reasoning to interpret, analyze, and solve problems</td>
<td>Students will select the appropriate approach(s) (e.g., numerical, graphical, symbolic, and verbal) and use multiple problem solving tools (e.g., symbolic/algebraic notation, graphs, and tables) to identify, analyze, and solve problems.</td>
</tr>
<tr>
<td></td>
<td>MO 2.3: Explain natural processes and analyze issues using appropriate evidence, employing the principles of the biological, physical, and/or behavioral sciences</td>
<td>Students will apply the scientific method of inquiry to draw conclusions, use scientific theories to explain physical phenomena or occurrences, and explain the impact of scientific theories, discoveries, and technological changes on society.</td>
</tr>
<tr>
<td></td>
<td>MO 2.4: Apply the principles of the social sciences</td>
<td>Students will use theories, concepts, and principles to analyze human behavior (e.g., individual or group), social institutions (e.g., corporations, the family, educational institutions, courts of law) political institutions (e.g., government), and global institutions (e.g., United Nations, International Monetary Fund).</td>
</tr>
</tbody>
</table>
### Student Core Competencies

<table>
<thead>
<tr>
<th>Measurable Outcome</th>
<th>Measurable Outcome Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>MO 3.1: Reason abstractly and think critically</td>
<td>Students will demonstrate their critical thinking through answering questions and making statements and then defend the validity of these responses and statements. Students will argue a point of view, both verbally and in writing, in a succinct, well-organized and logical manner. Students will produce well-reasoned arguments on topics and ideas based on evidence.</td>
</tr>
</tbody>
</table>

### Information Literacy

<table>
<thead>
<tr>
<th>Measurable Outcome</th>
<th>Measurable Outcome Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>MO 4.1: Recognize the need for information</td>
<td>Students will identify key concepts and terms that describe the information necessary for course work and identifies various sources of information available for course work.</td>
</tr>
<tr>
<td>MO 4.2: Locate, evaluate, and effectively synthesize needed information</td>
<td>Students will use various sources, including textbooks and online databases, to access needed information, to gather information, and to evaluate the quality of the information obtained. Students will use the information gathered to support writing, speaking, and other requirements in courses.</td>
</tr>
<tr>
<td>MO 4.3: Utilize computer software and other technologies to enhance college-level learning, communication, and visual literacy</td>
<td>Students will communicate electronically with faculty, peers, and others in appropriate and effective ways. Students will also use and explain visual information, such as charts, graphs, and other visual representations of information.</td>
</tr>
</tbody>
</table>

### Culture

<table>
<thead>
<tr>
<th>Measurable Outcome</th>
<th>Measurable Outcome Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>MO 5.1: Compare and contrast the core values and traditions of various cultures within the global environment</td>
<td>Students will analyze and communicate similarities and differences among customs, manners, beliefs, and traditions of multiple cultures around the world. Students will use this ability to address core issues from the perspective of different cultures, political orders or technological contexts and explain how these different perspectives contribute to outcomes that depart from current norms or dominant cultural assumptions.</td>
</tr>
<tr>
<td>MO 5.2: Comprehend the nature and value of the fine, literary, and performing arts</td>
<td>Students will recognize the concepts that form the foundation of imaginative, aesthetic, and intellectual approaches used in the formulation and execution of the visual, written, aural, and performing arts.</td>
</tr>
<tr>
<td>MO 5.3: Relate fine, literary, and performing arts to human experiences</td>
<td>Students will connect the distinctive life experiences and viewpoints of the originators of visual, written, aural, and performing arts with the originators’ creations. Students will compare and contrast their own unique life experiences and the originators’ viewpoints and experiences.</td>
</tr>
</tbody>
</table>

Asterisk (*) denotes general education course. The list of approved general education courses appears in chapter eight.
<table>
<thead>
<tr>
<th>Student Core Competencies</th>
<th>Measurable Outcome</th>
<th>Measurable Outcome Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>MO 6.1: Evaluate ethical principles</td>
<td>Students will identify and evaluate ethical concepts, issues, and cases in the context of their particular disciplines.</td>
<td></td>
</tr>
<tr>
<td>MO 6.2: Apply ethical principles in professional and personal decision-making</td>
<td>Students will uphold academic integrity, demonstrating an understanding of the forms of academic dishonesty, such as plagiarism, as well as the consequences of academic dishonesty and effective prevention strategies. In applying ethical principles in academic contexts, students will engage source materials responsibly, representing viewpoints accurately through summaries, paraphrases, and quotations; students will use appropriate, discipline-specific documentation styles to attribute source materials explicitly and directly. Students will also apply ethical principles and/or discipline-specific rules to solve actual or hypothetical problems relevant to their discipline.</td>
<td></td>
</tr>
</tbody>
</table>

**Continuous Improvement**

Every semester, PGCC works to identify ways to improve student performance and to hold itself to the highest standards of academic rigor. This is accomplished through a process of collecting data from the classroom, having faculty examine those data, and identifying areas where students' performance on course learning outcomes could be improved. Faculty make adjustments to the course to enrich the experience of our students and then measure the course performance again to ensure that these adjustments indeed result in improved academic performance. Through this cycle of continuous improvement in which data are regularly analyzed and acted upon, PGCC is ensuring that students are being offered the best learning environment possible and thus ensuring that all students have the opportunity to achieve their academic goals. Information about each program of study, including required program and general education courses, follows in this chapter.
Accounting Professional
Associate of Applied Science | ACCT.PROF.AAS
www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462322
Visit Bladen Hall, Room 210 or call 301-322-0080 for your faculty advisor

PROGRAM DESCRIPTION
The Accounting Professional Associate of Applied Science degree helps prepare the student for employment in entry-level accounting positions, such as accounting assistant, accounting clerk or accounting technician. Graduates of the Accounting Professional, Associate of Applied Science will be able to:
- Identify essential business concepts
- Process financial transactions through the accounting cycle in accordance with GAAP
- Perform cost accounting preparation, reporting, and analysis tasks
- Analyze individual tax transactions
- Evaluate internal controls to reduce risk
- Identify basic legal concepts and their impacts on business operations
- Develop informed decisions about the operating performance and financial position of a company

PROGRAM ELECTIVE CHOICES
- ACC-1030
- ACC-1050–1100
- ACC-2040
- ACC-2070–2080
- ACC-2120
- ACC-2230
- ACC-2910–2930
- BMK-2510
- BMK-2510
- BMK-1570
- BMK-1600–1620
- BMK-2610
- BMT-2720
- BRE-1030
- ECN-1040
- PAS-1010
- PHL-1400

TRANSFERABILITY
Students entering the workforce after obtaining the Accounting Professional A.A.S. degree may subsequently continue their education by pursuing a bachelor’s degree at University of Maryland University College. University of Maryland University College will accept the transfer of all courses within the Accounting Professional degree up to a maximum of 60 credits. A transfer student will be required to take at least 18 credit hours of upper-level accounting courses at University of Maryland University College.

Credit earned at any public institution in the state shall be transferable to any other institution if the:
- Credit is from a college or university parallel course or program;
- Grades in the block of courses transferred average 2.00 or higher; and
- Acceptance of the credit is consistent with the policies of the receiving institution governing students following the same program.

Refer to ARTSYS at artweb.usmd.edu and the receiving institution’s catalog to select transferable courses.
SEQUENCE OF STUDY

Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>1st Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC-1010 Principles of Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>INT-1010* Introduction to Information Technology</td>
<td>3</td>
</tr>
<tr>
<td>BMT-1010 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>EGL-1010* Composition I: Expository Writing</td>
<td>3</td>
</tr>
<tr>
<td>Math-1120* Finite Mathematics</td>
<td>3–4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>16–17</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2nd Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC-1020 Principles of Accounting II</td>
<td>4</td>
</tr>
<tr>
<td>ACC-1040 Microcomputer Applications in Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BUS-1220 Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>English Comp* EGL-1020 recommended</td>
<td>3</td>
</tr>
<tr>
<td>Math* MAT-1140, 1190, or higher</td>
<td>3–4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>16–17</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3rd Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC-2010 Intermediate Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>ACC-2210 Federal Income Tax</td>
<td>3</td>
</tr>
<tr>
<td>BUS-1240 Business Law II</td>
<td>3</td>
</tr>
<tr>
<td>Science* General Education Science Course</td>
<td>3</td>
</tr>
<tr>
<td>Speech* General Education Speech Course</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>15</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4th Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC-2020** Intermediate Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>ACC-2030 Cost Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACC-2250 Business Finance</td>
<td>3</td>
</tr>
<tr>
<td>Social Science* General Education Social Sciences Course</td>
<td>3</td>
</tr>
<tr>
<td>ACC-Electives Choose one course from ‘Program Electives’ above</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>16</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program Total</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>63–64</td>
</tr>
</tbody>
</table>

Double asterisk (**) denotes a course that satisfies culminating experience requirement for A.A.S. program.
Accounting | ACCT.CT

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462306
Visit Bladen Hall, Room 210 or call 301-322-0080 for your faculty advisor

PROGRAM OUTCOMES
Graduates of the Accounting Certificate will be able to:
- Record basic financial transactions in accordance with GAAP
- Prepare external financial statements
- Analyze external financial statements
- Identify the ethical and professional responsibilities of an accountant

PROGRAM ELECTIVE CHOICES
Any of these courses will count toward the program requirements in the Accounting Professional A.A.S.
- ACC-1040
- ACC-2010
- ACC-2020
- ACC-2030
- ACC-2210
- ACC-2250
- BMT-1010
- BUS-1220
- BUS-1240
- INT-1010
- EGL-1010
- MAT-1120 or higher

Maximum of four credits from this list will count toward the Program Electives requirements in the Accounting Professional A.A.S.
- ACC-1030
- ACC-1050–1100
- ACC-2040
- ACC-2070–2080
- ACC-2120
- ACC-2220
- ACC-2230
- ACC-2910–2930
- ACC-2220
- BMT-1570
- PHL-1400

SEQUENCE OF STUDY
Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>1st Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC-1010</td>
<td>Principles of Accounting I</td>
</tr>
<tr>
<td>ACC-Elective</td>
<td>See ‘Program Elective Choices’ above</td>
</tr>
<tr>
<td>ACC-Elective</td>
<td>See ‘Program Elective Choices’ above</td>
</tr>
<tr>
<td>ACC-Elective</td>
<td>See ‘Program Elective Choices’ above</td>
</tr>
<tr>
<td>Total</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2nd Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC-1020</td>
<td>Principles of Accounting II</td>
</tr>
<tr>
<td>ACC-Elective</td>
<td>See ‘Program Elective Choices’ above</td>
</tr>
<tr>
<td>ACC-Elective</td>
<td>See ‘Program Elective Choices’ above</td>
</tr>
<tr>
<td>ACC-Elective</td>
<td>See ‘Program Elective Choices’ above</td>
</tr>
<tr>
<td>Total</td>
<td></td>
</tr>
</tbody>
</table>

Program Total | 24 |
Accounting

Letter of Recognition | ACCT.LOR
www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462307
Visit Bladen Hall, Room 210 or call 301-322-0080 for your faculty advisor

SEQUENCE OF STUDY
Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC-1010</td>
<td>Principles of Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>ACC-1040</td>
<td>Microcomputer Applications in Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACC-1070</td>
<td>QuickBooks I</td>
<td>1</td>
</tr>
<tr>
<td>INT-1010*</td>
<td>Introduction to Information Technology</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>11</strong></td>
</tr>
</tbody>
</table>

Program Total 11

---

Accounting and Taxation

Letter of Recognition | ACCT.TAX.LOR
www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462308
For your faculty advisor, contact Bladen Hall, Room 210 | 301-322-0080

SEQUENCE OF STUDY
Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

1st Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC-1010</td>
<td>Principles of Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>ACC-1020</td>
<td>Principles of Accounting II</td>
<td>4</td>
</tr>
<tr>
<td>ACC-2210</td>
<td>Federal Income Tax</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>11</strong></td>
</tr>
</tbody>
</table>

Program Total 11

Double asterisk (**) denotes a course that satisfies culminating experience requirement for A.A.S. program.
Accounting Transfer Option  
*Associate of Science | ACCT.TRANSFR.AS*

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462329

Visit Bladen Hall, Room 210 or call 301-322-0080 for your faculty advisor

**PROGRAM DESCRIPTION**

The Accounting Transfer Option is for students who plan to obtain an associate degree and then transfer into an accounting program at a four-year college or university. This option of the Business Administration A.S. degree program is designed to maximize the number of credits students can transfer. Transfer students should obtain approval from their prospective four-year school or consult with a Prince George’s Community College advisor before registering for any 2000-level accounting course. Graduates of the Accounting Transfer Option will be able to:

- Communicate effectively, both orally and in writing
- Utilize computer applications
- Work effectively in teams

**GENERAL EDUCATION COURSES**

The list of General Education courses appears in chapter eight.

**TRANSFERABILITY**

Credit earned at any public institution in the state shall be transferable to any other institution if the:

- Credit is from a college or university parallel course or program;
- Grades in the block of courses transferred average 2.00 or higher; and
- Acceptance of the credit is consistent with the policies of the receiving institution governing students following the same program.

*Refer to ARTSYS at artweb.umsd.edu and the receiving institution's catalog to select transferable courses.*

**NEED HELP?**

For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach.
**SEQUENCE OF STUDY**

Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>1st Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>BMT-1010</td>
<td>3</td>
</tr>
<tr>
<td>INT-1010*</td>
<td>3</td>
</tr>
<tr>
<td>EGL-1010*</td>
<td>3</td>
</tr>
<tr>
<td>MAT-1350*</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
<td>12</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2nd Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Speech*</td>
<td>3</td>
</tr>
<tr>
<td>Science*</td>
<td>3–4</td>
</tr>
<tr>
<td>EGL-1020*</td>
<td>3</td>
</tr>
<tr>
<td>MAT-2160</td>
<td>3</td>
</tr>
<tr>
<td>Gen Ed Elective*</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
<td>15–16</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3rd Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC-1010</td>
<td>4</td>
</tr>
<tr>
<td>ECN-1030</td>
<td>3</td>
</tr>
<tr>
<td>MAT-2210</td>
<td>3</td>
</tr>
<tr>
<td>Gen Ed Elective*</td>
<td>3</td>
</tr>
<tr>
<td>Science with Lab*</td>
<td>4</td>
</tr>
<tr>
<td>Total</td>
<td>17</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4th Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC-1020</td>
<td>4</td>
</tr>
<tr>
<td>Humanities*</td>
<td>3</td>
</tr>
<tr>
<td>ECN-1040</td>
<td>3</td>
</tr>
<tr>
<td>Social Science*</td>
<td>3</td>
</tr>
<tr>
<td>Gen Ed Elective*</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
<td>16</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program Total</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>60–61</td>
</tr>
</tbody>
</table>

Double asterisk (**) denotes a course that satisfies culminating experience requirement for A.A.S. program.
CPA Preparation Certificate | ACCT.CPA.CT
www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462313
Visit Bladen Hall, Room 210 or call 301-322-0080 for your faculty advisor

PROGRAM DESCRIPTION
The CPA Preparation Certificate is for those individuals who hold a bachelor’s degree in some area other than accounting and need to meet the current education requirements of 57 credit hours in business and accounting to sit for the Uniform CPA Examination in Maryland. CPA candidates must have completed a total of 150 credit hours. Applicants for the CPA Examination must have satisfactorily completed 150 semester hours including the attainment of a bachelor’s degree in any discipline. Included within their 150 hours of college credits, students must have 57 specific credits of accounting and business courses. The CPA Preparation Certificate is designed to support students with bachelor’s degrees in any non-accounting area in obtaining the accounting and business courses approved and required by the Maryland State Board of Public Accountancy so that they can sit for the CPA Examination in the state of Maryland.

The following Prince George’s Community College courses have been specifically approved by the Maryland State Board of Public Accountancy. Any substitution of courses transferred from other institutions is subject to the approval of the Maryland Board of Public Accountancy. CPA candidates are advised to periodically check with the Maryland State Board of Public Accountancy for any updates or changes to the exam requirements (410-230-6258). Graduates of the CPA Preparation Certificate will be able to:

• Prepare financial documents that meet regulatory requirements as well as the needs of business clients or owners
• Analyze complex financial information to make recommendations for action
• Integrate accounting knowledge with business to make informed decisions
• Identify basic legal concepts and their impacts on business operations
• Identify essential business and economic concepts

OTHER ACCOUNTING CHOICES
Complete nine credits by selecting courses from the following list:

- ACC-1040  Microcomputer Applications in Accounting
- ACC-1050  Payroll Accounting
- ACC-1030  Accounting for Managers
- ACC-2070  Governmental and Nonprofit Accounting
- ACC-2080  Spreadsheet Accounting
- ACC-2220  Advanced Tax Accounting

<table>
<thead>
<tr>
<th>Program Concentration: Accounting</th>
<th>27 Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Accounting (ACC-1010, 1020, and 2010)</td>
<td></td>
</tr>
<tr>
<td><em>All three courses must be taken</em></td>
<td>9</td>
</tr>
<tr>
<td>Auditing (ACC-2040)</td>
<td>3</td>
</tr>
<tr>
<td>Cost Accounting (ACC-2030)</td>
<td>3</td>
</tr>
<tr>
<td>Federal Income Tax (ACC-2210)</td>
<td>3</td>
</tr>
<tr>
<td>Other Accounting Courses</td>
<td>9</td>
</tr>
<tr>
<td>Choose 9 credits from the following:</td>
<td></td>
</tr>
<tr>
<td>ACC-1030, ACC-1040, ACC-1050, ACC-2020,</td>
<td></td>
</tr>
<tr>
<td>ACC-2070, ACC-2080, ACC-2220</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program Concentration: Business</th>
<th>30 Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Statistics (MAT-1140)</td>
<td>3</td>
</tr>
<tr>
<td>Economics (ECN-1030 and ECN-1040)</td>
<td>6</td>
</tr>
<tr>
<td>Corporate or Business Finance (ACC-2250)</td>
<td>3</td>
</tr>
<tr>
<td>Management (BMT-1600)</td>
<td>3</td>
</tr>
<tr>
<td>U.S. Business Law (BUS-1220 or BUS-1240)</td>
<td>3</td>
</tr>
<tr>
<td>Marketing (BMK-2510)</td>
<td>3</td>
</tr>
<tr>
<td>Oral Communication (SPH-1010)</td>
<td>3</td>
</tr>
<tr>
<td>Written Communication (EGL-1320 or 1340)</td>
<td>3</td>
</tr>
<tr>
<td>Business Ethics (PHL-1400)</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Required for Certificate 57 Credits

* Asterisk (*) denotes general education course. The list of approved general education courses appears in chapter eight.
**SEQUENCE OF STUDY**

Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC-1010</td>
<td>Principles of Accounting I (Financial Accounting Requirement)</td>
<td>3</td>
</tr>
<tr>
<td>ECN-1030</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>BMT-1600</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>EGL-1320 or 1340</td>
<td>Composition II: Writing for Business (Written Communication)</td>
<td>3</td>
</tr>
<tr>
<td>BUS-1220 or 1240</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC-1020</td>
<td>Financial Accounting Requirement</td>
<td>3</td>
</tr>
<tr>
<td>ECN-1040</td>
<td>Principles of Economics II (Economics)</td>
<td>3</td>
</tr>
<tr>
<td>BMK-2510</td>
<td>Introduction to Marketing (Marketing)</td>
<td>3</td>
</tr>
<tr>
<td>SPH-1010</td>
<td>Introduction to Speech Communication (Oral Communication)</td>
<td>3</td>
</tr>
<tr>
<td>MAT-1140</td>
<td>Introduction to Statistics (Statistics)</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC-2010</td>
<td>Intermediate Accounting I (Must be taken to fulfill Board Requirement)</td>
<td>3</td>
</tr>
<tr>
<td>ACC-2030</td>
<td>Cost Accounting (Cost Accounting)</td>
<td>3</td>
</tr>
<tr>
<td>ACC</td>
<td>Choose one course from ‘Other Accounting Choices’ above</td>
<td>3</td>
</tr>
<tr>
<td>ACC-Elective</td>
<td>Choose one course from ‘Program Elective Choices’ above</td>
<td>3</td>
</tr>
<tr>
<td>PHL-1400</td>
<td>Introduction to Business Ethics (Ethics)</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC-2040</td>
<td>Auditing</td>
<td>3</td>
</tr>
<tr>
<td>ACC-2210</td>
<td>Federal Income Tax</td>
<td>3</td>
</tr>
<tr>
<td>ACC-2250</td>
<td>Business Finance (Corporate or Business Finance)</td>
<td>3</td>
</tr>
<tr>
<td>ACC-Elective</td>
<td>Choose one course from ‘Other Accounting Choices’ above</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

**Program Total** 57
African-American Studies Option  Associate of Arts  |  AFRI.AMER.AA

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462331
Visit Marlboro Hall, Room 2018 or call 301-322-0527 for your faculty advisor

PROGRAM DESCRIPTION

Graduates of the African-American Studies Option will be able to:
• Identify and analyze the interrelations between Africa and the African Diaspora as well as between Africa and the African Diaspora and other peoples throughout the world
• Identify and analyze different contributions of African Americans
• Describe and explain the cultural heritage, interdependence and diversity of African Americans
• Pursue a bachelor’s degree in arts and sciences or African-American studies at a four-year institution

GENERAL EDUCATION COURSES
The list of General Education courses appears in chapter eight.

TRANSFERABILITY
Credit earned at any public institution in the state shall be transferable to any other institution if the:
• Credit is from a college or university parallel course or program;
• Grades in the block of courses transferred average 2.00 or higher; and
• Acceptance of the credit is consistent with the policies of the receiving institution governing students following the same program.

Refer to ARTSYS at artweb.umd.edu and the receiving institution’s catalog to select transferable courses.

NEED HELP?
For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach.
### SEQUENCE OF STUDY

Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>1st Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>□ EGL-1010* Composition I: Expository Writing</td>
<td>3</td>
</tr>
<tr>
<td>□ Speech* General Education Speech Course</td>
<td>3</td>
</tr>
<tr>
<td>□ INT-1010* Introduction to Information Technology</td>
<td>3</td>
</tr>
<tr>
<td>□ Math* General Education, MAT-1120 or higher</td>
<td>3-4</td>
</tr>
<tr>
<td>□ HST-1510* History of African Americans I</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>15–16</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2nd Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>□ English Comp* EGL-1020 recommended</td>
<td>3</td>
</tr>
<tr>
<td>□ Humanities* General Education Humanities Course</td>
<td>3</td>
</tr>
<tr>
<td>□ HST-2470 African History</td>
<td>3</td>
</tr>
<tr>
<td>□ Science* General Education Science Course</td>
<td>3</td>
</tr>
<tr>
<td>□ ART-2720 African-American Art</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>15</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3rd Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>□ EGL-2130* African-American Literature: Pre-1800 to 1920</td>
<td>3</td>
</tr>
<tr>
<td>□ AFA-2010 Introduction to the African and Black Diaspora</td>
<td>3</td>
</tr>
<tr>
<td>□ Science with Lab* General Education Lab Science Course</td>
<td>4</td>
</tr>
<tr>
<td>□ AFA-1010 Introduction to African-American Studies</td>
<td>3</td>
</tr>
<tr>
<td>□ Appropriate Electives</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>16</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4th Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>□ EGL-2140 African-American Literature: 1920 to the Present</td>
<td>3</td>
</tr>
<tr>
<td>□ Humanities or Social Science* General Education Humanities or Social Science Course</td>
<td>3</td>
</tr>
<tr>
<td>□ Social Science* General Education Social Science Course</td>
<td>3</td>
</tr>
<tr>
<td>□ Appropriate Elective</td>
<td>3</td>
</tr>
<tr>
<td>□ HST-1530* History of African Americans II</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>15</td>
</tr>
</tbody>
</table>

**Program Total** 61–62

Double asterisk (**) denotes a course that satisfies culminating experience requirement for A.A.S. program.
Art Option  Associate of Arts | A.A.ARTS.AA
www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462336 | Visit Marlboro Hall, Room 1034 or call 301-322-0966 for your faculty advisor

PROGRAM DESCRIPTION
The Art Option prepares students to transfer into a bachelor’s degree program in fine or digital/graphic arts. The program introduces students to the theories, history and practices associated with the visual arts through its foundation courses and stresses critical thinking and a commitment to the highest ethical and professional standards. The program allows students to concentrate in the areas of traditional studio media and/or digitalgraphics media. A primary goal of the program is to develop students’ understanding and appreciation of how art impacts and enriches their everyday lives. As a result, both art and non-art majors benefit from the professional art instruction and creative learning environment provided in the studio courses. Prior art experience is not necessary. Note: Transferability: The students should become familiar with the program requirements of the transfer institution. Graduates of the Art Option will be able to:

- Use the vocabulary of visual art and design correctly
- Create original two-dimensional or three-dimensional works of art using the Elements of Art and Principles of Design
- Apply traditional and/or digital materials, media, techniques, and equipment to the creation of art and design
- Create works of art using various conceptual and perceptual sources
- Identify art from different time periods and explain the significance of art within historical, cultural, social, and economic contexts
- Evaluate works of art doing formal analysis
- Transfer into a bachelor’s degree program in Art at a four-year institution

GENERAL EDUCATION COURSES
The list of General Education courses appears in chapter eight.

PROGRAM EMPHASIS CHOICES
FINE ART EMPHASIS

- ART-1550
- ART-1560
- ART-1580
- ART-1590
- ART-1600
- ART-2510
- ART-2530
- ART-2540
- ART-2550
- ART-2560
- ART-2590
- ART-2600
- ART-2640
- ART-2670
- ART-2680
- ART-2720
- ART-2740
- ART-2750
- ART-2760
- ART-2780

DIGITAL/GRAPHIC ART EMPHASIS

- ART-1570
- ART-1580
- ART-1610
- ART-1620
- ART-1630
- ART-2570
- ART-2580
- ART-2610
- ART-2620
- ART-2630
- ART-2650
- ART-2660
- ART-2670
- ART-2680
- ART-2720
- ART-2730
- ART-2740
- ART-2750
- ART-2760
- ART-2780

TRANSFERABILITY
Credit earned at any public institution in the state shall be transferable to any other institution if the:

- Credit is from a college or university parallel course or program;
- Grades in the block of courses transferred average 2.00 or higher; and
- Acceptance of the credit is consistent with the policies of the receiving institution governing students following the same program.

Refer to ARTSYS at artweb.umd.edu and the receiving institution's catalog to select transferable courses.

NEED HELP?
For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach.

Asterisk (*) denotes general education course. The list of approved general education courses appears in chapter eight.
SEQUENCE OF STUDY
Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>1st Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>EGL-1010* Composition I: Expository Writing</td>
<td>3</td>
</tr>
<tr>
<td>ART-1510 Two-Dimensional Design</td>
<td>3</td>
</tr>
<tr>
<td>ART-1530 Drawing I</td>
<td>3</td>
</tr>
<tr>
<td>Math* General Education, MAT-1120 or higher</td>
<td>3–4</td>
</tr>
<tr>
<td>INT-1010* Introduction to Information Technology</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15–16</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2nd Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ART-1640 Color Theory and Application</td>
<td>3</td>
</tr>
<tr>
<td>ART-Elective See ‘Program Emphasis Choices’ above</td>
<td>3</td>
</tr>
<tr>
<td>Speech* General Education Speech Course</td>
<td>3</td>
</tr>
<tr>
<td>ART-2700* Art Survey I</td>
<td>3</td>
</tr>
<tr>
<td>English Comp* EGL-1020 recommended</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3rd Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ART-1540 Painting I</td>
<td>3</td>
</tr>
<tr>
<td>ART-Elective See ‘Program Emphasis Choices’ above</td>
<td>3</td>
</tr>
<tr>
<td>Social Science* General Education Social Sciences Course</td>
<td>3</td>
</tr>
<tr>
<td>Science with Lab* General Education Lab Science Course</td>
<td>4</td>
</tr>
<tr>
<td>ART-2710* Art Survey II</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4th Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Science* General Education Science Course</td>
<td>3</td>
</tr>
<tr>
<td>History* General Education History Course</td>
<td>3</td>
</tr>
<tr>
<td>ART-Elective See ‘Program Emphasis Choices’ above</td>
<td>3</td>
</tr>
<tr>
<td>ART-Elective See ‘Program Emphasis Choices’ above</td>
<td>3</td>
</tr>
<tr>
<td>Humanities/Social Science* General Education Humanities or Social Sciences Course</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

**Program Total** | **61–62**

Double asterisk (**) denotes a course that satisfies culminating experience requirement for A.A.S. program.
**Visual Communication/Graphic Design**  Associate of Applied Science | ARTS.GRAPHD.AAS  
www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462334  
Visit Marlboro Hall, Room 1034 or call 301-322-0966 for your faculty advisor

**PROGRAM DESCRIPTION**  
The Visual Communication (VisComm) A.A.S. degree program prepares students in the production methods, digital media and traditional design related to the visual communications field. Students learn to apply a variety of media to a range of audiences. Students acquire professional skills to be competitive in the visual communications industries, to include design for print, screen, and motion graphics. Visual Communication/Graphic Design is a Workforce Development program, which prepares students for entry-level job positions. Non-degree-seeking students may upgrade and enrich their basic computer skill sets. Some of its courses transfer to four-year institutions. Students are encouraged to consult with an academic advisor to consider specific transfer goals. Graduates of the Visual Communication/Graphic Design program will be able to:

- Use the vocabulary of the elements of art, principles of design, and visual communication terminology correctly.
- Apply traditional and digital methods to student-created works of visual communication
- Identify the evolving practices and emerging technologies of the visual communication industry and demonstrate the stages of developing a visual product.
- Evaluate client/project goals.
- Demonstrate ethical standards within the standards of professional practice.
- Assemble a portfolio suitable for workforce entry or professional advancement.

**GENERAL EDUCATION COURSES**  
The list of General Education courses appears in chapter eight.

**NEED HELP?**  
For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach.
**SEQUENCE OF STUDY**

Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>1st Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>EGL-1010*</td>
<td>Composition I: Expository Writing 3</td>
</tr>
<tr>
<td>Math*</td>
<td>General Education Math Course 3–4</td>
</tr>
<tr>
<td>ART-1510</td>
<td>Two-Dimensional Design 3</td>
</tr>
<tr>
<td>ART-1570</td>
<td>Introduction to Computer Graphics 3</td>
</tr>
<tr>
<td>ART-1530</td>
<td>Drawing I 3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>15–16</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2nd Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Composition II*</td>
<td>English 1340 recommended 3</td>
</tr>
<tr>
<td>ART-2620</td>
<td>Digital Illustration 3</td>
</tr>
<tr>
<td>ART-2650 or 2670</td>
<td>Animation and Multimedia or 3-D Digital Modeling and Animation 3</td>
</tr>
<tr>
<td>ART-2700, 2710, 2720, or 2740</td>
<td>Art Survey I or II or African American Art or Contemporary Art 3</td>
</tr>
<tr>
<td>Speech*</td>
<td>General Education Speech Course 3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>15</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3rd Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ART-1610</td>
<td>Graphic Design I 3</td>
</tr>
<tr>
<td>ART-2730</td>
<td>Integrated Arts 3</td>
</tr>
<tr>
<td>ART-1620</td>
<td>Digital Publication Design 3</td>
</tr>
<tr>
<td>ART-1640</td>
<td>Color Theory and Application 3</td>
</tr>
<tr>
<td>Science*</td>
<td>General Education Science Course 3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>15</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4th Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ART-1580**</td>
<td>Portfolio Development for Visual Art 1</td>
</tr>
<tr>
<td>ART-2610</td>
<td>Graphic Design II 3</td>
</tr>
<tr>
<td>ART-2570</td>
<td>Lettering, Typography, and Layout 3</td>
</tr>
<tr>
<td>Art Studio Elective</td>
<td>Any Art Studio Course 3</td>
</tr>
<tr>
<td>Social Science*</td>
<td>General Education Social Sciences Course 3</td>
</tr>
<tr>
<td>Appropriate Elective</td>
<td>Any course but PED 3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>16</td>
</tr>
</tbody>
</table>

| Program Total      | 61–62                                                            |

Double asterisk (***) denotes a course that satisfies culminating experience requirement for A.A.S. program.
**Graphic Design Certificate** Certificate | ARTS.GRAPH.D.CT  
www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462311  
Visit Marlboro Hall, Room 1034 or call 301-322-0966 for your faculty advisor

**PROGRAM DESCRIPTION**

Students who complete the Graphic Design Certificate will have the ability to produce print and screen-based graphics for commercial purposes using traditional and digital tools. Students will be able to assemble a portfolio suitable for workforce entry or professional advancement. Graduates of the Graphic Design Certificate will be able to:

- Use the vocabulary of visual communication, elements of art, and principles of design
- Apply traditional and digital methods to student-created projects
- Demonstrate the stages of developing a visual product
- Assemble a portfolio suitable for workforce entry or professional development applicable to graphic design

**SEQUENCE OF STUDY**

Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>1st Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>□ EGL-1010* Composition I: Expository Writing</td>
<td>3</td>
</tr>
<tr>
<td>□ ART-1510 Two-Dimensional Design</td>
<td>3</td>
</tr>
<tr>
<td>□ ART-1570 Introduction to Computer Graphics</td>
<td>3</td>
</tr>
<tr>
<td>□ ART-1530 Drawing I</td>
<td>3</td>
</tr>
<tr>
<td>□ Art History Course ART-2700, 2710, 2720, or 2740</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>2nd Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>□ ART-2650 or 2670 Animation and Multimedia I or 3-D Digital Modeling and Animation</td>
<td>3</td>
</tr>
<tr>
<td>□ ART-2570 Lettering, Typography, and Layout</td>
<td>3</td>
</tr>
<tr>
<td>□ ART-1620 Publication Design Using Computers</td>
<td>3</td>
</tr>
<tr>
<td>□ ART-1610 Graphic Design I</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>12</strong></td>
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<table>
<thead>
<tr>
<th>3rd Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>□ ART-2610 or 2620 Graphic Design II or Digital Illustration</td>
<td>3</td>
</tr>
<tr>
<td>□ ART-1580 Portfolio Development</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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</tbody>
</table>

**Program Total** 31

Asterisk (*) denotes general education course. The list of approved general education courses appears in chapter eight.
Animation and Screen-Based Design Certificate | ARTS.ANIM.CT
www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442465116
Visit Marlboro Hall, Room 1034 or call 301-322-0966 for your faculty advisor

PROGRAM DESCRIPTION
Students who complete the Animation and Screen-Based Design Certificate will be able to create 3-D modeling, animation, interactive multimedia projects, and digital video for output to the screen and Web, using animation concepts and methods. Students will be able to assemble a portfolio suitable for workforce entry or professional advancement. Graduates of the Animation and Screen-Based Design Certificate will be able to:
• Use the vocabulary of visual communication, animation, elements of art, and principles of design correctly
• Apply traditional and/or digital methods to student-created still and time-based compositions
• Demonstrate the stages of developing an animation
• Assemble a portfolio suitable for workforce entry or professional advancement applicable to animation and multimedia

SEQUENCE OF STUDY
Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>1st Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>□ EGL-1010* Composition I: Expository Writing</td>
<td>3</td>
</tr>
<tr>
<td>□ ART-1510 Two-Dimensional Design</td>
<td>3</td>
</tr>
<tr>
<td>□ ART-1530 Drawing I</td>
<td>3</td>
</tr>
<tr>
<td>□ ART-1570 Introduction to Computer Graphics</td>
<td>3</td>
</tr>
<tr>
<td>□ ART-2700, 2710, 2720, or 2740 Art Survey I or II or African American Art or Contemporary Art</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
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</table>

<table>
<thead>
<tr>
<th>2nd Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>□ ART-2650 Animation and Multimedia I</td>
<td>3</td>
</tr>
<tr>
<td>□ ART-1610 Graphic Design I</td>
<td>3</td>
</tr>
<tr>
<td>□ ART-2670 3-D Digital Modeling and Animation</td>
<td>3</td>
</tr>
<tr>
<td>□ INT-1800 Internet and Web Technology</td>
<td>3</td>
</tr>
<tr>
<td>□ ART-1580 Portfolio Development for Visual Art</td>
<td>1</td>
</tr>
<tr>
<td>□ ART-2730 or Elective Integrated Arts or Art Studio Elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

| Program Total | 31 |
Illustration Certificate  Certificate | ARTS.ILLUS.CT

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462312

Visit Marlboro Hall, Room 1034 or call 301-322-0966 for your faculty advisor

**PROGRAM DESCRIPTION**

Students who complete the Illustration Certificate will have the ability to produce original illustrations using traditional and digital tools, which are applicable to technical, editorial and information graphics; advertising; or visual narrative. Students will be able to assemble a portfolio suitable for workforce entry or professional advancement. Graduates of the Illustration Certificate will be able to:

- Use the vocabulary of visual communication, elements of art, and principles of design correctly
- Apply traditional and/or digital methods to student-created projects
- Demonstrate the stages of developing a visual product
- Assemble a portfolio suitable for workforce entry or professional advancement applicable to illustration

**SEQUENCE OF STUDY**

Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>1st Semester</th>
<th>2nd Semester</th>
<th>3rd Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ EGL-1010* Composition I: Expository Writing</td>
<td>□ ART-1540 or 1590 or Elective Painting I or Watercolor or Art Studio Elective</td>
<td>□ ART-1580 Portfolio Development for Visual Art</td>
</tr>
<tr>
<td>□ ART-1510 Two-Dimensional Design</td>
<td>□ ART-1610 or 2620 or 2640 Graphic Design I or Digital Illustration or Computer Painting</td>
<td>□ ART-2630 or 2530 Commercial Illustration II or Drawing II</td>
</tr>
<tr>
<td>□ ART-1530 Drawing I</td>
<td>□ ART-1630 Commercial Illustration I</td>
<td></td>
</tr>
<tr>
<td>□ ART-1570 Introduction to Computer Graphics</td>
<td>□ ART-2580 or 2660 Digital Photography I or Digital Imaging</td>
<td></td>
</tr>
<tr>
<td>□ ART-2700, 2710, 2720, or 2740 Art Survey I or II or African American Art or Contemporary Art</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>Total</td>
<td>Program Total</td>
</tr>
<tr>
<td></td>
<td>15</td>
<td>31</td>
</tr>
<tr>
<td></td>
<td>12</td>
<td></td>
</tr>
</tbody>
</table>

Asterisk (*) denotes general education course. The list of approved general education courses appears in chapter eight.
**Program Description**

For students interested in transferring to an institution with a foreign language requirement, this program introduces a broad range of the liberal arts and sciences while providing a thorough preparation in verbal, mathematical and critical-thinking skills. As much as possible, this curriculum meets the general requirements for the first two years of bachelor’s degree work in most programs offered at four-year institutions in the Washington–Baltimore metropolitan area. Transferability: Credits earned in this program transfer to most four-year public and private colleges or universities. Students should, however, consult with an advisor for the specific requirements of the four-year institution to which they plan to transfer. Graduates of the Arts and Sciences, Associate of Arts will be able to:

- Challenge assumptions, analyze oral and written material, synthesize the material and reach logical conclusions
- Develop speaking and listening skills such that one can communicate effectively in interpersonal, small groups (including both nonverbal and verbal language usage) and in larger, impersonal forums
- Write, edit and proofread using correct standard grammar and punctuation
- Apply the scientific method to problems in the physical world
- Understand the nature and value of the fine, literary and performing arts
- Use appropriate methods of quantitative reasoning to understand, interpret and manipulate numerical data
- Demonstrate informational literacy and apply technological competencies to enhance and accelerate communication through word processing on the computer
- Apply what they have learned from significant historical events since colonial times in the United States to current political and social problems today
- Speak with some proficiency a language other than English and understand the political and social values of that culture
- Display an understanding of the diversity of cultures in a global environment

**General Education Courses**

The list of General Education courses appears in chapter eight.

**Transferability**

Credit earned at any public institution in the state shall be transferable to any other institution if the:

- Credit is from a college or university parallel course or program;
- Grades in the block of courses transferred average 2.00 or higher; and
- Acceptance of the credit is consistent with the policies of the receiving institution governing students following the same program.

*Refer to ARTSYS at artweb.usmd.edu and the receiving institution's catalog to select transferable courses.*

**Need Help?**

For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach.
## SEQUENCE OF STUDY

Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

### 1st Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EGL-1010*</td>
<td>Composition I: Expository Writing</td>
<td>3</td>
</tr>
<tr>
<td>INT-1010*</td>
<td>Introduction to Information Technology</td>
<td>3</td>
</tr>
<tr>
<td>MAT-1120</td>
<td>Finite Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>Humanities*</td>
<td>General Education Humanities Course</td>
<td>3</td>
</tr>
<tr>
<td>Foreign Language</td>
<td>Foreign Language</td>
<td>3</td>
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<tr>
<td><strong>Total</strong></td>
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### 2nd Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EGL-1020*</td>
<td>Composition II: Writing About Literature</td>
<td>3</td>
</tr>
<tr>
<td>Speech*</td>
<td>General Education Speech Course</td>
<td>3</td>
</tr>
<tr>
<td>Science with Lab*</td>
<td>General Education Lab Science Course</td>
<td>4</td>
</tr>
<tr>
<td>Appropriate Electives</td>
<td>Select Courses Appropriate for Transfer Program</td>
<td>3</td>
</tr>
<tr>
<td>Foreign Language</td>
<td>Foreign Language</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

### 3rd Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Science*</td>
<td>General Education Social Sciences Course</td>
<td>3</td>
</tr>
<tr>
<td>Literature*</td>
<td>General Education Literature Course</td>
<td>3</td>
</tr>
<tr>
<td>Science*</td>
<td>General Education Science Course</td>
<td>3–4</td>
</tr>
<tr>
<td>Appropriate Electives</td>
<td>Select Courses Appropriate for Transfer Program</td>
<td>3</td>
</tr>
<tr>
<td>Foreign Language</td>
<td>Foreign Language</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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<td><strong>15–16</strong></td>
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</table>

### 4th Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appropriate Electives</td>
<td>Select Courses Appropriate for Transfer Program</td>
<td>3</td>
</tr>
<tr>
<td>Appropriate Electives</td>
<td>Select Courses Appropriate for Transfer Program</td>
<td>3</td>
</tr>
<tr>
<td>Social Science*</td>
<td>General Education Social Sciences Course</td>
<td>3</td>
</tr>
<tr>
<td>Foreign Language</td>
<td>Foreign Language</td>
<td>3</td>
</tr>
<tr>
<td>History*</td>
<td>General Education History Course</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

**Program Total** 61–62

Asterisk (*) denotes general education course. The list of approved general education courses appears in chapter eight.
Biology Option  Associate of Arts | BIOL.AA
www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462330
Visit Chesapeake Hall, Room 100 or call 301-322-0422 for your faculty advisor

PROGRAM DESCRIPTION
This is a recommended program of study for students planning to pursue a bachelor's degree in biology. Graduates of the Biology Option will be able to:

- Apply the scientific method and basic experimental design to interpret information and draw conclusions
- Use critical thinking and abstract reasoning to synthesize biological concepts
- Demonstrate an understanding of the relationship between biological structure and function and the biological hierarchy of organization
- Apply key concepts from chemistry and mathematics to solving biological problems.
- Communicate effectively using basic scientific terminology

GENERAL EDUCATION COURSES
The list of General Education courses appears in chapter eight.

TRANSFERABILITY
Credit earned at any public institution in the state shall be transferable to any other institution if the:

- Credit is from a college or university parallel course or program;
- Grades in the block of courses transferred average 2.00 or higher; and
- Acceptance of the credit is consistent with the policies of the receiving institution governing students following the same program.

Refer to ARTSYS at artweb.usmd.edu and the receiving institution’s catalog to select transferable courses.

NEED HELP?
For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach.
SEQUENCE OF STUDY
Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>1st Semester</th>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>BIO-1130</td>
<td>Principles of Biology: Evolution, Ecology, and Behavior</td>
<td>4</td>
</tr>
<tr>
<td>CHM-1010</td>
<td>General Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>EGL-1010*</td>
<td>Composition I: Expository Writing</td>
<td>3</td>
</tr>
<tr>
<td>INT-1010*</td>
<td>Introduction to Information Technology</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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<table>
<thead>
<tr>
<th>2nd Semester</th>
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<th></th>
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</thead>
<tbody>
<tr>
<td>BIO-1140</td>
<td>Principles of Biology: Cellular and Molecular Biology</td>
<td>4</td>
</tr>
<tr>
<td>CHM-1020</td>
<td>General Chemistry II</td>
<td>3</td>
</tr>
<tr>
<td>CHM-1030</td>
<td>General Chemistry II Laboratory</td>
<td>2</td>
</tr>
<tr>
<td>English Comp*</td>
<td>EGL-1020 recommended</td>
<td>3</td>
</tr>
<tr>
<td>Math*</td>
<td>MAT-1350 or higher</td>
<td>3-4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>15–16</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3rd Semester</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO-Elective</td>
<td>BIO-2010, 2030, or 2050</td>
<td>4</td>
</tr>
<tr>
<td>Humanities or Soc. Science*</td>
<td>General Education Humanities or Social Science Course</td>
<td>3</td>
</tr>
<tr>
<td>Math*</td>
<td>MAT-1360 or higher, or statistics</td>
<td>4</td>
</tr>
<tr>
<td>CHM- 2010 or PHY- 1010</td>
<td>Organic Chemistry I or Introductory Physics I</td>
<td>4</td>
</tr>
<tr>
<td>Social Science*</td>
<td>General Education Social Sciences Course</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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<td><strong>18</strong></td>
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<table>
<thead>
<tr>
<th>4th Semester</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Speech*</td>
<td>General Education Speech Course</td>
<td>3</td>
</tr>
<tr>
<td>CHM-2020 and CHM-2040, or PHY-1020</td>
<td>4-5</td>
<td></td>
</tr>
<tr>
<td>History*</td>
<td>General Education History Course</td>
<td>3</td>
</tr>
<tr>
<td>Humanities*</td>
<td>General Education Humanities Course</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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<td><strong>13–14</strong></td>
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</table>

Program Total  60–62

Asterisk (*) denotes general education course. The list of approved general education courses appears in chapter eight.
Business Administration  Associate of Science | BUAD.AS
www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462363
Visit Bladen Hall, Room 210 or call 301-322-0080 for your faculty advisor

PROGRAM DESCRIPTION
The Business Administration A.S. degree program provides the first half of a bachelor’s degree in business and related disciplines. It includes an interdisciplinary and holistic approach to developing skills and knowledge in decision making, problem solving, and leadership. The curriculum establishes a foundation in business, accounting, economics, statistics, communications, and management theory. This program provides excellent transferability to four-year institutions. Graduates of the Business Administration Program will be able to:

- Practice the application of general business management principles in business scenarios
- Identify broad economic concepts and governmental impacts on economic enterprises
- Effectively evaluate and synthesize business information
- Prepare financial statements in accordance with GAAP
- Analyze financial accounting information
- Explain business processes

GENERAL EDUCATION COURSES
The list of General Education courses appears in chapter eight.

TRANSFERABILITY
Credit earned at any public institution in the state shall be transferable to any other institution if the:
- Credit is from a college or university parallel course or program;
- Grades in the block of courses transferred average 2.00 or higher; and
- Acceptance of the credit is consistent with the policies of the receiving institution governing students following the same program.

Refer to ARTSYS at artweb.usmd.edu and the receiving institution’s catalog to select transferable courses.

NEED HELP?
For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach.
**SEQUENCE OF STUDY**

Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>1st Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• BMT-1010 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>• MAT-1350 College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>• Science* General Education Science Course</td>
<td>3–4</td>
</tr>
<tr>
<td>• EGL-1010* Composition I: Expository Writing</td>
<td>3</td>
</tr>
<tr>
<td>• INT-1010* Introduction to Information Technology</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15–16</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2nd Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• English Comp* EGL-1020 recommended</td>
<td>3</td>
</tr>
<tr>
<td>• BMT-Elective Any course appropriate for transfer</td>
<td>3</td>
</tr>
<tr>
<td>• Social Science* General Education Social Sciences Course</td>
<td>3</td>
</tr>
<tr>
<td>• ACC-1010 Principles of Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>• Science with Lab* General Education Lab Science Course</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>17</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3rd Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Humanities* General Education Humanities Course</td>
<td>3</td>
</tr>
<tr>
<td>• ACC-1020 Principles of Accounting II</td>
<td>4</td>
</tr>
<tr>
<td>• Speech* General Education Speech Course</td>
<td>3</td>
</tr>
<tr>
<td>• ECN-1030 Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>• MAT-2160 Applied Calculus I</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>16</strong></td>
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<table>
<thead>
<tr>
<th>4th Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• ECN-1040 Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>• BMT-Elective Any course appropriate for transfer</td>
<td>3</td>
</tr>
<tr>
<td>• BMT-Elective Any course appropriate for transfer</td>
<td>3</td>
</tr>
<tr>
<td>• MAT-2210 Statistics</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>12</strong></td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Program Total</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total</strong></td>
<td><strong>60–61</strong></td>
</tr>
</tbody>
</table>

Asterisk (*) denotes general education course. The list of approved general education courses appears in chapter eight.
Business Management  Associate of Applied Science | BMGT.AAS  
www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462320  
Visit Bladen Hall, Room 210 or call 301-322-0080 for your faculty advisor

**PROGRAM DESCRIPTION**

The Business Management A.A.S. degree curriculum provides the skills and knowledge necessary for a successful career in business and management. As part of the program, students can choose from a wide range of business courses and a variety of certificates that interests them. Students who complete the Business Management A.A.S. degree are prepared for careers in for-profit and not-for-profit organizations, and the public sector. Graduates of the Business Management Program will be able to:

- Identify essential business and economic concepts
- Explain the functions of management
- Differentiate the major functions of Human Resource Management
- Compare alternative competitive strategies used in domestic and international business
- Analyze financial accounting information
- Identify basic legal concepts and their impacts on business operations

**GENERAL EDUCATION COURSES**

The list of General Education courses appears in chapter eight.

**CONCENTRATION CHOICES**

Choose 12 credits from the following program concentrations:

**ACCOUNTING**
- ACC-1020 Principles of Accounting II
- ACC-1040 Microcomputer Applications in Accounting
- ACC-1050 Payroll Accounting
- ACC-2210 Federal Income Tax

**ENTREPRENEURSHIP**
- BMK-2510 Introduction to Marketing
- BMT-1570 Small Business Management
- BMT-1650 Customer Service
- BMT-1710 The Business Plan
- BMT-2400 Strategic Management
- BMT-2520 Principles of Negotiations
- BMT-2680 Entrepreneurship

**HEALTH CARE MANAGEMENT**
- BMT-1960 Public Service Management
- BMT-2882 Health Care Management
- HIM-1530 Medical Terminology
- SOC-2400 Introduction to Public Health and Health Care Policy

Double asterisk (**) denotes a course that satisfies culminating experience requirement for A.A.S. program.
### HUMAN RESOURCE MANAGEMENT
- BMT-2580 Compensation and Benefits Management
- BMT-2590 Employee Training and Development
- BMT-2660 Conflict Management
- BMT-2700 Stress Management in the Workplace
- BMT-2720 Managing Workplace Diversity
- BMT-2960 Emotional Intelligence in the Workplace
- BMT-2400 Strategic Management
- BMT-2630 International Management
- BMT-2960 Emotional Intelligence in the Workplace
- BMK-2510 Introduction to Marketing
- BPM-1010 Introduction to Residential Property Management
- BPM-1020 Maintenance for Residential Property Management
- BRE-1030 Real Estate Principles and Practices for Salespersons
- BRE-2030 Real Estate Finance and Investment

### RESIDENTIAL PROPERTY MANAGEMENT
- BMK-2510 Introduction to Marketing
- BPM-1010 Introduction to Residential Property Management
- BPM-1020 Maintenance for Residential Property Management
- BRE-1030 Real Estate Principles and Practices for Salespersons
- BRE-2030 Real Estate Finance and Investment

### SUPERVISORY MANAGEMENT
- BMT-1550 Elements of Supervision
- BMT-2700 Stress Management in the Workplace
- BMT-2660 Conflict Management
- BMT-2720 Managing Workplace Diversity
- BMT-2960 Emotional Intelligence in the Workplace

### RETAIL BUSINESS MANAGEMENT
- BMT-1900 Introduction to Public Administration
- BMT-1960 Public Service Management
- BMT-2400 Strategic Management

### PURCHASING AND CONTRACTING
- BMT-2500 Introduction to Federal Contracting
- BMT-2510 Introduction to Source Selection
- BMT-2520 Principles of Negotiations
- BMT-2530 Procurement Law
- BMT-2540 Contract Administration
- BMT-2550 Cost and Price Analysis

### TRANSFERABILITY
Credit earned at any public institution in the state shall be transferable to any other institution if the:
- Credit is from a college or university parallel course or program;
- Grades in the block of courses transferred average 2.00 or higher; and
- Acceptance of the credit is consistent with the policies of the receiving institution governing students following the same program.

*Refer to ARTSYS at artweb.usmd.edu and the receiving institution’s catalog to select transferable courses.*

### NEED HELP?
For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach.
### SEQUENCE OF STUDY

Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>1st Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>BMT-1010</td>
<td>Introduction to Business</td>
</tr>
<tr>
<td>MAT-1350</td>
<td>College Algebra</td>
</tr>
<tr>
<td>EGL-1010*</td>
<td>Composition I: Expository Writing</td>
</tr>
<tr>
<td>INT-1010*</td>
<td>Introduction to Information Technology</td>
</tr>
<tr>
<td>BMT-Elective</td>
<td>Choose courses from ‘Concentration Choices’ above</td>
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<td><strong>Total</strong></td>
<td><strong>15</strong></td>
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<table>
<thead>
<tr>
<th>2nd Semester</th>
<th></th>
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<tbody>
<tr>
<td>BMT-1600</td>
<td>Principles of Management</td>
</tr>
<tr>
<td>MAT-2210</td>
<td>Statistics</td>
</tr>
<tr>
<td>ACC-1010</td>
<td>Principles of Accounting I</td>
</tr>
<tr>
<td>ECN-1030</td>
<td>Principles of Macroeconomics</td>
</tr>
<tr>
<td>EGL-1020*</td>
<td>Composition II: Writing About Literature</td>
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<td><strong>Total</strong></td>
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<table>
<thead>
<tr>
<th>3rd Semester</th>
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</thead>
<tbody>
<tr>
<td>BMT-1620</td>
<td>Financial Planning and Investments</td>
</tr>
<tr>
<td>BMT-Elective</td>
<td>Choose courses from ‘Concentration Choices’ above</td>
</tr>
<tr>
<td>BUS-1220</td>
<td>Business Law I</td>
</tr>
<tr>
<td>SPH-1010</td>
<td>Introduction to Speech Communication</td>
</tr>
<tr>
<td>Science*</td>
<td>General Education Science Course</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15–16</strong></td>
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<table>
<thead>
<tr>
<th>4th Semester</th>
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</thead>
<tbody>
<tr>
<td>BMT-Elective</td>
<td>Choose courses from ‘Concentration Choices’ above</td>
</tr>
<tr>
<td>BMT-Elective</td>
<td>Choose courses from ‘Concentration Choices’ above</td>
</tr>
<tr>
<td>BMT-2610</td>
<td>Human Resource Management</td>
</tr>
<tr>
<td>BMT-2630</td>
<td>International Management</td>
</tr>
<tr>
<td>BMT-2400**</td>
<td>Strategic Management</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
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<table>
<thead>
<tr>
<th>Program Total</th>
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<tbody>
<tr>
<td></td>
<td><strong>61–62</strong></td>
</tr>
</tbody>
</table>

Double asterisk (**) denotes a course that satisfies culminating experience requirement for A.A.S. program.
Disaster Recovery and Risk Management  Certificate | BMGT.RISK.CT

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462328
Visit Bladen Hall, Room 210 or call 301-322-0080 for your faculty advisor

PROGRAM DESCRIPTION
This program provides individuals and organizations with tools to prepare for and recover from both natural and man-made disasters. Students will gain an understanding of risk and crisis management, the need for business continuity, and information assurance planning, as well as addressing the leadership, human organizational, and public policy components of managing disasters. Graduates of the Disaster Recovery and Risk Management, Certificate will be able to:

• Recognize, prioritize, and analyze emergency management scenarios in the workplace
• Determine creative responses for resolving emergency management situations in the workplace
• Characterize the role of the organizational leader in emergency situations
• Evaluate a disaster recovery management plan
• Identify the stages of change and stress management techniques required to develop and implement an effective emergency management plan

SEQUENCE OF STUDY
Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>1st Semester</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>BMT-2700</td>
<td>Stress Management in Workplace</td>
</tr>
<tr>
<td>BMT-2880</td>
<td>Emergency Management</td>
</tr>
<tr>
<td>BMT-1010 or 1090</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>9</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>2nd Semester</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>BMT-1420</td>
<td>Organizational Management</td>
</tr>
<tr>
<td>BMT-1600</td>
<td>Principles of Management</td>
</tr>
<tr>
<td>BMT-2400</td>
<td>Strategic Management</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>9</td>
</tr>
</tbody>
</table>

**Program Total** 18

Disaster Recovery and Risk Management  Letter of Recognition | BMGT.RISK.LOR

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462335
Visit Bladen Hall, Room 210 or call 301-322-0080 for your faculty advisor

SEQUENCE OF STUDY
Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>1st Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>BMT-1010 or 1900</td>
<td>Introduction to Business or Business Administration</td>
</tr>
<tr>
<td>BMT-2700</td>
<td>Stress Management in Workplace</td>
</tr>
<tr>
<td>BMT-2880</td>
<td>Emergency Management</td>
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<tr>
<td><strong>Total</strong></td>
<td>9</td>
</tr>
</tbody>
</table>

**Program Total** 9

Asterisk (*) denotes general education course. The list of approved general education courses appears in chapter eight.
Entrepreneurship Management Certificate | BMGT.ENTPRN.CT

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462310

Visit Bladen Hall, Room 210 or call 301-322-0080 for your faculty advisor

PROGRAM DESCRIPTION
Students earning the Entrepreneurship Management Certificate learn certain basic skills that every aspiring entrepreneur needs. The certificate provides information that will help students assess entrepreneurial opportunities. All management coursework for the certificate and letter of recognition may be completed online. Graduates of the Entrepreneurship Management Certificate will be able to:

- Plan a shared vision for the organization that will drive business and customer service, entrepreneurial and accounting strategy, assist with decision making, and position the organization in the business environment
- Describe techniques to manage people, time and resources by utilizing effective employment practices, and encouraging customer service team building and mentoring junior members to the staff
- Use a scenario to apply the functions of management to an a entrepreneurial effort
- Prepare a balance sheet and income statement and evaluate financial ratios

PROGRAM ELECTIVE CHOICES
- BMK-2510 Introduction to Marketing
- BMT-2400 Strategic Management
- BMT-2520 Negotiations
- BUS-1220 Business Law I
- EGL-1320 Composition II: Writing for Business
- SPH-1010 Introduction to Speech Communication

SEQUENCE OF STUDY
Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>1st Semester</th>
<th>2nd Semester</th>
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<tbody>
<tr>
<td><img src="#" alt="BMT-1010" /> Introduction to Business 3</td>
<td><img src="#" alt="ACC-1010" /> Principles of Accounting I 4</td>
</tr>
<tr>
<td><img src="#" alt="BMT-1570" /> Small Business Management 3</td>
<td><img src="#" alt="BMT-Elective" /> Choose one course from 'Program Elective Choices' above 3</td>
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<tr>
<td><img src="#" alt="BMT-2400" /> Strategic Management 3</td>
<td></td>
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<tr>
<td><img src="#" alt="BMT-1650" /> Customer Service 3</td>
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<tr>
<td><strong>Total</strong> 12</td>
<td><strong>Total</strong> 7</td>
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</table>

Program Total 19
Entrepreneurship Management Letter of Recognition | BMGT.ENTPRN.LOR
www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462314
Visit Bladen Hall, Room 210 or call 301-322-0080 for your faculty advisor

SEQUENCE OF STUDY
Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>BMT-1010</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BMT-1570</td>
<td>Small Business Management</td>
<td>3</td>
</tr>
<tr>
<td>BMT-2680</td>
<td>Entrepreneurship Management</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td><strong>9</strong></td>
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</tbody>
</table>

Program Total 9

Health Care Management Certificate | BMGT.HLTHCARE.CT
www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462315
Visit Bladen Hall, Room 210 or call 301-322-0080 for your faculty advisor

PROGRAM DESCRIPTION
The Health Care Management Certificate provides a core of critical health care management skills. Calls for health care reform, changing demographics, technological advances, and rising health care costs require professionals with a better understanding of managerial and technological advances that may help improve the quality of the health care system. This certificate is appropriate for private and public sector employees as well as students who may wish to pursue careers in the expanding field of health care. Graduates of the Health Care Management Certificate will be able to:

• Use a scenario to apply functions of management as related to today’s health care environment
• Identify strategic alternatives and their benefits for health care organizations
• Identify the major general and industry environmental trends affecting health care organizations
• Analyze the service area concept for a health care organization
• Analyze financial reports to aid in decision making

SEQUENCE OF STUDY
Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

1st Semester
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC-1030</td>
<td>Accounting for Managers</td>
<td>3</td>
</tr>
<tr>
<td>BMT-1010 or 1960</td>
<td>Introduction to Business or Public Service Management</td>
<td>3</td>
</tr>
<tr>
<td>HIM-1530</td>
<td>Medical Terminology</td>
<td>4</td>
</tr>
<tr>
<td>EGL-1010*</td>
<td>Composition I: Expository Writing</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
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<td><strong>13</strong></td>
</tr>
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</table>

2nd Semester
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BMT-2882</td>
<td>Health Care Management</td>
<td>3</td>
</tr>
<tr>
<td>SOC-2400</td>
<td>Introduction to Public Health and Health Care Policy</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td><strong>6</strong></td>
</tr>
</tbody>
</table>

Program Total 19

Asterisk (*) denotes general education course. The list of approved general education courses appears in chapter eight.
Health Care Management | Letter of Recognition | BMGT.HLTHCARE.LOR

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462316
Visit Bladen Hall, Room 210 or call 301-322-0080 for your faculty advisor

**SEQUENCE OF STUDY**

Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BMT-2882 Health Care Management</td>
<td>3</td>
</tr>
<tr>
<td>HIM-1530 Medical Terminology</td>
<td>4</td>
</tr>
<tr>
<td>BMT-1010 or 1960 Introduction to Business or Public Service Management</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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</tr>
</tbody>
</table>

Program Total: 10

Human Resources Management | Certificate | BMGT.HR.CT

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462317
Visit Bladen Hall, Room 210 or call 301-322-0080 for your faculty advisor

**PROGRAM DESCRIPTION**

The Human Resource Management Certificate provides opportunities for supervisors and human resource (HR) professionals to obtain a core set of critical human resource management skills. This certificate is appropriate for supervisors who would like to gain a better understanding of human resource management as well as for HR professionals who recognize the need to enhance their understanding of this increasingly complex field. Graduates of the Human Resources Management Certificate will be able to:

- Identify compensation and benefit options for a variety of organizations
- Determine training and development options for organizations
- Differentiate the major functions of Human Resource Management and the importance to organizational effectiveness
- Identify the interpersonal skills necessary to effectively manage diversity in the workplace
- Explore major demographic and regulatory trends affecting Human Resource management

**PROGRAM ELECTIVE CHOICES**

- BMT-2720 Managing Workplace Diversity
- BMT-1650 Customer Service
- BMT-1600 Principles of Management
- BMT-2660 Conflict Management
- BMT-2700 Stress Management
- BMT-2960 Emotional Intelligence in the Workplace

**SEQUENCE OF STUDY**

Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>BMT-1010 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>BMT-2580 Compensation and Benefits Management</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>BMT-2590 Employee Training and Development</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>9</strong></td>
</tr>
<tr>
<td>2nd</td>
<td>BMT-2610 Human Resource Management</td>
<td>3</td>
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<tr>
<td></td>
<td>BMT-Elective Choose one course from 'Program Elective Choices' above</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>BMT-2720 Managing Workplace Diversity</td>
<td>3</td>
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<td><strong>Total</strong></td>
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</table>

Program Total: 18
**Human Resources Management** Letter of Recognition | BMGT.HR.LOR

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462318

Visit Bladen Hall, Room 210 or call 301-322-0080 for your faculty advisor

**SEQUENCE OF STUDY**

Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>1st Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ BMT-1010 Introduction to Business</td>
</tr>
<tr>
<td>□ BMT-2610 Human Resource Management</td>
</tr>
<tr>
<td>□ BMT-2720 or 1650 See course titles under ‘Program Elective Choices’ above</td>
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<tr>
<td><strong>Total</strong></td>
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</table>

**Program Total**

9

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**International Management** Certificate | BMGT.INTL.CT

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462319

Visit Bladen Hall, Room 210 or call 301-322-0080 for your faculty advisor

**PROGRAM DESCRIPTION**

Students earning the International Management Certificate learn a core set of critical international management skills that will help them understand management in a global economy. All management coursework for the certificate and letter of recognition may be completed online. Graduates of the International Management Certificate will be able to:

- Using a scenario, apply knowledge of other cultures’ values, perception, manners, and social structures to effectively communicate, work, and negotiate in a global marketplace
- Identify how the components of emotional intelligence relate to global business management
- Determine how changes in the marketing mix affect each other, sales, and other profit variables in international marketing
- Identify the strategies, policies, and norms necessary to conduct business in a variety of international markets

**PROGRAM ELECTIVE CHOICES**

- ACC-1000 Fundamentals of Accounting
- ECN-1030 Principles of Macroeconomics
- GEO-1090 World Regional Geography
- HST-1370 The World in the 20th Century
- SOC-2090 The Sociology of Minorities
- SPH-1230 Intercultural Communication

**SEQUENCE OF STUDY**

Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>1st Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ BMT-1010 Introduction to Business</td>
</tr>
<tr>
<td>□ BMT-2400 Strategic Management</td>
</tr>
<tr>
<td>□ BMT-2630 International Management</td>
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<tr>
<td><strong>Total</strong></td>
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</table>

**2nd Semester**

<table>
<thead>
<tr>
<th>BMT-2960 Emotional Intelligence in the Workplace</th>
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</thead>
<tbody>
<tr>
<td>□ BMT-2630 International Marketing</td>
</tr>
<tr>
<td>□ BMT-Elective Choose one course ‘Program Elective Choices’ above</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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</table>

**Program Total**

18

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Asterisk (*) denotes general education course. The list of approved general education courses appears in chapter eight.
International Management  Letter of Recognition | BMGT.INTL.LOR
www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462321
Visit Bladen Hall, Room 210 or call 301-322-0080 for your faculty advisor

PROGRAM DESCRIPTION
Students earning the International Management Letter of Recognition learn a core set of critical international management skills that will help them understand management in a global economy. All management coursework for the certificate and letter of recognition may be completed online.

SEQUENCE OF STUDY
Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BMT-1010</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BMT-2400</td>
<td>Strategic Management</td>
<td>3</td>
</tr>
<tr>
<td>BMT-2630</td>
<td>International Management</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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<td><strong>9</strong></td>
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</tbody>
</table>

Program Total 9
**Public Administration Certificate | BMGT.PUBADM.CT**

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462324

Visit Bladen Hall, Room 210 or call 301-322-0080 for your faculty advisor

**PROGRAM DESCRIPTION**

The Public Administration Certificate is essential for individuals who are working or plan to work in federal, state or local governments. Students completing the certificate will have an understanding of good management practices and how they apply to the administration of public offices and programs. The Public Administration Letter of Recognition provides students with a foundation in basic public administration management. Graduates of the Public Administration Certificate will be able to:

- Through use of a scenario, apply functions of management to administering in the public sector
- Differentiate the management and accounting practices of private and public sector entities
- Analyze the role of managers in local, state, and federal government
- Analyze the ethical issues in the public sector environment

**PROGRAM ELECTIVE CHOICES**

- BMT-1420 Organizational Management
- ECN-1030 Principles of Macroeconomics
- EGL-1320 Composition II: Writing for Business
- PHL-1400 Introduction to Business Ethics
- POS-1010 American National Government
- SPH-1010 Introduction to Speech Communication

**SEQUENCE OF STUDY**

Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>1st Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>BMT-1010 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BMT-1900 Introduction to Public Administration</td>
<td>3</td>
</tr>
<tr>
<td>BMT-1960 Public Service Management</td>
<td>3</td>
</tr>
<tr>
<td>EGL-1010* Composition I: Expository Writing</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2nd Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>BMT-2400 Strategic Management</td>
<td>3</td>
</tr>
<tr>
<td>ACC-Elective Choose from ACC-1030 or 1010</td>
<td>3-4</td>
</tr>
<tr>
<td>Elective Choose one course from ‘Program Elective Choices’ above</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>9–10</strong></td>
</tr>
</tbody>
</table>

**Program Total** 21–22

Asterisk (*) denotes general education course. The list of approved general education courses appears in chapter eight.
Public Administration  Letter of Recognition | BMGT.PUBADM.LOR
www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462323
Visit Bladen Hall, Room 210 or call 301-322-0080 for your faculty advisor

**PROGRAM DESCRIPTION**
The Public Administration Letter of Recognition is essential for individuals who are working or plan to work in federal, state or local governments. Students completing the certificate will have an understanding of good management practices and how they apply to the administration of public offices and programs. The Public Administration Letter of Recognition provides students with a foundation in basic public administration management.

**SEQUENCE OF STUDY**
Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BMT-1010</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BMT-1900</td>
<td>Introduction to Public Administration</td>
<td>3</td>
</tr>
<tr>
<td>BMT-1960</td>
<td>Public Service Management</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>9</strong></td>
</tr>
</tbody>
</table>

**Program Total** 9
Purchasing and Contracting Certificate | BMGT.PURCON.CT

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462326
Visit Bladen Hall, Room 210 or call 301-322-0080 for your faculty advisor

PROGRAM DESCRIPTION

The Purchasing and Contracting Letter of Recognition was developed in response to the requirements of federal, state and local governments and private industry for a highly trained professional workforce. This certificate enables students to pursue advanced knowledge and degrees in the procurement field. Individuals who wish to continue their education may apply the credits earned for the certificate toward the Business Management A.A.S. degree. Graduates of the Purchasing and Contracting Certificate will be able to:

- Apply the terminology, concepts, principles, analytic techniques and theories of procurement
- Use math and computer technology to determine the cost and price of goods and services
- Identify legal standards involved when making ethical decisions involving procurement
- Use scenario-based approaches, apply project management tools and processes for on-time and on-budget completion of projects
- Identify contract administration and negotiation activities to procurement practices

PROGRAM ELECTIVE CHOICES

- BMT-1010 Introduction to Business
- BMT-2650 Purchasing, Contracting and Materials Management
- EGL-1320 Composition II: Writing for Business
- BMT-1650 Customer Service
- BMT-2610 Human Resources
- BMT-2660 Conflict Management
- INT-1010* Introduction to Information Technology

SEQUENCE OF STUDY

Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>1st Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>□ BMT-2500 Introduction to Federal Contracting</td>
<td>3</td>
</tr>
<tr>
<td>□ BMT-2510 Introduction to Source Selection</td>
<td>3</td>
</tr>
<tr>
<td>□ BMT-2520 Principles of Negotiation</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>9</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2nd Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>□ BMT-2530 Procurement Law</td>
<td>3</td>
</tr>
<tr>
<td>□ BMT-2540 Contract Administration</td>
<td>3</td>
</tr>
<tr>
<td>□ BMT-2550 Cost and Price Analysis</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>9</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3rd Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>□ BMT-Elective Choose one course from ‘Program Elective Choices’ above</td>
<td>3</td>
</tr>
<tr>
<td>□ BMT-Elective Choose one course from ‘Program Elective Choices’ above</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>6</strong></td>
</tr>
</tbody>
</table>

**Program Total** | **24**

Asterisk (*) denotes general education course. The list of approved general education courses appears in chapter eight.
Purchasing and Contracting Letter of Recognition | BMGT.PURCON.LOR
www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462327
Visit Bladen Hall, Room 210 or call 301-322-0080 for your faculty advisor

PROGRAM DESCRIPTION
The Purchasing and Contracting Certificate was developed in response to the requirements of federal, state and local governments and private industry for a highly trained professional workforce. This certificate enables students to pursue advanced knowledge and degrees in the procurement field. Individuals who wish to continue their education may apply the credits earned for the certificate toward the Business Management A.A.S. degree.

SEQUENCE OF STUDY
Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BMT-2500</td>
<td>Introduction to Federal Contracting</td>
<td>3</td>
</tr>
<tr>
<td>BMT-2510</td>
<td>Introduction to Source Selection</td>
<td>3</td>
</tr>
<tr>
<td>BMT-2520</td>
<td>Principles of Negotiation</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>Total</strong></td>
<td><strong>9</strong></td>
</tr>
</tbody>
</table>

Program Total 9

Real Estate Letter of Recognition | BMGT.RLEST.LOR
www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462332
Visit Bladen Hall, Room 210 or call 301-322-0080 for your faculty advisor

PROGRAM DESCRIPTION
The Real Estate Letter of Recognition provides students with the knowledge necessary to take the real estate salesperson licensing examination and the ability to analyze potential real estate investments. Students passing the Real Estate Principles and Practices course (BRE-1030) may apply to take the Maryland Real Estate Salesperson Licensing Examination. BRE-1030 is 60 classroom hours in length. The Real Estate Finance and Investment course (BRE-2030) includes cash-flow forecasting, financing, tax implications and timing of property disposal as related to investing in real estate. BRE-2030 is 45 classroom hours in length. Credits earned for the Real Estate Letter of Recognition may be applied as electives to the Business Management Associate of Applied Science degree.

SEQUENCE OF STUDY
Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Semester</td>
<td>BRE-1030</td>
<td>Real Estate Principles and Practices for Salespersons</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>BRE-2030</td>
<td>Real Estate Finance and Investment</td>
<td>3</td>
</tr>
<tr>
<td><strong>Program Total</strong></td>
<td><strong>Total</strong></td>
<td><strong>Total</strong></td>
<td><strong>7</strong></td>
</tr>
</tbody>
</table>
Residential Property Management  Associate of Applied Science | BMGT.RPM.AAS
www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462347
Visit Bladen Hall, Room 210 or call 301-322-0080 for your faculty advisor

PROGRAM DESCRIPTION
The Residential Property Management program was developed at the request of and in cooperation with the Apartment and Office Building Association (AOBA) property managers. Individuals who complete the Residential Property Management Option of the Business Management Associate of Applied Science (A.A.S.) degree will have a well-rounded business education that will qualify them for employment as residential property managers. Individuals who complete the Residential Property Management Certificate will have a basic understanding of residential property management components. Graduates of the Residential Property Management Option Program will be able to:

• Explain the essential characteristics and functions of property leasing, forms of ownership, property operations, attracting tenants, and resident policies
• Demonstrate the ability to develop and implement maintenance systems for residential properties
• Develop effective maintenance plans for residential properties, including inspections, budgeting, energy management, and customer service policies
• Explain the relevant government codes and regulations and how they can be met
• Develop security plans for various residential properties
• Develop budgets and financial plans for residential properties

GENERAL EDUCATION COURSES
The list of General Education courses appears in chapter eight.

TRANSFERABILITY
Credit earned at any public institution in the state shall be transferable to any other institution if the:

• Credit is from a college or university parallel course or program;
• Grades in the block of courses transferred average 2.00 or higher; and
• Acceptance of the credit is consistent with the policies of the receiving institution governing students following the same program.

Refer to ARTSYS at artweb.umd.edu and the receiving institution’s catalog to select transferable courses.

NEED HELP?
For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach.
**SEQUENCE OF STUDY**

Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>1st Semester</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>BMT-1010  Introduction to Business</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ACC-1010  Principles of Accounting I</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>EGL-1010*  Composition I: Expository Writing</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Math*  General Education, MAT-1120 or higher</td>
<td>3–4</td>
<td></td>
</tr>
<tr>
<td>INT-1010*  Introduction to Information Technology</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>16–17</td>
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</tr>
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<table>
<thead>
<tr>
<th>2nd Semester</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>BMT-1600  Principles of Management</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>BMT-2720  Managing Workplace Diversity</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>BMT-1620  Financial Planning and Investments</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Science*  General Education Science Course</td>
<td>3–4</td>
<td></td>
</tr>
<tr>
<td>English Comp*  EGL-1020 recommended</td>
<td>3</td>
<td></td>
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<tr>
<td>Total</td>
<td>15–16</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3rd Semester</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>BMT-2610  Human Resource Management</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>BUS-1220  Business Law I</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ECN-1030  Principles of Macroeconomics</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>BPM-1010  Introduction to Residential Property Management</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>BMK-2510  Introduction to Marketing</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>15</td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4th Semester</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>BMT-1650  Customer Service</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>BPM-1020  Maintenance for Residential Property Management</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>BUS-1240  Business Law II</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Speech*  General Education Speech Course</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>BPM-2920**  Cooperative Education</td>
<td>2</td>
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<td>Total</td>
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</table>

<table>
<thead>
<tr>
<th>Program Total</th>
<th></th>
<th>60–62</th>
</tr>
</thead>
</table>

Double asterisk (**) denotes a course that satisfies culminating experience requirement for A.A.S. program.
Residential Property Management Certificate | BMGT.RPM.CT

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462337
Visit Bladen Hall, Room 210 or call 301-322-0080 for your faculty advisor

PROGRAM DESCRIPTION
The Residential Property Management program was developed at the request of and in cooperation with the Apartment and Office Building Association (AOBA) property managers. Individuals who complete the Residential Property Management Option of the Business Management Associate of Applied Science (A.A.S.) degree will have a well-rounded business education that will qualify them for employment as residential property managers. Individuals who complete the Residential Property Management Certificate will have a basic understanding of residential property management components. Graduates of the Residential Property Management Certificate will be able to:

- Relate the functions of management to the management of rental properties
- Develop effective maintenance plans for residential properties, including inspections, budgeting, energy management, and customer service
- Explain the relevant government codes and regulations affecting property management and how they can be met
- Develop safety and security plans for various residential properties

SEQUENCE OF STUDY
Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>1st Semester</th>
<th>2nd Semester</th>
<th>2013-2014 PRINCE GEORGE’S COMMUNITY COLLEGE CATALOG</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ BMT-1010 Introduction to Business</td>
<td>□ BUS-1220 Business Law I</td>
<td>9</td>
</tr>
<tr>
<td>□ BMT-1600 Principles of Management</td>
<td>□ BPM-1020 Maintenance for Residential Property Management</td>
<td>9</td>
</tr>
<tr>
<td>□ BPM-1010 Introduction to Residential Property Management</td>
<td>□ EGL-1010* Composition I: Expository Writing</td>
<td>9</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>Total</strong></td>
<td><strong>Program Total</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>21</td>
</tr>
</tbody>
</table>
Small Business Management Certificate | BMGT.SMLBUS.CT

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462339

Visit Bladen Hall, Room 210 or call 301-322-0080 for your faculty advisor

PROGRAM DESCRIPTION

The Small Business Management Certificate is designed to prepare students to own, operate and successfully manage small businesses. Students are given the opportunity to develop a business plan that includes provisions for financing, site selection, marketing, budgeting, record keeping, physical facilities, incorporation, insurance, inventory control and franchising. Individuals who wish to continue their education may apply the credits earned in the certificate toward the Business Management Associate of Applied Science degree.

Graduates of the Small Business Management Certificate will be able to:

• Prepare a comprehensive business plan using a standard business plan format
• Identify the key elements of gaining and sustaining a competitive advantage through strategic planning
• Explain the rewards and drawbacks of entrepreneurship
• Describe the issues central to small business marketing including research, promotion, advertising, and public relations
• Through a scenario-based approach, apply the functions of management to the small business enterprise
• Prepare a balance sheet and income statement and evaluate related financial ratios

PROGRAM ELECTIVE CHOICES

- ACC-1030–1050
- BMK-2710
- BMK-2730
- BMK-2770
- BMT-1010
- BMT-1500
- BMT-1600
- BMT-1620
- BMT-1650
- BMT-2500–2550
- BMT-2580–2590
- BMT-2610
- BMT-2650–2660
- BMT-2700
- BMT-2720
- BMT-2750
- BMT-2910–2930
- BPM-1010–1020
- BRE-1030
- BRE-2030
- BRE-2910–2930
- BUS-1240
- CAP-1310
- INT-1010
- HSM-1510
- HSM-1550–1560
- HSM-1620–1630
- HSM-1700–1760
- HSM-1800–1890
- HSM-2530
- HSM-2630
- HSM-2910–2930
- HSM-2940–2950
- PHL-1400
- SPH-1010

SEQUENCE OF STUDY

Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>1st Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC-1010 Principles of Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>BMT-1550 Elements of Supervision</td>
<td>3</td>
</tr>
<tr>
<td>BMK-2510 Introduction to Marketing</td>
<td>3</td>
</tr>
<tr>
<td>BMT-Elective Choose one course from ‘Program Elective Choices’ above</td>
<td>3</td>
</tr>
<tr>
<td>Appropriate Electives Any course associated with your business interest</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>16</strong></td>
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</tbody>
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<table>
<thead>
<tr>
<th>2nd Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>BMT-1570 Small Business Management</td>
<td>3</td>
</tr>
<tr>
<td>BMK-2630 International Marketing</td>
<td>3</td>
</tr>
<tr>
<td>BUS-1220 Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>Appropriate Electives Any course associated with your business interest</td>
<td>3</td>
</tr>
<tr>
<td>BMT-Elective Choose one course from ‘Program Elective Choices’ above</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
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<tr>
<td><strong>Program Total</strong></td>
<td><strong>31</strong></td>
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</tbody>
</table>

Double asterisk (**) denotes a course that satisfies culminating experience requirement for A.A.S. program.
Sports Management Certificate | BMGT.SPORT,MGT.CT

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462338

Visit Bladen Hall, Room 210 or call 301-322-0080 for your faculty advisor

PROGRAM DESCRIPTION

This certificate provides a foundation of sports management and marketing functions that are applicable worldwide. It prepares professionals to apply communication, leadership, managerial, and marketing skills in a variety of sports management career positions. Students will develop knowledge, skills, and processes applicable in collegiate, professional, and private sports environments. Graduates of the Sports Management Certificate will be able to:

- Apply the functions of management to the sports management industry
- Identify the skills, roles, and functions of sports managers
- Characterize sport as a product and the behavior of the sport consumer
- Apply basic marketing concepts to the sports industry through the use of practice scenarios
- Determine the effects of social values, diversity, cultural traditions, and social experiences on the field of sports management

SEQUENCE OF STUDY

Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>1st Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>BMT-1010 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BMT-1600 Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>BMT-1650 Customer Service</td>
<td>3</td>
</tr>
<tr>
<td>BMT-2630 International Management</td>
<td>3</td>
</tr>
<tr>
<td>BMT-2670 Sports Management</td>
<td>3</td>
</tr>
<tr>
<td>BMK-2600 Sports Marketing</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>18</strong></td>
</tr>
<tr>
<td><strong>Program Total</strong></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>

Asterisk (*) denotes general education course. The list of approved general education courses appears in chapter eight.
**Supervisory Management Certificate** | BMGT.SUPVS.CT
www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462340

Visit Bladen Hall, Room 210 or call 301-322-0080 for your faculty advisor

**PROGRAM DESCRIPTION**

Because the composition of the workforce is changing, effective supervisors must have strong interpersonal skills. The Supervisory Management Certificate is appropriate for both first-time supervisors as well as experienced supervisors who recognize that they need to enhance their supervisory skills. This certificate provides opportunities for supervisors to obtain a core set of critical supervisory management skills. The Supervisory Management Certificate provides a foundation in supervisory management. Graduates of the Supervisory Management Certificate will be able to:

- Identify the major supervisory functions and skills
- Use supervisory management approaches to maximize organizational efficiency in practice scenarios
- Relate supervision to management of work groups and diversity
- Select appropriate strategies for resolving conflict among employees

**PROGRAM ELECTIVE CHOICES**

- BMT-2700 Stress Management
- EGL-1320 Composition II: Writing for Business
- SPH-1010 Introduction to Speech Communication

**SEQUENCE OF STUDY**

Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>1st Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>BMT-1010 Introduction to Business</td>
</tr>
<tr>
<td>BMT-1550 Elements of Supervision</td>
</tr>
<tr>
<td>BMT-2660 Conflict Management</td>
</tr>
<tr>
<td><strong>Total</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2nd Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>BMT-2720 Managing Workplace Diversity</td>
</tr>
<tr>
<td>BMT-2960 Emotional Intelligence in the Workplace</td>
</tr>
<tr>
<td>BMT-Elective Choose one course from ‘Program Elective Choices’ above</td>
</tr>
<tr>
<td><strong>Total</strong></td>
</tr>
</tbody>
</table>

**Program Total** | **18**
Supervisory Management  Letter of Recognition | BMGT.SUPVS.LOR
www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462341
Visit Bladen Hall, Room 210 or call 301-322-0080 for your faculty advisor

**PROGRAM DESCRIPTION**
The Supervisory Management Letter of Recognition provides a foundation in supervisory management.

**SEQUENCE OF STUDY**
Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BMT-1010</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BMT-1550</td>
<td>Elements of Supervision</td>
<td>3</td>
</tr>
<tr>
<td>BMT-2720</td>
<td>Managing Workplace Diversity</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>9</strong></td>
</tr>
</tbody>
</table>

Program Total 9

Chemistry Option  Associate of Arts | CHEM.AA
www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462362
Visit Chesapeake Hall, Room 100G or call 301-341-3023 for your faculty advisor

**PROGRAM DESCRIPTION**
This is a recommended program of study for students planning to pursue a bachelor’s degree in chemistry. Graduates of the Chemistry Program will be able to:

• Reason abstractly and think critically
• Use appropriate methods of quantitative reasoning to understand, interpret, and manipulate numerical data
• Understand and apply the scientific method

**GENERAL EDUCATION COURSES**
The list of General Education courses appears in chapter eight.

**TRANSFERABILITY**
Credit earned at any public institution in the state shall be transferable to any other institution if the:

• Credit is from a college or university parallel course or program;
• Grades in the block of courses transferred average 2.00 or higher; and
• Acceptance of the credit is consistent with the policies of the receiving institution governing students following the same program.

Refer to ARTSYS at artweb.umd.edu and the receiving institution’s catalog to select transferable courses.

**NEED HELP?**
For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach.

Asterisk (*) denotes general education course. The list of approved general education courses appears in chapter eight.
**SEQUENCE OF STUDY**

Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you). Also, this is a calculus-based program. Students may require prerequisite math courses prior to beginning course work in the program.

<table>
<thead>
<tr>
<th>1st Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CHM-1010*</td>
<td>General Chemistry I</td>
</tr>
<tr>
<td>MAT-2410</td>
<td>Calculus I</td>
</tr>
<tr>
<td>EGL-1010*</td>
<td>Composition I: Expository Writing</td>
</tr>
<tr>
<td>INT-1010*</td>
<td>Introduction to Information Technology</td>
</tr>
<tr>
<td>Humanities*</td>
<td>General Education Humanities Course</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>17</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2nd Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CHM-1020</td>
<td>General Chemistry II</td>
</tr>
<tr>
<td>CHM-1030</td>
<td>General Chemistry II Laboratory</td>
</tr>
<tr>
<td>MAT-2420</td>
<td>Calculus II</td>
</tr>
<tr>
<td>English Comp*</td>
<td>EGL-1020 recommended</td>
</tr>
<tr>
<td>BIO-1140*</td>
<td>Principles of Biology: Cellular and Molecular Biology</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3rd Semester</th>
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</thead>
<tbody>
<tr>
<td>CHM-2010</td>
<td>Organic Chemistry I</td>
</tr>
<tr>
<td>BIO-1130, 2010, 2030, 2050, or 2060</td>
<td>3–4</td>
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<tr>
<td>History*</td>
<td>General Education History Course</td>
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<tr>
<td>Social Science*</td>
<td>General Education Social Sciences Course</td>
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<table>
<thead>
<tr>
<th>4th Semester</th>
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</tr>
</thead>
<tbody>
<tr>
<td>CHM-2020</td>
<td>Organic Chemistry II</td>
</tr>
<tr>
<td>CHM-2040</td>
<td>Organic Chemistry II Laboratory</td>
</tr>
<tr>
<td>Humanities or Soc. Science*</td>
<td>General Education Humanities or Social Science Course</td>
</tr>
<tr>
<td>Speech*</td>
<td>General Education Speech Course</td>
</tr>
<tr>
<td>PHY-1010 or 1020</td>
<td>3–4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>14–15</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program Total</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total</strong></td>
<td>60–62</td>
</tr>
</tbody>
</table>

Double asterisk (**) denotes a course that satisfies culminating experience requirement for A.A.S. program.
Communication/Public Relations and Journalism Option Associate of Arts | COMM.PR.AA
www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462369
Visit Queen Anne Fine Arts, Room 112 or call 301-583-1587 for your faculty advisor

PROGRAM DESCRIPTION
This program of study is recommended for students planning to pursue a bachelor’s degree in journalism or public relations. Students are encouraged to consult with an academic advisor for recommended courses to take and specific transfer requirements. Graduates of the Public Relations and Journalism program will be able to:

- Apply communication theory
- Develop and execute basic public relations plans
- Communicate with diverse audiences
- Execute varied communication techniques
- Explain how public relations supports organizations and individuals

GENERAL EDUCATION COURSES
The list of General Education courses appears in chapter eight.

TRANSFERABILITY
Credit earned at any public institution in the state shall be transferable to any other institution if the:

- Credit is from a college or university parallel course or program;
- Grades in the block of courses transferred average 2.00 or higher; and
- Acceptance of the credit is consistent with the policies of the receiving institution governing students following the same program.

Refer to ARTSYS at artweb.usmd.edu and the receiving institution’s catalog to select transferable courses.

NEED HELP?
For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach.
**SEQUENCE OF STUDY**

Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

### 1st Semester
- **EGL-1010***: Composition I: Expository Writing 3
- **Math***: MAT-1120 or higher 3
- **INT-1010***: Introduction to Information Technology 3
- **PRJ-1210**: Public Relations Techniques 3
- **Speech***: General Education Speech Course 3
  
  **Total**: 15

### 2nd Semester
- **EGL-1020***: Composition II: Writing About Literature 3
- **TRF-1310**: Introduction to Mass Communication Film 3
- **SPH-1230**: Intercultural Communication 3
- **Science***: General Education Science Course 3
- **Appropriate Electives**: 3-4
  
  **Total**: 15–16

### 3rd Semester
- **SPH-1130**: Interviewing 3
- **PRJ-2000**: News Writing for Public Relations 3
- **Humanities or Soc. Science***: General Education Humanities or Social Science Course 3
- **Social Science***: General Education Social Sciences Course 3
- **Appropriate Electives**: 3-4
  
  **Total**: 15–16

### 4th Semester
- **SPH-1110**: Public Speaking 3
- **PRJ-2210**: Introduction to Communication Theory 3
- **Science with Lab***: General Education Lab Science Course 4
- **History***: General Education History Course 3
- **Humanities***: General Education Humanities Course 3
  
  **Total**: 16

**Program Total**: 61–63

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Double asterisk (**) denotes a course that satisfies culminating experience requirement for A.A.S. program.
Communication/Speech Option  Associate of Arts | COMM.SPEECH.AA

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462368

Visit Queen Anne Fine Arts, Room 112 or call 301-583-1587 for your faculty advisor

PROGRAM DESCRIPTION

The Communication/Speech Option is recommended for students planning to pursue a bachelor’s degree in communication/speech. This program of study provides the foundation for upper-level classes at four-year institutions. Students should consider the program requirements of their desired transfer institution when choosing elective courses. Some four-year institutions may require foreign language courses. Graduates of the Communication/Speech program will be able to:

• Speak and listen effectively using correct Standard American English
• Listen carefully by postponing judgment and demonstrating openness to understanding
• Demonstrate knowledge of history, process, and effects of human communication through speech and related courses
• Analyze audiences to make appropriate public speaking and interpersonal communication decisions
• Know and demonstrate ethical communication behavior
• Demonstrate ability to work effectively in teams and groups
• Demonstrate some familiarity with the many forms and uses of communication in day-to-day interactions

GENERAL EDUCATION COURSES

The list of General Education courses appears in chapter eight.

TRANSFERABILITY

Credit earned at any public institution in the state shall be transferable to any other institution if the:

• Credit is from a college or university parallel course or program;
• Grades in the block of courses transferred average 2.00 or higher; and
• Acceptance of the credit is consistent with the policies of the receiving institution governing students following the same program.

Refer to ARTSYS at artweb.usmd.edu and the receiving institution’s catalog to select transferable courses.

NEED HELP?

For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach.
**SEQUENCE OF STUDY**

Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>1st Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>□ SPH-1010</td>
<td>Introduction to Speech Communication</td>
</tr>
<tr>
<td>□ EGL-1010*</td>
<td>Composition I: Expository Writing</td>
</tr>
<tr>
<td>□ Math*</td>
<td>MAT-1120 or higher</td>
</tr>
<tr>
<td>□ INT-1010*</td>
<td>Introduction to Information Technology</td>
</tr>
<tr>
<td>□ Appropriate Elective</td>
<td>Any course but PED</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15–16</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2nd Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>□ EGL-1020*</td>
<td>Composition II: Writing About Literature</td>
</tr>
<tr>
<td>□ Social Science*</td>
<td>General Education Social Science Course</td>
</tr>
<tr>
<td>□ SPH-1090</td>
<td>Interpersonal Communication</td>
</tr>
<tr>
<td>□ Science*</td>
<td>General Education Science Course</td>
</tr>
<tr>
<td>□ Humanities or Soc. Science*</td>
<td>General Education Humanities or Social Science Course</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3rd Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>□ SPH-1070</td>
<td>Voice and Diction</td>
</tr>
<tr>
<td>□ SPH-1110</td>
<td>Public Speaking</td>
</tr>
<tr>
<td>□ Science with Lab*</td>
<td>General Education Lab Science Course</td>
</tr>
<tr>
<td>□ History*</td>
<td>General Education History Course</td>
</tr>
<tr>
<td>□ Humanities*</td>
<td>General Education Humanities Course</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4th Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>□ SPH-1050</td>
<td>Group Communication and Leadership</td>
</tr>
<tr>
<td>□ SPH-1130</td>
<td>Interviewing</td>
</tr>
<tr>
<td>□ PRJ-1210</td>
<td>Public Relations Techniques</td>
</tr>
<tr>
<td>□ SPH-1230</td>
<td>Intercultural Communication</td>
</tr>
<tr>
<td>□ Speech*</td>
<td>General Education Speech Course</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

**Program Total**  **61–62**

Double asterisk (**) denotes a course that satisfies culminating experience requirement for A.A.S. program.
Communication/Writing Option  Associate of Arts | COMM.WRIT.AA
www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462366
Visit Marlboro Hall 3078 or call 301-322-0561 for your faculty advisor

PROGRAM DESCRIPTION
The Communication/Writing Option provides an excellent foundation for students who want to become professional writers for the mass media, business, government, scientific or technical fields, or who are interested in careers in public relations, editing and publishing, or website content. In addition to writing and communication courses, the program includes twelve credits of electives that enable students to explore subjects that might become an area of expertise, such as business, politics, health issues, or fine arts. Most students who complete this program go on to four-year colleges and universities to earn a bachelor’s degree. The Communication/Writing Option transfers seamlessly to University of Maryland University College (UMUC). Please check with academic advisors for transferability to University of Maryland, College Park (UMCP). Graduates of the Communication/Writing Option will be able to:

• Produce written information in formats appropriate for journalistic, business and technical documents
• Analyze audiences to make appropriate content and stylistic choices
• Speak, write, edit, and proofread using correct standard grammar and punctuation
• Demonstrate the ability to use style manuals and apply the documentation requirements in a given field
• Understand and apply the ethical principles and behaviors that govern information gathering, interviewing, and writing in a given field

GENERAL EDUCATION COURSES
The list of General Education courses appears in chapter eight.

TRANSFERABILITY
Credit earned at any public institution in the state shall be transferable to any other institution if the:

• Credit is from a college or university parallel course or program;
• Grades in the block of courses transferred average 2.00 or higher; and
• Acceptance of the credit is consistent with the policies of the receiving institution governing students following the same program.

Refer to ARTSYS at artweb.usmd.edu and the receiving institution's catalog to select transferable courses.

NEED HELP?
For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach.
**SEQUENCE OF STUDY**
Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

| 1st Semester |  |
|  | INT-1010* | Introduction to Information Technology | 3 |
|  | Math* | MAT-1120 or higher | 3 |
|  | SPH-1010* | Introduction to Speech Communication | 3 |
|  | History* | General Education History Course | 3 |
|  | EGL-1010* | Composition I: Expository Writing | 3 |
|  | Science with Lab* | General Education Lab Science Course | 4 |
| **Total** | 19 |

| 2nd Semester |  |
|  | EGL-1320* | Composition II: Writing for Business | 3 |
|  | Speech* | General Education Speech Course | 3 |
|  | Humanities* | General Education Humanities Course | 3 |
|  | Science* | General Education Science Course | 3 |
|  | SPH-1130 | Interviewing | 3 |
| **Total** | 15 |

| 3rd Semester |  |
|  | EGL-1040 | Media Writing | 3 |
|  | Literature* | General Education Literature Course | 3 |
|  | Appropriate Elective | Any course but PED; EGL-2150 recommended | 3 |
|  | Appropriate Elective | Any course but PED; EGL-2150, EGL-2160 recommended | 3 |
|  | Social Science* | General Education Social Sciences Course | 3 |
| **Total** | 15 |

| 4th Semester |  |
|  | EGL-1360 | Principles of Editing | 3 |
|  | Literature* | General Education Literature Course | 3 |
|  | Appropriate Elective | Any course but PED; EGL-2150, EGL-2160 recommended | 3 |
|  | Humanities or Soc. Science* | General Education Humanities or Social Science Course | 3 |
| **Total** | 12 |

**Program Total** | 61

Double asterisk (**) denotes a course that satisfies culminating experience requirement for A.A.S. program.
Mass Communication Option  Associate of Arts | COMM.MASS.AA
www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462365
Visit Queen Anne Fine Arts, Room 112 or call 301-583-1587 for your faculty advisor

PROGRAM DESCRIPTION
The Mass Communication Option prepares students for career positions in film, television, video, radio, and other digital and mass media industries. Most students who complete this program transfer to four-year colleges and universities to earn a bachelor’s degree in one of a wide range of communications and media programs. Students should be acquainted with the program requirements of their desired transfer institution when making course selections. Students should consult with academic advisors and mass communication faculty for transfer opportunities. Graduates of the Mass Communication Option degree program will be able to:

- Think critically about how mass media influence society
- Communicate effectively using visual, written, spoken, and non-verbal methods
- Understand how the various fields in mass communication are structured and function
- Have an understanding of how technologies associated with mass communication are used

GENERAL EDUCATION COURSES
The list of General Education courses appears in chapter eight.

TRANSFERABILITY
Credit earned at any public institution in the state shall be transferable to any other institution if the:

- Credit is from a college or university parallel course or program;
- Grades in the block of courses transferred average 2.00 or higher; and
- Acceptance of the credit is consistent with the policies of the receiving institution governing students following the same program.

Refer to ARTSYS at artweb.umd.edu and the receiving institution’s catalog to select transferable courses.

NEED HELP?
For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach.
**SEQUENCE OF STUDY**

Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

| 1st Semester |  |
| --- | --- | --- |
| • EGL-1010* Composition I: Expository Writing | 3 | |
| • INT-1010* Introduction to Information Technology | 3 | |
| • Math* MAT-1120 or higher | 3 | |
| • SPH-1010* Introduction to Speech Communication | 3 | |
| • TRF-1300 Introduction to Mass Communication Film | 3 | |
| **Total** | **15** | |

| 2nd Semester |  |
| --- | --- | --- |
| • EGL-1040 Media Writing | 3 | |
| • SPH-1230 Intercultural Communication | 3 | |
| • TRF-2310* Introduction to Film | 3 | |
| • Science with Lab* General Education Lab Science Course | 4 | |
| • Humanities* General Education Humanities Course | 3 | |
| **Total** | **16** | |

| 3rd Semester |  |
| --- | --- | --- |
| • TRF-1410* Introduction to Radio | 3 | |
| • EGL-1020* Writing About Literature | 3 | |
| • History* General Education History Course | 3 | |
| • THE-1150 Theatrical Theatre | 3 | |
| • SPH-1070 Voice and Diction | 3 | |
| **Total** | **15** | |

| 4th Semester |  |
| --- | --- | --- |
| • TRF-1330 Television Production | 3 | |
| • Social Science* General Education Social Sciences Course | 3 | |
| • SPH-1130 Interviewing | 3 | |
| • Humanities or Soc. Science* General Education Humanities or Social Science Course | 3 | |
| • Science* General Education Science Course | 3 | |
| **Total** | **15** | |

**Program Total** **61**

Double asterisk (**) denotes a course that satisfies culminating experience requirement for A.A.S. program.
Computer-Aided Drafting Certificate | COMP.CAD.CT
www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462346 | Visit Center for Advanced Technology, Room 129 or call 301-322-0752 for your faculty advisor

PROGRAM DESCRIPTION
The Computer-Aided Drafting certificate program provides students with the background required to obtain entry-level employment in the computer-aided drafting (CAD) field. Students will learn to create complex mechanical and architectural drawings using industry-standard AutoCAD software. All courses within this program can be used in the Engineering Technology A.A.S. degree. For more information about the Computer-Aided Drafting program, call 301-322-0751. Graduates of the Computer-Aided Drafting program will be able to:

- Use the AutoCAD command prompt and menus to create and edit complete two-dimensional AutoCAD drawings that use multiple layers and dimensioning techniques
- Use AutoCAD software to create three-dimensional drawings using wireframe and solid models
- Create automated AutoCAD drawings by using scripts and AutoLISP
- After taking a set of initial measurements for a complex mechanical part or building, produce a complete set of working drawings

SEQUENCE OF STUDY
Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have completed or begun, their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>1st Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>INT-1010* Introduction to Information Technology</td>
<td>3</td>
</tr>
<tr>
<td>ENT-1600 Introduction to CAD with AutoCAD</td>
<td>3</td>
</tr>
<tr>
<td>Any INT, ENT, ART, or other course approved by the program coordinator</td>
<td>3</td>
</tr>
<tr>
<td>ENT-1640 Three-Dimensional CAD with AutoCAD</td>
<td>3</td>
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<tr>
<td><strong>Total</strong></td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2nd Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ENT-2660 Customizing AutoCAD</td>
<td>3</td>
</tr>
<tr>
<td>ENT-2680 CAD Portfolio Development</td>
<td>3</td>
</tr>
<tr>
<td>Any INT, ENT, ART, or other course approved by the program coordinator</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>9</strong></td>
</tr>
</tbody>
</table>

| Program Total | 21 |

Asterisk (*) denotes general education course. The list of approved general education courses appears in chapter eight.
Chapter 7—Programs of Study

Computer Engineering Technology  Associate of Applied Science  | COMP.ENG.R.AAS
www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462360
Visit Center for Advanced Technology, Room 129 or call 301-322-0752 for your faculty advisor

Program Description
The Computer Engineering Technology programs prepare students for immediate employment as computer and network technicians. Students receive a general background in electronics, software, computer networks and data communication in addition to specialized training in the assembly, configuration, diagnosis and repair of IBM-class personal computers. By proper choice of electives, mathematics and science courses, A.A.S. graduates may transfer into the B.S. in Computer Engineering Technology program at Capitol College. The certificate programs, with fewer credit requirements, lead into the A.A.S. program without loss of credit. Some students may wish to take courses within this program to prepare for industry certifications, such as the CompTIA A+, Network+, Security+, and the Cisco CCNA. For the CompTIA A+ certification, take INT-1550. For the A+ certification, take INT-1540 and INT-2540. For the Network+ certification, take INT-1550. For the Security+ certification, take INT-1620. For the CCNA certification, take INT-1450, 1460, 2450, and 2460. Graduates of the Computer Engineering Technology program will be able to:

- Use operating systems such as Windows and Linux that are currently used on personal computers
- Use word processors, spreadsheets and web browsers to solve technical problems and present the solutions
- Solve technical problems by writing user-friendly, well-documented programs in a high-level programming language such as Visual Basic, C++, or LabVIEW
- Analyze and troubleshoot computer hardware and software by understanding system organization, data representation, memory management and interrupts
- Upgrade and repair personal computers
- Design, build, and manage local area networks using basic telecommunications systems and protocols
- Design, build, and test basic analog and digital electronic circuits that can be used as part of a computer system or interface to a computer system
- Use critical thinking techniques and the student’s general technical body of knowledge to research a problem and provide a creative, well-documented solution for a computer- or network-related problem in which the student has no specific background
- Produce a comprehensive written report and oral presentation describing a research project

General Education Courses
The list of General Education courses appears in chapter eight.

Program Elective Choices
Choose from the following:

- INT-1450
- INT-1460
- INT-1540
- INT-1560
- INT-2450
- INT-2460
- INT-2530
- INT-2560
- INT-2560
- INT-2560
- INT-1620
- INT-1630
- INT-1630
- INT-2300
- INT-2300
- ENT-2960
- ENT-2970
- ENT-2970
- ENT-2980
- ENT-2980

Note: Students who wish to achieve CCNA certification should take INT-1450 and INT-1460 as technical electives and substitute INT-2450 and 2460 for INT-1700 and ENT-1780.

Transferability
Credit earned at any public institution in the state shall be transferable to any other institution if the:

- Credit is from a college or university parallel course or program;
- Grades in the block of courses transferred average 2.00 or higher; and
- Acceptance of the credit is consistent with the policies of the receiving institution governing students following the same program. Refer to ARTSYS at artweb.usmd.edu and the receiving institution’s catalog to select transferable courses.

Need Help?
For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach.
**SEQUENCE OF STUDY**

Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you). This is a calculus-based program. Some credit-level math courses may be necessary prior to beginning your program.

<table>
<thead>
<tr>
<th>1st Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ENT-1710 Circuits and Measurement Techniques</td>
<td>3</td>
</tr>
<tr>
<td>INT-1010* Introduction to Information Technology</td>
<td>3</td>
</tr>
<tr>
<td>EGL-1010* Composition I: Expository Writing</td>
<td>3</td>
</tr>
<tr>
<td>ENT-1770 Introduction to Computing for Technology</td>
<td>3</td>
</tr>
<tr>
<td>INT-1540 Computer Hardware I: A+ Preparation</td>
<td>3</td>
</tr>
<tr>
<td>MAT-1340* Trigonometry with Applications to Technology</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>18</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2nd Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>INT-2540 Computer Hardware II: A+ Preparation</td>
<td>4</td>
</tr>
<tr>
<td>ENT-1800 Digital Circuits</td>
<td>4</td>
</tr>
<tr>
<td>PHY-1570 Technical Physics for Engineering Technology</td>
<td>4</td>
</tr>
<tr>
<td>SPH-1010* Introduction to Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>EGL-1020* Writing About Literature</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>18</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3rd Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>INT-1700 Understanding Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>INT-1500 Introduction to Networks: Network+ Preparation</td>
<td>3</td>
</tr>
<tr>
<td>ENT-1720 Circuit Analysis and Design</td>
<td>3</td>
</tr>
<tr>
<td>ENT-Elective Choose one course from ‘Program Elective Choices’ above</td>
<td>4</td>
</tr>
<tr>
<td>ENT-2810 CPU Architecture</td>
<td>4</td>
</tr>
<tr>
<td>INT-Elective Choose one course from ‘Program Elective Choices’ above</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>20</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4th Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ENT-1850 Circuit Evaluation and Repair</td>
<td>2</td>
</tr>
<tr>
<td>ENT-1780 Analog Circuits</td>
<td>4</td>
</tr>
<tr>
<td>ENT 2900** Systems Analysis Project</td>
<td>3</td>
</tr>
<tr>
<td>Social Science* General Education Social Science</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>12</td>
</tr>
</tbody>
</table>

**Program Total** 68

Asterisk (*) denotes general education course. The list of approved general education courses appears in chapter eight.
A+ Preparation Certificate | COMP.APLUS.CT

Visit Center for Advanced Technology, Room 129 or call 301-322-0752 for your faculty advisor

**PROGRAM DESCRIPTION**

Students who complete this program should be able to repair and upgrade personal computers. They also should be prepared to take the CompTIA A+ certification examination in personal computer hardware and operating systems. All courses in this program can be used in the Computer Engineering Technology A.A.S. program and the Information Technology A.A.S. degree. Graduates of the A+ Preparation certificate will be able to:

- Use operating systems such as Windows and Linux that are currently used in personal computers
- Upgrade and repair personal computers

**SEQUENCE OF STUDY**

Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>1st Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>INT-1010* Introduction to Information Technology</td>
</tr>
<tr>
<td>INT-1540 Computer Hardware I: A+ Preparation</td>
</tr>
<tr>
<td><strong>Total</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2nd Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>INT-2540 Computer Hardware II: A+ Preparation</td>
</tr>
<tr>
<td>INT-1700 Understanding Operating Systems</td>
</tr>
<tr>
<td><strong>Total</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total</strong></td>
</tr>
</tbody>
</table>
Computer Service Technology  Certificate | COMP.SERV.CT
www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462357
Visit Center for Advanced Technology, Room 129 or call 301-322-0752 for your faculty advisor

PROGRAM DESCRIPTION
This program prepares students for computer support careers. It also prepares students for the CompTIA A+ computer support certification, the CompTIA Network+ certification, and the CompTIA Security+ certification. All courses in this program can be used in the Computer Engineering Technology A.A.S. degree and the Information Technology A.A.S. degree. Graduates of the Computer Service Technology Certificate will be able to:
- Use operating systems word processors, spreadsheets, and Web browsers to solve technical problems and present the solutions
- Upgrade and repair personal computers
- Design, build, and manage local area networks using basic telecommunications systems and protocols
- Apply information security methods to protect information and programs stored on a computer
- Analyze and troubleshoot computer hardware and software by understanding system organization, data representation, memory management, and interrupts

PROGRAM ELECTIVE CHOICES
- Five to six credits of: INT-1450, 1460, 2450, 2460, 2530, 1560, 1630, 2300, 2720; ENT-1880, 2960, 2970, 2980

SEQUENCE OF STUDY
Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>1st Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>INT-1010* 3</td>
</tr>
<tr>
<td>INT-1540 3</td>
</tr>
<tr>
<td><strong>Total</strong> 6</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2nd Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>INT-2540 4</td>
</tr>
<tr>
<td>INT-1550 3</td>
</tr>
<tr>
<td>INT-1700 3</td>
</tr>
<tr>
<td><strong>Total</strong> 10</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3rd Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>INT-2560 4</td>
</tr>
<tr>
<td>INT-1620 3</td>
</tr>
<tr>
<td>ENT-Electives 5–6</td>
</tr>
<tr>
<td><strong>Total</strong> 12–13</td>
</tr>
</tbody>
</table>

**Program Total** 28–29

Asterisk (*) denotes general education course. The list of approved general education courses appears in chapter eight.
Cisco CCNA Preparation Certificate | COMP.CISCO.CT

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462348
Visit Center for Advanced Technology, Room 129 or call 301-322-0752 for your faculty advisor

PROGRAM DESCRIPTION
This program prepares students to take the Cisco CCNA (Cisco Certified Network Associate) and CompTIA Network+ examinations. All courses within the program can be used as part of the Computer Engineering Technology A.A.S. degree, the Information Security A.A.S. degree, and the Information Technology A.A.S. degree. Graduates of the Cisco CCNA Preparation Certificate will be able to:

- Design, configure, and troubleshoot local area networks using Cisco routers and switches
- Design, configure, and troubleshoot wide area networks using Cisco routers and switches
- Use network and telecommunications systems and protocols

SEQUENCE OF STUDY
Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>1st Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>□ INT-1450 CCNA 1: Network Fundamentals</td>
<td>4</td>
</tr>
<tr>
<td>□ INT-1460 CCNA 2: Routing Protocols</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>8</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2nd Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>□ INT-2450 CCNA 3: LAN Switching and Wireless</td>
<td>4</td>
</tr>
<tr>
<td>□ INT-2460 CCNA 4: Accessing the WAN</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>8</strong></td>
</tr>
</tbody>
</table>

**Program Total**                                **16**
**Information Technology**  Associate of Applied Science | COMP.INFO.TECH.AAS

[www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442465117](http://www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442465117)

Visit Center for Advanced Technology, Room 129 or call 301-322-0752 for your faculty advisor

**PROGRAM DESCRIPTION**

The Information Technology A.A.S. degree enables students to study systematic approaches to problem solving within the environment of computer hardware and software systems. In the course of this study, students develop the practice of clear thinking and logical reasoning while learning to analyze, design, and program utilizing information processing tools, application packages, and software languages. The available courses cover a wide array of the computing discipline, including programming languages, systems analysis and design, operating systems, networking, Web technology, technical support, computer graphics, and applications software. In addition to the A.A.S. degree, there are seven certificates which may be earned and applied toward the degree. Graduates of the Information Technology program will be able to:

- Demonstrate understanding of fundamental information technology concepts
- Demonstrate proficiency in the use of essential computer applications such as word processing, spreadsheets, database management, and presentations
- Conceptualize, design, and diagram possible solutions to logical problems, focusing on those problems which are amenable to a computer-based solution
- Analyze, design, and develop a computer information system in a real-world scenario
- Communicate effectively and professionally in the information technology environment

**GENERAL EDUCATION COURSES**

The list of General Education courses appears in chapter eight.

**PROGRAM ELECTIVE CHOICES**

At least 26 credits from a combination of INT and selected ART (computer graphics), BMT, and FOS courses. The approved courses are: All INT courses not already listed in Program Concentration, ART-1570, ART-1620, ART-2620, ART-2650, ART-2660, ART-2670, BMT-1650, BMT-2860, BMT-2880, FOS-2600, FOS-2610 and INT-1250 Emerging Technologies (optional), INT-1250 Keyboarding (optional).

Students also may take coursework directed to a particular specialty area by beginning with any of the certificates listed the Information Technology section. All coursework taken toward a certificate may be counted toward the Information Technology A.A.S. degree.

**NEED HELP?**

For help selecting an academic program or courses, consider using Career Coach, available at [www.pgcc.edu/go/careercoach](http://www.pgcc.edu/go/careercoach).
**SEQUENCE OF STUDY**

Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>1st Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>INT-1010* Introduction to IT</td>
<td>3</td>
</tr>
<tr>
<td>MAT-1120 Finite Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>EGL-1010* Composition I: Expository Writing</td>
<td>3</td>
</tr>
<tr>
<td>SPH-1010 Introduction to SC</td>
<td>3</td>
</tr>
<tr>
<td>Science* General Education SC</td>
<td>3–4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>15–16</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2nd Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>INT-1330 Integrated SA</td>
<td>3</td>
</tr>
<tr>
<td>INT-1111 Programming Logic and Design</td>
<td>3</td>
</tr>
<tr>
<td>INT-Elective</td>
<td>4</td>
</tr>
<tr>
<td>EGL-1020 Composition II: Writing</td>
<td>3</td>
</tr>
<tr>
<td>Social Science*</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>16</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3rd Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>INT-Elective</td>
<td>3</td>
</tr>
<tr>
<td>INT-Elective</td>
<td>3</td>
</tr>
<tr>
<td>INT-Elective</td>
<td>3</td>
</tr>
<tr>
<td>INT-Elective</td>
<td>3</td>
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<tr>
<td><strong>Total</strong></td>
<td>15</td>
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</table>

<table>
<thead>
<tr>
<th>4th Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>INT-2840** Systems Analysis and Project Management</td>
<td>4</td>
</tr>
<tr>
<td>INT-Elective</td>
<td>3</td>
</tr>
<tr>
<td>INT-Elective</td>
<td>3</td>
</tr>
<tr>
<td>INT-Elective</td>
<td>3</td>
</tr>
<tr>
<td>Appropriate Elective</td>
<td>3–4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>16–17</td>
</tr>
</tbody>
</table>

| Program Total                     | 62–64  |

Double asterisk (**) denotes a course that satisfies culminating experience requirement for A.A.S. program.
Computer Graphics  Certificate | COMP.GRAPH.CT

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462350
Visit Center for Advanced Technology, Room 129 or call 301-322-0752 for your faculty advisor

PROGRAM DESCRIPTION
This certificate provides an introduction to computer graphics and how that is applied in a Web development environment. Students wishing to pursue the A.A.S. degree may apply these credits to the Information Technology degree. Graduates of the Computer Graphics Certificate will be able to:

- Demonstrate understanding of fundamental information technology concepts
- Apply Web technology concepts and tools to design and maintain a professional website
- Articulate visual communication concepts in written, verbal, and visual form

SEQUENCE OF STUDY
Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>1st Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>INT-1010* Introduction to Information Technology</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>3</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2nd Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>INT-1800 Internet and Web Technology</td>
<td>3</td>
</tr>
<tr>
<td>ART-1510 Basic Design</td>
<td>3</td>
</tr>
<tr>
<td>ART-1570 Introduction to Computer Graphics</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>9</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3rd Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>INT-1850 Client-Side Web Development</td>
<td>3</td>
</tr>
<tr>
<td>ART-1620, 2650, or 2660</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>6</strong></td>
</tr>
</tbody>
</table>

| Program Total                             | **18** |

Asterisk (*) denotes general education course. The list of approved general education courses appears in chapter eight.
Computer Programming Certificate | COMP.PROG.CT

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462351

Visit Center for Advanced Technology, Room 129 or call 301-322-0752 for your faculty advisor

PROGRAM DESCRIPTION

This certificate provides an introduction to programming concepts, programming languages and databases. Students wishing to pursue the A.A.S. degree may apply these credits to the Information Technology degree. Graduates of the Computer Programming Certificate will be able to:

• Demonstrate understanding of fundamental information technology concepts
• Conceptualize, design and diagram possible solutions to logical problems, focusing on those problems which are amenable to a computer-based solution
• Demonstrate proficiency in the use of database management software

SEQUENCE OF STUDY

Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Semester</td>
<td>INT-1010*</td>
<td>Introduction to Information Technology</td>
<td>3</td>
</tr>
<tr>
<td>2nd Semester</td>
<td>INT-1111</td>
<td>Programming Logic and Design</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>INT-2081</td>
<td>Introduction to Oracle</td>
<td>4</td>
</tr>
<tr>
<td>3rd Semester</td>
<td>INT-2030 or 2130</td>
<td>Programming in Visual Basic or Programming in C++</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>INT-2200 or 2720</td>
<td>Programming in Java or UNIX/Linux Operating System</td>
<td>4</td>
</tr>
</tbody>
</table>

Program Total: 18

Double asterisk (**) denotes a course that satisfies culminating experience requirement for A.A.S. program.
Database Systems Certificate | COMP.DBAS.CT

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442662349
Visit Center for Advanced Technology, Room 129 or call 301-522-0752 for your faculty advisor

PROGRAM DESCRIPTION

This certificate provides an introduction to programming concepts, database management systems, and database query languages. Students wishing to pursue the A.A.S. degree may apply these credits to the Information Technology degree. Graduates of the Database Systems Certificate will be able to:

- Demonstrate understanding of fundamental information technology concepts
- Conceptualize, design and diagram possible solutions to logical problems, focusing on those problems which are amenable to a computer-based solution
- Demonstrate proficiency in the use of database management software

SEQUENCE OF STUDY

Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>INT-1010*</td>
<td>Introduction to Information Technology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>2nd</td>
<td>INT-1111</td>
<td>Programming and Logic Design</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>INT-1150</td>
<td>Introduction to Database Management Systems</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td></td>
<td>7</td>
</tr>
<tr>
<td>3rd</td>
<td>INT-2081</td>
<td>Introduction to Oracle</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>INT-2082</td>
<td>Advanced Oracle and PL/SQL</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td></td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>Program Total</td>
<td></td>
<td>17</td>
</tr>
</tbody>
</table>
Network Systems Administrator Certificate | COMP.NETADM.CT

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442463464

Visit Center for Advanced Technology, Room 129 or call 301-322-0752 for your faculty advisor

PROGRAM DESCRIPTION
This certificate program includes courses to prepare students for entering the field of network systems administration. Students wishing to pursue the A.A.S. degree may apply these credits to the Information Technology degree, which may include additional courses for Microsoft Certification exams. Graduates of the Network Systems Administrator Certificate will be able to:

- Demonstrate understanding of fundamental information technology concepts
- Conceptualize, design and diagram possible solutions to logical problems, focusing on those problems which are amenable to a computer-based solution
- Perform basic network and operating system administration, configuration, and system security tasks

PROGRAM ELECTIVE CHOICES

- INT-1620 Computer Security: Security+ Preparation
- INT-2312 Windows Active Directory
- INT-2314 Windows Network Infrastructure
- INT-2760 UNIX/Linux System Administration

SEQUENCE OF STUDY
Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>1st Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ INT-1010* Introduction to Information Technology</td>
<td>3</td>
</tr>
<tr>
<td>☐ INT-1111 Programming Logic and Design</td>
<td>3</td>
</tr>
<tr>
<td>☐ INT-1550 Introduction to Networks: Network+ Preparation</td>
<td>3</td>
</tr>
<tr>
<td>☐ INT-1700 Understanding Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2nd Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ INT-2300 Windows Desktop Client</td>
<td>3</td>
</tr>
<tr>
<td>☐ INT-2310 Windows Server Administration</td>
<td>3</td>
</tr>
<tr>
<td>☐ INT-Elective Choose one course from ‘Program Elective Choices’ above</td>
<td>3–4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>9–10</strong></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Program Total</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Program Total</strong></td>
<td><strong>21–22</strong></td>
</tr>
</tbody>
</table>
Technical Support Certificate | COMPTECHSUPCT
www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462358
Visit Center for Advanced Technology, Room 129 or call 301-322-0752 for your faculty advisor

PROGRAM DESCRIPTION
This certificate program includes courses to prepare students for Microsoft Office Specialist (MOS) certifications, as well as A+ certification. Students wishing to pursue the A.A.S. degree may apply these credits to the Information Technology degree. Graduates of the Technical Support Certificate will be able to:

- Demonstrate understanding of fundamental information technology concepts
- Demonstrate proficiency in the use of essential computer applications such as word processing, spreadsheets, database management, presentations, and desktop publishing
- Carry out preventative hardware and software maintenance
- Troubleshoot and correct computer hardware and software problems
- Assemble, reconfigure, and upgrade personal computers

SEQUENCE OF STUDY
Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>1st Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>INT-1010* Introduction to Information Technology</td>
<td>3</td>
</tr>
<tr>
<td>INT-1330 Integrated Software Applications</td>
<td>3</td>
</tr>
<tr>
<td>BMT-1650 Customer Service</td>
<td>3</td>
</tr>
<tr>
<td>INT-1370 Introduction to Help Desk Tools and Procedures</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2nd Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>INT-1700 Understanding Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>INT-1540 Computer Hardware I: A+ Preparation Hardware</td>
<td>3</td>
</tr>
<tr>
<td>INT-2540 Computer Hardware II: A+ Preparation</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>10</strong></td>
</tr>
</tbody>
</table>

Program Total 22

Asterisk (*) denotes general education course. The list of approved general education courses appears in chapter eight.
Technology Core Concepts Certificate | COMP.TECH.CORE.CT
www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462359
Visit Center for Advanced Technology, Room 129 or call 301-322-0752 for your faculty advisor

PROGRAM DESCRIPTION
This certificate provides students with a selection of courses that cover fundamental information technology concepts. Students wishing to pursue the A.A.S. degree may apply these credits to the Information Technology degree. Graduates of the Technology Core Concepts Certificate will be able to:

- Demonstrate understanding of fundamental information technology concepts
- Demonstrate proficiency in the use of essential computer applications such as word processing, database management, and presentations.
- Conceptualize, design and diagram possible solutions to logical problems, focusing on those problems which are amenable to a computer-based solution

PROGRAM ELECTIVE CHOICES
Choose two of the following courses based on specialty pursuit: INT-1150 Introduction to Database Management Systems, INT-1550 Introduction to Networks: Network + Preparation, INT-1370 Introduction to Help Desk Tools and Procedures, INT-1620 Computer Security: Security+ Preparation, INT-1800 Introduction to Internet and Web Technology, INT-2081 Introduction to Oracle

SEQUENCE OF STUDY
Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Semester</td>
<td>INT-1010*</td>
<td>Introduction to Information Technology</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>2nd Semester</td>
<td>INT-1330</td>
<td>Integrated Software Applications</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>INT-1111</td>
<td>Programming Logic and Design</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>INT-1700</td>
<td>Understanding Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td>9</td>
</tr>
<tr>
<td>3rd Semester</td>
<td>INT-Elective</td>
<td>Choose one course from ‘Program Elective Choices’ above</td>
<td>3–4</td>
</tr>
<tr>
<td></td>
<td>INT-Elective</td>
<td>Choose one course from ‘Program Elective Choices’ above</td>
<td>3–4</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td>6–8</td>
</tr>
<tr>
<td>Program Total</td>
<td></td>
<td></td>
<td>18–20</td>
</tr>
</tbody>
</table>

Double asterisk (**) denotes a course that satisfies culminating experience requirement for A.A.S. program.
Web Technology Certificate | COMP.WEB.CT

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462361 | Visit Center for Advanced Technology, Room 129 or call 301-322-0752 for your faculty advisor

PROGRAM DESCRIPTION
This certificate is designed for the student who wishes to enter the field of Internet and World Wide Web-based environments. Students wishing to pursue the A.A.S. degree may apply these credits to the Information Technology degree. Graduates of the Web Technology Certificate will be able to:

- Demonstrate understanding of fundamental information technology concepts
- Apply Web technology concepts and tools to design and maintain a professional website.
- Conceptualize, design and diagram possible solutions to logical problems, focusing on those problems which are amenable to a computer-based solution

SEQUENCE OF STUDY
Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

1st Semester
- INT-1010* Introduction to Information Technology 3
- Total 3

2nd Semester
- INT-1111 Programming Logic and Design 3
- INT-1800 Internet and Web Technology 3
- INT-1901 Emerging Technologies I 1
- Total 7

3rd Semester
- INT-1850 Client-Side Web Development 3
- INT-1860 Server-Side Web Development 3
- INT-2200 or 2720 Programming in Java or UNIX/Linux Operating System 4
- Total 10

Program Total 20

Asterisk (*) denotes general education course. The list of approved general education courses appears in chapter eight.
Computer Science  Associate of Science | COMP.SCI.AS
www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462381
Visit Center for Advanced Technology, Room 129 or call 301-322-0752 for your faculty advisor

PROGRAM DESCRIPTION
The Computer Science transfer program includes two A.S. degree choices—Computer Science and the Information Science Option. Students are encouraged to see an advisor to select correct transfer courses because transfer requirements change periodically. Graduates of the Computer Science program will be able to:

• Analyze user requirements to do problem solving
• Design algorithms to solve complex mathematical or scientific problems
• Select algorithms based on a comparison of their time and space complexity requirements
• Implement those algorithms in a high-level programming language, such as Java
• Utilize object-oriented methodology to write efficient code

GENERAL EDUCATION COURSES
The list of General Education courses appears in chapter eight.

TRANSFERABILITY
Credit earned at any public institution in the state shall be transferable to any other institution if the:

• Credit is from a college or university parallel course or program;
• Grades in the block of courses transferred average 2.00 or higher; and
• Acceptance of the credit is consistent with the policies of the receiving institution governing students following the same program.

Refer to ARTSYS at artweb.usmd.edu and the receiving institution’s catalog to select transferable courses.

NEED HELP?
For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach.
**SEQUENCE OF STUDY**

Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you). Also, this is a calculus-based program. Students may require prerequisite math courses prior to beginning course work in the program.

<table>
<thead>
<tr>
<th>1st Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>INT-1111 Programming Logic and Design</td>
<td>3</td>
</tr>
<tr>
<td>EGL-1010* Composition I: Expository Writing</td>
<td>3</td>
</tr>
<tr>
<td>Science with Lab* General Education Lab Science Course</td>
<td>4</td>
</tr>
<tr>
<td>MAT-2420 Calculus II for Science and Engineering</td>
<td>4</td>
</tr>
<tr>
<td>Total</td>
<td>14</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2nd Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>INT-Elective 2200 or 2270 recommended</td>
<td>3</td>
</tr>
<tr>
<td>INT-2200 Programming in Java</td>
<td>3</td>
</tr>
<tr>
<td>EGL-1020* Composition II: Writing About Literature</td>
<td>3</td>
</tr>
<tr>
<td>SPH-1010* Introduction to Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
<td>12</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3rd Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>INT-1210 Computer Science I</td>
<td>4</td>
</tr>
<tr>
<td>MAT-2430, 2450, or 2460 Check with faculty advisor for which course</td>
<td>4</td>
</tr>
<tr>
<td>Humanities* General Education Humanities Course</td>
<td>3</td>
</tr>
<tr>
<td>Literature* General Education Literature Course</td>
<td>3</td>
</tr>
<tr>
<td>Social Science* General Education Social Sciences Course</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
<td>17</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4th Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>INT-1220 Computer Science II</td>
<td>4</td>
</tr>
<tr>
<td>INT-2200 Programming in Java</td>
<td>4</td>
</tr>
<tr>
<td>Science* General Education Science Course</td>
<td>3</td>
</tr>
<tr>
<td>Appropriate Elective Any course but PED</td>
<td>3–4</td>
</tr>
<tr>
<td>Total</td>
<td>17–19</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program Total</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>60–62</td>
</tr>
</tbody>
</table>

Asterisk (*) denotes general education course. The list of approved general education courses appears in chapter eight.
Information Science Option of Computer Science  
Associate of Science  
www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462373  
Visit Center for Advanced Technology, Room 129 or call 301-322-0752 for your faculty advisor

**PROGRAM DESCRIPTION**

This program of study can be used by students transferring to the University of Maryland Robert H. Smith School of Business as Information Systems majors. Mathematics, general education, and elective courses must be chosen carefully to ensure application prerequisites are met. Students should meet with an advisor and should check the University of Maryland’s Limited Enrollment Program website (www.lep.umd.edu) prior to applying to be sure all current requirements for transfer enrollment have been met. Graduates of the Information Science Option of Computer Science will be able to:

- Read construction drawings, estimate material and labor costs, and schedule a construction project
- Use knowledge of the organizational structure of a construction company and its legal relationships with the designer, subcontractors, and suppliers to successfully manage a construction project
- Establish proper safety procedures and a quality assurance plan for a construction project
- Effectively use proper communication, decision-making principles, and leadership qualities to both avoid and solve problems on the job site

**GENERAL EDUCATION COURSES**

The list of General Education courses appears in chapter eight.

**TRANSFERABILITY**

Credit earned at any public institution in the state shall be transferable to any other institution if the:

- Credit is from a college or university parallel course or program;
- Grades in the block of courses transferred average 2.00 or higher; and
- Acceptance of the credit is consistent with the policies of the receiving institution governing students following the same program.

Refer to ARTSYS at artweb.umd.edu and the receiving institution's catalog to select transferable courses.

**NEED HELP?**

For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach.
**SEQUENCE OF STUDY**

Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>1st Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>INT-1010* Introduction to Information Technology</td>
</tr>
<tr>
<td>MAT-1350* College Algebra</td>
</tr>
<tr>
<td>EGL-1010* Composition I: Expository Writing</td>
</tr>
<tr>
<td>Social Science* General Education Social Sciences Course</td>
</tr>
<tr>
<td>Science with Lab* General Education Lab Science Course</td>
</tr>
<tr>
<td><strong>Total</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2nd Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>INT-1111 Programming Logic and Design</td>
</tr>
<tr>
<td>MAT-1360 Trigonometry and Analytic Geometry</td>
</tr>
<tr>
<td>EGL-1020* Composition II: Writing About Literature</td>
</tr>
<tr>
<td>SPH-1010* Introduction to Speech Communication</td>
</tr>
<tr>
<td>Social Science* General Education Social Sciences Course</td>
</tr>
<tr>
<td><strong>Total</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3rd Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>INT-2130 Programming in C++</td>
</tr>
<tr>
<td>MAT-2410 Calculus I for Science and Engineering</td>
</tr>
<tr>
<td>Appropriate Electives INT, MGT, or ACC course, see advisor for transferability</td>
</tr>
<tr>
<td>Humanities* General Education Humanities Course</td>
</tr>
<tr>
<td><strong>Total</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4th Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>INT-2840 System Analysis and Project Management</td>
</tr>
<tr>
<td>Appropriate Electives INT, MGT, or ACC course, see advisor for transferability</td>
</tr>
<tr>
<td>Science Lab* General Education Science Course</td>
</tr>
<tr>
<td>Appropriate Elective Any course but PED</td>
</tr>
<tr>
<td><strong>Total</strong></td>
</tr>
</tbody>
</table>

| Program Total | 60 |

Asterisk (*) denotes general education course. The list of approved general education courses appears in chapter eight.
Construction Management  Associate of Applied Science | CNST.AAS
www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462355
Visit Center for Advanced Technology, Room 129 or call 301-322-0752 for your faculty advisor

PROGRAM DESCRIPTION
The Construction Management program acquaints students with management/business operations and knowledge of the practices and procedures related to construction technologies. Technical coursework will acquaint students with various building materials, codes and regulations, types of fabrication, and methods of construction. Technical problem solving will be stressed. Business and management coursework will teach basic business structures and concepts as well as contemporary management practices. Avenues for employment include general contracting, specialty contracting, construction supervision, equipment and material suppliers, construction services, and/or regulatory agencies. Graduates of the program are prepared to earn a bachelor's degree in Construction Management programs at four-year institutions such as the University of Maryland Eastern Shore. All credits earned in the certificate and letter of recognition programs can be applied to the A.A.S. program. Graduates of the Construction Management program will be able to:

• Interpret plans and specifications for a construction project
• Estimate material and labor costs for a construction project
• Schedule a construction project
• Use knowledge of the organizational structure of a construction company and its legal relationships with the designer, subcontractors, and suppliers to successfully manage a construction project
• Effectively use proper communication, decision-making principles and leadership qualities to both avoid and solve problems on the job site

GENERAL EDUCATION COURSES
The list of General Education courses appears in chapter eight.

PROGRAM ELECTIVE CHOICES
• CSM-1410 Construction Math
• CSM-1500 Construction Surveying
• CSM-1510 Residential Construction Management
• CSM-1600 Construction Safety
• CSM-1850 Construction Quality Control
• CSM-1860 Construction Codes
• CSM-2310 Construction Entrepreneurship
• CSM-2450 Construction Management II
• CSM-2610 Mech. and Elec. Systems in Construction
• CSM-2850 Leadership in Construction
• CSM-2910–2930 Cooperative Education
• ENT-1600 Introduction to CAD with AutoCAD
• Approved MAT elective
• ENT-1680 Revit Architecture and BIM

TRANSFERABILITY
Credit earned at any public institution in the state shall be transferable to any other institution if the:
• Credit is from a college or university parallel course or program;
• Grades in the block of courses transferred average 2.00 or higher; and
• Acceptance of the credit is consistent with the policies of the receiving institution governing students following the same program. Refer to ARTSYS at artweb.usmd.edu and the receiving institution's catalog to select transferable courses.

NEED HELP?
For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach.
### SEQUENCE OF STUDY

Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>1st Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CSM-1450</td>
<td>Construction Management I</td>
</tr>
<tr>
<td>CSM-1460</td>
<td>Construction Methods and Materials</td>
</tr>
<tr>
<td>CSM-1830</td>
<td>Construction Print Reading</td>
</tr>
<tr>
<td>EGL-1010*</td>
<td>Composition I: Expository Writing</td>
</tr>
<tr>
<td>INT-1010*</td>
<td>Introduction to Information Technology</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>15</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2nd Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CSM-1470</td>
<td>Construction Planning and Scheduling</td>
</tr>
<tr>
<td>CSM-1480</td>
<td>Construction Estimating I</td>
</tr>
<tr>
<td>MAT-1120</td>
<td>Finite Mathematics</td>
</tr>
<tr>
<td>ACC-1030</td>
<td>Accounting for Managers</td>
</tr>
<tr>
<td>EGL-1020*</td>
<td>Composition II: Writing About Literature</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>15</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3rd Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CSM-2410</td>
<td>Communication and Computers in Construction</td>
</tr>
<tr>
<td>CSM-Elective</td>
<td>Choose one course from ‘Program Elective Choices’ above</td>
</tr>
<tr>
<td>CSM-Elective</td>
<td>Choose one course from ‘Program Elective Choices’ above</td>
</tr>
<tr>
<td>CSM-Elective</td>
<td>Choose one course from ‘Program Elective Choices’ above</td>
</tr>
<tr>
<td>SPH-1010*</td>
<td>Introduction to Speech Communication</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>15</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4th Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CSM-2900**</td>
<td>Construction Enterprise Project</td>
</tr>
<tr>
<td>CSM-Elective</td>
<td>Choose one course from ‘Program Elective Choices’ above</td>
</tr>
<tr>
<td>CSM-Elective</td>
<td>Choose one course from ‘Program Elective Choices’ above</td>
</tr>
<tr>
<td>Science*</td>
<td>General Education Science Course</td>
</tr>
<tr>
<td>Social Science*</td>
<td>General Education Social Sciences Course</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>15–16</td>
</tr>
</tbody>
</table>

**Program Total** 60–61

Asterisk (*) denotes general education course. The list of approved general education courses appears in chapter eight.
**Construction Management Certificate** Certificate | CNST.CT

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462342

Visit Center for Advanced Technology, Room 129 or call 301-322-0752 for your faculty advisor

**PROGRAM DESCRIPTION**

Graduates of the Construction Management Certificate will be able to:

- Interpret plans and specifications for a construction project
- Estimate material and labor costs for a construction project
- Schedule a construction project

**SEQUENCE OF STUDY**

Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>1st Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CSM-1450</strong></td>
</tr>
<tr>
<td><strong>CSM-1460</strong></td>
</tr>
<tr>
<td><strong>CSM-1830</strong></td>
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</tbody>
</table>

Total: 9

<table>
<thead>
<tr>
<th>2nd Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CSM-1470</strong></td>
</tr>
<tr>
<td><strong>CSM-1480</strong></td>
</tr>
<tr>
<td><strong>CSM-Elective</strong></td>
</tr>
<tr>
<td><strong>CSM-Elective</strong></td>
</tr>
</tbody>
</table>

Total: 12

Program Total: 21

**Construction Technology** Letter of Recognition | CNST.LOR

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462343

Center for Advanced Technology, Room 129 | 301-322-0752

**SEQUENCE OF STUDY**

Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<p>| |</p>
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CSM-1450</strong></td>
</tr>
<tr>
<td><strong>CSM-1460</strong></td>
</tr>
<tr>
<td><strong>CSM-1830</strong></td>
</tr>
</tbody>
</table>

Total: 9

Program Total: 9
Correctional Services, Criminal Justice Option  Associate of Applied Science | CORR.AAS

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462376

Visit Center for Advanced Technology, Room 208F or call 301-322-0553 for your faculty advisor

PROGRAM DESCRIPTION

Correctional Services involve the operation of jails and detention facilities, probation and intermediate sanctions, prisons and parole and prisoner reentry into society. The Correctional Services Option provides students with a strong criminal justice curriculum, combined with coursework and practical applications that emphasize current correctional practices and approaches. Students are prepared for careers as correctional case managers, correctional officers, counselors working with juveniles and prerelease/offender transition. Prince George's Community College has a partnership with the Prince George's County Department of Corrections. Graduates who complete their training at the county's Correctional Training Academy may receive up to nine college credits toward their associate degree when they enroll at the college. Graduates of the Correctional Services Option program will be able to:

• Communicate effectively and professionally in both oral and written forms
• Read critically and use written material to support logical reasoning and solve problems
• Explain the history of the criminal justice, court and corrections systems in the United States
• Develop a working knowledge of the United States criminal justice system, criminal law, and the rules of evidence
• Apply critical thinking skills for appropriate decision making in law enforcement and corrections-related fields
• Apply basic theories of corrections operations and management
• Demonstrate appropriate skills in communication, observation, investigation, evaluation, and personal safety in correctional services situations
• Demonstrate appropriate professional standards, ethics, and leadership skills
• Pursue a bachelor's degree in Criminal Justice at a four-year college or university

GENERAL EDUCATION COURSES

The list of General Education courses appears in chapter eight.

TRANSFERABILITY

Credit earned at any public institution in the state shall be transferable to any other institution if the:

• Credit is from a college or university parallel course or program;
• Grades in the block of courses transfered average 2.00 or higher; and
• Acceptance of the credit is consistent with the policies of the receiving institution governing students following the same program.

Refer to ARTSYS at artweb.usmd.edu and the receiving institution's catalog to select transferable courses.

NEED HELP?

For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach.

Asterisk (*) denotes general education course. The list of approved general education courses appears in chapter eight.
### SEQUENCE OF STUDY
Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>1st Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>□ COR-1510 Introduction to Corrections</td>
<td>3</td>
</tr>
<tr>
<td>□ EGL-1010* Composition I: Expository Writing</td>
<td>3</td>
</tr>
<tr>
<td>□ SOC-1010* Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>□ INT-1010* Introduction to Information Technology</td>
<td>3</td>
</tr>
<tr>
<td>□ Math* General Education, MAT-1120 or higher</td>
<td>3–4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15–16</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2nd Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Science* General Education Science Course</td>
<td>3</td>
</tr>
<tr>
<td>□ CJT-2510 Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>□ EGL-1020* Composition II: Writing About Literature</td>
<td>3</td>
</tr>
<tr>
<td>□ PSY-1010 General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>□ CJT-1530 Community Policing</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3rd Semester</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>□ CJT-1550 Juvenile Delinquency</td>
<td>3</td>
</tr>
<tr>
<td>□ COR-1530 Corrections Management</td>
<td>3</td>
</tr>
<tr>
<td>□ PHL-1010 Introduction to Philosophy: The Art of Questioning</td>
<td>3</td>
</tr>
<tr>
<td>□ SPH-1010 Introduction to Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>□ SOC-2010 or 2030 Social Problems or Criminology</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4th Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>□ CJT-2530 Criminal Investigation</td>
<td>3</td>
</tr>
<tr>
<td>□ CJT-2540 Criminal Evidence and Procedure</td>
<td>3</td>
</tr>
<tr>
<td>□ CJT-2560 Terrorism and Biosecurity</td>
<td>3</td>
</tr>
<tr>
<td>□ COR-2510 Probation, Parole, and Community-based Corrections</td>
<td>3</td>
</tr>
<tr>
<td>□ CJT-2900** Capstone Seminar in Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

| **Program Total**                     | **60–61** |

Double asterisk (**) denotes a course that satisfies culminating experience requirement for A.A.S. program.
Criminal Justice Transfer Option  
Associate of Arts | CRJU.AA

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462395
Visit Bladen Hall, Room 208F or call 301-322-0553 for your faculty advisor

PROGRAM DESCRIPTION
The field of criminal justice encompasses law enforcement, investigations, court and administrative services, corrections, private security, and juvenile justice. Each area requires individuals who can speak and write well and who can work well with colleagues and the community. The individuals need to be skilled in management, investigative techniques, analysis of data, and critical thinking. Students who choose one of the programs develop these abilities and are prepared for successful careers in a variety of positions in federal, state, and local law enforcement agencies as police, corrections or security officers, or a number of administrative positions. The A.A. degree option readily transfers to four-year colleges and universities that offer a bachelor’s degree in criminal justice. Prince George’s Community College has a partnership with the Prince George’s County Police Department. Graduates who complete their training at the county’s Police Academy may receive up to 18 college credits toward their associate degree when they enroll at the college. Graduates of the Criminal Justice Transfer Option will be able to:

• Communicate effectively and professionally in both oral and written forms
• Read critically and use written material to support logical reasoning and solve problems
• Explain the history of the criminal justice, court and corrections systems in the United States
• Develop a working knowledge of the United States criminal justice system, criminal law, and the rules of evidence
• Apply critical thinking skills for appropriate decision making in law enforcement-related fields
• Apply basic theories of police operations and management
• Demonstrate appropriate skills in communication, observation, investigation, evaluation, and personal safety in law enforcement situations
• Demonstrate the documentation, collection, and preservation of physical evidence from a crime scene
• Apply concepts of community-oriented policing
• Demonstrate appropriate professional standards, ethics and leadership skills
• Pursue a bachelor’s degree in Criminal Justice at a four-year college or university

GENERAL EDUCATION COURSES
The list of General Education courses appears in chapter eight.

CJT ELECTIVES
Choose three courses from the following:

• CJT-1520 Police Operations
• CJT-1540 Police Management
• CJT-1550 Juvenile Delinquency
• CJT-2510 Criminal Law
• CJT-2530 Criminal Investigation
• CJT-2540 Criminal Evidence and Procedure

GENERAL ELECTIVE CHOICES
Choose two courses from the following:

• SOC-2010 Social Problems
• POS-1020 State and Local Government
• PSY-2130 Forensic Psychology

TRANSFERABILITY
Credit earned at any public institution in the state shall be transferable to any other institution if the:

• Credit is from a college or university parallel course or program;
• Grades in the block of courses transferred average 2.00 or higher; and
• Acceptance of the credit is consistent with the policies of the receiving institution governing students following the same program.

Refer to ARTSYS at artweb.usmd.edu and the receiving institution’s catalog to select transferable courses.

NEED HELP?
For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach.

Asterisk (*) denotes general education course. The list of approved general education courses appears in chapter eight.
**SEQUENCE OF STUDY**

Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>1st Semester</th>
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<tbody>
<tr>
<td>INT-1010*</td>
<td>3</td>
</tr>
<tr>
<td>CJT-1510</td>
<td>3</td>
</tr>
<tr>
<td>CJT-1530</td>
<td>3</td>
</tr>
<tr>
<td>EGL-1010*</td>
<td>3</td>
</tr>
<tr>
<td>Math*</td>
<td>3–4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>15–16</td>
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</table>

<table>
<thead>
<tr>
<th>2nd Semester</th>
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</thead>
<tbody>
<tr>
<td>English Comp*</td>
<td>3</td>
</tr>
<tr>
<td>CJT-Elective</td>
<td>3</td>
</tr>
<tr>
<td>Humanities*</td>
<td>3</td>
</tr>
<tr>
<td>CJT-Elective*</td>
<td>3</td>
</tr>
<tr>
<td>SPH-1010*</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>15</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3rd Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CJT-Elective</td>
<td>3</td>
</tr>
<tr>
<td>Science*</td>
<td>3</td>
</tr>
<tr>
<td>History*</td>
<td>3</td>
</tr>
<tr>
<td>PSY-1010*</td>
<td>3</td>
</tr>
<tr>
<td>CJT-2800</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>15</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>4th Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Science or Humanities*</td>
<td>3</td>
</tr>
<tr>
<td>Science with Lab*</td>
<td>4</td>
</tr>
<tr>
<td>SOC-1010</td>
<td>3</td>
</tr>
<tr>
<td>General-Elective</td>
<td>3</td>
</tr>
<tr>
<td>General-Elective</td>
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</tr>
<tr>
<td><strong>Total</strong></td>
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**Program Total** 61–62

Double asterisk (**) denotes a course that satisfies culminating experience requirement for A.A.S. program.
Criminal Justice  Associate of Applied Science | CRJU.AAS
www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462384
Visit Bladen Hall, Room 208F or call 301-322-0553 for your faculty advisor

**PROGRAM DESCRIPTION**
The field of criminal justice encompasses law enforcement, investigations, court and administrative services, corrections, private security and juvenile justice. Each area requires individuals who can speak and write well and who can work well with colleagues and the community. The individuals need to be skilled in management, investigative techniques, analysis of data and critical thinking. Students who choose one of the following programs develop these abilities and are prepared for successful careers in a variety of positions in federal, state and local law enforcement agencies as police, corrections or security officers or a number of administrative positions. The A.A. degree option readily transfers to four-year colleges and universities that offer a bachelor’s degree in criminal justice. The A.A.S. degree prepares students to directly enter the workforce and also satisfies most of the requirements for transfer to four-year institutions. Prince George’s Community College has a partnership with the Prince George’s County Police Department. Graduates who complete their training at the county’s Police Academy may receive up to eighteen college credits toward their associate degree when they enroll at the college. Graduates of the Criminal Justice program will be able to:

• Communicate effectively and professionally in both oral and written forms
• Read critically and use written material to support logical reasoning and solve problems
• Explain the history of the criminal justice, court and corrections systems in the United States
• Develop a working knowledge of the United States criminal justice system, criminal law, and the rules of evidence
• Apply critical thinking skills for appropriate decision making in law enforcement-related fields
• Apply basic theories of police operations and management
• Demonstrate appropriate skills in communication, observation, investigation, evaluation, and personal safety in law enforcement situations
• Demonstrate the documentation, collection, and preservation of physical evidence from a crime scene
• Apply concepts of community-oriented policing
• Demonstrate appropriate professional standards, ethics, and leadership skills
• Pursue a bachelor’s degree in Criminal Justice at a four-year college or university

**GENERAL EDUCATION COURSES**
The list of General Education courses appears in chapter eight.

**PROGRAM ELECTIVE CHOICES**
Cooperative Education/Internship  CJT-2910–2930
Correctional Services  COR-1510, COR-1530, COR-2510, COR-2530
Criminal Justice  CJT-1540, CJT-1620, CJT-1700, CJT-1730, CJT-1740, CJT-2560
Forensic Science  FOS-2500, FOS-2600, FOS-2610
Other  CAP-1310, INT-1620, INT-1700, BMT-2860, PAR-1510–2610, PSY-2120, PSY-2130, SPN-1010

**TRANSFERABILITY**
Credit earned at any public institution in the state shall be transferable to any other institution if the:

• Credit is from a college or university parallel course or program;
• Grades in the block of courses transferred average 2.00 or higher; and
• Acceptance of the credit is consistent with the policies of the receiving institution governing students following the same program.

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### SEQUENCE OF STUDY

Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>1st Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>INT-1010*</td>
<td>Introduction to Information Technology</td>
</tr>
<tr>
<td>CJT-1510</td>
<td>Introduction to Criminal Justice</td>
</tr>
<tr>
<td>CJT-1530</td>
<td>Community Policing</td>
</tr>
<tr>
<td>EGL-1010*</td>
<td>Composition I: Expository Writing</td>
</tr>
<tr>
<td>Math*</td>
<td>General Education, MAT-1120 or higher</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>15–16</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2nd Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CJT-1520</td>
<td>Police Operations</td>
</tr>
<tr>
<td>CJT-2510</td>
<td>Criminal Law</td>
</tr>
<tr>
<td>English Comp*</td>
<td>EGL-1020 recommended</td>
</tr>
<tr>
<td>PHL-1010*</td>
<td>Introduction to Philosophy: The Art of Questioning</td>
</tr>
<tr>
<td>SPH-1010*</td>
<td>Introduction to Speech Communication</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>15</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3rd Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CJT-1550</td>
<td>Juvenile Delinquency</td>
</tr>
<tr>
<td>Science*</td>
<td>General Education Science Course</td>
</tr>
<tr>
<td>PSY-1010</td>
<td>General Psychology</td>
</tr>
<tr>
<td>SOC-1010*</td>
<td>Introduction to Sociology</td>
</tr>
<tr>
<td>CJT-2800</td>
<td>Professional Ethics in Criminal Justice</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>15</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4th Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CJT-2530</td>
<td>Criminal Investigation</td>
</tr>
<tr>
<td>CJT-2540</td>
<td>Criminal Evidence and Procedure</td>
</tr>
<tr>
<td>SOC-2010, 2030, or POS-1020</td>
<td>3</td>
</tr>
<tr>
<td>CJT-Elective</td>
<td>Select a course from ‘Program Elective Choices’ above</td>
</tr>
<tr>
<td>CJT-2900**</td>
<td>Capstone Seminar in Criminal Justice</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>15</td>
</tr>
</tbody>
</table>

| Program Total | 60–61 |

Double asterisk (**) denotes a course that satisfies culminating experience requirement for A.A.S. program.
**Criminal Justice Technology** Certificate | CRJ.U.CT

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462367

Visit Bladen Hall, Room 208F or call 301-322-0553 for your faculty advisor

**SEQUENCE OF STUDY**

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<table>
<thead>
<tr>
<th>1st Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ CJT-1510 Introduction to Criminal Justice</td>
</tr>
<tr>
<td>☐ CJT-1530 Community Policing</td>
</tr>
<tr>
<td>☐ EGL-1010* Composition I: Expository Writing</td>
</tr>
<tr>
<td>☐ MAT-1120 Finite Mathematics</td>
</tr>
<tr>
<td>☐ PSY-1010 General Psychology</td>
</tr>
<tr>
<td><strong>Total</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2nd Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ CJT-1520 Police Operations</td>
</tr>
<tr>
<td>☐ CJT-2510 Criminal Law</td>
</tr>
<tr>
<td>☐ CJT-2530 Criminal Investigation</td>
</tr>
<tr>
<td>☐ PSY-2130 Forensic Psychology</td>
</tr>
<tr>
<td>☐ SPH-1010 Introduction to Speech Communication</td>
</tr>
<tr>
<td><strong>Total</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>30</strong></td>
</tr>
</tbody>
</table>
Cybercrime Investigation Option Associate of Applied Science | CRJU.CYBER.AAS

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462383
Visit Bladen Hall, Room 208F or call 301-322-0553 for your faculty advisor

PROGRAM DESCRIPTION
Cybercrime investigation involves the application of computer forensics examination and analysis techniques, in order to properly preserve electronic and digital evidence, so that it may be presented in a court of law. Both the associate degree and the certificate in Cybercrime Investigation combine criminal justice, forensic science, and computer courses and are designed for students who plan to pursue entry-level careers in the field of computer forensics. Graduates with a Cybercrime Investigation Option A.A.S. degree also may decide to pursue a bachelor’s degree in Criminal Justice at a four-year college or university. Graduates of the Cybercrime Investigation program will be able to:

• Communicate effectively and professionally in both oral and written forms
• Read critically and use written material to support logical reasoning and solve problems
• Explain the history the criminal justice, court and corrections systems, as well as the investigation of computer crimes in the United States
• Develop a working knowledge of the United States criminal justice system, criminal law, and the rules of evidence
• Apply critical thinking skills for appropriate decision making in law enforcement and computer-related fields
• Demonstrate appropriate skills in the usage of computers, networks, and operating systems
• Demonstrate the documentation, collection and preservation of computer forensic evidence
• Apply concepts of systems security and cybercrime detection techniques
• Demonstrate appropriate professional standards, ethics, and leadership skills

GENERAL EDUCATION COURSES
The list of General Education courses appears in chapter eight.

TRANSFERABILITY
Credit earned at any public institution in the state shall be transferable to any other institution if the:

• Credit is from a college or university parallel course or program;
• Grades in the block of courses transferred average 2.00 or higher; and
• Acceptance of the credit is consistent with the policies of the receiving institution governing students following the same program.

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NEED HELP?
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### SEQUENCE OF STUDY

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<table>
<thead>
<tr>
<th>1st Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>INT-1010* Introduction to Information Technology</td>
<td>3</td>
</tr>
<tr>
<td>CJT-1510 Introduction to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>EGL-1010* Composition I: Expository Writing</td>
<td>3</td>
</tr>
<tr>
<td>FOS-2500 Forensic Science</td>
<td>3</td>
</tr>
<tr>
<td>Math* General Education, MAT-1120 or higher</td>
<td>3–4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15–16</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2nd Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>INT-1700 Understanding Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>CJT-2510 Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>English Comp* EGL-1020 recommended</td>
<td>3</td>
</tr>
<tr>
<td>FOS-2600 Computer Forensics I Computer-Related Crime</td>
<td>3</td>
</tr>
<tr>
<td>Science* General Education Science Course</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3rd Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>INT-1620 Computer Security: Security+ Preparation</td>
<td>3</td>
</tr>
<tr>
<td>CJT-2530 Criminal Investigation</td>
<td>3</td>
</tr>
<tr>
<td>FOS-2610 Computer Forensics II Computer-Related Crime</td>
<td>3</td>
</tr>
<tr>
<td>SOC-1010 Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>SPH-1010 Introduction to Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
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</table>

<table>
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<th>4th Semester</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>BMT-2860 Cyber Law</td>
<td>3</td>
</tr>
<tr>
<td>PHL-1010 Introduction to Philosophy: The Art of Questioning</td>
<td>3</td>
</tr>
<tr>
<td>PSY-1010 General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>CJT-2900** Capstone Seminar in Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>SOC-2010, 2030, or POS-1020*</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

**Program Total**  

|          | 60–61    |

Asterisk (*) denotes general education course. The list of approved general education courses appears in chapter eight.
Cybercrime Investigation Certificate | CRJU.CYBER.CT

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462364

Visit Bladen Hall, Room 208F or call 301-322-0553 for your faculty advisor

**SEQUENCE OF STUDY**

Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>1st Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>INT-1010* Introduction to Information Technology</td>
<td>3</td>
</tr>
<tr>
<td>CJT-2510 Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>FOS-2500 Forensic Science</td>
<td>3</td>
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<tr>
<td><strong>Total</strong></td>
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</table>

<table>
<thead>
<tr>
<th>2nd Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>INT-1700 Understanding Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>CJT-2540 Criminal Evidence and Procedure</td>
<td>3</td>
</tr>
<tr>
<td>FOS-2600 Computer Forensics I Computer-Related Crime</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>9</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3rd Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>BMT-2860 Cyber Law</td>
<td>3</td>
</tr>
<tr>
<td>INT-1620 Computer Security: Security+ Preparation</td>
<td>3</td>
</tr>
<tr>
<td>FOS-2610 Computer Forensics II Computer-Related Crime</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>9</strong></td>
</tr>
</tbody>
</table>

| Program Total                                                               | **27**|

Double asterisk (**) denotes a course that satisfies culminating experience requirement for A.A.S. program.
Police Science Option for Police Academy Graduates  
Associate of Applied Science | CRJu.ACAD.AAS  
www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462375  
Visit Bladen Hall, Room 208F or call 301-322-0553 for your faculty advisor

PROGRAM DESCRIPTION
Police Science is a partnership between Prince George's Community College and the Prince George's Municipal Police Academy, located on the Largo campus. The Police Science Option degree program prepares graduates for entry-level police officer positions with local and municipal law enforcement agencies. In accordance with the Maryland Police and Correctional Training Commission (the regulatory agency for police training and certification and instructor certification), Academy recruits complete the equivalent of 30 general education credits and 30 criminal justice program credits. The Police Science Option also provides a bridge for law enforcement personnel wishing to continue their higher education for personal and/or professional career advancement.

GENERAL EDUCATION COURSES
The list of General Education courses appears in chapter eight.

TRANSFERABILITY
Credit earned at any public institution in the state shall be transferable to any other institution if the:
- Credit is from a college or university parallel course or program;
- Grades in the block of courses transferred average 2.00 or higher; and
- Acceptance of the credit is consistent with the policies of the receiving institution governing students following the same program.

Refer to ARTSYS at artweb.umd.edu and the receiving institution's catalog to select transferable courses.

NEED HELP?
For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach.
SEQUENCE OF STUDY

Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>1st Semester</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CJT-1520</td>
<td>Police Operations</td>
<td>3</td>
</tr>
<tr>
<td>CJT-1530</td>
<td>Community Policing</td>
<td>3</td>
</tr>
<tr>
<td>CJT-2510</td>
<td>Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>FOS-2580</td>
<td>Basic Accident Investigation</td>
<td>3</td>
</tr>
<tr>
<td>CJT-2530</td>
<td>Criminal Investigation</td>
<td>3</td>
</tr>
<tr>
<td>HLE-2130</td>
<td>First Aid—Responding to Emergencies/CPR FPR</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>18</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2nd Semester</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CJT-1510</td>
<td>Introduction to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>EGL-1010*</td>
<td>Composition I: Expository Writing</td>
<td>3</td>
</tr>
<tr>
<td>SPH-1090</td>
<td>Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>INT-1010*</td>
<td>Introduction to Information Technology</td>
<td>3</td>
</tr>
<tr>
<td>Math*</td>
<td>General Education, MAT-1120 or higher</td>
<td>3–4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>15–16</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3rd Semester</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>EGL-1320</td>
<td>Composition II: Writing for Business</td>
<td>3</td>
</tr>
<tr>
<td>CJT-1550</td>
<td>Juvenile Delinquency</td>
<td>3</td>
</tr>
<tr>
<td>PSY-1010</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOC-1010</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>NTR-1010</td>
<td>Introductory Nutrition</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4th Semester</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>SPN-1010</td>
<td>Spanish for Beginners</td>
<td>3</td>
</tr>
<tr>
<td>CJT-2540</td>
<td>Criminal Evidence and Procedure</td>
<td>3</td>
</tr>
<tr>
<td>SOC-2030</td>
<td>Criminology</td>
<td>3</td>
</tr>
<tr>
<td>FOS-2500</td>
<td>Forensic Science</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>12</td>
</tr>
</tbody>
</table>

**Program Total** 60–61

Double asterisk (**) denotes a course that satisfies culminating experience requirement for A.A.S. program.
Culinary Arts  Associate of Applied Science | FOOD.CULIN.AAS

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462386

Visit Chesapeake Hall, Room 100 or call 301-341-3090 for your faculty advisor

PROGRAM DESCRIPTION
The Culinary Arts program introduces students to the range of skills and credentials required for a successful career in the culinary arts. Cooking, baking, and management courses are featured. Graduates of the Culinary Arts program will be able to:

- Enter the workforce as management trainees
- Transfer into related bachelor’s degree programs at four-year institutions

GENERAL EDUCATION COURSES
The list of General Education courses appears in chapter eight.

TRANSFERABILITY
Credit earned at any public institution in the state shall be transferable to any other institution if the:

- Credit is from a college or university parallel course or program;
- Grades in the block of courses transferred average 2.00 or higher; and
- Acceptance of the credit is consistent with the policies of the receiving institution governing students following the same program.

Refer to ARTSYS at artweb.usmd.edu and the receiving institution’s catalog to select transferable courses.

NEED HELP?
For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach.
**SEQUENCE OF STUDY**

Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>1st Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>□ CUL-1100 Introduction to Culinary Arts</td>
<td>3</td>
</tr>
<tr>
<td>□ EGL-1010* Composition I: Expository Writing</td>
<td>3</td>
</tr>
<tr>
<td>□ HSM-1550 Food Service Manager Training and Certification in Sanitation</td>
<td>1</td>
</tr>
<tr>
<td>□ Speech* General Education Humanities Course</td>
<td>3</td>
</tr>
<tr>
<td>□ Math* General Education, MAT-1120 or higher</td>
<td>3–4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>13–14</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2nd Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>□ CUL-1150 Food Production I</td>
<td>3</td>
</tr>
<tr>
<td>□ CUL-1300 Baking Skills</td>
<td>3</td>
</tr>
<tr>
<td>□ EGL-1320 Composition II: Writing for Business</td>
<td>3</td>
</tr>
<tr>
<td>□ HSM-1580 Using Technology in the Hospitality Industry</td>
<td>3</td>
</tr>
<tr>
<td>□ Social Science* General Education Social Sciences Course</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3rd Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>□ CUL-2150 Food Production II</td>
<td>3</td>
</tr>
<tr>
<td>□ CUL-2300 Advanced Baking and Pastry</td>
<td>3</td>
</tr>
<tr>
<td>□ CUL-2760 Internship</td>
<td>3</td>
</tr>
<tr>
<td>□ HSM-2020 Food and Beverage Purchasing and Cost Control</td>
<td>3</td>
</tr>
<tr>
<td>□ NRT-1010 or NTR-1100* General Education Lab Science Course</td>
<td>4</td>
</tr>
<tr>
<td>□ HSM-1630 Food Service Ops</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>19</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4th Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>□ ACC-1030 Accounting for Managers</td>
<td>3</td>
</tr>
<tr>
<td>□ CUL-2200 Garde Manger and Catering</td>
<td>3</td>
</tr>
<tr>
<td>□ CUL-2450 International Cuisine</td>
<td>3</td>
</tr>
<tr>
<td>□ Social Science* Social Science Humanities</td>
<td>3</td>
</tr>
<tr>
<td>□ HSM-1560 Catering and Banquet Planning</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

**Program Total** 62–63

Double asterisk (**) denotes a course that satisfies culminating experience requirement for A.A.S. program.
### Culinary Arts Certificate | FOOD.CULIN.CT

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462386

Visit Chesapeake Hall, Room 100 or call 301-341-3090 for your faculty advisor

**SEQUENCE OF STUDY**

Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>1st Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CUL-1100 Introduction to Culinary Arts</td>
<td>3</td>
</tr>
<tr>
<td>CUL-1300 Baking Skills</td>
<td>3</td>
</tr>
<tr>
<td>HSM-1550 Food Service Manager Training and Certification in Sanitation</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>7</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2nd Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CUL-1150 Food Production I</td>
<td>3</td>
</tr>
<tr>
<td>CUL-2300 Advanced Baking and Pastry</td>
<td>3</td>
</tr>
<tr>
<td>HSM-1580 Using Technology in the Hospitality Industry</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>9</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3rd Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CUL-2150 Food Production II</td>
<td>3</td>
</tr>
<tr>
<td>HSM-1630 Food Service Operations</td>
<td>3</td>
</tr>
<tr>
<td>HSM-2071 Managing Staff and Service in Hospitality</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>9</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4th Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CUL-2200 Garde Manger and Catering</td>
<td>3</td>
</tr>
<tr>
<td>CUL-2450 International Cuisine</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>6</strong></td>
</tr>
</tbody>
</table>

**Program Total** | **31**
**Dietetics Option** Associate of Arts | FOOD.DIET.AA

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462410

Visit Novak Field House, Room 104 or call 301-322-0504 for your faculty advisor

**PROGRAM DESCRIPTION**

This is the recommended program of study for students planning to pursue a B.S. in Dietetics. Working closely with the department chair and Advising is strongly recommended, because both program concentration and general education requirements vary among receiving institutions. Graduates of the Dietetics Option program will be able to:

- Apply the principles of food and nutrition to promote healthy eating patterns
- Demonstrate an understanding of the relationships between diet and disease/wellness
- Apply critical thinking and abstract reasoning to current issues in nutrition
- Communicate effectively using basic nutrition terminology
- Pursue a bachelor’s degree at a four-year institution.

**GENERAL EDUCATION COURSES**

The list of General Education courses appears in chapter eight.

**TRANSFERABILITY**

Credit earned at any public institution in the state shall be transferable to any other institution if the:

- Credit is from a college or university parallel course or program;
- Grades in the block of courses transferred average 2.00 or higher; and
- Acceptance of the credit is consistent with the policies of the receiving institution governing students following the same program.

Refer to ARTSYS at artweb.usmd.edu and the receiving institution’s catalog to select transferable courses.

**NEED HELP?**

For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach.
**SEQUENCE OF STUDY**

Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>1st Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>□ EGL-1010*</td>
<td>Composition I: Expository Writing</td>
</tr>
<tr>
<td>□ BIO-1140*</td>
<td>Principles of Biology: Cellular and Molecular Biology</td>
</tr>
<tr>
<td>□ MAT-1350*</td>
<td>College Algebra</td>
</tr>
<tr>
<td>□ INT-1010*</td>
<td>Introduction to Information Technology</td>
</tr>
<tr>
<td>□ NTR-1010*</td>
<td>Introductory Nutrition</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2nd Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>□ English Comp*</td>
<td>EGL-1020 recommended</td>
</tr>
<tr>
<td>□ Speech*</td>
<td>General Education Speech Course</td>
</tr>
<tr>
<td>□ SOC-1010*</td>
<td>Introduction to Sociology</td>
</tr>
<tr>
<td>□ CHM-1010</td>
<td>General Chemistry</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>13</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3rd Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Humanities*</td>
<td>General Education Humanities Course</td>
</tr>
<tr>
<td>□ NTR-1100</td>
<td>Introduction to Food Science</td>
</tr>
<tr>
<td>□ History*</td>
<td>General Education History Course</td>
</tr>
<tr>
<td>□ CHM-1020</td>
<td>General Chemistry II</td>
</tr>
<tr>
<td>□ CHM-1030</td>
<td>General Chemistry II Lab</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>14</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4th Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>□ CHM-2010</td>
<td>Organic Chemistry I</td>
</tr>
<tr>
<td>□ CHM-2020</td>
<td>Organic Chemistry II</td>
</tr>
<tr>
<td>□ CHM-2040</td>
<td>Organic Chemistry II Laboratory</td>
</tr>
<tr>
<td>□ PSY-1010</td>
<td>General Psychology</td>
</tr>
<tr>
<td>□ Humanities or Soc. Science*</td>
<td>General Education Humanities or Social Science Course</td>
</tr>
<tr>
<td>□ BIO-2010</td>
<td>Microbiology</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>19</strong></td>
</tr>
</tbody>
</table>

**Program Total 62**

Asterisk (*) denotes general education course. The list of approved general education courses appears in chapter eight.
Dietetics Certificate | FOOD.DIET.CT

Visit Novak Field House, Room 104 or call 301-322-0504 for your faculty advisor

**PROGRAM DESCRIPTION**

The Dietetics Certificate is designed as the first 29 credits of the Dietetics Option. It also may be used to transfer into the A.A.S. in Dietetic Technology at Baltimore City Community College, provided the student maintains a C average or better. Dietetic technicians, part of allied health and food service management teams, work independently or under the supervision of a registered dietitian in various settings, including hospitals, schools and universities, public health agencies, the armed forces, and research laboratories.

**SEQUENCE OF STUDY**

Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>1st Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>EGL-1010*</td>
<td>Composition I: Expository Writing</td>
</tr>
<tr>
<td>BIO-1010</td>
<td>General Biology</td>
</tr>
<tr>
<td>MAT-1350</td>
<td>College Algebra</td>
</tr>
<tr>
<td>SOC-1010</td>
<td>Introduction to Sociology</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2nd Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>NTR-1010</td>
<td>Introductory Nutrition</td>
</tr>
<tr>
<td>BIO-2050</td>
<td>Human Anatomy and Physiology I</td>
</tr>
<tr>
<td>PSY-1010</td>
<td>General Psychology</td>
</tr>
<tr>
<td>SPH-Elective</td>
<td>Speech Elective</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3rd Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>NTR-1100</td>
<td>Introduction to Food Science</td>
</tr>
<tr>
<td>BIO-2060</td>
<td>Human Anatomy and Physiology II</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Program Total** | **33**

Double asterisk (**) denotes a course that satisfies culminating experience requirement for A.A.S. program.
Economics Option  Associate of Arts | ECON.AA
www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462397
Visit Bladen Hall, Room 210 or call 301-322-0080 for your faculty advisor

PROGRAM DESCRIPTION
This is a recommended program of study for students interested in pursuing a bachelor’s degree in economics. Graduates of the Economics Option program will be able to:

• Explain the functional relationships between economic variables such as price and demand, scarcity and choice, and consumption and national income
• Model economic principles such as: aggregate demand and aggregate supply; changes in supply, demand, and market equilibrium; production possibility curve; and maximization for a competitive firm
• Identify the different economic systems and how they address normative economic objectives, the basic determinants of choice made by consumers and firms
• Explain the rationale underlying federal bond rates, federal discount rates, and reserve requirements in controlling inflation and recession to an audience
• Evaluate data related to national income accounts

GENERAL EDUCATION COURSES
The list of General Education courses appears in chapter eight.

TRANSFERABILITY
Credit earned at any public institution in the state shall be transferable to any other institution if the:

• Credit is from a college or university parallel course or program;
• Grades in the block of courses transferred average 2.00 or higher; and
• Acceptance of the credit is consistent with the policies of the receiving institution governing students following the same program.

Refer to ARTSYS at artweb.usmd.edu and the receiving institution’s catalog to select transferable courses.

NEED HELP?
For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach.
**SEQUENCE OF STUDY**

Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>1st Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC-1010</td>
<td>Principles of Accounting I</td>
</tr>
<tr>
<td>EGL-1010*</td>
<td>Composition I: Expository Writing</td>
</tr>
<tr>
<td>MAT-1350</td>
<td>College Algebra</td>
</tr>
<tr>
<td>Speech*</td>
<td>General Education Speech Course</td>
</tr>
<tr>
<td>INT-1010*</td>
<td>Introduction to Information Technology</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2nd Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Appropriate Elective</td>
<td>Any course but PED</td>
</tr>
<tr>
<td>BMT-1010</td>
<td>Introduction to Business</td>
</tr>
<tr>
<td>Humanities*</td>
<td>General Education Humanities Course</td>
</tr>
<tr>
<td>English Comp*</td>
<td>EGL-1020 recommended</td>
</tr>
<tr>
<td>Social Science*</td>
<td>General Education Social Sciences Course</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3rd Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ECN-1030</td>
<td>Principles of Macroeconomics</td>
</tr>
<tr>
<td>Science with Lab*</td>
<td>General Education Lab Science Course</td>
</tr>
<tr>
<td>History*</td>
<td>General Education History Course</td>
</tr>
<tr>
<td>Appropriate Elective</td>
<td>Any course but PED</td>
</tr>
<tr>
<td>MAT-2160 or MAT-2410</td>
<td>Applied Calculus I or Calculus I</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>17</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4th Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ECN-1040</td>
<td>Principles of Microeconomics</td>
</tr>
<tr>
<td>Science*</td>
<td>General Education Science Course</td>
</tr>
<tr>
<td>MAT-2210</td>
<td>Statistics</td>
</tr>
<tr>
<td>Humanities or Soc. Science*</td>
<td>General Education Humanities or Social Science Course</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>12–13</strong></td>
</tr>
</tbody>
</table>

**Program Total** | **60–61**

Double asterisk (***) denotes a course that satisfies culminating experience requirement for A.A.S. program.
Electronic Engineering Technology  Associate of Applied Science | ELEC.TECH.AAS

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462390

Visit Center for Advanced Technology, Room 129 or call 301-322-0752 for your faculty advisor

PROGRAM DESCRIPTION

Electronic technologists are needed by organizations that develop, manufacture and service electronic and electrical equipment and systems. Graduates may work on communications equipment, radar and sonar units, industrial and medical monitoring and control devices, navigation equipment, and computer systems. The degree programs emphasize understanding electronics principles and troubleshooting concepts rather than how to repair specific equipment. With this background, students should be able to repair, modify, and design a wide variety of electronic equipment. Depending upon their eventual career goals, students can choose among two degree program options and a certificate. Students who wish to continue their studies toward a four-year Bachelor of Science in Electronic Engineering Technology (BSEET) degree should take the Electronic Engineering Technology A.A.S. Graduates of the Electronic Engineering Technology Option typically transfer to Capitol College, Old Dominion University, or the University of Maryland Eastern Shore. Additionally, graduates of this technology program can transfer into the engineering program at Capitol College with minimal loss of credits by carefully choosing mathematics and science courses. Students who wish to work directly after graduation should pursue the Electronic Service Technology Option of the Electronic Engineering Technology A.A.S. degree program, which has fewer mathematics requirements and more hands-on courses. Students interested in this program also should consider the Computer Engineering Technology A.A.S. program described elsewhere in this chapter. The certificate program is composed of technical courses without the general education courses required for a degree and leads into the degrees without loss of credits. Graduates of the Electronic Engineering Technology program will be able to:

- Analyze all types of AC and DC circuits using various methods of network analysis, circuit simplification, and approximation
- Design, analyze, and troubleshoot standard digital circuits
- Use standard electronics instrumentation such as VOMs, DVMs, complex oscilloscopes, and function generators
- Create successful programs for a microprocessor or microcontroller
- Use critical thinking techniques and the student's general technical body of knowledge to research a problem and provide a creative, well-documented solution for a technical problem in which the student has no specific background
- Produce a comprehensive written report and oral presentation describing a research project

GENERAL EDUCATION COURSES

The list of General Education courses appears in chapter eight.

PROGRAM ELECTIVE CHOICES

Consult with electronics faculty for selection of elective courses.

NEED HELP?

For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach.
SEQUENCE OF STUDY
Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>1st Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENT-1710 Circuits and Measurement Techniques 3</td>
</tr>
<tr>
<td>ENT-1770 Introduction to Computing for Technology 3</td>
</tr>
<tr>
<td>PHY-1570 Technical Physics for Engineering Technology 4</td>
</tr>
<tr>
<td>MAT-1350 College Algebra 3</td>
</tr>
<tr>
<td>EGL-1010* Composition I: Expository Writing 3</td>
</tr>
<tr>
<td><strong>Total</strong> 16</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2nd Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENT-1720 Circuit Analysis and Design 3</td>
</tr>
<tr>
<td>ENT-1780 Analog Circuits 4</td>
</tr>
<tr>
<td>ENT-1800 Digital Circuits 4</td>
</tr>
<tr>
<td>MAT-1360 Trigonometry and Analytic Geometry 4</td>
</tr>
<tr>
<td><strong>Total</strong> 15</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3rd Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENT-2810 CPU Architecture 4</td>
</tr>
<tr>
<td>English Comp* EGL-1020 recommended 3</td>
</tr>
<tr>
<td>MAT-2410 Calculus I for Science and Engineering 4</td>
</tr>
<tr>
<td>SPH-1010 Introduction to Speech Communication 3</td>
</tr>
<tr>
<td>ENT-Elective Engineering Technology Elective 3–4</td>
</tr>
<tr>
<td><strong>Total</strong> 17–18</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4th Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENT-2900** Systems Analysis Project 3</td>
</tr>
<tr>
<td>ENT-1850 Circuit Evaluation and Repair 2</td>
</tr>
<tr>
<td>ENT-Elective Engineering Technology Elective 4</td>
</tr>
<tr>
<td>Social Science* General Education Social Sciences Course 3</td>
</tr>
<tr>
<td>Science with Lab* General Education Lab Science Course 4</td>
</tr>
<tr>
<td><strong>Total</strong> 16</td>
</tr>
</tbody>
</table>

**Program Total** 64–65

Double asterisk (**) denotes a course that satisfies culminating experience requirement for A.A.S. program.
Electronic Service Technology Option  
Associate of Applied Science | ELEC.SVCOPT.AAS

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462388

Visit Center for Advanced Technology, Room 129 or call 301-322-0752 for your faculty advisor

PROGRAM DESCRIPTION
Electronic technologists are needed by organizations that develop, manufacture and service electronic and electrical equipment and systems. Graduates may work on communications equipment, radar and sonar units, industrial and medical monitoring and control devices, navigation equipment, and computer systems. The degree programs emphasize understanding electronics principles and troubleshooting concepts rather than how to repair specific equipment. With this background, students should be able to repair, modify, and design a wide variety of electronic equipment. Depending upon their eventual career goals, students can choose among two degree program options and a certificate. Students who wish to continue their studies toward a four-year Bachelor of Science in Electronic Engineering Technology (BSEET) degree should take the Electronic Engineering Technology A.A.S. Graduates of the Electronic Engineering Technology Option typically transfer to Capitol College, Old Dominion University, or the University of Maryland Eastern Shore. Additionally, graduates of this technology program can transfer into the engineering program at Capitol College with minimal loss of credits by carefully choosing mathematics and science courses. Students who wish to work directly after graduation should pursue the Electronic Service Technology Option of the Electronic Engineering Technology A.A.S. degree program, which has fewer mathematics requirements and more hands-on courses. Students interested in this program also should consider the Computer Engineering Technology A.A.S. program described elsewhere in this chapter. The certificate program is composed of technical courses without the general education courses required for a degree and leads into the degrees without loss of credits. Graduates of the Electronic Service Technology Option will be able to:

- Analyze all types of AC and DC circuits using various methods of network analysis, circuit simplification, and approximation
- Design, build, and test basic analog and digital electronics circuits
- Use standards electronics instrumentation such as VOMs, DVMs, complex oscilloscopes, and function generators
- Solve technical problems by writing user-friendly, well-documented programs in a high-level programming language such as Visual Basic, C++, or LabVIEW
- Use industry-standard methods to fabricate electronics circuits and devices
- Use critical thinking and the student’s general body of knowledge to research a problem and provide creative, well-documented solutions for a technical problem in which the student has no specific background
- Produce a comprehensive written report and oral presentation describing a research project

GENERAL EDUCATION COURSES
The list of General Education courses appears in chapter eight.

PROGRAM ELECTIVE CHOICES
Consult with electronics faculty for selection of electives.

NEED HELP?
For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach.
**SEQUENCE OF STUDY**

Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>1st Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ENT-1710</td>
<td>3</td>
</tr>
<tr>
<td>Circuits and Measurement Techniques</td>
<td></td>
</tr>
<tr>
<td>ENT-1770</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Computing for Technology</td>
<td></td>
</tr>
<tr>
<td>Program Elective</td>
<td>4</td>
</tr>
<tr>
<td>Consult with electronics faculty for selection of electives</td>
<td></td>
</tr>
<tr>
<td>MAT-1340</td>
<td>3</td>
</tr>
<tr>
<td>Trigonometry with Applications to Technology</td>
<td></td>
</tr>
<tr>
<td>EGL-1010*</td>
<td>3</td>
</tr>
<tr>
<td>Composition I: Expository Writing</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2nd Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ENT-1720</td>
<td>3</td>
</tr>
<tr>
<td>Circuit Analysis and Design</td>
<td></td>
</tr>
<tr>
<td>ENT-1780</td>
<td>4</td>
</tr>
<tr>
<td>Analog Circuits</td>
<td></td>
</tr>
<tr>
<td>ENT-1800</td>
<td>4</td>
</tr>
<tr>
<td>Digital Circuits</td>
<td></td>
</tr>
<tr>
<td>ENT-2200</td>
<td>2</td>
</tr>
<tr>
<td>High Reliability Soldering and Fabrication</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>13</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3rd Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ENT-2810</td>
<td>4</td>
</tr>
<tr>
<td>CPU Architecture</td>
<td></td>
</tr>
<tr>
<td>English Comp*</td>
<td>3</td>
</tr>
<tr>
<td>EGL-1020 recommended</td>
<td></td>
</tr>
<tr>
<td>Program Elective</td>
<td>3-4</td>
</tr>
<tr>
<td>Consult with electronics faculty for selection of electives</td>
<td></td>
</tr>
<tr>
<td>Program Elective</td>
<td>3</td>
</tr>
<tr>
<td>Consult with electronics faculty for selection of electives</td>
<td></td>
</tr>
<tr>
<td>SPH-1010*</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Speech Communication</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>16-17</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4th Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ENT-2900**</td>
<td>3</td>
</tr>
<tr>
<td>Systems Analysis Project</td>
<td></td>
</tr>
<tr>
<td>ENT-1850</td>
<td>2</td>
</tr>
<tr>
<td>Circuit Evaluation and Repair</td>
<td></td>
</tr>
<tr>
<td>PHY-1570</td>
<td>4</td>
</tr>
<tr>
<td>Technical Physics for Engineering</td>
<td></td>
</tr>
<tr>
<td>Science with Lab*</td>
<td>4</td>
</tr>
<tr>
<td>General Education Lab Science Course</td>
<td></td>
</tr>
<tr>
<td>Social Science*</td>
<td>3</td>
</tr>
<tr>
<td>General Education Social Sciences Course</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

**Program Total**   **61-62**
**Electronics Analysis and Repair Certificate**  Certificate | ELEC.ANREP.CT

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462370

Visit Center for Advanced Technology, Room 129 or call 301-322-0752 for your faculty advisor

**PROGRAM DESCRIPTION**

Students who complete this program should have the ability to analyze complex electronics systems, both analog and digital. They also should have the hands-on skills needed to repair electronic devices.

**SEQUENCE OF STUDY**

Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>1st Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ENT-1710 Circuits and Measurement Techniques</td>
<td>3</td>
</tr>
<tr>
<td>ENT-2200 High Reliability Soldering and Fabrication</td>
<td>2</td>
</tr>
<tr>
<td>MAT-1340 Trigonometry with Applications to Technology</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>9</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2nd Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ENT-1720 Circuit Analysis and Design</td>
<td>3</td>
</tr>
<tr>
<td>ENT-1780 Analog Circuits</td>
<td>4</td>
</tr>
<tr>
<td>ENT-1800 Digital Circuits</td>
<td>4</td>
</tr>
<tr>
<td>ENT-1850 Circuit Evaluation and Repair</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>13</strong></td>
</tr>
</tbody>
</table>

**Program Total**  22
Engineering Associate of Science | ENGR.AS
www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462394
Visit Chesapeake Hall, Room 100G or call 301-341-3023 for your faculty advisor

**PROGRAM DESCRIPTION**
Engineers need to think logically, communicate effectively, and be well-grounded in science and mathematics. The Engineering A.S. program provides the engineering, mathematics, science, and general education courses that are taken by all engineering students in their freshman and sophomore years. Graduates of the Engineering program will be able to:

- Read, write, and speak English at a scientific level
- Reason abstractly and think critically
- Engage in qualitative and quantitative reasoning to interpret, analyze, and solve problems
- Use appropriate methods of quantitative reasoning to understand, interpret, and manipulate numerical data
- Understand and apply the scientific methods
- Locate, evaluate, and effectively synthesize technical information
- Use computers and other technology at a professional level
- Apply ethical principles in professional and personal decision-making

**GENERAL EDUCATION COURSES**
The list of General Education courses appears in chapter eight.

**PROGRAM ELECTIVE CHOICES**
- EGR-2030, 2200, 2210, 2220, 2440, 2450, 2300

**TRANSFERABILITY**
Credit earned at any public institution in the state shall be transferable to any other institution if the:

- Credit is from a college or university parallel course or program;
- Grades in the block of courses transferred average 2.00 or higher; and
- Acceptance of the credit is consistent with the policies of the receiving institution governing students following the same program.

Refer to ARTSYS at artweb.usmd.edu and the receiving institution’s catalog to select transferable courses.

**NEED HELP?**
For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach.
**SEQUENCE OF STUDY**

Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you). This is a calculus-based program. Mathematics courses may be required prior to beginning your program of study.

<table>
<thead>
<tr>
<th>1st Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ EGR-1010 Introductory Engineering 3</td>
<td></td>
</tr>
<tr>
<td>☐ EGR-1140 Computer Programming for Engineers and Scientists 3</td>
<td></td>
</tr>
<tr>
<td>☐ CHM-1010* General Chemistry I 4</td>
<td></td>
</tr>
<tr>
<td>☐ MAT-2410* Calculus I 4</td>
<td></td>
</tr>
<tr>
<td>☐ EGL-1010* Composition I: Expository Writing 3</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>17</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2nd Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ English Comp* General Education English Comp Course 3</td>
<td></td>
</tr>
<tr>
<td>☐ PHY-1030* General Physics I 3</td>
<td></td>
</tr>
<tr>
<td>☐ CHM-1020 General Chemistry II 3</td>
<td></td>
</tr>
<tr>
<td>☐ CHM-1030 General Chemistry II Laboratory 2</td>
<td></td>
</tr>
<tr>
<td>☐ MAT-2420 Calculus II 4</td>
<td></td>
</tr>
<tr>
<td>☐ PHL-1090* Introduction to Logic 3</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>18</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3rd Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ SPH-1090* Interpersonal Communication 3</td>
<td></td>
</tr>
<tr>
<td>☐ EGR-Elective See ‘Program Elective Choices’ above 3</td>
<td></td>
</tr>
<tr>
<td>☐ PHY-2030 General Physics II 4</td>
<td></td>
</tr>
<tr>
<td>☐ MAT-2430 Calculus III 4</td>
<td></td>
</tr>
<tr>
<td>☐ POS-1000* Introduction to Politics 3</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>17</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4th Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ EGR-Elective See ‘Program Elective Choices’ above 3</td>
<td></td>
</tr>
<tr>
<td>☐ EGR-2050 Signals and Systems: Modeling, Computation, and Analysis 4</td>
<td></td>
</tr>
<tr>
<td>☐ PHY-2040 General Physics III 4</td>
<td></td>
</tr>
<tr>
<td>☐ MAT-2460 Differential Equations 4</td>
<td></td>
</tr>
<tr>
<td>☐ ECN-1040* Principles of Microeconomics 3</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>18</td>
</tr>
</tbody>
</table>

**Program Total** 70

Asterisk (*) denotes general education course. The list of approved general education courses appears in chapter eight.
Engineering Technology  Associate of Applied Science | ENGR.TECH.AAS
www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462396
Visit Chesapeake Hall, Room 100G or call 301-341-3023 for your faculty advisor

PROGRAM DESCRIPTION
Engineering Technology at Prince George’s Community College includes electronic engineering technology and computer engineering technology. All of these areas offer opportunities for immediate employment after graduation or transfer to a four-year engineering technology program. Students choosing to concentrate in the electronics area receive a background in general principles and troubleshooting concepts, rather than training on how to repair specific equipment. They should find employment working with communication systems, medical electronics, and consumer and industrial systems. Students who choose to concentrate on computer engineering technology can be employed as computer hardware technicians, help desk technicians, and network technicians. The coursework also prepares students to take and pass CompTIA’s A+ computer hardware technician certification and Network+ certification exams. Students who choose to concentrate in the networking/Internet working field will be prepared for the Cisco CCNA certification exam. Students who choose the transfer concentration are ready to transfer into the BSEE programs at Capitol College, Old Dominion University, and University of Maryland Eastern Shore. Graduates who substitute higher-level math and science courses also may transfer into the Engineering programs at Capitol College. Graduates of the Engineering Technology program will be able to:

• Use operating systems, word processors, spreadsheets, and Web browsers to solve technical problems and present solutions.
• Solve technical problems by writing use-friendly, well-documented programs in a high-level programming language such as Visual Basic, C++, or LabVIEW
• Upgrade and repair personal computers
• Design, build, and test basic analog and digital electronic circuits
• Design, build, and manage local area networks using basic telecommunications systems and protocols
• Use critical thinking techniques and the student’s general body of knowledge to research a problem and provide a well-documented solution for a technical problem in which the student has no specific background
• Produce a comprehensive written report and oral presentation describing a research project

PROGRAM ELECTIVE CHOICES
Appropriate electives fulfill the lab science general education requirement and include PHY-1010 or PSC-1010/1020. Students may choose any course from any of the suggested program concentrations listed below or any INT, ENT, MAT, or science course approved by the department chair or coordinator. The concentrations are suggestions only; students do not have to follow a suggested program concentration in its entirety and may choose courses from among different concentrations.

Computer Engineering Technology: INT-1560, INT-2560, INT-1700, INT-2720, ENT-1720
Electronics Engineering Technology: ENT-1780, ENT-2200, ENT-2810
Networking/Internetworking: INT-1450, INT-1460, INT-2450, INT-2460
Space Engineering Technology: ENT-1720 ENT-1860, ENT-1900, ENT-1920, ENT-2200
Transfer to Bachelor of Science in Engineering Technology (BSET) Program: MAT-1350, MAT-1360, MAT-2410

TRANSFERABILITY
Credit earned at any public institution in the state shall be transferable to any other institution if the:
• Credit is from a college or university parallel course or program;
• Grades in the block of courses transferred average 2.00 or higher; and
• Acceptance of the credit is consistent with the policies of the receiving institution governing students following the same program.

Refer to ARTSYS at artweb.usmd.edu and the receiving institution’s catalog to select transferable courses.

NEED HELP?
For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach.
SEQUENCE OF STUDY

Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>1st Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ ENT-1710 Circuits and Measurement Techniques</td>
<td>3</td>
</tr>
<tr>
<td>☐ ENT-1770 Introduction to Computing for Technology</td>
<td>3</td>
</tr>
<tr>
<td>☐ INT-1540 Computer Hardware I: A+ Preparation</td>
<td>3</td>
</tr>
<tr>
<td>☐ MAT-1340 Trigonometry with Applications to Technology</td>
<td>3</td>
</tr>
<tr>
<td>☐ EGL-1010* Composition I: Expository Writing</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2nd Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ INT-2540 Computer Hardware II: A+ Preparation</td>
<td>4</td>
</tr>
<tr>
<td>☐ ENT-1800 Digital Circuits</td>
<td>4</td>
</tr>
<tr>
<td>☐ PHY-1570 Technical Physics for Engineering Technology</td>
<td>4</td>
</tr>
<tr>
<td>☐ English Comp* General Education English Comp Course</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3rd Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ INT-1550 Introduction to Networks: Network+ Preparation</td>
<td>3</td>
</tr>
<tr>
<td>☐ INT-2530 Telecommunications</td>
<td>3</td>
</tr>
<tr>
<td>☐ ENT-Elective See ‘Program Elective Choices’ above</td>
<td>3–4</td>
</tr>
<tr>
<td>☐ ENT-Elective See ‘Program Elective Choices’ above</td>
<td>3–4</td>
</tr>
<tr>
<td>☐ Speech* General Education Speech Course</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15–17</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4th Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ ENT-2900** Systems Analysis Project</td>
<td>3</td>
</tr>
<tr>
<td>☐ ENT-1850 Circuit Evaluation and Repair</td>
<td>2</td>
</tr>
<tr>
<td>☐ ENT-Elective See ‘Program Elective Choices’ above</td>
<td>4</td>
</tr>
<tr>
<td>☐ Social Science* General Education Social Sciences Course</td>
<td>3</td>
</tr>
<tr>
<td>☐ ENT-Elective See ‘Program Elective Choices’ above</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

**Program Total**: **60–62**

Asterisk (*) denotes general education course. The list of approved general education courses appears in chapter eight.
English Option, General Studies  Associate of Arts | ENGL.AA
www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462408
Visit Marlboro Hall, Room 3078 or call 301-322-0561 for your faculty advisor

PROGRAM DESCRIPTION
The English Option is recommended for students planning to pursue a bachelor's degree in English. The American, British, and world literature survey courses and electives in this option provide the foundation for the upper-level literature classes students will take when they transfer to a four-year college or university. To build an understanding of the cultural context for the works of literature, the option also includes history and humanities courses. Students should consider the program requirements of their desired transfer institution as they make their course selections. Some colleges may require courses in a foreign language. Graduates of the English Option will be able to:

- Identify major authors, titles, and literary trends of the periods studied
- Produce written and oral analysis of characters, themes, plots, symbolism, and language of works in American, British, and world literature
- Explain how the works studied reflect the social and intellectual climate of the historical period when they were written
- Demonstrate some familiarity with literary criticism and its application
- Work with primary and secondary sources, attributing and documenting them ethically in Modern Language Association style
- Demonstrate knowledge of the history and development of English grammar and usage
- Pursue a bachelor's degree in English at a four-year institution

PROGRAM CONCENTRATION CHOICES
Choose three courses from the following literature: British, American, or African-American survey courses:

- EGL-2010 British Literature from the Anglo-Saxon Period Through the 18th Century
- EGL-2030 British Literature of the 19th and 20th Centuries
- EGL-2050 American Literature from the Beginnings to the Late 19th Century
- EGL-2070 American Literature from the Late 19th Century to the Present
- EGL-2130 African-American Literature Pre-1800 to 1920
- EGL-2140 African-American Literature 1920 to the Present

Choose one course from the following:

- EGL-2090 World Literature from Ancient Times Through the Middle Ages
- EGL-2110 World Literature from the Renaissance to the Present

Choose two history courses that complement the survey courses selected:

- HST-1310 Ancient and Medieval History
- HST-1320 Modern History
- HST-1370 The World in the Twentieth Century
- HST-1410 History of the United States I
- HST-1430 History of the United States II

TRANSFERABILITY
Credit earned at any public institution in the state shall be transferable to any other institution if the:

- Credit is from a college or university parallel course or program;
- Grades in the block of courses transferred average 2.00 or higher; and
- Acceptance of the credit is consistent with the policies of the receiving institution governing students following the same program.

Refer to ARTSYS at artweb.uwm.edu and the receiving institution’s catalog to select transferable courses.

NEED HELP?
For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach

Double asterisk (**) denotes a course that satisfies culminating experience requirement for A.A.S. program.
**SEQUENCE OF STUDY**

Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>1st Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ EGL-1010*</td>
<td>Composition I: Expository Writing</td>
</tr>
<tr>
<td>☐ Humanities or Soc. Science*</td>
<td>General Education Humanities or Social Science Course</td>
</tr>
<tr>
<td>☐ Science*</td>
<td>General Education Science Course</td>
</tr>
<tr>
<td>☐ INT-1010*</td>
<td>Introduction to Information Technology</td>
</tr>
<tr>
<td>☐ Speech*</td>
<td>General Education Speech Course</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2nd Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Math*</td>
<td>General Education, MAT-1120 or higher</td>
</tr>
<tr>
<td>☐ EGL-1020*</td>
<td>Composition II: Writing About Literature</td>
</tr>
<tr>
<td>☐ Science with Lab*</td>
<td>General Education Lab Science Course</td>
</tr>
<tr>
<td>☐ Social Science*</td>
<td>General Education Social Sciences Course</td>
</tr>
<tr>
<td>☐ Humanities*</td>
<td>General Education Humanities Course</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3rd Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ EGL-2270</td>
<td>Applied Grammar</td>
</tr>
<tr>
<td>☐ Literature*</td>
<td>British, American, or African-American Literature Course</td>
</tr>
<tr>
<td>☐ History*</td>
<td>HST must compliment EGL Survey taken</td>
</tr>
<tr>
<td>☐ Literature*</td>
<td>British, American, or African-American Literature Course</td>
</tr>
<tr>
<td>☐ Appropriate Elective</td>
<td>Any course but PED; Literature or Creative Writing recommended</td>
</tr>
<tr>
<td><strong>Total Elective</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4th Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Literature*</td>
<td>British, American, or African-American Literature Course</td>
</tr>
<tr>
<td>☐ History*</td>
<td>HST must compliment EGL Survey taken</td>
</tr>
<tr>
<td>☐ Humanities or Soc. Science*</td>
<td>World Literature Course</td>
</tr>
<tr>
<td>☐ History*</td>
<td>General Education History Course</td>
</tr>
<tr>
<td>☐ Literature*</td>
<td>Choose any course listed in Program Concentration</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Program Total** | **61–62**

Asterisk (*) denotes general education course. The list of approved general education courses appears in chapter eight.
Environmental Studies  Associate of Science  | ENVR.STUD.AS
www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442465761
Visit Chesapeake Hall, Room 100H or call 301-322-0422 for your faculty advisor

PROGRAM DESCRIPTION
The Environmental Studies Program is recommended for students planning to pursue a bachelor’s degree in environmental studies, environmental science, environmental policy, or related fields. The Environmental Studies Program requires fundamental biology, chemistry, and mathematics courses integral to the study of the environment, with additional course options in areas of economics, health, and policy. Students in this program are encouraged to consider the program requirements of their desired transfer institution as they make their course selections. Graduates of the Environmental Studies program will be able to:

- Describe key environmental principles in the discipline of biology, including the areas of ecology, evolutionary biology, cell biology, and molecular biology
- Describe key principles in the disciplines of chemistry, geography, and economics
- Demonstrate scientific laboratory skills
- Demonstrate written and oral communication skills
- Apply the scientific method and basic experimental design to interpret information and draw conclusions
- Apply principles of mathematics to problems in environmental studies
- Evaluate relationships among the various disciplines in the program
- Evaluate the impacts of policy decisions on the environment
- Identify positions on contemporary societal issues in environmental studies, including sustainability

GENERAL EDUCATION COURSES
The list of General Education courses appears in chapter eight.

TRANSFERABILITY
Credit earned at any public institution in the state shall be transferable to any other institution if the:

- Credit is from a college or university parallel course or program;
- Grades in the block of courses transferred average 2.00 or higher; and
- Acceptance of the credit is consistent with the policies of the receiving institution governing students following the same program. Refer to ARTSYS at artweb.usmd.edu and the receiving institution’s catalog to select transferable courses.

NEED HELP?
For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach
**SEQUENCE OF STUDY**

Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>1st Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BIO-1130</strong> Principles of Biology: Evolution, Ecology, and Behavior</td>
</tr>
<tr>
<td><strong>CHM-1010</strong> General Chemistry I</td>
</tr>
<tr>
<td><strong>EGL-1010</strong> Composition I: Expository Writing</td>
</tr>
<tr>
<td><strong>Math</strong> MAT-1350 or higher</td>
</tr>
<tr>
<td><strong>Total</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2nd Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>INT-1010</strong> Introduction to Information Technology</td>
</tr>
<tr>
<td><strong>BIO-1140</strong> Principles of Biology: Cellular and Molecular Biology</td>
</tr>
<tr>
<td><strong>CHM-1020</strong> General Chemistry II</td>
</tr>
<tr>
<td><strong>CHM-1030</strong> General Chemistry II Laboratory</td>
</tr>
<tr>
<td><strong>EGL-1020</strong> Composition II: Writing About Literature</td>
</tr>
<tr>
<td><strong>Total</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3rd Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BIO-1110</strong> Environmental Biology</td>
</tr>
<tr>
<td><strong>CHM-2010</strong> Organic Chemistry I</td>
</tr>
<tr>
<td><strong>GEO-1010</strong> Physical Geography</td>
</tr>
<tr>
<td><strong>GEO-1020</strong> Physical Geography Laboratory</td>
</tr>
<tr>
<td><strong>Humanities</strong> General Education Humanities Course</td>
</tr>
<tr>
<td><strong>Total</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4th Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BIO-2300 or POS-1400</strong> Intro. to Environmental Health or Intro. to Environmental Policy</td>
</tr>
<tr>
<td><strong>BIO-2330</strong> Fundamentals of Soil Science</td>
</tr>
<tr>
<td><strong>BIO-2010, PHY-1010, or MAT-2420</strong></td>
</tr>
<tr>
<td><strong>ECN-1040</strong> Principles of Microeconomics</td>
</tr>
<tr>
<td><strong>Speech</strong> General Education Speech Course</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Program Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>60–61</strong></td>
</tr>
</tbody>
</table>

Asterisk (*) denotes general education course. The list of approved general education courses appears in chapter eight.
Environmental Studies Certificate | ENVR.STUD.CT

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442465760

Visit Chesapeake Hall, Room 100H or call 301-322-0422 for your faculty advisor

PROGRAM DESCRIPTION

This certificate program provides a core set of skills and knowledge that may lead to or advance careers in fields involving sustainable technologies and resources. Such fields include natural resources conservation and management, soil and watershed science, ecological technology design, and environmental health. The certificate program includes fundamental biology, chemistry, and mathematics courses integral to the study of the environment.

PROGRAM ELECTIVE CHOICES

Take one of the following:

- ECN-1040 Principles of Microeconomics
- PHY-1010 Introductory Physics
- BIO-2010 Microbiology
- GEO-1010 Physical Geography and GEO-1020 Physical Geography Laboratory

SEQUENCE OF STUDY

Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>1st Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO-1110 Environmental Biology</td>
<td>3</td>
</tr>
<tr>
<td>BIO-1130 Principles of Biology: Evolution, Ecology, and Behavior</td>
<td>4</td>
</tr>
<tr>
<td>CHM-1010 General Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>Math* MAT-1350 or higher</td>
<td>3–4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>14–15</td>
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<table>
<thead>
<tr>
<th>2nd Semester</th>
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</thead>
<tbody>
<tr>
<td>BIO-1140 Principles of Biology: Cellular and Molecular Biology</td>
<td>4</td>
</tr>
<tr>
<td>POS-1400 or BIO-2300 Intro. to Environmental Policy or Intro. to Environmental Health</td>
<td>3</td>
</tr>
<tr>
<td>BIO-2330 Fundamentals of Soil Science</td>
<td>4</td>
</tr>
<tr>
<td>Elective Choose one course from 'Program Elective Choices' above</td>
<td>3–4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>14–15</td>
</tr>
</tbody>
</table>

Program Total 28–30

Double asterisk (**) denotes a course that satisfies culminating experience requirement for A.A.S. program.
Fire Science  Associate of Applied Science | FIRE.AAS  
www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462406
Visit Bladen Hall, Room 208F or call 301-322-0553 for your faculty advisor

PROGRAM DESCRIPTION
The Fire Science A.A.S. program prepares graduates to function as entry-level fire service personnel and emergency service providers and provides a pathway to professional advancement within the fire department for career personnel currently employed as fire fighters. The curriculum is a partnership between Prince George's Community College, the Prince George's County Fire/EMS Department, and the Maryland Fire and Rescue Institute (MFRI). Students will complete 18 credits of required state/nationally-mandated Fire/EMS Department Career Recruit School courses, which are taught by MFRI at various locations within the state of Maryland and are restricted to employees and volunteers of the Fire/EMS Department. Credits for the MFRI courses will be transferred into the college based upon the recommendation of the American Council of Education (ACE) as published in the current edition of the National Guide to Educational Credit for Training Programs. Graduates of the Fire Science program will be able to:

• Communicate effectively and professionally in both oral and written forms
• Read critically and use written material to support logical reasoning and solve problems
• Effectively perform basic fire fighting operations and hazardous materials first response as part of a fire fighting team
• Effectively perform emergency medical care in a pre-hospital environment at the basic life support level
• Apply knowledge about the classification system of buildings which affects emergency operations
• Demonstrate sensible and safe emergency vehicle driving procedures and collision avoidance in the operation of fire and rescue service apparatus and truck company operations
• Explain the fundamentals of arson investigation and the documentation, collection and preservation of physical evidence as it relates to fire scenes
• Demonstrate skills needed to become a journeyman firefighter
• Demonstrate appropriate professional standards, ethics, and leadership skills
• Pursue a bachelor's degree in Fire Science at a four-year college or university

GENERAL EDUCATION COURSES
The list of General Education courses appears in chapter eight.

PROGRAM ELECTIVE CHOICES
• BMT-1010 Introduction to Business
• BMT-1900 Introduction to Public Administration
• BMT-1960 Public Service Management
• FSC-2930 Work-Based Experience

TRANSFERABILITY
Credit earned at any public institution in the state shall be transferable to any other institution if the:
• Credit is from a college or university parallel course or program;
• Grades in the block of courses transferred average 2.00 or higher; and
• Acceptance of the credit is consistent with the policies of the receiving institution governing students following the same program.
Refer to ARTSYS at artweb.umd.edu and the receiving institution's catalog to select transferable courses.

NEED HELP?
For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach

Asterisk (*) denotes general education course. The list of approved general education courses appears in chapter eight.
**SEQUENCE OF STUDY**

Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>Must Complete Before Graduation</th>
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<tbody>
<tr>
<td>☐ FSC-1010 Firefighter I       3</td>
</tr>
<tr>
<td>☐ FSC-1020 Emergency Medical Technician Basic 6</td>
</tr>
<tr>
<td>☐ FSC-1030 Hazardous Materials Operations 1</td>
</tr>
<tr>
<td>☐ FSC-1200 Principles of Building Construction (combustible) 1</td>
</tr>
<tr>
<td>☐ FSC-1210 Principles of Building Construction (non-combustible) 1</td>
</tr>
<tr>
<td>☐ FSC-1300 Emergency Vehicle Operator 2</td>
</tr>
<tr>
<td>☐ FSC-2010 Firefighter II 2</td>
</tr>
<tr>
<td>☐ FSC-2020 Truck Company Fireground Operations 1</td>
</tr>
<tr>
<td>☐ FSC-2060 Firefighter Survival and Rescue 1</td>
</tr>
<tr>
<td><strong>Total</strong> 18</td>
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<table>
<thead>
<tr>
<th>1st Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ INT-1010* Introduction to Information Technology 3</td>
</tr>
<tr>
<td>☐ EGL-1010* Composition I: Expository Writing 3</td>
</tr>
<tr>
<td>☐ FOS-2500 Forensic Science 3</td>
</tr>
<tr>
<td>☐ BMT-1010 or 1900 Introduction to Business or Introduction to Public Administration 3</td>
</tr>
<tr>
<td>☐ Speech* General Education Speech Course 3</td>
</tr>
<tr>
<td><strong>Total</strong> 15</td>
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<thead>
<tr>
<th>2nd Semester</th>
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<tbody>
<tr>
<td>☐ FOS-2530 Fire and Arson Investigation 3</td>
</tr>
<tr>
<td>☐ Math* General Education, MAT-1120 or higher 3–4</td>
</tr>
<tr>
<td>☐ EGL-1340* Writing about Technical Topics 3</td>
</tr>
<tr>
<td>☐ Social Science* General Education Social Science Course 3</td>
</tr>
<tr>
<td><strong>Total</strong> 12–13</td>
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</tbody>
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<table>
<thead>
<tr>
<th>3rd Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Science* General Education Science Course 3</td>
</tr>
<tr>
<td>☐ BMT-1960 or FSC-2930** 3–4</td>
</tr>
<tr>
<td>☐ Appropriate Elective Any course but PED 3</td>
</tr>
<tr>
<td>☐ Appropriate Elective Any course but PED 3</td>
</tr>
<tr>
<td>☐ Appropriate Elective Any course but PED 3</td>
</tr>
<tr>
<td><strong>Total</strong> 15–16</td>
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</table>

<table>
<thead>
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<th>Program Total</th>
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</thead>
<tbody>
<tr>
<td><strong>60–62</strong></td>
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</table>
Food Science Option  Associate of Arts  FOOD.SCLAA
www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462411
Visit Novak Field House, Room 104 or call 301-322-0504 for your faculty advisor

PROGRAM DESCRIPTION
This is the recommended program of study for students planning to pursue a B.S. in Food Science at the University of Maryland, College Park (UMCP). Working closely with the department chair and Advising is strongly recommended in order to meet UMCP’s CORE requirements. Graduates of the Food Science Option program will be able to:
• Apply the principles of chemical, physical, and microbiological sciences to foods
• Demonstrate an understanding of the relationships between food complexity and food processing
• Apply critical thinking and abstract reasoning to current research in food manufacture and safety
• Communicate effectively using basic scientific and nutrition terminology
• Transfer into a bachelor’s degree program at a four-year institution

GENERAL EDUCATION COURSES
The list of General Education courses appears in chapter eight.

TRANSFERABILITY
Credit earned at any public institution in the state shall be transferable to any other institution if the:
• Credit is from a college or university parallel course or program;
• Grades in the block of courses transferred average 2.00 or higher; and
• Acceptance of the credit is consistent with the policies of the receiving institution governing students following the same program.
Refer to ARTSYS at artweb.umd.edu and the receiving institution’s catalog to select transferable courses.

NEED HELP?
For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach
**SEQUENCE OF STUDY**

Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>1st Semester</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>□ EGL-1010*</td>
<td>Composition I: Expository Writing</td>
<td>3</td>
</tr>
<tr>
<td>□ BIO-1140</td>
<td>Principles of Biology: Cellular and Molecular Biology</td>
<td>4</td>
</tr>
<tr>
<td>□ MAT-1350</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>□ INT-1010*</td>
<td>Introduction to Information Technology</td>
<td>3</td>
</tr>
<tr>
<td>□ NTR-1010</td>
<td>Introductory Nutrition</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>16</strong></td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>2nd Semester</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>□ English Comp*</td>
<td>EGL-1020 recommended</td>
<td>3</td>
</tr>
<tr>
<td>□ Speech*</td>
<td>General Education Speech Course</td>
<td>3</td>
</tr>
<tr>
<td>□ CHM-1010</td>
<td>General Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>□ History*</td>
<td>General Education History Course</td>
<td>3</td>
</tr>
<tr>
<td>□ NTR-1100</td>
<td>Introduction to Food Science</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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<td><strong>16</strong></td>
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<table>
<thead>
<tr>
<th>Summer</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>□ CHM-1020</td>
<td>General Chemistry II</td>
<td>3</td>
</tr>
<tr>
<td>□ CHM-1030</td>
<td>General Chemistry II Laboratory</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>5</strong></td>
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<table>
<thead>
<tr>
<th>3rd Semester</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Humanities*</td>
<td>General Education Humanities Course</td>
<td>3</td>
</tr>
<tr>
<td>□ CHM-2010</td>
<td>Organic Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>□ PSY-1010</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>□ Social Science*</td>
<td>General Education Social Sciences Course</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>13</strong></td>
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<table>
<thead>
<tr>
<th>4th Semester</th>
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<tbody>
<tr>
<td>□ MAT-2160</td>
<td>Applied Calculus I</td>
<td>3</td>
</tr>
<tr>
<td>□ CHM-2020</td>
<td>Organic Chemistry II</td>
<td>3</td>
</tr>
<tr>
<td>□ CHM-2040</td>
<td>Organic Chemistry II Laboratory</td>
<td>2</td>
</tr>
<tr>
<td>□ BIO-2010</td>
<td>Microbiology</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>12</strong></td>
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</tbody>
</table>

| Program Total         |            | **62**  |

Double asterisk (**) denotes a course that satisfies culminating experience requirement for A.A.S. program.
Forensic Science  Associate of Science | FORS.AS
www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=644262405
Visit Bladen Hall, Room 208F or call 301-322-0553 for your faculty advisor

PROGRAM DESCRIPTION
The Forensic Science Associate of Science (A.S.) degree provides the foundation for students who plan to pursue a bachelor’s or a master’s degree in forensic science. The program combines a science curriculum with hands-on experience in the collection, processing, and analysis of physical evidence in criminal cases. The incorporation of physical science, criminal investigation, and the law provides a comprehensive understanding of the evidentiary process. Students learn investigative techniques and data analysis coupled with critical-thinking, verbal, and written communication skills that are essential for the constantly evolving forensic science disciplines. The Forensic Science A.S. degree program articulates with the University of Baltimore and the University of Maryland University College. Before registering for forensic science courses, students, including those with bachelor’s or advanced degrees, should consult with program faculty or an academic advisor and also should check with the four-year institution to which they plan to transfer. Individuals with a bachelor’s degree may work as crime scene technicians or laboratory examiners for federal, state, or local law enforcement agencies or private crime laboratories. Graduates of the Forensic Science program will be able to:

• Communicate effectively and professionally in both oral and written forms
• Read critically and use written material to support logical reasoning and solve problems
• Develop a working knowledge of the criminal justice system and the rules of evidence
• Demonstrate the documentation, collection and preservation of physical evidence from a crime scene
• Apply the scientific method and basic principles of the biological and physical sciences in the analysis of evidence and to legal concepts and cases
• Demonstrate appropriate professional standards, ethics, and leadership skills
• Pursue a bachelor’s degree in Forensic Science at a four-year college or university

GENERAL EDUCATION COURSES
The list of General Education courses appears in chapter eight.

PROGRAM ELECTIVE CHOICES
Choose one of these courses:
• PSY-2130  Forensic Psychology
• FOS-2510  Forensic Aspects of Death Investigation
• FOS-2520  Forensic Aspects of Drug Identification and Abuse
• FOS-2530  Fire and Arson Investigation (Offered spring only)
• FOS-2540 Physical Identifiers (Fingerprinting Techniques) (Offered fall only)
• FOS-2570 Firearms and Tool Marks Identification (Offered fall only)
• FOS-2580 Basic Accident Investigation (Offered spring only)
• FOS-2600 Computer Forensics I
• FOS-2910–2930 Cooperative Education

TRANSFERABILITY
Credit earned at any public institution in the state shall be transferable to any other institution if the:
• Credit is from a college or university parallel course or program;
• Grades in the block of courses transferred average 2.00 or higher; and
• Acceptance of the credit is consistent with the policies of the receiving institution governing students following the same program.
Refer to ARTSYS at artweb.usmd.edu and the receiving institution’s catalog to select transferable courses.

NEED HELP?
For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach

Asterisk (*) denotes general education course. The list of approved general education courses appears in chapter eight.
# SEQUENCE OF STUDY

Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Semester</td>
<td>INT-1010*</td>
<td>Introduction to Information Technology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>CJT-1510</td>
<td>Introduction to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>EGL-1010*</td>
<td>Composition I: Expository Writing</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>FOS-2500</td>
<td>Forensic Science</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MAT-1350*</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td></td>
<td><strong>15</strong></td>
</tr>
<tr>
<td>2nd Semester</td>
<td>CHM-1010*</td>
<td>General Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>EGL-1340</td>
<td>Composition II: Writing About Technical Topics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>FOS-2550</td>
<td>Photography in the Forensic Sciences</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>FOS-2590</td>
<td>Crime Scene Investigation</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>PSY-1010</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td></td>
<td><strong>16</strong></td>
</tr>
<tr>
<td>3rd Semester</td>
<td>BIO-1140*</td>
<td>Principles of Biology: Cellular and Molecular Biology</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>CHM-1020</td>
<td>General Chemistry II</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>CHM-1030</td>
<td>General Chemistry II Laboratory</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>SOC-1010</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>SPH-1010</td>
<td>Introduction to Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td></td>
<td><strong>15</strong></td>
</tr>
<tr>
<td>4th Semester</td>
<td>BIO-2500</td>
<td>Biological Principles of Forensic Science</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>CJT-2510</td>
<td>Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>PHL-1010</td>
<td>Introduction to Philosophy: The Art of Questioning</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>PHY-1010 or CHM-2050</td>
<td>Introduction to Physics or Instrumental Analysis</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>FOS-Elective</td>
<td>Choose one course from ‘Program Elective Choices’ above</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td></td>
<td><strong>17</strong></td>
</tr>
<tr>
<td><strong>Program Total</strong></td>
<td></td>
<td></td>
<td><strong>63</strong></td>
</tr>
</tbody>
</table>

Double asterisk (**) denotes a course that satisfies culminating experience requirement for A.A.S. program.
General Studies  Associate of Arts | GENL.STUDIES.AA

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462413

Visit Marlboro Hall, Room 3077 or call 301-322-0561 for your faculty advisor

PROGRAM DESCRIPTION

This program is for students interested in transferring to institutions without a foreign language requirement. The program introduces a broad range of the liberal arts and sciences while providing a thorough preparation in verbal, mathematical, and critical-thinking skills. General studies include courses in humanities, social sciences, English, science, and math, which enable students to sample various subject matters and methodologies so they can make informed educational and career choices. This program transfers to four-year colleges or universities. The various options of the General Studies A.A. degree are listed in the index and are located alphabetically in this chapter. Students should consult with an advisor about transfer requirements. Graduates of the General Studies, Associate of Arts will be able to:

• Analyze oral and written material to reach logical conclusions
• Communicate effectively in interpersonal and groups settings
• Write in standard English at the college level
• Apply the scientific method to problems in the physical world
• Relate fine, literary, and performing arts to human experiences
• Use appropriate methods of quantitative reasoning to understand, interpret, and manipulate numerical data
• Demonstrate informational literacy and apply technological competencies to enhance and accelerate communication
• Relate historical events to current political and social problems today

GENERAL EDUCATION COURSES

The list of General Education courses appears in chapter eight.

PROGRAM ELECTIVE CHOICES

Select 26–27 credits appropriate for planned transfer program.

TRANSFERABILITY

Credit earned at any public institution in the state shall be transferable to any other institution if the:
• Credit is from a college or university parallel course or program;
• Grades in the block of courses transferred average 2.00 or higher; and
• Acceptance of the credit is consistent with the policies of the receiving institution governing students following the same program.

Refer to ARTSYS at artweb.umd.edu and the receiving institution’s catalog to select transferable courses.

NEED HELP?

For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach
SEQUENCE OF STUDY
Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>1st Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>EGL-1010* Composition I: Expository Writing</td>
<td>3</td>
</tr>
<tr>
<td>Speech* General Education Speech Course</td>
<td>3</td>
</tr>
<tr>
<td>INT-1010* Introduction to Information Technology</td>
<td>3</td>
</tr>
<tr>
<td>Math* General Education, MAT-1120 or higher</td>
<td>3-4</td>
</tr>
<tr>
<td>Appropriate Electives Appropriate Electives for transfer</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15–16</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2nd Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>EGL-1020* Composition II: Writing About Literature</td>
<td>3</td>
</tr>
<tr>
<td>History* General Education History Course</td>
<td>3</td>
</tr>
<tr>
<td>Appropriate Electives Appropriate Electives for transfer</td>
<td>3</td>
</tr>
<tr>
<td>Humanities or Soc. Science* General Education Humanities or Social Science Course</td>
<td>3</td>
</tr>
<tr>
<td>Science* General Education Science Course</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3rd Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Humanities* General Education Humanities Course</td>
<td>3</td>
</tr>
<tr>
<td>Social Science* General Education Social Sciences Course</td>
<td>3</td>
</tr>
<tr>
<td>Science with Lab* General Education Lab Science Course</td>
<td>4</td>
</tr>
<tr>
<td>Appropriate Electives Appropriate Electives for transfer</td>
<td>3</td>
</tr>
<tr>
<td>Appropriate Electives Appropriate Electives for transfer</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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</table>

<table>
<thead>
<tr>
<th>4th Semester</th>
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</thead>
<tbody>
<tr>
<td>Appropriate Electives Appropriate Electives for transfer</td>
<td>2–3</td>
</tr>
<tr>
<td>Appropriate Electives Appropriate Electives for transfer</td>
<td>3</td>
</tr>
<tr>
<td>Appropriate Electives Appropriate Electives for transfer</td>
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<tr>
<td>Appropriate Electives Appropriate Electives for transfer</td>
<td>3</td>
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<tr>
<td>Appropriate Electives Appropriate Electives for transfer</td>
<td>3</td>
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<td><strong>Total</strong></td>
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<table>
<thead>
<tr>
<th>Program Total</th>
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<tr>
<td><strong>Program Total</strong></td>
<td><strong>60–62</strong></td>
</tr>
</tbody>
</table>
Transfer Studies  Certificate | GENL.TRAN.CT  
www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462412  
Visit Marlboro Hall, Room 3077 or call 301-322-0561 for your faculty advisor

**PROGRAM DESCRIPTION**

This is a flexible certificate that, with the exception of EGL-1010, allows students to take the general education courses of their choice. When students complete the certificate, they have achieved college sophomore standing and have earned credits that will transfer to many four-year institutions.

**SEQUENCE OF STUDY**

Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>1st Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>EGL-1010* Composition I: Expository Writing 3</td>
</tr>
<tr>
<td></td>
<td>Humanities* General Education Humanities Course 3</td>
</tr>
<tr>
<td></td>
<td>Social Science* General Education Social Sciences Course 3</td>
</tr>
<tr>
<td></td>
<td>Math* General Education Math Course 3</td>
</tr>
<tr>
<td></td>
<td>Appropriate Elective Any course but PED 3</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
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</table>

<table>
<thead>
<tr>
<th>2nd Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>English Comp* General Education English Comp Course 3</td>
</tr>
<tr>
<td></td>
<td>Humanities* General Education Humanities Course 3</td>
</tr>
<tr>
<td></td>
<td>Social Science* General Education Social Sciences Course 3</td>
</tr>
<tr>
<td></td>
<td>Social Science* General Education Social Sciences Course 3</td>
</tr>
<tr>
<td></td>
<td>Science* General Education Science Course 3-4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15–16</strong></td>
</tr>
</tbody>
</table>

**Program Total**  
30–31

Asterisk (*) denotes general education course. The list of approved general education courses appears in chapter eight.
Health Education Option Associate of Science | HLTH.ED.AA
www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462421
Visit Novak Field House, Room 104 or call 301-322-0504 for your faculty advisor

PROGRAM DESCRIPTION
Graduates of the Health Education program will be able to:
• Apply critical thinking skills to assess health, wellness, and physical fitness
• Demonstrate use of interpersonal skills using verbal and written communication
• Use technology to research consumer-related health information and changing health-related trends
• Provide First Aid and CPR
• Evaluate health issues from a multicultural perspective
• Analyze issues related to individual and community health
• Pursue a bachelor’s degree at a four-year college or university that offers Health Education as a teaching option or other health-related program

GENERAL EDUCATION COURSES
The list of General Education courses appears in chapter eight.

PROGRAM ELECTIVE CHOICES
• HLE-2010 Health Issues in a Culturally Diverse Society
• HLE-2150 Introduction to Child Health
• HLE-2250 Health Issues for Women

TRANSFERABILITY
Credit earned at any public institution in the state shall be transferable to any other institution if the:
• Credit is from a college or university parallel course or program;
• Grades in the block of courses transferred average 2.00 or higher; and
• Acceptance of the credit is consistent with the policies of the receiving institution governing students following the same program.

Refer to ARTSYS at artweb.usmd.edu and the receiving institution’s catalog to select transferable courses.

NEED HELP?
For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach

Double asterisk (**) denotes a course that satisfies culminating experience requirement for A.A.S. program.
**SEQUENCE OF STUDY**

Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>1st Semester</th>
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</tr>
</thead>
<tbody>
<tr>
<td>CHM-1010*</td>
<td>General Chemistry I</td>
</tr>
<tr>
<td>EGL-1010*</td>
<td>Composition I: Expository Writing</td>
</tr>
<tr>
<td>HLE-1150</td>
<td>Personal and Community Health</td>
</tr>
<tr>
<td>NTR-1010</td>
<td>Introductory Nutrition</td>
</tr>
<tr>
<td>INT-1010*</td>
<td>Introduction to Information Technology</td>
</tr>
<tr>
<td>BIO-1140 or BIO-1010</td>
<td>General Biology or Principles of Biology</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>20</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2nd Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>English Comp*</td>
<td>EGL-1020 recommended</td>
</tr>
<tr>
<td>Humanities*</td>
<td>General Education Humanities Course</td>
</tr>
<tr>
<td>History*</td>
<td>General Education History Course</td>
</tr>
<tr>
<td>HLE-2210</td>
<td>Human Sexuality</td>
</tr>
<tr>
<td>Math*</td>
<td>General Education, MAT-1120 or higher</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15–16</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3rd Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO-2050</td>
<td>Human Anatomy and Physiology I</td>
</tr>
<tr>
<td>Humanities or Soc. Science*</td>
<td>General Education Humanities or Social Science Course</td>
</tr>
<tr>
<td>HLE-Elective</td>
<td>Health Education Elective</td>
</tr>
<tr>
<td>Speech*</td>
<td>General Education Speech Course</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>13</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4th Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO-2060</td>
<td>Human Anatomy and Physiology II</td>
</tr>
<tr>
<td>Social Science*</td>
<td>General Education Social Science Course</td>
</tr>
<tr>
<td>HLE-2000</td>
<td>Application of Concepts for Fitness and Wellness</td>
</tr>
<tr>
<td>HLE-2130</td>
<td>First Aid—Responding to Emergencies/CPR FPR</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>13</strong></td>
</tr>
</tbody>
</table>

| Program Total |  | 61–62 |

Asterisk (*) denotes general education course. The list of approved general education courses appears in chapter eight.
HEALTH SCIENCE CLINICAL INFORMATION

One of the most rapidly growing career paths is in health care. In response to the need for highly skilled health care workers, Prince George's Community College continues to offer state-of-the-art health science programs. As the health care delivery system changes, health personnel find employment opportunities in hospitals and community agencies designed to provide different types of care, including intensive, chronic, and ambulatory.

All health science programs have state approval and specialized accreditation. Both nursing programs are approved by the Maryland Board of Nursing and the RN program is accredited by the National League for Nursing Accrediting Commission. All allied health programs have state approval and are accredited by the applicable accrediting body:

- Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM)
- Committee on Accreditation for Respiratory Care (CoARC)
- Joint Review Committee on Education in Radiologic Technology (JRCERT)
- Joint Review Committee on Educational Programs in Nuclear Medicine Technology (JRCNMT)

Although graduates are eligible to take the licensure/certification examinations upon program completion, there are restrictions about sitting for the examination if an applicant has been convicted of a felony or a misdemeanor. See program coordinator for additional information.

Satisfactory completion of a health sciences career program prepares the graduate to:

- Perform the cognitive, technical, and psychomotor skills necessary for a beginning health care practitioner in his/her respective program
- Demonstrate ethical behaviors and a professional demeanor consistent with the profession's code of ethics
- Sit for the certification/licensing examination appropriate to the field of study

Students interested in one of the health career programs must meet the eligibility criteria for admission. For more information about these programs, call 301-322-0151 (Advising), or 301-322-0733 (Allied Health), or 301-322-0731 (Nursing). The programs of study for the following health science clinical areas are included alphabetically throughout this chapter:

- Emergency Medical Technician–Intermediate
- Emergency Medical Technician–Paramedic
- Health Information Management
- Nuclear Medicine Technology
- Nursing
- Radiography
- Respiratory Therapy
Health Information Management  Associate of Applied Science | HLTH.INFO.PETIT

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462409
Visit Center for Health Studies, Room 1405 or call 301-322-0738 for your faculty advisor

PROGRAM DESCRIPTION
Designed for the dynamic field of health information management, this program integrates the disciplines of medicine, computer technology, and business management. Students who are interested in studying diseases and treatments but are not interested in hands-on patient care will find this a challenging career path. The graduate is prepared to perform technical and supervisory duties in organizing, analyzing, and generating health data for reimbursement, planning, quality improvement, research, and the legal issues surrounding the release of health information. Employment opportunities exist in a broad range of settings, such as hospitals, home health care, nursing homes, health maintenance organizations (HMOs), physicians’ offices, consulting, computer software companies, and government agencies. The program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM), in cooperation with the American Health Information Management Association (AHIMA). Graduates of the Health Information program will be able to:

• Apply skills in releasing medical information according to legal, regulatory, and facility policies
• Apply knowledge of anatomy and physiology, medical terminology, and disease processes to the classification of diagnoses and procedures to meet statistical and reimbursement requirements
• Analyze clinical information needed for decision support, research, and performance improvement
• Use technology, including hardware and software, to ensure data collection, storage, retrieval, and reporting of information; protect data integrity, security, and confidentiality of patient health records
• Demonstrate effective oral and written communication skills
• Maintain behaviors consistent with the professional Code of Ethics of the AHIMA
• Apply for the American Health Information Management Association’s national certifying examination for Registered Health Information Technicians (RHIT); passing this examination entitles the graduate to use the RHIT credential

GENERAL EDUCATION COURSES
The list of General Education courses appears in chapter eight.

TRANSFERABILITY
Credit earned at any public institution in the state shall be transferable to any other institution if the:

• Credit is from a college or university parallel course or program;
• Grades in the block of courses transferred average 2.00 or higher; and
• Acceptance of the credit is consistent with the policies of the receiving institution governing students following the same program.

Refer to ARTSYS at artweb.usmd.edu and the receiving institution’s catalog to select transferable courses.

NEED HELP?
For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach

SEQUENCE OF STUDY
Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>Prerequisites</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>INT-1010*</td>
<td>Introduction to Information Technology</td>
</tr>
<tr>
<td>BIO-1010</td>
<td>General Biology</td>
</tr>
<tr>
<td>BIO-2050</td>
<td>Human Anatomy and Physiology I</td>
</tr>
</tbody>
</table>

Total 11

Asterisk (*) denotes general education course. The list of approved general education courses appears in chapter eight.
### 1st Semester
- **EGL-1010** Composition I 3
- **BIO-2060** Human Anatomy and Physiology 4
- **HIM-1530** Medical Terminology 4
- **HIM-1500** Fundamentals of Health Information 4

**Total** 1

### 2nd Semester
- **MAT-1140** Introduction to Statistics 3
- **EGL-1320** Composition II: Writing for Business 3
- **HIM-1581** Principles and Applications of ICD Coding 4
- **HIM-1540** Directed Clinical Practice I 1
- **HIM-1550** Disease Processes 4

**Total** 15

### Summer
- **HIM-1600** Principles and Applications of CPT 2

**Total** 2

### 3rd Semester
- **BMT-1550** Elements of Supervision 3
- **HIM-2600** Medical Reimbursement and Billing 3
- **HIM-2510** Health Information Statistics and Quality Improvement 4
- **HIM-2560** Directed Clinical Practice II 3
- **SPH-1010** or **1090** Intro. to Speech Comm. or Group Comm. and Leadership 3

**Total** 16

### 4th Semester
- **PSY-1010** General Psychology 3
- **HIM-2550** Health Information in Alternative Care 2
- **HIM-2530** Health Information Management 3
- **HIM-2580** Directed Clinical Practice III 2

**Total** 10

**Program Total** 69

Double asterisk (**) denotes a course that satisfies culminating experience requirement for A.A.S. program.
Medical Coder/Billing  Certificate  |  HLTH.BILL.PETIT
www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462400
Visit Center for Health Studies, Room 1405 or call 301-322-0738 for your faculty advisor

PROGRAM DESCRIPTION
This certificate prepares students for employment in hospitals, physicians’ offices, and other health care settings as medical coders, abstractors, and medical billers of clinical patient information using the International Classification of Diseases (ICD) as modified for use in the United States and the HCPCS/CPT coding systems. In addition, students will learn about other related classification systems, clinical documentation requirements, prospective payment systems, e.g., diagnosis related groups (DRGs), reimbursement strategies, and the processing of medical claims. The program incorporates classroom instruction and a practicum covering a wide variety of medical specialties in both ambulatory and inpatient care. Graduates of the Medical Coder/Billing program will be able to:

- Apply knowledge of anatomy and physiology, medical terminology, and diseases processes to the classification of diagnoses and procedures to meet statistical and reimbursement requirements
- Demonstrate effective oral and written communication skills as a medical coder/billing specialist
- Apply to take one of three national certifying examinations administered by the American Health Information Management Association to become a certified coding associate, certified coding specialist, or certified coding specialist-physician
- Apply to take the national certifying examinations administered by the American Academy of Professional Coders

SEQUENCE OF STUDY
Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>Prerequisites</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ BIO-1010</td>
<td>General Biology</td>
</tr>
<tr>
<td>☐ BIO-2050</td>
<td>Human Anatomy and Physiology I</td>
</tr>
<tr>
<td>☐ INT-1010*</td>
<td>Introduction to Information Technology</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>11</strong></td>
</tr>
</tbody>
</table>

1st Semester
| ☐ BIO-2060    | Human Anatomy and Physiology II  | 4 |
| ☐ HIM-1530    | Medical Terminology              | 4 |
| ☐ HIM-1500    | Fundamentals of Health Information| 4 |
| **Total**     | **12**                           |   |

2nd Semester
| ☐ EGL-1010*  | Composition I: Expository Writing| 3 |
| ☐ HIM-1550   | Disease Processes                | 4 |
| ☐ HIM-1581   | Principles and Applications of ICD Coding | 4 |
| **Total**    | **11**                           |   |

Summer
| ☐ HIM-1600   | Principles and Applications of CPT| 2 |
| **Total**    | **2**                            |   |

3rd Semester
| ☐ HIM-2560   | Directed Clinical Practice II    | 3 |
| ☐ HIM-2600   | Medical Reimbursement and Billing| 3 |
| **Program Total** | **42**                       |   |

Asterisk (*) denotes general education course. The list of approved general education courses appears in chapter eight.
Hospitality Services Management  Associate of Applied Science | HOSP.SERV.AAS
www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462427
Visit Chesapeake Hall, Room 100 or call 301-341-3090 for your faculty advisor

PROGRAM DESCRIPTION
The A.A.S. in Hospitality Services Management is a flexible degree designed to introduce students to the key skills and concepts required for a successful career in the expanding field of hospitality services. The core courses provide a strong background in aspects of the hospitality industry that cut across all segments with an emphasis on real world applications and experiential learning. The curriculum is designed with adequate credits allotted to electives within the department, thus allowing students the opportunity to pursue more specialized training in industry segments of their particular interest. These areas include restaurants and food service, hotels and resorts, meetings and conventions, special events, tourism, entrepreneurship, and more. Graduates of the Hospitality Services Management program will be able to:

• Communicate effectively both verbally and in writing
• Use appropriate technologies including Microsoft Office, industry specific software, and social media for marketing
• Describe industry standards of performance, career progressions, and quality guest service
• Discuss the essential role of interpersonal skills in the hospitality industry, including leadership, professionalism, ethics including the work ethic, networking, and cross-cultural awareness.

GENERAL EDUCATION COURSES
The list of General Education courses appears in chapter eight.

PROGRAM ELECTIVE CHOICES
Choose 8–9 credits from the following list

• HSM-1520 Convention Management and Service
• HSM-1560 Catering and Banquet Planning
• HSM-1640 Special Event Planning
• HSM-1740 Bed and Breakfasts
• HSM-1750 Wines and Spirits
• HSM-1810 Introduction to Travel and Tourism
• HSM-2020 Food and Beverage Purchasing and Cost Control
• HSM-2040 Bar and Beverage Management
• HSM-2640 Security and Loss Prevention Management

TRANSFERABILITY
Credit earned at any public institution in the state shall be transferable to any other institution if the:

• Credit is from a college or university parallel course or program;
• Grades in the block of courses transferred average 2.00 or higher; and
• Acceptance of the credit is consistent with the policies of the receiving institution governing students following the same program.

Refer to ARTSYS at artweb.umd.edu and the receiving institution’s catalog to select transferable courses.

NEED HELP?
For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach

Double asterisk (**) denotes a course that satisfies culminating experience requirement for A.A.S. program.
**SEQUENCE OF STUDY**

Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>1st Semester</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>EGL-1010*</td>
<td>Composition I: Expository Writing</td>
<td>3</td>
</tr>
<tr>
<td>HSM-1510</td>
<td>Introduction to the Hospitality Industry</td>
<td>3</td>
</tr>
<tr>
<td>HSM-1580</td>
<td>Using Technology in the Hospitality Industry</td>
<td>3</td>
</tr>
<tr>
<td>Humanities*</td>
<td>General Education Humanities Course</td>
<td>3</td>
</tr>
<tr>
<td>Math*</td>
<td>General Education, MAT-1120 or higher</td>
<td>3-4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>15–16</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2nd Semester</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC-1030</td>
<td>Accounting for Managers</td>
<td>3</td>
</tr>
<tr>
<td>Social Science*</td>
<td>General Education Social Sciences Course</td>
<td>3</td>
</tr>
<tr>
<td>HSM-1550</td>
<td>Food Service Manager Training and Certification in Sanitation</td>
<td>1</td>
</tr>
<tr>
<td>HSM-1621 or 1630</td>
<td>Hotel Operations or Food Service Operations</td>
<td>3</td>
</tr>
<tr>
<td>English Comp*</td>
<td>EGL-1320 recommended</td>
<td>3</td>
</tr>
<tr>
<td>HSM-2071</td>
<td>Managing Staff and Service in Hospitality</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3rd Semester</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Gen Ed Elective*</td>
<td>Any General Education Course</td>
<td>3</td>
</tr>
<tr>
<td>Science*</td>
<td>General Education Science Course</td>
<td>3</td>
</tr>
<tr>
<td>HSM-2050</td>
<td>Human Resource Management and Training for Hospitality and Tourism</td>
<td>3</td>
</tr>
<tr>
<td>HSM-2550</td>
<td>Understanding Hospitality Law</td>
<td>3</td>
</tr>
<tr>
<td>HSM-Elective</td>
<td>Choose one course from ‘Program Elective Choices’ above</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>4th Semester</th>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>HSM-2530</td>
<td>Hospitality Sales and Marketing</td>
<td>3</td>
</tr>
<tr>
<td>HSM-Elective</td>
<td>Choose one course from ‘Program Elective Choices’ above</td>
<td>3</td>
</tr>
<tr>
<td>HSM-1515</td>
<td>Leadership and Interpersonal Dynamics</td>
<td>3</td>
</tr>
<tr>
<td>HSM-2760</td>
<td>Hospitality Seminar</td>
<td>3</td>
</tr>
<tr>
<td>Humanities*</td>
<td>General Education Humanities Course</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

| Program Total            |                     | **61–62** |

Asterisk (*) denotes general education course. The list of approved general education courses appears in chapter eight.
Hospitality Services Management  Certificate | HOSP.SERV.CT
www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462407
Visit Chesapeake Hall, Room 100 or call 301-341-3090

PROGRAM ELECTIVE CHOICES
Choose 5–6 credits from the following list

- HSM-1520  Convention Management and Service
- HSM-1560  Catering and Banquet Planning
- HSM-1640  Special Event Planning
- HSM-1740  Bed and Breakfasts
- HSM-1750  Wines and Spirits
- HSM-1810  Introduction to Travel and Tourism
- HSM-2020  Food and Beverage Purchasing and Cost Control
- HSM-2040  Bar and Beverage Management
- HSM-2640  Security and Loss Prevention Management

SEQUENCE OF STUDY
Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>1st Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>☐  HSM-1510  Introduction to the Hospitality Industry</td>
<td>3</td>
</tr>
<tr>
<td>☐  HSM-1550  Food Service Manager Training and Certification in Sanitation</td>
<td>1</td>
</tr>
<tr>
<td>☐  HSM-1580  Using Technology in the Hospitality Industry</td>
<td>3</td>
</tr>
<tr>
<td>☐  HSM-1621 or 1630  Hotel Operations or Food Service Operations</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>10</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2nd Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>☐  HSM-2050  Human Resource Management and Training for Hospitality and Tourism</td>
<td>3</td>
</tr>
<tr>
<td>☐  HSM-2530  Hospitality Sales and Marketing</td>
<td>3</td>
</tr>
<tr>
<td>☐  HSM-2550  Understanding Hospitality Law</td>
<td>3</td>
</tr>
<tr>
<td>☐  HSM-Elective  Choose one course from 'Program Elective Choices' above</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Elective</strong></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3rd Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>☐  HSM-1575  Leadership and Interpersonal Dynamics</td>
<td>3</td>
</tr>
<tr>
<td>☐  HSM-Elective  Choose one course from 'Program Elective Choices' above</td>
<td>1–3</td>
</tr>
<tr>
<td>☐  HSM-Elective  Choose one course from 'Program Elective Choices' above</td>
<td>1–3</td>
</tr>
<tr>
<td><strong>Total Elective</strong></td>
<td><strong>9–11</strong></td>
</tr>
</tbody>
</table>

**Program Total**  31–33

Double asterisk (**) denotes a course that satisfies culminating experience requirement for A.A.S. program.
Food Service Management  Letter of Recognition | FOOD.SERV.LOR  
www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462393  
Visit Chesapeake Hall, Room 100 or call 301-341-3090

SEQUENCE OF STUDY  
Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>1st Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>HSM-1550</td>
<td>Food Service Manager Training and Certification in Sanitation</td>
</tr>
<tr>
<td>HSM-1560</td>
<td>Catering and Banquet Operations</td>
</tr>
<tr>
<td>HSM-1630</td>
<td>Food Service Operations</td>
</tr>
<tr>
<td>HSM-2020</td>
<td>Food and Beverage Purchasing and Cost Control</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>10</strong></td>
</tr>
</tbody>
</table>

Program Total 10

Lodging Management  Letter of Recognition | HOSP.LODGE.MGT.LOR  
www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462404  
Visit Chesapeake Hall, Room 100 or call 301-341-3090

SEQUENCE OF STUDY  
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<table>
<thead>
<tr>
<th>1st Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>HSM-1621</td>
<td>Hotel Operations Management</td>
</tr>
<tr>
<td>HSM-1520 or 2530</td>
<td>Convention Management or Hospitality Sales and Marketing</td>
</tr>
<tr>
<td>HSM-2640</td>
<td>Security and Loss Prevention Management</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>9</strong></td>
</tr>
</tbody>
</table>

Program Total 9

Asterisk (*) denotes general education course. The list of approved general education courses appears in chapter eight.
Human Services  Associate of Applied Science | HUMAN.SERV.AAS
www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462420
Visit Marlboro Hall, Room 2054 or call 301-322-0526 for your faculty advisor

PROGRAM DESCRIPTION
The Human Services program provides students with training in both theory and practice required to work in the broad and growing field of human services, which includes assisting professionals in social work, mental health, counseling, rehabilitation, nursing, and gerontology. Two structured internships give students direct experience in applied work settings. After completing this program, students will be qualified to work as paraprofessionals helping people with developmental disabilities, mental illness, chemical dependency, physical limitations, and other challenges. Students also may choose to continue their education by entering bachelor's degree programs in human services or social work. Graduates of the Human Services program will be able to:

- Demonstrate knowledge of the major concepts, theoretical perspectives, empirical findings, and historical trends in human services
- Interact professionally with people from diverse backgrounds
- Apply human services principles to personal, social, and organizational issues
- Use appropriate computer technology to complete relevant projects and assignments
- Demonstrate social responsibility, civic engagement, and advocacy through participation in community and human service organizations and activities
- Describe the process of screening, examining, evaluating, and diagnosing individuals with impairments, functional limitations, and disabilities related to movement, physical dysfunction, and health and explain the importance and function of each step in the process
- Describe ethical standards outlined by the National Organization for Human Services and the Council for Standards in Human Service Education and apply them to hypothetical situations

GENERAL EDUCATION COURSES
The list of General Education courses appears in chapter eight.

PROGRAM ELECTIVE CHOICES
- PSY-1150 Death and Dying
- PSY-2030 Child Psychology
- PSY-2040 Adolescent Psychology
- PSY-2010 Personality and Adjustment
- PSY-2090 The Psychology of Aging
- PSY-2100 Psychology of Women
- PSY-2110 Psychology of African Americans
- PSY-2190 Social Psychology
- SOC-1020 Marriage and Family
- SOC-2010 Social Problems
- SOC-2040 Introduction to Social Work
- SOC-2090 The Sociology of Minorities

TRANSFERABILITY
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NEED HELP?
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SEQUENCE OF STUDY

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<th>1st Semester</th>
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</thead>
<tbody>
<tr>
<td>☐ EGL-1010* Composition I: Expository Writing</td>
</tr>
<tr>
<td>☐ INT-1010* Introduction to Information Technology</td>
</tr>
<tr>
<td>☐ MAT-1140 or MAT-1160 Introduction to Statistics</td>
</tr>
<tr>
<td>☐ HUS-1010 Introduction to Human Services</td>
</tr>
<tr>
<td>☐ HUS-1020 Professional Ethics in Human Services</td>
</tr>
<tr>
<td>☐ HUS-2010 Counseling, Assessment, and Behavior Modification Techniques</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>2nd Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ HUS-2020 Group and Family Counseling Skills</td>
</tr>
<tr>
<td>☐ HUS-2200 Developmental Disabilities</td>
</tr>
<tr>
<td>☐ BIO-1010* General Biology</td>
</tr>
<tr>
<td>☐ PSY-1010* General Psychology</td>
</tr>
<tr>
<td>☐ EGL-1020* Composition II: Writing About Literature</td>
</tr>
<tr>
<td><strong>Total</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3rd Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ HUS-Elective Choose one course from ‘Program Elective Choices’ above</td>
</tr>
<tr>
<td>☐ SPH-1090 Interpersonal Communication</td>
</tr>
<tr>
<td>☐ HUS-2400 Therapeutic Recreation</td>
</tr>
<tr>
<td>☐ HUS-2810 Human Services Internship I</td>
</tr>
<tr>
<td>☐ HUS-2300 Chemical Dependency Counseling</td>
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<table>
<thead>
<tr>
<th>4th Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ PSY-2070 Human Growth and Development</td>
</tr>
<tr>
<td>☐ PSY-2080 Abnormal Psychology</td>
</tr>
<tr>
<td>☐ PSY-2120 Drugs and Behavior</td>
</tr>
<tr>
<td>☐ SOC-1010* Introduction to Sociology</td>
</tr>
<tr>
<td>☐ HUS-2820** Human Services Internship II</td>
</tr>
<tr>
<td><strong>Total</strong></td>
</tr>
</tbody>
</table>

**Program Total** | **62**

Asterisk (*) denotes general education course. The list of approved general education courses appears in chapter eight.
Information Security Associate of Applied Science | COMP.SECUR.AAS
www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462380
Visit Center for Advanced Technology, Room 129 or call 301-322-0752 for your faculty advisor

PROGRAM DESCRIPTION
The Information Security Program provides the skills for students to become highly skilled computer systems security professionals and to train individuals for entry-level positions as data security analyst, systems security administrators, and network security administrators. In this program, students will master the latest security technologies and will examine the issues of information security awareness, network security hardware, systems and network security planning and defense, network security organization, and the legal and ethical issues associated with information systems security. Students also will complete a capstone project and will design information security systems and implement a security strategy for a network. Students completing this degree program will be able to use the curriculum fundamentals learned to prepare for the A+, CCNA, Network+, Security+, and SCNP industry certification exams. Students planning to pursue a bachelor’s degree in Information Assurance, Information Security, or related programs at area four-year institutions should work closely with the Information and Engineering Technology Department chair and Advising in order to meet the requirements of the transfer institution. Graduates of the Information Security program will be able to:

• Plan and implement network router and switch configurations
• Monitor the security infrastructure to analyze network problems and traffic flow
• Identify and remove network security vulnerabilities and threats
• Monitor and enforce an organizational security policy including contingency plans
• Install, configure, and manage Windows and UNIX/Linux network operating systems
• Install, configure, and monitor a firewall

GENERAL EDUCATION COURSES
The list of General Education courses appears in chapter eight.

PROGRAM ELECTIVE CHOICES
• BMT-1900 Introduction to Public Administration
• BMT-2860 Cyber Law
• BMT-2880 Emergency Management
• INT-1680 Ethical Hacking and Network Defense
• INT-2300 Windows Desktop Client
• INT-2760 UNIX/Linux System Administration
• INT-2690 CISSP Preparation

TRANSFERABILITY
Credit earned at any public institution in the state shall be transferable to any other institution if the:
• Credit is from a college or university parallel course or program;
• Grades in the block of courses transferred average 2.00 or higher; and
• Acceptance of the credit is consistent with the policies of the receiving institution governing students following the same program.

Refer to ARTSYS at artweb.usmd.edu and the receiving institution’s catalog to select transferable courses.

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**SEQUENCE OF STUDY**

Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>1st Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>INT-1010* Introduction to Information Technology</td>
<td>3</td>
</tr>
<tr>
<td>INT-1700 Understanding Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>EGL-1010* Composition I: Expository Writing</td>
<td>3</td>
</tr>
<tr>
<td>Math* General Education, MAT-1120 or higher</td>
<td>3</td>
</tr>
<tr>
<td>Science* General Education Science Course</td>
<td>3–4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15–16</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2nd Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>INT-1620 Computer Security: Security+ Preparation</td>
<td>3</td>
</tr>
<tr>
<td>INT-1630 Tactical Perimeter Defense</td>
<td>3</td>
</tr>
<tr>
<td>INT-1450 CCNA 1: Network Fundamentals</td>
<td>4</td>
</tr>
<tr>
<td>INT-1460 CCNA 2: Routing Protocols</td>
<td>4</td>
</tr>
<tr>
<td>English Comp* EGL-1020 recommended</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>17</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3rd Semester</th>
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</thead>
<tbody>
<tr>
<td>INT-2450 CCNA 3: LAN Switching and Wireless</td>
<td>4</td>
</tr>
<tr>
<td>INT-2460 CCNA 4: Accessing the WAN</td>
<td>4</td>
</tr>
<tr>
<td>Social Science* General Education Social Sciences Course</td>
<td>3</td>
</tr>
<tr>
<td>INT-Elective Choose one course from 'Program Elective Choices' above</td>
<td>3–4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>14–15</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4th Semester</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>INT-1660 Strategic Infrastructure Security</td>
<td>3</td>
</tr>
<tr>
<td>INT-2310 Windows Server Administration</td>
<td>3</td>
</tr>
<tr>
<td>INT-2840 Systems Analysis and Project Management</td>
<td>4</td>
</tr>
<tr>
<td>Appropriate Elective Any course but PED</td>
<td>3</td>
</tr>
<tr>
<td>Humanities* General Education Humanities Course</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program Total</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>62–64</strong></td>
<td></td>
</tr>
</tbody>
</table>

Asterisk (*) denotes general education course. The list of approved general education courses appears in chapter eight.
Information Security Certificate | COMP.SECUR.CT

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462380

Visit Center for Advanced Technology, Room 129 or call 301-322-0752 for your faculty advisor

**PROGRAM DESCRIPTION**

This certificate will help to prepare students for an entry-level position in the field of information security. Upon completion of coursework, students will have the foundation needed to pursue CompTIA’s Security+ certification. Students wishing to pursue an A.A.S. degree may apply these credits to the Information Security A.A.S. degree. Students are also encouraged to obtain the Cisco CCNA Preparation Certificate, which also may be applied to the Information Security A.A.S. degree program. Graduates of the Information Security Certificate will be able to:

- Identify and remove network security vulnerabilities and threats
- Monitor the security infrastructure to analyze network problems and traffic flow
- Create and enforce an organizational security policy including contingency plans

**PROGRAM ELECTIVE CHOICES**

- FOS-2600 Computer Forensics I Computer-Related Crime
- INT-2690 CISSP Preparation
- INT-2760 UNIX/Linux System Administration
- INT-1680 Ethical Hacking and Network Defense
- INT-2300 Windows Desktop Client

*Refer to ARTSYS at artweb.usmd.edu and the receiving institution’s catalog to select transferable courses.*

**SEQUENCE OF STUDY**

Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>1st Semester</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>INT-1010*</td>
<td>Introduction to Information Technology</td>
<td>3</td>
</tr>
<tr>
<td>INT-1630</td>
<td>Tactical Perimeter Defense</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>6</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2nd Semester</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>INT-1700</td>
<td>Understanding Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>INT-1620</td>
<td>Computer Security: Security+ Preparation</td>
<td>3</td>
</tr>
<tr>
<td>INT-1660</td>
<td>Strategic Infrastructure Security</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>9</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>3rd Semester</th>
<th></th>
<th>3–4</th>
</tr>
</thead>
<tbody>
<tr>
<td>INT-Elective</td>
<td>Choose one course from ‘Program Elective Choices’ above</td>
<td>3–4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>3–4</td>
</tr>
</tbody>
</table>

**Program Total** 18–19

Double asterisk (**) denotes a course that satisfies culminating experience requirement for A.A.S. program.
Information Security Management Certificate | COMP.SECUR.MGT.CT
www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462353
Visit the Center for Advanced Technology, Room 129 or call 301-322-0752 for your faculty advisor

PROGRAM DESCRIPTION
This certificate will help meet the needs of technical and security staff for both managing and implementing information security projects. Coursework may include basic computer operations, operating systems, security, cyber law, disaster recovery, project management, and systems analysis. Students wishing to continue may apply these credits to the Information Security A.A.S. degree. Students are also encouraged to complete the Information Security Certificate and the Cisco CCNA Preparation Certificate. All three certificates may be applied to the Information Security A.A.S. degree program. Support for this certificate program was obtained via the Maryland Higher Education Commission BRAC initiative. Graduates of the Information Security Management Certificate will be able to:

- Demonstrate understanding of fundamental information technology concepts
- Analyze, design, and develop a computer information system in a real-world scenario
- Create and enforce an organizational security policy including contingency plans

SEQUENCE OF STUDY
Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>1st Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>INT-1010*</td>
<td>Introduction to Information Technology</td>
</tr>
<tr>
<td>INT-1700</td>
<td>Understanding Operating Systems</td>
</tr>
<tr>
<td>BMT-2860, 1900, or 2880</td>
<td>3–4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2nd Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>INT-1620</td>
<td>Computer Security: Security+ Preparation</td>
</tr>
<tr>
<td>INT-2840</td>
<td>System Analysis and Project Management</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Program Total** | 16–17

Asterisk (*) denotes general education course. The list of approved general education courses appears in chapter eight.
International Studies Option  Associate of Arts | INTL.AA
www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462433
Visit Marlboro Hall, Room 2018 or call 301-322-0527 for your faculty advisor

PROGRAM DESCRIPTION
The International Studies Option, an interdisciplinary program, prepares students to pursue a bachelor’s degree program in International Studies at a four-year institution, which will prepare them for employment in international organizations, government agencies, business, or teaching. Graduates of the International Studies program will be able to:
- Identify social differences and similarities in countries outside the United States
- Analyze political, economic, and diplomatic relations among nations

GENERAL EDUCATION COURSES
The list of General Education courses appears in chapter eight.

TRANSFERABILITY
Credit earned at any public institution in the state shall be transferable to any other institution if the:
- Credit is from a college or university parallel course or program;
- Grades in the block of courses transferred average 2.00 or higher; and
- Acceptance of the credit is consistent with the policies of the receiving institution governing students following the same program.
  Refer to ARTSYS at artweb.usmd.edu and the receiving institution’s catalog to select transferable courses.

NEED HELP?
For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach
**SEQUENCE OF STUDY**

Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>1st Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>EGL-1010* Composition I: Expository Writing</td>
<td>3</td>
</tr>
<tr>
<td>INT-1010* Introduction to Information Technology</td>
<td>3</td>
</tr>
<tr>
<td>POS-1010 American National Government</td>
<td>3</td>
</tr>
<tr>
<td>HST-1370* The World in the 20th Century</td>
<td>3</td>
</tr>
<tr>
<td>Math-1140, 1190, or 2210*</td>
<td>3–4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15–16</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2nd Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>English Comp* General Education English Comp Course</td>
<td>3</td>
</tr>
<tr>
<td>POS-2070 Introduction to International Politics</td>
<td>3</td>
</tr>
<tr>
<td>Science with Lab* General Education Lab Science Course</td>
<td>4</td>
</tr>
<tr>
<td>Speech* General Education Speech Course</td>
<td>3</td>
</tr>
<tr>
<td>GEO-1090 World Regional Geography</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3rd Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ECN-1030 Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>POS-2150 Introduction to Comparative Politics and Government</td>
<td>3</td>
</tr>
<tr>
<td>ANT-1030 Introductory Cultural Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>Science* General Education Science Course</td>
<td>3</td>
</tr>
<tr>
<td>Foreign Language</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4th Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ECN-1040 Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>Social Science* General Education Social Sciences Course</td>
<td>3</td>
</tr>
<tr>
<td>Humanities* General Education Humanities Course</td>
<td>3</td>
</tr>
<tr>
<td>Foreign Language</td>
<td>3</td>
</tr>
<tr>
<td>Humanities or Soc. Science* General Education Humanities or Social Science Course</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program Total</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>61–62</strong></td>
</tr>
</tbody>
</table>

Asterisk (*) denotes general education course. The list of approved general education courses appears in chapter eight.
Marketing Management  Associate of Applied Science | MKTG.AAS

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462428

Visit Bladen Hall, Room 210 or call 301-322-0080 for your faculty advisor

PROGRAM DESCRIPTION

The Marketing Management program at Prince George's Community College helps students develop the methods, tools, techniques, and management skills needed for success in marketing, which involves the distribution of goods and services. These skills have broad applications in private organizations as well as in government and nonprofit organizations. Graduates may get jobs in retailing, inventory control, transportation, warehousing, advertising, or selling. The courses required for the Marketing Management Certificate may be applied to the Associate of Applied Science degree in Marketing Management. Graduates of the Marketing Management, Associate of Applied Science will be able to:

• Develop strategic marketing plans to include a target market analysis, product/service mix, pricing strategy, distribution strategy, and promotional plan
• Analyze marketing information for effective decision-making
• Analyze the basic service of managing a retail business
• Evaluate the interpersonal determinants of consumer behavior and decision processes
• Articulate an understanding of e-business, B2B e-marketing, B2C e-marketing, and how the Internet has changed and challenged the traditional methods of doing business
• Analyze competitive domestic and international strategies for creating unique brands for different product categories
• Analyze the effects of a business evolving from a local, to a national, to a global marketplace
• Demonstrate sales techniques
• Illustrate how the product life-cycle affects the development of new products and the management of existing products

GENERAL EDUCATION COURSES

The list of General Education courses appears in chapter eight.

PROGRAM ELECTIVE CHOICES

Choose two from:

• ACC-1020–1040
• BMT-1500
• BMT-1550
• BMT-1570
• BMT-1600
• BMT-1800
• BMT-2500–2550
• BMT-2580–2590
• BMT-2610
• BMT-2630
• BMT-2650–2660
• BMT-2700
• BMT-2750
• BMT-2910–2930
• BRE-1030
• BUS-1240
• CAP-1310
• PHL-1400

TRANSFERABILITY

Credit earned at any public institution in the state shall be transferable to any other institution if the:

• Credit is from a college or university parallel course or program;
• Grades in the block of courses transferred average 2.00 or higher; and
• Acceptance of the credit is consistent with the policies of the receiving institution governing students following the same program.

Refer to ARTSYS at artweb.umd.edu and the receiving institution’s catalog to select transferable courses.

NEED HELP?

For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach.
## SEQUENCE OF STUDY

Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>1st Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ BMT-1010 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>☐ Science* General Education Science Course</td>
<td>3-4</td>
</tr>
<tr>
<td>☐ EGL-1010* Composition I: Expository Writing</td>
<td>3</td>
</tr>
<tr>
<td>☐ INT-1010* Introduction to Information Technology</td>
<td>3</td>
</tr>
<tr>
<td>☐ Math* General Education, MAT-1120 or higher</td>
<td>3-4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15-17</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2nd Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ English Comp* General Education English Comp Course</td>
<td>3</td>
</tr>
<tr>
<td>☐ MAT-2210 Statistics</td>
<td>3</td>
</tr>
<tr>
<td>☐ BMK-2510 Introduction to Marketing</td>
<td>3</td>
</tr>
<tr>
<td>☐ BMK-2630 International Marketing</td>
<td>3</td>
</tr>
<tr>
<td>☐ BMT-1620 Financial Planning and Investments</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3rd Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ ACC-1010 or 1030 Principles of Accounting or Accounting for Managers</td>
<td>3</td>
</tr>
<tr>
<td>☐ BUS-1220 Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>☐ BMK-2710 Salesmanship</td>
<td>3</td>
</tr>
<tr>
<td>☐ ECN-1030 Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>☐ Speech* General Education Speech Course</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4th Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ BMT-Elective Choose one course from ‘Program Elective Choices’ above</td>
<td>3</td>
</tr>
<tr>
<td>☐ BMT-Elective Choose one course from ‘Program Elective Choices’ above</td>
<td>3</td>
</tr>
<tr>
<td>☐ BMK-2730 Retail Business Management</td>
<td>3</td>
</tr>
<tr>
<td>☐ BMK-2770 Advertising</td>
<td>3</td>
</tr>
<tr>
<td>☐ BMT-2400** Strategic Management</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
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</tbody>
</table>

<table>
<thead>
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</thead>
<tbody>
<tr>
<td><strong>Total</strong></td>
<td><strong>60-62</strong></td>
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</tbody>
</table>

Asterisk (*) denotes general education course. The list of approved general education courses appears in chapter eight.
Marketing Management Certificate | MKTG.CT
www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462415
Visit Bladen Hall, Room 210 or call 301-322-0080 for your faculty advisor

**PROGRAM DESCRIPTION**
Graduates of the Marketing Management Certificate Program will be able to:
- Design strategic marketing plans to include target market analysis, product/services mix, pricing, and distribution strategy and promotion plan
- Analyze marketing information for effective decision-making
- Use technology in marketing and marketing information systems
- Demonstrate sales techniques
- Design a promotional plan
- Identify principles of E-commerce and web marketing

**PROGRAM ELECTIVE CHOICES**
- ACC-1010 Principles of Accounting I
- BMT-1550 Elements of Supervision
- BUS-1220 Business Law I
- ACC-1030 Accounting for Managers
- BMT-1500 Developing a Professional Image
- BMT-1570 Small Business Management
- BMT-1620 Financial Planning and Investments
- MAT-1120 Finite Mathematics

**SEQUENCE OF STUDY**
Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>1st Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ BMK-2510</td>
<td>Introduction to Marketing</td>
</tr>
<tr>
<td>☐ BMK-2630</td>
<td>International Marketing</td>
</tr>
<tr>
<td>☐ BMK-2710</td>
<td>Salesmanship</td>
</tr>
<tr>
<td>☐ BMK-Elective</td>
<td>Choose one course from ‘Program Elective Choices’ above</td>
</tr>
<tr>
<td>☐ BMK-Elective</td>
<td>Choose one course from ‘Program Elective Choices’ above</td>
</tr>
<tr>
<td>☐ BMK-2730</td>
<td>Retail Business Management</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2nd Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ BMK-2770</td>
<td>Advertising</td>
</tr>
<tr>
<td>☐ BMT-1010</td>
<td>Introduction to Business</td>
</tr>
<tr>
<td>☐ BMT-1800</td>
<td>Microcomputer Applications for the Business Manager</td>
</tr>
<tr>
<td>☐ BMT-Elective</td>
<td>Choose one course from ‘Program Elective Choices’ above</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

**Program Total**

Double asterisk (**) denotes a course that satisfies culminating experience requirement for A.A.S. program.
Mathematics Option  Associate of Arts | MATH.AA

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462426

Visit Marlboro Hall, Room 3040 or call 301-322-0421 for your faculty advisor

PROGRAM DESCRIPTION

The Mathematics Option of the General Studies Associate of Arts degree prepares students to pursue a bachelor’s degree in mathematics or statistics at a four-year institution. The Mathematics Option of the General Studies Associate of Arts degree also is recommended for students planning to pursue a bachelor’s degree in economics, physics, or astronomy—all of which rely heavily on mathematical methods and critical thinking. In the Mathematics Option program, students develop their ability to think critically, solve problems, explore applications of technology to mathematics, and apply mathematical skills to other fields. Students also learn to apply quantitative reasoning and mathematical concepts to interpret, analyze, and represent real world situations. Graduates of the Mathematics Option will be able to:

- Work with mathematical abstractions and analyze mathematical relationships
- Apply numerical, graphical, and symbolic techniques and models to solve problems and analyze functions
- Apply appropriate mathematical notation and terminology to communicate mathematics formally
- Identify and execute appropriate algorithms to solve problems that are amenable to mathematical solutions
- Apply technological tools to explore mathematical concepts and to solve mathematical problems that cannot be solved efficiently by other means
- Make plausible conjectures and arguments to prove mathematical results inductively and deductively
- Pursue a bachelor’s degree in mathematics or a related field at a four-year college or university

GENERAL EDUCATION COURSES

The list of General Education courses appears in chapter eight.

TRANSFERABILITY

Credit earned at any public institution in the state shall be transferable to any other institution if the:

- Credit is from a college or university parallel course or program;
- Grades in the block of courses transferred average 2.00 or higher; and
- Acceptance of the credit is consistent with the policies of the receiving institution governing students following the same program.

Refer to ARTSYS at artweb.umd.edu and the receiving institution’s catalog to select transferable courses.

NEED HELP?

For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach.
### SEQUENCE OF STUDY

Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>1st Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>INT-1010*</td>
<td>Introduction to Information Technology</td>
</tr>
<tr>
<td>EGL-1010*</td>
<td>Composition I: Expository Writing</td>
</tr>
<tr>
<td>MAT-2210</td>
<td>Statistics</td>
</tr>
<tr>
<td>MAT-2410</td>
<td>Calculus I</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>13</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2nd Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CHM-1010</td>
<td>General Chemistry I</td>
</tr>
<tr>
<td>English Comp*</td>
<td>General Education English Comp Course</td>
</tr>
<tr>
<td>Speech*</td>
<td>General Education Speech Course</td>
</tr>
<tr>
<td>MAT-2420</td>
<td>Calculus II</td>
</tr>
<tr>
<td>MAT-2500</td>
<td>Mathematics of Discrete Structures</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>17</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3rd Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT-2430</td>
<td>Calculus III</td>
</tr>
<tr>
<td>MAT-2450</td>
<td>Linear Algebra</td>
</tr>
<tr>
<td>PHY-1030</td>
<td>General Physics I</td>
</tr>
<tr>
<td>Social Science*</td>
<td>General Education Social Science Course</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>14</td>
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</table>

<table>
<thead>
<tr>
<th>4th Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT-2460</td>
<td>Differential Equations</td>
</tr>
<tr>
<td>PHY-2030</td>
<td>General Physics II</td>
</tr>
<tr>
<td>Humanities*</td>
<td>General Education Humanities Course</td>
</tr>
<tr>
<td>History*</td>
<td>General Education History Course</td>
</tr>
<tr>
<td>Humanities or Soc. Science*</td>
<td>General Education Humanities or Social Science Course</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>17</td>
</tr>
</tbody>
</table>

| Program Total | 61 |

Double asterisk (**) denotes a course that satisfies culminating experience requirement for A.A.S. program.
Medical Assisting  Associate of Applied Science | (Pending MHEC Approval)

PROGRAM DESCRIPTION
The Medical Assisting program prepares students for employment and career in health care industries, such as physician’s offices, outpatient clinics, in-patient administration, government, and health insurance industries. The curriculum is designed to provide didactic, laboratory, and externship learning experiences where students develop the knowledge, skills, and abilities to perform medical billing and coding, patient scheduling, data entry into the electronic medical record, electrocardiogram and cardiology diagnostic testing, phlebotomy procedures, basic laboratory tests, and maintain overall daily operations in a clinical setting. Medical assistants are the only multi-skilled allied health professional that is professionally trained to work in ambulatory settings.

Graduates of the Medical Assisting Program will be able to:

• Demonstrate professional and therapeutic communication skills
• Utilize medical terminology as related to body functions
• Perform administrative functions in an outpatient setting
• Perform clinical functions/procedures in the outpatient setting
• Describe the implications of health law in the clinical setting
• Describe the standards of care for the medical assisting profession

GENERAL EDUCATION COURSES
The list of General Education courses appears in chapter eight.

TRANSFERABILITY
Credit earned at any public institution in the state shall be transferable to any other institution if the:

• Credit is from a college or university parallel course or program;
• Grades in the block of courses transferred average 2.00 or higher; and
• Acceptance of the credit is consistent with the policies of the receiving institution governing students following the same program.

Refer to ARTSYS at artweb.usmd.edu and the receiving institution’s catalog to select transferable courses.

NEED HELP?
For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach.

SEQUENCE OF STUDY
Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>Prerequisites</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• BIO-1010 General Biology</td>
<td>4</td>
</tr>
<tr>
<td>• BIO-2050* Human Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>8</strong></td>
</tr>
</tbody>
</table>
### 1st Semester, Fall
- MAT-1120* Finite Math 3
- BIO-2060 Human Anatomy and Physiology II 4
- INT-1010 Computer Literacy 3
- EGL-1010* Composition I: Expository Writing 3
- HIM-1530 Medical Terminology 4

**Total** 17

### 2nd Semester, Spring
- HIM 1500 Fundamentals of Health Information 4
- CHM-1010 General Chemistry I 4
- HIM-1550 Disease Processes 4
- HIM-1581 Principles and Applications of ICD Coding 4
- Composition II* Composition II, EGL-1340 recommended 3

**Total** 17

### 3rd Semester, Summer
- HIM-1600 Principles of CPT 2

**Total** 2

### 4th Semester, Fall
- MAS-2010 Administrative Medical Assisting 3
- PSY-1010* General Psychology 3
- SPH-1090* Interpersonal Communication 3
- MAS-2020 Clinical Procedures I 4
- MAS-2030 Pharmacology for Medical Assistants 3
- SPH-1090* Interpersonal Communication 3

**Total** 16

### 5th Semester, Spring
- MAS-2040 Professional Seminar 1
- MAS-2050 Clinical Procedures II 3
- MAS-2060 Medical Assisting Practicum 3

**Total** 7

**Program Total** 67
Media Production Certificate | COMM.MEDIA.CT

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462344
Visit Queen Anne Fine Arts, Room 112 or call 301-583-1587 for your faculty advisor

PROGRAM DESCRIPTION
The Media Production Certificate program prepares students to utilize current technology to produce, shoot, and edit video and multi-media productions. It is geared toward people who may need to gain production skills for their current position or to those pursuing a career change. Students will gain technical knowledge and training with a background in mass media history and trends.

SEQUENCE OF STUDY
Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>1st Semester</th>
<th>2nd Semester</th>
<th>3rd Semester</th>
<th>4th Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRF-1310</td>
<td>TRF-2040</td>
<td>TRF-2310</td>
<td>TRF-2330</td>
</tr>
<tr>
<td>Introduction to Mass Communication Film</td>
<td>Introduction to Broadcast News</td>
<td>Introduction to Film</td>
<td>Television Production II and Editing</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>TRF-1330</td>
<td>THE-1150</td>
<td>THE-2040</td>
<td>THE-2120</td>
</tr>
<tr>
<td>Television Production I</td>
<td>Theatrical Theatre</td>
<td>Event and Conference Multimedia Production</td>
<td>Film and Studio Mechanics</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>ART-1570</td>
<td>ART-2650</td>
<td>ART-2750</td>
<td></td>
</tr>
<tr>
<td>Introduction to Computer Graphics</td>
<td>Animation and Multimedia I</td>
<td>Animation and Multimedia II</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>3</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>Total</strong></td>
<td><strong>Total</strong></td>
<td><strong>Total</strong></td>
</tr>
<tr>
<td>9</td>
<td>9</td>
<td>9</td>
<td>6</td>
</tr>
</tbody>
</table>

Program Total          33

Asterisk (*) denotes general education course. The list of approved general education courses appears in chapter eight.
Meeting and Event Management  Associate of Applied Science | HOSP.MTG.EVENT.AAS

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442465120

Visit Chesapeake Hall, Room 100 or call 301-341-3090 for your faculty advisor

**PROGRAM DESCRIPTION**

This program is designed to prepare students for careers in the expanding fields of event and meeting management. The curriculum includes a strong core of courses that introduce students to the fundamentals of convention and meeting planning, as well as to more specialized aspects of the industry: trade show and exposition management, event sponsorship, association and special interest meeting management, and social event planning. Finally, the curriculum presents concepts related to the wider world of hospitality management sales and marketing, the law, hotel operations, and sustainability issues. Graduates of the Meeting and Event Management Program will be able to:

- Create a plan for a successful meeting or event
- Explain how to adjust meeting and event management skills based on the venue and/or context in which it would be held
- Demonstrate the critical skills of the professional meeting and event manager
- Demonstrate leadership in group setting

**GENERAL EDUCATION COURSES**

The list of General Education courses appears in chapter eight.

**TRANSFERABILITY**

Credit earned at any public institution in the state shall be transferable to any other institution if the:

- Credit is from a college or university parallel course or program;
- Grades in the block of courses transferred average 2.00 or higher; and
- Acceptance of the credit is consistent with the policies of the receiving institution governing students following the same program.

*Refer to ARTSYS at artweb.umd.edu and the receiving institution’s catalog to select transferable courses.*

**NEED HELP?**

For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach.
SEQUENCE OF STUDY
Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>1st Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>HSM-1510 Introduction to the Hospitality Industry</td>
<td>3</td>
</tr>
<tr>
<td>HSM-1580 Using Technology in the Hospitality Industry</td>
<td>3</td>
</tr>
<tr>
<td>HSM-1520 Fundamentals of Meeting, Convention, and Event Management</td>
<td>3</td>
</tr>
<tr>
<td>EGL-1010* Composition I: Expository Writing</td>
<td>3</td>
</tr>
<tr>
<td>Math* General Education, MAT-1120 or higher</td>
<td>3-4</td>
</tr>
<tr>
<td>INT-1010* Introduction to Information Technology</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>18–19</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2nd Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>HSM-1640 Special Event Management</td>
<td>3</td>
</tr>
<tr>
<td>EGL-1320* Writing for Business</td>
<td>3</td>
</tr>
<tr>
<td>HSM-2071 Managing Staff and Service in Hospitality</td>
<td>3</td>
</tr>
<tr>
<td>HSM-1810 Introduction to Travel and Tourism</td>
<td>3</td>
</tr>
<tr>
<td>Humanities* General Education Humanities Course</td>
<td>3</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>3rd Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>HSM-2530 Hospitality Sales and Marketing</td>
<td>3</td>
</tr>
<tr>
<td>HSM-2050 Human Resource Management and Training for Hospitality and Tourism</td>
<td>3</td>
</tr>
<tr>
<td>HSM-1650 or 1660 Planning for Events or Planning for SMERF Events</td>
<td>1</td>
</tr>
<tr>
<td>HSM-1670 or 1860 Trade Shows and Expositions or Weddings and Social Events</td>
<td>1</td>
</tr>
<tr>
<td>HSM-1680 Event Sponsorship</td>
<td>1</td>
</tr>
<tr>
<td>Social Science* General Education Social Sciences Course</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4th Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>HSM-2700 Sustainability in Hospitality</td>
<td>3</td>
</tr>
<tr>
<td>HSM-1621 Hotel Operations Management</td>
<td>3</td>
</tr>
<tr>
<td>HSM-2550 Understanding Hospitality Law</td>
<td>3</td>
</tr>
<tr>
<td>HSM-2760** Hospitality Seminar</td>
<td>3</td>
</tr>
<tr>
<td>Science* General Education Science Course</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

**Program Total** 60–61

Asterisk (*) denotes general education course. The list of approved general education courses appears in chapter eight.
Meeting and Event Management  Certificate | HOSP.MTG.EVENT.CT
www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442465119
Visit Chesapeake Hall, Room 100 or call 301-341-3090 for your faculty advisor

SEQUENCE OF STUDY
Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>1st Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>HSM-1510 Introduction to the Hospitality Industry</td>
<td>3</td>
</tr>
<tr>
<td>HSM-1520 Fundamentals of Meeting, Convention, and Event Management</td>
<td>3</td>
</tr>
<tr>
<td>HSM-1580 Using Technology in the Hospitality Industry</td>
<td>3</td>
</tr>
<tr>
<td>HSM-1810 Introduction to Travel and Tourism</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>12</strong></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>2nd Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>HSM-1640 Special Event Management</td>
<td>3</td>
</tr>
<tr>
<td>HSM-1621 Hotel Operations Management</td>
<td>3</td>
</tr>
<tr>
<td>HSM-2530 Hospitality Sales and Marketing</td>
<td>3</td>
</tr>
<tr>
<td>HSM-1680 Event Sponsorship</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>10</strong></td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>3rd Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>HSM-2700 Sustainability in Hospitality</td>
<td>3</td>
</tr>
<tr>
<td>HSM-1650 Planning for Association Events</td>
<td>1</td>
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<tr>
<td>HSM-2550 Hospitality Law</td>
<td>3</td>
</tr>
<tr>
<td>HSM-2760 Hospitality Seminar</td>
<td>3</td>
</tr>
<tr>
<td>HSM-1670 or 1860 Trade Shows and Expositions or Weddings and Social Events</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>11</strong></td>
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</tbody>
</table>

**Program Total** 33

Meeting and Event Management  Letter of Recognition | HOSP.MTG.MGT.LOR
www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462402
Visit Chesapeake Hall, Room 100 or call 301-341-3090 for your faculty advisor

SEQUENCE OF STUDY

<table>
<thead>
<tr>
<th>1st Semester</th>
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</thead>
<tbody>
<tr>
<td>HSM-1520 Fundamentals of Meeting, Convention, and Event Management</td>
<td>3</td>
</tr>
<tr>
<td>HSM-1560 Catering and Banquet Operations</td>
<td>3</td>
</tr>
<tr>
<td>HSM-1640 Special Event Planning</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>9</strong></td>
</tr>
</tbody>
</table>

**Program Total** 9

Double asterisk (**) denotes a course that satisfies culminating experience requirement for A.A.S. program.
Music Option  Associate of Arts | MUS.IAA
academic.pgcc.edu/music
Visit Marlboro Hall, Room 1068 or call 301-322-0955 for your faculty advisor

PROGRAM DESCRIPTION
The Music Option Program prepares students to transfer into a bachelor’s program in music at a four-year college or university. Graduates of the Music Option, Associate of Arts in General Studies will be able to:

• Apply principles of music theory to the evaluation and interpretation of musical scores
• Describe the historical evolution of Western music as it relates to stylistic periods, performance practices, and representative composers and their works
• Utilize current technologies in performance, composition, notation, and distribution of music
• Demonstrate through performance technical proficiency and stylistic grasp at the sophomore level
• Work collaboratively to apply technical and stylistic knowledge and skills to an ensemble performance
• Transfer into a bachelor’s degree program in music at a four-year institution

GENERAL EDUCATION COURSES
The list of General Education courses appears in chapter eight.

APPLIED MUSIC CHOICES
Students must take two semesters in an instrument (or voice) from the following: MUS-1290 through MUS-1400. (Course number depends on instrument chosen).

ADVANCED APPLIED MUSIC CHOICES
Students must take two semesters in the same instrument (or voice) in applied music from the following: MUS-2290 through MUS-2400 (Course number depends on instrument chosen).

TRANSFERABILITY
Credit earned at any public institution in the state shall be transferable to any other institution if the:

• Credit is from a college or university parallel course or program;
• Grades in the block of courses transferred average 2.00 or higher; and
• Acceptance of the credit is consistent with the policies of the receiving institution governing students following the same program.

Refer to ARTSYS at artweb.umd.edu and the receiving institution’s catalog to select transferable courses.

NEED HELP?
For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach.

SEQUENCE OF STUDY
Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>1st Semester</th>
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</thead>
<tbody>
<tr>
<td>☐ Applied Music</td>
</tr>
<tr>
<td>☐ MUS-1150</td>
</tr>
<tr>
<td>☐ MUS-1030 or MUS-1110</td>
</tr>
<tr>
<td>☐ MUS-1210 or 1230</td>
</tr>
<tr>
<td>☐ EGL-1010*</td>
</tr>
</tbody>
</table>

Asterisk (*) denotes general education course. The list of approved general education courses appears in chapter eight.
### Chapter 7—Programs of Study

Double asterisk (**) denotes a course that satisfies culminating experience requirement for A.A.S. program.

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math*</td>
<td>General Education Math Course</td>
<td>3</td>
</tr>
<tr>
<td>Humanities*</td>
<td>General Education Humanities Course</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

#### 2nd Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applied Music</td>
<td>See 'Applied Music Choices' above</td>
<td>2</td>
</tr>
<tr>
<td>MUS-1160</td>
<td>Theory II</td>
<td>3</td>
</tr>
<tr>
<td>MUS-1030 or MUS-1110</td>
<td>Concert Choir or Jazz Ensemble</td>
<td>1</td>
</tr>
<tr>
<td>MUS-1250</td>
<td>Sight Singing and Ear Training</td>
<td>1</td>
</tr>
<tr>
<td>MUS-1500</td>
<td>Introduction to Music Technology</td>
<td>3</td>
</tr>
<tr>
<td>English Comp*</td>
<td>General Education English Comp Course</td>
<td>3</td>
</tr>
<tr>
<td>History*</td>
<td>General Education History Course</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

#### 3rd Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Applied Music</td>
<td>See 'Advanced Applied Music Choices' above</td>
<td>2</td>
</tr>
<tr>
<td>MUS-2150</td>
<td>Theory III</td>
<td>3</td>
</tr>
<tr>
<td>MUS-1030 or MUS-1110</td>
<td>Concert Choir or Jazz Ensemble</td>
<td>1</td>
</tr>
<tr>
<td>MUS-1510, 1520, or 1600</td>
<td>Digital Notation, Digital Audio, or MIDI Sequencing I</td>
<td>3</td>
</tr>
<tr>
<td>Science*</td>
<td>General Education Science Course</td>
<td>3</td>
</tr>
<tr>
<td>Social Science*</td>
<td>General Education Social Sciences Course</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

#### 4th Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Applied Music</td>
<td>See 'Advanced Applied Music Choices' above</td>
<td>2</td>
</tr>
<tr>
<td>MUS-2160</td>
<td>Theory IV</td>
<td>3</td>
</tr>
<tr>
<td>MUS-1030 or MUS-1110</td>
<td>Concert Choir or Jazz Ensemble</td>
<td>1</td>
</tr>
<tr>
<td>MUS-1050</td>
<td>Survey of Music Literature</td>
<td>3</td>
</tr>
<tr>
<td>Humanities or Soc. Science*</td>
<td>General Education Humanities or Social Science Course</td>
<td>3</td>
</tr>
<tr>
<td>Science with Lab*</td>
<td>General Education Lab Science Course</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

**Program Total** 63
Nuclear Medicine Technology  Associate of Applied Science | NUCL.AAS.PETIT

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462425
Visit Center for Health Studies, Room 1405 or call 301-322-0738 for your faculty advisor

PROGRAM DESCRIPTION

The Nuclear Medicine Technology program prepares students to practice as professional, capable technologists in a variety of diverse health care settings. Through a structured curriculum comprised of both academic and directed clinical experience, students progress from novice to proficient health care practitioners and graduate with the skills necessary to perform high-quality nuclear medicine procedures.

The Nuclear Medicine Technology program provides two options: a certificate option for students who have current licensure or certification in radiography, nursing, respiratory therapy, radiation therapy, or medical lab technology; and an Associate of Applied Science (A.A.S.) degree. Both options require evidence of successful completion of prerequisite courses and current certification in basic cardiac life support (CPR for health care professionals). The Nuclear Medicine Technology program is accredited by the Joint Review Committee on Educational Programs in Nuclear Medicine Technology (JRCNMT), 2000 W. Danforth Road, Suite 130 #203, Edmond, Oklahoma 73003; telephone: 405-285-0546; fax: 405-285-0579; e-mail: jrcnmt@coxinet.net.

Graduates of the program are eligible to take the Nuclear Medicine Technology Certification Board (NMTCB) exam and to use the credential CNMT upon successful completion of the exam. Graduates are also eligible to take the American Registry of Radiologic Technologists (ARRT) exam and to use the credential RT(N) when successfully completing the exam. Graduates of the Nuclear Medicine Technology program will be able to:

• Integrate principles of fundamental science and demonstrate entry-level skills in the performance of diagnostic nuclear medicine procedures, radiopharmaceutical preparation and administration, and instrumentation quality control.
• Demonstrate effective oral and written communication skills during patient care and in the practice of nuclear medicine technology.
• Assess the effects of culture and the environment on the practice of nuclear medicine technology and patient care.
• Employ appropriate radiation safety techniques and safe-handling of radiopharmaceuticals to protect patients, self, and others.
• Exhibit critical thinking and problem solving skills during the practice of nuclear medicine.
• Maintain professional, ethical, and moral standards consistent with the Society of Nuclear Medicine, Technologist Section, Code of Ethics.
• Apply the principles of the social sciences in the practice of nuclear medicine technology and patient care.
• Prepare to take the Nuclear Medicine Technology Certification Board and/or the American Registry of Radiologic Technologists’ examination. Successful completion of one of these exams is required for practice in the state of Maryland.
**SEQUENCE OF STUDY**

Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>Prerequisites</th>
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</thead>
<tbody>
<tr>
<td>BIO-1010 General Biology</td>
<td>4</td>
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<tr>
<td>BIO-2050 Human Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>EGL-1010* Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MAT-1350* College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>CHM-1010 General Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>PSY-1010 General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PHY-1010 Introduction to Physics</td>
<td>4</td>
</tr>
<tr>
<td>HIM-1800 Medical Terminology</td>
<td>1</td>
</tr>
<tr>
<td>EGL-1020* Writing About Literature</td>
<td>3</td>
</tr>
<tr>
<td>SPH-1090* Interpersonal Communication</td>
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1st Semester

<table>
<thead>
<tr>
<th>1st Semester</th>
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<tbody>
<tr>
<td>NUM-1550 Introduction to Nuclear Medicine Technology</td>
<td>4</td>
</tr>
<tr>
<td>NUM-1560 Introduction to Nuclear Medicine Technology II</td>
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<tr>
<td>BIO-2060 Human Anatomy and Physiology II</td>
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**Summer**

<table>
<thead>
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<th>Summer</th>
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</thead>
<tbody>
<tr>
<td>NUM-2530 Clinical Nuclear Medicine Technology I</td>
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<tr>
<td><strong>Total</strong></td>
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</tr>
</tbody>
</table>

2nd Semester

<table>
<thead>
<tr>
<th>2nd Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>NUM-2510 Nuclear Medicine Techniques I</td>
<td>3</td>
</tr>
<tr>
<td>NUM-2550 Radiopharmacy and Radiation Chemistry</td>
<td>2</td>
</tr>
<tr>
<td>NUM-2540 Clinical Nuclear Medicine Technology</td>
<td>6</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>11</strong></td>
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3rd Semester

<table>
<thead>
<tr>
<th>3rd Semester</th>
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<tbody>
<tr>
<td>NUM-2520 Nuclear Medicine Techniques II</td>
<td>3</td>
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<tr>
<td>NUM-2600** Clinical Nuclear Medicine Technology III</td>
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<tr>
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<table>
<thead>
<tr>
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<tbody>
<tr>
<td><strong>Program Total</strong></td>
<td><strong>67</strong></td>
</tr>
</tbody>
</table>

Double asterisk (**) denotes a course that satisfies culminating experience requirement for A.A.S. program.
Nuclear Medicine Technology Certificate | NUCL.CT.PETIT
www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462417
For your faculty advisor, contact Center for Health Studies, Room 1405 | 301-322-0738

PROGRAM DESCRIPTION

Students planning to petition for admission to the Nuclear Medicine Certificate Program must apply to the college using this program. The Nuclear Medicine Technology program prepares students to practice as professional, capable technologists in a variety of diverse health care settings. Through a structured curriculum comprised of both academic and directed clinical experience, students progress from novice to proficient health care practitioners and graduate with the skills necessary to perform high-quality nuclear medicine procedures.

The Nuclear Medicine Technology program provides two options: a certificate option for students who have current licensure or certification in radiography, nursing, respiratory therapy, radiation therapy, or medical lab technology; and an Associate of Applied Science (A.A.S.) degree. Both options require evidence of successful completion of prerequisite courses and current certification in basic cardiac life support (CPR for health care professionals). The Nuclear Medicine Technology program is accredited by the Joint Review Committee on Educational Programs in Nuclear Medicine Technology (JRCNMT), 2000 W. Danforth Road, Suite 130 #203, Edmond, Oklahoma 73003; telephone: 405-285-0546; fax: 405-285-0579; e-mail: jrcnmt@coxinet.net.

Graduates of the program are eligible to take the Nuclear Medicine Technology Certification Board (NMTCB) exam and to use the credential CNMT upon successful completion of the exam. Graduates are also eligible to take the American Registry of Radiologic Technologists (ARRT) exam and to use the credential RT(N) when successfully completing the exam. Graduates of the Nuclear Medicine Technology Certificate will be able to:

• Integrate principles of fundamental science and demonstrate entry-level skills in the performance of diagnostic nuclear medicine procedures, radiopharmaceutical preparation and administration, and instrumentation quality control.
• Demonstrate effective oral and written communication skills during patient care and in the practice of nuclear medicine technology.
• Assess the effects of culture and the environment on the practice of nuclear medicine technology and patient care.
• Employ appropriate radiation safety techniques and safe-handling of radiopharmaceuticals to protect patients, self, and others.
• Exhibit critical thinking and problem solving skills during the practice of nuclear medicine.
• Maintain professional, ethical, and moral standards consistent with the Society of Nuclear Medicine, Technologist Section, Code of Ethics.
• Apply the principles of the social sciences in the practice of nuclear medicine technology and patient care.
• Prepare to take the Nuclear Medicine Technology Certification Board and/or the American Registry of Radiologic Technologists’ examination. Successful completion of one of these exams is required for practice in the state of Maryland.
**SEQUENCE OF STUDY**

Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>Prerequisites</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO-1010 General Biology</td>
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<tr>
<td>BIO-2050 Human Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>BIO-2060 Human Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>MAT-1350* College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>CHM-1010 General Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>PSY-1010 General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>HIM-1800 Medical Terminology</td>
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<tr>
<th>1st Semester</th>
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<tr>
<td>NUM-1550 Introduction to Nuclear Medicine Technology</td>
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<tr>
<td>NUM-1560 Introduction to Nuclear Medicine Technology II</td>
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<table>
<thead>
<tr>
<th>Summer</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>NUM-2530 Clinical Nuclear Medicine Technology I</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>3</strong></td>
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</table>

<table>
<thead>
<tr>
<th>2nd Semester</th>
<th>Total</th>
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<tbody>
<tr>
<td>NUM-2510 Nuclear Medicine Techniques I</td>
<td>3</td>
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<tr>
<td>NUM-2550 Radiopharmacy and Radiation Chemistry</td>
<td>2</td>
</tr>
<tr>
<td>NUM-2540 Clinical Nuclear Medicine Technology</td>
<td>6</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>11</strong></td>
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</table>

<table>
<thead>
<tr>
<th>3rd Semester</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUM-2520 Nuclear Medicine Techniques II</td>
<td>3</td>
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<td>NUM-2600 Clinical Nuclear Medicine Technology III</td>
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<td><strong>Total</strong></td>
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</table>

| Program Total | 54 |
Nursing (RN) Associate of Science | NURS.RN.PETIT
www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462431
Visit Center for Health Studies, Room 1402 or call 301-322-0731 for your faculty advisor

PROGRAM DESCRIPTION
The Nursing Program prepares graduates to provide direct client care in a safe, effective manner across multiple settings. To achieve this goal, three educational options exist in the program: registered nurse (RN), licensed practical nurse (LPN), and LPN to RN. The registered nurse (RN) is prepared to manage the care of clients in any setting to achieve an optimal state of health. The RN uses the nursing process to assess and analyze the health needs and/or problems of clients, plan and implement appropriate actions based upon nursing diagnosis or identified client needs, and evaluate the extent to which expected outcomes are achieved. Graduates of the associate degree Registered Nurse program earn an Associate of Science degree (A.S.) and are eligible to sit for the RN licensure examination (NCLEX-RN). The RN program articulates with bachelor's degree nursing programs allowing graduates to transfer or challenge credits. Under a special articulation agreement with Stevenson University, RNs are able to complete all requirements for the Bachelor of Science degree, except upper-level nursing courses, through Prince George's Community College. Stevenson University's upper-level nursing courses also are offered at Prince George's Community College, allowing all requirements to be completed in the county. For more information, contact Stevenson University at 877-468-6852 or www.vjc.edu.

The Licensed Practical Nurse (LPN) program prepares students to use the nursing process to collect and organize relevant health care data and assist in the identification of the health needs/problems of clients throughout their life span and in a variety of settings. The entry-level licensed practical nurse (LPN), under appropriate supervision, is prepared to coordinate and provide care, while contributing to the plan for nursing interventions to meet the needs of clients with commonly occurring health problems having predictable outcomes. Graduates of the Licensed Practical Nurse program earn a certificate and are eligible to sit for the LPN licensure examination (NCLEX-PN). The LPN program articulates with associate degree RN programs providing graduates with advanced standing.

The LPN to RN Transition Option permits LPNs to enter the second year of the RN program in the fall and spring semesters after completing prerequisites and coursework. Selected classes, labs, and clinical experiences for this option may only be available during evenings and weekends. The Paramedic to RN Transition Option permits paramedics to enter the second year of the RN program in the summer semester after completing prerequisites and coursework. Selected classes, labs, and clinical experiences for this option may only be available during evenings and weekends. The ratio of credit to clock hours is consistent throughout both nursing programs and is based on a 15-week semester. The credit-clock allocation in all NUR courses is as follows:
- Lecture—one credit hour = one clock hour
- Campus Nursing Skills Laboratory—one credit hour = three clock hours
- Clinical Laboratory Experience—one credit hour = three clock hours

A grade of C or higher is required in all NUR courses. No NUR course may be repeated more than once. A cumulative grade point average of 2.0 is required for continuation in the nursing course sequence in both nursing programs.
Both Nursing programs are approved by the Maryland Board of Nursing and the RN program is accredited by the National League for Nursing Accrediting Commission, 3343 Peachtree Road, N.E., Atlanta, Georgia 30326; telephone 404-075-5000.

Students seeking admission to the Nursing (RN) Program should select this petitioner program for admission to the college. Graduates of the Nursing (RN) will be able to:

- Prescribe nursing activities within an environment which reflects ethical and legal standards of nursing practice.
- Manage the patient care environment in a variety of settings with regard to factors affecting safety across the lifespan.
- Evaluate the patient’s adaptation to developmental changes across the lifespan.
- Evaluate the patient’s ability for self-care and initiate activities that promote optimal functioning.
- Develop a therapeutic plan for patients, families/significant others with psychosocial health alterations in a variety of settings.
- Evaluate the effects of culture, values, and the environment, to develop a plan of care that facilitates coping of patients/family members/significant others.
- Evaluate therapeutic nursing interventions to reduce risks of patients’ health alteration within a variety of settings.
- Collaborate with member of the health care team to modify the plan of care and promote optimal physiologic function for patients within a variety of settings.
- Document and analyze care-related information using knowledge of computer hardware and software to manage patient care.

GENERAL EDUCATION COURSES
The list of General Education courses appears in chapter eight.

TRANSFERABILITY
Credit earned at any public institution in the state shall be transferable to any other institution if the:

- Credit is from a college or university parallel course or program;
- Grades in the block of courses transferred average 2.00 or higher; and
- Acceptance of the credit is consistent with the policies of the receiving institution governing students following the same program.

Refer to ARTSYS at artweb.umd.edu and the receiving institution’s catalog to select transferable courses.

NEED HELP?
For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach.

SEQUENCE OF STUDY
Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>Prerequisites</th>
<th>General Education, MAT-1120 or higher, 1350 or 1140 recommended</th>
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<tbody>
<tr>
<td>□ Math*</td>
<td>General Biology</td>
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<tr>
<td>□ BIO-1010</td>
<td>Human Anatomy and Physiology I</td>
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<tr>
<td>□ BIO-2050</td>
<td>Introduction to Composition</td>
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<tr>
<td>Semester</td>
<td>Course Code</td>
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<td>--------------------------------------------------</td>
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<tr>
<td>1st</td>
<td>BIO-2060</td>
<td>Human Anatomy and Physiology II</td>
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<td></td>
<td>PSY-1010</td>
<td>General Psychology</td>
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<td></td>
<td>NUR-1010</td>
<td>Introduction to Nursing (RN)</td>
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<td><strong>Total</strong></td>
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<td>2nd</td>
<td>NUR-1020</td>
<td>Foundations of Nursing Practice</td>
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<td></td>
<td>BIO-2010</td>
<td>Microbiology</td>
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<tr>
<td>3rd</td>
<td>Composition II*</td>
<td>EGL-1320 or 1340 recommended</td>
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<td>NUR-1030</td>
<td>Reproductive Health</td>
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<td>NUR-1040</td>
<td>Physiological Integrity I: Nursing the Client with Acute and...</td>
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<tr>
<td></td>
<td>SOC-1010*</td>
<td>Introduction to Sociology</td>
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<td>Nursing Care of Children and Families</td>
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<td>NUR-2020</td>
<td>Physiological Integrity II</td>
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<td></td>
<td>Humanities*</td>
<td>General Education Humanities Course</td>
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<tr>
<td></td>
<td>Speech*</td>
<td>SPH-1010, 1050, 1090, or 1110</td>
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<td>5th</td>
<td>NUR-2031</td>
<td>Psychosocial Integrity</td>
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<td>NUR-2032</td>
<td>Physiological Integrity III</td>
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<td>NUR-2040</td>
<td>Management of Care and Professional Issues</td>
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<tr>
<td><strong>Program Total</strong></td>
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</tbody>
</table>

Asterisk (*) denotes general education course. The list of approved general education courses appears in chapter eight.
**Nursing (LPN) Certificate | NURS.LPN.PETIT**

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462418

Visit Center for Health Studies, Room 1402 or call 301-322-0731 for your faculty advisor

**PROGRAM DESCRIPTION**

Those seeking admission to the Licensed Practical Nursing program should select this petitioner category as their program for admission to the college. Graduates of the Nursing (LPN) Certificate program will be able to:

- Use the nursing process to collect and organize relevant health care data
- Assist in the identification of the health needs/problems of clients throughout their life span and in a variety of settings
- Under appropriate supervision, coordinate and provide care of clients with commonly occurring health problems
- Under appropriate supervision, contribute to the plan for nursing interventions to meet the needs of clients with commonly occurring health problems with predictable outcomes
- Sit for the LPN licensure examination (NCLEX-PN)

**SEQUENCE OF STUDY**

Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>Prerequisites</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO-1010 General Biology</td>
<td>4</td>
</tr>
<tr>
<td>BIO-2050 Human Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>EGL-1010* Composition I: Expository Writing</td>
<td>3</td>
</tr>
<tr>
<td>PSY-1010 General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>NUR 1000 Introduction to Practical Nursing (spring only)</td>
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<tr>
<td>BIO-2060 Human Anatomy and Physiology II</td>
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<tr>
<td>NUR-1020 Foundations of Nursing Practice</td>
<td>7</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>11</strong></td>
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</table>

<table>
<thead>
<tr>
<th>2nd Semester, Spring</th>
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</thead>
<tbody>
<tr>
<td>NUR-1030 Reproductive Health</td>
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</tr>
<tr>
<td>NUR-1040 Physiological Integrity I: Nursing the Client With Acute and</td>
<td>5</td>
</tr>
<tr>
<td>Speech* SPH-1010, 1050, 1090, 1110</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>3rd Semester, Summer only</th>
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<tbody>
<tr>
<td>NUR-1050 Adaptation and Practices (PN)</td>
<td>8</td>
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<tr>
<td><strong>Total</strong></td>
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</table>

| Program Total                                      | **47** |

Double asterisk (**) denotes a course that satisfies culminating experience requirement for A.A.S. program.
EMT to RN Transition Option  Associate of Science | NURS.EMT.PETIT
www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462435
Visit Center for Health Studies, Room 1402 or call 301-322-0731 for your faculty advisor

PROGRAM DESCRIPTION
Paramedics who wish to obtain licensure as a registered nurse should select this petitioner program for admission to the college. This course of study facilitates educational and career nursing mobility from a paramedic to the Nursing (RN) Associate of Science (A.S.) degree program. The paramedic must have three years of employment as a paramedic and hold a valid, active Maryland license as a paramedic and National Board of Registry Certification (NREMT). (Students must be graduates of an accredited program.) Upon satisfactory completion of the transition course, NUR-1070, the student can progress to the second year of the Nursing (RN) A.S. degree program. Eight additional credits are awarded to the student upon completion of NUR-1070, for a total of 16 credits accumulated. The total number of credits required for graduation is 70. Graduates of the EMT to RN transition will be able to:

- Prescribe nursing activities within an environment which reflects ethical and legal standards of nursing practice
- Manage the patient care environment in a variety of settings with regard to factors affecting safety across the lifespan
- Evaluate the patient’s adaptation to developmental changes across the lifespan
- Evaluate the patient’s ability for self-care and initiate activities that promote optimal functioning
- Develop a therapeutic plan for patients, families/significant others with psychosocial health alterations in a variety of settings
- Evaluate the effects of culture, values, and the environment, to develop a plan of care that facilitates coping of patients/family members/significant others
- Evaluate therapeutic nursing interventions to reduce risks of patients’ health alteration within a variety of settings
- Collaborate with member of the health care team to modify the plan of care and promote optimal physiologic function for patients within a variety of settings
- Document and analyze care-related information using knowledge of computer hardware and software to manage patient care

GENERAL EDUCATION COURSES
The list of General Education courses appears in chapter eight.

TRANSFERABILITY
Credit earned at any public institution in the state shall be transferable to any other institution if the:

- Credit is from a college or university parallel course or program;
- Grades in the block of courses transferred average 2.00 or higher; and
- Acceptance of the credit is consistent with the policies of the receiving institution governing students following the same program.

Refer to ARTSYS at artweb.usmd.edu and the receiving institution’s catalog to select transferable courses.

NEED HELP?
For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach.

Asterisk (*) denotes general education course. The list of approved general education courses appears in chapter eight.
### SEQUENCE OF STUDY

Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>Semester</th>
<th>Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1st Semester, Summer only</strong></td>
<td>NUR-1070: Paramedic to RN Transition (credits awarded upon successful completion)</td>
<td>8</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>16</td>
</tr>
<tr>
<td><strong>2nd Semester, Fall</strong></td>
<td>BIO-1010: General Biology</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>BIO-2050: Human Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>EGL-1010*: Composition I: Expository Writing</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Math*: General Education, MAT-1120 or higher, 1140 or 1350 recommended</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>PSY-1010: General Psychology</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>17</td>
</tr>
<tr>
<td><strong>3rd Semester, Spring</strong></td>
<td>BIO-2010: Microbiology</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>BIO-2060: Human Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Composition II*: EGL-1320 or 1340 recommended</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Speech*: SPH-1010, 1050, 1090, or 1111</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>14</td>
</tr>
<tr>
<td><strong>4th Semester, Fall</strong></td>
<td>NUR-2010: Nursing Care of Children and Families</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>NUR-2020: Physiological Integrity II</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>SOC-1010*: Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Humanities*: General Education Humanities Course</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>14</td>
</tr>
<tr>
<td><strong>5th Semester, Spring</strong></td>
<td>NUR-2040: Management of Care and Professional Issues</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>NUR-2031: Psychosocial Integrity</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>NUR-2032: Physiological Integrity III</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>9</td>
</tr>
</tbody>
</table>

**Program Total (with a 2.0 GPA or higher)**: 70

Double asterisk (**) denotes a course that satisfies culminating experience requirement for A.A.S. program.
LPN to RN Transition Associate of Science (A.S.)

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462423
Visit Center for Health Studies, Room 1402 or call 301-322-0731 for your faculty advisor

PROGRAM DESCRIPTION
This course of study facilitates educational and career nursing mobility from the LPN level to the Nursing (RN) Associate of Science (A.S.) degree program. The LPN who holds a valid, active Maryland license and has completed all of the prerequisites for the RN program with a grade point average of 2.5 or higher may be granted advanced placement. Upon satisfactory completion of the transition course, NUR-1060, the student can progress to the second year of the Nursing (RN) A.S. degree program. Ten credits on top of the six course credits are awarded upon completion of NUR-1060. The total number of credits required for graduation is 70. Graduates of the LPN to RN transition will be able to:

- Prescribe nursing activities within an environment which reflects ethical and legal standards of nursing practice
- Manage the patient care environment in a variety of settings with regard to factors affecting safety across the lifespan
- Evaluate the patient’s adaptation to developmental changes across the lifespan
- Evaluate the patient’s ability for self-care and initiate activities that promote optimal functioning
- Develop a therapeutic plan for patients, families/significant others with psychosocial health alterations in a variety of settings.
- Evaluate the effects of culture, values, and the environment, to develop a plan of care that facilitates coping of patients/family members/significant others.
- Evaluate therapeutic nursing interventions to reduce risks of patients’ health alteration within a variety of settings.
- Collaborate with member of the health care team to modify the plan of care and promote optimal physiologic function for patients within a variety of settings.
- Document and analyze care-related information using knowledge of computer hardware and software to manage patient care.

GENERAL EDUCATION COURSES
The list of General Education courses appears in chapter eight.

TRANSFERABILITY
Credit earned at any public institution in the state shall be transferable to any other institution if the:

- Credit is from a college or university parallel course or program;
- Grades in the block of courses transferred average 2.00 or higher; and
- Acceptance of the credit is consistent with the policies of the receiving institution governing students following the same program.

Refer to ARTSYS at artweb.umd.edu and the receiving institution's catalog to select transferable courses.

NEED HELP?
For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach.
SEQUENCE OF STUDY
Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>Prerequisites</th>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Math* General Education, MAT-1120 or higher, 1140 or 1350 recommended</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>BIO-1010 General Biology</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>BIO-2010 Microbiology</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>BIO-2050 Human Anatomy and Physiology I</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>BIO-2060 Human Anatomy and Physiology II</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>EGL-1010* Introduction to Composition I: Expository Writing</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>PSY-1010* General Psychology</td>
<td>3</td>
<td></td>
</tr>
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<td><strong>Total</strong></td>
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Fall or Spring Admission

<p>| | | |</p>
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<tr>
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<tr>
<td>Composition II* EGL-1320 or 1340 recommended</td>
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</tr>
<tr>
<td>NUR-1060 LPN to RN Transition (additional 10 credits awarded upon completion)</td>
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</table>

3rd Semester

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>NUR-2010 Nursing Care of Children and Families</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>NUR-2020 Physiological Integrity II</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Speech* General Education Speech, 1010, 1050, 1090, or 1110 recommended)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Humanities* General Education Humanities Course</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>14</strong></td>
<td></td>
</tr>
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4th Semester

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 2031 Physiological Integrity I</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>SOC-1010 Introduction to Sociology</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>NUR-2032 Physiological Integrity III</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>NUR-2040 Management of Care and Professional Issues</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>12</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Program Total** 70

Double asterisk (**) denotes a course that satisfies culminating experience requirement for A.A.S. program.
Ornamental Horticulture Letter of Recognition | HORT.LOR
www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462403
Visit Chesapeake Hall, Room 100H or call 301-322-0422 for your faculty advisor

PROGRAM DESCRIPTION
The letter of recognition is for students who desire training in exterior landscaping or nursery and garden center management. Students learn to identify plants, recognize diseases and pests, and initiate proper control methods for infestations. Proper plant installation and maintenance is also covered. Practical work experience through cooperative education provides on-the-job exposure. After satisfying the employment hours required by the Maryland Nurserymen’s Association, the student can take the exam to become a certified horticulturist in the state. Courses in the program meet requirements to take the Maryland and D.C. Pesticide Applicator Certification exams.

SEQUENCE OF STUDY
Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRT-1010</td>
<td>Principles of Ornamental Horticulture</td>
<td>4</td>
</tr>
<tr>
<td>HRT-1030</td>
<td>Principles of Landscape Contracting and Design</td>
<td>3</td>
</tr>
<tr>
<td>HRT-1050 or 1080</td>
<td>Principles of Greenhouse Mgmt. or Introduction to Turfgrass Mgmt.</td>
<td>3</td>
</tr>
<tr>
<td>HRT-2910</td>
<td>Cooperative Education</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>11</strong></td>
</tr>
</tbody>
</table>

**Program Total** 11

Asterisk (*) denotes general education course. The list of approved general education courses appears in chapter eight.
Paralegal/Legal Assistant  

**Paralegal/Legal Assistant**  
Associate of Applied Science | PARA.AAS  
www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462437  
Visit Bladen Hall, Room 208F or call 301-322-0553 for your faculty advisor

**PROGRAM DESCRIPTION**

The Paralegal/Legal Assistant Associate of Applied Science degree helps students qualify as legal assistants aiding lawyers with procedural activities in the practice of law. These activities include research, alternative dispute resolution, interviewing witnesses, and drafting motions, interrogatories, and pleadings. Legal assistants may work in government agencies, in corporations that have in-house attorneys, and in private law firms, or they may prefer to freelance. The paralegal profession is one of the fastest growing occupations in Maryland and the demand for legal assistants in the Washington Metropolitan Area is high. The Paralegal/Legal Assistant A.A.S. is a career degree that enables a student to directly enter the workforce. However, the credits earned do transfer to a number of four-year institutions, including Excelsior College and the University of Maryland University College. The certificate is well-suited for individuals who want to upgrade their skills or get a promotion, and credits earned may be applied toward the A.A.S. degree. Graduates of the Paralegal/Legal Assistant, Associate of Applied Science will be able to:

- Communicate effectively and professionally in both oral and written forms
- Read critically and use written material to support logical reasoning and solve problems
- Develop a working knowledge of the law and its impact on the legal system and society
- Utilize a law library, computer software, and online research tools to effectively locate, analyze, and evaluate legal resources, data, and information
- Utilize investigative techniques to gather information from clients, witnesses, and other sources
- Draft and organize legal documents, pleadings, motions, and other writings typically assigned to paralegals
- Analyze and ethically solve legal problems and synthesize legal concepts
- Demonstrate appropriate professional standards, ethics, and leadership skills

**GENERAL EDUCATION COURSES**

The list of General Education courses appears in chapter eight.

**PROGRAM ELECTIVE CHOICES**

Choose one of the following:

- BUS-1220
- BUS-1240
- CAP-1310
- Any CJT or COR
- FOS-2500
- PAR-2550 (Offered fall only)
- PAR 2560
- PAR-2570 (Offered spring only)
- PAR-2580 (Offered fall only)
- PAR-2590 (Offered spring only)
- PAR-2910–2930 Cooperative Education/Internship**
- PSY-2010
- SPN-1010

**TRANSFERABILITY**

Credit earned at any public institution in the state shall be transferable to any other institution if the:

- Credit is from a college or university parallel course or program;
- Grades in the block of courses transferred average 2.00 or higher; and
- Acceptance of the credit is consistent with the policies of the receiving institution governing students following the same program.

Refer to ARTSYS at artweb.usmd.edu and the receiving institution’s catalog to select transferable courses.

**NEED HELP?**

For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach.
SEQUENCE OF STUDY

Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>1st Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SOC-1010</strong> or <strong>PSY-1010</strong></td>
</tr>
<tr>
<td><strong>EGL-1010</strong></td>
</tr>
<tr>
<td><strong>PAR-1510</strong></td>
</tr>
<tr>
<td><strong>Math</strong></td>
</tr>
<tr>
<td><strong>INT-1010</strong></td>
</tr>
<tr>
<td><strong>Total</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2nd Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CJT-2510</strong></td>
</tr>
<tr>
<td><strong>English Comp</strong></td>
</tr>
<tr>
<td><strong>Science</strong></td>
</tr>
<tr>
<td><strong>PAR-1550</strong></td>
</tr>
<tr>
<td><strong>PAR-2530</strong></td>
</tr>
<tr>
<td><strong>Total</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3rd Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CJT-2540</strong></td>
</tr>
<tr>
<td><strong>PAR-2510</strong></td>
</tr>
<tr>
<td><strong>PAR-2540</strong></td>
</tr>
<tr>
<td><strong>PHL-1010</strong></td>
</tr>
<tr>
<td><strong>PSY-1010</strong> or <strong>POS-1020</strong></td>
</tr>
<tr>
<td><strong>Total</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4th Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PAR-Elective</strong></td>
</tr>
<tr>
<td><strong>PAR-2610</strong></td>
</tr>
<tr>
<td><strong>PAR-2650</strong></td>
</tr>
<tr>
<td><strong>SPH-1010</strong></td>
</tr>
<tr>
<td><strong>POS-1010</strong> or <strong>1020</strong></td>
</tr>
<tr>
<td><strong>Total</strong></td>
</tr>
</tbody>
</table>

| Program Total | | 60–61 |

Asterisk (*) denotes general education course. The list of approved general education courses appears in chapter eight.
Paralegal/Legal Assistant Certificate | PARA.CT

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462432
Visit Bladen Hall, Room 208F or call 301-322-0553 for your faculty advisor

**PROGRAM ELECTIVE CHOICES**

- BUS-1220
- BUS-1240
- CAP-1310
- Any CJT or COR
- FOS-2500
- PAR-2550 (Offered fall only)
- PAR 2560
- PAR-2570 (Offered spring only)
- PAR-2580 (Offered fall only)
- PAR-2590 (Offered spring only)
- PAR-2610
- PAR-2910–2930 Cooperative Education/Internship
- PSY-2010
- SPN-1010

**SEQUENCE OF STUDY**

Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>1st Semester</th>
<th>2nd Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJT-2510 Criminal Law</td>
<td>PAR-2510 Legal Writing</td>
</tr>
<tr>
<td>EGL-1010* Composition I: Expository Writing</td>
<td>PAR-2530 Torts</td>
</tr>
<tr>
<td>PAR-1510 Introduction to Law for the Paralegal</td>
<td>PAR-2650 Civil Litigation</td>
</tr>
<tr>
<td>PAR-1550 Techniques of Legal Research</td>
<td>POS-1010 American National Government</td>
</tr>
<tr>
<td>PAR-2540 Contracts</td>
<td>PAR-Elective See ‘Program Elective Choices’ above</td>
</tr>
<tr>
<td><strong>Total</strong> 15</td>
<td><strong>Total</strong> 15</td>
</tr>
</tbody>
</table>

**Program Total** 30

Double asterisk (**) denotes a course that satisfies culminating experience requirement for A.A.S. program.
Paramedic Certificate | PMD.CT | (To replace EMT-I and EMT-P pending MHEC approval)

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462377

Visit Center for Health Studies, Room 1405 or call 301-322-0738 for your faculty advisor

PROGRAM DESCRIPTION
The paramedic is a professional provider of emergency care to acutely ill or injured patients. The Paramedic Program provides students with the skills, knowledge, and clinical experience required to provide safe and effective pre-hospital care. Students may elect to take courses leading to completion of the Associate of Applied Science degree or certificate options. The program integrates classroom, laboratory, and applied clinical practice following the national standard curriculum of the Department of Transportation. The program collaborates with local fire departments and nationally recognized hospitals and emergency departments for medical, trauma, and specialty rotations. The program is approved by the Maryland Institute for Emergency Medical Service Systems, The Emergency Medical Services Board, and nationally by the Committee on Accreditation (CoAEMSP) through the Commission on Accreditation of Allied Health Education Programs (CAAHEP). Upon successful completion of the program, graduates are eligible to take the national certifying examination. Graduates of the Paramedic Program will be able to:

• Evaluate the clinical information of patients who are ill or injured relative to their role as an entry-level paramedic
• Perform skills necessary to fulfill the role of an entry-level paramedic
• Operate equipment necessary to perform as an entry-level paramedic
• Demonstrate personal behaviors consistent with professional and employer expectations for an entry-level paramedic
• Communicate effectively using verbal and nonverbal communication methods
• Appreciate cultural diversity
• Apply to take the national certifying paramedic

SEQUENCE OF STUDY
Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>1st Semester</th>
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</thead>
<tbody>
<tr>
<td>PMD-1000 Introduction to Paramedic</td>
<td>4</td>
</tr>
<tr>
<td>PMD-1010 Advance Airway Management</td>
<td>3</td>
</tr>
<tr>
<td>PMD-1020 Pharmacology, IV Therapy, and Med Math</td>
<td>3</td>
</tr>
<tr>
<td>PMD-1100 Paramedic Clinical Experience</td>
<td>4</td>
</tr>
<tr>
<td>PMD-1030 Cardiology and EKG Preparation</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>17</strong></td>
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</table>

<table>
<thead>
<tr>
<th>Intersession</th>
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</tr>
</thead>
<tbody>
<tr>
<td>PMD-2000 Study of Human Systems</td>
<td>4</td>
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<table>
<thead>
<tr>
<th>2nd Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>PMD-2010 Special Patient Populations</td>
<td>4</td>
</tr>
<tr>
<td>PMD-2020 Medical Emergencies II</td>
<td>3</td>
</tr>
<tr>
<td>PMD-2030 Shock and Trauma</td>
<td>4</td>
</tr>
<tr>
<td>PMD-2040 Preparation for Paramedic Licensing</td>
<td>3</td>
</tr>
<tr>
<td>PMD-2200 Summative Clinical Experiences</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>17</strong></td>
</tr>
</tbody>
</table>

**Program Total** 38

Asterisk (*) denotes general education course. The list of approved general education courses appears in chapter eight.
Emergency Medical Technical-Intermediate Certificate | EMTI.CT
(To be discontinued pending MHEC approval and replaced by Paramedic Certificate)

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462377 |
Visit Center for Health Studies, Room 1405 or call 301-322-0738 for your faculty advisor

PROGRAM DESCRIPTION
Students interested in this profession should enroll in the paramedic programs, as enrollment in this program will discontinue fall 2013. Students already in this program should follow the sequence below. The EMT-I is a professional provider of emergency care to acutely ill or injured patients. The Emergency Medical Technician-Paramedic program provides students with the skills, knowledge, and clinical experience required to provide safe and effective pre-hospital care. Students may elect to take courses leading to completion of the Associate of Applied Science degree or certificate options. The program integrates classroom, laboratory, and applied clinical practice following the national standard curriculum of the Department of Transportation. The program collaborates with local fire departments and nationally recognized hospitals and emergency departments for medical, trauma, and specialty rotations. The program is approved by the Maryland Institute for Emergency Medical Service Systems, The Emergency Medical Services Board, and nationally by the Committee on Accreditation (CoAEMSP) through the Commission on Accreditation of Allied Health Education Programs (CAAHEP). Upon successful completion of the program, graduates are eligible to take the national certifying examination. Graduates of the Paramedic Program will be able to:

• Evaluate the clinical information of patients who are ill or injured relative to their role as an entry-level paramedic
• Perform skills necessary to fulfill the role of an entry-level paramedic
• Operate equipment necessary to perform as an entry-level paramedic
• Demonstrate personal behaviors consistent with professional and employer expectations for an entry-level paramedic
• Communicate effectively using verbal and nonverbal communication methods
• Appreciate cultural diversity
• Apply to take the national certifying paramedic

SEQUENCE OF STUDY
Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>1st Semester</th>
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</thead>
<tbody>
<tr>
<td>□ EMT-1510                           Pre-hospital Environment</td>
<td>2</td>
</tr>
<tr>
<td>□ EMT-1520                           Patient Assessment and Medical Emergencies</td>
<td>3</td>
</tr>
<tr>
<td>□ EMT-1540                           Advanced Airway</td>
<td>3</td>
</tr>
<tr>
<td>□ EMT-1550                           Paramedic Practice I</td>
<td>2</td>
</tr>
<tr>
<td>□ EMT-1570                           Pharmacology and IV Therapy</td>
<td>3</td>
</tr>
<tr>
<td>□ EMT-1590                           Medical Math for Allied Health Professionals</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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</table>

<table>
<thead>
<tr>
<th>2nd Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>□ EMT-1580                           Shock Trauma</td>
<td>4</td>
</tr>
<tr>
<td>□ EMT-1600                           Cardiology and EKG Interpretation</td>
<td>3</td>
</tr>
<tr>
<td>□ EMT-1620                           Paramedic Practice II</td>
<td>3</td>
</tr>
<tr>
<td>□ EMT-2510                           Special Patient Populations</td>
<td>3</td>
</tr>
<tr>
<td>□ EMT-2000                           Preparation for EMT-I Certifications</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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</tr>
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</table>

Program Total | 30
Emergency Medical Technician-Paramedic Certificate | EMTI.C
(To be discontinued pending MHEC approval and replaced by Paramedic Certificate)
www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462377
Visit Center for Health Studies, Room 1405 or call 301-322-0738 for your faculty advisor

PROGRAM DESCRIPTION
Students interested in this profession should enroll in the Paramedic Programs, as enrollment in this program will discontinue fall 2013. Students already in this program should follow the sequence below. The EMT-I is a professional provider of emergency care to acutely ill or injured patients. The Emergency Medical Technician-Paramedic program provides students with the skills, knowledge, and clinical experience required to provide safe and effective pre-hospital care. Students may elect to take courses leading to completion of the Associate of Applied Science degree or certificate options. The program integrates classroom, laboratory, and applied clinical practice following the national standard curriculum of the Department of Transportation. The program collaborates with local fire departments and nationally recognized hospitals and emergency departments for medical, trauma, and specialty rotations. The program is approved by the Maryland Institute for Emergency Medical Service Systems, The Emergency Medical Services Board and nationally by the Committee on Accreditation (CoAEMSP) through the Commission on Accreditation of Allied Health Education Programs (CAAHEP). Upon successful completion of the program, graduates are eligible to take the national certifying examination. Graduates of the Paramedic Program will be able to:

- Evaluate the clinical information of patients who are ill or injured relative to their role as an entry-level paramedic
- Perform skills necessary to fulfill the role of an entry-level paramedic
- Operate equipment necessary to perform as an entry-level paramedic
- Demonstrate personal behaviors consistent with professional and employer expectations for an entry-level paramedic
- Communicate effectively using verbal and nonverbal communication methods
- Appreciate cultural diversity
- Apply to take the national certifying paramedic

SEQUENCE OF STUDY
Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>Prerequisites</th>
<th>30 credits of EMT-I</th>
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<tbody>
<tr>
<td><strong>1st Semester</strong></td>
<td></td>
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</tr>
<tr>
<td>☐ EMT-2530</td>
<td>Paramedic Practice III</td>
<td>3</td>
</tr>
<tr>
<td>☐ EMT-2520</td>
<td>Medical Emergencies Patient Assessment II</td>
<td>3</td>
</tr>
<tr>
<td>☐ EMT-2540</td>
<td>Paramedic Practice IV</td>
<td>3</td>
</tr>
<tr>
<td>☐ EMT-2560</td>
<td>Preparation for EMT-P Certification</td>
<td>2</td>
</tr>
<tr>
<td>☐ EMT-2580</td>
<td>Study of Human Systems for Paramedics</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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<tr>
<td><strong>Program Total</strong></td>
<td></td>
<td>45</td>
</tr>
</tbody>
</table>

Asterisk (*) denotes general education course. The list of approved general education courses appears in chapter eight.
**Paramedic**  Associate of Applied Science | PMD.AAS | (To replace EMT Program pending MHEC approval)

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462391

Visit Center for Health Studies, Room 1405 or call 301-322-0738 for your faculty advisor

**PROGRAM DESCRIPTION**
The paramedic is a professional provider of emergency care to acutely ill or injured patients. The Paramedic Program provides students with the skills, knowledge, and clinical experience required to provide safe and effective pre-hospital care. Students may elect to take courses leading to completion of the Associate of Applied Science degree or certificate options. The program integrates classroom, laboratory, and applied clinical practice following the national standard curriculum of the Department of Transportation. The program collaborates with local fire departments and nationally recognized hospitals and emergency departments for medical, trauma, and specialty rotations. The program is approved by the Maryland Institute for Emergency Medical Service Systems, The Emergency Medical Services Board, and nationally by the Committee on Accreditation (CoAEMSP) through the Commission on Accreditation of Allied Health Education Programs (CAAHEP). Upon successful completion of the program, graduates are eligible to take the national certifying examination. Graduates of the Paramedic A.A.S. Program will be able to:

- Evaluate the clinical information of patients who are ill or injured relative to their role as an entry-level paramedic provider
- Perform skills necessary to fulfill the role of an entry-level paramedic provider
- Operate equipment necessary to perform as an entry-level paramedic provider
- Demonstrate personal behaviors consistent with professional and employer expectations for an entry-level paramedic provider
- Communicate effectively using verbal and nonverbal communication methods
- Appreciate cultural diversity
- Apply to take the national certifying paramedic examination.

**GENERAL EDUCATION COURSES**
The list of General Education courses appears in chapter eight.

**TRANSFERABILITY**
Credit earned at any public institution in the state shall be transferable to any other institution if the:

- Credit is from a college or university parallel course or program;
- Grades in the block of courses transferred average 2.00 or higher; and
- Acceptance of the credit is consistent with the policies of the receiving institution governing students following the same program.

Refer to ARTSYS at artweb.umd.edu and the receiving institution’s catalog to select transferable courses.

**NEED HELP?**
For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach.
### SEQUENCE OF STUDY

Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>Summer</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>☐ BIO-1010</td>
<td>Introduction to Biology</td>
<td>4</td>
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<tr>
<td><strong>Total</strong></td>
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<table>
<thead>
<tr>
<th>1st Semester</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ BIO-2050</td>
<td>Anatomy and Physiology</td>
<td>4</td>
</tr>
<tr>
<td>☐ EGL-1010*</td>
<td>Composition I: Expository Writing</td>
<td>3</td>
</tr>
<tr>
<td>☐ SPH-1090*</td>
<td>Interpersonal Communications</td>
<td>3</td>
</tr>
<tr>
<td>☐ PSY-1010*</td>
<td>General Psychology</td>
<td>3</td>
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<td><strong>Total</strong></td>
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<table>
<thead>
<tr>
<th>2nd Semester</th>
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</tr>
</thead>
<tbody>
<tr>
<td>☐ BIO-2060</td>
<td>Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>☐ EGL-1020*</td>
<td>Composition II: Writing About Literature</td>
<td>3</td>
</tr>
<tr>
<td>☐ MAT-1120*</td>
<td>Finite Mathematics</td>
<td>3</td>
</tr>
<tr>
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<table>
<thead>
<tr>
<th>3rd Semester</th>
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<tbody>
<tr>
<td>☐ PMD-1000</td>
<td>Introduction to Paramedic</td>
<td>4</td>
</tr>
<tr>
<td>☐ PMD-1010</td>
<td>Advance Airway Management</td>
<td>3</td>
</tr>
<tr>
<td>☐ PMD-1020</td>
<td>Pharmacology, IV Therapy, and Med Math</td>
<td>3</td>
</tr>
<tr>
<td>☐ PMD-1100</td>
<td>Paramedic Clinical Experience</td>
<td>4</td>
</tr>
<tr>
<td>☐ PMD-1030</td>
<td>Cardiology and EKG Preparation</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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<tr>
<th>Intersession</th>
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<tr>
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<table>
<thead>
<tr>
<th>4th Semester</th>
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<tbody>
<tr>
<td>☐ PMD-2010</td>
<td>Special Patient Populations</td>
<td>3</td>
</tr>
<tr>
<td>☐ PMD-2020</td>
<td>Medical Emergencies II</td>
<td>3</td>
</tr>
<tr>
<td>☐ PMD-2030</td>
<td>Shock and Trauma</td>
<td>4</td>
</tr>
<tr>
<td>☐ PMD-2040</td>
<td>Preparation for Paramedic Licensing</td>
<td>3</td>
</tr>
<tr>
<td>☐ PMD-2200</td>
<td>Summative Clinical Experiences</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>17</strong></td>
</tr>
</tbody>
</table>

**Program Total**: **65**

Asterisk (*) denotes general education course. The list of approved general education courses appears in chapter eight.
Emergency Medical Technical-Intermediate Certificate | EMTP.AA
(To be discontinued and replaced by Paramedic Associate pending MHEC approval)
www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462377
Visit Center for Health Studies, Room 1405 or call 301-322-0738 for your faculty advisor

Program Description

Students interested in this profession should enroll in the Paramedic Programs, as enrollment in this program will discontinue fall 2013. Students already in this program should follow the sequence below. The EMT-Paramedic is a professional provider of emergency care to acutely ill or injured patients. The EMT-Paramedic Program provides students with the skills, knowledge, and clinical experience required to provide safe and effective pre-hospital care. Students may elect to take courses leading to completion of the Associate of Applied Science degree or certificate options. The program integrates classroom, laboratory, and applied clinical practice following the national standard curriculum of the Department of Transportation. The program collaborates with local fire departments and nationally recognized hospitals and emergency departments for medical, trauma, and specialty rotations. The program is approved by the Maryland Institute for Emergency Medical Service Systems, The Emergency Medical Services Board, and nationally by the Committee on Accreditation (CoAEMSP) through the Commission on Accreditation of Allied Health Education Programs (CAAHEP). Upon successful completion of the program, graduates are eligible to take the national certifying examination. Graduates of the Paramedic A.A.S. Program will be able to:

- Evaluate the clinical information of patients who are ill or injured relative to their role as an entry-level paramedic
- Perform skills necessary to fulfill the role of an entry-level paramedic
- Operate equipment necessary to perform as an entry-level paramedic
- Demonstrate personal behaviors consistent with professional and employer expectations for an entry-level paramedic
- Communicate effectively using verbal and nonverbal communication methods
- Appreciate cultural diversity
- Apply to take the national certifying paramedic

Sequence of Study

Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>1st Semester</th>
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</thead>
<tbody>
<tr>
<td>EMT-1510 Pre-hospital Environment</td>
<td>2</td>
</tr>
<tr>
<td>EMT-1520 Patient Assessment and Medical Emergencies</td>
<td>3</td>
</tr>
<tr>
<td>EMT-1540 Advanced Airway</td>
<td>3</td>
</tr>
<tr>
<td>EMT-1550 Paramedic Practice I</td>
<td>2</td>
</tr>
<tr>
<td>EMT-1570 Pharmacology and IV Therapy</td>
<td>3</td>
</tr>
<tr>
<td>EMT-1590 Medical Math for Allied Health Professionals</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
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</tbody>
</table>
### 2nd Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>EMT-1580</td>
<td>Shock Trauma</td>
<td>4</td>
</tr>
<tr>
<td>EMT-1600</td>
<td>Cardiology and EKG Interpretation</td>
<td>3</td>
</tr>
<tr>
<td>EMT-1620</td>
<td>Paramedic Practice II</td>
<td>3</td>
</tr>
<tr>
<td>EMT-2000</td>
<td>Preparation for EMT-I Certifications</td>
<td>2</td>
</tr>
<tr>
<td>EMT-2510</td>
<td>Special Patient Populations</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>15</strong></td>
</tr>
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</table>

### 3rd Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMT-2530</td>
<td>Paramedic Practice II</td>
<td>2</td>
</tr>
<tr>
<td>EMT-2520</td>
<td>Medical Emergencies and Patient Assessment</td>
<td>3</td>
</tr>
<tr>
<td>EMT-2540</td>
<td>Paramedic Practice IV</td>
<td>3</td>
</tr>
<tr>
<td>EMT-2560</td>
<td>Preparation for EMT-P Certifications</td>
<td>2</td>
</tr>
<tr>
<td>BIO-2050</td>
<td>Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>BIO-2060</td>
<td>Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
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### 4th Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EGL-1010</td>
<td>Composition I: Expository Writing</td>
<td>3</td>
</tr>
<tr>
<td>EGL-1020</td>
<td>Composition II: Writing About Literature</td>
<td>3</td>
</tr>
<tr>
<td>SPH-1090</td>
<td>Interpersonal Communications</td>
<td>3</td>
</tr>
<tr>
<td>PSY-1010</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>MAT-1120</td>
<td>Finite Math</td>
<td>3</td>
</tr>
<tr>
<td>INT-1010</td>
<td>Introduction to Information Technology</td>
<td>3</td>
</tr>
<tr>
<td>Humanities*</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>21</strong></td>
</tr>
</tbody>
</table>

**Program Total** 70

Asterisk (*) denotes general education course. The list of approved general education courses appears in chapter eight.
Philosophy Option  Associate of Arts | PHIL.AA

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462454
Visit Marlboro Hall, Room 1034 or call 301-322-0966 for your faculty advisor

PROGRAM DESCRIPTION
This degree is for students planning to transfer to four-year institutions to earn bachelor's degrees in philosophy or in disciplines in which a major or minor in philosophy would be useful, such as liberal arts, law, allied health, community organizing, social sciences, and business. Graduates of the Philosophy Option will be able to:

• Differentiate between philosophical and other kinds of questions
• Conduct clear logical analyses of problems and questions within philosophy
• Write coherent and comprehensive philosophical essays
• Understand the major traditions and trends of philosophical development
• Apply philosophical principles to contemporary issues

GENERAL EDUCATION COURSES
The list of General Education courses appears in chapter eight.

TRANSFERABILITY
Credit earned at any public institution in the state shall be transferable to any other institution if the:

• Credit is from a college or university parallel course or program;
• Grades in the block of courses transferred average 2.00 or higher; and
• Acceptance of the credit is consistent with the policies of the receiving institution governing students following the same program.

Refer to ARTSYS at artweb.usmd.edu and the receiving institution's catalog to select transferable courses.

NEED HELP?
For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach.
SEQUENCE OF STUDY
Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>1st Semester</th>
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</thead>
<tbody>
<tr>
<td>EGL-1010*</td>
<td>Composition I: Expository Writing</td>
</tr>
<tr>
<td>Appropriate Electives</td>
<td>Select Courses Appropriate for Transfer Program</td>
</tr>
<tr>
<td>Speech*</td>
<td>General Education Speech Course</td>
</tr>
<tr>
<td>INT-1010*</td>
<td>Introduction to Information Technology</td>
</tr>
<tr>
<td>PHL-1090*</td>
<td>Introduction to Logic</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
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</table>

<table>
<thead>
<tr>
<th>2nd Semester</th>
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</thead>
<tbody>
<tr>
<td>PHL-1010</td>
<td>Introduction to Philosophy: The Art of Questioning</td>
</tr>
<tr>
<td>Math*</td>
<td>General Education, MAT-1120 or higher</td>
</tr>
<tr>
<td>English Comp*</td>
<td>EGL-1020 recommended</td>
</tr>
<tr>
<td>Humanities*</td>
<td>Humanities General Education Course</td>
</tr>
<tr>
<td>Social Science*</td>
<td>General Education Social Science Course</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15–16</strong></td>
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<table>
<thead>
<tr>
<th>3rd Semester</th>
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</thead>
<tbody>
<tr>
<td>PHL-1330</td>
<td>Ethics</td>
</tr>
<tr>
<td>Science with Lab*</td>
<td>General Education Lab Science Course</td>
</tr>
<tr>
<td>History*</td>
<td>HST-1310 recommended</td>
</tr>
<tr>
<td>Appropriate Electives</td>
<td>Select Courses Appropriate for Transfer Program</td>
</tr>
<tr>
<td>Appropriate Electives</td>
<td>Select Courses Appropriate for Transfer Program</td>
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<td><strong>Total</strong></td>
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<table>
<thead>
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<th>4th Semester</th>
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<tbody>
<tr>
<td>PHL-Elective*</td>
<td>PHL-1190 or 1270</td>
</tr>
<tr>
<td>Science*</td>
<td>General Education Science Course</td>
</tr>
<tr>
<td>Humanities/Social Science*</td>
<td>General Education Humanities or Social Science Course</td>
</tr>
<tr>
<td>Appropriate Electives</td>
<td>Select Courses Appropriate for Transfer Program</td>
</tr>
<tr>
<td>Appropriate Electives</td>
<td>Select Courses Appropriate for Transfer Program</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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<table>
<thead>
<tr>
<th>Program Total</th>
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</thead>
<tbody>
<tr>
<td></td>
<td><strong>61–62</strong></td>
</tr>
</tbody>
</table>

Asterisk (*) denotes general education course. The list of approved general education courses appears in chapter eight.
**Physical Education Option** Associate of Arts | PHYS.EDUC.AA

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462439

Visit Novak Field House, Room 104 or call 301-322-0504 for your faculty advisor

**PROGRAM DESCRIPTION**
The Physical Education Option program prepares students to pursue a bachelor’s degree at four-year institutions that offer physical education as a teaching option or other fitness related programs. Graduates of the Physical Education Option will be able to:

- Apply critical thinking skills to assess health, wellness, and physical fitness
- Use technology to research consumer-related fitness information and changes in fitness trends and products
- Incorporate skills and techniques into sport, physical fitness, and recreation activities
- Analyze issues related to individual and community health
- Provide First Aid and CPR

**GENERAL EDUCATION COURSES**
The list of General Education courses appears in chapter eight.

**PROGRAM ELECTIVE CHOICES**
- BIO-1010 General Biology
- BIO-1140 Principles of Biology: Cellular and Molecular Biology
- NTR-1010 Introductory Nutrition

**TRANSFERABILITY**
Credit earned at any public institution in the state shall be transferable to any other institution if the:

- Credit is from a college or university parallel course or program;
- Grades in the block of courses transferred average 2.00 or higher; and
- Acceptance of the credit is consistent with the policies of the receiving institution governing students following the same program.

Refer to ARTSYS at artweb.usmd.edu and the receiving institution’s catalog to select transferable courses.

**NEED HELP?**
For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach.
SEQUENCE OF STUDY

Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>1st Semester</th>
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</thead>
<tbody>
<tr>
<td>CHM-1010 General Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>EGL-1010* Composition I: Expository Writing</td>
<td>3</td>
</tr>
<tr>
<td>Math* General Education, MAT-1120 or higher</td>
<td>3–4</td>
</tr>
<tr>
<td>PED-1110 Introduction to Physical Education</td>
<td>2</td>
</tr>
<tr>
<td>INT-1010* Introduction to Information Technology</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15–16</strong></td>
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<table>
<thead>
<tr>
<th>2nd Semester</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Science with Lab* General Education Lab Science Course</td>
<td>4</td>
</tr>
<tr>
<td>HLE-1150 Personal and Community Health</td>
<td>3</td>
</tr>
<tr>
<td>HLE-2000 Application of Concepts for Fitness and Wellness</td>
<td>3</td>
</tr>
<tr>
<td>PED-1130 Rhythmic Activities</td>
<td>2</td>
</tr>
<tr>
<td>PED-1670 Basketball</td>
<td>1</td>
</tr>
<tr>
<td>PED-1730 Tennis</td>
<td>1</td>
</tr>
<tr>
<td>EGL-1020* Composition II: Writing About Literature</td>
<td>3</td>
</tr>
<tr>
<td>Humanities/Social Science* General Education Humanities or Social Sciences Course</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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<table>
<thead>
<tr>
<th>3rd Semester</th>
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</thead>
<tbody>
<tr>
<td>BIO-2050 Human Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>Speech* General Education Speech Course</td>
<td>3</td>
</tr>
<tr>
<td>History* General Education History Course</td>
<td>3</td>
</tr>
<tr>
<td>PED-1790 Golf</td>
<td>1</td>
</tr>
<tr>
<td>PED-1570 Swimming</td>
<td>1</td>
</tr>
<tr>
<td>PED-1650 Baseball</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>13</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4th Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO-2060 Human Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>Humanities* General Education Humanities Course</td>
<td>3</td>
</tr>
<tr>
<td>Social Science* General Education Social Sciences Course</td>
<td>3</td>
</tr>
<tr>
<td>HLE-2130 First Aid—Responding to Emergencies/CPR FPR</td>
<td>3</td>
</tr>
<tr>
<td>PED-1810 Weight Training/Physical Fitness</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>14</strong></td>
</tr>
</tbody>
</table>

**Program Total** 62–63

Asterisk (*) denotes general education course. The list of approved general education courses appears in chapter eight.
Pre-Law Option Associate of Arts | PREPLAW.AA
www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462457
Visit Bladen Hall, Room 208F or call 301-322-0553 for your faculty advisor

PROGRAM DESCRIPTION
The Pre-Law Option of the General Studies Associate of Arts degree provides a well-rounded liberal education structured to develop students’ critical thinking and communication skills. Students who earn the degree transfer to four-year institutions to complete their bachelor’s degrees in preparation for the LSAT and admission to law school. Graduates of the Pre-Law Option, General Studies A.A. will be able to:

• Communicate effectively and professionally in both oral and written forms
• Read critically and use written material to support logical reasoning and solve problems
• Think critically, analytically and logically
• Comprehend the structure of the United States system of government and the primary sources of law
• Analyze human behavior and social interaction
• Utilize computer-based legal research software and other technologies to enhance research, writing, and communication skills
• Demonstrate appropriate professional standards, ethics and leadership skills
• Pursue a bachelor’s degree in a related area at a four-year college or university

GENERAL EDUCATION COURSES
The list of General Education courses appears in chapter eight.

PROGRAM ELECTIVE CHOICES
Select five courses from the following:

• CJT-1510 Introduction to Criminal Justice
• CJT-2510 Criminal Law
• FOS-2500 Forensic Science
• PAR-1510 Introduction to Law for the Paralegal
• PAR-1550 Techniques of Legal Research
• PHL-1150 Law and Values
• SPH-1110 Public Speaking

TRANSFERABILITY
Credit earned at any public institution in the state shall be transferable to any other institution if the:

• Credit is from a college or university parallel course or program;
• Grades in the block of courses transferred average 2.00 or higher; and
• Acceptance of the credit is consistent with the policies of the receiving institution governing students following the same program.

Refer to ARTSYS at artweb.usmd.edu and the receiving institution’s catalog to select transferable courses.

NEED HELP?
For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach.
# SEQUENCE OF STUDY

Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>1st Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>□ EGL-1010* Composition I: Expository Writing</td>
<td>3</td>
</tr>
<tr>
<td>□ Program-Elective Choose one course from ‘Program Elective Choices’ above</td>
<td>3</td>
</tr>
<tr>
<td>□ HST-1410 History of the United States I</td>
<td>3</td>
</tr>
<tr>
<td>□ INT-1010* Introduction to Information Technology</td>
<td>3</td>
</tr>
<tr>
<td>□ Math* General Education, MAT-1120 or higher</td>
<td>3–4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15–16</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2nd Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>□ SOC-1010 Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>□ EGL-1020* Composition II: Writing About Literature</td>
<td>3</td>
</tr>
<tr>
<td>□ Program-Elective Choose one course from ‘Program Elective Choices’ above</td>
<td>3</td>
</tr>
<tr>
<td>□ HST-1430 History of the United States II</td>
<td>3</td>
</tr>
<tr>
<td>□ PHL-1010 Introduction to Philosophy: The Art of Questioning</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3rd Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Program-Elective Choose one course from ‘Program Elective Choices’ above</td>
<td>3</td>
</tr>
<tr>
<td>□ Program-Elective Choose one course from ‘Program Elective Choices’ above</td>
<td>3</td>
</tr>
<tr>
<td>□ Humanities* General Education Humanities Course</td>
<td>3</td>
</tr>
<tr>
<td>□ POS-1010 American National Government</td>
<td>3</td>
</tr>
<tr>
<td>□ Speech* General Education Speech Course</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4th Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Science* General Education Science Course</td>
<td>3</td>
</tr>
<tr>
<td>□ Program-Elective Choose one course from ‘Program Elective Choices’ above</td>
<td>3</td>
</tr>
<tr>
<td>□ Science with Lab* General Education Lab Science Course</td>
<td>4</td>
</tr>
<tr>
<td>□ General Education Elective* Any Gen Ed Course</td>
<td>3</td>
</tr>
<tr>
<td>□ POS-1020 State and Local Government</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

**Program Total** 61–62

Asterisk (*) denotes general education course. The list of approved general education courses appears in chapter eight.
Psychology Option Associate of Arts | PSYCH.AA
www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462459
Visit Marlboro Hall, Room 2054 or call 301-322-0526 for your faculty advisor

PROGRAM DESCRIPTION
This is a recommended program of study for students planning to pursue a bachelor’s degree in psychology. Graduates of the Psychology Option, General Studies A.A. will be able to:

• Demonstrate familiarity with the major concepts, theoretical perspectives, empirical findings, and historical trends in psychology
• Use the scientific method as a primary basis for engaging in critical thinking
• Use appropriately the technical language of the science of psychology in oral and written communication
• Use appropriate computer technology to complete relevant projects and assignments
• Interact effectively and work productively with people from diverse backgrounds
• Apply psychological principles to personal, social and organizational issues
• Pursue a bachelor’s degree in psychology or a related field at a four-year institution

GENERAL EDUCATION COURSES
The list of General Education courses appears in chapter eight.

TRANSFERABILITY
Credit earned at any public institution in the state shall be transferable to any other institution if the:

• Credit is from a college or university parallel course or program;
• Grades in the block of courses transferred average 2.00 or higher; and
• Acceptance of the credit is consistent with the policies of the receiving institution governing students following the same program.

Refer to ARTSYS at artweb.usmd.edu and the receiving institution's catalog to select transferable courses.

NEED HELP?
For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach.
**SEQUENCE OF STUDY**

Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>1st Semester</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>INT-1010*</td>
<td>Introduction to Information Technology</td>
</tr>
<tr>
<td>EGL-1010*</td>
<td>Composition I: Expository Writing</td>
</tr>
<tr>
<td>PSY-1010*</td>
<td>General Psychology</td>
</tr>
<tr>
<td>MAT-1140, 1190, or 1350</td>
<td>3</td>
</tr>
<tr>
<td>BIO-1010</td>
<td>General Biology</td>
</tr>
</tbody>
</table>

**Total** | **16**

<table>
<thead>
<tr>
<th>2nd Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY-2030</td>
<td>Child Psychology</td>
</tr>
<tr>
<td>SPH-1110*</td>
<td>Public Speaking</td>
</tr>
<tr>
<td>SOC-1010*</td>
<td>Introduction to Sociology</td>
</tr>
<tr>
<td>PSY-2010*</td>
<td>Personality and Adjustment</td>
</tr>
<tr>
<td>EGL-1100*</td>
<td>Writing About Issues, Ideas, and Words</td>
</tr>
</tbody>
</table>

**Total** | **16**

<table>
<thead>
<tr>
<th>3rd Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY-2080</td>
<td>Abnormal Psychology</td>
</tr>
<tr>
<td>HST-1410</td>
<td>History of the United States I</td>
</tr>
<tr>
<td>PSY-2110 or 2100</td>
<td>Psychology and African-Americans or Psychology of Women</td>
</tr>
<tr>
<td>PSY-2190</td>
<td>Social Psychology</td>
</tr>
<tr>
<td>BIO-1130</td>
<td>Principles of Biology, Evolution, Ecology, and Behavior</td>
</tr>
</tbody>
</table>

**Total** | **16**

<table>
<thead>
<tr>
<th>4th Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Appropriate Elective</td>
<td>Any HLE course</td>
</tr>
<tr>
<td>Humanities*</td>
<td>General Education Humanities Course</td>
</tr>
<tr>
<td>PSY-2250</td>
<td>Business Psychology</td>
</tr>
<tr>
<td>PSY-2120</td>
<td>Drugs and Behavior</td>
</tr>
</tbody>
</table>

**Total** | **13**

**Program Total** | **61**

Asterisk (*) denotes general education course. The list of approved general education courses appears in chapter eight.
**Radiography** Associate of Applied Science | RADI.AAS.PETIT

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462441

Visit Center for Health Studies, Room 1405 or call 301-322-0738 for your faculty advisor

**PROGRAM DESCRIPTION**

The Radiography Program prepares students to practice as a proficient, professional radiographer in culturally diverse health care settings. Through courses in patient care and education, radiographic procedures, radiation protection, equipment operation and quality control, image production and evaluation, and clinical practice, students progress from the learning phase to the multi-skilled, practitioner phase. Students will be prepared with the skills necessary to perform radiologic examinations that produce high-quality diagnostic images to be used in the diagnosis and treatment of patient disease. The program is structured to allow students to earn an Associate of Applied Science (A.A.S.) degree and qualify and prepare them for the American Registry of Radiologic Technologists (ARRT) board exam upon successful completion of all required courses. The Radiography Program is fully accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT); 20 N. Wacker Drive, Suite 2850, Chicago, Illinois 60606; telephone 312-704-5300; mail@jrcert.org. One of the necessary standards for admission is for the student to submit evidence of physical examination and immunizations as outlined on the Radiography Program Health Assessment form. The health assessment must indicate with reasonable accommodation that the applicant can:

- Work eight to ten hours per day performing physical tasks such as sitting, lifting, bending, turning, carrying, and moving around the physical environment
- Perform fine motor movements needed to manipulate instruments and equipment
- Communicate effectively, both orally and in writing, with peers, patients, and physicians
- Monitor and assess patients’ needs using auditory and visual skills
- Monitor radiation exposure by visual and auditory mode
- Work safely with patients who are susceptible or are in the contagious stage(s) of communicable diseases
- Establish and work toward goals in a responsible manner
- Work as a member of the health care team to care for patients while delivering ionizing radiation and maintaining high standards of professionalism

Graduates of the Radiography Program will be able to:

- Properly position patients
- Select correct exposure factors
- Apply radiation protection principals
- Modify positioning based upon patient condition
- Critique radiographic images
- Explain the importance of continued professional development
- Demonstrate professional behavior
- Demonstrate effective oral communication skills

**GENERAL EDUCATION COURSES**

The list of General Education courses appears in chapter eight.

**TRANSFERABILITY**

Credit earned at any public institution in the state shall be transferable to any other institution if the:

- Credit is from a college or university parallel course or program;
- Grades in the block of courses transferred average 2.00 or higher; and
- Acceptance of the credit is consistent with the policies of the receiving institution governing students following the same program.

Refer to ARTSYS at artweb.umd.edu and the receiving institution’s catalog to select transferable courses.

**NEED HELP?**

For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach.

**SEQUENCE OF STUDY**

Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).
### Prerequisites

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO-1010</td>
<td>General Biology</td>
<td>4</td>
</tr>
<tr>
<td>BIO-2050</td>
<td>Human Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>EGL-1010*</td>
<td>Composition I: Expository Writing</td>
<td>3</td>
</tr>
<tr>
<td>MAT-1120</td>
<td>Finite Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>BIO-2060</td>
<td>Human Anatomy and Physiology II</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total**: 18

### 1st Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>RAD-1410</td>
<td>Radiographic Procedures I</td>
<td>3</td>
</tr>
<tr>
<td>RAD-1500</td>
<td>Image Production &amp; Imaging Equip I</td>
<td>3</td>
</tr>
<tr>
<td>RAD-1510</td>
<td>Patient Care and Management</td>
<td>2</td>
</tr>
<tr>
<td>RAD-1530</td>
<td>Clinical Radiography I</td>
<td>2</td>
</tr>
<tr>
<td>HIM-1800</td>
<td>Introduction to Medical Terms for Health Professionals</td>
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</tr>
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**Total**: 11

### 2nd Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>RAD-1420</td>
<td>Radiographic Procedures II</td>
<td>3</td>
</tr>
<tr>
<td>RAD-1540</td>
<td>Clinical Radiography II</td>
<td>4</td>
</tr>
<tr>
<td>RAD-1580</td>
<td>Image Production and Image Equipment II</td>
<td>3</td>
</tr>
<tr>
<td>EGL-1020*</td>
<td>Composition II: Writing About Literature</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total**: 13

### Summer

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>RAD-1550</td>
<td>Clinical Radiography III</td>
<td>4</td>
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</tbody>
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**Total**: 4

### 3rd Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY-1010</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>RAD-1430</td>
<td>Radiation Biology/Protection</td>
<td>3</td>
</tr>
<tr>
<td>RAD-2410</td>
<td>Radiographic Procedures III</td>
<td>3</td>
</tr>
<tr>
<td>RAD-2530</td>
<td>Clinical Radiography IV</td>
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**Total**: 13

### 4th Semester

<table>
<thead>
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<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>RAD-2420</td>
<td>Radiographic Procedures IV</td>
<td>3</td>
</tr>
<tr>
<td>SPH-1090</td>
<td>Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>RAD-2540**</td>
<td>Clinical Radiography IV</td>
<td>4</td>
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**Total**: 10

### Program Total

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
</table>

**Total**: 69

Asterisk (*) denotes general education course. The list of approved general education courses appears in chapter eight.
Respiratory Therapy  Associate of Applied Science
www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462447
Visit Center for Health Studies, Room 1405 or call 301-322-0738 for your faculty advisor

PROGRAM DESCRIPTION
The Respiratory Therapy Program prepares students to work in a variety of health care settings, to care for patients with acute and chronic respiratory disease, to assist in the treatment of trauma patients, and to provide life support to critically ill newborn, pediatric, and adult patients. Students receive a solid foundation in principles of cardiopulmonary physiology and respiratory care practices prior to providing hands-on care within actual clinical settings. Clinical experiences begin with basic general care and progress to extensive experience in adult medical and surgical intensive care and neonatal/pediatric intensive care units. Throughout the curriculum, students are expected to develop a caring commitment to the patient along with safe and effective respiratory care. Students rotate through renowned and respected clinical sites, including Prince George’s Hospital Center, Washington Hospital Center, Children’s National Medical Center, Washington Adventist Hospital, and Anne Arundel Medical Center. The Respiratory Therapy Program is fully accredited by the Committee on Accreditation for Respiratory Care (CoARC); 1248 Harwood Road, Bedford, Texas 76021-4244; telephone 817-283-2835; fax 817-354-8519. Upon graduation, students are awarded an Associate of Applied Science (A.A.S.) degree and are eligible to take both the entry-level and advanced practitioner exams and to use the credential CRT (entry-level exam) and RRT (advanced practitioner exam) upon successful completion of the respective exam. Graduates of the Respiratory Therapy Program will be able to:

- Work in a variety of health care settings
- Assess and treat patients with acute and chronic respiratory diseases
- Assist in the treatment of trauma patients
- Provide life support to critically ill newborn, pediatric, and adult patients
- Achieve success on the National Board for Respiratory Care Examination system
- Demonstrate satisfaction with the preparation provided by the program at Prince George’s Community College
- Maintain behaviors consistent with professional practice and the ethical and moral standards consistent with the American Association for Respiratory Care as demonstrated by meeting the needs and standards of employers

GENERAL EDUCATION COURSES
The list of General Education courses appears in chapter eight.

TRANSFERABILITY
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NEED HELP?
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**SEQUENCE OF STUDY**

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<table>
<thead>
<tr>
<th>Prerequisites</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT-1120 Finite Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>BIO-1010 General Biology</td>
<td>4</td>
</tr>
<tr>
<td>BIO-2050 Human Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>BIO-2060 Human Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>CHM-1010 or PSC-1150 General Chemistry or Fundamentals of Chemistry and Physics</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>19</strong></td>
</tr>
</tbody>
</table>

**1st Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>EGL-1010*</td>
<td>Composition I: Expository Writing</td>
<td>3</td>
</tr>
<tr>
<td>RST-1530</td>
<td>Principles and Practice of Respiratory Therapy I</td>
<td>3</td>
</tr>
<tr>
<td>RST-1570</td>
<td>Cardiopulmonary Physiology</td>
<td>4</td>
</tr>
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<td><strong>Total</strong></td>
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**2nd Semester**

<table>
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<th>Course</th>
<th>Title</th>
<th>Credit</th>
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<tbody>
<tr>
<td>RST-1600</td>
<td>Principles of Ventilatory Diseases</td>
<td>3</td>
</tr>
<tr>
<td>RST-1630</td>
<td>Principles and Practice of Respiratory Therapy II</td>
<td>5</td>
</tr>
<tr>
<td>EGL-1020</td>
<td>Composition II: Writing About Literature</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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**Summer Semester**

<table>
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<tr>
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<th>Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>RST-1730</td>
<td>Clinical Practice in Respiratory Therapy III</td>
<td>3</td>
</tr>
<tr>
<td>RST-1740</td>
<td>Ventilators and Introduction to Critical Care</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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**3rd Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>RST-2490</td>
<td>Neonatal and Pediatric Respiratory Care</td>
<td>3</td>
</tr>
<tr>
<td>RST-2500</td>
<td>Pharmacology for Respiratory Therapy</td>
<td>3</td>
</tr>
<tr>
<td>RST-2530</td>
<td>Clinical Practice in Critical Care I</td>
<td>5</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>11</strong></td>
</tr>
</tbody>
</table>

**4th Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPH-1090*</td>
<td>Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>PSY-1010*</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>RST-2620</td>
<td>Trends in Respiratory Therapy</td>
<td>2</td>
</tr>
<tr>
<td>RST-2630**</td>
<td>Clinical Practice in Critical Care II</td>
<td>5</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>13</strong></td>
</tr>
</tbody>
</table>

**Program Total** 70

Asterisk (*) denotes general education course. The list of approved general education courses appears in chapter eight.
Sociology Option Associate of Arts | SOCI.AA

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462462

For your faculty advisor, contact Marlboro Hall, Room 2054 | 301-322-0526

PROGRAM DESCRIPTION

The Sociology Option of the General Studies A.A. degree program is a recommended program of study for students interested in pursuing a bachelor’s degree in sociology. Graduates of the Sociology Option, General Studies A.A. will be able to:

• Demonstrate familiarity with the major concepts, theoretical perspectives, empirical findings, and historical trends in society
• Use the scientific method as a primary basis for engaging in critical thinking
• Use appropriately the technical language of the science of sociology in oral and written communication
• Use appropriately technology to complete relevant projects and assignments
• Interact effectively and work productively with people from diverse backgrounds
• Apply sociological principles and ethics to personal, social, organizational issues, and research
• Pursue a bachelor’s degree in sociology or a related field at a four-year institution

GENERAL EDUCATION COURSES

The list of General Education courses appears in chapter eight.

TRANSFERABILITY

Credit earned at any public institution in the state shall be transferable to any other institution if the:

• Credit is from a college or university parallel course or program;
• Grades in the block of courses transferred average 2.00 or higher; and
• Acceptance of the credit is consistent with the policies of the receiving institution governing students following the same program.

Refer to ARTSYS at artweb.usmd.edu and the receiving institution’s catalog to select transferable courses.

NEED HELP?

For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach.
**SEQUENCE OF STUDY**

Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>1st Semester</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>INT-1010* Introduction to Information Technology</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>EGL-1010* Composition I: Expository Writing</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>PHL-1010* Introduction to Philosophy: The Art of Questioning</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>SOC-1010* Introduction to Sociology</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MAT-1140, 1190, or 1350*</td>
<td>3–4</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15–16</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2nd Semester</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC-1020 Marriage and Family</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>BIO-1010* General Biology with Lab</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>SOC-2010 Social Problems</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>EGL-1100* Writing About Issues, Ideas, and Words</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>HST-1410* History of the United States</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>16</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3rd Semester</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC-2030 Criminology</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>BIO-1100* Environmental Biology</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>PSY-1010* Introduction to Psychology</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>SPH-1110* Public Speaking</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Elective Appropriate Elective</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4th Semester</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC-2040 Introduction to Social Work</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>SOC-2090 Introduction to Public Health/Policy</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>SOC-2400 The Sociology of Minorities</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Humanities* General Education Humanities Course</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Humanities or Soc. Science* General Education Humanities or Social Sciences Course</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Program Total** | **61–62**

Asterisk (*) denotes general education course. The list of approved general education courses appears in chapter eight.
Early Childhood Education Associate of Applied Science | TCHR.ECHILD.AAS
www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462456
Visit Marlboro Hall, Room 2011 or call 301-583-5250 for your faculty advisor

PROGRAM DESCRIPTION
The Early Childhood Education A.A.S. degree program provides the educational background to teach preschool children in private early childhood centers and to direct early childhood centers. Graduates of the Early Childhood Education Associate of Applied Science will be able to:

• Apply child development and learning theories when choosing developmentally appropriate practices and curriculum for specific and groups of children
• Write effective and developmentally appropriate lesson plans
• Differentiate lessons and activities for a variety of purposes and groups of children
• Demonstrate the skills needed to be an effective part of an educational team
• Demonstrate the skills necessary to direct a large group child care facility
• Demonstrate the skills necessary to effectively communicate with families and the community
• Plan, implement, assess and evaluate student learning outcomes and behavioral objectives for a variety of purposes
• Apply multicultural principles and strategies to the planning, instruction, pedagogical and assessment processes in a classroom

GENERAL EDUCATION HUMANITIES CHOICES
Choose one of:

• ART-1010
• ART-2730
• MUS-1010
• THE-1010
• Any Foreign Language
• PHL-1010

TEACHER EDUCATION ELECTIVES
Take nine credits of: TED-2100, 2115, 2400, 2750, 2751; ART-2730; BIO-1010; EGL-2230; GEO-1010; HST-1410; HLE-2150, 1150, 2300; NTR-1010; MAT-1060, 1160; POS-1010; PSC-1200, 1210; PSY-2030 or 2060.
Note: These courses can only be taken as elective courses if not taken as required courses.

TRANSFERABILITY
Credit earned at any public institution in the state shall be transferable to any other institution if the:

• Credit is from a college or university parallel course or program;
• Grades in the block of courses transferred average 2.00 or higher; and
• Acceptance of the credit is consistent with the policies of the receiving institution governing students following the same program.

Refer to ARTSYS at artweb.usmd.edu and the receiving institution’s catalog to select transferable courses.

NEED HELP?
For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach.
### SEQUENCE OF STUDY

Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Semester</td>
<td>TED-1100</td>
<td>Principles and Practices in Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>TED-1200</td>
<td>Child Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MATH*</td>
<td>General Education Math course, MAT-1050 recommended</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>EGL-1010*</td>
<td>Composition I: Expository Writing</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>INT-1010*</td>
<td>Introduction to Information Technology</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td><strong>16</strong></td>
</tr>
<tr>
<td>2nd Semester</td>
<td>TED-1300</td>
<td>Methods and Materials in Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>TED-1400</td>
<td>Introduction to Multicultural Education</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Science*</td>
<td>General Education Science course, BIO-1010 recommended</td>
<td>3–4</td>
</tr>
<tr>
<td></td>
<td>EGL-1020*</td>
<td>Composition II: Writing About Literature</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>SPH-1010 or 1090</td>
<td>Introduction to Speech Communication or Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td><strong>15–6</strong></td>
</tr>
<tr>
<td>3rd Semester</td>
<td>TED-2110</td>
<td>Infant and Toddler Curriculum and Teaching</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>TED-2200</td>
<td>Guiding Behavior in Educational Settings Education</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>TED-2350</td>
<td>Early Childhood Special Education</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ART, MUS, THE, PHL, LAN</td>
<td>Choose one course from the ‘General Ed. Humanities’ above</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>PSY-1010</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>TED-Elective</td>
<td>Choose one course from ‘Teacher Education Electives’ above</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td><strong>18</strong></td>
</tr>
<tr>
<td>4th Semester</td>
<td>TED-2650</td>
<td>Child Care Center Administration and Management</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>TED-2400 or 2100</td>
<td>Language Arts in ECE or Processes and Acquisition of Reading</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>TED-2750 or 2751**</td>
<td>Field Work in ECE or Field Work in Special Ed.</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>TED-Elective</td>
<td>Choose one course from ‘Teacher Education Electives’ above</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>TED-Elective</td>
<td>Choose one course from ‘Teacher Education Electives’ above</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td><strong>15</strong></td>
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<tr>
<td><strong>Program Total</strong></td>
<td></td>
<td></td>
<td><strong>63–65</strong></td>
</tr>
</tbody>
</table>

*Note: All TED courses must be passed with a grade of ‘C’ or better.*

Asterisk (*) denotes general education course. The list of approved general education courses appears in chapter eight.
Early Childhood Letter of Recognition | TCHR.ECHILD.LOR
www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442465122
Visit Marlboro Hall, Room 2011 or call 301-583-5250 for your faculty advisor

PROGRAM DESCRIPTION
This nine-credit letter of recognition is designed for students to continue their studies in the field of early childhood education, either for the A.A.S. in ECE degree or for employment of MD credentialing purposes. The courses listed below can be used for completion of the 90-hour certificate and/or the 120-hour coursework requirement for the CDA certificate. All courses transfer into the ECE A.A.S. degree program and some courses are also transferable to the A.A.T. in ECE degree program.

SEQUENCE OF STUDY
Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>TED-1100</td>
<td>Principles and Practices in Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>TED-1200</td>
<td>Child Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>TED-1300</td>
<td>Methods and Materials in Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>9</strong></td>
</tr>
</tbody>
</table>

Program Total

Note: All TED courses must be passed with a grade of 'C' or better.
Mastery in Administration of Child Care Programs
Certificate TCHR.ADMIN.CHILDCARE.CT (Pending MHEC Approval)
www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462446
Visit Marlboro Hall, Room 2011 or call 301-583-5250 for your faculty advisor

PROGRAM DESCRIPTION
This 21-credit certificate is designed for students who desire to have the advanced skills and knowledge needed to run a successful child care program. Students will focus on the programming and business management aspects of child care programs, as well as the skills needed to communicate effectively with the public and clients. All courses can transfer into the ECE A.A.S. degree program and some courses are also transferable to the A.A.T. in ECE degree program. For more information, call 301-583-5250. Graduates of the program will be able to:

• Apply child development and learning theories when choosing developmentally appropriate practices and curriculum for specific and groups of children/students
• Write effective and developmentally appropriate lesson plans
• Differentiate lessons and activities for a variety of purposes and groups of children
• Demonstrate the skills needed to be an effective part of an educational team
• Demonstrate the skills necessary to direct a large group child care facility
• Demonstrate the skills necessary to communicate effectively with families and the community
• Apply multicultural principles and strategies to the planning, instruction, pedagogical, and assessment processes in a classroom
• Identify business practices related to directing a child care facility

Note: All TED courses must be passed with a grade of ‘C’ or better.

SEQUENCE OF STUDY
Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>1st Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>TED-1200 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>TED-1400 Introduction to Multicultural Education</td>
<td>3</td>
</tr>
<tr>
<td>BMT-1010 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>9</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2nd Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>TED-2650 Child Care Center Administration and Management</td>
<td>3</td>
</tr>
<tr>
<td>BMT-1570 Small Business Management</td>
<td>3</td>
</tr>
<tr>
<td>ACC-1000 Fundamentals of Accounting</td>
<td>3</td>
</tr>
<tr>
<td>SPH-1010 or 1090 Introduction to Speech Communication or Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

**Program Total** 21

Asterisk (*) denotes general education course. The list of approved general education courses appears in chapter eight.
# Mastery in Early Childhood Education Certificate

**Certificate | TCHR.MASTERY.CT**

## PROGRAM DESCRIPTION

This 27-credit certificate is designed for students who desire to enhance their credentials for working in a child care center as a lead teacher, senior staff or assistant director. All courses transfer into the ECE A.A.S. degree and some courses are also applicable to the ECE A.A.T. degree program. Graduates of the Mastery in Early Childhood Education Certificate will be able to:

- Apply child development and learning theories when choosing developmentally appropriate practices and curriculum for specific and groups of children/students.
- Write effective and developmentally appropriate lesson plans.
- Differentiate lessons and activities for a variety of purposes and groups of children.
- Demonstrate the skills needed to be an effective part of an educational team.
- Demonstrate the skills necessary to communicate effectively with families and the community.
- Plan, implement, assess and evaluate student learning outcomes and behavioral objectives for a variety of purposes
- Apply multicultural principles and strategies to the planning, instruction, pedagogical and assessment processes in a classroom

*Note: All TED courses must be passed with a grade of ‘C’ or better.*

## SEQUENCE OF STUDY

Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>1st Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>□ TED-1100 Principles and Practices in Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>□ TED-1200 Child Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>□ TED-1300 Methods and Materials in Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>□ TED-1400 Introduction to Multicultural Education</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2nd Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>□ TED-2100 or 2400 Processes of Acquisition of Reading or Language Arts in ECE</td>
<td>3</td>
</tr>
<tr>
<td>□ TED-2110 Infant and Toddler Curriculum and Teaching</td>
<td>3</td>
</tr>
<tr>
<td>□ TED-2200 Guiding Behavior in Educational Settings Education</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>9</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3rd Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>□ TED-2350 Early Childhood Special Education</td>
<td>3</td>
</tr>
<tr>
<td>□ TED-Elective Teacher Education Elective</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>6</strong></td>
</tr>
</tbody>
</table>

**Program Total** | **27**

---

Double asterisk (**) denotes a course that satisfies culminating experience requirement for A.A.S. program.
Proficiency in Diverse Student Populations Certificate (Pending MHEC Approval) TCHR.DIVERSE.POPS.CT

PROGRAM DESCRIPTION
This 18-credit certificate is designed for students who desire to have additional proficiency for including diverse populations in classroom or child care settings. This certificate provides students with the skills, strategies, and knowledge needed to more effectively work with children from diverse populations in their classrooms or child care settings, including English Language Learners, children identified with special needs, and students whose cultural backgrounds are different from those of the teacher. All courses can transfer into the ECE A.A.S. degree program and some courses are also transferable to the A.A.T. in ECE degree program. Graduates of the Certificate of Diverse Student Populations will be able to:

- Apply child development and learning theories when choosing developmentally appropriate practices and curriculum for specific and groups of children/students
- Write effective and developmentally appropriate lesson plans
- Differentiate lessons and activities for a variety of purposes and groups of children
- Demonstrate the skills necessary to communicate effectively with families and the community
- Plan, implement, assess, and evaluate student learning outcomes and behavioral objectives for a variety of purposes
- Apply multicultural principles and strategies to the planning, instruction, pedagogical, and assessment processes in a classroom

PROGRAM CONCENTRATION CHOICES

Growth and Development Courses (choose one):
- PSY-2040 Adolescent Psychology for those students with a secondary education focus (3 credits)
- TED-1200 Child Growth and Development if elementary or secondary education focus (3 credits)
- PSY-2030 Child Psychology if elementary or secondary education focus (3 credits)

Methods Course (choose one):
- TED-1300 Methods and Materials in Early Childhood Education if early childhood focus
- TED-2840 Elementary Methods if elementary education focus
- TED-2850 Secondary Methods if secondary education focus

Note: All TED courses must be passed with a grade of ‘C’ or better.

SEQUENCE OF STUDY
Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>1st Semester</th>
<th>2nd Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>TED-1400</td>
<td>TED-2355</td>
</tr>
<tr>
<td>Introduction to Multicultural Education</td>
<td>Inclusive Practices for Classrooms</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>TED-Concentration</td>
<td>TED-2300 or 2350</td>
</tr>
<tr>
<td>One Growth and Development course from ‘Concentrations’ above</td>
<td>Introduction to Special Education or Early Childhood Special Education</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>TED-Concentration</td>
<td>TED-2510</td>
</tr>
<tr>
<td>Choose Methods course from ‘Concentrations’ above</td>
<td>Classroom Strategies for English Language Learners</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>Total</strong></td>
</tr>
<tr>
<td><strong>9</strong></td>
<td><strong>9</strong></td>
</tr>
</tbody>
</table>

Program Total: **1**

Asterisk (*) denotes general education course. The list of approved general education courses appears in chapter eight.
ECE Mathematics and Science Certificate | TCHR.ECE.MATHSCI.CT (Pending MHEC Approval)

**PROGRAM DESCRIPTION**
This 18–21-credit certificate is designed for students who desire to have additional proficiency in infusing mathematics and science concepts and skills into the early childhood education curriculum and classroom. This certificate provides students with skills and knowledge both in the content areas of mathematics and science and in the pedagogical strategies for effectively teaching math and science to young children. All courses can transfer into the ECE A.A.S. degree program and some courses are also transferable to the A.A.T. in ECE degree program. Graduates of the Certificate of Diverse Student Populations will be able to:

- Apply child development and learning theories when choosing developmentally appropriate practices and curriculum for specific and groups of children
- Write effective and developmentally appropriate lesson plans
- Differentiate lessons and activities for a variety of purposes and groups of children
- Demonstrate the skills necessary to communicate effectively with families and the community
- Plan, implement, assess, and evaluate student learning outcomes and behavioral objectives in a variety of instructional settings
- Relate science and mathematical concepts to early childhood curriculum

*Note: All TED courses must be passed with a grade of ‘C’ or better.*

**SEQUENCE OF STUDY**
Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>1st Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>TED-1200</td>
<td>Child Growth and Development</td>
</tr>
<tr>
<td>TED-1300</td>
<td>Methods and Materials in Early Childhood Education</td>
</tr>
<tr>
<td>MAT-1050*</td>
<td>Elements of Mathematics</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>10</strong></td>
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<table>
<thead>
<tr>
<th>2nd Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>TED-2515</td>
<td>Mathematics and Science Strategies for Young Children</td>
</tr>
<tr>
<td>Science*</td>
<td>General Education Science Course, BIO-1010 recommended</td>
</tr>
<tr>
<td>Gen Ed Math or Science Course</td>
<td>See General Education list in chapter eight</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>9–11</strong></td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Program Total</th>
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</tr>
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<tbody>
<tr>
<td><strong>19–21</strong></td>
<td></td>
</tr>
</tbody>
</table>
Early Childhood Special Education Certificate | TCHR.SPECED.CT

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462448

Visit Marlboro Hall, Room 2011 or call 301-583-5250 for your faculty advisor

PROGRAM DESCRIPTION

This 18-credit certificate is for students who want to have additional proficiency in working with children with special needs. This certificate does not meet the MSDE requirements for teacher certification. All courses transfer into the ECE A.A.S. degree and some courses are also applicable to the ECE A.A.T. degree program. Graduates of the Certificate of ECE Special Education will be able to:

- Apply child development and learning theories when choosing developmentally appropriate practices and curriculum for specific and groups of children
- Write effective and developmentally appropriate lesson plans
- Differentiate lessons and activities for a variety of purposes and groups of children
- Demonstrate the skills necessary to communicate effectively with families and the community
- Demonstrate the skills needed to be an effective part of an educational team
- Plan, implement, assess, and evaluate student learning outcomes and behavioral objectives in a variety of instructional settings
- Relate science and mathematical concepts to early childhood curriculum
- Apply multicultural principles and strategies to the planning, instruction, pedagogical, and assessment processes in a classroom

Note: All TED courses must be passed with a grade of ‘C’ or better.

SEQUENCE OF STUDY

Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>1st Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>TED-1200 Child Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>TED-1300 Methods and Materials in Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>TED-1400 Introduction to Multicultural Education</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>9</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2nd Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>TED-2200 Guiding Behavior in Educational Settings Education</td>
<td>3</td>
</tr>
<tr>
<td>TED-2350 Early Childhood Special Education</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>6</strong></td>
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</table>

<table>
<thead>
<tr>
<th>3rd Semester</th>
<th></th>
</tr>
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<tbody>
<tr>
<td>TED-2751 Field Work in Early Childhood Special Education</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>3</strong></td>
</tr>
</tbody>
</table>

**Program Total** 18

Asterisk (*) denotes general education course. The list of approved general education courses appears in chapter eight.
Proficiency in Infant/Toddler Development Certificate | TCHR.INFANT.TOD.CT

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442465123
Visit Marlboro Hall, Room 2011 or call 301-583-5250 for your faculty advisor

PROGRAM DESCRIPTION
This 18-credit certificate is designed for students who desire to have additional proficiency in the area of infant and toddler care and curriculum. All courses transfer into the ECE A.A.S. degree program and some courses are also transferable to the A.A.T. in ECE degree program. Graduates of the Certificate of Proficiency in Infant/Toddler Development will be able to:

- Apply child development and learning theories when choosing developmentally appropriate practices for specific groups of children
- Write effective and developmentally appropriate lesson plans
- Differentiate lessons and activities for a variety of purposes and groups of children
- Demonstrate the skills needed to be an effective part of an educational team
- Demonstrate the skills needed to communicate effectively with families and the community
- Plan, implement, assess, and evaluate student learning outcomes and behavioral objectives in a variety of instructional settings
- Identify the components of a nutritional diet for infants and toddlers and its relationship to the cognitive and physical development of infants and toddlers

Note: All TED courses must be passed with a grade of ‘C’ or better.

SEQUENCE OF STUDY
Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>1st Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TED-1100</strong></td>
<td>3</td>
</tr>
<tr>
<td>Principles and Practices in Early Childhood Education</td>
<td></td>
</tr>
<tr>
<td><strong>TED-1200</strong></td>
<td>3</td>
</tr>
<tr>
<td>Child Growth and Development</td>
<td></td>
</tr>
<tr>
<td><strong>TED-1300</strong></td>
<td>3</td>
</tr>
<tr>
<td>Methods and Materials in Early Childhood Education</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>9</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2nd Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TED-2110</strong></td>
<td>3</td>
</tr>
<tr>
<td>Infant and Toddler Teaching and Curriculum</td>
<td></td>
</tr>
<tr>
<td><strong>TED-2400</strong></td>
<td>3</td>
</tr>
<tr>
<td>Language Arts in Early Childhood Education</td>
<td></td>
</tr>
<tr>
<td><strong>HLE-2150, NTR-1200, or NTR-1010</strong></td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>9</td>
</tr>
</tbody>
</table>

| Program Total         | 18      |
Proficiency in School Age Care/Management Certificate | TCHR.SCHOOLAGE.CT

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442465124
Visit Marlboro Hall, Room 2011 or call 301-583-5250 for your faculty advisor

PROGRAM DESCRIPTION
This 18-credit certificate is designed for students who desire to have the academic credentials to manage and/or teach in before and after care for school age children. All courses transfer into the ECE A.A.S. degree program and some courses are also transferable to the A.A.T. in ECE degree program. Graduates of the Certificate of Proficiency in School Age Care/Management will be able to:

• Apply child development and learning theories when choosing developmentally appropriate practices for specific groups of children
• Write effective and developmentally appropriate lesson plans
• Differentiate lessons and activities for a variety of purposes and groups of children
• Demonstrate the skills needed to be an effective part of an educational team
• Demonstrate the skills necessary to direct a large group child care facility
• Demonstrate the skills needed to communicate effectively with families and the community
• Plan, implement, assess, and evaluate student learning outcomes and behavioral objectives in a variety of instructional settings
• Apply multicultural principles and strategies to the planning, instruction, pedagogical, and assessment processes in a classroom

Note: All TED courses must be passed with a grade of ‘C’ or better.

SEQUENCE OF STUDY
Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>1st Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>TED-1200</td>
<td>Child Growth and Development</td>
</tr>
<tr>
<td>TED-1300</td>
<td>Methods and Materials in Early Childhood Education</td>
</tr>
<tr>
<td>TED-1400</td>
<td>Introduction to Multicultural Education</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>9</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2nd Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>TED-2115</td>
<td>School-Age Child Care: Curriculum And Teaching</td>
</tr>
<tr>
<td>TED-2200</td>
<td>Guiding Behavior in Educational Settings Education</td>
</tr>
<tr>
<td>TED-2650</td>
<td>Child Care Center Administration and Management</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>9</strong></td>
</tr>
</tbody>
</table>

| Program Total | 18 |

Asterisk (*) denotes general education course. The list of approved general education courses appears in chapter eight.
Early Childhood Education/Early Childhood Special Education
Associate of Arts in Teaching | TCHR.ECHILD.SPEC.A.A.T.
www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462450
Visit Marlboro Hall, Room 2011 or call 301-583-5250 for your faculty advisor

PROGRAM DESCRIPTION
This is a recommended program of study for students planning to pursue a bachelor’s degree with the goal of teaching early childhood education (pre-K to grade 3) or Early Childhood Special Education (B–3rd grade). Graduates of the Early Childhood Education, Associate of Arts in Teaching will be able to:

• Apply child development and learning theories when choosing developmentally appropriate practices and curriculum for specific and groups of children
• Differentiate lessons and activities for a variety of purposes and groups of children
• Demonstrate the skills needed to be an effective part of an educational team
• Demonstrate the skill necessary to communicate effectively with families and the community
• Plan, implement, assess, and evaluate student learning outcomes and behavioral objectives for a variety of purposes
• Apply multicultural principles and strategies to the planning, instruction, pedagogical, and assessment processes in a classroom
• Pursue a bachelor’s degree at a four-year institution

Graduation Information: 2.75 GPA, 45 hours of supervised field experience and passing grade on PRAXIS I exam or equivalent SAT or ACT score are required. Students may be required to take additional courses including special education courses as part of the requirements for a bachelor’s degree and teacher certification at four-year institutions.

Note: All TED courses must be passed with a grade of ‘C’ or better.

GENERAL EDUCATION COURSES
The list of General Education courses appears in chapter eight.

TRANSFERABILITY
Credit earned at any public institution in the state shall be transferable to any other institution if the:

• Credit is from a college or university parallel course or program;
• Grades in the block of courses transferred average 2.00 or higher; and
• Acceptance of the credit is consistent with the policies of the receiving institution governing students following the same program.

Refer to ARTSYS at artweb.umd.edu and the receiving institution’s catalog to select transferable courses.

NEED HELP?
For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach.

Double asterisk (**) denotes a course that satisfies culminating experience requirement for A.A.S. program.
## SEQUENCE OF STUDY

Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>1st Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>TED-1100</td>
<td>Principles and Practices in Early Childhood Education</td>
</tr>
<tr>
<td>TED-1200</td>
<td>Child Growth and Development</td>
</tr>
<tr>
<td>EGL-1010*</td>
<td>Composition I: Expository Writing</td>
</tr>
<tr>
<td>MAT-1050*</td>
<td>Elements of Mathematics</td>
</tr>
<tr>
<td>PSY-1010*</td>
<td>General Psychology</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2nd Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>TED-1300</td>
<td>Methods and Materials in Early Childhood Education</td>
</tr>
<tr>
<td>TED-1400</td>
<td>Introduction to Multicultural Education</td>
</tr>
<tr>
<td>EGL-1020*</td>
<td>Composition II: Writing About Literature</td>
</tr>
<tr>
<td>MAT-1060*</td>
<td>Elements of Geometry and Logic</td>
</tr>
<tr>
<td>BIO-1010*</td>
<td>General Biology</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>17</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3rd Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>TED-2100</td>
<td>Processes and Acquisition of Reading</td>
</tr>
<tr>
<td>TED-2350</td>
<td>Early Childhood Special Education</td>
</tr>
<tr>
<td>EGL-2230</td>
<td>Children’s Literature</td>
</tr>
<tr>
<td>MAT-1160</td>
<td>Elements of Probability and Statistics</td>
</tr>
<tr>
<td>PSC-1200*</td>
<td>Exploring Chemistry and Physics Concepts</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>17</strong></td>
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<table>
<thead>
<tr>
<th>4th Semester</th>
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<tbody>
<tr>
<td>TED-2750 or 2751</td>
<td>Fieldwork in ECE or Fieldwork in ECE Special Education</td>
</tr>
<tr>
<td>HST-1410*</td>
<td>History of the United States I</td>
</tr>
<tr>
<td>GEO-1010*</td>
<td>Physical Geography</td>
</tr>
<tr>
<td>ART-2730*</td>
<td>Integrated Arts</td>
</tr>
<tr>
<td>PSC-1210*</td>
<td>Exploring Earth and Space Science Concepts</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

**Program Total** | **66**

Asterisk (*) denotes general education course. The list of approved general education courses appears in chapter eight.
Elementary Education/Elementary Special Education
Associate of Arts in Teaching | TCHR.ELEM.SPECED.A.A.T.

**PROGRAM DESCRIPTION**

This is a recommended program of study for students planning to pursue a bachelor's degree with the goal of teaching elementary education, grades 1–6 or generic special education, grades 1–12. Graduates of the Elementary Ed/Generic Spec. Ed, will be able to:

• Apply child development and learning theories when choosing developmentally appropriate practices and curriculum for specific and groups of children
• Differentiate instruction for a variety of purposes and groups of children
• Demonstrate the skills needed to be an effective part of an educational team
• Demonstrate the skills necessary to communicate effectively with families and the community
• Plan, implement, assess, and evaluate student learning outcomes and behavioral objectives for a variety of purposes
• Apply multicultural principles and strategies to the planning, instruction, pedagogical and assessment processes in a classroom
• Pursue a bachelor’s degree at a four-year institution

*Note: 2.75 GPA, 45 hours of supervised field experience and passing grade on PRAXIS I exam or equivalent SAT or ACT score are required. Students may be required to take additional courses including special educations courses as part of the requirements for a bachelor's degree and teacher certification at four-year institutions.*

*Note: All TED courses must be passed with a grade of 'C' or better.*

**GENERAL EDUCATION COURSES**

The list of General Education courses appears in chapter eight.

**TRANSFERABILITY**

Credit earned at any public institution in the state shall be transferable to any other institution if the:

• Credit is from a college or university parallel course or program;
• Grades in the block of courses transferred average 2.00 or higher; and
• Acceptance of the credit is consistent with the policies of the receiving institution governing students following the same program.

Refer to ARTSYS at artweb.usmd.edu and the receiving institution’s catalog to select transferable courses.

**NEED HELP?**

For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach.
SEQUENCE OF STUDY

Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
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<tbody>
<tr>
<td>1st Semester</td>
<td>TED-1200</td>
<td>Child Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>TED-2000</td>
<td>Foundations of Education</td>
<td>3</td>
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<tr>
<td></td>
<td>TED-2001</td>
<td>Field Experience for Foundations of Education</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>EGL-1010*</td>
<td>Composition I: Expository Writing</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MAT-1050*</td>
<td>Elements of Mathematics</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>PSY-1010*</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td><strong>17</strong></td>
</tr>
<tr>
<td>2nd Semester</td>
<td>TED-2300</td>
<td>Introduction to Special Education</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>TED-2301</td>
<td>Field Experience for Introduction to Special Education</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>EGL-1020*</td>
<td>Composition II: Writing About Literature</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MAT-1060</td>
<td>Elements of Geometry and Logic</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>BIO-1010*</td>
<td>General Biology</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td><strong>15</strong></td>
</tr>
<tr>
<td>3rd Semester</td>
<td>PSY-2060</td>
<td>Educational Psychology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>TED-2061</td>
<td>Field Experience for Educational Psychology</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>ART-2730*</td>
<td>Integrated Arts</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>SPH-1090*</td>
<td>Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MAT-1160*</td>
<td>Elements of Probability and Statistics</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>PSC-1200*</td>
<td>Exploring Chemistry and Physics Concepts</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td><strong>18</strong></td>
</tr>
<tr>
<td>4th Semester</td>
<td>TED-2100</td>
<td>Processes and Acquisition of Reading</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>HLE-2300*</td>
<td>Integrated Health and Physical Education</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>POS-1010*</td>
<td>American National Government</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>HST-1410*</td>
<td>History of the United States I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>PSC-1210*</td>
<td>Exploring Earth and Space Science Concepts</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

Program Total | 66

Asterisk (*) denotes general education course. The list of approved general education courses appears in chapter eight.
Secondary Education—Chemistry  Associate of Arts in Teaching | TCHR.CHEM.A.A.T.
www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462449
Visit Marlboro Hall, Room 2011 or call 301-583-5250 for your faculty advisor

PROGRAM DESCRIPTION
This is a recommended program of study for students planning to pursue a bachelor's degree with the goal of teaching chemistry at the secondary level. Graduates of the Secondary Education—Chemistry, A.A.T. will be able to:
• Apply adolescent development and learning theories when choosing developmentally appropriate curriculum and strategies for specific and groups of students
• Differentiate instruction for a variety of purposes and groups of children
• Demonstrate the skills needed to be an effective part of an educational team
• Demonstrate the skills necessary to communicate effectively with families and the community
• Design and evaluate student learning outcomes and behavioral objectives for a variety students and purposes
• Use the major concepts and principles of their content area to create effective learning experiences for specific and groups of students in a variety of educational settings
• Pursue a bachelor's degree at a four-year institution

GENERAL EDUCATION COURSES
The list of General Education courses appears in chapter eight.

PROGRAM SEQUENCES
Choose one of the following physics or chemistry sequences based on your transfer plans and complete both courses shown:
Sequence 1
• PHY-1030 General Physics I
• PHY-2030 General Physics II
(Two semesters of calculus-based physics will transfer to all institutions offering chemistry and secondary teacher certification.)
Sequence 2
• PHY-1010 Introductory Physics I
• PHY-1020 Introductory Physics II
(Two semesters of algebra-based physics will transfer to Towson University, Hood College, Washington Adventist University, Goucher College, or Frostburg State University.)
Note: 2.75 GPA, 45 hours of supervised field experience and passing grade on PRAXIS I exam or equivalent SAT or ACT score are required. Students may be required to take additional courses including special education courses as part of the requirements for a bachelor's degree and teacher certification at four-year institutions.

Note: All TED courses must be passed with a grade of 'C' or better.

TRANSFERABILITY
Credit earned at any public institution in the state shall be transferable to any other institution if the:
• Credit is from a college or university parallel course or program;
• Grades in the block of courses transferred average 2.00 or higher; and
• Acceptance of the credit is consistent with the policies of the receiving institution governing students following the same program.
Refer to ARTSYS at artweb.usmd.edu and the receiving institution's catalog to select transferable courses.

NEED HELP?
For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach.
**SEQUENCE OF STUDY**

Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>1st Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st semester</td>
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<tr>
<td>☐ EGL-1010* Composition I: Expository Writing</td>
</tr>
<tr>
<td>☐ CHM-1010* General Chemistry I</td>
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<tr>
<td>☐ TED-2000 Foundations of Education</td>
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<tr>
<td>☐ TED-2001 Field Experience for Foundations of Education</td>
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<tr>
<td>☐ MAT-2410* Calculus I</td>
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<tr>
<td>☐ PSY-1010* General Psychology</td>
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<tr>
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</tr>
<tr>
<td>2nd Semester</td>
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<tr>
<td>☐ TED-2300 Introduction to Special Education</td>
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<td>☐ TED-2301 Field Experience for Introduction to Special Education</td>
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<tr>
<td>☐ MAT-2420 Calculus II</td>
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<tr>
<td>☐ EGL-1020* Writing about Literature</td>
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<tr>
<td>☐ CHM-1020 General Chemistry II</td>
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<tr>
<td>☐ CHM-1030 General Chemistry II Laboratory</td>
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<tr>
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</tr>
<tr>
<td>3rd Semester</td>
</tr>
<tr>
<td>☐ PSY-2060 Educational Psychology</td>
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<td>☐ TED-2061 Field Experience for Educational Psychology</td>
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<tr>
<td>☐ ART-2730 Integrated Arts</td>
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<tr>
<td>☐ CHM-2010 Organic Chemistry I</td>
</tr>
<tr>
<td>☐ PHY-1030 or 2010 Choose course based on sequence under ‘Program Sequences’ above</td>
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<td>Total</td>
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<tr>
<td>4th Semester</td>
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<tr>
<td>☐ PSY-2040 Adolescent Psychology</td>
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<td>☐ CHM-2020 Organic Chemistry II</td>
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<tr>
<td>☐ CHM-2040 Organic Chemistry II Laboratory</td>
</tr>
<tr>
<td>☐ SPH-1090 Interpersonal Communication</td>
</tr>
<tr>
<td>☐ PHY-1020 or 2030 Choose course based on sequence under ‘Program Sequences’ above</td>
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</table>

Program Total                                                                 62

Asterisk (*) denotes general education course. The list of approved general education courses appears in chapter eight.
Secondary Education—English  Associate of Arts in Teaching | TCHR.ENGLISH.A.A.T.
www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462461
Visit Marlboro Hall, Room 2011 or call 301-583-5250 for your faculty advisor

PROGRAM DESCRIPTION
This is a recommended program of study for students planning to pursue a bachelor's degree with the goal of teaching English at the secondary level. Graduates of the Secondary Education—English, A.A.T. will be able to:

• Apply adolescent development and learning theories when choosing developmentally appropriate curriculum and strategies for specific and groups of students
• Differentiate instructions for a variety of purposes and groups of children
• Demonstrate the skills needed to be an effective part of an educational team
• Demonstrate the skills necessary to communicate effectively with families and the community
• Design and evaluate student learning outcomes and behavioral objectives for a variety of students and purposes
• Use the major concepts and principles of their content area to create effective learning experiences for specific and groups of students in a variety of educational settings
• Pursue a bachelor's degree at a four-year institution

GENERAL EDUCATION COURSES
The list of General Education courses appears in chapter eight.

PROGRAM ELECTIVE CHOICES
British Literature Choices (Choose one)
• EGL-2010 British Literature from the Anglo-Saxon Period Through the 18th Century
• EGL-2030 British Literature of the 19th and 20th Centuries

American Literature Choices (Choose one)
• EGL-2050 American Literature from the Beginnings to the Late 19th Century
• EGL-2070 American Literature from the Late 19th Century to the Present

World Literature/Mythology Courses (Choose one)
• EGL-2090 World Literature from Ancient Times Through the Middle Ages
• EGL-2110 World Literature from the Renaissance to the Present
• EGL-2410 Mythology, Legend, and Folklore

Choose two courses from the following that complement the literature surveys selected:
• HST-1410 History of the United States I
• HST-1430 History of the United States II
• HST-1310 Ancient and Medieval History
• HST-1320 Modern History
• HST-1370 The World in the Twentieth Century

Graduation Information: 2.75 GPA, 45 hours of supervised field experience and passing grade on PRAXIS I exam or equivalent SAT or ACT score are required. Students may be required to take additional courses including special education courses as part of the requirements for a bachelor's degree and teacher certification at four-year institutions.

Note: All TED courses must be passed with a grade of 'C' or better.

NEED HELP?
For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach.
**SEQUENCE OF STUDY**
Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>1st Semester</th>
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<tbody>
<tr>
<td>□ Science with Lab*</td>
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<tr>
<td>□ TED-2000</td>
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<tr>
<td>□ TED-2001</td>
</tr>
<tr>
<td>□ EGL-1010*</td>
</tr>
<tr>
<td>□ PSY-1010*</td>
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<td>□ TED-2300</td>
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<td>□ TED-2301</td>
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<td>□ SPH-1090</td>
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<tr>
<td>□ Science*</td>
</tr>
<tr>
<td>□ Math*</td>
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<thead>
<tr>
<th>3rd Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ PSY-2060</td>
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<td>□ TED-2061</td>
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<td>□ EGL-2270</td>
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<tr>
<td>□ Social Science*</td>
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<tr>
<td>□ History*</td>
</tr>
<tr>
<td>□ Literature*</td>
</tr>
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<table>
<thead>
<tr>
<th>4th Semester</th>
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<tbody>
<tr>
<td>□ PSY-2040*</td>
</tr>
<tr>
<td>□ ART-2730*</td>
</tr>
<tr>
<td>□ Literature*</td>
</tr>
<tr>
<td>□ History*</td>
</tr>
<tr>
<td>□ Literature*</td>
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<tr>
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</tr>
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</table>

**Program Total** 61

Asterisk (*) denotes general education course. The list of approved general education courses appears in chapter eight.
Secondary Education—Mathematics  Associate of Arts in Teaching  TCHR.MATH.A.A.T.
www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462460
Visit Marlboro Hall, Room 2011 or call 301-583-5250 for your faculty advisor

PROGRAM DESCRIPTION
This is a recommended program of study for students planning to pursue a bachelor's degree with the goal of teaching mathematics at the secondary level. Graduates of the Secondary Education—Mathematics, A.A.T. will be able to:
• Apply adolescent development and learning theories when choosing developmentally appropriate curriculum and strategies for specific and groups of students
• Differentiate lessons and activities for a variety of purposes and groups of children
• Demonstrate the skills needed to be an effective part of an educational team
• Demonstrate the skills necessary to communicate effectively with families and the community
• Plan, implement, assess, and evaluate student learning outcomes and behavioral objectives for a variety of purposes
• Use the major concepts and principles of their content area to create effective learning experiences for specific and groups of students in a variety of educational settings
• Pursue a bachelor's degree at a four-year institution

GENERAL EDUCATION COURSES
The list of General Education courses appears in chapter eight.

PROGRAM SEQUENCE CHOICES
Students should complete one of the following sequences. These sequences fulfill general education science requirements.

Sequence 1
• PHY-1030 General Physics I
• PHY-2030 General Physics II (Two semesters of calculus-based physics will transfer to all institutions offering chemistry and secondary teacher certification.)

Sequence 2
• PHY-1010 Introductory Physics I
• PHY-1020 Introductory Physics II (Two semesters of algebra-based physics will transfer to Towson University, Hood College, Washington Adventist University, Goucher College, or Frostburg State University.)

Sequence 3
• CHM-1010 General Chemistry I
• CHM-1020 General Chemistry II

Graduation Information: 2.75 GPA, 45 hours of supervised field experience and passing grade on PRAXIS I exam or equivalent SAT or ACT score are required. Students may be required to take additional courses including special education courses as part of the requirements for a bachelor's degree and teacher certification at four-year institutions.

Note: All TED courses must be passed with a grade of 'C' or better.

TRANSFERABILITY
Credit earned at any public institution in the state shall be transferable to any other institution if the:
• Credit is from a college or university parallel course or program;
• Grades in the block of courses transferred average 2.00 or higher; and
• Acceptance of the credit is consistent with the policies of the receiving institution governing students following the same program.

Refer to ARTSYS at artweb.umd.edu and the receiving institution’s catalog to select transferable courses.

NEED HELP?
For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach.

Double asterisk (**) denotes a course that satisfies culminating experience requirement for A.A.S. program.
### SEQUENCE OF STUDY

Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

#### 1st Semester
- TED-2000 Foundations of Education 3
- TED-2001 Field Experience for Foundations of Education 1
- MAT-2410* Calculus I 4
- PSY-1010* General Psychology 3
- Program Sequence Choice See ‘Program Sequences,’ choose a course based on transfer 4

**Total** 15

#### 2nd Semester
- TED-2300 Introduction to Special Education 3
- TED-2301 Field Experience for Introduction to Special Education 1
- MAT-2420 Calculus II 4
- EGL-1010* Composition I: Expository Writing 3
- Program Sequence Choice See ‘Program Sequences,’ choose a course based on transfer 3–4

**Total** 14–15

#### 3rd Semester
- PSY-2060 Educational Psychology 3
- TED-2061 Field Experience for Educational Psychology 1
- MAT-2430 Calculus III 4
- EGL-1020* Composition II: Writing About Literature 3
- ART-2730* Integrated Arts 3
- History* General Education History Course 3
- General Education Course* Any Gen Ed course, PHL-1010, 1090 recommended 3

**Total** 17

#### 4th Semester
- PSY-2040 Adolescent Psychology 3
- Social Science* General Education Social Sciences Course 3
- MAT-2450 Linear Algebra 4
- Humanities* General Education Humanities Course 3
- SPH-1090* Interpersonal Communication 3

**Total** 16

**Program Total** 62–63

Asterisk (*) denotes general education course. The list of approved general education courses appears in chapter eight.
Secondary Education—Physics  Associate of Arts in Teaching | TCHR_PHYSICS.A.A.T.
www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462455
Visit Marlboro Hall, Room 2011 or call 301-583-5250 for your faculty advisor

PROGRAM DESCRIPTION
This is a recommended program of study for students planning to pursue a bachelor’s degree with the goal of teaching physics at the secondary level. Graduates of the Secondary Education—Physics, A.A.T. will be able to:

• Apply adolescent development and learning theories when choosing developmentally appropriate curriculum and strategies for specific and groups of students
• Differentiate instruction for a variety of purposes and groups of children
• Demonstrate the skills needed to be an effective part of an educational team
• Demonstrate the skills necessary to communicate effectively with families and the community
• Design and evaluate student learning outcomes for a variety of students and purposes.
• Use the major concepts and principles of their content area to create effective learning experiences for specific and groups of students in a variety of educational settings
• Pursue a bachelor’s degree at a four-year institution

Graduation Information: 2.75 GPA, 45 hours of supervised field experience and passing grade on PRAXIS I exam or equivalent SAT or ACT score are required. Students may be required to take additional courses including special education courses as part of the requirements for a bachelor's degree and teacher certification at four-year institutions.

Note: All TED courses must be passed with a grade of ‘C’ or better.

GENERAL EDUCATION COURSES
The list of General Education courses appears in chapter eight.

NEED HELP?
For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach.
### SEQUENCE OF STUDY

Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>1st Semester</th>
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<tbody>
<tr>
<td>CHM-1010 General Chemistry I</td>
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<td>TED-2000 Foundations of Education</td>
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</tr>
<tr>
<td>TED-2001 Field Experience for Foundations of Education</td>
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</tr>
<tr>
<td>MAT-2410* Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>PSY-1010* General Psychology</td>
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</thead>
<tbody>
<tr>
<td>EGL-1010* Composition I: Expository Writing</td>
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<td>TED-2300 Introduction to Special Education</td>
<td>3</td>
</tr>
<tr>
<td>TED-2301 Field Experience for Introduction to Special Education</td>
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</tr>
<tr>
<td>MAT-2420 Calculus II</td>
<td>4</td>
</tr>
<tr>
<td>PHY-1030* General Physics I</td>
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</tr>
<tr>
<td>BIO-1010 General Biology</td>
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<td>TED-2061 Field Experience for Educational Psychology</td>
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<tr>
<td>MAT-2460 Differential Equations</td>
<td>4</td>
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<tr>
<td>EGL-1020* Composition II: Writing About Literature</td>
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<tr>
<td>PHY-2030* General Physics II</td>
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<tr>
<td>History* General Education History Course</td>
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<td>Social Science* General Education Social Sciences Course</td>
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<tr>
<td>PHY-2040 General Physics III</td>
<td>4</td>
</tr>
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<td>ART-2730* Integrated Arts</td>
<td>3</td>
</tr>
<tr>
<td>SPH-1090* Interpersonal Communication</td>
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</table>

Asterisk (*) denotes general education course. The list of approved general education courses appears in chapter eight.
Secondary Education—Spanish  Associate of Arts in Teaching | TCHR.SPAN.A.A.T.
www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462464
Visit Marboro Hall, Room 2011 or call 301-583-5250 for your faculty advisor

PROGRAM DESCRIPTION
This is a recommended program of study for students planning to pursue a bachelor’s degree with the goal of teaching Spanish at the secondary level. Graduates of the Secondary Education—Spanish, A.A.T. will be able to:

• Apply adolescent development and learning theories when choosing developmentally appropriate curriculum and strategies for specific and groups of students
• Differentiate instruction for a variety of purposes and groups of children
• Demonstrate the skills needed to be an effective part of an educational team
• Demonstrate the skills to communicate effectively with families and the community
• Design and evaluate student learning outcomes and behavioral objectives for a variety of students and purposes
• Use the major concepts and principles of their content area to create effective learning experiences for specific and groups of students in a variety of educational settings
• Pursue a bachelor’s degree at a four-year institution

GENERAL EDUCATION COURSES
The list of General Education courses appears in chapter eight.

Graduation Information: 2.75 GPA, 45 hours of supervised field experience and passing grade on PRAXIS I exam or equivalent SAT or ACT score are required. Students may be required to take additional courses including special education courses as part of the requirements for a bachelor’s degree and teacher certification at four-year institutions.

Note: All TED courses must be passed with a grade of ‘C’ or better.

TRANSFERABILITY
Credit earned at any public institution in the state shall be transferable to any other institution if the:

• Credit is from a college or university parallel course or program;
• Grades in the block of courses transferred average 2.00 or higher; and
• Acceptance of the credit is consistent with the policies of the receiving institution governing students following the same program.

Refer to ARTSYS at artweb.umd.edu and the receiving institution’s catalog to select transferable courses.

NEED HELP?
For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach.

Double asterisk (**) denotes a course that satisfies culminating experience requirement for A.A.S. program.
SEQUENCE OF STUDY
Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>1st Semester</th>
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<tr>
<td>1 TED-2000</td>
<td>Foundations of Education</td>
</tr>
<tr>
<td>1 Math*</td>
<td>General Education, MAT-1120 or higher</td>
</tr>
<tr>
<td>1 EGL-1010*</td>
<td>Composition I: Expository Writing</td>
</tr>
<tr>
<td>1 TED-2001</td>
<td>Field Experience for Foundations of Education</td>
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<tr>
<td>1 SPN-1020</td>
<td>Spanish for Advanced Beginners</td>
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<td>1 PSY-1010</td>
<td>General Psychology</td>
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<td>1 TED-2300</td>
<td>Introduction to Special Education</td>
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<td>1 TED-2301</td>
<td>Field Experience for Introduction to Special Education</td>
</tr>
<tr>
<td>1 SPN-2010</td>
<td>Intermediate Spanish I</td>
</tr>
<tr>
<td>1 History*</td>
<td>General Education History Course</td>
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<td>1 Science with Lab*</td>
<td>General Education Lab Science Course</td>
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<tr>
<td>1 PSY-2060</td>
<td>Educational Psychology</td>
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<tr>
<td>1 TED-2061</td>
<td>Field Experience for Educational Psychology</td>
</tr>
<tr>
<td>1 SPN-2020</td>
<td>Intermediate Spanish II</td>
</tr>
<tr>
<td>1 EGL-1020*</td>
<td>Composition II: Writing About Literature</td>
</tr>
<tr>
<td>1 Humanities*</td>
<td>General Education Humanities Course</td>
</tr>
<tr>
<td>1 Science*</td>
<td>General Education Science Course</td>
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<tr>
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<table>
<thead>
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<th>4th Semester</th>
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<tbody>
<tr>
<td>1 PSY-2040</td>
<td>Adolescent Psychology</td>
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<tr>
<td>1 Social Science*</td>
<td>General Education Social Sciences Course</td>
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<tr>
<td>1 SPN-2040</td>
<td>Advanced Conversation</td>
</tr>
<tr>
<td>1 ART-2730</td>
<td>Integrated Arts</td>
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<td>1 SPH-1090</td>
<td>Interpersonal Communication</td>
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<td><strong>Total</strong></td>
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Program Total: **62**
PROFESSIONAL EDUCATION COURSES FOR MARYLAND CERTIFICATION/RECERTIFICATION

(only for individuals who already have a bachelor's degree)

These courses are for persons who already have a bachelor's degree and wish to become a certified teacher in Maryland. Teachers who are already certified also may complete these courses for recertification requirements. Four areas are required to become certified in Maryland for any certification area.

1. All certification areas require Maryland passing scores on one of the basic skills tests: Praxis I, SAT, or ACT. Check with www.ets.org or www.marylandpublicschools.org for required Maryland Praxis I tests and scores, and scores for alternative basic skills tests. Check with www.ets.org for registration information for Praxis I. Praxis I is usually taken early in a student's academic career and must be passed prior to transcript submission to MSDE.

2. Certification courses: Students may enroll in these courses, prior to, concurrently with, or after submission of all college transcripts to Maryland State Department of Education (MSDE), Division of Certification for transcript evaluation. Students must contact MSDE by logging on to www.marylandpublicschools.org or by calling the MSDE Certification Assistance Line at 410-767-0412 to learn about the transcript evaluation process.* The courses listed below will satisfy most, if not all, of the coursework requirements on the MSDE Evaluation Form for Certification. However, there may be additional Professional Development Education courses required for some certifications and/or for some students. Using the MSDE transcript evaluation and the charts below, students can determine what courses Prince George's Community College offers that meet the MSDE Professional Development course requirements. Most certification areas require Maryland passing scores on the Praxis II: Subject Assessments. Check www.ets.org for required Maryland Praxis II tests and scores. Check www.ets.org for registration information for Praxis II. Praxis II content knowledge tests should also be taken early in a student's career and must be passed prior to transcript submission to MSDE.

3. Submission of all academic transcripts and passing Praxis scores for PRAXIS I (or alternative accepted basic skills tests) and content knowledge PRAXIS II scores to Maryland State Department of Education (MSDE), Division of Certification.

4. All certification areas require documented teaching experience before an initial certificate is awarded. Prince George's Community College does not provide this documented teaching experience or offer a student teaching course which meets the requirement for Teacher Certificate Candidates. Students should contact Prince George's County Public Schools or MSDE for additional information regarding this requirement.

The options below alone do not provide a complete certificate program.

### EARLY CHILDHOOD CERTIFICATION (PRE-K–GRADE 3)

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<tr>
<th>PGCC Course Equivalent</th>
<th>MSDE Course Requirement</th>
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<tbody>
<tr>
<td>TED-1200 Child Growth and Development or PSY-2030 Child Psychology</td>
<td>Child Development (3 Credits)</td>
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<tr>
<td>PSY-2060 Educational Psychology</td>
<td>Human Learning (3 Credits)</td>
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<tr>
<td>TED-1300 Methods and Materials in ECE</td>
<td>Teaching Methodology (3 Credits)</td>
</tr>
<tr>
<td>TED-2300 Introduction to Special Education or TED-2350 Early Childhood Education Special Education</td>
<td>Inclusion of Special Needs Student Populations (3 Credits)</td>
</tr>
<tr>
<td>TED-2830 Assessment of Students</td>
<td>Assessment of Students (3 Credits)</td>
</tr>
<tr>
<td>TED-2100 Processes and Acquisition of Reading TED-2800 Materials for Teaching Reading TED-2801 Instruction of Reading TED-2802 Assessment of Reading</td>
<td>Reading (12 Credits)</td>
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</table>
### ELEMENTARY CERTIFICATION (GRADES 1–6)

<table>
<thead>
<tr>
<th>PGCC Course Equivalent</th>
<th>MSDE Course Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>TED-1200 Child Growth and Development or</td>
<td>Child Development (3 Credits)</td>
</tr>
<tr>
<td>PSY-2030 Child Psychology</td>
<td></td>
</tr>
<tr>
<td>PSY-2060 Educational Psychology</td>
<td>Human Learning (3 Credits)</td>
</tr>
<tr>
<td>TED-2840 Elementary Methods</td>
<td>Teaching Methods (3 Credits)</td>
</tr>
<tr>
<td>TED-2300 Introduction to Special Education</td>
<td>Inclusion of Special Needs Student Populations (3 Credits)</td>
</tr>
<tr>
<td>TED-2830 Assessment of Students</td>
<td>Assessment of Students (3 Credits)</td>
</tr>
<tr>
<td>TED-2100 Processes and Acquisition of Reading</td>
<td></td>
</tr>
<tr>
<td>TED-2800 Materials for Teaching Reading</td>
<td></td>
</tr>
<tr>
<td>TED-2801 Instruction of Reading</td>
<td></td>
</tr>
<tr>
<td>TED-2802 Assessment of Reading</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Reading (12 Credits)</td>
</tr>
</tbody>
</table>

### ACADEMIC SUBJECTS (N–12), MIDDLE SCHOOL (GRADES 4–9), SECONDARY (GRADES 7–12) CERTIFICATION

<table>
<thead>
<tr>
<th>PGCC Course Equivalent</th>
<th>MSDE Course Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY-2040 Adolescent Psychology</td>
<td>Adolescent Development (3 Credits)</td>
</tr>
<tr>
<td>PSY-2060 Educational Psychology</td>
<td>Human Learning (3 Credits)</td>
</tr>
<tr>
<td>TED-2850 Secondary Methods</td>
<td>Teaching Methods (3 Credits)</td>
</tr>
<tr>
<td>TED-2300 Introduction to Special Education</td>
<td>Inclusion of Special Needs Student Populations (3 Credits)</td>
</tr>
<tr>
<td>TED-2830 Assessment of Students</td>
<td>Assessment of Students (3 Credits)</td>
</tr>
<tr>
<td>TED-2820 Teaching Reading in the Content Areas: Part I</td>
<td></td>
</tr>
<tr>
<td>TED-2821 Teaching Reading in the Content Areas: Part II</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Reading (6 Credits)</td>
</tr>
</tbody>
</table>
### GENERIC SPECIAL EDUCATION INFANT/PRIMARY CERTIFICATION (BIRTH–GRADE 3)

<table>
<thead>
<tr>
<th>PGCC Course Equivalent</th>
<th>MSDE Course Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>TED-2300 Introduction to Special Education</td>
<td>Historical, Philosophical, and Legal Foundations of Special Education (3 Credits)</td>
</tr>
<tr>
<td>PSY-2070 Human Growth and Development and TED-1200 Child Growth and Development or PSY-2030 Child Psychology</td>
<td>Human Growth and Development (6 Credits)</td>
</tr>
<tr>
<td>TED-2830 Assessment of Students</td>
<td>Assessment, Diagnosis, and Prescriptive Techniques (9 Credits)</td>
</tr>
<tr>
<td>TED-2950 Special Ed Assessment: Part I</td>
<td></td>
</tr>
<tr>
<td>TED-2951 Special Ed Assessment: Part II</td>
<td></td>
</tr>
<tr>
<td>TED-2900 Special Ed Methods: Birth–12th Grade</td>
<td>Curriculum and Methodology of Instruction (6 Credits)</td>
</tr>
<tr>
<td>TED-2901 Special Ed Methods: Birth–6th Grade</td>
<td></td>
</tr>
<tr>
<td>TED-2100 Processes and Acquisition of Reading</td>
<td>Reading (12 Credits)</td>
</tr>
<tr>
<td>TED-2800 Materials for Teaching Reading</td>
<td></td>
</tr>
<tr>
<td>TED-2801 Instruction of Reading</td>
<td></td>
</tr>
<tr>
<td>TED-2802 Assessment of Reading</td>
<td></td>
</tr>
<tr>
<td>SPH-1090 Interpersonal Communication</td>
<td>Communication Skills (3 Credits)</td>
</tr>
</tbody>
</table>

### GENERIC SPECIAL EDUCATION ELEMENTARY/MIDDLE SCHOOL CERTIFICATION (GRADES 1–8)

<table>
<thead>
<tr>
<th>PGCC Course Equivalent</th>
<th>MSDE Course Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>TED-2300 Introduction to Special Education</td>
<td>Historical, Philosophical, and Legal Foundations of Special Education (3 Credits)</td>
</tr>
<tr>
<td>PSY-2070 Human Growth and Development and TED-1200 Child Growth and Development or PSY-2030 Child Psychology</td>
<td>Human Growth and Development (6 Credits)</td>
</tr>
<tr>
<td>TED-2830 Assessment of Students</td>
<td>Assessment, Diagnosis, and Prescriptive Techniques (9 Credits)</td>
</tr>
<tr>
<td>TED-2950 Special Ed Assessment: Part I</td>
<td></td>
</tr>
<tr>
<td>TED-2951 Special Ed Assessment: Part II</td>
<td></td>
</tr>
<tr>
<td>TED-2900 Special Ed Methods: Birth–12th Grade</td>
<td>Curriculum and Methodology of Instruction (6 Credits)</td>
</tr>
<tr>
<td>TED-2901 Special Ed Methods: Birth–6th Grade</td>
<td></td>
</tr>
<tr>
<td>TED-2100 Processes and Acquisition of Reading</td>
<td>Reading (12 Credits)</td>
</tr>
<tr>
<td>TED-2800 Materials for Teaching Reading</td>
<td></td>
</tr>
<tr>
<td>TED-2801 Instruction of Reading</td>
<td></td>
</tr>
<tr>
<td>TED-2802 Assessment of Reading</td>
<td></td>
</tr>
<tr>
<td>SPH-1090 Interpersonal Communication</td>
<td>Communication Skills (3 Credits)</td>
</tr>
</tbody>
</table>
### Generic Special Education Secondary/Adult Certification (Grades 6–12 and Adult)

<table>
<thead>
<tr>
<th>PGCC Course Equivalent</th>
<th>MSDE Course Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>TED-2300 Introduction to Special Education</td>
<td>Historical, Philosophical, and Legal Foundations of Special Education (3 Credits)</td>
</tr>
<tr>
<td>PSY-2070 Human Growth and Development and PSY-2040 Adolescent Psychology</td>
<td>Human Growth and Development (6 Credits)</td>
</tr>
<tr>
<td>TED-2830 Assessment of Students TED-2950 Special Ed Assessment: Part I TED-2951 Special Ed Assessment: Part II</td>
<td>Assessment, Diagnosis, and Prescriptive Techniques (9 Credits)</td>
</tr>
<tr>
<td>TED-2900 Special Ed Methods: Birth–12th Grade TED-2902 Special Ed Methods: Grade 6–Age 21</td>
<td>Curriculum and Methodology of Instruction (6 Credits)</td>
</tr>
<tr>
<td>TED-2820 Teaching Reading in the Content Areas: Part I</td>
<td>Essentials of the Reading Process (3 Credits)</td>
</tr>
<tr>
<td>TED-2821 Teaching Reading in the Content Areas: Part II</td>
<td>Teaching Students to Learn From Text (3 Credits)</td>
</tr>
<tr>
<td>SPH-1090 Interpersonal Communication</td>
<td>Communication Skills (3 Credits)</td>
</tr>
</tbody>
</table>

Asterisk (*) denotes general education course. The list of approved general education courses appears in chapter eight.
PROGRAM DESCRIPTION
The Technical Studies A.A.S. degree program provides a means for students to earn an associate degree using education obtained outside of the traditional college environment. Apprenticeship programs leading to journeyman status can provide this learning through programs sponsored by businesses, labor unions, and professional and trade associations. The technical core for each degree option consists of 30 credit hours obtained through the specific approved apprenticeship program for that option and transferred in to the college. The technical electives and general studies courses are the same for all options. The program currently has one option, Electrical Construction Technology, with additional options pending. Graduates of the Electrical Construction Technology option will be able to:

- Identify safety hazards in electrical equipment
- Fabricate electrical conduit properly
- Read electrical blueprint drawings
- Perform appropriate electrical calculations for voltage, current and power in series, parallel, and series-parallel circuits, for AC and DC circuits, including three-phase AC circuits
- Use diagnostic equipment, such as multimeters and oscilloscopes, properly
- Design, build, and test semiconductor circuits using diodes, transistors, amplifiers, and SCRs
- Demonstrate proper grounding and bonding techniques for equipment enclosures and buildings, including ground-fault protection devices
- Demonstrate proper design, operation and installation of a complete three-phase motor control system
- Demonstrate competency in an area of chosen specialization, such as motor control, programmable controllers (PLCs), fire alarm systems, instrumentation, structured cabling, or high voltage power distribution

GENERAL EDUCATION COURSES
The list of General Education courses appears in chapter eight.

PROGRAM ELECTIVE CHOICES
Choose nine credits from any INT, CSM, or ENT courses.

TRANSFERABILITY
Credit earned at any public institution in the state shall be transferable to any other institution if the:

- Credit is from a college or university parallel course or program;
- Grades in the block of courses transferred average 2.00 or higher; and
- Acceptance of the credit is consistent with the policies of the receiving institution governing students following the same program.

Refer to ARTSYS at artweb.usmd.edu and the receiving institution’s catalog to select transferable courses.

NEED HELP?
For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach.

SEQUENCE OF STUDY
Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>Semester 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ ECT-1010 Electrical Construction Technology, Year 1A 3</td>
</tr>
<tr>
<td>☐ EGL-1010 Composition I: Expository Writing 3</td>
</tr>
</tbody>
</table>

Double asterisk (**) denotes a course that satisfies culminating experience requirement for A.A.S. program.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>INT-1010*</td>
<td>Introduction to Information Technology</td>
<td>3</td>
</tr>
<tr>
<td>MAT-1340</td>
<td>Trigonometry with Applications to Technology</td>
<td>3</td>
</tr>
<tr>
<td>Speech*</td>
<td>General Education Speech Course</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

**Semester 2**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECT-1020</td>
<td>Electrical Construction Technology, Year 1B</td>
<td>3</td>
</tr>
<tr>
<td>EGL-1020*</td>
<td>Composition II: Writing About Literature</td>
<td>3</td>
</tr>
<tr>
<td>INT-Elective</td>
<td>See ‘Program Elective Choices’ above</td>
<td>3</td>
</tr>
<tr>
<td>Science*</td>
<td>General Education Science Course</td>
<td>3</td>
</tr>
<tr>
<td>Social Science*</td>
<td>General Education Social Sciences Course</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

**Semester 3**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECT-1040</td>
<td>Electrical Construction Technology, Year 2B</td>
<td>3</td>
</tr>
<tr>
<td>Humanities*</td>
<td>General Education Humanities Course</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>6</strong></td>
</tr>
</tbody>
</table>

**Semester 4**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECT-2010</td>
<td>Electrical Construction Technology, Year 3A</td>
<td>3</td>
</tr>
<tr>
<td>ECT-2020</td>
<td>Electrical Construction Technology, Year 3B</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>6</strong></td>
</tr>
</tbody>
</table>

**Semester 5**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECT-2040</td>
<td>Electrical Construction Technology: Year 4B</td>
<td>3</td>
</tr>
<tr>
<td>ECT-2030</td>
<td>Electrical Construction Technology: Year 4A</td>
<td>3</td>
</tr>
<tr>
<td>INT-Elective</td>
<td>See ‘Program Elective Choices’ above</td>
<td>3</td>
</tr>
<tr>
<td>INT-Elective</td>
<td>See ‘Program Elective Choices’ above</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
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</tbody>
</table>

**Semester 6**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECT-2050</td>
<td>Electrical Construction Technology Year 5A</td>
<td>3</td>
</tr>
<tr>
<td>ECT-2060</td>
<td>Electrical Construction Technology Year 5B</td>
<td>3</td>
</tr>
<tr>
<td>INT-Elective</td>
<td>See ‘Program Elective Choices’ above</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>9</strong></td>
</tr>
</tbody>
</table>

**Program Total** 63

Asterisk (*) denotes general education course. The list of approved general education courses appears in chapter eight.
**Electrical Construction Technology** Certificate | TECH.ECT.CT

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462458

Visit Center for Advanced Technology, Room 129 or call 301-322-0752 for your faculty advisor

**PROGRAM DESCRIPTION**

Note: Students taking Electrical Construction Technology (ECT) courses must be participants in the International Brotherhood of Electrical Workers (IBEW) apprentice program.

**PROGRAM ELECTIVE CHOICES**

Choose nine credits of any CIS, CSM, or ENT courses.

Choose nine credits from the following General Education categories (see chapter eight for course numbers):

- English Composition I
- English Composition II
- Humanities
- Mathematics
- MAT-1340 or higher
- Science
- Social Sciences
- Information Technology

**SEQUENCE OF STUDY**

Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Semester</td>
<td>ECT-1010</td>
<td>Electrical Construction Technology, Year 1A</td>
<td>3</td>
</tr>
<tr>
<td>1st Semester</td>
<td>ECT-1020</td>
<td>Electrical Construction Technology, Year 1B</td>
<td>3</td>
</tr>
<tr>
<td>1st Semester</td>
<td>INT-Elective</td>
<td>See ‘Program Elective Choices’ above</td>
<td>3</td>
</tr>
<tr>
<td>1st Semester</td>
<td>INT-Elective</td>
<td>See ‘Program Elective Choices’ above</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td><strong>12</strong></td>
</tr>
<tr>
<td>2nd Semester</td>
<td>ECT-1030</td>
<td>Electrical Construction Technology, Year 2A</td>
<td>3</td>
</tr>
<tr>
<td>2nd Semester</td>
<td>ECT-1040</td>
<td>Electrical Construction Technology, Year 2B</td>
<td>3</td>
</tr>
<tr>
<td>2nd Semester</td>
<td>INT-Elective</td>
<td>See ‘Program Elective Choices’ above</td>
<td>3</td>
</tr>
<tr>
<td>2nd Semester</td>
<td>INT-Elective</td>
<td>See ‘Program Elective Choices’ above</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td><strong>12</strong></td>
</tr>
<tr>
<td>3rd Semester</td>
<td>ECT-2010</td>
<td>Electrical Construction Technology, Year 3A</td>
<td>3</td>
</tr>
<tr>
<td>3rd Semester</td>
<td>ECT-2020</td>
<td>Electrical Construction Technology, Year 3B</td>
<td>3</td>
</tr>
<tr>
<td>3rd Semester</td>
<td>INT-Elective</td>
<td>See ‘Program Elective Choices’ above</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td><strong>9</strong></td>
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<tr>
<td><strong>Program Total</strong></td>
<td></td>
<td></td>
<td><strong>33</strong></td>
</tr>
</tbody>
</table>

Double asterisk (**) denotes a course that satisfies culminating experience requirement for A.A.S. program.
Technical Studies  Associate of Applied Science | TECH.STUDY.A.A.S.

PROGRAM DESCRIPTION
The Technical Studies A.A.S. degree program provides a means for students to earn an associate degree using education obtained outside of the traditional college environment. Apprenticeship programs leading to journeyman status can provide this learning through programs sponsored by businesses, labor unions, and professional and trade associations. The technical core for each degree option consists of 30 credit hours obtained through the specific approved apprenticeship program for that option and transferred in to the college. The technical electives and general studies courses are the same for all options. The program currently has one option, Electrical Construction Technology, with additional options pending.

GENERAL EDUCATION COURSES
The list of General Education courses appears in chapter eight.

PROGRAM ELECTIVE CHOICES
Choose nine credits of any INT, CSM, or ENT courses.
Choose 30 credits based on program concentration after meeting with your faculty member.

TRANSFERABILITY
Credit earned at any public institution in the state shall be transferable to any other institution if the:
- Credit is from a college or university parallel course or program;
- Grades in the block of courses transferred average 2.00 or higher; and
- Acceptance of the credit is consistent with the policies of the receiving institution governing students following the same program.

Refer to ARTSYS at artweb.usmd.edu and the receiving institution’s catalog to select transferable courses.

NEED HELP?
For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach.
### SEQUENCE OF STUDY

Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>1st Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>□ EGL-1010* Composition I: Expository Writing</td>
<td>3</td>
</tr>
<tr>
<td>□ MAT-1340 Trigonometry with Applications to Technology</td>
<td>3</td>
</tr>
<tr>
<td>□ INT-1010* Introduction to Information Technology</td>
<td>3</td>
</tr>
<tr>
<td>□ INT-Elective See ‘Program Elective Choices’ above</td>
<td>3</td>
</tr>
<tr>
<td>□ INT-Elective See ‘Program Elective Choices’ above</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>15</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2nd Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Social Science* General Education Social Sciences Course</td>
<td>3</td>
</tr>
<tr>
<td>□ EGL-1020* Composition II: Writing About Literature</td>
<td>3</td>
</tr>
<tr>
<td>□ INT-Elective See ‘Program Elective Choices’ above</td>
<td>3</td>
</tr>
<tr>
<td>□ INT-Elective See ‘Program Elective Choices’ above</td>
<td>3</td>
</tr>
<tr>
<td>□ Science* General Education Science Course</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>15</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3rd Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Speech* General Education Speech Course</td>
<td>3</td>
</tr>
<tr>
<td>□ INT-Elective See ‘Program Elective Choices’ above</td>
<td>3</td>
</tr>
<tr>
<td>□ INT-Elective See ‘Program Elective Choices’ above</td>
<td>3</td>
</tr>
<tr>
<td>□ INT-Elective See ‘Program Elective Choices’ above</td>
<td>3</td>
</tr>
<tr>
<td>□ INT-Elective See ‘Program Elective Choices’ above</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>15</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>4th Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>□ INT-Elective See ‘Program Elective Choices’ above</td>
<td>3</td>
</tr>
<tr>
<td>□ INT-Elective See ‘Program Elective Choices’ above</td>
<td>3</td>
</tr>
<tr>
<td>□ INT-Elective See ‘Program Elective Choices’ above</td>
<td>3</td>
</tr>
<tr>
<td>□ INT-Elective See ‘Program Elective Choices’ above</td>
<td>3</td>
</tr>
<tr>
<td>□ INT-Elective See ‘Program Elective Choices’ above</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>15</td>
</tr>
</tbody>
</table>

| Program Total                                     | 60 |

Double asterisk (**) denotes a course that satisfies culminating experience requirement for A.A.S. program.
Theatre Arts Option  Associate of Arts | THTR.AA
www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462466
Visit Queen Anne Fine Arts, Room 112 or call 301-583-1587 for your faculty advisor

**PROGRAM DESCRIPTION**
Graduates of the Theatre Arts Option of the General Studies Associate of Arts (A.A.) degree program will be prepared to pursue a bachelor’s degree in theatre performance or theatre foundations at a four-year college or university. Graduates of the Theatre Arts Option will be able to:

- Identify the personnel and their fundamental functions central to the production of a theatre performance
- Produce written and oral assessments of the themes, styles, dramatic structure, metaphors, and production requirements within theatre scripts and performance material
- Apply a working knowledge of acting and performance skills required for the stage
- Demonstrate the ability to interpret and make use of theatre specific lexicon
- Identify an awareness of significant works of dramatic literature and performance
- Engage in the skills needed to work successfully in an atmosphere of collaboration
- Describe the key components of a performance space and their function

**GENERAL EDUCATION COURSES**
The list of General Education courses appears in chapter eight.

**PROGRAM TRACKS**

**Theatre Foundations Track**
- THE-1110 Introduction to Stage Makeup
- THE-1130 Fundamentals of Design
- THE-1150 Technical Theatre
- THE-2010 Principles of Acting I
- THE-2030 Fundamentals of Script Analysis
- THE-2050 Fundamentals of Theatre History

**Theatre Performance Track**
- THE-1050 Play Production
- THE-1110 Introduction to Stage Makeup
- THE-1150 Technical Theatre
- THE-2010 Principles of Acting I
- THE-2030 Fundamentals of Script Analysis
- THE-1090 Fundamentals of Movement
- THE-2020 Principles of Acting II
- SPH-1070 Voice and Diction

**PROGRAM ELECTIVES**
Choose one course from the following:
- SPH-1070 Voice and Diction
- SPH-1170 Oral Interpretation of Literature
- THE-1090 Fundamentals of Movement
- THE-2020 Principles of Acting II
- TRF-1310 Introduction to Mass Communication
- PAS-1010 Principles and Strategies of Successful Learning

**TRANSFERABILITY**
Credit earned at any public institution in the state shall be transferable to any other institution if the:
- Credit is from a college or university parallel course or program;
- Grades in the block of courses transferred average 2.00 or higher; and
- Acceptance of the credit is consistent with the policies of the receiving institution governing students following the same program.

*Refer to ARTSYS at artweb.umd.edu and the receiving institution’s catalog to select transferable courses.*

**NEED HELP?**
For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach.

Asterisk (*) denotes general education course. The list of approved general education courses appears in chapter eight.
**SEQUENCE OF STUDY**

Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>1st Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Math*</td>
<td>General Education, MAT-1120 or higher</td>
</tr>
<tr>
<td>THE-1010*</td>
<td>Introduction to Theatre</td>
</tr>
<tr>
<td>EGL-1010*</td>
<td>Composition I: Expository Writing</td>
</tr>
<tr>
<td>INT-1010*</td>
<td>Introduction to Information Technology</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15–16</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2nd Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>THE-Elective</td>
<td>Choose one course from the ‘Program Electives’ section above</td>
</tr>
<tr>
<td>THE-2030</td>
<td>Fundamentals of Script Analysis</td>
</tr>
<tr>
<td>THE-Track</td>
<td>Choose one course from one track listed above</td>
</tr>
<tr>
<td>THE-Track</td>
<td>Choose one course from the same track listed above</td>
</tr>
<tr>
<td>English Comp*</td>
<td>EGL-1020 recommended</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3rd Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>THE-1150</td>
<td>Theatrical Theatre</td>
</tr>
<tr>
<td>THE-1110</td>
<td>Introduction to Stage Makeup</td>
</tr>
<tr>
<td>Speech*</td>
<td>General Education Speech Course</td>
</tr>
<tr>
<td>Science with Lab*</td>
<td>General Education Lab Science Course</td>
</tr>
<tr>
<td>History*</td>
<td>General Education History Course</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4th Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>THE-Elective</td>
<td>Choose one course from the ‘Program Electives’ section above</td>
</tr>
<tr>
<td>Humanities or Soc. Science*</td>
<td>General Education Humanities or Social Sciences Course</td>
</tr>
<tr>
<td>Social Science*</td>
<td>General Education Social Sciences Course</td>
</tr>
<tr>
<td>Science*</td>
<td>General Education Science Course</td>
</tr>
<tr>
<td>THE-Elective</td>
<td>Theatre Elective (Choose courses from one track listed above)</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

**Program Total** 60–61
**Theatre and Entertainment Technology Certificate | THTR.CT**

Visit Queen Anne Fine Arts, Room 112 or call 301-583-1587 for your faculty advisor

**PROGRAM DESCRIPTION**

The Theatre and Entertainment Technology Program is a cooperative venture between Prince George’s Community College and the International Alliance of Theatrical Stage Employees (IATSE) in Washington, D.C. The college and IATSE have designed the Theatre and Entertainment Technology Certificate Program for students interested in this field. The program has two goals. The first is to provide students with the specialized skills needed to attain employment in the entertainment technology field. The second goal is to upgrade and enrich the skills of existing IATSE members. For more information on the Theatre and Entertainment Technology Program, call 301-322-0926.

**SEQUENCE OF STUDY**

Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>1st Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>THE-1040 or 1150</strong> Introduction to Event Staging or Technical Theatre</td>
<td>3–4</td>
</tr>
<tr>
<td><strong>THE-1080</strong> Lighting for the Stage</td>
<td>4</td>
</tr>
<tr>
<td><strong>THE-1100</strong> Concert and Stage Sound Reinforcement</td>
<td>4</td>
</tr>
<tr>
<td><strong>THE-1060</strong> Theatrical Rigging</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15–16</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2nd Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>THE-2040</strong> Event and Conference Multimedia Production</td>
<td>3</td>
</tr>
<tr>
<td><strong>THE-2060</strong> Theatre Computer Automation and Control</td>
<td>3</td>
</tr>
<tr>
<td><strong>THE-2080</strong> Stage Scenery Construction</td>
<td>4</td>
</tr>
<tr>
<td><strong>THE-2100</strong> Concert and Stage Special Effects</td>
<td>3</td>
</tr>
<tr>
<td><strong>THE-2120</strong> Film and Studio Mechanics</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

**Program Total**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>31–32</strong></td>
<td></td>
</tr>
</tbody>
</table>

Asterisk (*) denotes general education course. The list of approved general education courses appears in chapter eight.
**Women’s Studies Option** Associate of Arts | WMST.STUDIES.AA

www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442462465

Visit Marlboro Hall, Room 2018 or call 301-322-0527 for your faculty advisor

**PROGRAM DESCRIPTION**

The Women's Studies Option of General Studies A.A. degree program gives students the opportunity to study the perspectives and contributions of women while promoting an understanding of and respect for gender differences and interdependence. This option emphasizes the interdisciplinary nature of research and data in women's issues and provides a broad foundation in various disciplines. Graduates of the Women's Studies Option will be able to:

- Analyze the social construction of gender roles
- Explain the ways that race, class, gender, and sexual orientation intersect with gender
- Identify the issues facing women across cultures
- Analyze the significance of gender in multiple areas of study, including literature, health, psychology, history, and sociology; and to explore their many career options
- Write research papers using proper documentation

**GENERAL EDUCATION COURSES**

The list of General Education courses appears in chapter eight.

**TRANSFERABILITY**

Credit earned at any public institution in the state shall be transferable to any other institution if the:

- Credit is from a college or university parallel course or program;
- Grades in the block of courses transferred average 2.00 or higher; and
- Acceptance of the credit is consistent with the policies of the receiving institution governing students following the same program.

Refer to ARTSYS at artweb.umds.edu and the receiving institution's catalog to select transferable courses.

**NEED HELP?**

For help selecting an academic program or courses, consider using Career Coach, available at www.pgcc.edu/go/careercoach.
**SEQUENCE OF STUDY**
Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>1st Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>EGL-1010* Composition I: Expository Writing</td>
<td>3</td>
</tr>
<tr>
<td>Speech* General Education Speech Course</td>
<td>3</td>
</tr>
<tr>
<td>INT-1010* Introduction to Information Technology</td>
<td>3</td>
</tr>
<tr>
<td>WMS-1010 Introduction to Women’s Studies</td>
<td>3</td>
</tr>
<tr>
<td>History* General Education History Course</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2nd Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>English Comp II* English Composition II, EGL-1100 recommended</td>
<td>3</td>
</tr>
<tr>
<td>Math* General Education, MAT-1120 or higher</td>
<td>3–4</td>
</tr>
<tr>
<td>PSY-1010 General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Science* General Education Science Course</td>
<td>3</td>
</tr>
<tr>
<td>Humanities* General Education Humanities Course</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15–16</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3rd Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>EGL-2500 Women in Literature</td>
<td>3</td>
</tr>
<tr>
<td>HST-2100 History of Women in America</td>
<td>3</td>
</tr>
<tr>
<td>Science with Lab* General Education Lab Science Course</td>
<td>4</td>
</tr>
<tr>
<td>Appropriate Elective Any course but PED</td>
<td>3–4</td>
</tr>
<tr>
<td>PSY-2100 Psychology of Women</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>16–17</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4th Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>HLE-2250 Health Issues for Women</td>
<td>3</td>
</tr>
<tr>
<td>SOC-1020 Marriage and Family</td>
<td>3</td>
</tr>
<tr>
<td>Appropriate Elective Any course but PED</td>
<td>3–4</td>
</tr>
<tr>
<td>Appropriate Elective Any course but PED</td>
<td>3</td>
</tr>
<tr>
<td>Humanities or Soc. Science* General Education Humanities or Social Science Course</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15–16</strong></td>
</tr>
</tbody>
</table>

**Program Total**

|  |
|--------------|--|
| **61–64** |  |

Asterisk (*) denotes general education course. The list of approved general education courses appears in chapter eight.
Women’s Studies Letter of Recognition | WMST.LOR
www.pgcc.edu/programs_and_courses/program_detail.aspx?programid=6442465125
Visit Marlboro Hall, Room 2018 or call 301-322-0527 for your faculty advisor

PROGRAM DESCRIPTION
The Letter of Recognition in Women’s Studies is offered for students who desire evidence of concentrated study in the field of Women’s Studies for career reasons, personal enrichment, or to prepare for a more advanced degree in Women’s Studies or a related field.

PROGRAM ELECTIVE CHOICES
- HST-2100 History of Women in America
- EGL-2500 Women in Literature
- HLE-2250 Health Issues for Women
- SOC-1020 Marriage and Family

SEQUENCE OF STUDY
Below are the required courses for your program arranged in suggested sequence for you to take them. Students will be expected to have begun or completed their developmental course sequence. (See chapter six for the developmental course sequence if this is applicable to you).

<table>
<thead>
<tr>
<th>1st Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ WMS-1010 Introduction to Women’s Studies</td>
</tr>
<tr>
<td>☐ WMS-Elective Sociology Elective</td>
</tr>
<tr>
<td>☐ WMS-Elective Women’s Studies Elective</td>
</tr>
<tr>
<td><strong>Total</strong></td>
</tr>
</tbody>
</table>

Program Total 9
All Prince George's Community College degree recipients have satisfied the requirements of their programs of study. The requirements include transferable general education courses that are specified for each program of study and provide the academic background that every student receiving an associate degree should have. If a student changes his or her program of study, the required general education courses also may change, in which case previously taken general education courses may not satisfy the requirements for the new program of study (The approved courses for each category are listed on pages 286–289.)

**Associate of Arts (A.A.), Associate of Science (A.S.), and Associate of Science in Engineering (A.S.E.)**

The A.A., A.S., and A.S.E. degrees parallel the first two years of bachelor's degree study and transfer to four-year colleges and universities. Students who plan to transfer are urged to meet with a Prince George's Community College advisor as early as possible to ensure that all or most of their course credits will transfer to the four-year institution of their choice. For more information about transfer opportunities, see Chapter 10. In addition to the courses in their major area of study, students need to take a minimum of 31 credit hours of general education courses that include the following:

- **ENGLISH**
  - Two English composition courses
  - 6 CREDITS

- **HUMANITIES**
  - One specified speech course
  - One course, other than speech, selected from approved Humanities general education list
  - 6 CREDITS

- **MATHEMATICS**
  - One specified mathematics course
  - 3 CREDITS

- **SCIENCE**
  - Two science courses, one of which must carry laboratory credit
  - 7 CREDITS

- **SOCIAL SCIENCES**
  - Two courses from two different Social Science disciplines
  - 6 CREDITS

- **COMPUTER LITERACY**
  - INT-1010 or exemption if not required for program of study
  - 0–3 CREDITS

| Total minimum general education course credit hours needed | 28–31 credits |
ASSOCIATE OF APPLIED SCIENCE (A.A.S.)

Programs of study for an A.A.S. degree are designed for employment and career advancement within a particular area of study. These programs are not designed to parallel the first two years of study for a bachelor’s degree, but many of the courses in A.A.S. programs will transfer to four-year institutions. Students should consult with a Prince George’s Community College advisor to determine which courses transfer. For more information about transfer opportunities, see Chapter 7. In addition to the courses in their major area of study, students need to take a minimum of 21 to 25 credit hours of general education courses that include the following:

**ENGLISH COMPOSITION**

- Two English composition courses

**HUMANITIES**

- One 3-credit course from approved Humanities general education list

**MATHEMATICS**

- One from approved Mathematics general education list

**SCIENCE**

- One 3- or 4-credit course from approved Science general education list

**SOCIAL SCIENCES**

- One 3-credit course from approved Social Sciences general education list

**COMPUTER LITERACY**

- INT-1010 or exemption if not required for the program of study

| Total minimum general education course credit hours needed | 21-25 credits |
**ASSOCIATE OF ARTS IN TEACHING (A.A.T.)**

A.A.T. degrees are offered in early childhood education, elementary education and secondary education. An A.A.T. degree provides the first two years of courses and other qualifications that a student needs to meet the entrance requirements to colleges of education in the State of Maryland. For more information about transfer opportunities, see Chapter 7. A 2.75 GPA and a passing score (State of Maryland criteria) on the PRAXIS I exam are required for this degree. Following is the list of required general education courses and credits:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ENGLISH COMPOSITION</strong></td>
<td>6</td>
</tr>
<tr>
<td><strong>HUMANITIES</strong></td>
<td>6</td>
</tr>
<tr>
<td>• One eligible integrated arts course</td>
<td></td>
</tr>
<tr>
<td>• Interpersonal Communication</td>
<td></td>
</tr>
<tr>
<td><strong>MATHEMATICS</strong></td>
<td>3–12</td>
</tr>
<tr>
<td>• Elementary education A.A.T. requires 12 credits</td>
<td></td>
</tr>
<tr>
<td>• Secondary education A.A.T. requires 3–6 credits</td>
<td></td>
</tr>
<tr>
<td><strong>SCIENCE</strong></td>
<td>7–12</td>
</tr>
<tr>
<td>• Elementary education A.A.T. requires 12 credits</td>
<td></td>
</tr>
<tr>
<td>• Secondary education A.A.T. requires 7–8 credits</td>
<td></td>
</tr>
<tr>
<td><strong>SOCIAL SCIENCES</strong></td>
<td>9</td>
</tr>
<tr>
<td>• American History</td>
<td></td>
</tr>
<tr>
<td>• General Psychology</td>
<td></td>
</tr>
<tr>
<td>• United States Government</td>
<td></td>
</tr>
<tr>
<td><strong>COMPUTER LITERACY</strong></td>
<td>0–3</td>
</tr>
<tr>
<td>• INT-1010 or exemption if not required for the program of study</td>
<td></td>
</tr>
<tr>
<td><strong>HEALTH/PHYSICAL EDUCATION</strong></td>
<td>3</td>
</tr>
</tbody>
</table>

| Total minimum general education course credit hours needed | 34–51 credits |
## General Education List

General education courses are sufficiently broad in nature and scope to fulfill the intent of the general education requirements. The approved courses for general education are listed here for easy reference. Courses that are not approved for general education use will not be counted toward satisfying the general education requirements. Note: If a student changes his or her program of study, some general education courses may not be applicable to the new program of study. A student must consult the Required General Education Courses section in his or her new program of study to determine which general education courses are required or recommended.

### Emerging Issues

**Information Technology**

- INT-1010   Introduction to Information Technology  
 3

### Composition

**English Composition I**

- EGL-1010   Composition I: Expository Writing  
 3

**English Composition II**

Students may select only one of the following courses to meet the general education requirement for Composition II.

- EGL-1020   Composition II: Writing About Literature  
 3
- EGL-1100   Composition II: Writing About Issues and Ideas  
 3
- EGL-1320   Composition II: Writing for Business  
 3
- EGL-1340   Composition II: Writing About Technical Topics  
 3

### Humanities

Courses in this list fulfill ‘General Education Humanities’ requirements listed in your program of study. They also may fulfill ‘General Education Social Science or Humanities’ requirements.

- ART-1010   Introduction to Art  
 3
- ART-2700   Art Survey I  
 3
- ART-2710   Art Survey II  
 3
- ART-2720   African American Art  
 3
- ART-2730   Integrated Arts  
 3
- BMT-2750   Leadership Development  
 3
- MUS-1010   Music Appreciation  
 3
- MUS-1050   Survey of Music Literature  
 3
- PHL-1010   Introduction to Philosophy: The Art of Questioning  
 3
- PHL-1090   Introduction to Logic  
 3
- PHL-1330   Ethics  
 3
- THE-1010   Introduction to the Theatre  
 3
FOREIGN LANGUAGES
- ARB-1000 Arabic for Beginners 3
- ARB-1010 Elementary Arabic 3
- CHN-1000 Chinese for Beginners 3
- CHN-1010 Elementary Chinese 3
- FRN-1010 French for Beginners 3
- FRN-1020 French for Advanced Beginners 3
- FRN-2010 Intermediate French I 3
- FRN-2020 Intermediate French II 3
- FRN-2040 Advanced Conversation 3
- SPN-1010 Spanish for Beginners 3
- SPN-1020 Spanish for Advanced Beginners 3
- SPN-2010 Intermediate Spanish I 3
- SPN-2020 Intermediate Spanish II 3
- SPN-2040 Advanced Conversation 3

LITERATURE
Literature courses must be selected from among the following:
EGL-2010, 2030, 2050, 2070, 2090, 2110, 2120, 2130, 2140, 2170, 2210, 2230, 2250, 2320, 2330, 2370, 2390, 2410, 2430, 2440, 2500, 2600

SPEECH
Courses in this list fulfill ‘General Education Speech’ requirements listed in your program of study.
- SPH-1010 Introduction to Speech Communication 3
- SPH-1050 Group Communication and Leadership 3
- SPH-1090 Interpersonal Communication 3
- SPH-1110 Public Speaking 3
- SPH-2750 Leadership Development 3

MATHEMATICS
Courses in this list fulfill ‘General Education Math’ requirements listed in your program of study.
- MAT-1050 Elements of Mathematics 4
- MAT-1120 Finite Mathematics 3
- MAT-1130 Mathematics for the Liberal Arts 3
- MAT-1140 Introduction to Statistics 3
- MAT-1160 Elements of Probability and Statistics 4
- MAT-1190 Probability 3
- MAT-1340 Trigonometry with Applications to Technology 3
- MAT-1350 College Algebra 3
- MAT-1360 Trigonometry and Analytic Geometry 4
- MAT-1370 Precalculus 5
- MAT-2160 Applied Calculus I 3
- MAT-2210 Statistics 3
- MAT-2410 Calculus I 4
- MAT-2420 Calculus II 4
- MAT-2450 Linear Algebra 4
### WITH LAB

Courses in this list fulfill 'General Education Lab Science Requirements' in your program of study. Any of these courses may also be taken to fulfill 'General Education Science' Requirements.

- BIO-1010 General Biology 4
- BIO-1020 General Plant Biology 4
- BIO-1080 Reproduction Biology 4
- BIO-1110 Forensic Biology 4
- BIO-1110 Environmental Biology 3
  with BIO-1120 Environmental Biology Laboratory 1
- BIO-1130 Principles of Biology: Evolution, Ecology and Behavior 4
- BIO-1140 Principles of Biology: Cellular and Molecular Biology 4
- BIO-2050 Human Anatomy and Physiology I 4
- BIO-2060 Human Anatomy and Physiology II 4
- CHM-1010 General Chemistry I 4
- CHM-1020 General Chemistry II 3
- GEO-1010 Physical Geography 3
  with GEO-1020 Physical Geography Laboratory 1
- HRT-1010 Principles of Ornamental Horticulture 4
- PHY-1010 Introductory Physics I 4
- PHY-1020 Introductory Physics II 4
- PHY-1570 Technical Physics for Engineering Technology 4
- PSC-1010 Introduction to Astronomy 3
  with PSC-1020 Introduction to Astronomy Laboratory 1
- PSC-1050 Introduction to Physical Geology 3
  with PSC-1060 Physical Geology Laboratory 1
- PSC-1150 Fundamentals of Chemistry and Physics 4
- PSC-1200 Exploring Chemistry and Physics Concepts 4
- PSC-1210 Exploring Earth and Space Science Concepts 4

### WITHOUT LAB

This list contains the selections for 'General Education Science Requirements'.

- BIO-1110 Environmental Biology 3
- CHM-1020 General Chemistry II 3
- GEO-1010 Physical Geography 3
- PSC-1050 Introduction to Physical Geology 3
- NTR-1010 Introductory Nutrition 3
- NTR-1100 Introduction to Food Science 3
- PHY-1030 General Physics I 3
SOCIAL SCIENCES

Courses in this list fulfill 'General Education Social Science' requirements in your program of study. They also may fulfill 'General Education Social Science or Humanities' requirements.

- ANT-1010 Introductory Physical Anthropology 3
- ANT-1030 Introductory Cultural Anthropology 3
- ECN-1010 Economic Development 3
- ECN-1030 Principles of Macroeconomics 3
- ECN-1040 Principles of Microeconomics 3
- GEO-1000 Introduction to Geography as a Social Science 3
- GEO-1010 Physical Geography 3
- POS-1000 Introduction to Politics 3
- POS-1010 American National Government 3
- POS-1020 State and Local Government 3
- PSY-1010 General Psychology 3
- PSY-2010 Personality and Adjustment 3
- PSY-2030 Child Psychology 3
- PSY-2040 Adolescent Psychology 3
- PSY-2070 Human Growth and Development 3
- PSY-2080 Abnormal Psychology 3
- PSY-2130 Forensic Psychology 3
- PSY-2190 Social Psychology 3
- SOC-1010 Introduction to Sociology 3
- SOC-2010 Social Problems 3
- WMS-1010 Introduction to Women’s Studies 3

HISTORY

Courses in this list fulfill 'General Education History Requirements' listed in your program of study.

- HST-1310 Ancient and Medieval History 3
- HST-1320 Modern History 3
- HST-1370 The World in the Twentieth Century 3
- HST-1410 History of the United States I 3
- HST-1430 History of the United States II 3
- HST-1510 African American History: Colonial to 1877 3
- HST-1530 African American History: 1877 to the Present 3
- HST-2160 The Modern Middle East 3
- HST-2230 History of Latin America and the Caribbean 3
- HST-2470 African History 3
STUDENT CORE COMPETENCIES

General education courses support the outcomes of specific degree programs and demonstrate the college’s commitment to ensuring that all graduates of these programs have met the Student Core Competencies. Attaining these knowledge, skills, and values identifies an individual as a college graduate. Students who successfully complete degree programs (A.A., A.S., A.S.E., A.A.T. or A.A.S.) at Prince George’s Community College will demonstrate college level competency in:

- Communication
- Critical Reasoning
- Culture
- Ethics
- Scientific and Quantitative Reasoning
- Information Literacy

These six Student Core Competencies are measured by seventeen measurable outcomes which are embedded in courses across the curriculum, and are directly addressed in general education courses. These measurable outcomes also are our Institutional Learning Goals. For a complete explanation of the Student Core Competencies and measurable objectives see pages 55–57.
COURSE NUMBERING INFORMATION

0001–0999 Developmental courses intended for students who need further preparation before enrolling in college-level courses. These courses award Equivalent Hours (EHs) rather than academic credit hours and do not satisfy degree or certificate requirements.

1000–2999 College-level courses offered for credit and applicable to the Associate of Arts, Associate of Science, Associate of Science in Engineering, Associate of Applied Science, and Associate of Arts in Teaching degrees, as well as all certificate programs.

PREREQUISITES

Many courses require prior satisfactory completion of another course to equip students with the knowledge and skills needed to succeed in the course. For example, English (EGL) 1020 Composition II, cannot be taken unless EGL-1010 (the prerequisite) has been satisfactorily completed. In addition, for a number of introductory-level credit courses, a minimum level of proficiency in reading, writing, and mathematics, as determined by the college’s placement tests, is required as a prerequisite. In such cases, satisfactory completion of the appropriate developmental studies course (see ESL, DVE, DVM, and DVR listings) will satisfy the prerequisite as well. Students should be certain to check for prerequisites in the course listings that follow. Except when specifically authorized by the department chairperson or dean, registration will not be permitted if prerequisites have not been fully satisfied.

COURSE CONTACT HOURS

At the end of some course descriptions is a phrase such as “3 studio hours” or “3 class/2 lab hours.” This indicates the actual time a student should expect to spend per week in a course, broken down by the type of contact—classroom/lecture, laboratory, studio, or clinical. If there is no such indicator for a course, students may assume there will be one class hour per week for each credit awarded for completion of the course. (Courses which meet in an accelerated or nontraditional format rather than in the usual full-semester, 15-week format will meet more than the hours indicated per week in order to reach the same number of total contact hours for the semester.)
ACCOUNTING (ACC) | BUSINESS STUDIES DEPARTMENT
Bladen Hall, Room 210 | 301-322-0713

ACC-1000  FUNDAMENTALS OF ACCOUNTING.  3 CREDITS
Preparation for ACC-1010 for students lacking background in accounting. Enroll in ACC-1000 directly or transfer from ACC-1010 during the first five weeks of a semester. Note: Does not satisfy program concentration requirement in business-related curricula; may not be taken for credit if credit has previously been received for ACC-1010 or higher.

ACC-1010  PRINCIPLES OF ACCOUNTING I.  4 CREDITS
University-parallel introductory accounting sequence. Covers major accounting theories, principles and applications. Regular classroom and online formats available. Students should have had previous accounting or have completed ACC-1000 or ACC-1030. Prerequisites: Math (DVM-0071 or appropriate test score) and Reading proficiency or ACC-1000 or ACC-1030 with C or higher.

ACC-1020  PRINCIPLES OF ACCOUNTING II.  4 CREDITS
Second semester of sequence. Continues focus on accounting theories, principles and applications. Regular classroom and online formats available. Prerequisite: ACC-1010. (Honors version available, spring only.)

ACC-1030  ACCOUNTING FOR MANAGERS.  3 CREDITS
Focuses on sources of accounting information and the meaning of financial reports as an aid to decision-making. This course adopts a user’s approach and does not emphasize the technical aspects of record maintenance. Prerequisite: Reading proficiency.

ACC-1040  MICROCOMPUTER APPLICATIONS IN ACCOUNTING.  3 CREDITS
A hands-on course in the use of microcomputers to process accounting data. Knowledge of programming is not necessary. Projects emphasize accounting applications. Prerequisite: ACC-1000 or ACC-1010.

ACC-1050  PAYROLL ACCOUNTING.  1 CREDIT
Covers payroll preparation, payroll rules, record keeping and payroll tax reporting. Prerequisite: Reading proficiency.

ACC-1070  QUICKBOOKS I.  1 CREDIT
Students will learn to establish a chart of accounts, vendor, customer and payroll records, entering typical transactions and preparing standard financial reports for service firms using QuickBooks software. Prerequisites: ACC-1000 or ACC-1010 or ACC-1030.

ACC-1080  INTRODUCTION TO SPREADSHEET ACCOUNTING.  1 CREDIT
Basic spreadsheet applications in accounting. Use of spreadsheets for record keeping, computation, analysis and presentation of accounting data is covered. Prerequisites: Reading proficiency, ACC-1010 or ACC-1030 and INT-1010.

ACC-1090  QUICKBOOKS II.  1 CREDIT
Students will learn to establish a chart of accounts, vendor, customer and inventory records, entering typical transactions and preparing standard financial reports for merchandising firms using QuickBooks software. Prerequisites: ACC-1000 or ACC-1010 or ACC-1030.

ACC-1100  QUICKBOOKS III.  1 CREDIT
Students will learn budgeting, job costing and nonprofit accounting using QuickBooks software. Prerequisites: ACC-1070 or ACC-1090.

ACC-2010  INTERMEDIATE ACCOUNTING I.  3 CREDITS
Intermediate-level accounting covering cash, investments, receivables, inventories, plant assets and measurement of financial income in accordance with accounting principles (GAAP). Prerequisite: ACC-1020 with C or higher. (Classroom sections offered fall semester only. Online sections offered spring semester only.)
ACC-2020  INTERMEDIATE ACCOUNTING II.  3 CREDITS
Accounting principles applied to corporations, including stockholders’ equity and liability sections of the balance sheet. Prerequisite: ACC-2010 with C or higher. Capstone Course: In addition to completing the prerequisite course, students must complete a minimum of 47 credits prior to enrolling in this course. A minimum cumulative GPA of 2.00 or better is also required. (Classroom sections offered spring semester only. Online sections offered fall semester only.)

ACC-2030  COST ACCOUNTING.  3 CREDITS
Basic concepts of cost accounting functions within a manufacturing organization, including measurement of material costs, labor costs, manufacturing overhead and marketing costs. Prerequisite: ACC-2010. (Classroom sections offered fall semester only. Online sections offered all semesters.)

ACC-2040  PRINCIPLES OF AUDITING.  3 CREDITS
Analysis of audit functions and responsibilities. Emphasis on examining accounting records and drawing valid audit conclusions. Prerequisites: ACC-2020; MAT-1140 completed or concurrent.

ACC-2070  GOVERNMENTAL AND NONPROFIT ACCOUNTING.  3 CREDITS
Accounting applied to local, state and federal agencies or schools, hospitals and other nonprofit organizations. Covers general, special revenue, enterprise and fiduciary funds and cash planning and control. Prerequisite: ACC-1020. (Offered fall semester only.)

ACC-2080  SPREADSHEET ACCOUNTING.  3 CREDITS
Applies spreadsheet skills to financial and managerial accounting applications, analysis and problem solving. Prerequisites: ACC-1020 and INT-1010 (formerly CIS-1010). Three class hours with open lab.

ACC-2120  ACCOUNTING INFORMATION SYSTEMS.  3 CREDITS
This course examines accounting information systems, both manual and computerized. The course includes information on current technologies in information systems including hardware, software, networks, databases and data communications. Internal controls and security issues are examined. Prerequisite: ACC-1020.

ACC-2210  FEDERAL INCOME TAX.  3 CREDITS
Study of the federal tax system includes survey of tax legislation, court rulings, and their application to individuals. Prerequisite: ACC-1010.

ACC-2220  ADVANCED TAX ACCOUNTING.  3 CREDITS
A second course in taxation, which examines the tax consequences of operating a business. The course emphasizes the federal income tax treatment of corporations and partnerships with some coverage of estates and trusts. Prerequisites: ACC-1020 and ACC-2210.

ACC-2230  INDIVIDUAL INCOME TAX PREPARATION (VITA).  3 CREDITS
Students will learn to prepare basic and intermediate income tax returns for both Federal and local taxes. Successful students will obtain IRS volunteer tax preparer certification and will participate as tax preparers at the Prince George’s Community College Volunteer Income Tax Assistance (VITA) Site during the spring tax season. This service learning course begins during the January Intersession and continues through the close of tax season. Prerequisite: Reading proficiency.

ACC-2250  BUSINESS FINANCE.  3 CREDITS
Capital markets and the banking system, including financial analysis and planning, working-capital management, capital budgeting and long-term financing. Prerequisite: ACC-1020 and MAT-1120.
ACC-2890H  HONORS COLLOQUIUM IN ACCOUNTING.  3 CREDITS
This honors colloquium will examine special topics in the field of accounting and its relevance across disciplinary perspectives. The issues to be addressed in each colloquium will vary from semester to semester. These courses are designed for students in the Honors program, but are open to others with the approval of the honors coordinator or the instructor. Prerequisites: Reading proficiency and permission of instructor or honors coordinator.

ACC-2910-2930  COOPERATIVE EDUCATION.  1-3 CREDITS
A maximum of six credits of cooperative education and internship experiences may be applied to any degree. These credits may not transfer to all four-year institutions. Contact the Career Services Office, Marlboro Hall, Room 2102, 301-322-0109, for more complete information.

AFRICAN-AMERICAN STUDIES (AFA)
History, Political Science, Geography, and Anthropology Department | Marlboro Hall, Room 2018 | 301-322-0527

AFA-1010  INTRODUCTION TO AFRICAN-AMERICAN STUDIES.  3 CREDITS
An introduction to the interdisciplinary study of the life and culture of persons of African heritage in the United States. Explores the cultural and historic ties to various African peoples and the multicultural context. Prerequisite: Reading proficiency.

AFA-2010  INTRODUCTION TO THE AFRICAN AND BLACK DIASPORA.  3 CREDITS
A comparative analysis of African and black communities around the globe, with emphasis on the United States South, the Caribbean, Central and South America. Attention will be given to the awakening sense of political interrelatedness that undergirds contemporary Pan-African movements, collaborative struggle against oppression and the renewal of traditional African culture and values in Diaspora. Prerequisite: Reading proficiency. (Offered fall semester only)

AFA-2890H  HONORS COLLOQUIUM IN AFRICAN-AMERICAN STUDIES.  3 CREDITS
This honors colloquium will examine special topics in the field of African-American Studies and their relevance across disciplinary perspectives. The issues to be addressed in each colloquium will vary from semester to semester. These courses are designed for students in the Honors program, but are open to others with the approval of the honors coordinator or the instructor. Prerequisites: Reading proficiency and permission of the instructor or honors coordinator.

ANTHOPOLOGY (ANT)
History, Political Science, Geography and Anthropology Department | Marlboro Hall, Room 2018 | 301-322-0527

ANT-1010  INTRODUCTORY PHYSICAL ANTHROPOLOGY.  3 CREDITS SS
Humans’ place in nature, including genetics, evolutionary theory, primate behavior, human physical variations and culture. Prerequisite: Reading proficiency.

ANT-1030  INTRODUCTORY CULTURAL ANTHROPOLOGY.  3 CREDITS SS
Anthropological approaches to culture, language and social organization, including religious belief, gender role, family form and economic life. Prerequisite: Reading proficiency. (Honors version available.)

ANT-2010  INTRODUCTION TO ARCHAEOLOGY.  3 CREDITS
Survey of archaeology, including its development in America and an overview of archaeological methodologies. Prerequisite: Reading proficiency.

ANT-2030  LANGUAGE AND CULTURE.  3 CREDITS
Theories of language dealing with learning, diversity, creativity and change. Relation of language to perception, ethnic identity, occupation and social class. Prerequisite: One of the following courses: ANT-1010, ANT-1030, PSY-1010, SOC-1010, SPH-1010, or SPH-1090.
ANT-2050  PEOPLES AND CULTURES.  
Cultures of a major world region. The region studied varies and may include one of the following: Sub-Saharan Africa, India, Circum-Mediterranean, Middle East, Far East, and the Americas. Prerequisite: One of the following courses—ANT-1010, ANT-1030, ANT-2030, HST-2470, or SOC-1010.

ANT-2130  MAGIC, WITCHCRAFT, AND RELIGION: AN ANTHROPOLOGICAL INTERPRETATION.  
A survey of religion and related phenomena in a variety of societies around the world. Considers the relationship of religion to other aspects of culture. Prerequisite: ANT-1030, PSY-1010, or SOC-1010. (Offered fall semester only)

ANT-2890H  HONORS COLLOQUIUM IN ANTHROPOLOGY.  
This honors colloquium will examine special topics in the field of anthropology and its relevance across disciplinary perspectives. The issues to be addressed in each Colloquium will vary from semester to semester. These courses are designed for students in the Honors program, but are open to others with the approval of the honors coordinator or the instructor. Prerequisites: Reading proficiency and permission of the instructor or honors coordinator.

ARABIC (ARB)
Language Studies Department | Bladen Hall, Room 309 | 301-322-0946

ARB-1000  ARABIC FOR BEGINNERS.  
Designed for students who are true beginners without any background knowledge of the Arabic language. The course focuses on the four skills of listening, speaking, reading, and writing. 3 class/1 lab hour or equivalent.

ARB-1010  ELEMENTARY ARABIC.  
Continues to focus on the four skills of listening, speaking, reading and writing. Students will be studying Modern Standard Arabic, which is close to classical Arabic. (It is the language used for reading and writing Arabic today.) Students will advance their knowledge of grammar, pronunciation, vocabulary, and reading and writing of Arabic. 3 class/1 lab hour or equivalent. Prerequisite: ARB-1000 or permission of the instructor.

ART (ART)
Art, Music, and Philosophy Department | Marlboro Hall, Room 1034 | 301-322-0966

ART-1010  INTRODUCTION TO ART.  
Introduces students to the visual arts. Through lecture, demonstration and hands-on activities, students develop an appreciation for art and an understanding of the elements and principles of design, artistic styles, specific art techniques, and major historical movements in art. Artistic ability or experience is not required. Prerequisite: Reading proficiency. (Honors version available.)

ART-1510  TWO-DIMENSIONAL DESIGN.  
This course introduces the organization of visual elements on a two-dimensional plane. The elements of art and principles of design are examined through lectures, demonstrations, and related studio problems for students to explore and solve. Students will develop techniques for handling a variety of art materials. 6 studio hours.

ART-1530  DRAWING I.  
Introduction to basic drawing techniques through the exploration of the human figure and natural and man-made forms. A variety of drawing tools and materials are introduced. 6 studio hours.

ART-1540  PAINTING I.  
An introduction to basic techniques and theories of painting. Emphasis is on learning the skill of painting and application of materials. Students explore the basic elements of two-dimensional art as a means to create interesting compositions, manipulate space, and develop solid forms. The course is designed for beginners with little or no experience in painting. Proficiency in drawing is beneficial but not critical to successful completion of this course. 6 studio hours.
ART-1550  SCULPTURE I.  3 CREDITS
Introduction to basic sculptural techniques. Elements and principles of 3-D art are emphasized through practice in bronze casting, welding, carving and fabrication. Development of ideas will be encouraged through critique of and historic references to specific sculptures and artists. 6 studio hours.

ART-1560  PHOTOGRAPHY I.  3 CREDITS
Contemporary principles and terminologies are introduced by developing basic skills with camera operation and handling, photographing, black and white film processing, black and white darkroom techniques, and print finishing and presentation. The students are exposed to a brief history, color theory, and the aesthetics of the photographic vision. No prior experience required. 6 studio hours.

ART-1570  INTRODUCTION TO COMPUTER GRAPHICS.  3 CREDITS
Designed to provide a survey of the role of the computer in visual communication design. Students will receive basic training on the primary types of software and peripherals with which designers must be familiar. This includes painting-type (raster) software as well as structured graphics (vector) applications. Students will be encouraged to develop creative approaches to projects coupled with increased technical proficiency. 6 studio hours.

ART-1580  PORTFOLIO DEVELOPMENT FOR VISUAL ART.  1 CREDIT
A studio course which provides a structured approach to portfolio development. It will enable students to assemble a coherent body of artwork for academic transfer or employment opportunities. Students will prepare a portfolio in their area of specialization in a variety of formats. Prerequisites: ART-1510, ART-1530, completion of a 2000-level studio art course and a second 2000-level studio course completed or concurrent. Culminating experience course: In addition to completing prerequisite courses, students must also have completed a minimum of 46 credits before enrolling in this course. Certificate students, see advisor. A minimum cumulative GPA of 2.00 or better is also required. 3 studio hours.

ART-1590  WATERCOLOR I.  3 CREDITS
An introductory course in basic watercolor painting. Emphasis is on techniques and traditional watercolor materials used by today's watercolorists. Includes composition, color concepts and history of watercolor painting. Students will attend lecture and demonstration classes and create their own paintings. 6 studio hours.

ART-1600  CERAMICS I.  3 CREDITS
A beginner's studio course designed to teach ceramics as a creative craft and art form. The student is encouraged to explore ceramics as a form of three-dimensional expression and to be actively engaged in the complex cycle of ceramic production; production of clay, construction of forms, decoration, and firing. Students are expected to acquire knowledge of and to test various glazes. 6 studio hours.

ART-1610  GRAPHIC DESIGN I.  3 CREDIT
Provides a survey of the design principles and artistic concepts that produce quality commercial art. Students will acquire hands-on experience in taking a variety of projects from concept development to final output. Training will be provided in the various production skills and techniques used by graphic design professionals. Prerequisite: ART-1510 and ART-1570. 6 studio hours.

ART-1620  DIGITAL PUBLICATION DESIGN.  3 CREDITS
Designed to acquaint the student with the fundamentals of publication and print media design. Hands-on training will be provided using a variety of digital media and hardware current to the graphic design profession. Students will gain experience in taking a print media project from concept to page layout and production. Prerequisite: ART-1570. 6 studio hours.

ART-1630  COMMERCIAL ILLUSTRATION I.  3 CREDITS
Investigates the various media, techniques, and artistic concepts that produce quality commercial illustration. Prerequisite: ART-1530. 6 studio hours.
ART-1640  COLOR THEORY AND APPLICATION.  3 CREDITS
Introduces students to the history, psychology, and physics of color by building on concepts introduced in ART-1510, Basic Design. In all disciplines, a working knowledge of color principles is vital in creating effective, successful works of art. Through lectures, studio projects, and museum visits, students will develop a vocabulary of color and a working understanding of various color systems. In the studio, students will create original artworks that explore aesthetic color relationships and the psychological application of color. Through class critiques and written assignments, students will learn how to evaluate and discuss their own work as well as the work of their peers. Prerequisite: ART-1510. 6 studio hours.

ART-2510  THREE-DIMENSIONAL DESIGN.  3 CREDITS
A continuation of ART-1510, Basic Design. The visual elements and principles of three-dimensional design will be explored with an emphasis on visual and critical thinking. Students will be introduced to materials and methods for developing a work of art in three-dimensional space and they will learn how to apply the principles of design to work that has multiple points of view. Students also will learn how to consider aesthetic and conceptual issues as well as solve technical problems in the creation of original art work. Through class critiques, students will gain experience in written and verbal analysis of their own work and the work of their peers. Prerequisite: ART-1510. 6 studio hours.

ART-2530  DRAWING II.  3 CREDITS
An advanced studio course that emphasizes further development of individual drawing skills, a thorough understanding of drawing principles and a greater exploration of the various drawing materials and techniques. The human figure, landscape and man-made objects are the source of investigation. Prerequisite: ART-1530. 6 studio hours.

ART-2540  PAINTING II.  3 CREDITS
An advanced studio course that stresses further development of individual painting skills and techniques and a broader understanding of color theory. Students are encouraged to explore complex issues and to develop greater understanding of the medium. Prerequisite: ART-1540. 6 studio hours.

ART-2550  SCULPTURE II.  3 CREDITS
This course offers the student the opportunity to more thoroughly explore concepts of three-dimensional art. Emphasis is placed on independent selection of materials and their aesthetic implications and how they relate to contemporary sculptural images. Prerequisite: ART-1550. 6 studio hours.

ART-2560  PHOTOGRAPHY II.  3 CREDITS
Continues the exploration of the photographic vision. Under the supervision of the instructor, the student defines and completes a personal project by using advanced camera handling and lighting techniques, darkroom manipulation and altered processes including electronic scanning and printing. Prerequisite: ART-1560. 6 studio hours.

ART-2570  LETTERING, TYPOGRAPHY AND LAYOUT.  3 CREDITS
Designed to deepen the student’s understanding of fundamental publication and presentation design. The overall goal of the course is to expand the student’s ability to explore creative solutions for text based visual information. Prerequisite: ART-1620. 6 studio hours.

ART-2580  DIGITAL PHOTOGRAPHY I.  3 CREDITS
This course is a general introduction to the terms and technologies employed in digital photography. Students will utilize digital cameras, scan film and photographs, manipulate images and produce finished prints with laser and inkjet printers. Students must have access to a 35mm or digital camera for use in this course. 6 studio hours.

ART-2590  WATERCOLOR II.  3 CREDITS
This advanced course will cover watercolor techniques in depth. Students work with more refined techniques of the medium: large paper format and watercolor monoprints and a more independent approach to their own work. Prerequisite: ART-1590. 6 studio hours.
ART-2600  CERAMICS II.  3 CREDITS
Emphasis on designing forms in clay using hand-building and wheel-throwing techniques. Advanced glaze theory, clay bodies and firing techniques explored in depth. Prerequisite: ART-1600. 6 studio hours.

ART-2610  GRAPHIC DESIGN II.  3 CREDITS
Designed to provide students with advanced concepts utilized in the creation of advertising art, Web-based graphics, broadcast graphics, interactive multimedia, electronic publishing and print media. This course attempts to expand the survey of design principles and artistic concepts to a more global perspective. Prerequisite: ART-1610. 6 studio hours.

ART-2620  DIGITAL ILLUSTRATION.  3 CREDITS
Provides a survey of computer-based methods of producing artwork used commercially. This includes extensive use of object-oriented and image processing software packages. Projects may include package design, editorial support illustration, logo/icon design, creative Web pages, statistical charts and graphs and technical illustration. Prerequisite: ART-1570. 6 studio hours.

ART-2630  COMMERCIAL ILLUSTRATION II.  3 CREDITS
Designed to expand a student's exploration of illustration techniques. Emphasis is on the creative approach to preparing imaginative, effective illustrations. Prerequisite: ART-1630. 6 studio hours.

ART-2640  COMPUTER PAINTING.  3 CREDITS
In-depth use and investigation of bit-mapped graphics (paint) programs. Prerequisite: ART-1570. 6 studio hours.

ART-2650  ANIMATION AND MULTIMEDIA I.  3 CREDITS
Focuses on two-dimensional animation and multimedia, with an emphasis on creativity, originality and experimentation. Various software packages will be utilized to create animated sequences complete with sound and special effects. Prerequisite: ART-1570. Students also will be expected to have an aptitude for learning a variety of software packages. 6 studio hours.

ART-2660  DIGITAL IMAGING.  3 CREDITS
Advanced techniques in computer graphics creation and image manipulation. Includes use of scanners, digital cameras, and CD-ROM sources. Prerequisite: ART-1570. 6 studio hours.

ART-2670  3-D DIGITAL MODELING AND ANIMATION.  3 CREDITS
Focus is on three-dimensional modeling and animation techniques, with an emphasis on creativity, originality and experimentation. Various software packages will be used to create 3-D stills and animated sequences complete with sound and special effects. A survey of modeling techniques and examples from a variety of industries will be provided. Prerequisite: ART-1570. Students also will be expected to have an aptitude for learning a variety of software packages. 6 studio hours.

ART-2700  ART SURVEY I.  3 CREDITS H
A survey of art and architecture from prehistoric times through Gothic art. Works of painting, sculpture, and architecture are analyzed both in terms of their style, iconography, and technique and in terms of their significance within the historical, social, religious, and economic context in which they were produced. Prerequisite: Reading proficiency.

ART-2710  ART SURVEY II.  3 CREDITS H
Survey of art and architecture from the Renaissance to the 20th century. Works of painting, sculpture, and architecture are analyzed both in terms of their style, iconography, and technique and in terms of their significance within the historical, social, religious, and economic context in which they were produced. Prerequisite: Reading proficiency.
ART-2720  AFRICAN-AMERICAN ART.  
Beginning with the West and Central African cultures, this course traces the artistic exploration and achievements of African-American artists from the seventeenth-century artisans through the prolific period of the Harlem Renaissance to post modern and contemporary fine arts. The course examines the historical, economic, social, and cultural trends that have influenced African-American art. Students investigate the African-American artists’ visual voice through the historical Black experience that propels it. The assignments within the course advance the development of college-level reading, writing, and critical thinking skills through the examination and interpretation of the crafts and fine arts presented throughout the course. Prerequisite: Reading proficiency.

ART-2730  INTEGRATED ARTS.  
Introduces students to the areas of visual arts, dance, music, theater and film through an exploration of representative works in these disciplines. The student will experience a variety of artistic performances and exhibitions that will enhance self-expression and develop a better understanding of the human experience. The assignments within the course advance the development of college-level reading, writing, and critical thinking skills through the integration, analysis, and appreciation of the arts. The course meets part of the Maryland State integrative arts requirement for the Associate of Arts in Teaching degree. Prerequisite: Reading proficiency.

ART-2740  CONTEMPORARY ART.  
Introduction to art and architecture from the late 19th century to the present. Visual arts from traditional works to conceptual forms, installation, video and performance art are analyzed both in terms of style, technique and philosophy and their political, social and economic significance. The history and philosophy of the various movements and their relationship to contemporary thought and culture will be explored. Prerequisites: Reading proficiency.

ART-2750  ANIMATION AND MULTIMEDIA II.  
A continuation of ART-2650. Student will explore advanced vector drawing, computer animation techniques, Web interface design, interactivity and digital and video/audio production. Course exercises will include 2-D animations, screen-based graphics and digital video presentations. Prerequisite: ART-2650. 6 studio hours.

ART-2780  DIGITAL PHOTOGRAPHY II.  
This course is a continuation of ART-2580, Digital Photography I. Students will explore complex techniques and contemporary concerns associated with advanced electronic imaging. The students will utilize digital cameras; film and flatbed scanners to digitize negatives, slides, and photographs; manipulate images; and produce finished prints with laser and inkjet printers. Students must have access to a 35mm or digital camera for use in the course. Prerequisite: ART-2580.

ART-2890H  HONORS COLLOQUIUM IN ART.  
This honors colloquium will examine special topics in the field of art and their relevance across disciplinary perspectives. The issues to be addressed in each colloquium will vary from semester to semester. These courses are designed for students in the Honors program, but are open to others with the approval of the honors coordinator or the instructor. Prerequisites: Reading proficiency and permission of instructor or honors coordinator.

ART-2910–2930  COOPERATIVE EDUCATION.  
A maximum of six credits of cooperative education and internship experiences may be applied to any degree. These credits may not transfer to all four-year institutions. Contact the Career Services Office, Marlboro Hall, Room 2102, 301-322-0109, for more complete information.
**BIOLOGY (BIO)**

Biological Sciences Department | Chesapeake Hall, Room 100 | 301-322-0420

**BIO-1010  GENERAL BIOLOGY.**  4 CREDITS SC
An introduction to biology for non-science majors with both lecture and laboratory components. Surveys ecology, chemistry of life, cell physiology, human organ systems, genetics, and molecular genetics. The ability to think critically and to draw conclusions based on evidence will be emphasized. Credit may not be earned for both BIO-1010 and BIO-1030 or BIO-1140 toward the same degree. Prerequisite: Reading proficiency. 3 class/3 lab hours. (Honors version available.)

**BIO-1020  GENERAL PLANT BIOLOGY.**  4 CREDITS SC
University-parallel introductory plant biology course. Topics covered will include but are not limited to plant classification, structure, function, and growth and development. Practical application of plant use in our daily life also will be presented. Prerequisite: Reading proficiency. 3 class/3 lab hours.

**BIO-1080  REPRODUCTION BIOLOGY.**  4 CREDITS SC
An examination of biological principles and contemporary issues in reproductive biology. Demonstration of critical thinking, reasoning, and writing skills is expected. Prerequisite: Reading proficiency. 3 class/3 lab hours.

**BIO-1100  FORENSIC BIOLOGY.**  4 CREDITS SC
An introduction to the principles and concepts of the biological aspects of forensic science. An examination of the role of the laboratory in criminal investigation and human identification using forensic pathology, serology, anthropology, molecular biology, and other specializations. Prerequisite: Reading proficiency.

**BIO-1110  ENVIRONMENTAL BIOLOGY.**  3 CREDITS SC
Survey of basic scientific principles needed to understand current environmental problems and evaluate alternatives for solving those problems. Prerequisite: Reading proficiency. Note: Periodically, linked sections of BIO-1110 and BIO-1120 are offered, featuring local field trips and in the travel study format, featuring a trip to Florida or the Rocky Mountains. Any student who registers for a linked section of BIO-1110 also must register for the corresponding BIO-1120 section.

**BIO-1120  ENVIRONMENTAL BIOLOGY LABORATORY.**  1 CREDIT SC
Supplements BIO-1110, providing laboratory and field experiences relevant to environmental issues. Prerequisite: BIO-1110 completed or concurrent. 3 lab hours.

**BIO-1130  PRINCIPLES OF BIOLOGY: EVOLUTION, ECOLOGY, AND BEHAVIOR.**  4 CREDITS SC
Evolution, ecology, and behavior, including Mendelian genetics, population genetics, natural selection, coevolutionary relationships, ethology, and contemporary issues. Students may receive credit for only one of the following BIO-1130, BIO-1010. Prerequisite: Reading proficiency and completion of DVM-0071 or equivalent score on math placement test. 3 class/3 lab hours.

**BIO-1140  PRINCIPLES OF BIOLOGY: CELLULAR AND MOLECULAR BIOLOGY.**  4 CREDITS SC
University-parallel biology sequence for science/health majors. Cellular and biochemical emphasis, including cell anatomy and physiology, energy processes, and the molecular biology of gene expression. Students may not receive credit for both BIO-1010 and BIO-1140 toward the same degree.) Prerequisite: CHM-1010. (Honors version available.). 3 class/3 lab hours.

**BIO-1210  SUSTAINABILITY IN HEALTH CARE.**  4 CREDITS
A survey course in sustainability in the health care environment including communication, leadership, environmental sustainability, systems and processes, and organizational knowledge. Of particular relevance to those interested in Environmental Services, Building Services, Waste Management, Hospital Facilities, or Dietary Services. Prerequisite: Instructor permission.
BIO-1250  BIOLOGY OF AGING.  3 CREDITS
Lecture/seminar course designed for major or non-major students. Examines the aging process on the molecular, cellular, and organismic levels. Emphasizes alterations during the aging process in cells. Examination of various pathological disorders in relationship to aging is also emphasized. Students are required to read original articles and be prepared to discuss current topics in workshop settings. Prerequisites: Reading and English proficiency.

BIO-2010  MICROBIOLOGY.  4 CREDITS
Structure and function of microorganisms and their role in pathology. Laboratory includes culture methods, staining, and identification of bacteria. Prerequisite: BIO-1010 or BIO-1140 or BIO-2050. DVM-0071 completed or appropriate score on math placement test. 2 class/4 lab/1 recitation hours.

BIO-2030  GENETICS.  4 CREDITS
Genetics and heredity. Analysis of classical and molecular genetics, emphasizing contemporary issues. Prerequisite: BIO-1140. 3 class/2 recitation hours. (Offered spring only.)

BIO-2050  HUMAN ANATOMY AND PHYSIOLOGY I.  4 CREDITS SC
University-parallel sequence. Structure and function of human body systems with emphasis on cells, tissues, transport mechanisms, and skeletal, muscular and nervous systems. Prerequisites: BIO-1010 or BIO-1140. DVM-0071 completed or appropriate score on math placement test. 3 class/3 lab/1 recitation hours.

BIO-2060  HUMAN ANATOMY AND PHYSIOLOGY II.  4 CREDITS SC
Continuation of Human Anatomy and Physiology sequence. Structure and function of circulatory, lymphatic/immune, respiratory, digestive, urinary, reproductive, and endocrine systems. Laboratory includes vertebrate dissection. Prerequisite: BIO-2050. 3 class/1 recitation/3 lab hours.

BIO-2090  CELL BIOLOGY.  4 CREDITS
An examination of the structure and function of cells with particular emphasis on metabolism, reproduction and the molecular aspects of cell communication and regulation. Credit may not be received for both FOS-2090 and BIO-2090. Prerequisites: BIO-1140 and CHM-1010. 3 class/3 lab hours.

BIO-2100  MARINE BIOLOGY.  4 CREDITS SC
An introduction to marine ecosystems. Principles and processes common to all forms of life in the sea. Includes field trips to marine habitats, such as the Chesapeake Bay and Atlantic beaches and to local exhibits at the National Zoo and the National Aquarium in Baltimore. Prerequisite: BIO-1010 or equivalent. Note: This course also may be offered in the travel study format, featuring a trip to a tropical marine location, such as Florida, Mexico, Jamaica, or Belize.

BIO-2250  INTRODUCTION TO BIOTECHNOLOGY.  4 CREDITS
Introduction to the basic principles and techniques of the science of biotechnology and the ways in which these are applied to agriculture, forensic science, medicine and microbiology. Course will examine current knowledge concerning nucleic acids and their role in the functioning of living cells and viruses and how the manipulation of genetic material can be utilized in industries ranging from medicine to ecology. Laboratory includes principles of genetic manipulation, bacterial culture techniques, DNA restriction analysis, recombination and transformation of DNA, immunological detection of disease, the polymerase chain reaction (PCR), and randomly amplified polymorphism detection (RAPD). Prerequisite: BIO-1140. 2 class/4 lab/1 recitation hours.

BIO-2300  INTRODUCTION TO ENVIRONMENTAL HEALTH.  3 CREDITS
An introduction to how humans affect and are affected by the quality of water, air, soil, and food resources. Provides an overview of pollution issues that impact human health; emphasizes types and sources of pollutants and their consequences with respect to human health. Also explores the impact of the growing human population on environmental quality and on health issues. Prerequisites: BIO-1130, BIO-1140, and MAT-0104 (formerly MAT-1040) with grades of C or better.
BIO-2330 FUNDAMENTALS OF SOIL SCIENCE. 4 CREDITS
A lecture/laboratory course introducing the study and management of soils as ecosystem components and media for the growth of plants and other organisms. Includes soil morphology, composition, formation, and conservation; emphasizes the physical, chemical, and biological properties of soils as they relate to plant biology, nutrient cycles, the hydrologic cycle, engineering uses of soils, and environmental quality issues. Prerequisites: BIO-1130, BIO-1140, CHM-1010, and MAT-0104 with grades of C or better. 3 lecture/3 lab hours per week.

BIO-2500 BIOLOGICAL PRINCIPLES OF FORENSIC SCIENCE. 4 CREDITS
An introduction to the principles governing the application of biology and biological statistics that are used to analyze evidence from crime scenes. Topics will include evidence examination and preservation; presumptive and confirmatory biological testing: blood, urine, semen, hair and fiber comparisons; generation and statistical analysis of mitochondrial and nuclear DNA profiles; understanding the modern forensic crime laboratory; the role of the forensic scientist within the Criminal and Civil United States Court system. Prerequisites: BIO-1140 and CHM-1010. 3 class/3 lab hours.

BIO-2890H HONORS COLLOQUIUM IN BIOLOGY. 3 CREDITS
This honors colloquium will examine special topics in the field of biology and their relevance across disciplinary perspectives. The issues to be addressed in each colloquium will vary from semester to semester. These courses are designed for students in the Honors program, but are open to others with the approval of the honors coordinator or the instructor. Prerequisites: Reading proficiency and permission of the instructor or honors coordinator.

BIO-2910–2930 COOPERATIVE EDUCATION. 1–3 CREDITS
A maximum of six credits of cooperative education and internship experiences may be applied to any degree. These credits may not transfer to all four-year institutions. Contact the Career Services Office, Marlboro Hall, Room 2102, 301-322-0109, for more complete information.

BIO-2990H HONORS SEMINAR IN ENGINEERING AND SCIENCE (SPECIAL TOPICS). 1 CREDIT
Seminar course that introduces and studies emerging issues in science, engineering, technology, and mathematics. Topics vary by semester. Also offered as CHM-2990H and EGR-2990H. Prerequisites: A 3.00 GPA, completion of a minimum of 18 credits in courses offered by the division of Science, Technology, Engineering, and Mathematics, and permission of the instructor or the honors program coordinator.

BUSINESS LAW (BUS)
Public Safety and Law Department | Bladen Hall, Room 208 | 301-322-0553

BUS-1220 BUSINESS LAW I. 3 CREDITS
An introduction to the principles and theory of American law, as applied in the business environment. Covers sources of law, courts and alternative dispute resolution systems, tort law, business crimes and business ethics, contract law, and other related topics. Prerequisite: Reading proficiency.

BUS-1240 BUSINESS LAW II. 3 CREDITS
An advanced study of theory and applications of business law and commercial business transactions in a domestic and international environment. Topics will cover the Uniform Commercial Code (UCC), bankruptcy, basic business organizations and corporations, securities law, antitrust law, and personal property. Prerequisite: BUS-1220.

BUSINESS MANAGEMENT (BMT)
Business Studies Department | Bladen Hall, Room 210 | 301-322-0080

BMT-1010 INTRODUCTION TO BUSINESS. 3 CREDITS
Basic characteristics of the business enterprise, its organization and role in a free society. Formerly offered as MGT-1010. Students may not receive credit for both MGT-1010 and BMT-1010. Prerequisite: Reading proficiency.
BMT-1420  ORGANIZATIONAL MANAGEMENT.  3 CREDITS
The rapidly changing business environment forces managers and entrepreneurs to adapt or exit the organization/market. Even if a manager possesses strong strategic management skills, without the ability to manage change and exert the leadership necessary to implement change, the organization will fail. This course is designed to provide an understanding of the forces behind organizational development (OD), the managerial tools used to implement OD, and the managerial skills that will enable the manager to effectively introduce change into the organization. Formerly offered as MGT-1420. Students may not receive credit for both MGT-1420 and BMT-1420. Prerequisite: Reading proficiency.

BMT-1500  DEVELOPING A PROFESSIONAL IMAGE.  1 CREDIT
Techniques for developing a professional image. Attire, nuances of nonverbal communication and office etiquette. Formerly offered as MGT-1500. Students may not receive credit for both MGT-1500 and BMT-1500.

BMT-1550  ELEMENTS OF SUPERVISION.  3 CREDITS
The supervisory function of the first-line supervisor. Emphasis on decision making and problem solving using case studies and role playing. Formerly offered as MGT-1550. Students may not receive credit for both MGT-1550 and BMT-1550. Prerequisite: Reading proficiency.

BMT-1570  SMALL BUSINESS MANAGEMENT.  3 CREDITS
The basics of establishing and managing a small business. Developing a business plan, financing, managing employees and marketing. Formerly offered as MGT-1570. Students may not receive credit for both MGT-1570 and BMT-1570. Prerequisite: Reading proficiency.

BMT-1600  PRINCIPLES OF MANAGEMENT.  3 CREDITS
The business organization, the functions of management and the role of the manager in the decision-making process. Formerly offered as MGT-1600. Students may not receive credit for both MGT-1600 and BMT-1600. Prerequisite: Reading proficiency.

BMT-1620  FINANCIAL PLANNING AND INVESTMENTS.  3 CREDITS
Financial planning concepts, their application and the risk factor in the management of finances. Formerly offered as MGT-1620. Students may not receive credit for both MGT-1620 and BMT-1620. Prerequisite: Reading proficiency.

BMT-1650  CUSTOMER SERVICE.  3 CREDITS
Examines the dynamics of exceptional customer service. Develops skills necessary in dealing with customers effectively, using creative techniques to improve communication skills to achieve customer satisfaction. Formerly offered as MGT-1650. Students may not receive credit for both MGT-1650 and BMT-1650. Prerequisite: Reading proficiency.

BMT-1710  THE BUSINESS PLAN.  3 CREDITS
Students develop professional business plans for the businesses they are interested in starting. The plans may be reviewed by business persons or bankers. Formerly offered as MGT-1710. Students may not receive credit for both MGT-1710 and BMT-1710. Prerequisite: Reading proficiency.

BMT-1800  MICROCOMPUTER APPLICATIONS FOR THE BUSINESS MANAGER.  3 CREDITS
Introduction to computer business applications: word processing, spreadsheets, databases, graphics and communications. Formerly offered as MGT-1800. Students may not receive credit for both MGT-1800 and BMT-1800. Prerequisite: Reading proficiency.

BMT-1900  INTRODUCTION TO PUBLIC ADMINISTRATION.  3 CREDITS
An overview of public administration and its principles, evolution and current issues. Examine the role of government and nonprofit organizations in society. Formerly offered as MGT-1900. Students may not receive credit for both MGT-1900 and BMT-1900.
BMT-1960  PUBLIC SERVICE MANAGEMENT.  3 CREDITS

BMT-1980  BUSINESS STARTUP ANALYSIS.  1 CREDIT
Provides an investigation into a business idea, creating and starting the venture, the marketing and organization plans of a business in a logical manner, and researching how companies organize, lead, and manage the opportunity of entrepreneurship. Prerequisite: Reading proficiency.

BMT-1990  SPECIAL TOPICS: MONEY AND BANKING I.  3 CREDITS
Provides an in-depth study of the Federal Reserve System, financial institutions and the nature and effectiveness of the Federal Reserve’s use of monetary policy tools. This course is the first of two that prepare students to make a presentation before officials at the Federal Reserve Bank in Baltimore. Formerly offered as MGT-1990. Students may not receive credit for both MGT-1990 and BMT-1990. (Also offered as ECN-1990. Students may not receive credit for both ECN-1990 and BMT-1990.) Prerequisite: ECN-1030 with B or higher and math proficiency.

BMT-2400  STRATEGIC MANAGEMENT.  3 CREDITS
The increasing complexity of the global market requires managers to possess strong conceptual, strategic and tactical skills. This course provides an introduction to the strategic management process: strategy formation, strategy implementation, and strategy evaluation. Application of strategic management concepts to case studies and projects will be used to reinforce students’ mastery of the strategic management process. Formerly offered as MGT-2400. Students may not receive credit for both MGT-2400 and BMT-2400. Prerequisite: BMT-1010 or equivalent. Capstone Course: In addition to the prerequisite courses, students must complete a minimum of 47 credits prior to enrolling in this course. A minimum cumulative GPA of 2.00 or better is also required.

BMT-2500  INTRODUCTION TO FEDERAL CONTRACTING.  3 CREDITS
Fundamental concepts and principles of the federal procurement system and use of the Federal Acquisition Regulation (FAR). Topics include the background of federal contracting, careers in contracting, types of contracting, competition, federal acquisition process, small purchase procedures, bids and proposals, and the award/protest process. Formerly offered as MGT-2500. Students may not receive credit for both MGT-2500 and BMT-2500. Prerequisite: Reading proficiency.

BMT-2510  INTRODUCTION TO SOURCE SELECTION.  3 CREDITS
Experiencing the source selection process, developing a source selection plan, proposal preparation and evaluation. Content of course includes best and final offer (BAFO), contract format, proposal design, request for proposals (RFP), invitation for bid (IFB), types of source selection, cooperative purchasing, performance base contracting, best value procurement, and open solicitations. Formerly offered as MGT-2510. Students may not receive credit for both MGT-2510 and BMT-2510. Prerequisite: Reading proficiency.

BMT-2520  PRINCIPLES OF NEGOTIATIONS.  3 CREDITS
Negotiation skills, strategies and tactics to effectively prepare, conduct and document a successful negotiated contract using the negotiation process. Formerly offered as MGT-2520. Students may not receive credit for both MGT-2520 and BMT-2520. Prerequisite: Reading proficiency.

BMT-2530  PROCUREMENT LAW.  3 CREDITS
The fundamental rules, regulations, policies and laws pertaining to procurement, changes in the law, remedies for bidders, procurement integrity and ethics. Formerly offered as MGT-2530. Students may not receive credit for both MGT-2530 and BMT-2530. Prerequisite: Reading proficiency.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BMT-2540</td>
<td>CONTRACT ADMINISTRATION.</td>
<td>3</td>
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<td>Management of the contract from beginning to the end to comply with the guidelines of the government rules and standards of the contract. Role of the contract officer and the agreement to complete the terms of the contract. Formerly offered as MGT-2540. Students may not receive credit for both MGT-2540 and BMT-2540. Prerequisite: Reading proficiency.</td>
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<tr>
<td>BMT-2550</td>
<td>COST AND PRICE ANALYSIS.</td>
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<td>Application of fundamental concepts and evaluation of contract price and cost principles. Formerly offered as MGT-2550. Students may not receive credit for both MGT-2550 and BMT-2550. Prerequisites: Reading and math proficiencies.</td>
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<tr>
<td>BMT-2580</td>
<td>COMPENSATION AND BENEFITS MANAGEMENT.</td>
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<td>Fundamental concepts of compensation management, theory of organizational reward systems, and methods of compensating employees. Topics include compensation objectives, employee benefits options, internal and pay structures, incentive programs, performance appraisals, union and government roles in compensation, and international pay systems. Formerly offered as MGT-2580. Students may not receive credit for both MGT-2580 and BMT-2580. Prerequisite: Reading proficiency.</td>
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<tr>
<td>BMT-2590</td>
<td>EMPLOYEE TRAINING AND DEVELOPMENT.</td>
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<td>Introduction to organizational training and development through the assessment of training needs in the workplace. Topics include designing and implementing training and development programs; methods of evaluating the effectiveness of these programs; and use of media and technology. Formerly offered as MGT-2590. Students may not receive credit for both MGT-2590 and BMT-2590. Prerequisite: Reading proficiency.</td>
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<tr>
<td>BMT-2610</td>
<td>HUMAN RESOURCE MANAGEMENT.</td>
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<td>Principles and practices of human resource management in the business organization. Formerly offered as MGT-2610. Students may not receive credit for both MGT-2610 and BMT-2610. Prerequisite: Reading proficiency.</td>
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<tr>
<td>BMT-2620</td>
<td>HUMAN RESOURCE INFORMATION SYSTEMS.</td>
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<td>An overview and analysis of various ways human resource professionals keep and monitor confidential information, examine the systems required, justifications of needs, system costs, and implementation. Outsourcing will be examined as a viable alternative to implementing technological infrastructures. Prerequisite: BMT-1010 and INT-1010 (formerly CIS-1010).</td>
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<tr>
<td>BMT-2630</td>
<td>INTERNATIONAL MANAGEMENT.</td>
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<td>This course provides future managers with the basic skills and knowledge necessary for transition into the world of international business. Formerly offered as MGT-2630. Students may not receive credit for both MGT-2630 and BMT-2630. Prerequisite: Reading proficiency.</td>
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<tr>
<td>BMT-2650</td>
<td>PURCHASING, CONTRACTING AND MATERIALS MANAGEMENT.</td>
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<td>Procurement and materials management, including specifications, source selection, pricing, contracting and inventory control. Formerly offered as MGT-2650. Students may not receive credit for both MGT-2650 and BMT-2650. Prerequisite: Reading proficiency.</td>
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<tr>
<td>BMT-2660</td>
<td>CONFLICT MANAGEMENT.</td>
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<td>Powerful techniques for dealing effectively and confidently with difficult situations. Building and strengthening more cooperative and productive working relationships. Formerly offered as MGT-2660. Students may not receive credit for both MGT-2660 and BMT-2660. Prerequisite: Reading proficiency.</td>
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<td>BMT-2670</td>
<td>SPORTS MANAGEMENT.</td>
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<td>Focuses on the foundations of the sports management function, preparation of professionals to apply communication, leadership and managerial skills in a variety of career positions in the sports management field. Students will develop knowledge, skills, and application processes to become effective in various positions. Prerequisite: BMT-1010.</td>
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BMT-2680  ENTREPRENEURSHIP.  3 CREDITS
Coverage of the basic characteristics of entrepreneurship and the free enterprise system. The course is designed to acquaint students with the many diverse areas of entrepreneurship, from beginning to end, including but not limited to: identifying a viable product or service, target markets, financing and ethics. It is designed to provide further understanding of the vital role of business ownership in a free society. Formerly offered as MGT-2680. Students may not receive credit for both MGT-2680 and BMT-2680. Capstone Course: Students must complete a minimum of 47 credits prior to enrolling in this course. A minimum cumulative GPA of 2.00 or better is also required.

BMT-2700  STRESS MANAGEMENT IN THE WORKPLACE.  3 CREDITS
Designed to provide a comprehensive approach to stress management. Through a combination of lectures, experiential learning and self assessment, students will have an opportunity to develop their own strategy for stress management. Formerly offered as MGT-2700. Students may not receive credit for both MGT-2700 and BMT-2700. Prerequisite: Reading proficiency.

BMT-2720  MANAGING WORKPLACE DIVERSITY.  3 CREDITS
This course examines diversity in the workplace and the resulting challenges to corporate culture in developing an understanding of diversity. Formerly offered as MGT-2720. Students may not receive credit for both MGT-2720 and BMT-2720. Prerequisite: Reading proficiency; MGT-1600 recommended.

BMT-2750  LEADERSHIP DEVELOPMENT.  3 CREDITS  H
Development of practical, effective workplace leadership skills through study, observation and application. Integrates readings from humanities, experiential exercises, films and contemporary readings on leadership. (Credit may not be received for both SPH-2750 and BMT-2750.) Formerly offered as MGT-2750. Students may not receive credit for both MGT-2750 and BMT-2750. Prerequisites: Reading and oral proficiency. (Honors version available.)

BMT-2860  CYBER LAW.  3 CREDITS
Examines current and emerging cyber law issues that are critical to business, government and individuals. Students will examine jurisdiction; protection of intellectual property; contracts and licensing agreements; sales tax; raising equity capital online; privacy; obscenity in cyberspace; defamation; Internet and information security; computer crime; and ethics. The goal is to address these issues in a practical, business-oriented manner and to advance sophistication in the field. As this is a dynamic discipline, subject areas and course materials may vary, as needed, with future developments in the field. Formerly offered as MGT-2860. Students may not receive credit for both MGT-2860 and BMT-2860. Prerequisite: Reading proficiency. BUS-1220 recommended.

BMT-2880  EMERGENCY MANAGEMENT.  3 CREDITS
Provides individuals and organizations with tools to prepare for and recover from both natural and man-made disasters. Students will gain an understanding of risk and crisis management, the need for business continuity and information assurance planning, as well as addressing the leadership, human, organizational and public policy components of disasters. The final project will be a disaster recovery management plan. Formerly offered as MGT-2880. Students may not receive credit for both MGT-2880 and BMT-2880. Prerequisite: Reading proficiency.

BMT-2882  HEALTH CARE MANAGEMENT.  3 CREDITS
Explores basic concepts of management theory as applied to health care. Students will examine the structure of the health care delivery system and management functions such as planning, organizing, directing and controlling. They also will approach health care from a systems and efficiency perspective. Emphasis also will be placed on the need for cost controls as a way of ensuring quality health care. Prerequisite: Reading proficiency.
BMT-2890H  HONORS COLLOQUIUM IN MANAGEMENT.  3 CREDITS
This honors colloquium will examine special topics in the field of management and their relevance across disciplinary perspectives. The issues to be addressed in each colloquium will vary from semester to semester. These courses are designed for students in the Honors program, but are open to others with the approval of the honors coordinator and the instructor. Formerly offered as MGT-2890H. Students may not receive credit for both MGT-2890H and BMT-2890H. Prerequisites: Reading proficiency and permission of instructor or honors coordinator.

BMT-2910–2930  COOPERATIVE EDUCATION.  1–3 CREDITS
A maximum of six credits of cooperative education and internship experiences may be applied to any degree. These credits may not transfer to all four-year institutions. Contact the Career Services Office, Marlboro Hall, Room 2102, 301-322-0109, for more complete information.

BMT-2960  EMOTIONAL INTELLIGENCE IN THE WORKPLACE.  3 CREDITS
Superior performance requires both intellectual and emotional intelligence. This course provides a fundamental understanding of how emotional intelligence (EI) impacts communication, leadership, and decision-making styles as well as how to better utilize EI in managing cross-functional teams and overall workforce productivity. Formerly offered as MGT-2960. Students may not receive credit for both MGT-2960 and BMT-2960. Prerequisite: Reading Proficiency.

BMT-2990  SPECIAL TOPICS: MONEY AND BANKING II.  1 CREDIT
Uses the concepts learned in BMT-1990 to develop a presentation on monetary policy that a team of students will deliver to Federal Reserve Officials at the Federal Reserve Bank in Baltimore. (Also offered as ECN-2990. Students may not receive credit for both ECN-2990 and BMT-2990.) Formerly offered as MGT-2990. Students may not receive credit for both MGT-2990 and BMT-2990. Prerequisite: BMT-1990.

BUSINESS MARKETING (BMK)
Business Studies Department | Bladen Hall, Room 210 | 301-322-0080

BMK-2510  INTRODUCTION TO MARKETING.  3 CREDITS
Principles and techniques of marketing goods and services, including advertising, sales promotion, retailing, and wholesaling. Formerly offered as MKG-2510. Students may not receive credit for both MKG-2510 and BMK-2510. Prerequisite: Reading proficiency.

BMK-2600  SPORTS MARKETING.  3 CREDITS
Investigates basic foundations, marketing strategies and promotion techniques related to sports marketing. Students will explore the four domains of sports marketing, an introduction to sponsorship, licensing, endorsements, distribution, and emerging issues and careers in sports marketing. Prerequisite: BMT-1010.

BMK-2630  INTERNATIONAL MARKETING.  3 CREDITS
An understanding of the principles of marketing within the context of the international market. Formerly offered as MKG-2630. Students may not receive credit for both MKG-2630 and BMK-2630. Prerequisite: Reading proficiency.

BMK-2710  SALESMANSHIP.  3 CREDITS
Ideas and techniques used in selling and their relationship to specific products and services. Development and maintenance of a sales organization and its personnel. Formerly offered as MKG-2710. Students may not receive credit for both MKG-2710 and BMK-2710. Prerequisite: Reading proficiency.

BMK-2730  RETAIL BUSINESS MANAGEMENT.  3 CREDITS
Overview of retail business, including types of businesses, their organization, retail buying, selling, advertising, and merchandising. Formerly offered as MKG-2730. Students may not receive credit for both MKG-2730 and BMK-2730. Prerequisite: Reading proficiency.
BMK-2770  ADVERTISING.  3 CREDITS
Overview of the advertising world, including use of media, research and development of ideas, writing copy, and producing radio and television commercials. Formerly offered as MKG-2770. Students may not receive credit for both MKG-2770 and BMK-2770. Prerequisite: Reading proficiency.

BMK-2910–2930  COOPERATIVE EDUCATION.  1–3 CREDITS
A maximum of six credits of cooperative education and internship experiences may be applied to any degree. These credits may not transfer to all four-year institutions. Contact the Career Services Office, Marlboro Hall, Room 2102, 301-322-0109, for more complete information.

BUSINESS PROPERTY MANAGEMENT (BPM)
Business Studies Department | Bladen Hall, Room 210 | 301-322-0080

BPM-1010  INTRODUCTION TO RESIDENTIAL PROPERTY MANAGEMENT.  3 CREDITS
This course is designed to prepare students to manage multi-family properties. The management of rental property (apartments) is emphasized, but common interest realty associations (CIRA) and other residential property (manufactured and senior housing and single family homes) are also covered. Course topics include: Forms and goals of ownership, leasing, human resource management, property operations, resident policies, marketing, budgeting and planning, legal and risk management, and government regulations. Prepares students for entry-level positions as leasing consultants or assistant property managers, as well as for further professional training and certification. Formerly offered as RPM-1010. Students may not receive credit for both RPM-1010 and BPM-1010. Prerequisites: Reading, English, and mathematics proficiency.

BPM-1020  MAINTENANCE FOR RESIDENTIAL PROPERTY MANAGEMENT.  3 CREDITS
Designed to prepare students to develop and implement maintenance systems for residential properties. Course topics include: The property manager’s role in maintenance; conducting inspections; developing and scheduling maintenance programs; budgeting for maintenance; staffing and contracting; energy management; customer service; government codes and regulations; and safety and security. Formerly offered as RPM-1020. Students may not receive credit for both RPM-1020 and BPM-1020. Prerequisite: BPM-1010.

BPM-2910–2930  COOPERATIVE EDUCATION.  1–3 CREDITS
Capstone Courses: Students must complete a minimum of 47 credits prior to enrolling in these courses. A minimum cumulative GPA of 2.00 or better is also required. A maximum of six credits of cooperative education and internship experiences may be applied to any degree. These credits may not transfer to all four-year institutions. Contact the Career Services Office, Marlboro Hall, Room 2102, 301-322-0109, for more complete information.

BUSINESS REAL ESTATE (BRE)
Business Studies Department | Bladen Hall, Room 210 | 301-322-0080

All real estate courses are offered in both credit and noncredit modes. Noncredit CEUs in RES-329 may be converted to academic credit through examination. RES-368 and RES-369 can be converted to BRE-2030. Consult program coordinator for details.

BRE-1030  REAL ESTATE PRINCIPLES AND PRACTICES FOR SALESPERSONS.  4 CREDITS
Satisfies the 60-hour educational requirement for real estate salesperson licensure. Introduces concepts of property type, various interests in real estate and how they are held, property description, agency, real estate mathematics, property valuation, finance, settlement computations, contract law, real estate finance, transfer of title and taxation. It also presents details of Maryland real estate license law and relevant sections of real property and other statutes that affect the delivery of real estate brokerage services dealing with agency, property disclosure, Fair Housing, real estate ethics, and environmental concerns. Formerly offered as RLS-1030. Students may not earn credit for both RLS-1030 and BRE-1030. Prerequisite: Reading proficiency.
BRE-2030  REAL ESTATE FINANCE AND INVESTMENT.  3 CREDITS
Decision-making analysis for real estate investment based on both the characteristics of the investment property and the availability and cost of funds appropriate for the project. Cash-flow forecasting, arranging financing, creative financing, tax implications and timing of disposal of property. Uses spreadsheets and financial calculators. Formerly offered as RLS-2030. Students may not earn credit for both RLS-2030 and BRE-2030. Prerequisites: Reading and arithmetic proficiency.

BRE-2910–2930  COOPERATIVE EDUCATION.  1–3 CREDITS
A maximum of six credits of cooperative education and internship experiences may be applied to any degree. These credits may not transfer to all four-year institutions. Contact the Career Services Office, Marlboro Hall, Room 2102, 301-322-0109, for more complete information.

CAREER ASSESSMENT AND PLANNING (CAP)
Career Services | Marlboro Hall, Room 2129 | 301-322-0109

CAP-1050  PORTFOLIO DEVELOPMENT.  3 CREDITS
Students develop a portfolio that documents college-level learning acquired from life/work experience including business, the military, and volunteer/community involvement. Required for Prior Learning Assessment (PLAN) credit through the portfolio assessment process. Prerequisite: Reading and English proficiency and permission of PLAN coordinator.

CAP-1310  CAREER ASSESSMENT AND PLANNING.  3 CREDITS
An intensive, comprehensive exploration of students’ marketable skills, interests, abilities, and values. Follows a career decision-making process that results in clear career goals and implementation plans.

CAP-1320  GETTING A JOB AND KEEPING IT.  1 CREDIT
This course is designed for students who are in the process of searching for a job. It will help the student begin to understand their most valuable career asset—their unique talent—in the form of marketable skills. The student will learn procedures designed to develop skills that will match their talents with a job, help them acquire that “dream” job, and help them grow in their job/career.

CHEMISTRY (CHM)
Physical Sciences and Engineering Department | Chesapeake Hall, Room 100 | 301-322-0420

CHM-1010  GENERAL CHEMISTRY I.  4 CREDITS SC
University-parallel introductory chemistry sequence. Structure of matter, bonding, reactions and changes of state. Prerequisite: MAT-0104 or appropriate test score. 3 class/3 lab/1 rec hours.

CHM-1020  GENERAL CHEMISTRY II.  3 CREDITS SC
Continuation of university-parallel sequence. Systems in equilibrium, thermodynamics, electrochemistry, kinetics, and nuclear chemistry. Prerequisite: CHM-1010.

CHM-1030  GENERAL CHEMISTRY II LABORATORY.  2 CREDITS
Introduction to quantitative, qualitative and instrumental analysis with applications to a broad range of chemical systems. Prerequisite: CHM-1010; CHM-1020 completed or concurrent. 1 class/3 lab hours.

CHM-1120  ESSENTIALS OF ORGANIC AND BIOCHEMISTRY.  4 CREDITS
A one-semester survey of organic chemistry. Introduction to organic nomenclature and reactions, characteristics of biochemical compounds with biological applications, and basic laboratory procedures. Prerequisite: CHM-1010. 3 class/4 lab hours.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CHM-2010</td>
<td>ORGANIC CHEMISTRY I.</td>
<td>4</td>
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<tr>
<td></td>
<td>University-parallel organic chemistry sequence.</td>
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<td></td>
<td>Classes of organic compounds and their reactions,</td>
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<tr>
<td></td>
<td>stereochemistry and reaction mechanisms, and</td>
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<td></td>
<td>basic laboratory techniques for synthesis and</td>
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<td></td>
<td>analysis. Prerequisite: CHM-1020. 3 class/4 lab</td>
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<td>hours.</td>
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<tr>
<td>CHM-2020</td>
<td>ORGANIC CHEMISTRY II.</td>
<td>3</td>
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<tr>
<td></td>
<td>Continuation of CHM-2010 with emphasis on</td>
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<td></td>
<td>reaction mechanisms, synthesis, and spectroscopy</td>
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<td></td>
<td>of organic compounds. Prerequisite: CHM-2010.</td>
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<tr>
<td>CHM-2040</td>
<td>ORGANIC CHEMISTRY II LABORATORY.</td>
<td>2</td>
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<tr>
<td></td>
<td>Experiments in organic synthesis and analysis of</td>
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<td></td>
<td>compounds from CHM-2020 with emphasis on</td>
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<td></td>
<td>microscale and instrumental techniques,</td>
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<td></td>
<td>including spectroscopy. Prerequisite: CHM-2020</td>
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<td>completed or concurrent. 4 lab hours.</td>
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<tr>
<td>CHM-2050</td>
<td>INSTRUMENTAL ANALYSIS.</td>
<td>4</td>
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<tr>
<td></td>
<td>The use of scientific instruments in forensic</td>
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<td>testing is the focus of this course. Lectures</td>
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<td></td>
<td>and laboratories cover instrumentation theory,</td>
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<td>data systems, method development and qualitative</td>
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<td></td>
<td>and quantitative analytical techniques.</td>
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<td>Techniques discussed with laboratory activities</td>
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<td></td>
<td>include gas chromatography (GC), infrared</td>
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<td>spectrometry (IR), ultraviolet-visible</td>
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<td>spectrometry (UV-Vis), high-performance liquid</td>
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<td>chromatography (HPLC), and gas chromatography-</td>
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<td>mass spectrometry (GC-MS). (Credit will not be</td>
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<td>given for both FOS-2050 and CHM-2050). Prerequisites: CHM-1020 and CHM-1030. 3 class/4 lab hours.</td>
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<tr>
<td>CHM-2070</td>
<td>SURVEY OF BIOCHEMISTRY.</td>
<td>3</td>
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<tr>
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<td>An interdisciplinary examination of living</td>
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<td>systems at the chemical level. Topics include</td>
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<td>structure and function of macromolecules, with</td>
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<td></td>
<td>an emphasis on protein structure and enzyme</td>
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<td>function, cellular energetics, and cellular</td>
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<td>respiration. Prerequisites: BIO-1140 and CHM-2010.</td>
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<tr>
<td>CHM-2890H</td>
<td>HONORS COLLOQUIUM IN CHEMISTRY.</td>
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<tr>
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<td>This Honors Colloquium will examine special</td>
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<td>topics in the field of chemistry and its</td>
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<td>relevance across disciplinary perspectives. The</td>
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<td>issues to be addressed in each colloquium will</td>
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<td>vary from semester to semester. These courses</td>
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<td></td>
<td>are designed for students in the Honors program,</td>
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<td>but are open to others with the approval of the</td>
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<td>honors coordinator or the instructor. Prerequisites: Reading proficiency and permission of the instructor or honors coordinator.</td>
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<td>CHM-2910–2930</td>
<td>COOPERATIVE EDUCATION.</td>
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<td>A maximum of six credits of cooperative education</td>
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<td>and internship experiences may be applied to any</td>
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<td>degree. These credits may not transfer to all</td>
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<td>four-year institutions. Contact the Career</td>
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<td>Services Office, Marlboro Hall, Room 2102,</td>
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<td>301-322-0109, for more complete information.</td>
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<tr>
<td>CHM-2990H</td>
<td>HONORS SEMINAR IN ENGINEERING AND SCIENCE</td>
<td>1</td>
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<tr>
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<td>(SPECIAL TOPICS).</td>
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<td>Seminar course that introduces and studies</td>
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<td>emerging issues in science, engineering,</td>
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<td></td>
<td>technology, and mathematics. Topics vary by</td>
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<td>semester. Also offered as BIO-2990H and EGR-2990</td>
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<td>H. Prerequisites: A 3.00 GPA, completion of a</td>
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<td>minimum of 18 credits in courses offered by the</td>
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<td>division of Science, Technology, Engineering,</td>
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<td>and Mathematics, and permission of the</td>
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<td>instructor or the honors program coordinator.</td>
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<td>CHINESE (CHN)</td>
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<tr>
<td>Language Studies Department</td>
<td>Bladen Hall, Room 309</td>
<td>301-322-0946</td>
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<tr>
<td>CHN-1000</td>
<td>CHINESE FOR BEGINNERS.</td>
<td>3</td>
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<tr>
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<td>Designed for students who are true beginners</td>
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<td>without any background knowledge of the Chinese</td>
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<td>language. This course will focus on the four</td>
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<td>skills of listening, speaking, reading, and</td>
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<td>writing. Students will learn Mandarin</td>
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<td>pronunciation, grammar, and Chinese</td>
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<td>characters. 3 class/1 lab hour or equivalent.</td>
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</tbody>
</table>
CHN-1010  ELEMENTARY CHINESE.  3 CREDITS
A continuation of CHN-1000 which will focus on the four skills of listening, speaking, reading, and writing. Students will learn Mandarin pronunciation, grammar, and Chinese characters. Prerequisite: CHN-1000. 3 class/1 lab hour or equivalent.

COLLEGE LEARNING SKILLS (CLS)
Career Assessment and Planning Department | Bladen Hall, Room 122 | 301-322-0886

CLS-1030  LEARNING TO LEARN: A PROBLEM-SOLVING APPROACH.  3 CREDITS
This course covers problem solving, personal learning styles, motivation, concentration, time management, test taking and vocabulary development. Students will apply the skills and strategies in content area courses. Prerequisite: Reading proficiency.

CONSTRUCTION MANAGEMENT (CSM)
Information and Engineering Technology Department | Center for Advanced Technology, Room 129 | 301-322-0752

CSM-1410  CONSTRUCTION MATH.  3 CREDITS
Specialized mathematics for the construction industry. Useful for success in core construction management courses and required for estimating. Includes dimensional conversions, basic computations of areas and volumes, comparison of estimations and exact calculations, and cost calculations. (May also be taken as a noncredit course, CST-337 Construction Math.)

CSM-1450  CONSTRUCTION MANAGEMENT I.  3 CREDITS
Construction contracting and the workings of the construction industry with an emphasis on responsibilities of middle management in a construction project. (May also be taken as a noncredit course, CST-335 Construction Management I.)

CSM-1460  CONSTRUCTION METHODS AND MATERIALS.  3 CREDITS
Introduction to the materials and techniques used in the construction of commercial wood, steel, and concrete buildings. Covers site-work, structure, building exterior, finishes, mechanical systems, and electrical systems. (Credit may not be received for both CSM-1460 and ENT-161.) (May also be taken as a noncredit course, CST-382 Construction Methods and Materials.)

CSM-1470  CONSTRUCTION PLANNING AND SCHEDULING.  3 CREDITS
Comprehensive overview and analysis of the requirements and use of planning and scheduling as an effective management tool. Includes the use of Microsoft Project with special emphasis on the planning process. (May also be taken as a noncredit course, CST-354 Construction Planning and Scheduling.)

CSM-1480  CONSTRUCTION ESTIMATING.  3 CREDITS
Introduction to construction estimating, including its purpose, methods of preparing estimates, types of estimates and handling of construction trades. (May also be taken as a noncredit course, CST-383 Construction Estimating I.) Prerequisite: CSM-1410.

CSM-1500  CONSTRUCTION SURVEYING.  3 CREDITS
A course designed for construction personnel who must implement and lay out a site development plan. Lectures and hands-on field work help the student develop an understanding and use of the builder transit/level in all phases of construction. Recommended: MAT-1120, completed or concurrent.

CSM-1510  RESIDENTIAL CONSTRUCTION MANAGEMENT.  3 CREDITS
An overview of the residential construction process, from concept through design, finance and construction, to turnover. This course is aimed at the owner/builder and is designed to explain his/her role in each step of the process. (May also be taken as a noncredit course, CST-346 Build Your Own House.)
CSM-1600  CONSTRUCTION SAFETY.  3 CREDITS
OSHA policies, procedures, standards, and safety and health principles, including the scope and application of the 29 CFR-1926. Students successfully completing the course will receive OSHA 30-hour construction safety cards. (May also be taken as a noncredit course, CST-311 Construction Safety.)

CSM-1830  CONSTRUCTION PRINT READING.  3 CREDITS
Covers reading and interpreting construction drawings and specifications of residential and light commercial buildings. Emphasis is on the architectural, mechanical, and site aspects of working drawings. Topics include plan and elevation views, symbols and notations, scaling and dimensional practices, structural information, detail drawings, plot plans, and reading drawings for trade information. (May also be taken as a noncredit course, CST-345 Construction Print Reading.)

CSM-1850  CONSTRUCTION QUALITY CONTROL.  3 CREDITS
General overview of the contractor's quality control (QC) as it pertains to each trade on the job. Includes documentation, support and the interaction between construction and QC. (May also be taken as a noncredit course, CST-309 Construction Quality Control.)

CSM-1860  CONSTRUCTION CODES.  3 CREDITS
Overview, basis, and structure of the International Building Code, with emphasis on commercial construction. Provides students with the ability to conduct a code compliance inspection.

CSM-2310  CONSTRUCTION ENTREPRENEURSHIP.  3 CREDITS
The initial considerations and decisions needed to successfully start a construction company, plus the business and regulatory requirements that must be met during the startup phase of a construction business. (May also be taken as a noncredit course, CST-389 Start Your Own Construction Company.)

CSM-2410  COMMUNICATION AND COMPUTERS IN CONSTRUCTION.  3 CREDITS
This course combines the everyday communications that are a vital part of the construction process with the use of computers as their main tool. The communication side covers the four main avenues (speaking, listening, reading, writing) with clarity and focus. The computer side covers spreadsheets, word processing, scheduling, and money control.

CSM-2450  CONSTRUCTION MANAGEMENT II.  3 CREDITS
Contracting requirements of the construction project. Requirements stated in contract documents incorporate the scope of work and terms and conditions between the client and constructor. Course emphasizes the importance of economics and legal ramifications of the project documents. Prerequisite: CSM-1450. (May also be taken as a noncredit course, CST-396 Construction Management II.)

CSM-2610  BUILDING MECHANICAL AND ELECTRICAL SYSTEMS.  3 CREDITS
Overview of the systems in a commercial building—plumbing, HVAC, sprinkler, elevator, electrical (power, fire alarm, communications, and security), and their controls. Emphasis is on understanding system function and interconnection, rather than design. (May also be taken as a noncredit course, CST-415, Mechanical and Electrical Systems in Construction)

CSM-2850  LEADERSHIP IN CONSTRUCTION.  3 CREDITS
Principles of effective leadership as they apply to the construction industry, both in the field and in the office. Directed to all levels of responsibility from field foreman to upper management.
CSM-2900 CONSTRUCTION ENTERPRISE PROJECT. 3 CREDITS
Working in teams, students will use the knowledge gained in previous courses to manage a multi-million-dollar construction project from start to finish. The teams will be presented with an initial design and create bids and schedules to run the job. Supervising faculty will present the teams with problems, disputes, and conflicts that must be dealt with to successfully complete a quality product on time and within budget. The teams also will produce written reports and oral presentations during the project. Prerequisites: CSM-1450, CSM-1460, CSM-1470, CSM-1480, and CSM-1830. Capstone Course: In addition to all prerequisites, students must complete a minimum of 46 credits of courses relevant to the major prior to enrolling in this course. A minimum cumulative GPA of 2.00 or better is also required.

CSM-2910–2930 COOPERATIVE EDUCATION. 1-3 CREDITS
A maximum of six credits of cooperative education and internship experiences may be applied to any degree. These credits may not transfer to all four-year institutions. Contact the Career Services Office, Marlboro Hall, Room 2102, 301-322-0109, for more complete information.

CORRECTIONAL SERVICES (COR)
Public Safety and Law Department | Bladen Hall, Room 208 | 301-322-0553

COR-1510 INTRODUCTION TO CORRECTIONS. 3 CREDITS
A survey of the corrections field, including courts, detention, sentencing, adult institutions, probation, parole, and staffing and personnel issues. The history and philosophy of corrections will be examined with the purpose of building a framework for understanding current sentencing and correctional practices. Prerequisite: Reading proficiency.

COR-1530 CORRECTIONS MANAGEMENT. 3 CREDITS
A study of the concepts, planning considerations, management theory and operational implications for staffing, security, safety, and treatment in the effective management of prisons, jails and detention facilities. Prerequisite: Reading proficiency.

COR-2510 PROBATION, PAROLE AND COMMUNITY-BASED CORRECTIONS. 3 CREDITS
A study of the philosophy and functioning of community-based corrections organizations, specifically probation and parole. Emphasis is placed on the historical development of community-based practices, analysis of potential alternatives to current parole and probation procedures, including restorative justice measures and discussion of important issues and problems currently facing community-based corrections. Prerequisite: Reading proficiency.

CRIMINAL JUSTICE (CJT)
Public Safety and Law Department | Bladen Hall, Room 208 | 301-322-0553

CJT-1510 INTRODUCTION TO CRIMINAL JUSTICE. 3 CREDITS
A survey of the history, philosophy, and social development of police, courts, and corrections in a democratic society. Identification and operations of local, state, and federal agencies will be covered with criminal justice career orientation. Prerequisite: Reading proficiency.

CJT-1520 POLICE OPERATIONS. 3 CREDITS
An exploration of the field of law enforcement, to include the duties, authority, responsibilities, and rights of the uniformed police officer. Emphasis is placed upon the function of patrol officers as it relates to the foundations of policing in America. Prerequisite: Reading proficiency.

CJT-1530 COMMUNITY POLICING. 3 CREDITS
A study of the relationship between police and the community with recommendations for ways of working together to reduce crime. Emphasis is placed on policing in a culturally diverse society. (Credit may not be received for both SOC-1530 and CJT-1530.) Prerequisite: Reading proficiency.
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CJT-1540</td>
<td>Police Management</td>
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<td>A study of the administration of police to include the organizational structure, function, and theory related to the practice of police management. Prerequisite: Reading proficiency.</td>
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<tr>
<td>CJT-1550</td>
<td>Juvenile Delinquency</td>
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<td>A study of the causes and trends of youth crime. The prediction, prevention, treatment, and control of juvenile delinquency by social control agencies is examined relative to social policies needed to reduce its incidence. The organization and procedures of the juvenile justice system will be explored. Prerequisite: Reading proficiency.</td>
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<tr>
<td>CJT-1620</td>
<td>Victimology</td>
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<td>The study of the victims of crime and their impact on the administration of justice. Prerequisite: Reading proficiency. (Offered spring semester only.)</td>
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<tr>
<td>CJT-1700</td>
<td>Domestic Violence</td>
<td>3</td>
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<td>The study of domestic violence and the ways in which the criminal justice system deals with this problem. Prerequisite: Reading proficiency. (Offered only in the fall semester.)</td>
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<tr>
<td>CJT-1730</td>
<td>Introduction to Security</td>
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<td>An introduction to the basic principles and concepts of security and asset protection, from historical and modern-day points of view. Emphasis is on the protection of assets, personnel, and facilities involving both private and government entities.</td>
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<tr>
<td>CJT-1740</td>
<td>Security Operations</td>
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<td>An examination of the increasing role private security plays in crime prevention, detection and investigation. Emphasis is on physical and procedural operations.</td>
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<tr>
<td>CJT-2510</td>
<td>Criminal Law</td>
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<td>A study of substantive criminal law, including elements of state and federal crimes. Constitutional limitations on the types of conduct that can be criminalized, affirmative defenses to criminal liability, appropriate criminal statutes, and interpretive court decisions will be examined. Prerequisite: Reading proficiency.</td>
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<td>CJT-2530</td>
<td>Criminal Investigation</td>
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<td>A study of the fundamental principles and procedures employed in the investigation of crime. Emphasis is placed on the investigation of specific crimes, the identification of sources of information and the procedures necessary for the proper handling of evidence. The course is designed to develop a working knowledge of the steps of investigation beginning with the initial security of the crime scene and concluding with the presentation of evidence and proper testimony in court. Prerequisite: Reading proficiency.</td>
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<tr>
<td>CJT-2540</td>
<td>Criminal Evidence and Procedure</td>
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<td>An examination of the principles and techniques of criminal procedure employed during trials to determine the admissibility of physical and testimonial evidence. An analysis of laws and court decisions relating to admissibility is emphasized. Prerequisite: Reading proficiency.</td>
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<tr>
<td>CJT-2560</td>
<td>Terrorism and Biosecurity</td>
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<td>A survey of historical, current and future acts of foreign and domestic terrorism. Emphasis is placed on the threat of terrorism, both nationally and Internationally, weapons of mass destruction, and biological, chemical, nuclear and cyber agents. Includes investigative methods and procedures and the development of response plans. Prerequisite: Reading proficiency.</td>
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</table>
CJT-2800  PROFESSIONAL ETHICS IN CRIMINAL JUSTICE.  3 CREDITS
Examines the decision-making process of those involved in the field of public safety, including law enforcement and corrections, as it relates to morals, values, integrity, discretion and authority. The course queries ethics relating to the fair and equal treatment of those involved in the criminal justice process to include criminal justice personnel, victims, and criminals. Topics relating to the history, definition, categories, and theories of ethics; lying and deception as it relates to the field of criminal justice; prejudice and discrimination in the field of criminal justice; and abuse of authority specific to the field of criminal justice will be examined. Prerequisite: Reading proficiency.

CJT-2900  CAPSTONE SEMINAR IN CRIMINAL JUSTICE.  3 CREDITS
This course is the culmination of the criminal justice students’ academic experience. It serves to synthesize the knowledge gained from courses taken within the criminal justice curriculum and better prepare the graduate to progress to upper-level studies in the discipline, or for entry-level career positions in the criminal justice field. Among other requirements, the student will develop and prepare an individual research project that will be presented to the class, as well as an external audience. The course also includes a comprehensive final examination based on the programs’ learning outcomes. Capstone Course: In addition to completing prerequisite courses, students must also have completed a minimum of 45 credits and all required criminal justice (CJT) courses before enrolling in this course. A minimum GPA of 2.00 is also required. Prerequisites: CJT-1510, CJT-1520, CJT-1530, CJT-1540, CJT-1550, CJT-2510, CJT-2530, CJT-2540, and CJT-2800.

CJT-2910–2930  CJT INTERNSHIP.  1–3 CREDITS
The internship is a practicum with measurable learning objectives designed to broaden the educational experience. Students are assigned to appropriate governmental and private criminal justice agencies. A maximum of six credits of cooperative education and internship experiences may be applied to any degree. These credits may not transfer to all four-year institutions. Contact the Career Services Office, Marlboro Hall, Room 2102, 301-322-0109, for more complete information.

CULINARY ARTS (CUL)
Hospitality, Tourism, and Culinary Arts Department | Chesapeake Hall, Room 100 | 301-341-3090

CUL-1100  INTRODUCTION TO CULINARY ARTS.  3 CREDITS
Introductory food production class for culinary students. Topics include the theories and methods of cooking, vocabulary, and the development of safe and sanitary kitchen practices. Production items will include vegetable and starch preparation, stocks and soups, and egg cookery. Prerequisite: HSM-1550 completed or concurrent. 2 class/2 lab hours.

CUL-1150  FOOD PRODUCTION I.  3 CREDITS
A continuation of CUL-1100. Topics include stocks, soups, sauces, beef, pork and poultry items, vegetables, and starches. Utilizing recipes and techniques as presented in class, students will prepare a number of buffets. Prerequisite: CUL-1100. 1 class/4 lab hours

CUL-1300  BAKING SKILLS.  3 CREDITS
An introductory course in the principles of baking, with emphasis on bakeshop ingredients, their function, measurement, and scaling. Scratch baked items to include quick breads and muffins, yeast breads, cookies, Danish pastries, and assorted pies. Prerequisite: CUL-1100. 1 class/4 lab hours

CUL-2150  FOOD PRODUCTION II.  3 CREDITS
An advanced food production class. Production topics will include principles of plate presentation, entrée, starch, vegetables, seafood, veal, and lamb cookery. Additional topics will include menu construction, pricing, and production. Prerequisite: CUL-1150. 1 class/4 lab hours
CUL-2200  GARDE MANGER AND CATERING.  3 CREDITS
This course focuses on cold food preparation and presentation in buffet and catering applications, including appetizers, hors d’oeuvres, canapés, pates, sausages, terrines and buffet salads, buffet design, layout and execution, and menu planning. Prerequisite: CUL-2150. 1 class/4 lab hours

CUL-2300  ADVANCED BAKING AND PASTRY.  3 CREDITS
A continuation of CUL-1300. Topics include tarts, cakes, and restaurant-style desserts, production and use of sauces, and plate presentations. Students will be required to create a dessert menu and demonstrate baking proficiency through production of selected menu items. Prerequisites: CUL-1100 and CUL-1300. 1 class/4 lab hours

CUL-2450  INTERNATIONAL CUISINE.  3 CREDITS
A continuation of CUL-2150. Production will include French, Italian, Asian, and other ethnic and regional cuisines. Discussion topics will include indigenous ingredients, flavors, cooking methods, and techniques. Prerequisite: CUL-2150. 1 class/4 lab hours.

CUL-2760  INTERNSHIP.  3 CREDITS
This course is a 600-hour paid work internship in a food production environment (two 300-hour internships). Student will prepare a report detailing their experience. Students are required to have the internship approved by the program coordinator. Prerequisite: CUL-1150 and permission of the program coordinator.

DEVELOPMENTAL ENGLISH (DVE) Courses meet for 3 class hours and 2 open-lab hours per week or equivalent.

DVE-0009  FUNDAMENTAL LANGUAGE SKILLS.  0 CREDITS (4 EHS)
Preparation for DVE-0011. This course helps students write various types of clear, concise sentences and coherent paragraphs. It emphasizes basic sentence structure and includes practice with subjects and verbs, fragments and run-on sentences, and sequence of tenses. Four equivalent hours (EHs) awarded for successful completion. (Formerly DLS-0031. Students who have passed DLS-0031 should not take this course.)

DVE-0011  DEVELOPMENTAL COMPOSITION.  0 CREDITS (4 EHS)
Preparation for credit-level English. This course develops basic English skills and familiarizes students with the fundamental principles of written communication. It emphasizes writing clear, effective paragraphs and correcting weaknesses in sentence structure, grammar, and usage. Four equivalent hours (EHs) awarded for successful completion.

DEVELOPMENTAL LEARNING SUPPORT (DLS)
Learning Foundations Division | Marlboro Hall, Room 2118 | 301-322-0495

DLS-0011  FUNDAMENTAL ARITHMETIC SKILLS.  0 CREDITS (2 EHS)
Preparation for DVM-0031. Review of basic arithmetic operations on whole numbers, fractions and decimals, including number properties. Two equivalent hours (EHs) awarded for successful completion.

DEVELOPMENTAL MATH (DVM)
Developmental Mathematics Department | Marlboro Hall, Room 2118 | 301-322-0495

The Developmental Mathematics courses prepare students for programs that require MAT-0104 as a prerequisite. All students enrolling in their first DVM course must take PAS-1030 Math Confidence Building (1 Credit) or PAS-1010 Principles and Strategies of Successful Learning (3 Credits) during that same semester.

The Developmental Mathematics Sequence (DMS), which includes DVM-0031, DVM-0071, and MAT-0104, has been redesigned. The DMS is being introduced in the fall 2012 semester (in sections ending with the letter “M”), with full implementation in the spring.
2013 semester. These newly formatted classes will be very different from traditional mathematics classes. They will be scheduled in modern computer classrooms featuring an individual computer-based study using a sequence of modules. Students must master the content of one module before moving to the next module. An instructor-tutor team will be assigned to each class and will provide students guidance and mini-lessons when needed and will include supplemental learning activities. This new design model offers students the opportunity to work and progress more rapidly through the developmental mathematics sequence, possibly reducing the time required to complete developmental coursework. The goal is for students to complete the DMS and to then be successful in credit-level mathematics courses needed to earn a degree.

DVM-0021  ARITHMETIC AND ALGEBRA REVIEW.  0 CREDITS (1 EH)
This is not a regular class in the DVM sequence. This is a review course only. Includes all content of DVM-0031 and DVM-0071. The math placement exam must be taken on the last day of the course. This exam score will determine actual placement in the appropriate DVM or MAT class. One equivalent hour (EH) awarded for successful completion. 1 class/1 lab hour per week.

DVM-0031  PREALGEBRA.  0 CREDITS (4 EHS)
Preparation for DVM-0071. Review of basic arithmetic operations; applications including ratio and proportion, percent, geometry, measurement and statistics; signed numbers; and equations. Four equivalent hours (EHs) awarded for successful completion. Prerequisites: Reading proficiency or concurrent enrollment in DVR-0051 and satisfactory basic mathematics placement test score. 4 class/1 lab hour per week.

DVM-0071  INTRODUCTORY ALGEBRA.  0 CREDITS (4 EHS)
Preparation for MAT-0104. Linear equations and inequalities, graphing, polynomials, algebraic fractions, radicals, quadratic equations, and applications. Four credit-hour load equivalent. Four equivalent hours (EHs) awarded for successful completion. Prerequisite: Reading proficiency or concurrent enrollment in DVR-0061 and satisfactory placement test score or completion of DVM-0031 with grade of C or better is required. 4 class/1 lab hour per week.

DVM-0081  ELEMENTARY AND INTERMEDIATE ALGEBRA REVIEW.  0 CREDITS (1 EH)
This is not a regular class in the DVM sequence. This is a review course only. Includes all content from DVM-0071 and MAT-0104. The math placement exam must be taken on the last day of the course. This exam score will determine actual placement in the appropriate DVM or MAT class. One equivalent hour (EH) awarded for successful completion. Prerequisite: Satisfactory placement score or successful completion of DVM-0031. 1 class/1 lab hour per week.

DEVELOPMENTAL READING (DVR)
Developmental English and Reading Department | Marlboro Hall, Room 2118 | 301-322-0495

DVR-0051  DEVELOPMENTAL READING.  0 CREDITS (4 EHS)
This course develops basic reading skills including vocabulary, comprehension and study skills. It emphasizes using phonics and structure to analyze unfamiliar words, acquiring general vocabulary through context clues and affixes, and comprehending sentences and paragraphs through main ideas, details, inferences and fact and opinion. Four equivalent hours (EHs) awarded for successful completion. 3 class/2 lab hours.

DVR-0061  COLLEGE READING AND STUDY SKILLS.  0 CREDITS (4 EHS)
This course improves students’ skills in vocabulary, comprehension, and studying. Application of these skills will enable a student to read his/her college textbooks more effectively and efficiently. Topics include topic, main idea, details, writing patterns, critical reading, and note taking. Four equivalent hours (EHs) awarded for successful completion. Successful completion meets the Reading proficiency required for enrollment in credit courses. 3 class/2 lab hours. Students enrolled in DVR-0061 must take PAS-1010 in the same semester.
DVR-0071  ACCELERATED COLLEGE READING AND STUDY SKILLS.  0 CREDITS (2 EHS)
Preparation for credit courses requiring the reading prerequisite. A fast-paced course with emphasis on critical reading and thinking, summarizing, paraphrasing as well as the basic reading elements—main ideas, supporting details, inferences, and patterns of organization. Two equivalent hours (EHs) awarded for successful completion. Students must enroll in DVR-0061 if this course is failed. Prerequisite: Reading Placement Test score of 70–78.

ECONOMICS (ECN)
Business Studies Department | Marlboro Hall, Room 2054 | 301-322-0525

ECN-1010  ECONOMIC DEVELOPMENT.  3 CREDITS SS
Development of American capitalism, including evolution of the capitalistic system and roles of agriculture, manufacturing, trade, transportation, communication, money and banking, government and international trade. Prerequisite: Reading proficiency.

ECN-1030  PRINCIPLES OF MACROECONOMICS.  3 CREDITS SS
First semester of university-parallel sequence. Introduction to economic macroanalysis, emphasizing gross national product, national income, consumption, investment, taxation, government spending, and monetary and fiscal policies. Prerequisites: Reading and mathematics proficiencies or DVM-0071 completed or concurrent.

ECN-1040  PRINCIPLES OF MICROECONOMICS.  3 CREDITS SS
Second semester of university-parallel sequence. Introduction to economic microanalysis, focusing on the role of the individual consumer, and the behavior of businesses under different market conditions. Prerequisites: Reading and mathematics proficiencies or DVM-0071 completed or concurrent.

ECN-1990  SPECIAL TOPICS: MONEY AND BANKING I.  3 CREDITS
This special topics course provides an in-depth study of the Federal Reserve System, financial institutions, and the nature and effectiveness of the Federal Reserve’s use of monetary policy tools. This course is the first of two that prepare students to make a presentation before the Federal Reserve Bank in Baltimore. (Also offered as BMT-1990. Students may not receive credit for both ECN-1990 and BMT-1990.) Prerequisites: Math proficiency; ECN-1030 with a B or higher.

ECN-2890H  HONORS COLLOQUIUM IN ECONOMICS.  3 CREDITS
This honors colloquium will examine special topics in the field of economics and its relevance across disciplinary perspectives. The issues to be addressed in each colloquium will vary from semester to semester. These courses are designed for students in the Honors program, but are open to others with the approval of the honors coordinator or the instructor. Prerequisite: Reading proficiency and permission of instructor or honors coordinator.

ECN-2910–2930  COOPERATIVE EDUCATION.  1–3 CREDITS
A maximum of six credits of cooperative education and internship experiences may be applied to any degree. These credits may not transfer to all four-year institutions. Contact the Career Services Office, Marlboro Hall, Room 2102, 301-322-0109, for more complete information.

ECN-2990  SPECIAL TOPICS: MONEY AND BANKING II.  1 CREDIT
Uses the concepts learned in ECN-1990 to develop a presentation on monetary policy that a team of students will deliver to the Federal Reserve officials at the Federal Reserve Bank in Baltimore. (Also offered as BMT-2990. Students may not receive credit for both ECN-2990 and BMT-2990.) Prerequisite: ECN-1990 or BMT-1990.
ELECTRICAL CONSTRUCTION TECHNOLOGY (ECT)

ECT course enrollment is restricted to participants in the IBEW Local 26 apprenticeship program, 301-429-2575.

ECT-1010  ELECTRICAL CONSTRUCTION TECHNOLOGY, YEAR 1A.  3 CREDITS
Study of conductor types, conduit, electrical symbols, and blueprint reading. Basic electrical circuit calculations using voltage, current, resistance, and power. The combination of ECT-1010 and 1020 equates to ACE’s 0001NJAT course. Prerequisite: member of the IBEW Local 26 apprenticeship program. 2 class/2 lab hours.

ECT-1020  ELECTRICAL CONSTRUCTION TECHNOLOGY, YEAR 1B.  3 CREDITS
Study of parallel and series DC circuits, superposition, Kirchoff’s voltage and current laws; Thevenin and Norton equivalent circuits and three-wire, single-phase circuits with grounding. The combination of ECT-1010 and 1020 equates to ACE’s 0001NJAT. Prerequisites: ECT-1010, member of the IBEW Local 26 apprenticeship program. 2 class/2 lab hours.

ECT-1030  ELECTRICAL CONSTRUCTION TECHNOLOGY, YEAR 2A.  3 CREDITS
Study of multimeter and oscilloscope use and AC circuits, including series and parallel capacitive and inductive circuits. The combination of ECT-1030 and 1040 equates to ACE’s 0002NJAT. Prerequisites: ECT-1020, member of the IBEW Local 26 apprenticeship program. 2 class/2 lab hours.

ECT-1040  ELECTRICAL CONSTRUCTION TECHNOLOGY, YEAR 2B.  3 CREDITS
Analysis of series and parallel RC, RL and RLC circuits. Includes series and parallel resonance, filters, power factor, transformers, and three-phase systems. The combination of ECT-1030 and 1040 equates to ACE’s 0002NJAT. Prerequisites: ECT-1030, member of the IBEW Local 26 apprenticeship program. 2 class/2 lab hours.

ECT-2010  ELECTRICAL CONSTRUCTION TECHNOLOGY, YEAR 3A.  3 CREDITS
Analysis and measurement of semiconductor circuits—diodes, transistors, rectifier circuits, amplifiers, operational amplifiers and SCRs. The combination of ECT-2010 and 2020 equates to ACE’s 0003NJAT. Prerequisites: ECT-1040, member of the IBEW Local 26 apprenticeship program. 2 class/2 lab hours.

ECT-2020  ELECTRICAL CONSTRUCTION TECHNOLOGY, YEAR 3B.  3 CREDITS
Study of the complete electrical system, including grounding and overcurrent protection systems, three-phase transformers using WYE and DELTA connections, motor control circuits, and protection. The combination of ECT-2010 and 2020 equates to ACE’s 0003NJAT. Prerequisites: ECT-2010, member of the IBEW Local 26 apprenticeship program. 2 class/2 lab hours.

ECT-2030  ELECTRICAL CONSTRUCTION TECHNOLOGY, YEAR 4A.  3 CREDITS
In both classroom and field experience, students learn basic theory and demonstration skills in HVAC, motor controls, electronics, and industrial electronics. The combination of ECT-2030 and 2040 equates to ACE’s 0004NJAT. Note: This course is restricted to participants of the IBEW Local 26 apprenticeship program.

ECT-2040  ELECTRICAL CONSTRUCTION TECHNOLOGY, YEAR 4B.  3 CREDITS
In both classroom and field experience, students expand skills learned in ECT-2030 and will demonstrate mastery of HVAC, motor controls, electronics, and industrial electronics. Students are also introduced to basic digital logic circuits and fiber optics theory. The combination of ECT-2030 and 2040 equates to ACE’s 0004NJAT. Note: This course is restricted to participants of the IBEW Local 26 apprenticeship program.
**ECT-2050  ELECTRICAL CONSTRUCTION TECHNOLOGY, YEAR 5A.**

In both classroom and field experience, students learn basic theory and demonstrate skills in the use of national electrical codes, security and fire alarm systems, sensors, instrumentation testing techniques and equipment. Students also learn theory of flow, pressure, level temperature, and pneumatics. The combination of ECT-2050 and 2060 equates to ACE's 0005NJAT. Note: This course is restricted to participants of the IBEW Local 26 apprenticeship program.

**ECT-2060  ELECTRICAL CONSTRUCTION TECHNOLOGY, YEAR 5B.**

In both classroom and field experience, students expand skills learned in ECT-2050 and will demonstrate mastery of national electrical codes, instrumentation and control techniques and equipment, build networking cable systems, install and inspect fire alarm systems, install security and telephone monitoring systems, use distributed power generation systems, supervise field experience in electrical construction, apply instrumentation and testing techniques and complete all NJATC examinations (written, demonstration, and field competency) with a passing grade. The combination of ECT-2050 and 2060 equates to ACE's 0005NJAT. Note: This course is restricted to participants of the IBEW Local 26 apprenticeship program.

**EMERGENCY MEDICAL TECHNICIAN/EMERGENCY MEDICAL TECHNICIAN (EMT)**

Many former EMT courses are now located under a new subject heading, Paramedic (PMD), to be found later in this chapter.

**EMT-1000  EMERGENCY MEDICAL TECHNICIAN (EMT) THEORY.**

Prepares student in basic medical pre-hospital emergency care, following the standards and guidelines set by the Maryland Institute of Emergency Medical Services Systems (MIEMSS), the accrediting agency for EMT programs in Maryland. Lecture topics include anatomy and physiology of the chest, abdomen, and head; patient assessment; basic life support, trauma and medical emergencies; immobilization techniques; and childbirth. Lab sessions focus on skill mastery in caring for these patients, including the continued development of critical thinking skills and the development and implementation of treatment plans for patients with various disease and traumatic states encountered in the pre-hospital environment. Continued attention is given to preparation for a role as an EMT team leader, patient advocate and for entry-level practice as an Emergency Medical Technician professional in the pre-hospital environment. Prerequisites: Reading proficiency and minimum age of 18. Co-requisite: EMT-1100. (4 class/4 lab hours)

**EMT-1100  EMERGENCY MEDICAL TECHNICIAN (EMT) CLINICAL.**

Provides the Emergency Medical Technician student with an opportunity to integrate and apply knowledge and skills introduced in EMT-1000. Precepted patient care experiences are facilitated through ride-alongs on basic ambulances in the Prince George’s County Fire/EMS Department, a field clinical affiliate of the program. Prerequisites: Reading proficiency and minimum age of 18. Co-requisite: EMT-1100. (8 clinical hours)

**EMT-2520  MEDICAL EMERGENCIES AND PATIENT ASSESSMENT II.**

Emphasizes advanced pathological concepts and principles in caring for patients experiencing medical emergencies in the pre-hospital environment related to respiratory, cardiac, neurological, endocrinological, allergic, gastroenterological, urological and nephrological, hematological, obstetrical and gynecological, and psychiatric and behavioral issues. Lab focuses on advanced skill mastery in caring for these patients, including the continued development of critical thinking skills and the development and implementation of treatment plans for patients with various disease states encountered in the pre-hospital environment. Continued attention is given to preparation for a role of EMS team leader, patient advocate and for entry level practice as a paramedic professional in the pre-hospital environment. Prerequisites: EMT-I Certification and program admission. Co-requisite: EMT-2530. (2 class/2 lab hours)

**EMT-2530  PARAMEDIC PRACTICE III.**

Supervised experience provided correlating knowledge and skills presented in EMT-2510. Experience will be focused on the emergency department, operating room, obstetric and pediatric units, and paramedic units in the region. Prerequisites: EMT-I Certification and program admission. Co-requisite: EMT-2520. (16 clinical hours/week)
EMT-2540  PARAMEDIC PRACTICE IV.  3 CREDITS
Practice of comprehensive patient assessment and intervention in specialty facilities on advanced life support units. Includes a final written review examination, advanced practical skills review and mock practical exam. Final cumulative program course. Prerequisites: EMT-2520 and EMT-2530. Co-requisite: EMT-2560. Capstone Course: Students must have completed a minimum of 53 credits, including the prerequisite courses, prior to enrolling in this course. (16 clinical hours/week)

EMT-2560  PREPARATION FOR EMT-P CERTIFICATION.  2 CREDITS
Provides students with a comprehensive review and synthesis of the knowledge base of the paramedic. Integration and application of assessment, information-gathering skills, and decision-making will be employed through computer-assisted and scenario-based exercises. Prerequisites: EMT-2520 and EMT-2530. Co-requisites: EMT-2580* and EMT-2540. (4 lab hours)

EMT-2580  STUDY OF HUMAN SYSTEMS FOR PARAMEDICS  4 CREDITS
This course is a co-requisite for the EMT-Paramedic Program, following the DOT EMT-Paramedic program guidelines. It utilizes a systematic approach, beginning by formulating a basic picture of the human body and then moving into more anatomic detail. Lectures and labs discuss body systems, both how they function individually and together as a unit. In addition to the overall picture of each system, this course presents the gross anatomy and the microscopic anatomy of vital structures, with special emphasis on how these structures function in diseased states during medical emergencies encountered by the paramedic in the pre-hospital environment. Prerequisites: EMT-2530 and EMT-2520 with grades of C or better. Prerequisites: EMT-2540 and EMT-2560. (3 class/2 lab hours)

ENGINEERING (EGR)
Physical Sciences and Engineering Department | Chesapeake Hall, Room 100 | 301-322-0420
A grade of C or higher is required for any course used to satisfy a prerequisite for any other course.

EGR-1010  INTRODUCTORY ENGINEERING.  3 CREDITS
Introduces the student to the theory and practice of engineering. The course has four main parts, each part covering important aspects of engineering, giving the student a full picture of the career they are about to embark upon. The first part will help the student understand what an engineer is and what type of work they would be expected to perform in society. Included in this will be discussions of ethics and group dynamics. The second part will deal with higher level engineering concepts. This will be developed in an application area such as a research laboratory giving students exposure to professional practices common in all engineering disciplines. A number of professional papers will be reviewed leading to the creation of a hypothetical laboratory emphasizing the interaction common to all engineering disciplines. The third part will cover fundamental aspects of engineering including drawing, modeling, problem solving, design, and laboratory experimentation. Basic computer skills will be developed using MATLAB, Fortran, C, or a similar high level computer language. Finally a team project will constitute the fourth part. The teams will be expected to develop a product using a number of engineering and software skills. Teamwork, along with communication skills (oral, written, and graphical), are exercised throughout the course. Prerequisite: Reading and English proficiency; EGR-1140 with grade of C or better; MAT-1360 or MAT-1370 with grade of C or better; MAT-2410 and EGL-1010 completed or concurrent. 2 class/3 lab hours.

EGR-1140  COMPUTER PROGRAMMING FOR ENGINEERS AND SCIENTISTS.  2 CREDITS
This is a high-level introduction to computer tools and computer programming for the engineer and scientist. The goal is to develop within the student sufficient knowledge to perform analysis using common engineering and science programming languages. Topics will include algorithm analysis and solution, program structures, data structures, modular design and overviews of the computer hardware, various computer tools available to solve real world problems, and object-oriented structure. A variety of languages will be introduced such as MATLAB, Fortran, and C along with engineering specific languages such as Spice and VHDL. Prerequisite: MAT-1350 or higher with grade of C or better.
EGR-2030  CIRCUIT ANALYSIS.  3 CREDITS
Introduces the advanced student to the theory of circuit analysis by studying concepts using complex analysis techniques that apply to
the electrical engineering, general engineering, and advanced science student alike. Examines classical analysis techniques of AC/DC
circuits using Kirchoff’s laws, mesh and nodal methods, phasor notation, superposition, the application of Thevenin’s and Norton’s theo-
rem, etc. Other topics will include transient analysis of first- and second-order circuits, frequency response, polyphase circuits, two-port
networks, amplifiers, and digital logic. Different tools to aid in the solution of circuits will be performed such as Laplace transforma-
tions, transfer functions in the solution of transient analysis, and FFTs for signal analysis. Analysis using different computer simulation
techniques will be introduced for a variety of circuits to serve as a primer for more advanced courses in the junior and senior year of col-
lege. Since circuit analysis is a general concept in engineering, this course will examine throughout circuit elements (resistors, capacitors,
inductors, sources, etc.) and their underlying concepts extending circuit analysis to all the different scientific and engineering fields.
Prerequisites: MAT-2430, EGR-1010, and PHY-1030 with grades of C or better; MAT 2460 completed or concurrent.

EGR-2050  INTRODUCTORY NUMERICAL METHODS.  3 CREDITS
Emphasis on case studies in a number of areas including mechanical, civil, environmental, electrical, aerospace, chemical and biologi-
cal engineering in order to enhance understanding of a variety of numerical methods crucial to solving most high-level applications in
engineering, physics, chemistry, and biology. Subjects to be studied include error analysis, roots of non-linear equations, systems of linear
equations, eigenvalues and eigenvectors, optimization, curve fitting including splines. Fourier analysis, modeling, numerical differentia-
tion and integration, and numerical solving of differential equations including, but not limited to, predictor-corrector methods and
finite element analysis. Extensive surveys of a number of advanced subjects include digital filters, molecular dynamics, percolation, and
Monte Carlo simulation methods. Some new mathematical concepts will be introduced in the class. A number of software packages and
languages important to engineering are surveyed with primary emphasis on mastering one high-level language such as MATLAB, C, or
Fortran. Prerequisite: EGR-1010 and MAT-2420 with grades of C or better.

EGR-2060  THERMODYNAMICS.  3 CREDITS
Principles of macroscopic thermodynamics, focusing on mass transport and energy, heat and work, the properties of pure substances and
mixtures, the first and second laws and reversible cycles. Prerequisites: MAT-2420 and PHY-2030.

EGR-2200  ENGINEERING MECHANICS.  3 CREDITS
Principles of mechanics, including points, bodies, and assemblies in static equilibrium. Areas examined will include trusses, frames,
beams, cables, machines, point and distributed loading, and moments of inertia, scalar, and vector analysis. More advanced topics will
include deformable bodies and stress, strain, torsion, shear, bending, and fracture. Introduction to kinetics, kinematics, and strength of
materials. (Formerly EGR 1020. Students may not receive credit for both EGR 1020 and EGR 2200.) Prerequisites: MAT-2410 and
EGR-1010 with grades of C or better; PHY-1030 and MAT-2420 completed or concurrent.

EGR-2210  ADVANCED ENGINEERING MECHANICS I.  3 CREDITS
Kinematics and kinetics of particles, systems, and bodies. Topics include work and energy, impulse and momentum, rigid body motion,
and rotating bodies. More advanced topics will include the systems and the general theorems for systems of particles and the inertia
tensor. (Formerly EGR-2010. Students may not receive credit for both EGR-2010 and EGR-2210.) Prerequisites: EGR-1010 and EGR-
2200 with grades of C or better.

EGR-2220  ADVANCED ENGINEERING MECHANICS II.  3 CREDITS
Topics in deformable bodies in axial, torsional, bending and combined loading. This course extends the introductory strength of materi-
als to intermediate continuum mechanics. Other topics include statically indeterminate and temperature effect analysis; beam, column
and pressure vessel configurations. More advanced topics include structural stability, analysis of one- and two-dimensional structures,
inelastic material behavior and energy methods. (Formerly EGR-2020. Students may not receive credit for both EGR-2020 and
EGR-2220.) Prerequisites: EGR-2200 with a grade of C or better.
EGR-2300  MATERIALS SCIENCE FOR ENGINEERS AND SCIENTISTS.  3 CREDITS
Introduces the foundations of the chemistry and physics of materials used in engineering applications. Develops the relationship between
the atomic and molecular structure of materials and the macroscopic properties and performance of engineering material. In particular,
includes thorough discussion of the chemical and physical properties of metals, ceramics, polymers, semiconductors, superconductors,
and nanomaterials. Prerequisites: EGR-1010 and CHM-1020.

EGR-2440  DIGITAL LOGIC DESIGN.  3 CREDITS
Introduction to the theory and practice of logic (digital) circuits in order to foster an understanding of modern electrical circuits.
Includes but is not limited to the following subjects: Number systems and base conversions; Boolean algebra, truth tables, logic circuits,
logic circuits synthesis and implementation, Karnaugh maps (and other strategies of minimization), sequential logic, flip-flops, registers,
counters, processors (simple), programmable logic devices and characteristics of logic families. Some physical hardware is discussed
including limitations. This course emphasizes the elements used to create logic circuits and the software (CAD/EDA) used to design
and simulate logic circuits. Prerequisites: EGR-1010, MAT-2420, and PHY-1030 with grades of C or better; PHY-2030 completed or
concurrent.

EGR-2450  ELECTRONIC AND DIGITAL CIRCUIT LABORATORY.  2 CREDITS
Introduction to basic circuit measurement techniques and laboratory equipment (DMM, analog and digital oscilloscope, power supply,
function generator, Digital Logic Analyzers) including the limitations and inaccuracies inherent in any measurement device. Design,
construction and performance measurement of circuits containing passive elements, digital logic circuits, transformers, diodes and operational amplifiers. In addition, simulation tools to design circuits and to analyze performance will be used extending work performed in digital logic design and circuit analysis. Knowledge of both steady state response and transient response is required for a number of experiments. Extensive analysis will be demonstrated in both laboratory books and laboratory reports. Knowledge of statistical analysis as well as other methods of analysis will be required in this class. Prerequisites: EGR-2440 with grade of C or better; EGR-2030 completed or concurrent. 2 class/3 lab hours.

EGR-2910–2930  COOPERATIVE EDUCATION.  1–3 CREDITS
A maximum of six credits of cooperative education and internship experiences may be applied to any degree. These credits may not
transfer to all four-year institutions. Contact the Career Services Office, Marlboro Hall, Room 2102, 301-322-0109, for more complete
information.

EGR-2990H  HONORS SEMINAR IN ENGINEERING AND SCIENCE (SPECIAL TOPICS).  1 CREDIT
Seminar course that introduces and studies emerging issues in science, engineering, technology, and mathematics. Topics vary by semester. Also offered as BIO-2990H and CHM-2990H. Prerequisites: A 3.00 GPA, completion of a minimum of 18 credits in courses offered by the division of Sciences, Technology, Engineering and Mathematics, and permission of the instructor or the honors program coordinator.

ENGINEERING TECHNOLOGY (ENT)

ENT-1600  INTRODUCTION TO CAD WITH AUTOCAD.  3 CREDITS
Techniques for creating, editing and dimensioning two-dimensional CAD drawings. Prerequisite: Drafting background helpful but not required. 2 class/3 lab hours.

ENT-1640  THREE-DIMENSIONAL CAD WITH AUTOCAD.  3 CREDITS
Creation of three-dimensional AutoCAD drawings using wireframe models, surface models and solid models. Prerequisite: ENT-1600. 2 class/3 lab hours.
ENT-1680  REVIT ARCHITECTURE AND BIM.  3 CREDITS
Students will create integrated architectural project models and document their designs with linked two-dimensional drawings using Autodesk's Revit Architecture. Introduction to the concepts of Building Information Modeling (BIM) and the tools for parametric building design and documentation. Using Revit to produce the schematic design, construction documentation, and design visualization. No prerequisites, but architecture or drafting background helpful. 2 class/3 lab hours.

ENT-1710  CIRCUITS AND MEASUREMENT TECHNIQUES.  3 CREDITS
Analysis of linear electronic circuits and systems. Includes network theorems and hands-on use of electronic test equipment. Prerequisites: MAT-0104 or MAT-1340, completed or concurrent. 1 class/1 recitation/5 lab hours (open-lab format).

ENT-1720  CIRCUIT ANALYSIS AND DESIGN.  3 CREDITS
Analysis and design of reactive circuits, including use of phasor and j-operator techniques. Covers capacitors, inductors, transformers and filters, and use of electronic instrumentation. Prerequisites: ENT-1710; MAT-0104 or MAT-1340 or higher, completed or concurrent. 1 class/1 recitation/5 lab hours (open-lab format).

ENT-1770  INTRODUCTION TO COMPUTING FOR TECHNOLOGY.  3 CREDITS
Introduction to operating systems, such as Linux and Windows; introduction to a high-level programming language, such as Visual Basic; introduction to a graphical and data acquisition language, such as LabVIEW. Prerequisite: ENT-1710 completed or concurrent or permission of department chair. 2 class/3 lab hours.

ENT-1780  ANALOG CIRCUITS.  4 CREDITS
Diodes, transistors, simple amplifiers, power supplies, operational amplifiers, and integrated circuits. Prerequisites: ENT-1710 completed and MAT-1340 or higher, completed or concurrent. 3 class/3 lab hours.

ENT-1800  DIGITAL CIRCUITS.  4 CREDITS
Digital circuits from simple gates to complex gate arrays (FPGA). Encoders, multiplexers, adders, counters, and flip-flops. Number systems, Boolean algebra and combinatorial logic. (Formerly ENT-2740; students may not receive credit for both ENT-1800 and ENT-2740.) Prerequisite: ENT-1710, completed or concurrent. 3 class/3 lab hours.

ENT-1840  INTRODUCTION TO PERSONAL COMPUTER HARDWARE.  3 CREDITS
See INT-1540 Computer Hardware I: A+ Preparation.

ENT-1850  CIRCUIT EVALUATION AND REPAIR.  2 CREDITS
Reverse engineering from circuit to schematic, troubleshooting techniques, test equipment and assembly techniques. Prerequisite: ENT-1710. 1 class/3 lab hours (open-lab format).

ENT-1880  PERSONAL COMPUTER CONFIGURATION AND ASSEMBLY.  1 CREDIT
See INT-1560 Personal Computer Configuration and Assembly

ENT-1890  NETWORK HARDWARE.  3 CREDITS
See INT-1550 Introduction to Networks: Network+ Preparation

ENT-1900  INTRODUCTION TO SPACE TECHNOLOGY.  3 CREDITS
Satellite technology, reliability, and testing. Includes propulsion and launch systems, spacecraft structures, power systems, telemetry, tracking, and command/control/communication operations. Prerequisites: MAT-0104 or MAT-1340 or higher, completed or concurrent or permission of department chair.
ENT-1940  ROUTER TECHNOLOGY I: NETWORK FUNDAMENTALS.
See INT-1450 CCNA 1: Network Fundamentals

ENT-1950  ROUTER TECHNOLOGY II: ROUTING PROTOCOLS.  4 CREDITS
See INT-1460 CCNA 2: Routing Protocols.

ENT-1960  ROUTER TECHNOLOGY III: LAN SWITCHING AND WIRELESS.  4 CREDITS
See INT-2450 CCNA 3: LAN Switching and Wireless

ENT-1970  ROUTER TECHNOLOGY IV: WIDE AREA NETWORKS.  4 CREDITS
See INT-2460 CCNA 4: Accessing the WAN

ENT-2200  HIGH-RELIABILITY SOLDERING AND FABRICATION.  2 CREDITS
Hands-on application of industry standards to hand soldering of components to connectors and both through-hole and surface-mount circuit boards. Includes relevant standards, safety and ESD requirements, and inspection techniques. Students who successfully complete the course are eligible for IPC J-STD 001 certification. Prerequisite: ENT-1710 or permission of department chair. 1 class/2 lab hours.

ENT-2660  CUSTOMIZING AUTOCAD.  3 CREDITS
Customizing and maximizing AutoCAD via macros, scripts and slides. Students will create their own menus, icons and dialog boxes. Introduction to AutoLISP. Prerequisite: ENT-1600. 2 class/3 lab hours.

ENT-2680  CAD PORTFOLIO DEVELOPMENT.  3 CREDITS
Students, working individually or in teams, will create a set of CAD drawings using techniques learned in earlier CAD courses. Prerequisite: ENT-1600. Individual-study course equivalent to 2 class/ 3 lab hours.

ENT-2730  ELECTRONIC COMMUNICATION.  4 CREDITS
AM, FM, and SSB circuits using oscillators, modulators, audio/RF amplifiers, mixers, and detectors. Prerequisites: ENT-1780; and MAT-1340 or higher, completed or concurrent. 3 class/3 lab hours.

ENT-2810  CPU ARCHITECTURE.  4 CREDITS
Architecture and operation of the central processing unit (CPU) using 8- and 16-bit machines. Machine and assembly language programming. Prerequisites: ENT-1770 and ENT-1800 or ENT-274. 3 class/3 lab hours.

ENT-2830  TELECOMMUNICATIONS.  3 CREDITS
See INT-2530 Telecommunications.

ENT-2840  COMPUTER REPAIR.  4 CREDITS
See INT-2540 Computer Hardware II: A+ Preparation

ENT-2860  ADVANCED PC CONFIGURATION AND REPAIR.  4 CREDITS
See INT-2560 Advanced PC Configuration and Repair

ENT-2900  SYSTEMS ANALYSIS PROJECT.  3 CREDITS
Working individually or in teams, students will use standard design and troubleshooting methodologies to complete a major project in an area of their choosing. The project will include either design, fabrication, testing of a new system or troubleshooting and repair of an existing system, along with written reports and oral presentations. Prerequisite: ENT-1780 or ENT-1890 or ENT-2810 or ENT-2840. Capstone Course: Students must complete a minimum of 46 credits, including any prerequisite courses, prior to enrolling in this course. A minimum cumulative GPA of 2.00 or better is also required. 3 class/3 lab hours.
ENT-2960–2980  COOPERATIVE EDUCATION.  1–3 CREDITS
A maximum of six credits of cooperative education and internship experiences may be applied to any degree. These credits may not transfer to all four-year institutions. Contact the Career Services Office, Marlboro Hall, Room 2102, 301-322-0109, for more complete information.

ENGLISH (EGL)

English Department | Marlboro Hall, Room 3078 | 301-322-0561

egl-0100  INTRODUCTION TO COMPOSITION.  0 CREDITS (4 EH)
Preparation for EGL-1010. Grammar and punctuation, sentence construction, paragraph development, and short essay writing. Prerequisite: Reading proficiency. May be taken concurrently with DVR-0061. (Formerly offered as EGL-1000. Students who have successfully completed EGL-1000 may not take EGL-0100.) Not open to students who have completed EGL-1010. 4 class hours.

egl-0110  INTRODUCTION TO COMPOSITION (ACCELERATED LEARNING PROGRAM).  0 CREDITS (3 EH)
Workshop course for Accelerated Learning Program (ALP) students co-enrolled in EGL-1011, ALP Composition I. Includes grammar and punctuation, sentence construction, paragraph development, and short essay writing. Does not fulfill English requirements for graduation or transfer. Not open to students who have completed EGL-0100 or EGL-1000 or who have attempted EGL-1010. Co-requisites: EGL-1011 required; DVR-0061 recommended.

egl-1010  COMPOSITION I: EXPOSITORY WRITING.  3 CREDITS
University-parallel freshman English. Fundamentals of effective prose writing, including required essays and a research paper. Prerequisite: Reading proficiency and writing proficiency or C grade or higher in EGL-1000 or ESL-2020 or a grade of D in EGL-1000 with acceptable writing sample. (Honors version available.)

egl-1011  COMPOSITION I: EXPOSITORY WRITING (ACCELERATED LEARNING PROGRAM).  3 CREDITS
Special version of university-parallel freshman English. Fundamentals of effective prose writing, including required essays and a research paper. Course is offered to Accelerated Learning Program (ALP) students only. Co-requisite: EGL-0110.

egl-1020  COMPOSITION II: WRITING ABOUT LITERATURE.  3 CREDITS
Second semester composition using literature as the subject for discussion and writing. Study various kinds of literature (e.g., drama, poetry, short story). EGL-1100, EGL-1320, or EGL-1340 also will fulfill the Composition II requirement. Prerequisite: EGL-1010 with a grade of C or higher. (Honors version available.)

egl-1040  MEDIA WRITING.  3 CREDITS
History of mass media; study and writing of news articles, editorials, columns, reviews, radio, and TV scripts. Prerequisite: EGL-1010 (with a grade of C or higher or permission of instructor).

egl-1100  COMPOSITION II: WRITING ABOUT ISSUES AND IDEAS.  3 CREDITS
Second semester composition. Reading, analyzing and writing about contemporary issues, demonstrating clear reasoning, and persuasive writing skills. EGL-1020, EGL-1320, or EGL-1340 also will fulfill the Composition II requirement. Prerequisite: EGL-1010 with a grade of C or higher. (Honors version available.)

egl-1320  COMPOSITION II: WRITING FOR BUSINESS.  3 CREDITS
Second semester composition. Students develop and sharpen critical thinking and writing skills, applying them to materials from business and the professions with an emphasis on evidence-based analysis, evaluation, interpretation, and persuasive presentation. EGL-1020, EGL-1100, or EGL-1340 also will fulfill the Composition II requirement. Prerequisite: EGL-1010 with a grade of C or higher.
EGL-1340  COMPOSITION II: WRITING ABOUT TECHNICAL TOPICS.  3 CREDITS  E
Second semester composition. Includes preparation of various types of technical, business, government and scientific communications, including resumes; progress, examination, and recommendation reports; proposals; and memoranda. EGL-1020, EGL-1100, or EGL-1320 also will fulfill the Composition II requirement. Prerequisite: EGL-1010 with a grade of C or higher.

EGL-1360  PRINCIPLES OF EDITING.  3 CREDITS
Practice in editing manuscripts and evaluating publication formats. Prerequisite: EGL-1010.

EGL-2010  BRITISH LITERATURE FROM THE ANGLO-SAXON PERIOD THROUGH THE 18TH CENTURY.  3 CREDITS  H
British literature to around 1800 and its historical and cultural background. Prerequisite: EGL-1020 or EGL-1100 or EGL-1320 or EGL-1340.

EGL-2030  BRITISH LITERATURE OF THE 19TH AND 20TH CENTURIES.  3 CREDITS  H
British literature from the Romantic period to modern times and its historical and cultural background. Prerequisite: EGL-1020 or EGL-1100 or EGL-1320 or EGL-1340. (Offered every other year.)

EGL-2050  AMERICAN LITERATURE FROM THE BEGINNINGS TO THE LATE 19TH CENTURY.  3 CREDITS  H
American literature from the colonial period to the Civil War and its social and intellectual background. Prerequisite: EGL-1020 or EGL-1100 or EGL-1320 or EGL-1340. (Offered every other year.)

EGL-2070  AMERICAN LITERATURE FROM THE LATE 19TH CENTURY TO THE PRESENT.  3 CREDITS  H
American literature from the Civil War to the present and its social and intellectual background. Prerequisite: EGL-1020 or EGL-1100 or EGL-1320 or EGL-1340.

EGL-2090  WORLD LITERATURE FROM ANCIENT TIMES THROUGH THE MIDDLE AGES.  3 CREDITS  H
Study of world literary masterpieces from ancient times through the medieval period. Prerequisite: EGL-1020 or EGL-1100 or EGL-1320 or EGL-1340.

EGL-2110  WORLD LITERATURE FROM THE RENAISSANCE TO THE PRESENT.  3 CREDITS  H
Contemporary world literature in English from England and America and other countries such as Africa, India, France, and the Caribbean. Prerequisite: EGL-1020 or EGL-1100 or EGL-1320 or EGL-1340.

EGL-2120  INTRODUCTION TO AFRICAN LITERATURE.  3 CREDITS  H
A general introduction to the oral and written literatures of Africa, with emphasis on their formal and aesthetic properties and their sociopolitical, cultural and linguistic significance for contemporary African societies, as well as the literature's place within the canon of literature of the African diaspora. Prerequisite: EGL-1020 or EGL-1100 or EGL-1320 or EGL-1340.

EGL-2130  AFRICAN-AMERICAN LITERATURE PRE-1800 TO 1920.  3 CREDITS  H
Study of African-American folk tradition and literature from pre-1800s to 1920. Prerequisite: EGL-1020 or EGL-1100 or EGL-1320 or EGL-1340.

EGL-2140  AFRICAN-AMERICAN LITERATURE FROM 1920 TO THE PRESENT.  3 CREDITS  H
A study of African-American literature from the early 1900s to the present. Prerequisite: EGL-1020 or EGL-1100 or EGL-1320 or EGL-1340.

EGL-2150  INTRODUCTION TO CREATIVE WRITING.  3 CREDITS
Techniques of writing fiction, poetry, and plays with critique of student work. Prerequisite: EGL-1010.
EGL-2160  ADVANCED CREATIVE WRITING.  3 CREDITS
An intensive, genre-specific workshop which aims to further the philosophies, issues, and possibilities of craft explored in its predecessor, EGL-2150. This course will encourage the serious creative writing student to pursue more sophisticated and complex expression in a selected genre (fiction, poetry, or drama). Although the course will contain reading and analysis of contemporary authors, the focus will be on the creation of original work with constructive feedback from peers considered during the revision process. Prerequisites: EGL-1020 or EGL-1100 or EGL-1320 or EGL-1340; and EGL-2150 or permission of instructor.

EGL-2170  MAJOR AMERICAN WRITERS.  3 CREDITS H
Study of major American writers, selected each semester from among: Poe and Hawthorne, Fitzgerald and Hemingway, Thoreau and Twain, Hughes and Wright, and Toni Morrison and Zora Neale Hurston. Prerequisite: EGL-1020 or EGL-1100 or EGL-1320 or EGL-1340. (Offered every other year.)

EGL-2210  THE SHAKESPEARE PLAYS.  3 CREDITS H
Introduction to the drama of Shakespeare using text and videos. Prerequisite: EGL-1020 or EGL-1100 or EGL-1320 or EGL-1340.

EGL-2230  CHILDREN’S LITERATURE.  3 CREDITS H
Study of various genres in children's literature with focus on analysis of the content and quality of works from nursery level through the elementary grades. Prerequisite: EGL-1020 or EGL-1100 or EGL-1320 or EGL-1340.

EGL-2250  LITERATURE FOR TEENAGERS.  3 CREDITS H
Analysis of the content and quality of literature written for adolescents. Prerequisite: EGL-1020 or EGL-1100 or EGL-1320 or EGL-1340. (Offered every other year.)

EGL-2270  APPLIED GRAMMAR.  3 CREDITS
Analysis of grammar, syntax, the history of the English language, and conventional usage. Application of principles through editing texts, constructing teaching units and/or writing research papers. Prerequisites: EGL-1010; and EGL-1020, EGL-1100, EGL-1320, or EGL-1340 with grades of C or better or permission of the instructor.

EGL-2320  LITERATURE AND FILM.  3 CREDITS H
A study of the various relationships between film and literature, examining such themes as self and society as well as relevant cinematic and literary techniques. Prerequisite: EGL-1020 or EGL-1100 or EGL-1320 or EGL-1340. (Honors version available.)

EGL-2330  MODERN LITERATURE.  3 CREDITS H
Major writers, their themes and their views of the modern world. Prerequisite: EGL-1020 or EGL-1100 or EGL-1320 or EGL-1340. (Offered every other year.)

EGL-2370  STUDIES IN BIBLICAL LITERATURE: THE OLD TESTAMENT.  3 CREDITS H
Analysis of the Bible as literature, emphasizing major ideas, characters, themes, and literary techniques of the Old Testament. Prerequisite: EGL-1020 or EGL-1100 or EGL-1320 or EGL-1340.

EGL-2390  STUDIES IN BIBLICAL LITERATURE: THE NEW TESTAMENT.  3 CREDITS H
Analysis of the Bible as literature, emphasizing major ideas, characters, themes, and literary techniques of the New Testament. Prerequisite: EGL-1020 or EGL-1100 or EGL-1320 or EGL-1340.

EGL-2410  MYTHOLOGY, LEGEND AND FOLKLORE.  3 CREDITS H
Overview of myth, legend, and folklore, tracing themes and motifs common to Western and other literatures. Prerequisite: EGL-1020 or EGL-1100 or EGL-1320 or EGL-1340.
EGL-2430  SURVEY OF SCIENCE FICTION.  3 CREDITS H
European and American science fiction with emphasis on history, themes, forms, and relationship to Western culture and literature.
Prerequisite: EGL-1020 or EGL-1100 or EGL-1320 or EGL-1340. (Offered every other year.)

EGL-2440  SURVEY OF MYSTERY AND DETECTIVE FICTION.  3 CREDITS H
Study of the literary genre of mystery and detective fiction, presenting an historical overview of the genre from its 19th century beginnings through the “golden age” of the early 20th century and the “hard boiled” detectives of the 1930s to contemporary writers as well as ethnic, regional, and international authors. Students will read the fiction and also view selected films, analyzing the elements of mystery, its literary roots, and its reflection of cultural contexts and issues. Prerequisite: EGL-1020 or EGL-1100 or EGL-1320 or EGL-1340. (Offered every other year.)

EGL-2500  WOMEN IN LITERATURE.  3 CREDITS H
Women’s voices over the centuries expressed autobiographically and in short stories, plays, and poems. Prerequisite: EGL-1020 or EGL-1100 or EGL-1320 or EGL-1340. (Offered every other year.)

EGL-2600  INTRODUCTION TO THE NOVEL.  3 CREDITS H
An overview of the history, development, and form of the novel. This course examines novels from a variety of cultures, ranging from the genre’s inception to the present, using introductory literary theory to better understand these works and their historical, cultural, and literary contexts. Prerequisite: EGL-1020 or EGL-1100 or EGL-1320 or EGL-1340.

EGL-2890H  HONORS COLLOQUIUM IN ENGLISH.  3 CREDITS
This honors colloquium will examine special topics in the field of English and their relevance across disciplinary perspectives. The issues to be addressed in each colloquium will vary from semester to semester. These courses are designed for students in the Honors program, but are open to others with the approval of the honors coordinator or the instructor. Prerequisites: Reading proficiency and permission of instructor or honors coordinator.

EGL-2910–2930  COOPERATIVE EDUCATION.  1–3 CREDITS
A maximum of six credits of cooperative education and internship experiences may be applied to any degree. These credits may not transfer to all four-year institutions. Contact the Career Services Office, Marlboro Hall, Room 2102, 301-322-0109, for more complete information.

ENGLISH AS A SECOND LANGUAGE (ESL)
Language Studies Department | Bladen Hall, Room 309 | 301-322-0946
All ESL courses meet for 3 class hours and 1 additional lab hour per week or equivalent. All courses award Equivalent Hours (EHs) upon successful completion.

ESL-0081  ENGLISH AS A SECOND LANGUAGE: BASIC READING SKILLS.  0 CREDITS (3 EH)
For nonnative speakers of English whose reading ability is minimal. Develops vocabulary and basic reading comprehension. Placement by exam. (Formerly offered as ESL-0811. Students may not receive credit for both ESL-0811 and ESL-0081.)

ESL-0082  ENGLISH AS A SECOND LANGUAGE: ELEMENTARY I.  0 CREDITS (3 EH)
For nonnative speakers whose English writing and speaking skills are minimal. Elementary grammar and English structures through writing and speaking. Placement by exam. (Formerly offered as ESL-0821. Students may not receive credit for both ESL-0821 and ESL-0082.)

ESL-0100  ENGLISH AS A SECOND LANGUAGE: ELEMENTARY II.  0 CREDITS (3 EH)
For nonnative speakers whose English writing and speaking skills are limited. Practice in basic American English grammar and writing. (Formerly ESL-1000. Students who completed ESL-1000 may not take ESL-0100.) Prerequisite: ESL-0082 (formerly ESL-0821) with a grade of C or higher or placement by exam.
Chapter 9—Course Descriptions

ESL-0101  ENGLISH AS A SECOND LANGUAGE: INTERMEDIATE I.  0 CREDITS (3 EH)
For nonnative speakers whose writing and speaking skills are limited. Practice in low intermediate American English grammar, sentence structure, and paragraph writing. (Formerly ESL-1010. Students who have completed ESL-1010 may not take ESL-0101.) Prerequisite: ESL-0100 (formerly ESL-1000) with a grade of C or higher or placement by exam.

ESL-0102  ENGLISH AS A SECOND LANGUAGE: INTERMEDIATE II.  0 CREDITS (3 EH)
For nonnative speakers whose writing and speaking skills are at the intermediate level. Practice in higher intermediate American English grammar, sentence structure, and paragraph writing. (Formerly offered as ESL-1020. Students who have completed ESL-1020 may not take ESL-0102.) Prerequisite: ESL-0101 or 1010 with a grade of C or higher or placement by exam.

ESL-0105  ENGLISH AS A SECOND LANGUAGE: INTERMEDIATE READING SKILLS.  0 CREDITS (3 EH)
Acquainting nonnative speakers with American culture and idiomatic American English through reading and vocabulary development. (Formerly offered as ESL-1050. Students who have completed ESL-1050 may not take ESL-0105.) Prerequisite: ESL-0081 and ESL-0100 (formerly ESL-0811 and ESL-1000) with grades of C or higher or placement by exam.

ESL-0106  ENGLISH AS A SECOND LANGUAGE: ADVANCED READING SKILLS.  0 CREDITS (3 EH)
Continuation of ESL-0105. Focus on reading, word and study skills, vocabulary expansion, and summary writing. (Formerly offered as ESL-1060. Students who have completed ESL-1060 may not take ESL-0106.) Prerequisites: ESL-0102 or ESL-1020 with a grade of C or higher and ESL-0105 (formerly ESL-1050) with a grade of C or higher or placement by exam. Successful completion of ESL-0106 fulfills the college's reading proficiency requirement.

ESL-0201  ENGLISH AS A SECOND LANGUAGE: COMPOSITION.  0 CREDITS (3 EH)
For nonnative speakers who have a good command of English. Focus on paragraph-length compositions and complex grammar and sentence structures. (Formerly offered as ESL-2010. Students who have completed ESL-2010 may not take ESL-0201.) Prerequisite: ESL-0102 (formerly ESL-1020) with a grade of C or higher or placement by exam.

ESL-0202  ENGLISH AS A SECOND LANGUAGE: ADVANCED COMPOSITION.  0 CREDITS (3 EH)
For nonnative speakers whose writing and speaking skills are at a high level. Focus on essay writing and advanced grammar. (Formerly offered as ESL-2020. Students who have completed ESL-2020 may not take ESL-0202.) Prerequisite: ESL-0201 (formerly ESL-2010) with a grade of C or higher or placement by exam.

FIRE SCIENCE (FSC)
Public Safety and Law Department | Bladen Hall, Room 208 | 301-322-0553
Fire Science (FSC) courses are taught by the Maryland Fire and Rescue Institute (MFRI) at various locations within the state of Maryland and are restricted to employees and volunteers of the Fire/EMS Department. Credits for the MFRI courses will be transferred into the college based upon the recommendation of the American Council of Education (ACE) as published in the current edition of the National Guide to Educational Credit for Training Programs.

FSC-1010  FIREFIGHTER I.  3 CREDITS
Provides students with the knowledge and skills to safely and effectively perform basic firefighting operations as part of a firefighting team. Restricted to employees and volunteers of the Fire/EMS Department.

FSC-1020  EMERGENCY MEDICAL TECHNICIAN BASIC.  6 CREDITS
Provides students with the necessary knowledge and skills to perform emergency medical care in a pre-hospital environment at the basic life support level. Restricted to employees and volunteers of the Fire/EMS Department.
FSC-1030  HAZARDOUS MATERIALS OPERATIONS.  1 CREDIT
Provides the student with the knowledge and skills to perform hazardous materials first response. Restricted to employees and volunteers of the Fire/EMS Department.

FSC-1200  PRINCIPLES OF BUILDING CONSTRUCTION (COMBUSTIBLE).  1 CREDIT
Provides knowledge about the classification system of buildings; the importance of fire resistance for structural support elements; and the risks associated with performing fire-suppression activities inside and around buildings involved in fire. Restricted to employees and volunteers of the Fire/EMS Department.

FSC-1210  PRINCIPLES OF BUILDING CONSTRUCTION (NON-COMBUSTIBLE).  1 CREDIT
Enables students to cite key features of non-combustible or fire-resistive buildings which affect emergency operations. Fire and safety concerns that exist in non-combustible and fire-resistive structures are studied. Restricted to employees and volunteers of the Fire/EMS Department.

FSC-1300  EMERGENCY VEHICLE OPERATOR.  2 CREDITS
Provides students with information on sensible and safe emergency vehicle driving procedures and collision avoidance and will develop basic skills in the operation of fire and rescue service apparatus. Restricted to employees and volunteers of the Fire/EMS Department.

FSC-2010  FIREFIGHTER II.  2 CREDITS
Provides students with the knowledge and skills needed to become a journeyman firefighter. Restricted to employees and volunteers of the Fire/EMS Department. Prerequisite: FSC-1010.

FSC-2020  TRUCK COMPANY FIREGROUND OPERATIONS.  1 CREDIT
Provides the student with the fundamental principles of truck company operations and how they are integrated during fireground operations. Restricted to employees and volunteers of the Fire/EMS Department. Prerequisite: FSC-1010.

FSC-2060  FIREFIGHTER SURVIVAL AND RESCUE.  1 CREDIT
Provides students with the knowledge and skills needed to prevent death or injury by addressing concerns when operating on structural fires. Restricted to employees and volunteers of the Fire/EMS Department. Prerequisite: FSC-1010.

FSC-2910–2930  FIRE SCIENCE INTERNSHIPS.  1–3 CREDITS
The internship is a practicum with measurable learning objectives designed to broaden the educational experience. Restricted to employees and volunteers of the Fire/EMS Department. A maximum of six credits of cooperative education and internship experiences may be applied to any degree. These credits may not transfer to all four-year institutions. Contact the Career Services Office, Marlboro Hall, Room 2102, 301-322-0109, for more complete information.

FORENSIC SCIENCE (FOS)
Public Safety and Law Department | Bladen Hall, Room 208 | 301-322-0553

FOS-2500  FORENSIC SCIENCE.  3 CREDITS
A survey of the scientific discipline directed at the recognition, identification, and evaluation of physical evidence through application of the natural sciences to criminal investigation. Emphasis is placed on the role of the forensic scientist. Prerequisite: Reading proficiency.

FOS-2510  FORENSIC ASPECTS OF DEATH INVESTIGATION.  3 CREDITS
A study of the medicolegal examination of death scenes by the medical examiner and other death investigators. Emphasis is on autopsy procedures, post-mortem changes, unidentified remains, injuries, and investigative techniques. Prerequisites: FOS-2500. (Online version offered only in the fall semester.)
FOS-2520  FORENSIC ASPECTS OF DRUG IDENTIFICATION AND ABUSE.  3 CREDITS
An understanding of the nature of poisoning, the pharmacokinetics of drug interaction on brain neurochemistry, and other organ systems in the human body. This course is an overview of how the human cravings for illicit and licit drugs affect human behavior. Prerequisite: FOS-2500. (Online and evening sections offered spring semester only.)

FOS-2530  FIRE AND ARSON INVESTIGATION.  3 CREDITS
A study of the practical approach to basic fire scene investigation. Emphasis is on fire behavior, building construction, the scientific method, origin and cause determination, and legal aspects of the fire scene. Prerequisite: FOS-2500. (Offered spring semester only.)

FOS-2540  PHYSICAL IDENTIFIERS (FINGERPRINTING TECHNIQUES).  3 CREDITS
An examination and application of the science of fingerprints, using current methods of detection, development, and preservation. This course also will examine basic fingerprint identification theory, processing techniques, and the fingerprint identification role within forensic science. Prerequisite: FOS-2500. (Offered fall semester only.)

FOS-2550  PHOTOGRAPHY IN THE FORENSIC SCIENCES.  3 CREDITS
An introduction to the use of digital photography in the documentation of evidence associated with crime scenes. Prerequisite: FOS-2500.

FOS-2570  FIREARMS AND TOOL MARKS IDENTIFICATION.  3 CREDITS
A study of firearms identification, ballistics, shot and powder patterns, cartridge casings, and tool marks. Prerequisite: FOS-2500. (Offered fall semester only.)

FOS-2580  BASIC ACCIDENT INVESTIGATION.  3 CREDITS
A survey of the principles and techniques involved in traffic crash investigation. Emphasis is on the recognition, interpretation, documentation and collection of evidence, including skid, yaw, roadway and vehicle marks, and damages. Prerequisite: FOS-2500. (Offered spring semester only.)

FOS-2590  CRIME SCENE INVESTIGATION.  3 CREDITS
A practical hands-on approach to evidence identification, documentation, collection, and handling from the crime scene to the crime laboratory to presentation in court. A fixed lens 35 mm camera or digital camera is required by the student. Prerequisite: FOS-2500.

FOS-2600  COMPUTER FORENSICS I.  3 CREDITS
(CYBERWATCH COMMON COURSE EQUIVALENT: CW 170)
A survey of computer forensic analysis and tools used to investigate crimes. Emphasis is on evidence analysis and data retrieval from computer hardware and software applications. Students will have hands-on laboratory experience using various computer forensic tools, evidence preservation techniques, and documentation. Prerequisites: INT-1010; FOS-2500 recommended.

FOS-2610  COMPUTER FORENSICS II.  3 CREDITS
An examination of advanced concepts in computer forensic analysis and computer-related crime, including data hiding techniques, encryption, electronic password cracking, and password recovery tools. Prerequisite: FOS-2600. 2 class/2 lab hours.

FOS-2910–2930  FOS INTERNSHIP.  1–3 CREDITS
The internship is a practicum with measurable learning objectives designed to broaden the educational experience. Students are assigned to appropriate governmental and private agencies. 3–9 practicum hours. A maximum of six credits of cooperative education and internship experiences may be applied to any degree. These credits may not transfer to all four-year institutions. Contact the Career Services Office, Marlboro Hall, Room 2102, 301-322-0109, for more complete information.
### FRENCH (FRN)
Language Studies Department | Bladen Hall, Room 309 | 301-322-0946

All French courses meet for 3 class hours and 1 additional lab hour per week or equivalent.

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<tr>
<td>FRN-1010</td>
<td>FRENCH FOR BEGINNERS.</td>
<td>3 CREDITS H</td>
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<tr>
<td>FRN-1020</td>
<td>FRENCH FOR ADVANCED BEGINNERS.</td>
<td>3 CREDITS H</td>
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<tr>
<td>FRN-2010</td>
<td>INTERMEDIATE FRENCH I.</td>
<td>3 CREDITS H</td>
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<tr>
<td>FRN-2020</td>
<td>INTERMEDIATE FRENCH II.</td>
<td>3 CREDITS H</td>
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<tr>
<td>FRN-2040</td>
<td>ADVANCED CONVERSATION.</td>
<td>3 CREDITS H</td>
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</tbody>
</table>

### GEOGRAPHY (GEO)
History, Political Science, Geography, and Anthropology Department | Marlboro Hall, Room 2018 | 301-322-0527

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>GEO-1000</td>
<td>INTRODUCTION TO GEOGRAPHY AS A SOCIAL SCIENCE.</td>
<td>3 CREDITS SS</td>
</tr>
<tr>
<td>GEO-1010</td>
<td>PHYSICAL GEOGRAPHY.</td>
<td>3 CREDITS SS SC</td>
</tr>
<tr>
<td>GEO-1020</td>
<td>PHYSICAL GEOGRAPHY LABORATORY.</td>
<td>1 CREDIT SC</td>
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<tr>
<td>GEO-1070</td>
<td>PHYSICAL AND HISTORICAL GEOGRAPHY OF MARYLAND.</td>
<td>3 CREDITS</td>
</tr>
<tr>
<td>GEO-1090</td>
<td>WORLD REGIONAL GEOGRAPHY.</td>
<td>3 CREDITS</td>
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</tbody>
</table>
### Health Education (HLE)

Health, Nutrition, and Physical Education Department | Novak Field House, Room 104 | 301-322-0504

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>HLE-1150</td>
<td>Personal and Community Health.</td>
<td>3</td>
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<tr>
<td></td>
<td>Provides health information related to personal and community health. Topics include but are not limited to: wellness, relationships and communications, sexuality and reproduction, substance abuse, physical fitness and nutrition, diseases, conventional and complementary medicine, and death and dying.</td>
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<tr>
<td>HLE-2000</td>
<td>Application of Concepts for Fitness and Wellness.</td>
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<td>Includes the study and practical application of principles for optimizing wellness, including health, fitness, nutrition, weight control and stress management. Individual fitness, nutrition and wellness will be evaluated and implemented through the use of labs, self-assessment tools, weight training, and cardiorespiratory activities.</td>
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<tr>
<td>HLE-2010</td>
<td>Health Issues in a Culturally Diverse Society.</td>
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<td>Provides health information related to issues and problems affecting ethnic minorities in the United States (African American, Hispanic American, Asian American, and Native American). Focus areas will include traditional health care, disparities in treatment, barriers in health care, culture and nutrition, leading causes of death, healing and religion, current health problems. Prerequisite: Reading proficiency.</td>
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<tr>
<td>HLE-2130</td>
<td>First Aid—Responding to Emergencies/CPR Fpr.</td>
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<td>Studies emergency care theory and skills including all CPR skills and AED (defibrillation) instruction for the professional rescuer. Two Red Cross certifications awarded: First Aid—Responding to Emergencies and CPR for the Professional Rescuer.</td>
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<tr>
<td>HLE-2150</td>
<td>Introduction to Child Health.</td>
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<td>Examines health, safety and nutritional needs of children between birth and eight years old and the role of the early childhood educator in promoting children’s health. Includes developing activities designed to teach children healthy living habits. Red Cross Community First Aid and Safety and CPR certificates awarded. Prerequisite: TED-1200 (formerly ECE-1510).</td>
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<tr>
<td>HLE-2210</td>
<td>Human Sexuality.</td>
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<td>Comprehensive study of the biological, physiological, developmental, and social aspects of human sexuality from a multicultural perspective. Topics include male/female sexual physiology and response cycles, gender issues, contraception and abortion, conception/fertility issues, relationship sexuality, sexually transmitted infections, sexual dysfunction and treatment, and sexual harassment and coercion issues.</td>
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<tr>
<td>HLE-2250</td>
<td>Health Issues for Women.</td>
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<td>Examines a broad range of health issues that are either unique to women or of special importance to women, including eating disorders, abuse and rape, self-esteem related to appearance, and reproductive technology.</td>
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<tr>
<td>HLE-2300</td>
<td>Integrated Health and Physical Education.</td>
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<td>This course focuses on foundational knowledge about the interrelationship of behavior and health. It incorporates the concepts of movement to learning development of motor skills and concepts of leading a healthy lifestyle.</td>
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<tr>
<td>HLE-2890H</td>
<td>Honors Colloquium in Health Education.</td>
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<td>This honors colloquium will examine special topics in the field of health education and their relevance across disciplinary perspectives. The issues to be addressed in each colloquium will vary from semester to semester. These courses are designed for students in the Honors program but are open to others with the approval of the honors coordinator or the instructor. Prerequisites: Reading proficiency and permission of instructor/coordinator.</td>
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</table>
HEALTH INFORMATION MANAGEMENT (HIM)

Allied Health and Nursing | Center for Health Studies, Room 1402 | 301-322-0733

HIM courses are offered once per year in the fall or spring except for HIM-1530 which is offered every semester. A grade of C or higher must be maintained in all core program and required science courses. Program prerequisites require a C or higher.

HIM-1500  FUNDAMENTALS OF HEALTH INFORMATION.  4 CREDITS
Organization of health care delivery; the health information management profession; emphasis on health record content, technology, the accrediting/regulatory standards, retention, storage/retrieval systems, and the legal aspects of releasing health information. Prerequisites: Program admission, INT-1010, BIO-1010, BIO-2050; HIM-1530 and BIO-2060 completed or concurrent. 3 class/3 lab hours. (Offered fall only.)

HIM-1530  MEDICAL TERMINOLOGY.  4 CREDITS
Usage, pronunciation, spelling, and plural formation as they relate to body systems. Emphasis is on roots, prefixes, suffixes, eponyms, standard abbreviations, the use of medical terms in context and terminology related to cancer medicine, nuclear medicine, and pharmacology.

HIM-1540  DIRECTED CLINICAL PRACTICE I.  1 CREDIT
Supervised student practice in simulated laboratory and clinical practice settings; emphasis on storage and retrieval systems, MPI, incomplete documentation policies and procedures and release of health information and the associated computer applications. Prerequisite: HIM-1500. 4 clinical hours. (Offered spring only.)

HIM-1550  DISEASE PROCESSES.  4 CREDITS
Basic concepts of health and disease; causes, etiology, incidence and treatment of illnesses. Prerequisites: HIM-1530 and BIO-2050/2060. (Offered spring only.)

HIM-1581  PRINCIPLES AND APPLICATIONS OF ICD CODING.  4 CREDITS
In-depth focus on diagnosis and procedural coding using the International Classification of Diseases (ICD) as modified for use in the United States. UHDDS data collection requirements for financial reporting and statistical research. (Formerly offered as HIM-1580. Students may not receive credit for both HIM-1580 and HIM-1581.) Prerequisites: HIM-1500, HIM-1530, and BIO-2050/2060; HIM-1550 completed or concurrent or permission of program director. 3 class/3 lab hours. (Offered spring only.)

HIM-1600  PRINCIPLES AND APPLICATIONS OF CPT.  2 CREDITS
Orientation to the coding principles of HCPCS/CPT. Special emphasis on application in the ambulatory and acute care environments. Prerequisites: HIM-1580 and HIM-1550 or permission of program director. 2 class/1 lab hours. (Offered summer only.)

HIM-1800  INTRODUCTION TO MEDICAL TERMS FOR HEALTH PROFESSIONALS.  1 CREDIT
Introduces basic medical terminology to students preparing to enter a health care profession. Students will learn word elements, build on and properly use medical language, thus enhancing their communication skills in the didactic and clinical settings. (HIM majors may not take this course. This course cannot substitute for HIM-1530.) Formerly MHE-2000. Students cannot receive credit for both MHE-2000 and HIM-1800. Note: This is a self-directed course using CD-ROM and e-mail communication.

HIM-1940  PHYSICIAN OFFICE BILLING.  2 CREDITS
Designed for physician office staff and others in health care who are interested in physician billing. Course includes diagnosis/procedure coding principles and computer applications. This course cannot be substituted for a course in the Health Information Management curriculum. Students should have basic computer skills and strong medical terminology background.
HIM-2510  HEALTH INFORMATION STATISTICS AND QUALITY IMPROVEMENT.  4 CREDITS
Focuses on health data and vital statistics reporting, data presentation techniques, cancer programs and registries, quality assessment/improvement, utilization review and risk management. Prerequisites: MAT-1140, HIM-1581, and HIM-1600. 3 class/3 lab hours. (Offered fall only.)

HIM-2530  HEALTH INFORMATION MANAGEMENT.  3 CREDITS
Focuses on the management of a health information department and information technology. Prerequisites: HIM-2510 and MGT-1550. Capstone Course: Students must complete a minimum of 50 credits, including any prerequisite courses, prior to enrolling in this course. A cumulative GPA of 2.00 or better is also required. (Offered spring only.)

HIM-2550  HEALTH INFORMATION IN ALTERNATIVE CARE.  2 CREDITS
Focus is on health information requirements in settings other than acute care. Content will include accreditation, federal regulations, and reimbursement mechanisms as they relate to care settings such as hospice, home health, skilled and intermediate care, rehabilitation, and mental health. Prerequisites: HIM-2510; HIM-2580 concurrent or permission of program director. (Offered spring only.)

HIM-2560  DIRECTED CLINICAL PRACTICE II.  3 CREDITS
Supervised student practice in simulated laboratory and clinical practice settings; emphasis on inpatient and ambulatory coding with ICD 10-CM/PCS and HCPCS/CPT coding systems using encoder and grouper software, data abstracting and data retrieval from indices. Prerequisites: HIM-1540, HIM-1550, HIM-1581, and HIM-1600; HIM-2510 and HIM-2600 concurrent or permission of program director. 12 clinical hours. (Offered fall only.)

HIM-2580  DIRECTED CLINICAL PRACTICE III.  2 CREDITS
Supervised student practice in simulated laboratory and clinical practice settings; emphasis on data access, analysis and data presentation, research methodologies, cancer registry abstracting, quality assessment/improvement, utilization review functions and specialized care facilities. Prerequisites: HIM-2510 and HIM-2560; HIM-2530 and HIM-2550 concurrent. 8 clinical hours. (Offered spring only.)

HIM-2600  MEDICAL REIMBURSEMENT AND BILLING  3 CREDITS
Focus is on reimbursement and payment systems in acute and ambulatory care settings. Emphasis will be placed on prospective payment systems, third-party payers, medical claims processing and regulatory compliance issues. Prerequisites: HIM-1580 and HIM-1600; or HIM-1610 or permission of program director. 3 class/1 lab hours. (Offered fall only.)

HISTORY (HST)

HST-1310  ANCIENT AND MEDIEVAL HISTORY.  3 CREDITS SS
The history of ancient Egyptian, Near Eastern, Greek and Roman civilizations, and of the Middle Ages. Prerequisite: Reading proficiency. (Honors version available.)

HST-1320  MODERN HISTORY.  3 CREDITS SS
A survey of the history of Europe and of Europe’s encounters with the rest of the world from the Renaissance to the First World War, focusing on those political, social, economic, and cultural developments that shaped and defined the modern Western world. Prerequisite: Reading proficiency. (Honors version available.)

HST-1370  THE WORLD IN THE TWENTIETH CENTURY.  3 CREDITS SS
A comparative survey of the major developments in Europe, Asia, Africa, and the Americas during the past century that have led to the formation of the contemporary world. Prerequisite: Reading proficiency.
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Type</th>
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<tbody>
<tr>
<td>HST-1410</td>
<td>HISTORY OF THE UNITED STATES I.</td>
<td>3</td>
<td>SS</td>
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<tr>
<td></td>
<td>American history from the colonial period through the Civil War. Prerequisite: Reading proficiency. (Honors version available.)</td>
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<tr>
<td>HST-1430</td>
<td>HISTORY OF THE UNITED STATES II.</td>
<td>3</td>
<td>SS</td>
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<tr>
<td></td>
<td>American history from the Civil War to the present. Prerequisite: Reading proficiency. (Honors version available.)</td>
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<tr>
<td>HST-1510</td>
<td>HISTORY OF AFRICAN AMERICANS I.</td>
<td>3</td>
<td>SS</td>
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<td>Surveys African American history from the beginnings of the Trans-Atlantic slave trade in the colonial era through the end of Reconstruction in 1877. It examines the social, political, cultural, military, economic, and scientific triumphs and tribulations that African Americans experienced. Particular emphasis is placed on describing and analyzing black Americans’ resistance to inequality, the development of their institutions, the expansion of slavery, and the Civil War and Reconstruction. Prerequisite: Reading proficiency.</td>
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<tr>
<td>HST-1530</td>
<td>HISTORY OF AFRICAN AMERICANS II.</td>
<td>3</td>
<td>SS</td>
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<td>Surveys African American history from the end of Reconstruction through the present. Particular emphasis is placed on describing and analyzing black Americans’ efforts to counteract the inequalities their communities experienced as a result of Jim Crow laws and racial disenfranchisement. It examines the Great Migration, the Harlem and Chicago Renaissances, Post-World War II integrationist and black Nationalists movements, and black political activism. Prerequisite: Reading proficiency.</td>
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<td>HST-2100</td>
<td>HISTORY OF WOMEN IN AMERICA.</td>
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<td>An introduction to the study of American women from colonial times to the present. Prerequisite: Reading proficiency.</td>
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<td>HST-2160</td>
<td>THE MODERN MIDDLE EAST.</td>
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<td>A survey of Middle Eastern history from the late 18th century to the present with emphasis on the 20th century. The areas covered include present day Iraq, Iran, Syria, Jordan, Lebanon, Israel, Turkey, Egypt, and the Arabian peninsula. Prerequisite: Reading proficiency. (Offered spring semester only)</td>
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<tr>
<td>HST-2230</td>
<td>HISTORY OF LATIN AMERICA AND THE CARIBBEAN.</td>
<td>3</td>
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<td>Latin American history from independence to the present, with an overview of the colonial period. Prerequisite: Reading proficiency.</td>
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<tr>
<td>HST-2310</td>
<td>HISTORY OF AMERICAN FOREIGN POLICY.</td>
<td>3</td>
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<td>Foreign policy of the U.S. from 1775 to the present; America as a world power in the 20th century. Prerequisite: Reading proficiency. (Offered fall semester only)</td>
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<tr>
<td>HST-2330</td>
<td>HISTORY OF THE AMERICAN CIVIL WAR.</td>
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<td>The American Civil War and its origins, emphasizing the major military campaigns and the impact of the war on American society and culture. Prerequisite: Reading proficiency. (Offered fall semester only)</td>
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<tr>
<td>HST-2350</td>
<td>HISTORY OF MARYLAND.</td>
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<td>The political, economic, social, and cultural history of Maryland from the colonial era to the present. Prerequisite: Reading proficiency. (Offered spring semester only)</td>
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<tr>
<td>HST-2380</td>
<td>HISTORY OF PRINCE GEORGE’S COUNTY.</td>
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<td>The socio-cultural and political history of the county from its inception in the 1600s to the present. Emphasis from the Civil War forward. Prerequisite: Reading proficiency and permission of department chair.</td>
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<tr>
<td>HST-2470</td>
<td>AFRICAN HISTORY.</td>
<td>3</td>
<td>SS</td>
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<tr>
<td></td>
<td>Survey of African history from early cultures through European colonialism to modern African nationhood. Prerequisite: Reading proficiency.</td>
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**HST-2890H  HONORS COLLOQUIUM IN HISTORY.  3 CREDITS**
This honors colloquium will examine special topics in the field of history and their relevance across disciplinary perspectives. The issues to be addressed in each colloquium will vary from semester to semester. These courses are designed for students in the Honors program but are open to others with the approval of the honors coordinator or the instructor. Prerequisites: Reading proficiency and permission of instructor/coordinator.

**HST-2970  HISTORIC SITES INTERNSHIP EXPERIENCE.  3 CREDITS**
Unpaid, supervised experience at historic sites in the state of Maryland. Provides an opportunity to assist in the creation of a project, bibliography, or exhibit that expresses major themes in American history. Prerequisite: HST-1410 or HST-1430, HST-1510 or HST-1530 and permission of department chair.

**HST-2910–2930  COOPERATIVE EDUCATION.  1–3 CREDITS**
A maximum of six credits of cooperative education and internship experiences may be applied to any degree. These credits may not transfer to all four-year institutions. Contact the Career Services Office, Marlboro Hall, Room 2102, 301-322-0109, for more complete information.

**HONORS**
Honors Program | Marlboro Hall, Room 1087 | 301-322-0433
Honors colloquia are interdisciplinary seminars which focus on varying subjects from semester to semester. These courses are designed for students in the Honors program, but are open to others with the approval of the Honors program coordinator or the instructor. Honors versions of standard courses are also offered. These colloquia are offered in most academic departments with the course number 2890 (e.g. EGL-2890H, POS-2890H).

**HORTICULTURE (HRT)**
Biological Sciences Department | Chesapeake Hall, Room 100 | 301-322-0420

**HRT-1010  PRINCIPLES OF ORNAMENTAL HORTICULTURE.  4 CREDITS SC**
Origins of horticulture and the classification, structure, growth, and development of horticultural plants. Practical applications of horticultural principles and overview of the industry. 3 class/3 lab hours.

**HRT-1030  PRINCIPLES OF LANDSCAPE CONTRACTING AND DESIGN.  3 CREDITS**
Organizational, financial, and managerial aspects of landscape contracting, including facilities, marketing, purchasing, and quality control. 2 class/2 lab hours.

**HRT-1050  PRINCIPLES OF GREENHOUSE MANAGEMENT.  3 CREDITS**
Principles and practices of greenhouse operation and management, including considerations of environmental requirements, plant response, and economic factors. 2 class/2 lab hours.

**HRT-1080  INTRODUCTION TO TURFGRASS MANAGEMENT.  3 CREDITS**
Identification and maintenance requirements of turfgrass species. Topics include growth and development, environmental and cultural practices (including fertilization), disease control, and pesticide use. 2 class/2 lab hours.

**HRT-1100  PROMOTING PROFESSIONALISM IN ORNAMENTAL HORTICULTURE.  2 CREDITS**
Techniques for effective communication and positive professional relationships with business clientele.

**HRT-1120  IDENTIFICATION OF TROPICAL AND SPECIALTY PLANTS.  2 CREDITS**
Tropical and specialty plants used in interior plantscaping: identification, care, and utilization. 1 class/2 lab hours.
HRT-1140  **ANNUALS AND PERENNIALS.**  2 CREDITS
Culture, maintenance, and identification of annual, biennial, and perennial herbaceous plants of the mid-Atlantic region and their use in landscaping. 1 class/2 lab hours.

HRT-1160  **WOODY ORNAMENTAL PLANTS I.**  3 CREDITS
Identification, landscape use, and maintenance of trees, shrubs, vines, and ground covers commonly found in the mid-Atlantic region. Focus on evergreens and spring flowering trees. 2 class/2 lab hours.

HRT-1170  **WOODY ORNAMENTAL PLANTS II.**  3 CREDITS
(See description for HRT-1160.) Class focus on deciduous trees. 2 class/2 lab hours.

HRT-1200  **PLANT DISEASES AND PESTS.**  3 CREDITS
Insect pests and diseases of ornamental plants, including causes, diagnosis, and control procedures. 2 class/2 lab hours.

HRT-1210  **INSTALLATION OF INTERIOR PLANTINGS.**  2 CREDITS
Interior landscaping in malls, building lobbies, and offices, including site evaluation, soils, drainage, mulches, lighting, and installation. 1 class/2 lab hours.

HRT-1230  **INTERIOR PLANTSCAPE MAINTENANCE.**  2 CREDITS
Indoor plant care and maintenance, including pest control and environmental requirements. 1 class/2 lab hours.

HRT-1250  **LANDSCAPE INSTALLATION.**  2 CREDITS
Materials, methods, and construction elements of landscaping from site preparation to installation. Laboratory includes a class project. 1 class/2 lab hours.

HRT-1270  **LANDSCAPE MAINTENANCE.**  2 CREDITS
Horticulturally sound landscape management methods and practices, including pruning, weed control, bed care, and quality control. 1 class/2 lab hours.

HRT-1290  **NURSERY AND GARDEN CENTER MANAGEMENT.**  2 CREDITS
Principles and techniques of nursery/garden center operation. 1 class/2 lab hours.

HRT-1300  **BASIC PESTICIDE USE AND SAFETY.**  3 CREDITS
Fundamentals of basic pesticide use and safety as it relates to the production and maintenance of ornamental horticulture crops. This represents one of two courses required by the Maryland Department of Agriculture (MDA) and the District of Columbia for individuals applying to take the Commercial Pesticide Applicator or Consultant Exam.

HRT-2910–2930  **COOPERATIVE EDUCATION.**  1–3 CREDITS
A maximum of six credits of cooperative education and internship experiences may be applied to any degree. These credits may not transfer to all four-year institutions. Contact the Career Services Office, Marlboro Hall, Room 2102, 301-322-0109, for more complete information.

**HOSPITALITY SERVICES MANAGEMENT (HSM)**
Hospitality, Tourism, and Culinary Arts Department | Chesapeake Hall, Room 100 | 301-341-3090

HSM-1510  **INTRODUCTION TO THE HOSPITALITY INDUSTRY.**  3 CREDITS
Overview of hotel, food service, and travel/tourism management. Special projects, readings, guest lectures, and field trips are included.
HSM-1515  LEADERSHIP AND INTERPERSONAL DYNAMICS IN THE HOTELIISTRY INDUSTRY.  3 CREDITS
In the hospitality industry, quality service is a key component of every company's success. Regardless of the venue, be it a cruise ship, a restaurant, a professional meeting, or convention, the hospitality industry is in the business of creating positive human experiences. Learning and managing oneself and maintaining positive team relationships at work is crucial. This course will focus on understanding how each of our personalities affects the way we interact with others, as well as on methods for increasing our effectiveness at working within groups, both as a leader and as a participant.

HSM-1520  FUNDAMENTALS OF MEETING, CONVENTION, AND EVENT MANAGEMENT.  3 CREDITS
Addresses basic meeting, convention, and event management concepts and practical knowledge to assist in planning meetings like a seasoned professional. The course provides important checklists and resources, and introduces the vocabulary necessary to succeed in meeting planning. It is a must for anyone planning on entering the meeting management or event management profession.

HSM-1550  FOOD SERVICE MANAGER TRAINING AND CERTIFICATION IN SANITATION.  1 CREDIT
Provides an overview of the principles of food microbiology, important food-borne diseases, standards that are enforced by food service regulatory agencies, and applied measures for the prevention of food-borne diseases and other microbiological problems. It also describes the Hazard Analysis Critical Control Point (HACCP) system and includes ServSafe certification. Note: Only Culinary Arts students must take CUL-1100 concurrently.

HSM-1560  CATERING AND BANQUET OPERATIONS.  3 CREDITS
Provides essential information needed to operate a successful catering business and manage various catering and banquet operations. Both on- and off-premises catering will be covered in addition to business planning, menu development, pricing, purchasing, preparation, service details, sanitation, and management, 2 class/3 lab hours.

HSM-1580  USING TECHNOLOGY IN THE HOTELIISTRY INDUSTRY.  3 CREDITS
Provides an introduction to the principles of basic computer applications as used in both the hospitality industry and the college community. Lecture includes applications in property management, reservation systems, and social networking. Hands-on lab applications for operational use in the industry will include point-of-sale systems, food service control systems, entrepreneurship applications, and revenue and cost management, as well as extensive hands-on training in software critical to success while in college and as future managers, including Microsoft Excel, Word, PowerPoint, Outlook, and Access. (Formerly offered as HSM-2110. Students may not receive credit for both HSM-2110 and HSM-1580.)

HSM-1621  HOTEL OPERATIONS MANAGEMENT.  3 CREDITS
Provides an overview of hotel and lodging operations, with a focus on rooms division management, including housekeeping and hotel front office management. The course includes principles of revenue management, interdepartmental coordination, and issues facing today's lodging industry. (Formerly HSM-1620. Students may not receive credit for both HSM-1620 and HSM-1621.) Prerequisite: HSM-1510 or permission of instructor.

HSM-1630  FOOD SERVICE OPERATIONS.  3 CREDITS
A study of the principles required for successful food service management. Includes hands-on food preparation, quality control, and management techniques. Prerequisite: Reading proficiency.

HSM-1640  SPECIAL EVENT MANAGEMENT.  3 CREDITS
Addresses major trends and successful business practices in Event Management such as event design basics, room set-up, event flow, entertainment, food and beverage options, and communication. Students will be armed with tools to improve their effectiveness, success, and profitability as event managers. Prerequisite: HSM-1520.
HSM-1645  BUDGET DEVELOPMENT FOR SPECIAL EVENTS.  1 CREDIT
Examines the steps in developing a special event budget. Student learn techniques for projecting and managing budgets including per-person methodology and break-even analysis. This course will also provide students with an understanding of re-forecasting and comparing budgeted amounts to post-event actuals.

HSM-1650  PLANNING FOR ASSOCIATION EVENTS.  1 CREDIT
Exploration of the role and scope of the meetings and events departments in associations and affinity organizations. Topics include annual conventions, mission and values of the organizations, organizational structures, board governance, typical association divisions, member services, and employment opportunities. Prerequisite: Reading proficiency.

HSM-1660  PLANNING FOR SMERF EVENTS.  1 CREDIT
Provides guidance to those who plan and support SMERF events, which are events attended by persons who are members of social, military, educational, religious, or fraternal organizations. Topics to be covered are the unique event needs that SMERF groups present, venues, budgeting, vendor relationships, and seasonality of this target audience. Prerequisite: Reading proficiency.

HSM-1670  TRADE SHOWS AND EXPOSITIONS.  1 CREDIT
Studies management and sales of trade shows and expositions. Addresses the basic structure of exhibit halls, attendee and exhibitor needs, purposes and types of shows, facilities, promotion, trends, and employment opportunities. Prerequisite: Reading proficiency.

HSM-1675  EVENT LIGHTING, PRODUCTION AND DESIGN.  1 CREDIT
An introduction to the fundamentals of the technical design of events, including the application of audio visual production, scenery, lighting and props, and their importance in events. This will also cover the conceptualization of design disciplines of production and design in various event venues.

HSM-1680  EVENT SPONSORSHIP.  1 CREDIT
Offers students basic insights into funding streams for events. Addresses formulating ticket and registration costs, reviews sponsorship policy and strategy formulation for fund-raising events. Topics include researching and attracting a portfolio of sponsors, working with sponsors as partners to leverage their investment, and evaluate event outcomes. Prerequisite: Reading proficiency.

HSM-1700  PASTRY MAKING.  1 CREDIT
Demonstration of tortes, tarts, and puff pastry. 1 class/2 lab hours for 5 weeks.

HSM-1710  SIMPLIFIED GOURMET COOKING.  1 CREDIT
Regional American and classical European entrees are presented with time-saving techniques. 1 class/2 lab hours for 5 weeks.

HSM-1730  NORTHERN ITALIAN CUISINE.  1 CREDIT
Seafood, veal, and poultry with specialty pastas and sauces will be prepared in the classical northern Italian tradition. 1 class/2 lab hours for 5 weeks.

HSM-1740  BED AND BREAKFASTS.  1 CREDIT
Introduction to bed and breakfast operations. Topics include concept development, capital requirements, marketing, legal issues, and operations and procedures.

HSM-1750  WINES AND SPIRITS—MIXOLOGY AND SERVICE.  1 CREDIT
A structured course of study designed to help students understand major wine types, major wine growing regions, the history of wine growing, grape and wine production techniques, and the economic impact of wine industry. All students must be 21 years of age on the first day of class.
HSM-1760  INTERNATIONAL CUISINES.  1 CREDIT
Dishes from Greek and Middle Eastern cuisines. Entrees, desserts, and breads will be featured. 1 class/2 lab hours for 5 weeks.

HSM-1770  CHEF’S TOUR OF FOUR COUNTRIES.  1 CREDIT
Become a world traveler as Chef Ernie teaches the tastes and techniques of French, North African, Spanish, and Southern Italian cooking. 1 class/2 lab hours.

HSM-1780  INTRODUCTION TO CHINESE COOKING.  1 CREDIT
Experience the various types of cooking methods and delightful spices in a taste-travel through the four provinces of China. 1 class/2 lab hours.

HSM-1790  AUTHENTIC INDIAN COOKING.  1 CREDIT
Become an expert on the tastes and techniques of Indian cooking in this course offering authentic Indian cuisine. 1 class/2 lab hours.

HSM-1800  PROFESSIONAL CAKE DECORATING.  1 CREDIT
Learn professional techniques to transform cakes and pastries into works of art. The course includes basic flowers and borders, string work, figure piping, and techniques for creating special occasion and seasonal cakes. 1 class/2 lab hours for 5 weeks.

HSM-1810  INTRODUCTION TO TRAVEL AND TOURISM.  3 CREDITS
Reviews the historical development of travel and tourism and how tourism planning and regulations affect the travel and hospitality industry. Discusses the impact of hospitality and tourism from an environmental and social perspective. Analyzes why people travel and how they select vacation destinations, and explains techniques to market and promote tourism businesses. Prerequisites: Reading Proficiency and HSM-1510.

HSM-1815  CASINO MANAGEMENT.  3 CREDITS
Provides an overview of casino management and casino hotel operations. Topics include gaming trends, casino hotel organizational structure, government regulations, consumer behavior, marketing strategies, economic impact, social and cultural concerns, and casino games.

HSM-1820  ADVANCED PROFESSIONAL CAKE DECORATING.  1 CREDIT
An intensive course covering the design, construction, and decoration of various types of wedding cakes. 1 class/2 lab hours for 5 weeks.

HSM-1825  DESTINATION MARKETING.  1 CREDIT
Explores the variety of organizations and strategies utilized to market a destination. Topics include the structures of destination marketing organizations, an understanding of their funding sources, and a study of their operations. This course will also provide an understanding of the various careers in destination marketing organizations.

HSM-1830  HORS D’OEUVRES AND APPETIZERS.  1 CREDIT
Catering and home entertaining take on new excitement. Learn from the experts how to create visually spectacular taste sensations. 1 class/2 lab hours for 5 weeks.

HSM-1840  CLASSY SOUTHERN COOKING.  1 CREDIT
Old-time southern favorites are updated for modern palates. Sensational spices and unusual condiments are combined with a contemporary flair. 1 class/2 lab hours for 5 weeks.

HSM-1850  FISH AND SHELLFISH PREPARATION.  1 CREDIT
This course will identify a large assortment of fish and shellfish as well as how to properly purchase and store them, prepare them for cooking, and cook them by a variety of dry heat and moist heat methods. Seasonal and regional dishes will be highlighted when available.
HSM-1860  WEDDINGS AND SOCIAL EVENTS.  1 CREDIT
A short course addressing business planning for the wedding planner as well as wedding and social event styles and themes. Also covered are religious and cultural needs, vendors and contracts, stationery, attire, reception logistics, cakes and desserts, music, photography, decorations, favors, pre- and post-celebrations, and expanding business revenue streams.

HSM-1870  CHEF SELECTION, SERIES I.  1 CREDIT
Designed to introduce culinary students to a series of different culinary topics. It provides the student with the basic knowledge of the foods, food styles, and methods used to prepare food. Sanitation, nutrition, and food costing will be introduced. Includes preparation and techniques, recipe development, tools and equipment requirements, and presentation skills. This course includes appetizers, salads, pasta, and desserts.

HSM-1880  CHEF SELECTION, SERIES II.  1 CREDIT
Designed to introduce culinary students to a series of different culinary topics. It provides the student with the basic knowledge of the foods, food styles, and methods used to prepare food. Sanitation, nutrition, and food costing will be introduced. Includes preparation and techniques, recipe development, tools and equipment requirements, and presentation skills. This course includes entrees, sauces, and soups.

HSM-1890  CHEF SELECTION, SERIES III.  1 CREDIT
Designed to introduce culinary students to a series of different culinary topics. It provides the student with the basic knowledge of the foods, food styles, and methods used to prepare food. Sanitation, nutrition, and food costing will be introduced. Includes preparation and techniques, recipe development, tools and equipment requirements, and presentation skills. This course includes vegetables, potatoes, fish, and shellfish.

HSM-2020  FOOD AND BEVERAGE PURCHASING AND COST CONTROL.  3 CREDITS
Covers the principles and procedures involved in an effective food and beverage control system, including standards determination, the operating budget, cost-volume-profit analysis, income and cost control, menu pricing, theft prevention, labor cost control and computer applications. Honors version available.

HSM-2040  BAR AND BEVERAGE MANAGEMENT.  3 CREDITS
Provides students with the practical knowledge needed to manage a bar or beverage operation. The course presents principles and theories to support and reinforce the practical aspects.

HSM-2045  INTRODUCTION TO BARTENDING.  3 CREDITS
Explores the range of major products within the beverage industry, including juices, iced teas, Amaretto/Kahlua and other cream drinks, Crème de Cacao, and Shots and Shooters. It will also cover the details of beverage control, bar management, inventory, cocktail bar, opening/setup/closing procedures, fruit cutting, bartender responsibilities, cash register training and charge, state laws, customer service, alcohol awareness, and private party set up, as well as liquor, cordial, beer, and wine lectures. The course requires 19.5 hours of hands-on lab training as well as T.I.P.S. National Certification.

HSM-2050  HUMAN RESOURCES MANAGEMENT AND TRAINING FOR HOSPITALITY AND TOURISM.  3 CREDITS
Provides a thorough look at training by addressing how to assess and analyze the training needs of new and established operations; look upon training and development as an investment; use training tools and techniques; train with technology; measure and evaluate training; and use different training techniques when training employees, supervisors, and managers.
HSM-2071 MANAGING STAFF AND SERVICE IN HOSPITALITY. 3 CREDITS
Introduces students to the fundamentals of supervision of personnel in the hospitality industry and to how those fundamentals lead to great customer service. Students will learn to view both the staff and patrons as internal and external “customers,” focusing on the triangular communicative relationship between employers, employees, and guests. (Formerly HSM-2070. Students may not receive credit for both HSM-2070 and HSM-2071.)

HSM-2100 MANAGING SERVICE IN FOOD & BEVERAGE OPERATIONS. 3 CREDITS
Explores the principles, concepts, and systems of professional table service. Topics include dining room organization and management of dining room staff with the goal of providing excellent guest services while maintaining a financially sustainable business.

HSM-2530 HOSPITALITY SALES AND MARKETING. 3 CREDITS
Marketing principles for the hospitality industry. Marketing planning, property feasibility study, sales team functions, advertising, and public relations.

HSM-2550 UNDERSTANDING HOSPITALITY LAW. 3 CREDITS
Provides an awareness of the rights and responsibilities that the law grants to or imposes upon a hotel keeper and illustrates the possible consequences of failure to satisfy legal obligations.

HSM-2640 HOTEL SECURITY AND LOSS PREVENTION. 1 CREDIT
Explains the issues surrounding the need for individualized security programs, examines a wide variety of security and safety equipment and procedures, discusses guest protection and internal security for asset protection, explores risk management and loss prevention issues, and outlines OSHA regulations that apply to lodging properties.

HSM-2700 SUSTAINABILITY IN HOSPITALITY. 3 CREDITS
A multi-dimensional course reviewing the impact of the hospitality industry on the environment. Students will be introduced to how sustainability trends in hotels, food and beverage operations, and the event planning industry can have not only a positive impact on the environment but meet Corporate Social Responsibility (CSR) needs for a company or organization while spending less. Prerequisite: Reading proficiency.

HSM-2750 HOSPITALITY ENTREPRENEURSHIP. 3 CREDITS
Examines the creative, risk taking, and pragmatic nature of small business ownership within the hospitality field. Students will explore the process of transforming a creative idea into a commercially viable business venture. Topics include creating a business plan, estimating start-up costs, marketing for small business start-ups, and special issues for hospitality ventures.

HSM-2760 HOSPITALITY SEMINAR. 3 CREDITS
Offers comprehensive coverage of topics taught in hospitality services management and an array of realistic operational and managerial situations and cases students are bound to find on being hired by hospitality companies. Through case study investigation, group discussion, and internship and practical learning experiences, students will engage in critical thinking and problem solving to shift from scholastic mode into supervisory and managerial roles in the hospitality industry. Capstone Course: Students must complete a minimum of 46 credits prior to enrolling in this course. A minimum cumulative GPA is also required.

HSM-2910–2930 COOPERATIVE EDUCATION. 1–3 CREDITS
Capstone Courses: Students must complete a minimum of 46 credits prior to enrolling in this course. A cumulative GPA or 2.00 or better is also required. A maximum of six credits of cooperative education and internship experiences may be applied to any degree. These credits may not transfer to all four-year institutions. Contact the Career Services Office, Marlboro Hall, Room 2102, 301-322-0109, for more complete information.
HUMAN SERVICES (HUS)
Psychological and Sociological Studies Department | Marlboro Hall, Room 2054 | 301-322-0525

HUS-1010  INTRODUCTION TO HUMAN SERVICES.  3 CREDITS
Provides an introduction to the field of human services as preparation for advanced study or employment in the human services profession. Beginning with historical developments, the course will present issues encountered in the field as well as techniques and resources for intervention. An overview of human services ethics, research, model programs, and policies will be covered. In addition, various specializations including youth care, rehabilitation, criminal justice, and elder care services will be discussed. Students will develop fundamental active listening and response skills.

HUS-1020  PROFESSIONAL ETHICS IN HUMAN SERVICES.  1 CREDIT
Prepares students for ethical decision making in the human services field. Includes the study of selected professional codes of ethics. Case studies will be used for additional practices and integration.

HUS-2010  COUNSELING, ASSESSMENT, AND BEHAVIOR MODIFICATION TECHNIQUES.  3 CREDITS
Provides an integrated approach to basic counseling with application to the field of human services. Students will have the opportunity to develop basic counseling skills, utilize theories and/or practice, as well as explore and take action on case application in both professional and paraprofessional settings. Specific behavioral modification principles and techniques will be discussed. Prerequisite: HUS-1010.

HUS-2020  GROUP AND FAMILY COUNSELING SKILLS.  3 CREDITS
An introduction to basic skills of group and family counseling for use with both mentally ill and chemically dependent clients. The course will emphasize patterns of group dynamics, particularly as they relate to therapeutic group process. Traditional views of pathology will be examined with a focus on the role of family dynamics in the formation, maintenance, and treatment of mental illness and chemical dependency. Students will think diagnostically about families utilizing theories and techniques that are relevant to working with families and groups. Prerequisite: HUS-1010.

HUS-2200  DEVELOPMENTAL DISABILITIES  3 CREDITS
Identifies the characteristics and causes of various developmental disabilities. Topics include a history of service provision, human rights, legislation and litigation, advocacy, and accessing support services. Upon completion, students should be able to demonstrate an understanding of current and historical developmental disability definitions and support systems used throughout the life span. Prerequisite: HUS-1010.

HUS-2300  CHEMICAL DEPENDENCY COUNSELING.  3 CREDITS
Provides students with a foundation in the theories, causes, characteristics and treatment of chemical dependency and addictive disorders. Students will explore social, family and mental health issues related to chemical dependency. Various treatment approaches, including 12-step programs and group counseling, will be examined. Practice in basic assessment and counseling skills will be an integral part of the course. Prerequisites: HUS-1010 and PSY-2120.

HUS-2400  THERAPEUTIC RECREATION.  3 CREDITS
Explores various adaptive physical and recreational services designed to meet the needs of special populations in hospitals, recreation or rehabilitation centers, schools, etc. Emphasis is placed on understanding the individual in terms of age, psychological and physical development, handicaps, and their needs for recreation. The class will facilitate recreational activities at local agencies and venues, which may include a swim program. Community involvement, lesson planning and periodic tests are required. Prerequisite: HUS-1010.
HUS-2810  HUMAN SERVICES INTERNSHIP I.  3 CREDITS
Provides supervised, practical experience in a human service setting. In addition to the minimum of 90 hours of field experience, participation in a weekly seminar is required. Topics covered will include professionalism in the workplace, establishing performance and learning goals, and benefiting from supervision. Students must meet with the program coordinator to discuss appropriate internship placement before registering for the course. Prerequisite: HUS-2010 and permission of the program coordinator.

HUS-2820  HUMAN SERVICES INTERNSHIP II.  3 CREDITS
Provides an opportunity for a second supervised, practical experience in a human service setting. In addition to the minimum of 90 hours of field experience, participation in a weekly seminar is required. Topics covered will build on those covered in HUS-2810 and will include establishing performance and learning goals, recognizing and applying professional ethics, and career planning. Students must meet with the program coordinator to discuss appropriate internship placement before registering for the course. Prerequisite: HUS-2010 and permission of the program coordinator.

HUMANITIES (HUM)
History, Political Science, Geography, and Anthropology Department | Marlboro Hall, Room 3078 | 301-322-0561

HUM-1980  ARTISTIC AND CULTURAL EXPERIENCES.  1 CREDIT
Students earn college credit by independently attending plays, concerts, lectures, films, dance performances, and art exhibits. One orientation session required. Course may be repeated for a maximum of two credit hours (Honors version available.)

INFORMATION TECHNOLOGY (INT)
Information and Engineering Technology Department | Center for Advanced Technology, Room 129 | 301-322-0752
Prince George’s Community College is a member of CyberWatch, a consortium of colleges, universities, and business and government partners dedicated to increasing the quality and quantity of Information Security/Assurance professionals. CyberWatch course numbering, which has been agreed to by member institutions, can assist students who may want to take a particular course at another community college due to work schedules, availability of courses during a particular semester, or moving to another county. The common numbering also is useful to institutions articulating with Prince George’s Community College by helping them quickly determine that a course is based on a common CyberWatch model curriculum in Information Security. Each INT course included in this program will show its CyberWatch common course equivalent immediately after the college’s course number and title. All INT prerequisites must be passed with a grade of C or higher.

INT-1000  USING A PERSONAL COMPUTER.  1 CREDIT
Preparation for students who lack fundamental computer skills and experience and designed to be taken prior to enrolling in INT-1010 or upon advice after screening on the first day of INT-1010. Students gain familiarity and comfort with using a personal computer and are introduced to using a keyboard and a mouse to operate a personal computer, using the touch keying system. Topics include navigating the World Wide Web; using a word processor to enter text; saving, opening and modifying files using secondary storage media. (Formerly offered as CIS-1000. Students may not receive credit for both CIS-1000 and INT-1000.) 1 class/1 lab hour. Note: Does not satisfy program concentration requirement in INT-related curricula. May not be taken for credit if credit has previously been received for INT-1010 or higher.
INT-1010  INTRODUCTION TO INFORMATION TECHNOLOGY.  3 CREDITS  EI

(CYBERWATCH COMMON COURSE EQUIVALENT: CW 120)

A survey course in evolving computer technology and its relevance to individuals and society. The societal issues stressed include: privacy, security, ergonomics, accessibility, intellectual property, pervasive computing, as well as other timely topics such as new laws impacting computer use. Becoming fluent in necessary technology applications is integrated into the course and may include such topics as word processing, use of e-mail and Web browsers, spreadsheets, course management systems, and others. Students possessing skills and knowledge in this area may receive credit for INT-1010 by passing the department’s challenge exam (currently the three Internet and Computing Core Certification tests, known as IC3). Students who are already IC3 certified may receive credit for INT-1010 by presenting their certificate to the transfer evaluator in the Office of Admissions and Records. (Formerly offered as CIS-1010. Students may not receive credit for both CIS-1010 and INT-1010.) Prerequisite: Reading proficiency. 3 class hours with open lab. (Honors version available.)

Note: Students with little or no computer experience should consider taking INT-1000 Using a Personal Computer, to get the necessary prerequisite skills. All students take a screening test during their first class in INT-1010. Results are used to advise students regarding which course to take.

INT-1111  PROGRAMMING LOGIC AND DESIGN.  3 CREDITS

Introduction to computer programming concepts with emphasis on structured program logic and design. Procedural and object oriented concepts are introduced. Design tools such as pseudo-code and flowcharting are covered. Students are introduced to several software packages that may be used to develop flowcharts and pseudo-code. This course does not teach a particular programming language but rather emphasizes problem solving techniques that can be applied to programming in any language. Examples from various programming languages may be used to illustrate concepts. (Formerly offered as CIS-1111. Students may not receive credit for both CIS-1111 and INT-1111.) Prerequisite: INT-1010 with grade of “C” or better. 2 lecture/2 lab hours.

INT-1150  INTRODUCTION TO DATABASE MANAGEMENT SYSTEMS.  4 CREDITS

Introduction to database management techniques using Microsoft Access. Includes fundamentals of database design and programming with emphasis on relational file processing. (Formerly offered as CIS-1150. Students may not receive credit for both CIS-1150 and INT-1150.) Prerequisite: INT-1010 with grade of “C” or better, INT-1330 recommended. 3 class/2 lab hours.

INT-1210  COMPUTER SCIENCE I.  4 CREDITS

Computer science concepts studied from theoretical and practical viewpoints, including program analysis and life cycle design, formal syntax of the Java or other object oriented language, program control structures, subprograms, algorithm design and analysis, recursion, computer architecture, number systems and data storage. Applications studied include numerical methods, creating libraries, character processing, simulating logic circuits, sorting, searching, set operations and use of matrices. Object oriented programming introduced. Structured programming and object design stressed. Java based. (Formerly offered as CIS-1210. Students may not receive credit for both CIS-1210 and INT-1210.) Prerequisites: MAT-2410 and INT-1111 with grades of “C” or better. 3 class/3 lab hours.

INT-1220  COMPUTER SCIENCE II.  4 CREDITS

Introduces theoretical and practical treatment of abstract data types and data structures including lists, strings, stacks, queues, search trees and hash tables. Object oriented programming methodology and Java classes are used to implement ADT. Software life cycle is studied. Formal topics include introduction to theory of computation including parsing context-free grammars, Finite State Machines, expression evaluation and notation, program analysis and verification. (Formerly offered as CIS-1220. Students may not receive credit for both CIS-1220 and INT-1220.) Prerequisites: INT-1210, MAT-2420 with grades of “C” or better. 3 class/ 3 lab hours.

INT-1290  BEGINNING MICROSOFT WORD.  1 CREDIT

An introductory course that emphasizes the effective use of word processing features to effectively create, format, and manage documents. Together with INT-1390, this course prepares students for the Microsoft Office certification exam in Word 2010. (Formerly offered as CIS-1290. Students may not receive credit for both CIS-1290 and INT-1290.) Prerequisite: Reading proficiency. 1 class/1 lab hour.
INT-1330 INTEGRATED SOFTWARE APPLICATIONS. 3 CREDITS
Provides in-depth coverage of a software suite. Includes a review of basic word processing and spreadsheets, as well as more advanced features, introduction to fundamentals of presentation and database software, followed by the production of integrated documents combining elements produced by the different suite applications. Emphasis is placed on data sharing through object linking and embedding. (Formerly offered as CIS-1330. Students may not receive credit for both CIS-1330 and INT-1330.) Prerequisite: INT-1010 or ENT-1770 or equivalent with a grade of “C” or better. 2 class/2 lab hours.

INT-1370 INTRODUCTION TO HELP DESK TOOLS AND PROCEDURES. 3 CREDITS
Students will learn the basic help desk concepts, procedures and tools with emphasis on the team-oriented technical support environment. Students explore the features of software used in a support environment to collect knowledge, schedule and track repairs, such as call logging and reporting. The proper use of telephone-based technology also is presented. (Formerly offered as CIS-1370. Students may not receive credit for both CIS-1370 and INT-1370.) Prerequisite: INT-1010 with grade of “C” or better. 2 class/2 lab hours.

INT-1390 INTERMEDIATE MICROSOFT WORD. 1 CREDIT
An introductory course that emphasizes the effective use of word processing features to effectively create, format, and manage documents, using graphics and hyperlinks. Includes coverage of document tracking and referencing. Together with INT-1290, this course prepares students for the Microsoft Office certification exam in Word 2010. (Formerly offered as CIS-1390. Students may not receive credit for both CIS-1390 and INT-1390.) Prerequisite: Reading proficiency. 1 class/1 lab hour.

INT-1450 CCNA 1: NETWORK FUNDAMENTALS. 4 CREDITS
(CYBERWATCH COMMON COURSE EQUIVALENT: CW 150)
First of a four-course sequence to prepare for CCNA certification. TCP, UDP and IP protocols; Ethernet concepts and operation; network subnetting; basic router configuration commands. This class charges an additional $32.00 per credit hour Information Technology Certification fee. (Formerly offered as ENT-1940. Students may not receive credit for both ENT-1940 and INT-1450.) 3 class/2 lab hours.

INT-1460 CCNA 2: ROUTING PROTOCOLS. 4 CREDITS
(CYBERWATCH COMMON COURSE EQUIVALENT: CW 151)
Configuration of RIP, EIGRP, and OSPF routing protocols; configuration of static routes. Design, configuration, and troubleshooting of VLSM networks. This course charges an additional $32.00 per credit hour Information Technology Certification fee. (Formerly offered as ENT-1950. Students may not receive credit for both ENT-1950 and INT-1460.) Prerequisite: INT-1450 (formerly ENT-1940) with a grade of “C” or better. 3 class/2 lab hours.

INT-1540 COMPUTER HARDWARE I: A+ PREPARATION. 3 CREDITS
Hands-on assembly, configuration, and upgrades for IBM-class personal computers. Basic hardware and software fault isolation techniques. First of a two-course sequence providing preparation for the CompTIA A+ computer repair certification. (Formerly offered as ENT-1840. Students may not receive credit for both ENT-1840 and INT-1540.) 2 class/2 lab hours.

INT-1550 INTRODUCTION TO NETWORKS: NETWORK+ PREPARATION. 3 CREDITS
An overview of local area networks including installation and operation of a computer network from the physical as well as the software and user perspective. Students will design, build and test working networks and associated wiring. Emphasis will be placed on LAN hardware, software, standards and protocols. Helps prepare students for the CompTIA Network+ certification exam. (Replaces both CIS-1400 and ENT-1890. Credit may not be earned for both INT-1550 and CIS-1400 or for both ENT-1890 and INT-1550. Students who need either CIS-1400 or ENT-1890 should take INT-1550 instead.) Prerequisite: INT-1010 with grade of “C” or better, or permission of department chair. 2 class/2 lab hours.
INT-1560  PERSONAL COMPUTER CONFIGURATION AND ASSEMBLY.  1 CREDIT
Students will learn how to configure and assemble a personal computer, install software and optimize operation. (Formerly offered as ENT-1880. Students may not receive credit for both ENT-1880 and INT-1560.) Prerequisite: INT-1540 (formerly ENT-1840) with grade of "C" or better, or permission of department. Note: Students must purchase components necessary to assemble their own computers.

INT-1620  COMPUTER SECURITY: SECURITY+ PREPARATION.  3 CREDITS
(CYBERWATCH COMMON COURSE EQUIVALENT: CW 160)
This introduction to security systems will give students a solid foundation of understanding in different computer security concepts, functions, and applications. The course maps to CompTIA Security+ exam objectives which cover general security concepts, communication security, infrastructure security, basics of cryptography, and operations/organizational security. Upon completion of this course, students will be prepared to take CompTIA's vendor neutral Security+ exam. Security+ certification is globally recognized as equivalent to an entry-level security specialist. The Security+ exam is accepted as one of the security certification exams by Microsoft toward its MCSA and MCSE certification. (Formerly offered as CIS-1620. Students may not receive credit for both CIS-1620 and INT-1620.) Prerequisite: INT-1010 with grade of "C" or better; INT-1700 recommended. 2 class/2 lab hours.

INT-1630  TACTICAL PERIMETER DEFENSE.  3 CREDITS
(CYBERWATCH COMMON COURSE EQUIVALENT: CW 225)
Focuses on understanding the layers of hardware and software control measures required to control the flow of traffic into and out of the network perimeter and provide an optimized perimeter defense. This course is designed to offer the student a solid foundation in advanced network security fundamentals to include TCP/IP addressing, routing, packet filtering, and installing proxy servers, firewalls, and virtual private networks (VPNs). This course prepares students to take the Strategic Infrastructure Security Exam (SCO 451) for Security Certified Network Specialist (SCNS) certification. (Formerly offered as CIS-1630. Students may not receive credit for both CIS-1630 and INT-1630.) Prerequisites: INT-1620 and INT 1700 with grades of “C” or better. 2 lecture/2 lab hours.

INT-1660  STRATEGIC INFRASTRUCTURE SECURITY.  3 CREDITS
(CYBERWATCH COMMON COURSE EQUIVALENT: CW 235)
Focuses on understanding security policies, risk analysis, penetration testing, patching and upgrading systems, capturing and analyzing packets, cryptography, and hardening operating systems focusing on internal systems, the interaction among them, and the pathways that lead them outside the security perimeter. This course prepares students to take the Strategic Infrastructure Security Exam (SCO-471) for Security Certified Network Professional (SCNP) certification. (Formerly offered as CIS-1660. Students may not receive credit for both CIS-1660 and INT-1660.) Prerequisite: INT-1630 with grade of “C” or better. 2 lecture/2 lab hours.

INT-1680  ETHICAL HACKING AND NETWORK DEFENSE.  3 CREDITS
Provides an in-depth understanding of how to effectively protect computer networks. Students will learn the tools and penetration testing methodologies used by ethical hackers. In addition, the course provides a thorough discussion of what and who an ethical hacker is and how important they are in protecting corporate and government data from cyber attacks. Students will learn updated computer security resources that describe new vulnerabilities and innovative methods to protect networks. Students will practice footprinting, scanning, enumeration, exploitation, and post-exploitation. Also covered is a thorough update of federal and state computer crime laws, as well as changes in penalties for illegal computer hacking. This course is designed for those interested in systems and application security or who want to take the EC-Council’s Certified Ethical Hacker (CEH) exam (312-50). Prerequisites: INT-1700 and INT-1620 with grades of “C” or better. 2 lecture/2 lab hours.
INT-1700  UNDERSTANDING OPERATING SYSTEMS.  3 CREDITS
(CYBERWATCH COMMON COURSE EQUIVALENT: CW 130.)
Provides basic working knowledge of computer operating system commands, functions and management using the DOS, Windows, Linux and Unix operating environments. Topics include: memory management, process management, device management, file management, and operating system tools. Introduces command structures and explores operations using GUI and Command Line Interfaces. Students will demonstrate proficiency by completing various task-related laboratory assignments. Focus also is on the main topics covered in the A+ certification examination. (Formerly offered as CIS-1700. Students may not receive credit for both CIS-1700 and INT-1700.) Prerequisites: Reading proficiency; INT-1010 or ENT-1770 with grade of “C” or better. 2 class/2 lab hours.

INT-1800  INTERNET AND WEB TECHNOLOGY.  3 CREDITS
Provides an overview of the Internet and the major applications, relevant standards and protocols, and ethical issues associated with it. Students will learn to develop a website using storyboarding techniques and HTML and manage it via FTP. Hands-on projects that utilize new and emerging communication technologies will be explored. (Formerly offered as CIS-1800. Students may not receive credit for both CIS-1800 and INT-1800.) Prerequisite: Reading proficiency; INT-1010 recommended. 2 class/ 2 lab hours.

INT-1850  CLIENT-SIDE WEB DEVELOPMENT.  3 CREDITS
As a continuation of INT-1800, HTML/XHTML and Cascading Style Sheets (CSS) are used to design and create Web pages. These Web pages are further enhanced by including advanced elements of HTML, such as forms and frames and by adding multi-media elements, such as audio, video, and animation. JavaScript is further used to make HTML documents interactive. Other topics discussed include the Document Object Model, the object-based features of JavaScript, and use of a debugger to debug JavaScript code. (Formerly CIS-1850. Students may not receive credit for both CIS-1850 and INT-1850.) Prerequisite: INT-1800 with grade of “C” or better. 2 class/2 lab hours.

INT-1860  SERVER-SIDE WEB DEVELOPMENT.  3 CREDITS
Building on the knowledge gained in INT-1850 on how to develop Web pages on the client side, students learn how to do server-side Web development using PHP, an open-source scripting language, and MYSQL, an open-source database system. Students learn to create and modify Web pages dynamically by executing server-side PHP scripts. Additionally, student learn to set up queries to a relational database system to provide data requested through HTML forms. (Formerly CIS-1860. Students may not receive credit for both CIS-1860 and INT-1860.) Prerequisite: INT-1850 with grade of “C” or better. 2 class/2 lab hours.

INT-1901  EMERGING TECHNOLOGIES I.  1 CREDIT
Focuses on the development and application of emerging technologies (past, present, and future). Students will develop products, to include (but not limited to): multimedia websites, animation, video, and computer programs using leading-edge technologies such as the Adobe Creative Suite. Technologies utilized will vary as new ones emerge. During the course each student will develop a broad understanding of emerging technologies in general, while developing their knowledge/skill in the use of one particular technology. Learning will be accomplished through assigned reading, class discussion, and hands-on use of state of the art technology. (Formerly offered as CIS-1901. Students may not receive credit for both CIS-1901 and INT-1901.) Prerequisite: INT-1010 with grade of “C” or better. 1 class/1 lab hour.

INT-2030  PROGRAMMING IN VISUAL BASIC.  4 CREDITS
Students program in Visual Basic to create business applications featuring a graphical interface. Such programs incorporate multiple simultaneous windows, graphical images, pull-down menus, dialog boxes, and similar objects, as well as event-driven modules and procedures. Emphasizes structured, object-oriented programming. Focuses on advanced graphical controls (built-ins, third party, and user-designed) data access using the ADO.NET technology, Web-based applications, error trapping and handling. (Formerly offered as CIS-2030. Students may not receive credit for both CIS-2030 and INT-2030.) Prerequisite: INT-1111 with grade of “C” or better. 3 lecture/3 lab hours.
INT-2081  INTRODUCTION TO ORACLE.  4 CREDITS
Introduces students to data server technology. Covers the concepts of relational and object-oriented databases, with hands-on data modeling and normalization. Introduces the powerful SQL language and uses SQL to teach hands-on concepts in Data Definition Language (DDL) and Data Manipulation Language (DML). (Formerly offered as CIS-2081. Students may not receive credit for both CIS-2081 and INT-2081.) Prerequisite: INT-1111 with grade of “C” or better. 3 lecture/3 lab.

INT-2082  ADVANCED ORACLE AND PL/SQL.  4 CREDITS
Builds on INT-2081, continuing with Oracle database operations and introducing programming with PL/SQL. Includes advanced programming using procedures and functions, parameter passing, event driven programming. Includes an introduction to object oriented concepts in database development as well as a discussion of the capabilities of SQL vs. PL/SQL. (Formerly offered as CIS-2082. Students may not receive credit for both CIS-2082 and INT-2082.) Prerequisite: INT-2081 with grade of “C” or better. 3 class/3 lab hours.

INT-2130  PROGRAMMING IN C++.  4 CREDITS
Using the C++ language, the course incorporates the concepts covered in INT-1111 and applies them specifically to the C++ programming language. Topics include basic C++ control structures syntax, functions, arrays, pointers, and classes/objects. (Formerly offered as CIS-2130. Students may not receive credit for both CIS-2130 and INT-2130.) Prerequisite: INT-1111 with grade of “C” or better. 3 class/3 lab hours.

INT-2200  PROGRAMMING IN JAVA.  4 CREDITS
Comprehensive course in Java incorporating the concepts covered in CIS-1111 and applying them specifically to the Java programming language. Topics include object-oriented programming (classes/objects), control structures, methods, arrays, polymorphism, inheritance, recursion, exception handling, graphical user interfaces, file input/output. (Formerly offered as CIS-2200. Students may not receive credit for both CIS-2200 and INT-2200.) Prerequisite: INT-1111 with grade of “C” or better. 3 class/3 lab hours.

INT-2300  WINDOWS DESKTOP CLIENT.  3 CREDITS
(CYBERWATCH COMMON COURSE EQUIVALENT: CW 232)
Students will learn basic Windows Desktop Operating System administration and configuration. Topics covered include installing/configuring Windows Desktop Operating System, troubleshooting, network protocol implementation, and basic system security. This course charges an additional $32.00 per credit hour Information Technology Certification fee. (Formerly offered as CIS-2300. Students may not receive credit for both CIS-2300 and INT-2300.) Prerequisite: INT-1010 with grade of “C” or better or permission of department chair. 2 class/2 lab hours.

INT-2310  WINDOWS SERVER ADMINISTRATION.  3 CREDITS
(CYBERWATCH COMMON COURSE EQUIVALENT: CW 230)
Students will learn Windows Server administration and configuration. Topics covered include installing Windows Server operating system, configuring network services, managing systems access, troubleshooting devices, monitoring and optimizing system performance, implementation of virtual private networks (VPNs) and system security configuration. This course charges an additional $32.00 per credit hour Information Technology Certification fee. (Formerly offered as CIS-2310. Students may not receive credit for both CIS-2310 and INT-2310.) Recommended prerequisite: INT-2300 with a grade of “C” or better, or familiarity with the Windows Client Desktop. 2 class/ 2 lab hours.

INT-2312  WINDOWS ACTIVE DIRECTORY.  3 CREDITS
Students will analyze business and technical requirements, identifying current and future enterprise needs to design an Active Directory service infrastructure. Students will learn the fundamental skills necessary to install and administer an Active Directory service infrastructure. Topics covered include assessing the impact of Active Directory services on existing systems and processes, creating and implementing a forest model and schema modification plan, defining and naming domains, managing Active Directory users, computer and group accounts, designing site topology, and developing the structure of organizational units. (This course replaces both CIS-2330 and CIS-2350. Students may not earn credit for INT-2312 if they have completed either CIS-2330 or CIS-2350. Students who need one of those courses should take INT-2312 instead.) Prerequisite: INT-2310 with grade of “C” or better. 2 class/2 lab hours.
INT-2314  WINDOWS NETWORK INFRASTRUCTURE.  3 CREDITS
Students will analyze business and technical requirements, identifying current and future enterprise needs for supporting a Windows platform Network Infrastructure. Students will learn the fundamental skills necessary to design, install and administer Windows Internet Name Service (WINS), Domain Name System (DNS), Dynamic Host Configuration Protocol (DHCP), Public Key Infrastructure (PKI), Fault tolerance clustering and load balancing, Remote Access Services (RAS) and Routing, Virtual Private Network (VPN), Internet Protocol Security (IPSec) and Network Address Translation (NAT) services. Topics covered include the design and implementation of network infrastructure services and assessing the impact of network infrastructure services on existing systems and networks. (This course replaces both CIS-2320 and CIS-2370. Students may not earn credit for INT-2314 if they have completed either CIS-2320 or CIS-2370. Students who need one of these courses should take INT-2314 instead.) Prerequisite: INT-2310 with grade of “C” or better. 2 class/2 lab hours.

INT-2316  MICROSOFT EXCHANGE CONFIGURATION.  3 CREDITS
Students will analyze business and technical requirements, identifying current and future enterprise needs to design and implement Microsoft Messaging service infrastructure. Students will learn the fundamental skills necessary to install and configure Microsoft Exchange Messaging service. Topics covered include assessing the impact of Microsoft Exchange Messaging service on existing Enterprise systems and processes, installing and configuring Microsoft Exchange Messaging Service. Recommended prerequisite: INT-2312 with grade of “C” or better. 2 class/2 lab hours.

INT-2318  MICROSOFT EXCHANGE DESIGN AND DEPLOYMENT.  3 CREDITS
Students will analyze business and technical requirements, identifying current and future enterprise needs to design and implement Microsoft Messaging service infrastructure. Students will learn the fundamental skills necessary to design, deploy, and maintain Microsoft Exchange Messaging service. Topics covered include assessing the impact of Microsoft Exchange Messaging service on existing Enterprise systems and processes, designing, deploying and maintaining Microsoft Exchange Messaging Service. Recommended prerequisite: INT-2316 with grade of “C” or better. 2 class/2 lab hours.

INT-2450  CCNA 3: LAN SWITCHING AND WIRELESS.  4 CREDITS
(CYBERWATCH COMMON COURSE EQUIVALENT: CW 250)
Design, configuration, and troubleshooting of switched LANs, including virtual LANs, trunking and spanning tree. Design, configuration, and troubleshooting of wireless networks, including security and privacy components. This course charges an additional $32.00 per credit hour Information Technology Certification fee. (Formerly offered as ENT-1960. Students may not receive credit for both ENT-1960 and INT-2450.) Prerequisite: INT-1460 (formerly ENT-1950) with grade of “C” or better. 3 class/2 lab hours.

INT-2460  CCNA 4: ACCESSING THE WAN.  4 CREDITS
(CYBERWATCH COMMON COURSE EQUIVALENT: CW 251)
Configuring NAT, PAT, and DHCP to increase usable addresses. Access lists and other security measures. Design, configuration, and troubleshooting of wide area networks using PPP or frame relay. This course charges an additional $32.00 per credit hour Information Technology Certification fee. (Formerly offered as ENT-1970. Students may not receive credit for both ENT-1970 and INT-2460.) Prerequisite: INT-2450 (formerly ENT-1960) with grade of “C” or better. 3 class/2 lab hours.

INT-2530  TELECOMMUNICATIONS.  3 CREDITS
Operation of the U.S. telecommunications system, including the local loop, cellular system, the SS7 long distance system, and Voice Over IP. Coding, compression, error-checking, and security systems used to ensure quality and performance. (Formerly offered as ENT-2830. Students may not receive credit for both ENT-2830 and INT-2530.) Prerequisite: INT-1010 with grade of “C” or better or permission of the department.
INT-2540  COMPUTER HARDWARE II: A+ PREPARATION.  4 CREDITS
Diagnosis and troubleshooting techniques for personal computers, with emphasis on setup, configuration conflicts, and operating system issues. Second course of a sequence that helps prepare students for the CompTIA A+ certification. (Formerly offered as ENT-2840. Students may not receive credit for both ENT-2840 and INT-2540.) Prerequisite: INT-1540 (formerly ENT-1840) with grade of “C” or better. 3 class/3 lab hours.

INT-2560  ADVANCED PC CONFIGURATION AND REPAIR.  4 CREDITS
Advanced personal computer troubleshooting and repair. Emphasis is on advanced setup issues, BIOS, registry, video, file systems, and RAM issues. (Formerly offered as ENT-2860. Students may not receive credit for both ENT-2860 and INT-2560.) Prerequisite: INT-2540 (formerly ENT-2840) with grade of “C” or better. 3 class/3 lab hours.

INT-2690  CISSP PREPARATION.  3 CREDITS
(CYBERWATCH COMMON COURSE EQUIVALENT: CW 270)
Explores and reviews the domains of the CISSP Common Body of Knowledge (CBK) and can be used as partial preparation for the Certified Information Systems Security Professional (CISSP) Exam or the Systems Security Certified Practitioner (SSCP) Exam as administered by the International Information Systems Security Certification Consortium (ISC)². (Formerly offered as CIS-2690. Students may not receive credit for both CIS-2690 and INT-2690.) Prerequisite: INT-1620 with grade of “C” or better; INT-1660 recommended. 2 class/2 lab hours.

INT-2720  UNIX/LINUX OPERATING SYSTEM.  4 CREDITS
(CYBERWATCH COMMON COURSE EQUIVALENT: CW 140)
An introduction to the features of the UNIX/Linux operating system, including the file system, with an emphasis on programming using a UNIX/Linux shell. The course is conducted on an IBM System zSeries mainframe computer. (Formerly offered as CIS-2720. Students may not receive credit for both CIS-2720 and INT-2720.) Prerequisite: INT-1111 with grade of “C” or better. 3 class/3 lab hours.

INT-2760  UNIX/LINUX SYSTEM ADMINISTRATION.  4 CREDITS
(CYBERWATCH COMMON COURSE EQUIVALENT: CW-241)
An introduction to the procedures and concepts related to the functions of a UNIX/Linux system administrator. Topics include interdependencies of file systems, backups and restores, management of user accounts, peripheral devices, troubleshooting, and security. The course is conducted on an IBM System zSeries mainframe computer. (Formerly offered as CIS-2760. Students may not receive credit for both CIS-2760 and INT-2760.) Prerequisite: INT-1700 with grade of “C” or better. 3 class/3 lab hours.

INT-2810  CCNP 1: IP ROUTING.  3 CREDITS
Students will learn how to plan, configure, and verify the implementation of complex enterprise LAN and WAN routing solutions, using a range of routing protocols in IPv4 and IPv6 environments. The course also covers the configuration of secure routing solutions to support branch offices and mobile workers. This course prepares students to take the CCNP Implementing Cisco IP Routing (ROUTE) certification exam. Prerequisite: INT-2460 with grade of “C” or better, or verification of CCNA certification to department coordinator. 2 class/3 lab hours.

INT-2820  CCNP 2: IP SWITCHING.  3 CREDITS
Students will learn how to plan, configure, and verify the implementation of complex enterprise switching solutions. The course also covers the secure integration of VLANs, WLANs, voice, and video into campus networks. This course prepares students to take the CCNP Implementing Cisco IP Switched Networks (SWITCH) certification exam. Prerequisite: INT-2460 with grade of “C” or better, or verification of CCNA certification to department coordinator. 2 class/3 lab hours.
INT-2830  CCNP 3: MAINTAINING AND TROUBLESHOOTING IP NETWORKS.  3 CREDITS
Teaches students how to monitor and maintain complex enterprise routed and switched IP networks. Skills learned include the planning and execution of regular network maintenance, plus best practices for diagnosing and resolving problems. Prepares students to take the CCNP TSHOOT certification exam. Prerequisite: INT-2460 with grade of “C” or better, or verification of CCNA certification to the department coordinator. 2 class/3 lab hours

INT-2840  SYSTEMS ANALYSIS AND PROJECT MANAGEMENT.  4 CREDITS
A structured approach to analysis, design, and development of computer information systems, including a team project utilizing project management concepts and tools. This capstone course in the Information Technology A.A.S., Information Science A.S., and Information Security A.A.S. programs should be taken near the end of the student’s program of study. Capstone Course: Students must have completed a minimum of 18 credits of INT/CIS coursework and 45 credits overall prior to enrolling in this course. A minimum cumulative GPA of 2.00 or better is also required. NOTE: Capstone course minimum credit requirements do not apply to the Information Security Management Certificate, and students in that program should see the IET department chair to enroll. (Formerly offered as CIS-2840. Students may not receive credit for both CIS-2840 and INT-2840.) 3 lecture/3 lab hours.

INT-2890H  HONORS COLLOQUIUM IN INFORMATION TECHNOLOGY.  3 CREDITS
This honors colloquium will examine special topics in the field of Information Technology and their relevance across disciplinary perspectives. The issues to be addressed in each colloquium will vary from semester to semester. These courses are designed for students in the Honors program, but are open to others with the approval of the honors coordinator or the instructor. (Formerly offered as CIS-2890H. Students may not receive credit for both CIS-2890H and INT-2890H.) Prerequisite: Reading proficiency and permission of instructor or honors coordinator.

INT-2910–2930  COOPERATIVE EDUCATION.  1–3 CREDITS
A maximum of six credits of cooperative education and internship experiences may be applied to any degree. These credits may not transfer to all four-year institutions. Contact the Career Services Office, Marlboro Hall, Room 2102, 301-322-0109, for more complete information.

MATHEMATICS (MAT)
Mathematics Department | Marlboro Hall, Room 3046 | 301-322-0421
A grade of C or higher is required for any course used to satisfy a prerequisite for any other math course. All mathematics courses require extensive use of a computer and/or a graphing calculator. Chapter six provides an overview of the sequences of courses offered by the Mathematics Department. Course descriptions should be checked for specific prerequisites. In addition, all math courses have a prerequisite of Reading proficiency.

MAT-0104  INTERMEDIATE ALGEBRA.  0 CREDITS (4 EH)
Continuing development and applications of algebraic, graphing, calculator and problem-solving skills, with emphasis on linear and non-linear expressions, functions, equations and inequalities. (“Non-linear” includes absolute value, polynomial, rational, radical, exponential and logarithmic.) Other topics include real and complex numbers, exponents and radicals. Prerequisites: Math placement score or DVM-0071 completed with grade of C or better, or equivalent. Reading placement score or DVR-0061 completed or concurrent or equivalent. Student must have a graphing calculator.

MAT-1050  ELEMENTS OF MATHEMATICS.  4 CREDITS
Designed for students preparing to teach at the preschool and elementary level. Overview of mathematical systems, including sets, natural numbers, integers, rational and irrational numbers, algorithms, and computational methods. Prerequisite: Math placement score or MAT-0104 (formerly MAT-1040) with grade of C or better. 3 class/2 lab hours.
MAT-1060 ELEMENTS OF GEOMETRY AND LOGIC. 4 CREDITS M
Designed for students in elementary education. Review and analysis of geometrical principles, logic and the application of computer methods to these topics. Prerequisite: MAT-1050 with grade of C or better. 3 class/2 lab hours.

MAT-1120 FINITE MATHEMATICS. 3 CREDITS M
General overview of college-level mathematics with emphasis on applications to various fields. Use of functions, probability, statistics, graphing, and computer techniques in problem-solving. Prerequisite: Math placement score or MAT-0104 (formerly MAT-1040) with grade of C or better.

MAT-1130 MATHEMATICS FOR THE LIBERAL ARTS. 3 CREDITS M
Survey of modern mathematics and applications, historical perspective, and calculator/computer applications with emphasis on the liberal arts. Topics include: sets, probability and statistics, systems of numeration, modern algebraic structures, and modern geometries. Prerequisite: Math placement score or MAT-0104 (formerly MAT-1040) with grade of C or better.

MAT-1140 INTRODUCTION TO STATISTICS. 3 CREDITS M
Basic statistical concepts and their applications in a variety of fields. (Credit may not be received for both MAT-1140 and MAT-1160.) Prerequisite: Math placement score or MAT-0104 (formerly MAT-1040) with grade of C or better.

MAT-1160 ELEMENTS OF PROBABILITY AND STATISTICS. 4 CREDITS M
Basic concepts of probability and statistics with a variety of applications. Designed for students in elementary education; students in other disciplines may tailor assignments to their interest. Credit may not be received for both MAT-1140 and MAT-1160 nor for both MAT-1160 and MAT-1190. Prerequisite: MAT-1050 with grade of C or better.

MAT-1190 PROBABILITY. 3 CREDITS M
Probability and probability distributions. (Credit may not be received for both MAT-1190 and MAT-1160.) Prerequisite: Math placement score or MAT-0104 (formerly MAT-1040) with grade of C or better.

MAT-1340 TRIGONOMETRY WITH APPLICATIONS TO TECHNOLOGY. 3 CREDITS M
Introduction to problem solving with right-triangle trigonometry and review of geometrical concepts. Emphasis on problem-oriented application of trigonometric functions and relationships. Intermediate algebra required. Prerequisite: Math placement score or MAT-0104 (formerly MAT-1040) with grade of C or better. 3 class/1 lab hours.

MAT-1350 COLLEGE ALGEBRA. 3 CREDITS M
Graphing and analysis of functions; study of absolute value, polynomial, rational, radical, exponential and logarithmic functions; systems of equations and inequalities including algebra of matrices and linear programming. Prerequisite: Math placement score or MAT-0104 (formerly MAT-1040) or MAT-1340 with grade of C or better. 3 class/1 recitation hour.

MAT-1360 TRIGONOMETRY AND ANALYTIC GEOMETRY. 4 CREDITS M
Trigonometric functions; analytic trigonometry; applications of trigonometry including right triangles, oblique triangles and vectors; complex numbers and polar coordinates; conic sections and parametric equations; sequences and summation; induction and binomial theorem. Preparation for calculus. Successful completion of high school geometry and trigonometry or MAT-1340 is strongly recommended prior to this course. Prerequisite: Math placement score or MAT-1350 with grade of C or better. 4 class/1 recitation hours.

MAT-1370 PRECALCULUS. 5 CREDITS M
Graphing and analysis of functions; study of absolute value, polynomial, rational, radical, exponential and logarithmic functions; systems of equations and inequalities including algebra of matrices and linear programming; trigonometric functions; analytic trigonometry; applications of trigonometry including right triangles, oblique triangles and vectors; complex numbers and polar coordinates; conic sections and parametric equations; sequences and summation; induction and binomial theorem. Preparation for calculus. Alternative to MAT-1350–1360 sequence for well-qualified students. Successful completion of high school level geometry and trigonometry is necessary. Prerequisite: Math placement score or permission of mathematics department. 5 class/1 recitation hours.
MAT-2160  APPLIED CALCULUS I.  3 CREDITS M
First course in a two-course sequence of applied calculus for business and social and life sciences majors. Topics include limits, differentiation, integration, functions of several variables including partial derivatives, and applications. Prerequisite: Math placement score or MAT-1350 with grade of C or better.

MAT-2170  APPLIED CALCULUS II.  3 CREDITS M
Second course in a two-semester sequence of applied calculus for business and social and life sciences majors. Topics include differentiation and integration of trigonometric functions, techniques of integration, improper integrals, functions of several variables, introduction to differential equations, Taylor polynomials, infinite series and applications including probability theory. Offered spring semester only. Prerequisite: MAT-2160 or MAT-2410 with grade of C or better.

MAT-2210  STATISTICS.  3 CREDITS M
Introduction to statistical concepts and applications, including probability, random variables, sampling, hypothesis testing, regression and ANOVA. Business applications are stressed. A statistical computer software package will be used. Prerequisites: Math placement score or MAT-1350 with grade of C or better. 3 class/1 recitation hour.

MAT-2410  CALCULUS I.  4 CREDITS M
First course in a three-semester sequence of university-level calculus for a variety of majors including, but not exclusive to, science, engineering, and mathematics. It provides an introduction to single variable calculus; study of limits, continuity, differentiation and its applications, definite and indefinite integrals and the Fundamental Theorem of Calculus. Prerequisite: Mathematics placement score or MAT-1360 with grade of C or better or MAT-1370 with a grade of C or better.

MAT-2420  CALCULUS II.  4 CREDITS M
Second course in a three-semester sequence of university-level calculus for a variety of majors including, but not exclusive to, science, engineering, and mathematics. Includes the study of integration techniques for single variable functions, applications of integration, improper integrals, and infinite series including Taylor series and their applications. Prerequisite: MAT-2410 with grade of C or better.

MAT-2430  CALCULUS III.  4 CREDITS M
Third course in a three-semester sequence of university-level calculus for a variety of majors including, but not exclusive to, science, engineering, and mathematics. Includes the study of analytic geometry in space, vector-valued functions with applications, differentiation and integration of multi-variable functions with applications, integration in vector fields including line and surface integrals, and Green’s, Gauss’s, and Stokes’ theorems. Prerequisite: MAT-2420 with grade of C or better.

MAT-2450  LINEAR ALGEBRA.  4 CREDITS M
Concepts and applications of linear algebra, including vector spaces, theory of linear equations, matrices, determinants, linear transformations, basis and dimension, and eigenvalues and eigenvectors. Computer/calculator use will be extensive. Offered spring semester only. Prerequisite: MAT-2410 with grade of C or better.

MAT-2460  DIFFERENTIAL EQUATIONS.  4 CREDITS M
Study of first order differential equations, higher order linear equations and systems of differential equations and their applications. Solution techniques include various analytical methods, Laplace transforms and numerical methods. The use of mathematical software is an integral part of the course. Prerequisite: MAT-2420 with grade of C or better.

MAT-2500  MATHEMATICS OF DISCRETE STRUCTURES.  3 CREDITS M
For computer science majors. Sets, statements, algorithms, logic and proofs, relations, functions, induction, graphs, combinatorics, probability, matrix algebra. Prerequisite: MAT-2160 or MAT-2410 with grades of C or better. 3 class/1 recitation hour
MAT-2550  INTRODUCTION TO MATLAB.  1 CREDIT
Fundamentals of MATLAB, including working with MATLAB user interface, basic commands, variables and expressions of various data types, solving equations, pre-calculus and calculus operations, matrices and vectors, functions, basic programming, and M-files. Prerequisite: MAT-2410 or higher concurrently.

MAT-2910–2930  COOPERATIVE EDUCATION.  1–3 CREDITS
A maximum of six credits of cooperative education and internship experiences may be applied to any degree. These credits may not transfer to all four-year institutions. Contact the Career Services Office, Marlboro Hall, Room 2102, 301-322-0109, for more complete information.

MEDICAL ASSISTING (MAS)
Allied Health and Nursing Department | Center for Health Studies, Room 1402 | 301-322-0733

MAS-1050  LAW AND ETHICS FOR MEDICAL ASSISTANTS AND ALLIED HEALTH.  2 CREDITS
An introduction to the legal and ethical responsibilities of a health care worker. Emphasis is placed on the laws and regulations governing health care, including HIPAA, the Patient’s Bill of Rights, and federal and state legislation governing health care operations. The focus is on professional ethics and standards of care. Prerequisites: BIO-1010 and BIO-2050; eligibility for EGL-1010 and MAT-1120.

MAS-2010  ADMINISTRATIVE MEDICAL ASSISTING.  3 CREDITS
An introduction to daily office management operations, patient scheduling, basic accounting, banking procedures, and managing office finances. Focuses on types of health insurance plans, managed care procedures and operations, third-party claims, managing patient referrals, and processes for filing health insurance claims. Emphasis is placed on interpersonal, written, and oral communication in the clinical setting. Prerequisites: HIM-1600 with grade of C or better; eligibility for EGL-1010 and MAT-1120. Co-requisites: MAS-2020 and MAS-2030

MAS-2020  CLINICAL PROCEDURES I.  4 CREDITS
Theory and skills required to function in the clinical setting. Focus is on health, wellness, and health promotion for the entire life span. Apply learned concepts in the clinical laboratory, including medication calculation and administration, sterile procedures and aseptic technique, electrocardiogram, health measurements and metrics, and assisting with clinical procedures. Strong emphasis on clinical documentation, infection control, and the guidelines pertaining to safe practice in the clinical setting. Students are required to perform select procedures on each other during college laboratory. Prerequisites: HIM-1600 with grade of C or better; eligibility for EGL-1010 and MAT-1120. Co-requisites: MAS-2010 and MAS-2030. (3 class/3 lab hours)

MAS-2030  PHARMACOLOGY FOR MEDICAL ASSISTANTS.  3 CREDITS
Introduction to medication classifications according to body system. Emphasis is placed on pharmacokinetics, proper dosing and route of administration, side effects, mechanism of action, and contraindications. Focuses on laws pertaining to Drug Enforcement Agency (DEA), drug classifications and storage, medication dispensing, and proper disposal. Students learn pharmacy symbols and abbreviations, and patient teaching related to medication compliance and achieving optimal efficacy. Prerequisites: HIM-1600 with grade of C or better; eligibility for EGL-1010 and MAT-1120. Co-requisites: MAS-2010 and MAS-2020

MAS-2040  PROFESSIONAL SEMINAR.  1 CREDIT
Prepares students for the externship experience. Focuses on the traits and behaviors of the professional medical assistant, and the importance of credentialing. This course is a review of the general, administrative, and clinical concepts and competencies based on national guidelines for medical assisting graduates. Prerequisites: MAS-2010, MAS-2020 and MAS-2030 with grades of C or better and eligibility for EGL-1010 and MAT-1120. Co-requisites: MAS-2050 and MAS-2060.
### MA5-2050  CLINICAL PROCEDURES II.  3 CREDITS
Presentation of selected lab activities and responsibilities of the medical assistant in areas of hematology, immunology, microbiology, chemistry, urinalysis, preparing body fluids for analysis, point of care testing and venipuncture. Focus is on the application of quality assurance measures to ensure accurate testing. Emphasis is on the infection cycle and methods of prevention including Standard Precautions, protective personal equipment, OSHA regulations, and Material Safety Data Sheets. Also teaches the role of the medical assistant in maintaining a safe environment in the clinical laboratory as well as disaster preparedness. Prerequisites: MAS-2010, MAS-2020, and MAS 2030 with grades of C or better and eligibility for EGL-1010 and MAT-1120. Co-requisites: MAS-2040 and MAS-2060. (2 class/3 lab hours)

### MA5-2060  MEDICAL ASSISTING PRACTICUM  3 CREDITS
The concluding medical assisting course that provides practical applications and experiences. Students perform general, administrative and clinical competencies in a supervised setting. The practicum is 160 hours of unpaid, supervised work in the clinical setting. Prerequisites: MAS-2010, MAS-2020, MAS-2030 with grades of C or better, Co-requisites: MAS-2040 and MAS-2050. (20 clinical hours/week)

### MULTI-DISCIPLINARY ENGLISH/HISTORY (MLD)

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<td>MLD-1410</td>
<td>MULTI-DISCIPLINARY EGL-1010/HST-1410.</td>
<td>6</td>
<td>A dual, interdisciplinary course applying the techniques of expository writing to the content of American history from the colonial period through the Civil War. Students will earn credit for both EGL-1010 and HST-1410. Prerequisites: Reading and writing proficiency or C or higher in EGL-1000 or in ESL-2020.</td>
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<tr>
<td>MLD-1430</td>
<td>MULTI-DISCIPLINARY EGL-1020/HST-1430.</td>
<td>6</td>
<td>A dual, interdisciplinary course using literature and literary analysis to augment the study of American history from the Civil War through the present. The course incorporates university-parallel study of and writing about American literature by genre (e.g., fiction, poetry, drama), including essays, a research paper, online/special projects, and a writing-lab component. Students will earn credit for both EGL-1020 and HST-1430. Prerequisites: Reading and writing proficiency or EGL-1010 with a C or better. Six lecture hours.</td>
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### MUSIC (MUS)

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<tbody>
<tr>
<td>MUS-1000</td>
<td>FUNDAMENTALS OF MUSIC THEORY.</td>
<td>3</td>
<td>Preparation for MUS-1150 for those lacking a strong background. Basic principles of music theory. Prerequisite: Reading proficiency. 2 class/2 lab hours.</td>
</tr>
<tr>
<td>MUS-1010</td>
<td>MUSIC APPRECIATION.</td>
<td>3</td>
<td>Appraisal of the different styles of music from the Middle Ages to the present time. Not open to music majors. Prerequisite: Reading proficiency.</td>
</tr>
<tr>
<td>MUS-1030</td>
<td>CONCERT CHOIR.</td>
<td>1</td>
<td>Mixed chorus performing music selected from the Renaissance to the present. Required for voice majors. May be repeated for up to four credits. 3 lab hours.</td>
</tr>
<tr>
<td>MUS-1050</td>
<td>SURVEY OF MUSIC LITERATURE.</td>
<td>3</td>
<td>Survey of musical repertoire. Prerequisites: Reading proficiency and MUS-1150 or permission of instructor.</td>
</tr>
<tr>
<td>MUS-1110</td>
<td>JAZZ ENSEMBLE.</td>
<td>1</td>
<td>Group performance for instrumentalists. Required for students taking applied instrumental lessons. May be repeated for up to four credits. 3 lab hours.</td>
</tr>
</tbody>
</table>
MUS-1150 THEORY I.  3 CREDITS
Principles of music theory. Primary triads and inversion, cadence, form, keyboard, solfege, dictation. Prerequisite: Placement exam or MUS-1000. 2 class/4 lab hours.

MUS-1160 THEORY II.  3 CREDITS
Continuation of MUS-1150. Secondary triads, nonharmonic tones, dominant and supertonic seventh chords and inversions, keyboard, solfege, dictation. Prerequisite: MUS-1150. 2 class/4 lab hours.

MUS-1210 CLASS PIANO I.  1 CREDIT
Group piano instruction for beginners; music reading, scales, chords, repertory. Practice facilities available. Required of non-piano music majors. 2 lab hours.

MUS-1220 CLASS PIANO II.  1 CREDIT
Group instruction for advanced beginners. Practice facilities available. Prerequisite: MUS-1210 or referral. 2 lab hours.

MUS-1230 CLASS VOICE I.  1 CREDIT
Training the singing voice, applying vocal principles to the preparation of songs. Required of non-voice music majors. 2 lab hours.

MUS-1240 CLASS VOICE II.  1 CREDIT
English, Italian, German, and French pronunciation in song literature, stage presence, and recital planning. 2 lab hours.

MUS-1250 SIGHT SINGING AND EAR TRAINING.  1 CREDIT
The study of aural skills, including sight singing of standard music scores with solfege, and dictation of harmonic, melodic, and rhythmic materials. Prerequisite: MUS-1000 or MUS-1150 with a grade of C or better. 2 lab hours.

MUS-1290–1420 APPLIED MUSIC (PRIVATE INSTRUCTION).*  2 CREDITS
Grade of C or better in the first course plus permission of the Music Department, in order to enroll in the second course in the sequence. One 60-minute private lesson per week plus assigned independent practice. *Special Fee: $250.00 for private instruction, one hour per week per semester. Private lessons may be taken as a major emphasis toward a music degree, as a supplementary subject in the music program or for personal enrichment. Students enrolling for credit must audition and are required to perform in two seminars, attend eight seminars, enroll in an ensemble and take a jury exam.

- MUS-1290–1300 Voice
- MUS-1310–1320 Woodwind
- MUS-1330–1340 Brass
- MUS-1350–1360 Strings (including Jazz, Classical, and Bass Guitar)
- MUS-1370–1380 Percussion
- MUS-1390–1400 Piano
- MUS-1410–1420 Organ

MUS-1500 INTRODUCTION TO MUSIC TECHNOLOGY.  3 CREDITS
Covers various contemporary and historical technologies used in the composition, notation, performance, recording and distribution of music. Students will explore the influence of technology upon music and musical culture. Prerequisite: Reading proficiency.

MUS-1510 DIGITAL NOTATION.  3 CREDITS
Covers the technologies utilized in creating and publishing printed music. Students produce printed vocal scores that include notation and lyrics and instrumental scores that accommodate transposing instruments. Students will gain proficiency with state-of-the-art music publishing techniques. Prerequisite: MUS-1000 or MUS-1150 with a grade of C or better.
MUS-1520  DIGITAL AUDIO. 3 CREDITS
Students learn various methods used in audio recording and distribution, utilizing computer systems and specialized hardware. Topics include multi-track recording, audio editing and restoration, signal processing, dithering and format conversion, audio mastering and MIDI. Prerequisite: Reading proficiency. 2 class/2 lab hours.

MUS-1600  MIDI SEQUENCING I. 3 CREDITS
Introductory Musical Instrument Digital Interface protocol (MIDI) and its applications. Topics include General MIDI components, recording and data entry, file editing and synchronization. 2 class/2 lab hours.

MUS-2150  THEORY III. 3 CREDITS
Continuation of MUS-1160. Modulation to closely related keys, all seventh chords, altered chords, analysis, keyboard, solfege and dictation. Prerequisite: MUS-1160. 6 lab hours.

MUS-2160  THEORY IV. 3 CREDITS
Continuation of MUS-2150. Augmented-sixth chords, foreign modulation and extended chords, musical analysis and composition. Prerequisite: MUS-2150. 6 lab hours.

MUS-2290–2420 ADVANCED APPLIED MUSIC (PRIVATE INSTRUCTION).* 2 CREDITS
Enrollment in the first course in each two-course sequence requires a C or better in the 1000-level courses offered in the same medium. Participation in the second semester of these two-course sequences requires a C or better in the first semester course and permission of the Music Department. (For example, students must have earned a C or better in MUS-1290 and 1300 in order to enroll in MUS-2290. They must then earn a C or better in MUS-2290, to qualify for enrollment in MUS-2300). One 60-minute private lesson per week plus assigned independent practice. * Special Fee: $250.00 for private instruction, one hour per week per semester
- MUS-2290–2300 Voice
- MUS-2310–2320 Woodwind
- MUS-2330–2340 Brass
- MUS-2350–2360 Strings (including Jazz, Classical, and Bass Guitar)
- MUS-2370–2380 Percussion
- MUS-2390–2400 Piano
- MUS-2410–2420 Organ

MUS-2890H  HONORS COLLOQUIUM IN MUSIC. 3 CREDITS
This honors colloquium will examine special topics in the field of music and their relevance across disciplinary perspectives. The issues to be addressed in each colloquium will vary from semester to semester. These courses are designed for students in the Honors program, but are open to others with the approval of the honors coordinator or the instructor. Prerequisites: Reading proficiency and permission of instructor or honors coordinator.

MUS-2910–2930  COOPERATIVE EDUCATION. 1–3 CREDITS
A maximum of six credits of cooperative education and internship experiences may be applied to any degree. These credits may not transfer to all four-year institutions. Contact the Career Services Office, Marlboro Hall, Room 2102, 301-322-0109, for more complete information.
NUCLEAR MEDICINE TECHNOLOGY (NUM)

Allied Health and Nursing Department | Center for Health Studies, Room 1402 | 301-322-0733

NUM courses are offered once per year in the fall, spring or summer. Prerequisites require a grade of C or higher.

**NUM-1550  INTRODUCTION TO NUCLEAR MEDICINE TECHNOLOGY I.  4 CREDITS**
Introduction to nuclear medicine. Topics include radiation physics, radiation detection and instrumentation, and clinical applications of radionuclides. Prerequisites: Admission to the program, BIO-1010/2050, MAT-1350, CHM-1010, PHY-1010, HIM-1800 with grades of C or higher. Co-requisite: NUM-1560. (Offered spring only.)

**NUM-1560  INTRODUCTION TO NUCLEAR MEDICINE TECHNOLOGY II.  4 CREDITS**
Continuation of NUM-1550. Orientation to clinical nuclear medicine, medical terminology, professional ethics and conduct, patient care, and radiation safety. Co-requisite: NUM-1550. (Offered spring only.)

**NUM-2510  NUCLEAR MEDICINE TECHNIQUES I.  3 CREDITS**
In-depth coverage of instrumentation, diagnostic computer systems, and advanced imaging techniques, including CT and MRI. Prerequisites: NUM-1550, NUM-1560, NUM-2530. (Offered fall only.)

**NUM-2520  NUCLEAR MEDICINE TECHNIQUES II.  3 CREDITS**
Continuation of NUM-2510. Clinical nuclear medicine including radionuclide therapy, department records and administration, and research methods. Prerequisites: NUM-2510, NUM-2530, and NUM-2540. (Offered spring only.)

**NUM-2530  CLINICAL NUCLEAR MEDICINE TECHNOLOGY I.  3 CREDITS**
Directed practice in an affiliated hospital; emphasizes routine diagnostic and therapeutic procedures. Daily image critiques by a licensed/certified technologist. On-site lectures by board-certified physicians supplement the clinical experience. Prerequisite: NUM-1560. 12 clinical hours. (Offered summer only.)

**NUM-2540  CLINICAL NUCLEAR MEDICINE TECHNOLOGY II.  6 CREDITS**
Continuation of the directed practice in an affiliated hospital. Students will develop their independent clinical techniques. On-site lectures by board-certified physicians supplement the clinical experience. Prerequisite: NUM-2530. 24 clinical hours. (Offered fall only.)

**NUM-2550  RADIOPHARMACY AND RADIATION CHEMISTRY.  2 CREDITS**
Basic skills essential to the operation of a radiopharmacy. Production of radionuclides, radiopharmaceutical localization methods, radiolabeling, quality control, adverse reactions; regulations for transport, use and disposal of radioactive materials and NRC/Agreement state inspections; radiopharmacy design. Prerequisites: NUM-1550, NUM-1560. 2 class/1 lab hour. (Offered fall only.)

**NUM-2600  CLINICAL NUCLEAR MEDICINE TECHNOLOGY III.  6 CREDITS**
Continued practice in an affiliated hospital. The student will develop independent clinical techniques and create a clinical procedures manual. Prerequisite: NUM-2540. Capstone Course: Students must complete a minimum of 53 credits, including any prerequisite courses, prior to enrolling in this course. (24 clinical hours.) (Offered spring only.)

NURSING (NUR)

Allied Health and Nursing Department | Center for Health Studies, Room 1402 | 301-322-0731

RN Nursing Program prerequisites, EGL-1010, NUR-1010, BIO-1010, BIO-2050, BIO-2060, PSY-1010, and MAT-1120 or higher. All require a grade of C or better. No RN Nursing Program prerequisite can be repeated more than once. LPN program prerequisites, EGL-1010, NUR-1000, BIO-2050, BIO-2060, and PSY-1010 also require a grade of C or higher. No LPN program prerequisite can be repeated more than once. Students must achieve a 2.50 GPA in the required prerequisites for either program.
NUR-1000  INTRODUCTION TO PRACTICAL NURSING (PN).  
This is an introductory course with a focus on preparing the student for the rigorous study required for clinical nursing courses. The patient-needs framework and nursing process concepts form the basis of the curriculum. Microbiology concepts related to nursing practices will be mastered by the students. Nursing history, dosage calculations, ethical and legal concepts, critical thinking, and test-taking skills are content areas for this course. The student will be introduced to the socialization process of practical nurses. Upon satisfactory completion of this course and other prerequisites the student is eligible to petition for admission into the Practical Nursing Program. Prerequisites: EGL-1010, BIO-1010, BIO-2050, placement for college level algebra, officially enrolled as an LPN petitioner, BIO-2060 and PSY-1010 completed or concurrent. 3 class hours. (Offered spring only.)

NUR-1010  INTRODUCTION TO NURSING (RN).  
This is an introductory course which focuses on preparing the student for the rigorous study required for the clinical nursing courses. The patient-needs framework of the curriculum and nursing process will be discussed. Ethical and legal issues, nursing history and discussion of the health care system will be emphasized. Students are introduced to effective methods of stress management, test-taking skills and critical thinking concepts. Cultural sensitivity and dosage calculations are among other concepts explored. Prerequisites: EGL-1010, BIO-1010, BIO-2050, MAT-1120 or higher, BIO-2060 and PSY-1010 completed or concurrent. Upon successful completion of NUR-1010 the student may petition for admission to the Nursing Program (RN). 7 weeks: 2 class hours.

NUR-1020  FOUNDATIONS OF NURSING PRACTICE.  
This course introduces students to concepts about the individual, environment, health, nursing and the learning process. The acquired knowledge enables students to effectively meet patient needs across the lifespan. Introduction of nursing theory and practice that supports a safe, effective care environment, physiological and psychological integrity, as well as health promotion are emphasized. Guided practice in various health care settings is correlated with classroom and campus lab experiences. Prerequisites: NUR-1000 or NUR-1010, PSY-1010, BIO-2060, BIO-2010 completed or concurrent, admission into the Nursing Program (LPN or RN). 15 weeks/3.5 class/8 clinical/2 lab hours.

NUR-1030  REPRODUCTIVE HEALTH.  
This course presents a holistic approach to the care of the childbearing family. Emphasis is on principles and application of theory when using the nursing process in care of patients during all phases of the childbearing cycle. Disorders and diseases affecting the female and male reproductive tract are included. Clinical settings include mother-baby units, labor and delivery, neonatal intensive care, health clinics, and postpartum home visits. Prerequisites: NUR-1020, NUR-1040 concurrent. 15 weeks/1.5 class/5 clinical (for 9 weeks)/1.5 lab hours.

NUR-1040  PHYSIOLOGICAL INTEGRITY I: NURSING THE CLIENT WITH ACUTE AND CHRONIC HEALTH ALTERATIONS.  
This course is designed to assist students to meet the health care needs of patients with commonly occurring acute and chronic health disorders. Physiological and psychosocial adaptation, prevention and early detection and self-care will be emphasized with a focus on maintaining a safe, effective care environment and the application of previously learned skills and information. Pharmacological concepts will be integrated throughout the course content. Clinical experiences will be provided in supervised, structured health care settings. Prerequisites: NUR-1020; NUR-1040 concurrent. 15 weeks/1.5 class/5 clinical (for 9 weeks)/1.5 lab hours.

NUR-1050  ADAPTATION AND PRACTICES—PN.  
This course includes the multifaceted approach to health promotion of children and adults with complex health needs. Nursing interventions for the patient with complex health problems in the areas of safe and effective care, psychosocial adaptation and physiological adaptation are included. The nursing role is developed with emphasis on health maintenance, health promotion and disease prevention. Selected clinical practices in the community and acute care settings allow the student to analyze and synthesize valuable skills and knowledge. Content also includes transition into practice, issues of the nursing profession, roles of the practical nurse and NCLEX-PN preparation. This is the culminating experience course for the PN program. Prerequisites: satisfactory completion of NUR-1000, NUR-1020, NUR-1030, NUR-1040 and completion of all other general education requirements for LPN certificate. 10 weeks: 6 class/10 clinical (for six weeks)/3.5 lab hours. (Offered summer only.)
NUR-1060  LPN TO RN TRANSITION.  6 CREDITS
This course is designed to prepare licensed practical nurses for entry into the second year of the Associate Degree Nursing Program. The nursing role is differentiated with emphasis on health maintenance, health promotion, and disease prevention. Content will be presented within the patient-needs framework and include topics such as role transitioning, nursing process, documentation, communication and legal and ethical issues. The Prince George's Community College curriculum framework will be explored. Selected content from the first year of the associate degree program in physiological integrity, growth and development, and dosage calculation will be reviewed. Supervised clinical practice in selected acute care and community settings will be provided. Independent study and review of previously learned concepts of nursing care of the maternity and newborn patient will be required. Upon satisfactory completion of this course the student is eligible to enroll in NUR-2010 and NUR-2020. Prerequisites: Admission to the Transition program.
4 class/5 clinical (for 12 weeks)/2 lab hours. (Offered fall and spring.)

NUR-1070  EMT/PARAMEDIC-RN TRANSITION OPTION.  8 CREDITS
This 10-week course (offered in the summer only) is designed to prepare paramedics for entry into the second year of an Associate Degree Nursing program. Information from the first year nursing program courses is presented in a condensed format. The patient-needs framework of the curriculum, as well as nursing processes will be explored. Students are presented with effective methods of stress management, test-taking skills and critical thinking concepts. The nursing role is discussed with emphasis on health maintenance, health promotion, physiological and psychosocial integrity and adaptation. Pharmacological concepts will be integrated throughout the course content. Topics also include role transition, nursing process, documentation, communication, legal and ethical issues. The Prince George's Community College framework will be examined. Selected content for the first year of the associate degree program include acute and chronic health disorders, care of the patients during all phases of the child bearing cycle, disorders and diseases affecting the female and male reproductive tract and dosage calculations. Supervised clinical practice in selected long-term and acute care settings is correlated with classroom and campus laboratory experience. Upon successful completion of this course the student is eligible to enroll into the second year courses of the RN program (NUR-2010 and NUR-2020).Prerequisite: Program admission and completion of EGL-1010, MAT-1120 (or higher), BIO-1010, BIO-2050, BIO-2060, BIO-2010, and PSY-1010 with grades of C or better.
4 class/10 clinical (for six weeks)/3.5 lab hours (Offered summer only.)

NUR-2010  NURSING CARE OF CHILDREN AND FAMILIES.  3 CREDITS
This course is designed to prepare students to meet the healthcare needs of children and their families from infancy through adolescence. Physiologic and psychosocial adaptation, safety and infection control, prevention and early detection of illness and health promotion and maintenance will be emphasized. Pharmacological concepts will be integrated throughout the course. Clinical experience will be provided in a variety of supervised healthcare settings and community sites. Prerequisites: NUR-1030, NUR-1040; NUR-2010 concurrent.
1.5 class/5 clinical (for nine weeks)/1.5 lab hours.

NUR-2020  PHYSIOLOGICAL INTEGRITY II: NURSING THE CLIENT WITH MULTIDIMENSIONAL SYSTEM INVOLVEMENT.  5 CREDITS
This course is designed to assist students in the theoretical and practical application of the nursing process to meet the healthcare needs of clients with complex, chronic disorders with multidimensional system involvement and rehabilitation needs. Physiologic and psychosocial adaptation, prevention and early detection and self care will be emphasized, with a focus on outcome management and synthesis of information. Pharmacological concepts will be integrated throughout the course content. Clinical experience will be provided in a variety of supervised healthcare settings. Prerequisites: NUR-1030 and NUR-1040; NUR-2010 concurrent. 2.5 class/6 clinical/1.5 lab hours.

NUR-2031  PSYCHOSOCIAL INTEGRITY.  3 CREDITS
Emphasizes three levels of prevention and early detection of health problems related to psychosocial adaptation throughout the life span, following the guidelines of the NCLEX Test Plan. Theory and practice include mental health concepts; therapeutic communications and environment; crisis intervention; coping mechanisms; behavioral interventions; cultural diversity and spiritual influences on health; sensory/perceptual alterations; chemical and other dependancies; family dynamics; psychopathology; safe, ethical practice; developmental stages and transitions; and pharmacologic therapies. Prerequisites: NUR-2010 and NUR-2020; NUR-2032 and NUR-2040 concurrent.
1.5 class/5 clinical(for 9 weeks)/1.5 lab hours.
NUR-2032  PHYSIOLOGICAL INTEGRITY III.  3 CREDITS
Focusses in depth on the nursing care for clients and families experiencing serious threats to physiological integrity. Students synthesize and integrate knowledge, skills, and abilities to evaluate and modify a plan of care; independently plan, implement, and evaluate the delivery of safe, effective care; facilitate optimal physiological functioning to maximize health outcomes. Clinical experiences will be provided in a variety of specialized acute care settings. Prerequisites: NUR-2010 and NUR-2020; NUR-2031 and NUR-2040 concurrent. 1.5 lecture/1.5 lab/9 clinical (for 5 weeks).

NUR-2040  MANAGEMENT OF CARE AND PROFESSIONAL ISSUES.  3 CREDITS
The focus of this course will be on providing integrated, cost-effective care to clients through coordination, supervision and collaboration with other members of the healthcare team. Students will analyze, synthesize and evaluate care for groups of patients in a variety of healthcare settings. Professional practice issues will be applied to healthcare situations and NCLEX-RN readiness, the role of the nurse and transition into the workforce. Prerequisites: NUR-2010 and NUR-2020; NUR-2031 and NUR-2032 concurrent. Capstone Course: Students must complete a minimum of 53 credits, including any prerequisite courses, prior to enrolling in this course.

NUR-2890H  HONORS COLLOQUIUM IN NURSING.  3 CREDITS
This honors colloquium will examine special topics in the field of nursing and their relevance across disciplinary perspectives. The issues to be addressed in each colloquium will vary from semester to semester. These courses are designed for students in the Honors program, but are open to others with the approval of the honors coordinator or the instructor. Prerequisites: Reading proficiency and permission of instructor or honors coordinator.

NUTRITION (NTR)
Health, Nutrition, and Physical Education Department | Novak Field House, Room 104 | 301-322-0504

NTR-1010  INTRODUCTORY NUTRITION.  3 CREDITS SC
Addresses basic information about essential nutrients and their functions in the body as well as known and hypothesized relationships between long-term diets and development of chronic diseases. The course addresses current issues in nutrition and food safety research. Course content includes current issues in weight management, interactions between nutritional status and physical fitness and food safety. (Formerly BIO-115. Students cannot receive credit for both BIO-115 and NTR-1010.) Prerequisite: Reading proficiency. (Honors version available.)

NTR-1100  INTRODUCTION TO FOOD SCIENCE.  3 CREDITS SC
Introduction to basic chemical, physical, and microbiological aspects of food and the ways in which these sciences are integrated into the food industry. Course will examine technical and practical aspects involved in harvest, storage, manufacture, preservation, packaging, distribution, and marketing of food products. Current controversies in food science will be explored. (Formerly BIO-116. Students cannot receive credit for both NTR-1100 and BIO-116.) Prerequisite: Reading proficiency.

NTR-1200  NUTRITION FOR INFANTS AND YOUNG CHILDREN.  3 CREDITS
Addresses basic information about essential nutrients and their functions in the body with a special emphasis on the needs of the infant and young child through age eight. The course also addresses topics relevant to current nutrition and food safety research. Students develop knowledge and skills particularly appropriate for early childhood educators and program administrators, including the role of nutrition in cognitive development, behavior, weight control, and long-term health. The course also addresses regulatory issues and resources for continuing professional development. This course is open to and appropriate for non-early childhood education majors. Prerequisite: Reading proficiency.
PARALEGAL (PAR)
Public Safety and Law Department | Bladen Hall, Room 208 | 301-322-0553

PAR-1510  INTRODUCTION TO LAW FOR THE PARALEGAL.  3 CREDITS
An overview of the law, the court system and the role of the paralegal in preparing cases for trial and appeal. Prerequisite: Reading proficiency.

PAR-1550  TECHNIQUES OF LEGAL RESEARCH.  3 CREDITS
An organized approach to developing legal research skills. Students will utilize a law library, either actually or virtually, for preparing legal research assignments. Prerequisites: Reading proficiency and English proficiency or EGL-0100 (formerly EGL-1000).

PAR-2510  LEGAL WRITING.  3 CREDITS
A study of the style, format, content, principles and techniques of legal writing. Practice in drafting pleadings, agreements, contracts, legal documents, trial briefs, and memoranda. Prerequisites: PAR-1550.

PAR-2530  TORTS.  3 CREDITS
A study of state and federal law treating civil injury or damage to person or property, including causes of action, defenses and remedies, negligence, strict liability, and product liability in tort and personal injury litigation. Prerequisites: Reading proficiency. (Online section offered fall semester only.)

PAR-2540  CONTRACTS.  3 CREDITS
A survey of the law of contracts and sales. Emphasis is placed on the elements of a contract, the types of sales, and the legal consequences, including breaches, defenses and remedies. Practice in drafting contracts and sales agreements. (Formerly PAR-1570. Students cannot receive credit for both PAR-1570 and PAR-2540.) Prerequisite: Reading proficiency.

PAR-2550  REAL ESTATE LAW.  3 CREDITS
A study of the law in relation to the sale and transfer of title in real estate transactions. This course is not designed to meet Maryland real estate licensure requirements. Prerequisite: Reading proficiency. (Offered fall semester only.)

PAR-2560  BASIC MEDIATION.  3 CREDITS
A survey of the basic characteristics of facilitative mediation, in which a neutral third party helps people in disputes to communicate with and understand one another and, if possible, to help reach agreements that are mutually satisfactory. Topics will include theory, goals, language, and application of mediation methodologies; techniques to overcome barriers in disputes; the roles of attorneys and clients in mediation; the ethical responsibilities of mediators; and strategies to deal with difficult people, power imbalances, and cultural sensitivity. Prerequisite: Reading proficiency.

PAR-2570  WILLS ESTATE PLANNING AND PROBATE.  3 CREDITS
A study of the rules governing the disposition of property upon death, procedures used to probate an estate, and principles of law governing other legal issues associated with aging, death, and dying. Focuses on estate planning, wills, trusts, joint ownership and insurance. Prerequisite: Reading proficiency. (Offered spring semester only.)

PAR-2580  EMPLOYMENT LAW.  3 CREDITS
An examination of the rights and duties of employers and employees and the role of the paralegals as part of the team representing each. Topics include the rights and duties of all parties when hiring, promoting, transferring, and terminating employees; privacy and discrimination issues; hour and wage laws; the role of government and labor unions; and workmen compensation issues for employment injuries. (Formerly PAR-1580. Students cannot receive credit for both PAR-1580 and PAR-2580.) Prerequisite: Reading proficiency. (Offered fall semester only.)
PAR-2590  DOMESTIC RELATIONS.  3 CREDITS
A study of the law and the practice of domestic relations, including prenuptial and separation agreements, divorce, alimony, child support, custody, and visitation. Emphasis is on the special pleadings and documents to be prepared for the courts, the agreements to be drawn between the parties, the grounds for divorce and separation, and the defenses presented. (Formerly PAR-1590. Students cannot receive credit for both PAR-1590 and PAR-2590.) Prerequisite: Reading proficiency.

PAR-2610  LEGAL ETHICS.  3 CREDITS
A study of ethical considerations which apply to both lawyers and paralegals when dealing with clients, the courts, and other parties to legal disputes and litigation. (Formerly PAR-1610. Students may not receive credit for both PAR-1610 and PAR-2610.) Prerequisite: Reading proficiency.

PAR-2650  CIVIL LITIGATION.  3 CREDITS
A survey of the rules regulating civil suits with practical exercises in interviewing clients and witnesses, analyzing documents, and drafting pleadings. Students will develop and prepare an individual research project that will be presented to the class, as well as an external audience. The course also includes a portfolio requirement which documents and demonstrates the student’s attainment of the skills necessary to complete routine tasks assigned to a paralegal from the moment the new client enters the law office. This is the culminating experience for the associate degree in Paralegal Studies. (Formerly PAR-1600. Students cannot receive credit for both PAR-1600 and PAR-2650.) Prerequisite: Reading proficiency. Capstone Course: Students must complete a minimum of 47 credits prior to enrolling in this course. A cumulative GPA of 2.00 or better is also required.

PAR-2910–2930  PAR INTERNSHIP.  1–3 CREDITS
The internship is a practicum with measurable learning objectives designed to broaden the educational experience. Students are assigned to appropriate governmental and private agencies. 3–9 practicum hours. A maximum of six credits of cooperative education and internship experiences may be applied to any degree. These credits may not transfer to all four-year institutions. Contact the Career Services Office, Marlboro Hall, Room 2102, 301-322-0109, for more complete information.

PARAMEDIC (PMD) Note: All courses incorporate Statewide Protocols for EMT-Paramedic as applicable.

PMD-1000  INTRODUCTION TO PARAMEDICINE AND MEDICAL EMERGENCIES.  4 CREDITS.
Introduces the paramedic student to the roles and responsibilities central to the delivery of emergency pre-hospital advanced life support-level care. Includes paramedic and technical report writing, laws governing practice, psychosocial issues and ethical considerations and aspects of the pre-hospital EMT systems and emergency field communications. Provides knowledge and skills essential to advanced life support care of patients with medical emergencies. Covers cardiovascular, respiratory, nervous system, abdominal cavity, endocrinology, environmental emergencies, and allergies-anaphylaxis as a physiologic base for assessment and intervention. Prerequisites: EMT-B, program admission, and departmental approval. (3 class/2 lab hours.)

PMD-1010  ADVANCED AIRWAY MANAGEMENT.  3 CREDITS
Provides knowledge and skills essential to advanced life support care of patients with respiratory emergencies. Advanced techniques of airway management will be covered. College laboratory, computer-assisted education and cadaver experience will be used extensively. Prerequisite: Admission to Paramedic program and departmental permission. Co-requisites: PMD-1000, PMD-1020, PMD-1030, and PMD-1100.

PMD-1020  PHARMACOLOGY, IV THERAPY, AND MED MATH.  3 CREDITS
Provides the paramedic student with the knowledge to be able to integrate pathophysiological principles of pharmacology and the assessment findings to formulate a field impression and implement a pharmacological management plan. This will include a review of mathematical principles as they relate to the field of emergency medicine. At the completion of the course the student will be able to safely and precisely access the venous circulation and administer medications by calculating correct drug dosages. Prerequisite: Admissions to the program and departmental permission. Co-requisites: PMD-1000, PMD-1010, PMD-1030, and PMD-1100. (2 class/2 lab hours.)
PMD-1030  CARDIOLOGY AND EKG INTERPRETATION.  3 CREDITS
An in-depth study of the pathophysiology, assessment and treatment of cardiac emergencies including basic and advanced EKG interpretation. Extensive use of laboratory and computer-assisted instruction will be emphasized. Prerequisites: Program admissions and permission of the program director. Co-requisites: PMD-1000, PMD-1010, PMD-1020 and PMD-1100. (3 class/2 lab hours.)

PMD-1100  PARAMEDIC CLINICAL EXPERIENCE I.  4 CREDITS
Supervised experience is provided in the hospital, field, intensive care, extended care, and surgical departments correlating with knowledge, skills, and techniques presented in PMD-1000, PMD-1010, PMD-1020, PMD-1030, and PMD-1040. Emphasis is placed on patient assessment, cardiac and respiratory emergencies, and shock and trauma. Prerequisites: Program admission and permission of program director. Co-requisites: PMD-1000, PMD-1010, PMD-1020, and PMD-1030. (16 clinical hours/week.)

PMD-2000  STUDY OF HUMAN SYSTEMS.  3 CREDITS
Utilizes a systemic approach, beginning by formulating a basic picture of the human body then moving into more anatomic detail. Lectures and labs discuss body systems, both how they function individually and together as a unit. In addition to the overall picture of each system, this course presents the gross anatomy and the microscopic anatomy of vital structures, with special emphasis on how these structure function in diseased states during medical emergencies encountered by the paramedic in the pre-hospital environment. Prerequisites: PMD-1000, PMD-1010, PMD-1020, PMD-1030, and PMD-1100. Co-requisites: PMD-2000, PMD-2010, PMD-2020, PMD-2030, and PMD-2200. (3 class/2 lab hours.)

PMD-2010  SPECIAL PATIENT POPULATIONS .  3 CREDITS
Analysis of pediatric emergencies, geriatric emergencies, environmental emergencies, behavioral emergencies, substance abuse and toxicology. Obstetric and gynecological disorders are reviewed as well as the management of the expectant mother, complications of labor, and normal/abnormal delivery. Prerequisites: PMD-1000, PMD-1010, PMD-1020, PMD-1030, and PMD-1100. Co-requisites: PMD-2000, PMD-2010, PMD-2020, PMD-2030, and PMD-2200. (2 class/2 lab hours.)

PMD-2020  PATIENT ASSESSMENT AND MEDICAL EMERGENCIES II.  3 CREDITS
Emphasizes advanced pathological concepts and principles in caring for patients experiencing medical emergencies in the pre-hospital environment related to respiratory, cardiac, neurological, endocrinological, allergic, gastroenterological, urological and nephrological, hematological, obstetrical and gynecological, and psychiatric and behavioral issues. Lab focuses on advanced skill mastery in caring for these patients, including the continued development of critical thinking skills, and the development and implementation of treatment plans for patients with various disease states encountered in the pre-hospital environment. Continued attention is given to preparation for a role of EMS team leader, patient advocate and for entry level practice as a paramedic professional in the pre-hospital environment. Prerequisites: PMD-1000, PMD-1010, PMD-1020, PMD-1030, and PMD-1100. Co-requisites: PMD-2000, PMD-2010, PMD-2030, and PMD-2200. (2 class/2 lab hours.)

PMD-2030  SHOCK AND TRAUMA.  4 CREDITS
An in-depth study of trauma, victim rescue theory and skills and pathophysiology of shock. Includes the study of fluid and electrolyte balance and acute changes in body fluid space. Assessment and treatment of various types of shock and trauma for both the adult and pediatric patient suffering head and facial, spinal, thoracic, abdominal, and musculoskeletal trauma. Prerequisites: PMD-1000, PMD-1010, PMD-1020, and PMD-1100. Co-requisites: PMD-2010, PMD-2020, and PMD-2200. (3 class/2 lab hours.)

PMD-2040  PREPARATION FOR EMT-I CERTIFICATION AND PREPARATION FOR EMT-P CERTIFICATION.  3 CREDITS
Provides students with a comprehensive review and syntheses of the knowledge base of the paramedic. Integration and application of assessment, information-gathering skills, and decision-making will be employed through computer-assisted and scenario-based exercises. Includes a final written review examination, advanced practical skills review, and mock practical exam. This is the Capstone Course for the Paramedic Program. Prerequisites: PMD-1000, PMD-1010, PMD-1030, and PMD-1100. (1 class/4 lab hours.)

PMD-2200  PARAMEDIC PRACTICE III AND IV.  4 CREDITS
Practice of comprehensive patient assessment, intervention, and patient management in specialty facilities, advanced life support units, and In the hospital setting. Co-requisites: PMD-2000, PMD-2010, PMD-2020, and PMD-2030. (8 clinical hours.)
PLANNING FOR ACADEMIC SUCCESS (PAS)

Academic Enrichment Department | Marlboro Hall, Room 2118 | 301-322-0495

PAS-1010  PLANNING FOR ACADEMIC SUCCESS.  3 CREDITS
An introduction to knowledge and strategies designed to promote success in the college environment. The course focuses on developing 1) interpersonal and self-management skills and attitudes and 2) critical thinking and study skills needed to achieve academic success. Students will acquire a working/practical knowledge of the college's resources, services, procedures, and requirements. Self-assessments serve as tools to identify values and goals for individual life planning and academic achievement. Co-requisite: DVR-0061.

PAS-1030  PLANNING FOR ACADEMIC SUCCESS IN MATH.  1 CREDIT
Designed to introduce study skill strategies for success in mathematics. Encourages students to explore their feelings about math and to develop strategies to overcome math avoidance and manage anxiety. Emphasis will be placed on note-taking, critical thinking, preparing for, taking, and analyzing math tests. This course is open to students at all levels of mathematical skill. Co-requisite: Must be taken with or prior to the first math course if placed into any DVM course or in MAT-0104 (formerly MAT-1040).

PHILOSOPHY (PHL)

Art, Music, and Philosophy Department | Bladen Hall, Room 310 | 301-322-0946
PHL courses require a satisfactory reading score on the placement test or satisfactory completion of appropriate DVR coursework.

PHL-1010  INTRODUCTION TO PHILOSOPHY: THE ART OF QUESTIONING.  3 CREDITS H
Asking and answering the basic and meaningful questions of life and clarifying one’s thinking in relation to self, others, laws, nature, and God. Prerequisite: Reading proficiency. (Honors version available.)

PHL-1090  INTRODUCTION TO LOGIC.  3 CREDITS H
The elements of logic; how to translate ordinary language into logical form and craft valid arguments. Prerequisite: Reading proficiency.

PHL-1150  LAW AND VALUES.  3 CREDITS
Analysis of today's social, political and economic issues from the viewpoint of representative philosophers from Plato to the moderns. Prerequisite: Reading proficiency.

PHL-1170  EASTERN PHILOSOPHY.  3 CREDITS
Eastern philosophical and religious thoughts and their influence on relationships between East and West. Prerequisite: Reading proficiency.

PHL-1190  PHILOSOPHIC IDEAS IN IMAGINATIVE LITERATURE.  3 CREDITS
Philosophic ideas in creative writings from Shakespeare to Sartre and from Job to Tolstoy. Prerequisite: Reading proficiency.

PHL-1270  THINKING ABOUT RELIGION.  3 CREDITS
Philosophical foundations of religious thought and the response of humanity to religious claims. Prerequisite: Reading proficiency.

PHL-1330  ETHICS.  3 CREDITS H
Involves personal decisions each individual makes daily. The course will identify the various ethical/moral theories that affect those decisions. It will involve current issues and concerns to strengthen a student’s own ethical deliberations and clarify how such deliberations may be applied to the student’s designated career interests. Prerequisite: Reading proficiency. (Honors version available.)

PHL-1350  BIOMEDICAL ETHICS.  3 CREDITS
An examination and application of the ethical principles involved in biomedical decisions such as stem-cell research, termination of treatment, genetic manipulation, and informed consent. Prerequisite: Reading proficiency.
PHL-1370  PHILOSOPHY AND FEMINISM.  3 CREDITS
A philosophical exploration of the feminist perspective, its foundation and its ramifications. Prerequisite: Reading proficiency.

PHL-1400  INTRODUCTION TO BUSINESS ETHICS.  3 CREDITS
Examination of ethical issues of the business world, including health on the job, consumerism, ecology and advertising. Prerequisite: Reading proficiency.

PHL-2220  METAPHYSICS.  3 CREDITS
Exploration of the basic criteria for determining what is real; the sensible versus the supersensible; the tangible versus the nonphysical; the concrete versus the abstract. Prerequisite: Reading proficiency.

PHL-2890H  HONORS COLLOQUIUM IN PHILOSOPHY.  3 CREDITS
This honors colloquium will examine special topics in the field of philosophy and their relevance across disciplinary perspectives. The issues to be addressed in each colloquium will vary from semester to semester. These courses are designed for students in the Honors program but are open to others with the approval of the honors coordinator or the instructor. Prerequisites: Reading proficiency and permission of instructor or honors coordinator.

PHYSICAL EDUCATION (PED)
Health, Nutrition, and Physical Education Department | Novak Field House, Room 104 | 301-322-0504

PED-1000  LIFETIME FITNESS AND LEISURE ACTIVITIES.  1 CREDIT
Develops basic skill level in selected activities. These courses are one credit and can be used in combination with PED-1030 to transfer to other institutions. These courses meet for half a semester or are late starting. Activities include aerobic workout, basketball, baseball, swimming, weight training, and combination activities. 1 class/2 lab hours.

PED-1030  LIFETIME FITNESS AND LEISURE ACTIVITIES.  2 CREDITS
Develops athletic abilities from beginner through intermediate skill levels; explores how to experience wellness and stay active throughout one’s life. Class also includes lectures and textbook information to help students stay healthier through the understanding of total wellness.

- **Weight Training:**
  - Circuit Weight Training—a series of strength and aerobic exercises using various weight machines and stationary cycles
  - Weight Training and Conditioning—weight training programs designed for the individual student
  - Weight Training and Water Workout—a combination of weight training and water exercise

- **Sports:** Baseball, Basketball, Bowling, Golf, Karate, Racquetball and Tennis. Courses are designed to introduce beginner and intermediate students to the skills, theories, fundamentals, strategies, etiquette, and safety considerations of these activities.

- **Aerobic Base:** Step Aerobics for beginning and intermediate students. Activities include other aerobic activities, muscle toning, use of hand weights, and nutritional information. Cardio Kickboxing, Aerobic Dance, and Cardio Fitness are classes with an emphasis on cardiorespiratory endurance.

- **Swimming:** Beginner, intermediate, and advanced swimming classes are offered. Courses include instruction on strokes, skills, and water safety. Water exercise classes include water workout, aquatics, and a combination class that includes weight training and water workout. Classes are taught in shallow water as well as deep water. Ability to swim is not necessary; buoyancy belts are provided for individuals on request.

- **Social Dance:**
  - Ballroom I—Basic skills associated with leading and following are introduced. Dances include Foxtrot, Waltz, Swing, Cha-Cha, and Merengue.
  - Ballroom II—More advanced figures in dances than level I. Dances include the Tango, Rhumba, Polka, Mambo, and Disco.
  - Country Western—Basic steps are introduced for the Texas two-step, Country Waltz, Shuffle, and Cha-Cha. Various line and circle dances are also introduced.
- **Hand Dancing**—Basic steps are introduced, turns, start, release and not release turns, wraps, swings, along with history and etiquette.
- **Other classes available**: Bowling, Walking, and Hiking.

### **PED-1110**  **INTRODUCTION TO PHYSICAL EDUCATION.**  2 CREDITS
Physical education as a profession, including its history, opportunities, and education requirements. Includes field trips and other experiences. (Offered fall only.)

### **PED-1130**  **RYTHMIC ACTIVITIES.**  2 CREDITS
This course is for elementary teachers, physical education teachers and recreation leaders. It includes rhythmic skills for all age levels, including folk and square dancing. Offered spring semester only.

### **PED-1530-1810**  **SKILLS LABORATORIES.**  1 CREDIT EACH
Basic skills and techniques in sport and physical activities for physical education majors. Recommended for youth league coaches. 3 lab hours.
- PED-1570 Swimming
- PED-1650 Baseball
- PED-1670 Basketball
- PED-1730 Tennis
- PED-1790 Golf
- PED-1810 Weight Training/Physical Fitness

### **PED-2400**  **ACE PERSONAL TRAINER.**  3 CREDITS
Encompasses theoretical knowledge and practical skills to prepare individuals interested in personal training. Topics include guidelines for instructing safe and effective exercise, essentials of client/trainer relationships, designing and implementing appropriate exercise programs. This course reviews material that prepares students to take the American Council for Exercise (ACE) Examination. Successful completion of this exam is required for certification. 2 lecture/2 lab hours.

### **PED-2910–2930**  **COOPERATIVE EDUCATION.**  1–3 CREDITS
A maximum of six credits of cooperative education and internship experiences may be applied to any degree. These credits may not transfer to all four-year institutions. Contact the Career Services Office, Marlboro Hall, Room 2102, 301-322-0109, for more complete information.

### **PHYSICAL SCIENCE (PSC)**
Physical Sciences and Engineering Department | Chesapeake Hall, Room 100 | 301-322-0420

### **PSC-1010**  **INTRODUCTION TO ASTRONOMY.**  3 CREDITS SC
For nonscience majors. Introduction to the extraterrestrial environment, including astronomical concepts and theories. Prerequisite: Reading proficiency. (Honors version available.)

### **PSC-1020**  **INTRODUCTION TO ASTRONOMY LABORATORY.**  1 CREDIT SC
Laboratory experience in astronomy, including astronomical observations and techniques for studying spectra, planetary characteristics, stars and galaxies. Prerequisites: PSC-1010 completed or concurrent and Reading proficiency. 2 lab hours.

### **PSC-1050**  **INTRODUCTION TO PHYSICAL GEOLOGY.**  3 CREDITS SC
Processes and forces involved in the evolution of the Earth, morphology and composition and evaluation of geologic hazards. Prerequisite: Reading proficiency.
PSC-1060 PHYSICAL GEOLOGY LABORATORY. 1 CREDIT SC
Rock and mineral identification and analysis and interpretation of geologic and topographic maps and aerial photographs. Prerequisites: PSC-1050 completed or concurrent and Reading proficiency. 2 lab hours.

PSC-1070 OCEANOGRAPHY. 3 CREDITS SC
Examination of the physical, chemical, geological and biological aspects of the Earth’s oceans. Prerequisite: Reading proficiency.

PSC-1150 FUNDAMENTALS OF CHEMISTRY AND PHYSICS. 4 CREDITS SC
Chemistry and physics concepts essential for health technology with emphasis on human systems. (Formerly PSC-1150. Credit may not be earned for both PSC-1150 and PSC-1510.) Prerequisites: MAT-0104 and Reading proficiency. 3 class/2 lab hours.

PSC-1200 EXPLORING CHEMISTRY AND PHYSICS CONCEPTS. 4 CREDITS SC
Hands-on activity-based course is for students who plan to teach preschool through grade eight. Content is based on topics recommended by National Science Education Content Standards and the K–8 Science Outcomes document of Prince George’s County Public Schools. Emphasis is on building process skills and content understanding using a constructivist-based teaching methodology. Prerequisite: Reading proficiency. 3 class/2 lab hours.

PSC-1210 EXPLORING EARTH AND SPACE SCIENCE CONCEPTS. 4 CREDITS SC
Hands-on activity-based course covering topics in earth and space sciences for students who plan to teach preschool through grade eight. Content is based on topics recommended by National Science Education Content Standards and the K–8 Science Outcomes document of Prince George’s County Public Schools. Emphasis is on building process skills and content understanding using a constructivist-based teaching methodology. Prerequisite: Reading proficiency. 3 class/2 lab hours.

PSC-2890H HONORS COLLOQUIUM IN PHYSICAL SCIENCES. 3 CREDITS
This honors colloquium will examine special topics in the field of physical science and their relevance across disciplinary perspectives. The issues to be addressed in each colloquium will vary from semester to semester. These courses are designed for students in the Honors program but are open to others with the approval of the honors coordinator or the instructor. Prerequisites: Reading proficiency and permission of the instructor or honors coordinator.

PSC-2910–2930 COOPERATIVE EDUCATION. 1–3 CREDITS
A maximum of six credits of cooperative education and internship experiences may be applied to any degree. These credits may not transfer to all four-year institutions. Contact the Career Services Office, Marlboro Hall, Room 2102, 301-322-0109, for more complete information.

PHYSICS (PHY)
Physical Sciences and Engineering Department | Chesapeake Hall, Room 100 | 301-322-0420

PHY-1010 INTRODUCTORY PHYSICS I. 4 CREDITS SC
Fundamental concepts and basic laws of mechanics, heat, and thermodynamics using a noncalculus approach. Not recommended for science/engineering majors. Prerequisite: MAT-1040 or appropriate test score. 3 class/1 rec/2 lab hours.

PHY-1020 INTRODUCTORY PHYSICS II. 4 CREDITS SC
Fundamental concepts of vibration and sound, electricity and magnetism, optics, and modern physics. Prerequisite: PHY-1010. 3 class/1 rec/2 lab hours. (Offered spring semester only)

PHY-1030 GENERAL PHYSICS I. 3 CREDITS SC
First semester of three-semester sequence (PHY-1030/2030/2040) for science/engineering transfer students. Calculus-based study of classical mechanics, including laws of motion, force, energy, momentum, and gravitation. Prerequisites: MAT-2410; MAT-2420 completed or concurrent. 3 class/1 rec hours.
**PHY-1570  TECHNICAL PHYSICS FOR ENGINEERING TECHNOLOGY.**  
4 CREDITS SC  
Concepts of energy and waves applied to sound, light, electricity, and magnetism. For transfer to Engineering Technology program only. Prerequisite: MAT-1340 completed or concurrent. 3 class/3 lab hours.

**PHY-2030  GENERAL PHYSICS II.**  
4 CREDITS  
Calculus-based survey of kinetic theory, thermodynamics, electricity, and magnetism and electromagnetic phenomena. For science/engineering transfers. Prerequisites: PHY-1030 and MAT-2420. 3 class/1 rec/3 lab hours.

**PHY-2040  GENERAL PHYSICS III.**  
4 CREDITS  
Calculus-based survey of simple harmonic motion, mechanical and electromagnetic waves, optics, relativity, and modern physics. For science/engineering transfers. Prerequisite: PHY-2030. 3 class/1 rec/3 lab hours.

**PHY-2890H  HONORS COLLOQUIUM IN PHYSICS.**  
3 CREDITS  
This honors colloquium will examine special topics in the field of physics and their relevance across disciplinary perspectives. The issues to be addressed in each colloquium will vary from semester to semester. These courses are designed for students in the Honors program but are open to others with the approval of the honors coordinator or the instructor. Prerequisites: Reading proficiency and permission of instructor or honors coordinator.

**PHY-2910–2920  INDEPENDENT RESEARCH.**  
1–2 CREDITS  
A maximum of six credits of cooperative education, research and internship experiences may be applied to any degree. These credits may not transfer to all four-year institutions. Contact the Physics Department for more complete information.

**PHY-2930  COOPERATIVE EDUCATION.**  
3 CREDITS  
A maximum of six credits of cooperative education, research and internship experiences may be applied to any degree. These credits may not transfer to all four-year institutions. Contact the Career Services Office, Marlboro Hall, Room 2102, 301-322-0109, for more complete information.

**POLITICAL SCIENCE (POS)***

**POS-1000  INTRODUCTION TO POLITICS.**  
3 CREDITS SS  
Introduction to terms, concepts, and theories of political science and their application to law, politics, and government. Prerequisite: Reading proficiency.

**POS-1010  AMERICAN NATIONAL GOVERNMENT.**  
3 CREDITS SS  
A study of the Constitution and the American political system, including how power and authority are acquired and applied. Emphasis will be placed on the Congress, the Presidency, and the Supreme Court, as well as on voting dynamics, political parties, interest groups, public opinion, and the media. Prerequisite: Reading proficiency. (Honors version available.)

**POS-1020  STATE AND LOCAL GOVERNMENT.**  
3 CREDITS SS  
Function, role, and responsibilities of state and local governments with emphasis on Maryland and Prince George's County. Prerequisite: Reading proficiency.

**POS-1400  INTRODUCTION TO ENVIRONMENTAL POLICY.**  
3 CREDITS  
Provides an overview of the topics studied and methods employed in environmental policy, focusing on the process of formulating, implementing, and evaluating policy responses to environmental problems. Emphasis is given to policy controversies related to scientific uncertainty, risk assessment, resource distribution, and bioethical issues. Prerequisite: BIO-1110.
POS-2010  POLITICAL IDEOLOGIES.  
Survey of prominent political ideologies influencing 20th century history and politics: nationalism, socialism, communism, fascism, and democracy. Prerequisite: Reading proficiency. (Offered fall semester only)

POS-2070  INTRODUCTION TO INTERNATIONAL POLITICS.  
Analysis of major factors influencing world politics and the conduct of foreign policy. Prerequisite: Reading proficiency. (Offered spring semester only)

POS-2150  INTRODUCTION TO COMPARATIVE POLITICS AND GOVERNMENT.  
This course is an introduction to the comparative study of how different polities approach problems of government and governing. Focus will be placed on comparing and contrasting three models of government, democracies, communist regimes, and developing nations. Prerequisite: Reading proficiency. (Offered fall semester only. Honors version available.)

POS-2890H  HONORS COLLOQUIUM IN POLITICAL SCIENCE.  
Team-taught by political science and psychology professors, this colloquium will examine the phenomenon of leadership by focusing primarily on the scholarship and analysis of several modern approaches. Leadership theories of Harvard psychologist Howard Gardner provide the framework for comparing leaders in a variety of fields. Political scientist James McGregor Burn's psycho-political paradigm of transforming leadership will be used to examine such leaders as Queen Elizabeth I, Gandhi, Franklin and Eleanor Roosevelt, Martin Luther King, and Mikhail Gorbachev, all major contributors to political, military, scientific, and cultural aspects of our society. Prerequisites: Minimum score of 95 of the college's placement exam, 3.00 cumulative GPA, and permission of the instructors or the Honors program coordinator.

POS-2910–2930  COOPERATIVE EDUCATION.  
A maximum of six credits of cooperative education and internship experiences may be applied to any degree. These credits may not transfer to all four-year institutions. Contact the Career Services Office, Marlboro Hall, Room 2102, 301-322-0109, for more complete information.

PSYCHOLOGY (PSY)

Psychological and Sociological Sciences Department | Marlboro Hall, Room 2054 | 301-322-0525

PSY-1010  GENERAL PSYCHOLOGY.  
University-parallel introductory course which surveys the field of psychology, including the study of behavior, cognitive processes, the concepts of memory, perception and sensation, consciousness, personality development, psychological disorders, psychotherapy, and social behavior. Prerequisite: Reading proficiency level. (Honors version available.)

PSY-1150  DEATH AND DYING.  
Historical and current concepts of death and dying, including implications of euthanasia and suicide. Prerequisite: Reading proficiency.

PSY-2010  PERSONALITY AND ADJUSTMENT.  
Theories of personality and personality development, personal adjustment and mental health. Prerequisite: PSY-1010. (Honors version available.)

PSY-2020  INDUSTRIAL/ORGANIZATIONAL PSYCHOLOGY.  
Provides an overview of Industrial/Organizational Psychology. Sometimes called the “psychology of work,” it is an applied science that uses psychological theories, applications and concepts to identify issues relevant to individual, group, and organizational issues. Those issues include, but are not limited to: job decisions, work motivation, work attitudes, leadership, and occupational health. The ultimate objective of this discipline is to maximize both employee well-being and organizational effectiveness. Prerequisite: PSY-1010. (Formerly offered as PSY-2980 Industrial and Organizational Psychology and as PSY-2250, Business Psychology. Students may receive credit for only one of these three courses: PSY-2020, PSY-2980, PSY-2250.)
PSY-2030 CHILD PSYCHOLOGY. 3 CREDITS SS
Physical, cognitive, social, emotional, and moral development of the child from conception until adolescence. Prerequisite: PSY-1010.

PSY-2040 ADOLESCENT PSYCHOLOGY. 3 CREDITS SS
Physical, cognitive, social, emotional, and moral development of the adolescent, including discussion of different phases of adolescence. Prerequisite: PSY-1010.

PSY-2060 EDUCATIONAL PSYCHOLOGY. 3 CREDITS
Focus on the processes and theories of learning, individual differences, measurement, motivation, emotions and problem solving, as well as thinking and communication in educational settings. Prerequisite: PSY-1010. A.A.T. students should take this course with TED-2061 (formerly EDU-2350).

PSY-2070 HUMAN GROWTH AND DEVELOPMENT. 3 CREDITS SS
Life-span psychology covers the physical, cognitive, social, emotional, and moral development of the individual from conception until death. Prerequisite: PSY-1010. (Honors version available.)

PSY-2080 ABNORMAL PSYCHOLOGY. 3 CREDITS SS
Focus on human behaviors and mental experiences that are unusual, unreasonable, and distinct from cultural norms. Appropriate psychotherapeutic interventions as well as changing views of mental disorders are considered. Prerequisite: PSY-1010. (Honors version available.)

PSY-2090 THE PSYCHOLOGY OF AGING. 3 CREDITS
The biological, psychological, historical and cultural aspects of aging are presented in a multidisciplinary approach. Diversities in the aging experience are discussed. Prerequisite: PSY-1010.

PSY-2100 PSYCHOLOGY OF WOMEN. 3 CREDITS
An introductory course focusing on developmental, ecological, psychological and gender issues relevant to women. Prerequisite: PSY-1010.

PSY-2110 PSYCHOLOGY AND AFRICAN-AMERICANS. 3 CREDITS
Examines the psychology of African-Americans from Afrocentric, historical, behavioral, developmental, and humanistic perspectives. Prerequisite: PSY-1010.

PSY-2120 DRUGS AND BEHAVIOR. 3 CREDITS
Overview of the use of psychotropic drugs, including abused drugs as well as those used to treat mental disorders. Topics include legal and scientific issues relating to psychopharmacology, as well as its historical context. Treatment, law enforcement, and educational perspectives are also considered. Prerequisite: PSY-1010.

PSY-2130 FORENSIC PSYCHOLOGY. 3 CREDITS SS
Introduces concepts that unite psychology and the law and reviews statutes governing competency, insanity, and involuntary commitment. Students will become acquainted with forensic assessment techniques, including the interview process, specialized training, and the collection of collateral information. Also considered are the assessments of competency to stand trial, criminal responsibility, and dangerousness. Pre-sentencing and child custody evaluations are discussed as well. Prerequisite: PSY-1010.

PSY-2190 SOCIAL PSYCHOLOGY. 3 CREDITS SS
Covers predominant theories and research strategies, focusing on social cognition, including beliefs, judgments, behaviors and attitudes; social influence, including conformity, persuasion and group influence; and social relations, including the theories and research on aggression, prejudice, attraction and intimacy, altruism, conflict, and peacemaking. Prerequisite: PSY-1010.
PSY-2200  INTRODUCTION TO SPORT AND EXERCISE PSYCHOLOGY.  3 CREDITS
Introduces the principles of psychology as they apply to sport and exercise, including ethics and problems in research methodology, motivation, learning, social behavior, performance enhancement, youth sports, gender issues, leadership, and exercise issues. Multicultural and international views of the field are also considered. Prerequisite: PSY-1010.

PSY-2210  INTRODUCTION TO HEALTH PSYCHOLOGY.  3 CREDITS
Examines the research, theory and practice of health psychology. Focuses on the role lifestyle, diet, activity level, and behavior play in the maintenance of health and in the etiology, treatment, and prevention of disease. In particular, cultural issues related to health will be examined. Prerequisite: PSY-1010.

PSY-2890H  HONORS COLLOQUIUM IN PSYCHOLOGY— SPECIAL TOPIC: POLITICAL AND PSYCHOLOGICAL PERSPECTIVE ON LEADERSHIP.  3 CREDITS
Team-taught by political science and psychology professors, this colloquium will examine the phenomenon of leadership by focusing primarily on the scholarship and analysis of several modern approaches. Leadership theories of Harvard psychologist Howard Gardner provide the framework for comparing leaders in a variety of fields. Political scientist James McGregor Burns’s psycho-political paradigm of transforming leadership will be used to examine such leaders as Queen Elizabeth I, Gandhi, Franklin and Eleanor Roosevelt, Martin Luther King, and Mikhail Gorbachev, all major contributors to political, military, scientific, and cultural aspects of our society. Prerequisites: Minimum score of 95 of the college’s placement exam, 3.00 cumulative GPA, and permission of the instructors or the Honors program coordinator.

PSY-2910–2930  COOPERATIVE EDUCATION.  1–3 CREDITS
A maximum of six credits of cooperative education and internship experiences may be applied to any degree. These credits may not transfer to all four-year institutions. Contact the Career Services Office, Marlboro Hall, Room 2102, 301-322-0109, for more complete information.

PUBLIC RELATIONS AND JOURNALISM (PRJ)
Communication and Theatre Department | Queen Anne Fine Arts, Room 113 | 301-322-0926

PRJ-1210  PUBLIC RELATIONS TECHNIQUES.  3 CREDITS
Exploration of techniques used in public relations message planning, designing, and dissemination. Formerly offered as SPH-1210. Students may not receive credit for both SPH-1210 and PRJ-1210. Prerequisites: Reading and oral proficiencies or SPH-0955 and ESL-0106 (formerly SPH-1000 and ESL-1060) with grades of C or higher. 2 class/2 lab hours.

PRJ-2000  NEWS WRITING FOR PUBLIC RELATIONS.  3 CREDITS
Explores the practices, principles, and techniques of news writing for public relations practitioners. Provides instruction on how to write a lead, bridge, and body of the hard news story, and introduces the basic structures most commonly used in news writing. Prerequisites: Reading and oral proficiencies or SPH-0955 and ESL-0106 (formerly SPH-1000 and ESL-1060) with grades of C or higher.

PRJ-2210  INTRODUCTION TO COMMUNICATION THEORY.  3 CREDITS
Designed to provide students with an introduction to the field of communication studies. Specifically, it introduces students to the study of communication theory and provides them with the conceptual and theoretical foundation needed to succeed as communication scholars. Concepts and theories learned in this course will be studied in greater detail in the upper level courses required for this major. Prerequisites: Reading and oral proficiencies or SPH-0955 and ESL-0106 (formerly SPH-1000 and ESL-1060) with grades of C or higher.
RADIOGRAPHY (RAD)

Allied Health and Nursing Department | Center for Health Studies, Room 1402 | 301-322-0733

RAD courses are offered in fall, spring and summer sessions. The program admits a new group of students every fall semester. A minimum grade of C or higher must be achieved in all prerequisites and core courses to enter and remain in the program. The course content within the Radiography Program is divided into the following modules:

- Module I: Radiation Protection
- Module II: Equipment Operation and Quality Control
- Module III: Image Production and Evaluation
- Module IV: Radiographic Procedures
- Module V: Patient Care and Education
- Module VI: Clinical Radiography

Each course encompasses a combination of modules designed to develop and expand the didactic and clinical knowledge base of radiography.

RAD-1410  RADIOPHORIC PROCEDURES I.  3 CREDITS

Introduction to standard terminology and general and patient considerations from routine radiographic positioning and projections. Responsibilities of the radiographer for radiation protection of patients, personnel and the public are discussed. Emphasis is on radiographic procedures of the upper extremity and shoulder girdle, lower extremity, thorax, and abdomen incorporating related pathology and consideration of mobile, surgical, pediatric, and geriatric patients. Prerequisites: Program admission; EGL-1010, MAT-1120, BIO-2050, BIO-2060 and HIM-1800; RAD-1500, RAD-1510, and RAD-1530 concurrent. 2 lecture/3 lab hours. (Offered fall only.)

RAD-1420  RADIOPHORIC PROCEDURES II.  3 CREDITS

Emphasis is on radiographic procedures of the bony thorax, vertebral column, pelvis, and gastrointestinal system incorporating related pathology and consideration of mobile, surgical, pediatric, and geriatric patients. Image intensified fluoroscopic equipment and use of contrast media is included in course content. Special focus on surgical radiography. This course expands upon course content of RAD-1410, to include application of radiation protection, equipment operation and quality control, image production and evaluation, and patient care and education. Prerequisites: RAD-1410, RAD-1500, RAD-1510, and RAD-1530; RAD-1540 and RAD-1580 concurrent. 2 lecture/3 lab hours. (Offered spring only.)

RAD-1430  RADIATION BIOLOGY AND PROTECTION.  3 CREDITS

Interactions of radiation with matter and biological effects associated with the use of ionizing radiation are presented. Focus is on radiation safety of patients and personnel based on the ALARA concept NCRP recommendations and NRC and COMAR regulations. Health implications to present and future generations, radiosensitivity and manifestation and treatment of radiation sickness are discussed. Prerequisites: RAD-1550; RAD-2410 and RAD-2530 concurrent. (Offered fall semester only.)

RAD-1500  IMAGE PRODUCTION AND IMAGING EQUIPMENT I.  3 CREDITS

Introduction to radiographic imaging systems to include the X-ray tube, operating console, and high-voltage generator. X-ray production, interactions of x-radiation with matter, and radiographic image formation are explored. Controlling and influencing factors of radiographic image quality are studied in depth. This course prepares students for proper use of radiographic equipment to produce and evaluate diagnostic radiographic images in the clinical setting. Prerequisites: MAT-1120, EGL-1010, BIO-2050, BIO-2060, and MHE-2000; RAD-1410, RAD-1510, and RAD-1530 concurrent. (Offered fall only.)

RAD-1510  PATIENT CARE AND EDUCATION I.  2 CREDITS

Introduction to principles of patient care as preparation for interactions in the clinical education setting. Focus on responsibilities to patients, peers and the profession to include professional, medicolegal, and ethical issues. Infection control, aseptic techniques, vital signs, medical emergencies, and pharmacology are included. Consideration of human diversity and cultural implications associated with health care. Includes medical terminology. Prerequisites: MAT-1120, EGL-1010, BIO-2050, BIO-2060, and MHE-2000; RAD-1420, RAD-1540 concurrent. 3 class/3 lab hours/8 weeks. (Offered fall only.)
RAD-1530  CLINICAL RADIOGRAPHY I.  2 CREDITS
First course in the clinical education component of the program. Supervised, competency-based clinical education with emphasis on application of comprehensive didactic knowledge in clinical practice. Emphasis on radiographic procedures of the upper extremity and shoulder girdle, lower extremity, thorax, and abdomen. Prerequisites: MAT-1120, EGL-1010, BIO-2050, BIO-2060, and MHE-2000; RAD-1410, RAD-1500, RAD-1510 concurrent. 2 days/8 hours/8 weeks. (Offered fall only.)

RAD-1540  CLINICAL RADIOGRAPHY II.  4 CREDITS
Second course in the clinical education component of the program. Expands upon knowledge and skills from previous clinical education courses. Supervised, competency-based clinical education with emphasis on application of comprehensive didactic knowledge and demonstration of proficiency in clinical practice. Emphasis on radiographic procedures of the bony thorax, pelvis, vertebral column, and gastrointestinal system. Prerequisites: RAD-1410, RAD-1500, RAD-1510, RAD-1530; RAD-1420 and RAD-1580 concurrent. 2 days/8 hours. (Offered spring only.)

RAD-1550  CLINICAL RADIOGRAPHY III.  4 CREDITS
Third course in the clinical education component of the program. Expands upon knowledge and skills from previous clinical education courses. Supervised, competency-based clinical education with emphasis on application of comprehensive didactic knowledge and demonstration of proficiency in clinical practice. Emphasis on radiographic procedures covered during RAD-1410 and RAD-1420. Prerequisite: RAD-1420, RAD-1540, and RAD-1580. 4 days/8 hours. (Offered summer only.)

RAD-1580  IMAGE PRODUCTION AND IMAGING EQUIPMENT II.  3 CREDITS
Continuation of RAD-1500, exploring radiographic imaging systems in greater depth to include digital radiography. Quality control of radiographic equipment and analysis of common equipment malfunctions are expanded upon. Image acquisition and processing with both film/screen and digital radiography systems are included. Prerequisites: RAD-1410, RAD-1500, RAD-1510, and RAD-1530; RAD-1420 and RAD-1540 concurrent. (Offered spring only.)

RAD-2410  RADIOPHGRAPHIC PROCEDURES III.  3 CREDITS
Emphasis on radiographic procedures of the cranium, computed tomography, cross-sectional anatomy, and special contrast procedures. Includes consideration of mobile, surgical, pediatric and geriatric patients, incorporating related pathology. Expanded study of pediatric, trauma and mobile and surgical radiography from previous semesters. This course expands upon course content of RAD-1420, to include application of radiation protection, equipment operation and quality control, image production and evaluation, and patient care and education. Prerequisites: RAD-1550; RAD-2530 and RAD-1430 concurrent. 2 lecture/3 lab hours. (Offered fall only.)

RAD-2420  RADIOPHGRAPHIC PROCEDURES IV.  3 CREDITS
The culmination of studies in radiographic procedures to include additional imaging modalities, patient care techniques, and professional growth and development. This course expands upon course content of RAD-2410, to include application of radiation protection, equipment operation and quality control, image production and evaluation, and patient care and education. Emphasis is placed on preparation for the ARRT certifying examination and skills related to resume writing and seeking an entry-level position in the field of Radiography. Prerequisites: RAD-2410, RAD-2530, and RAD-1430. (Offered spring only.)

RAD-2530  CLINICAL RADIOGRAPHY IV.  4 CREDITS
Fourth course in the clinical education component of the program. Expands upon the knowledge and skills from previous clinical education courses. Supervised, competency-based clinical education with emphasis on application of comprehensive didactic knowledge and demonstration of proficiency in clinical practice. Emphasis on cranial and pediatric radiography. Re-enforcement of application of radiation protection, equipment operation and quality control, image production and evaluation, patient care and education. Prerequisites: RAD-1550; RAD-2410 and RAD-1430 concurrent. 2 days/8 hours.
RAD-2540  CLINICAL RADIOGRAPHY V.  4 CREDITS
Final course in the clinical education component of the program. Expands upon knowledge and skills from previous clinical education courses. Supervised, competency-based clinical education with emphasis on application of comprehensive didactic knowledge and demonstration of proficiency in clinical practice with emphasis on application of comprehensive didactic knowledge in clinical practice. This course serves as the culminating experience for the program, ensuring that graduates are prepared for entry-level positions in the field of radiography. Prerequisites: RAD-2410, RAD-2530, and RAD-1430; RAD-2420, RAD-2530, RAD-2000, and RAD-2570 concurrent. Capstone Course: Students must complete a minimum of 51 credits, including all prerequisite courses, prior to enrolling in this course. 2 days/8 hours.

RAD-2960  COMPUTED TOMOGRAPHY.  3 CREDITS
Board preparatory course providing students with knowledge in cross-sectional anatomy, patient care, imaging protocols and physics, and instrumentation as they prepare for the ARRT certification exam in CT. Prerequisite: ARRT certification in the appropriate supporting discipline. (Offered fall and spring only.)

RAD-2970  COMPUTED TOMOGRAPHY CLINICAL.  2 CREDITS
Designed for those students who want to transfer their didactic knowledge to the clinical setting. Students will work under the supervision of registered CT technologists and board-certified radiologists as they perform CT examinations. Provides a base for completing competency requirements for the ARRT examination. Students are required to submit to a criminal background check, and provide documentation of current health assessment and CPR certification prior to clinical placement. Prerequisite: RAD-2960 within the past two years with grade of C or better.

RAD-2980  MAGNETIC RESONANCE IMAGING.  3 CREDITS
Board preparatory course providing students with knowledge in cross-sectional anatomy, patient care and safety, imaging protocols and physics, and instrumentation as they prepare for the ARRT certification exam in MRI. Prerequisite: ARRT certification in appropriate supporting discipline. (Offered fall and spring only.)

RAD-2990  CLINICAL MAGNETIC RESONANCE IMAGING.  2 CREDITS
Designed for those students who want to transfer their didactic knowledge to the clinical setting. Students will work under the supervision of registered MR technologists and board-certified radiologists as they perform MR examinations. Provides a base for completing competency requirements for the ARRT examination. All students are required to submit to a criminal background check and to provide documentation of current health assessment and CPR certification prior to clinical placement. Prerequisite: RAD-2980 within the past two years with grade of C or better.

RESPIRATORY THERAPY (RST)
Allied Health and Nursing Department | Center for Health Studies, Room 1402 | 301-322-0733
RST courses are offered once per year in the fall, spring, and summer sessions I and II. A grade of C or better must be maintained in all prerequisites, program courses, and required science courses.

RST-1530  PRINCIPLES AND PRACTICE OF RESPIRATORY THERAPY I.  3 CREDITS
Orientation to basic principles of respiratory care to include medical terminology, history, professional organizations and credentialing system. Fundamentals of patient care will be introduced in didactic and laboratory arenas. Prerequisites: Admission to RST program and completion of BIO-2050, BIO-2060, PSC-1150, or CHM-1010, and MAT-1120; RST-1570 concurrent. 2 class/3 lab hours. (Offered fall only.)

RST-1570  PRINCIPLES OF CARDIOPULMONARY PHYSIOLOGY.  4 CREDITS
Anatomy and physiology of the cardiopulmonary system with emphasis on developing very precise and in-depth understanding of ventilation-perfusion, oxygen and carbon dioxide transport, acid-base balance, and chemical control of breathing. Prerequisites: BIO-2050, BIO-2060, MAT-1120, and PSC-1150 or CHM-1010; RST-1530 concurrent. (Offered fall only.)
RST-1600  PRINCIPLES OF VENTILATORY DISEASES.  3 CREDITS
Designed to present the theoretical principles associated with the pathophysiology of cardiopulmonary disease entities, this course will cover obstructive and restrictive lung diseases with emphasis on assessment, evaluation, treatment, and management protocols for the respiratory care practitioner. Prerequisites: RST-1530 and RST-1570; RST-1630 concurrent. (Offered spring only.)

RST-1630  PRINCIPLES AND PRACTICE OF RESPIRATORY THERAPY II.  5 CREDITS
This course is offered concurrently and integrated with clinical practice. It is designed to provide an in-depth study of all respiratory therapy modalities utilized in general respiratory care practice. Labs are designed to teach the student about the function, capabilities and limitations of respiratory therapy equipment as well as allow the student to acquire and perfect skills in the laboratory setting. Prerequisites: RST-1530 and RST-1570; RST-1600 concurrent. 2 class/2 lab/10 clinical hours. (Offered spring only.)

RST-1730  CLINICAL PRACTICE IN RESPIRATORY THERAPY III.  3 CREDITS
Continued clinical practicum with emphasis on applying cardiopulmonary physiology and principles of diseases for the assessment and evaluation of procedures in general respiratory care with an introduction into the critical care arena. Prerequisites: RST-1600 and RST-1630. 16 clinical hours for 10 weeks. (Offered summer only.)

RST-1740  VENTILATORS AND INTRODUCTION TO CRITICAL CARE.  3 CREDITS
Concepts of mechanical ventilators and modes of ventilation with application to clinical practice. Prerequisite: RST-1730. 4 class/6 lab hours for 10 weeks. (Offered summer only.)

RST-2490  NEONATAL AND PEDIATRIC RESPIRATORY CARE.  3 CREDITS
Designed to prepare students with theoretical understanding of fetal cardiopulmonary development, disease states specific to neonatal and pediatric patients, as well as implementation of physical assessment and adaptation of respiratory care modalities to meet the needs of these unique groups of critically ill patients. Preparation for student entry into the neonatal/pediatric critical care clinical rotation. Open to second-year respiratory therapy students. Prerequisites: RST-1740; RST-2500 and RST-2530 concurrent. (Offered fall only.) 2 lecture/3 lab hours.

RST-2500  PHARMACOLOGY FOR RESPIRATORY THERAPY.  3 CREDITS
Describes classification of drugs as they relate to all organ systems with pertinent review of anatomy and physiology. Included are concepts of pharmacology of analgesics, cardiovascular drugs, anesthetics, and all drugs utilized in the practice of respiratory therapy. Includes EKG interpretation and ACLS preparation. Prerequisites: RST-1740; RST-2490 and RST-2530 concurrent. (Offered fall only.)

RST-2530  CLINICAL PRACTICE IN CRITICAL CARE I.  5 CREDITS
Specialized clinical rotations in adult and neonatal critical care with application of mechanical ventilation, hemodynamics, and management of the patient in the critical care setting. Prerequisites: RST-1740; RST-2490 and RST-2500 concurrent. 16 clinical hours. (Offered fall only.)

RST-2620  TRENDS IN RESPIRATORY THERAPY.  2 CREDITS
Advanced principles of respiratory therapy with emphasis on critical care concepts. Computer-assisted instruction with clinical simulations enhance student learning and preparation for NBRC Board Examinations. Prerequisites: RST-2500 and RST-2530; RST-2630 concurrent. (Offered spring only.)

RST-2630  CLINICAL PRACTICE IN CRITICAL CARE II.  5 CREDITS
Specialized clinical rotations in adult and neonatal critical care. Prerequisites: RST-2500 and RST-2530; RST-2620 concurrent. Capstone Course: Students must complete a minimum of 52 credits, including all prerequisite courses, prior to enrolling in this course. 15 clinical hours. (Offered spring only.)
SERVICE-LEARNING (SLN)
Service-Learning Office | Bladen Hall, Room 210 | 301-322-0713

The Service-Learning Program encourages the development of civic responsibility through students’ participation in service projects within the community which support their academic objectives. Service-Learning at Prince George’s Community College is an academic component that can be integrated within the coursework of most disciplines and also is available as a separate independent credit course.

SLN-2010  SERVICE-LEARNING.  1 CREDIT
An independent volunteer experience of a minimum of 50 hours with a community organization that meets academic objectives within the student’s educational discipline. May be repeated for a combined total of six SLN Credits.

SLN-2020  SERVICE-LEARNING.  2 CREDITS
An independent volunteer experience of a minimum of 100 hours with a community organization that meets academic objectives within the student’s educational discipline. May be repeated for a combined total of six SLN Credits.

SLN-2030  SERVICE-LEARNING.  3 CREDITS
An independent volunteer experience of a minimum of 150 hours with a community organization that meets academic objectives within the student’s educational discipline. May be repeated for a combined total of six SLN Credits.

SOCIOLOGY (SOC)
Psychological and Sociological Sciences Department | Marlboro Hall, Room 2054 | 301-322-0525

SOC-1010  INTRODUCTION TO SOCIOLOGY. 3 CREDITS SS
Survey of sociological concepts and their application to socialization, social organizations, and social change. Prerequisite: Reading proficiency. (Honors version available.)

SOC-1020  MARRIAGE AND FAMILY. 3 CREDITS
Survey of modern marriage and family issues and related sociological trends in America. Prerequisite: SOC-1010, PSY-1010, or ANT-1030.

SOC-1030  SOCIOLOGY OF FOOD. 3 CREDITS
Provides content-specific sociology course that would interest students in nursing, biological sciences, and food and hospitality. The growing ethnic diversity in the United States is implicated in the diet and health trends. The course will provide insights into the correlation between culture, lifestyles, food preparation and consumption, and health. Prerequisites: Reading and writing proficiencies.

SOC-1150  SOCIOLOGY OF DEATH AND DYING. 3 CREDITS
Survey course offering a broad overview of death and dying across cultures. Topics include the historical evolution of care and treatment of the dying and the dead; attitudes toward death; the understanding of and care for terminally ill patients; funeral rituals; burial, mourning and grief practices; grief counseling; and suicide and euthanasia. Prerequisites: Reading and writing proficiencies.

SOC-2010  SOCIAL PROBLEMS. 3 CREDITS SS
Review of problems facing American society and their sociological implications, including theories of social deviance and social disorganization. Prerequisite: SOC-1010, PSY-1010, or POS-1010. (Honors version available.)

SOC-2030  CRIMINOLOGY. 3 CREDITS
Social and psychological concepts of criminal behavior and the chronic offender. Prerequisite: ANT-1010, SOC-1010, or PSY-1010.
SOC-2040  INTRODUCTION TO SOCIAL WORK.  3 CREDITS
Presentation of the ethics, value, knowledge and policy base, principles and purposes of the profession, including an examination of methods of practice. Traditional and innovative social work settings are discussed. Socio-historical development of social work and its influence on contemporary practice are reviewed. Prerequisite: SOC-1010 or PSY-1010 or POS-1010 or ANT-1010 with grade of C or better.

SOC-2090  THE SOCIOLOGY OF MINORITIES.  3 CREDITS
Outlines the establishment, maintenance, and breakdown of dominant processes between ethnic, racial, and religious groups with emphasis on cross-cultural and cross-national patterns. Prerequisite: ANT-1030 or POS-1010 or SOC-1010 or PSY-1010.

SOC-2400  INTRODUCTION TO PUBLIC HEALTH AND HEALTH CARE POLICY.  3 CREDITS
An interdisciplinary course taught by leaders in the field focusing on the many areas contributing to public health and health policy. The intent is to heighten awareness of learners as both citizens and voters in understanding the importance of public health and health care policy development in the United States. Site visits to local and state health departments and government agencies will be included. Prerequisites: Reading proficiency and EGL-1010.

SOC-2890H  HONORS COLLOQUIUM IN SOCIOLOGY.  3 CREDITS
This honors colloquium will examine special topics in the field of sociology and their relevance across disciplinary perspectives. The issues to be addressed in each colloquium will vary from semester to semester. These courses are designed for students in the Honors program, but are open to others with the approval of the honors coordinator or the instructor. Prerequisites: Reading proficiency and permission of instructor or honors coordinator.

SOC-2910–2930  COOPERATIVE EDUCATION.  1–3 CREDITS

SPANISH (SPN) SPN courses meet for 3 class hours and 1 additional lab hour per week or equivalent.

Language Studies Department | Bladen Hall, Room 309 | 301-322-0946

SPN-1010  SPANISH FOR BEGINNERS.  3 CREDITS H
Introduction to the language (reading, writing, understanding, and speaking) and to the culture of Spain and the Hispanic countries.

SPN-1020  SPANISH FOR ADVANCED BEGINNERS  3 CREDITS H
Continued development of Spanish language skills and cross-cultural understanding begun in SPN-1010. Prerequisite: SPN-1010 or two years of high school Spanish or equivalent.

SPN-2010  INTERMEDIATE SPANISH I.  3 CREDITS H
Intermediate study of the Spanish language and culture building on the foundation of Spanish for Beginners. Prerequisite: SPN-1020 or three years of high school Spanish or equivalent.

SPN-2020  INTERMEDIATE SPANISH II.  3 CREDITS H
Continuation of SPN-2010 with emphasis on the history and culture of Spain and Latin America. Prerequisite: SPN-2010 or four years of high school Spanish or equivalent. Native Spanish speakers welcome with permission of the department.

SPN-2040  ADVANCED CONVERSATION.  3 CREDITS H
Advanced preparation for students who wish to develop fluency and confidence in speaking Spanish. Prerequisite: SPN-2010 or four years of high school Spanish or equivalent. Native Spanish speakers welcome with permission of the department.

SPN-2910–2930  COOPERATIVE EDUCATION.  1–3 CREDITS
A maximum of six credits of cooperative education and internship experiences may be applied to any degree. These credits may not transfer to all four-year institutions. Contact the Career Services Office, Marlboro Hall, Room 2102, 301-322-0109, for more complete information.
**SPEECH COMMUNICATION (SPH)**

Communication and Theatre Department | Queen Anne Fine Arts, Room 113 | 301-322-0926

**SPH-0951  ORAL U.S. ENGLISH FOR THE NON-NATIVE SPEAKER.**
0 CREDITS (3 EH)
U.S. English speaking skills for non-native speakers with limited English language skills. Prerequisites: ESL-0081 and ESL-0100 (formerly ESL-0811 and ESL-1000) with grades of C or higher or placement by exam. 3 class/1 recitation hour.

**SPH-0955  ORAL U.S. COMMUNICATION SKILLS FOR THE NON-NATIVE SPEAKER.**
0 CREDITS (3 EH)
Oral communication skills, emphasizing the ability to send clearly spoken messages and to listen accurately in U.S. English. (Formerly offered as SPH-1000. Students may not receive credit for both SPH-1000 and SPH-0955.) Prerequisites: SPH-0951, ESL-0102, and ESL-0105 (formerly ESL-1020 and 1050) with grades of C or higher or placement by exam. 3 class/1 recitation hour.

**SPH-1010  INTRODUCTION TO SPEECH COMMUNICATION.**
3 CREDITS H
Oral communication theory and practice focusing on interpersonal, small group, and public speaking skills. Prerequisites: Reading and oral proficiencies or SPH-0955 and ESL-0106 (formerly SPH-1000 and ESL-1060) with grades of C or higher. (Honors version available.)

**SPH-1030  ARGUMENTATION AND DEBATE.**
3 CREDITS
Principles, preparation, and practice of oral argumentation and debate. Prerequisite: Enrolled in Honors program or permission of department.

**SPH-1030H  HONORS ARGUMENTATION AND DEBATE.**
3 CREDITS
Principles, preparation, and practice of oral argumentation and debate. Prerequisite: SPH-1010, SPH-1050, SPH-1090, or SPH-1110 with a grade of A or B.

**SPH-1050  GROUP COMMUNICATION AND LEADERSHIP.**
3 CREDITS H
Fundamentals of small group communication, including structuring of groups and extensive practice in group discussion and meeting management. Prerequisites: Reading and oral proficiencies or SPH-0955 and ESL-0106 (formerly SPH-1000 and ESL-1060) with grades of C or higher.

**SPH-1070  VOICE AND DICTION.**
3 CREDITS
Development of vocal skills and articulation through the use of the International Phonetic Alphabet. Prerequisites: Reading and oral proficiencies or SPH-0955 and ESL-0106 (formerly SPH-1000 and ESL-1060) with grades of C or higher.

**SPH-1090  INTERPERSONAL COMMUNICATION.**
3 CREDITS H
Development of oral communication skills to enhance human interaction, including nonverbal and verbal language usage, listening, conflict management and multicultural communication. Prerequisites: Reading and oral proficiencies or SPH-0955 and ESL-0106 (formerly SPH-1000 and ESL-1060) with grades of C or higher. (Honors version available.)

**SPH-1110  PUBLIC SPEAKING.**
3 CREDITS H
Development of public speaking skills. Prerequisites: Reading and oral proficiencies or SPH-0955 and ESL-0106 (formerly SPH-1000 and ESL-1060) with grades of C or higher.

**SPH-1130  INTERVIEWING.**
3 CREDITS
Principles and procedures of interviewing, focusing on different types of interviews, their structures, and the roles of the interviewer and interviewee. Prerequisites: Reading and oral proficiencies or SPH-0955 and ESL-0106 (formerly SPH-1000 and ESL-1060) with grades of C or higher.
SPH-1200  GENDER AND COMMUNICATION. 3 CREDITS
Examines sex, gender, sexuality, and culture in relational situations. This course explores ways in which communication behavior affects every facet of life in how gender and gender roles are perceived. Students will critically think and analyze issues of gender and communication. This will be achieved by examining theoretical perspectives of socialization, stereotypes, and male and female interactions. Prerequisites: Reading and oral proficiencies or SPH-0955 and ESL-0106 with grades of C or higher.

SPH-1230  INTERCULTURAL COMMUNICATION. 3 CREDITS
Exploring communication differences and similarities when living and working with people of differing ethnicity, race, sex, age and/or nationality. Prerequisites: Reading and oral proficiencies or SPH-0955 and ESL-0106 (formerly SPH-1000 and ESL-1060) with grades of C or higher.

SPH-2090  ADVANCED INTERPERSONAL COMMUNICATION. 3 CREDITS
Provides an in-depth understanding of human communication and social media theories from personal, cultural, social, and organizational perspectives. Designed to help students develop flexibility and competence in their communication skills while using social media, and to better understand the advantages/disadvantages of social media in their interpersonal relationships. These acquired skills will help students enhance their personal, social, and professional relationships, especially as they prepare for organizational advancement and leadership roles. Prerequisite: SPH 1090

SPH-2210  APPLIED SPEECH COMMUNICATION AND THEATRE. 3 CREDITS
Group and individualized instruction in speech, mass media, and theatre. Prerequisite: Permission of department. 2 class/2 lab hours.

SPH-2890H  HONORS COLLOQUIUM IN SPEECH. 3 CREDITS
This honors colloquium will examine special topics in the field of speech and their relevance across disciplinary perspectives. The issues to be addressed in each colloquium will vary from semester to semester. These courses are designed for students in the Honors program, but are open to others with the approval of the honors coordinator or the instructor. Prerequisites: Reading proficiency and permission of instructor or honors coordinator.

SPH-2910-2930  COOPERATIVE EDUCATION. 1-3 CREDITS
A maximum of six credits of cooperative education and internship experiences may be applied to any degree. These credits may not transfer to all four-year institutions. Contact the Career Services Office, Marlboro Hall, Room 2102, 301-322-0109, for more complete information.

TEACHER EDUCATION (TED) All TED courses must be passed with a grade of ‘C’ or better.
Teacher Education Department | Marlboro Hall, Room 2011 | 301-322-0780 or 301-583-5250

TED-1100  PRINCIPLES AND PRACTICES IN EARLY CHILDHOOD EDUCATION. 3 CREDITS
Develops an understanding of the roles and responsibilities of the early childhood education professional, and the history and current practices of early childhood education in the field today. Includes the types of developmentally appropriate programs and related services in the field and their theoretical foundations. (Formerly ECE-1050. Students may not receive credit for both TED-1100 and ECE-1050.) Prerequisite: Reading proficiency

TED-1200  CHILD GROWTH AND DEVELOPMENT. 3 CREDITS
An introduction to the growth and development of children and adolescents. Emphasis is on physical, intellectual, and social/emotional aspects of child development and techniques to foster optimum physical, cognitive, social, and emotional development in educational settings. (Formerly offered as EDU-1510 and ECE-1510. Students may not receive credit for TED-1200 and ECE-1510 or EDU-1510.) Prerequisite: Reading proficiency.
TED-1300  METHODS AND MATERIALS IN EARLY CHILDHOOD EDUCATION.  3 CREDITS
Focuses on the methods and proper use of materials for effectively teaching young children. Students will plan and implement developmentally appropriate units, lessons, and activities for young children in variety of settings. (Formerly offered as ECE-2570. Students may not receive credit for both ECE-2570 and TED-1300.) Prerequisite: Reading proficiency.

TED-1400  INTRODUCTION TO MULTICULTURAL EDUCATION.  3 CREDITS
An introduction to the principles, concepts, and strategies of multicultural education. Emphasis is on using this knowledge to be able to create a classroom environment that is respectful of all students’ cultures, recognizes the complexity of the world in which they live, and utilizes a variety of tools to foster multicultural awareness. (Formerly offered as ECE-1700. Students may not receive credit for both ECE-1700 and TED-1400.) Prerequisite: Reading proficiency. (Honors version available.)

TED-1980  TEACHING AND LEARNING IN THE 21ST CENTURY.  3 CREDITS
Intended for those students who wish to learn more about the teaching profession or those who may be thinking of changing their majors or careers to the field of education. Students will learn about the different areas of education, the programs for teacher education at the college, what it means to be an education professional, and an introduction to the basic concepts and skills in the field. The course encompasses hands-on activities and out-of-class experiences for students to gain additional knowledge about the field of education. Prerequisite: DVR-0051 or equivalent.

TED-2000  FOUNDATIONS OF EDUCATION.  3 CREDITS
Introduces the study of schools from historical, philosophical, political and sociological perspectives. Current issues and practices in education are explored with attention to the many interactive influences of schools and society. Students who are considering teaching as a career should take this course with TED-2001. (Formerly offered as EDU-2000. Students may not receive credit for both EDU-2000 and TED-2000.) Prerequisite: Reading proficiency. It is recommended that A.A.T. students take TED-2000 concurrently with TED-2001. (Honors version available.)

TED-2001  FIELD EXPERIENCE FOR FOUNDATIONS OF EDUCATION.  1 CREDIT
This course gives students the opportunity to observe local teachers in elementary, middle, and high schools. They will become familiar with the local school system and with how teachers and schools address educational issues studied in TED-2000. They will spend at least 15 clock hours in a school at the level at which they want to be certified. Students will attend a seminar at Prince George's Community College every other week. (Formerly offered as EDU-2330. Students may not receive credit for both EDU-2330 and TED-2001.) Prerequisite: Reading proficiency. It is recommended that students take TED-2001 concurrently with TED-2000.

TED-2061  FIELD EXPERIENCE FOR EDUCATIONAL PSYCHOLOGY.  1 CREDIT
Students will engage in guided field observations of the teaching and learning process. They will spend at least 15 clock hours in a school at the level at which they want to be certified. Students will attend a seminar at Prince George's Community College every other week. The field experience is an opportunity to apply concepts learned in PSY-2060 to processes of teaching and learning at a local school. (Formerly offered as EDU-2350. Students may not receive credit for both EDU-2350 and TED-2061.) Prerequisite: Reading Proficiency. It is recommended that A.A.T. students take this course concurrently with PSY 2060.

TED-2100  PROCESSES AND ACQUISITION OF READING.  3 CREDITS
Students will be able to explain the language and cognitive precursors to the reading acquisition process. Students will demonstrate a knowledge of phonemic awareness, phonics, vocabulary, comprehension and fluency in developing readers. (Formerly offered as EDU-2100. Students may not receive credit for both EDU-2100 and TED-2100.) Prerequisite: Reading proficiency.
TED-2110 INFANT AND TODDLER CURRICULUM AND TEACHING. 3 CREDITS
An introduction to the curriculum and teaching strategies necessary for developing a quality infant and toddler program. Students will plan and implement developmentally appropriate units, lessons, and activities for infants and toddlers in a variety of program settings. (Formerly offered as ECE-1650. Students may not receive credit for both ECE-1650 and TED-2110.) Prerequisites: TED-1100, TED-1200, TED-1300, and TED-1400.

TED-2115 SCHOOL AGE CHILD CARE: CURRICULUM AND TEACHING. 3 CREDITS
An introduction to the curriculum and teaching strategies necessary for developing a quality school age (before and after care) program. Students will plan and implement developmentally appropriate activities or lessons, develop schedules for school-age programming, and examine appropriate practices for teaching and guiding behavior in a school age program. Prerequisites: TED-1100, TED-1200, TED-1300, and TED-1400.

TED-2200 GUIDING BEHAVIOR IN EDUCATIONAL SETTINGS. 3 CREDITS
Develops an understanding of the strategies for managing and guiding behaviors in children from birth to adolescence. Focuses on how to foster positive social interactions and to engage in positive guidance strategies in a variety of educational settings. (Formerly offered as ECE-2600. Students may not receive credit for both ECE-2600 and TED-2200.) Prerequisites: TED-1100, TED-1200, TED-1300, and TED-1400.

TED-2300 INTRODUCTION TO SPECIAL EDUCATION. 3 CREDITS
Designed as an introduction to the field of special education. The course covers the education of exceptional students: historical, philosophical, educational, legal issues, and current practices in assessment, diagnosis and teaching. (Formerly offered as EDU-2030. Students may not receive credit for both EDU-2030 and TED-2300.) Prerequisite: Reading proficiency. It is recommended that A.A.T. students take TED-2301 at the same time as TED-2300.

TED-2301 FIELD EXPERIENCE FOR SPECIAL EDUCATION. 1 CREDIT
This course allows students to engage in guided observations of special education practice in local public schools for a total of 15 hours. Students will attend a seminar at the college every other week. This field experience is an opportunity to apply concepts learned in TED-2300 to the processes of teaching and learning at a local school. (Formerly offered as EDU-2340. Students may not receive credit for both EDU-2340 and TED-2301.) Prerequisite: Reading proficiency. It is recommended that students take this course concurrently with TED-2300.

TED-2350 EARLY CHILDHOOD SPECIAL EDUCATION. 3 CREDITS
Introduction to the field of special education, including characteristics of exceptional children and developmentally appropriate materials and instructional techniques in a variety of educational settings. (Formerly offered as ECE-1560. Students may not receive credit for both ECE-1560 and TED-2350.) Prerequisite: TED-1100, TED-1200, TED-1300, and TED-1400. (Honors version available.)

TED-2355 INCLUSIVE PRACTICES FOR CLASSROOMS. 3 CREDITS
Focuses on appropriate inclusion strategies for students with special needs in the general education classroom, grades pre-K–12. Activities and assessments will focus on the age/grade level(s) students teach or plan on teaching. This course can be counted as an elective course for the A.A.S. in Early Childhood Education and is appropriate for teachers seeking recertification or who are currently teaching in the field. Prerequisites: TED-1100, TED-1200, TED-1300, TED-1400, and TED-2350 or TED-2300. For current teachers, departmental permission is required instead.
TED-2400  LANGUAGE ARTS IN EARLY CHILDHOOD EDUCATION.  3 CREDITS
Focuses on understanding the developmental progression of language development in young children, explores strategies for creating an
environment which strengthens children's emerging literacy skills, and identifies methods and materials for teaching young children pre-
literacy and literacy skills and concepts. Students will plan and implement developmentally appropriate literacy and pre-literacy units,
lessons, and activities for young children in a variety of educational settings. (Formerly offered as ECE-2510. Students may not receive
credit for both ECE-2510 and TED-2400.) Prerequisites: TED-1100, TED-1200, TED-1300, and TED-1400.

TED-2510  CLASSROOM STRATEGIES FOR ENGLISH LANGUAGE LEARNERS.  3 CREDITS
Focuses on meeting the needs of English Language Learners in a classroom (Pre-K–grade 12). Students will learn about culturally respons-
itive instruction and how to create a classroom climate that affirms linguistic and cultural diversity. Additionally, students will learn how
to use a variety of teaching strategies to enhance both second language acquisition and learning of content knowledge and skills. Activi-
ties and assessments will focus on the grade level(s) students teach or plan on teaching. This course can be counted as an elective course
for the A.A.S. in Early Childhood Education and is appropriate for current teachers and those seeking recertification of all grade levels.
Prerequisites: TED-1200, TED-1300, and TED-1400 for students in the A.A.S. program in Early Childhood Education. For current
teachers, departmental permission is required instead.

TED-2515  MATHEMATICS AND SCIENCE STRATEGIES FOR YOUNG CHILDREN.  3 CREDITS
Focuses on infusing mathematics and science concepts and skills into classroom settings for young children. Students will identify
appropriate concepts in mathematics and science for young children, as well as effective and developmentally appropriate strategies for
teaching these concepts to them. This course can be counted as an elective course for the A.A.S. program in Early Childhood Education
and is also appropriate for current teachers of young children in child care, preschool, or school settings, as well as for teachers seeking
recertification. Prerequisites: TED-1100, TED-1200, TED-1300, TED-1400, MAT-1050 or higher, and any general education science
course. For current teachers, departmental permission is required instead.

TED-2520  USING NEW LITERACIES IN THE CLASSROOM.  3 CREDITS
An in-depth exploration of new forms of literacy made possible by digital technology developments. Students will explore how new
literacies, such as wikis, blogs, and internet projects, can be used to enhance learning in the classroom. Students will learn both how to
effectively use existing sources and to create sources for learning in their classroom. Additionally, students will explore how these new
literacies build upon traditional reading and writing experiences and why new literacy skills are necessary in the 21st century. This course
can be counted as an elective course for the A.A.S. program in Early Childhood Education and is appropriate for current teachers or
those seeking recertification. Prerequisites: TED-1100, TED-1200, TED-1300, and TED-1400 for students in the Early Childhood
Education A.A.S. program. For current teachers, departmental permission is required instead.

TED-2650  CHILD CARE CENTER ADMINISTRATION AND MANAGEMENT.  3 CREDITS
Focuses on the administration and management of a child care center. Emphasis is on meeting state requirements for physical facilities,
licensing, insurance, and staffing child care programs. Other topics include record keeping, budgeting, hiring, training and managing
staff, food services, equipment, materials, community involvement and resources, and current topics in childcare. (Formerly offered as
ECE-1910. Students may not receive credit for both ECE-1910 and TED-2650.) Prerequisites: TED-1100, TED-1200, TED-1300,
and TED-1400.
TED-2750  FIELD WORK IN EARLY CHILDHOOD EDUCATION.  3 CREDITS  
Field work designed to provide the student with “real life” experience in a center for young children or an elementary school’s prekindergarten through third grade classroom under the guidance of both an experienced teacher and a college supervisor. The focus is on the development of the necessary teaching skills to maintain an effective learning environment. These skills include: lesson planning, implementation, and reflection; pedagogy, curriculum planning and assessment; classroom management; and effective communication with other professionals, students, and families. (Formerly offered as ECE-2620. Students may not receive credit for both ECE-2620 and TED-2750.) Prerequisites: TED-1100, TED-1200, TED-1300, TED-1400, and TED-2350. Capstone Course: Students must have completed a minimum of 47 credit hours, including all required prerequisites, prior to enrolling in this course. A cumulative GPA of 2.00 is also required. 2 class hours/6 field hours.

TED-2751  FIELD WORK IN EARLY CHILDHOOD SPECIAL EDUCATION.  3 CREDITS  
Field work designed to provide the student with “real life” experience in a special education setting under the guidance of both an experienced teacher and a college supervisor. Students will develop the necessary teaching skills to maintain an effective learning environment for children with special needs. These skills include: lesson planning, implementation, and reflection; pedagogy, curriculum planning and assessment; classroom management; and effective communication with other professionals, students, and families. (Formerly offered as ECE-2200. Students may not receive credit for both ECE-2200 and TED-2751.) Prerequisites: TED-1200, TED-1300, TED 1400, TED-2200, and TED-2350 with grades of “C” or better. Capstone Course: Students must have completed a minimum of 47 credit hours, including all required prerequisites, prior to enrolling in this course. A cumulative GPA of 2.00 also required. 2 class/6 field hours.

TED-2800  MATERIALS FOR TEACHING READING.  3 CREDITS  
Introduces students to a variety of materials to be used for the purposes of developing phonemic awareness, phonics, vocabulary, comprehension and fluency. Students will learn to select and evaluate materials as well as utilize the expertise of parents and other members of the community to help fulfill goals of the reading program. This course is intended for those persons who have a bachelor’s degree and are seeking initial teacher certification and for teachers seeking recertification. (Formerly offered as EDU-2130. Students may not receive credit for both EDU-2130 and TED-2800.) Prerequisite: Departmental permission required.

TED-2801  INSTRUCTION OF READING.  3 CREDITS  
Focuses on the teaching of reading from pre-kindergarten through 8th grade. Students will develop and use a variety of developmentally appropriate word recognition and reading comprehension strategies. Students also will examine a balanced literacy program which fosters phonemic awareness, phonics, vocabulary, comprehension, and fluency. This course is intended for those persons who have a bachelor’s degree and are seeking initial teacher certification and for teachers seeking recertification. (Formerly offered as EDU-2110. Students may not receive credit for both EDU-2110 and TED-2801.) Prerequisite: Departmental permission required.

TED-2802  ASSESSMENT OF READING.  3 CREDITS  
Students will expand their understanding of appropriate assessment practices and apply these practices to literacy assessment. Students will learn a variety of assessment tools and techniques for the elementary classroom. For each type of assessment presented, students learn administrative procedures, explore strengths and limitations of the instrument or technique and practice developing instructional implications from results. This course is intended for those persons who have a bachelor’s degree and are seeking initial teacher certification and for teachers seeking recertification. (Formerly offered as EDU-2120. Students may not receive credit for both EDU-2120 and TED-2802.) Prerequisite: Departmental permission required.
TED-2820  TEACHING READING IN THE CONTENT AREAS: PART I.  3 CREDITS
Addressed teaching middle school and high school students to improve their ability to read and learn from text, regardless of the class they are taking. It will help teachers and potential teachers, regardless of subject area, to understand the importance of literacy in their classroom, the weaknesses of struggling readers and writers, and the impact of technology on literacy development in our society. Students taking this course will study, use, and evaluate a wide range of strategies and approaches to literacy. The focus is on reading and writing strategies that promote a better understanding of subject content for secondary school students of all backgrounds and ability levels. This course is intended for those persons who have a bachelor’s degree and are seeking initial teacher certification and for teachers seeking recertification. (Formerly offered as EDU-2140. Students may not receive credit for both EDU-2140 and TED-2820.) Prerequisite: Departmental permission required.

TED-2821  TEACHING READING IN THE CONTENT AREAS: PART II.  3 CREDITS
Expands upon Part I, focusing on types of reading, skills in reading and instruction. The emphasis is on teaching secondary students to learn from text. Participants will formulate research questions, complete a literature review and implement and evaluate a coherent literacy plan. Participants also will implement reading and writing strategies that promote understanding of subject area content. This course is intended for those persons who have a bachelor’s degree and are seeking initial teacher certification and for teachers seeking recertification. (Formerly offered as EDU-2150. Students may not receive credit for both EDU-2150 and TED-2821.) Prerequisite: Departmental permission required.

TED-2830  ASSESSMENT OF STUDENTS.  3 CREDITS
An introduction to tests and measurement in an educational setting. Students will construct the knowledge and understanding needed for selecting, administering, diagnosing, evaluating and reporting results of standardized and informal techniques of measurement. This course will review definition, concepts, and current issues in measurement. This course is intended for those persons who have a bachelor’s degree and are seeking initial teacher certification and for teachers seeking recertification. (Formerly offered as EDU-2050. Students may not receive credit for both EDU-2050 and TED-2830.) Prerequisite: Departmental permission required.

TED-2840  ELEMENTARY METHODS.  3 CREDITS
This course focuses on strategies of teaching in the elementary grades and knowledge of the theory and research supporting these strategies. Opportunities for practice of planning and delivery of instruction will be provided. A goal of this course is to develop the habit of reflective practice and to foster collaborative problem solving. This course is intended for those persons who have a bachelor’s degree and are seeking initial teacher certification and for teachers seeking recertification. (Formerly offered as EDU-2400. Students may not receive credit for both EDU-2400 and TED-2840.) Prerequisite: Departmental permission required.

TED-2850  SECONDARY METHODS.  3 CREDITS
This course is designed to provide secondary teachers with knowledge of theory and teaching practices, current educational goals, both nationally and locally and trends in educational assessment and application. This knowledge will be used to plan, design and conduct effective instruction. Supplemental topics will include multiculturalism and classroom management. This course is intended for those persons who have a bachelor’s degree and are seeking initial teacher certification and for teachers seeking recertification. (Formerly offered as EDU-2500. Students may not receive credit for both EDU-2500 and TED-2850.) Prerequisite: Departmental permission required.

TED-2900  SPECIAL EDUCATION METHODS: BIRTH–12TH GRADE.  3 CREDITS
Students will understand and use a variety of organization, teaching and classroom management strategies. The course will focus on effective practices in different settings with all disability groups, as well as collaboration with other involved professionals and parents. This course is intended for those persons who have a bachelor’s degree and are seeking initial teacher certification and for teachers seeking recertification. (Formerly offered as EDU-2200. Students may not receive credit for both EDU-2200 and TED-2900.) Prerequisite: Departmental permission required.
TED-2901 SPECIAL EDUCATION METHODS: BIRTH–6TH GRADE. 3 CREDITS
Students develop knowledge and skills in planning lessons for diverse learners, teaching oral language, writing, reading, mathematics and content area material to students with special needs in both early childhood and elementary settings. In addition, students will explore special topics including inclusion, transitioning and social skills development. This course is intended for those persons who have a bachelor’s degree and are seeking initial teacher certification and for teachers seeking recertification. (Formerly offered as EDU-2210. Students may not receive credit for both EDU-2210 and TED-2901.) Prerequisite: Departmental permission required.

TED-2902 SPECIAL EDUCATION METHODS: GRADE 6–GRADE 12. 3 CREDITS
Focuses on current practices in teaching students with special needs in grades 6 through 12. Students will review/demonstrate a variety of teaching techniques in the areas of functional skills, managing the learning environment, reading, writing, mathematics and the content areas. Special focus is placed on transition education and services for adolescents. This course is intended for those persons who have a bachelor’s degree and are seeking initial teacher certification and for teachers seeking recertification. (Formerly offered as EDU-2220. Students may not receive credit for both EDU-2220 and TED-2902.) Prerequisite: Departmental permission required.

TED-2950 SPECIAL EDUCATION ASSESSMENT PART I: BIRTH–12TH GRADE. 3 CREDITS
Provides the opportunity for students to develop the knowledge and skills for selecting, administering, interpreting, diagnosing, reporting, using assessment data, monitoring and evaluating of the instructional program. Legal perspectives, technical aspects of assessment tools, accommodations, computer as a tool for assessment, and nondiscriminatory testing will be examined. This course is intended for those persons who have a bachelor’s degree and are seeking initial teacher certification and for teachers seeking recertification. (Formerly offered as EDU-2230. Students may not receive credit for both EDU-2230 and TED-2950.) Prerequisite: Departmental permission required.

TED-2951 SPECIAL EDUCATION ASSESSMENT PART II: BIRTH–12TH GRADE. 3 CREDITS
Fosters development of knowledge and skills in assessment, administration, interpretation, programming and alignment of test data with teaching standards. Trends in informal assessment, vocational assessment, work sample analysis, task analysis, portfolios and teacher-made tests will be explored. This course is intended for those persons who have a bachelor’s degree and are seeking initial teacher certification and for teachers seeking recertification. (Formerly offered as EDU-2240. Students may not receive credit for both EDU-2240 and TED-2951.) Prerequisite: Departmental permission required.

TELEVISION, RADIO AND FILM (TRF)
Communication and Theatre Department | Queen Anne Fine Arts, Room 113 | 301-322-0926

TRF-1310 INTRODUCTION TO MASS COMMUNICATION. 3 CREDITS
Mass media systems: their history, regulation, aesthetics and contemporary impact. Prerequisites: Reading and oral proficiencies or SPH-0955 and ESL-0106 (formerly SPH-1000 and ESL-1060) with grades of C or higher.

TRF-1330 TELEVISION PRODUCTION I. 3 CREDITS
Techniques of studio production and basic field techniques with practice in student productions. Prerequisites: Reading and oral proficiencies or SPH-0955 and ESL-0106 (formerly SPH-1000 and ESL-1060) with grades of C or higher. 2 class/2 lab hours.

TRF-1410 INTRODUCTION TO RADIO. 3 CREDITS
Radio as a mass medium: origins and techniques of programming, scriptwriting, announcing, studio production and station operation. Prerequisites: Reading and oral proficiencies or SPH-0955 and ESL-0106 (formerly SPH-1000 and ESL-1060) with grades of C or higher. 2 class/2 lab hours.
TRF-2040  INTRODUCTION TO BROADCAST NEWS.  3 CREDITS
Provides training in electronic news gathering, interviewing, story developing, reporting, editing and producing news for radio and television. Prerequisites: Reading and oral proficiencies or SPH-0955 and ESL-0106 (formerly SPH-1000 and ESL-1060) with grades of C or higher. 2 class/2 lab hours.

TRF-2310  INTRODUCTION TO FILM.  3 CREDITS
Historical, artistic and sociological trends of the cinema, supplemented by film viewing and analysis. Credit may not be received for both EGL-2310 and TRF-2310. Prerequisites: Reading and oral proficiencies or SPH-0955 and ESL-0106 (formerly SPH-1000 and ESL-1060) with grades of C or higher.

TRF-2330  TELEVISION PRODUCTION II.  3 CREDITS
Television production emphasizing field production and editing. Prerequisites: TRF-1330 and permission of department. 3 class/2 lab hours.

TRF-2340  DIGITAL VIDEO EDITING.  3 CREDITS
An Introduction to the theory and practice of post-production techniques and aesthetics, while exploring key terms, functions, and concepts of non-linear editing. Students will learn the equipment and processes used to manipulate video and audio using professional nonlinear editing software. Prerequisites: TRF-1330 with a grade of C or higher. (2 class/3 lab hours.)

TRF-2910–2930  COOPERATIVE EDUCATION.  1–3 CREDITS
A maximum of six credits of cooperative education and internship experiences may be applied to any degree. These credits may not transfer to all four-year institutions. Contact the Career Services Office, Marlboro Hall Room 2102, 301-322-0109, for more complete information.

THE-1010  INTRODUCTION TO THE THEATRE.  3 CREDITS H
Appreciating the director, the actor, the playwright, and the people behind the scenes in today's theatre. Prerequisites: Reading and oral proficiencies or SPH-0955 and ESL-0106 (formerly SPH-1000 and ESL-1060) with grades of C or higher. (Honors version available.)

THE-1030  INTRODUCTION TO STAGE TECHNOLOGY.  1 CREDIT
Overview of stage technology as a profession, including its history, architecture, jargon, opportunities, educational, and practical requirements. Includes field work. Prerequisites: Reading and oral proficiencies or SPH-0955 and ESL-0106 (formerly SPH-1000 and ESL-1060) with grades of C or higher, or permission of the department.

THE-1040  INTRODUCTION TO EVENT STAGING.  4 CREDITS
Introduction to the job of a stage carpenter, emphasizing familiarity with the stage space and its equipment, routine of loading a show into the theatre, and running a show. 2 class/4 lab hours.

THE-1050  PLAY PRODUCTION.  3 CREDITS
Basic elements involved in the production of plays in a community or nonprofessional setting. Prerequisites: Reading and oral proficiencies or SPH-0955 and ESL-0106 (formerly SPH-1000 and ESL-1060) with grades of C or higher.

THE-1060  THEATRICAL RIGGING.  4 CREDITS
Introduction to the job of a stage flyman/rigger, including familiarity with flying and rigging equipment, routine of hanging a show, and running a show on the flyrail. Prerequisites: Reading and oral proficiencies or SPH-0955 and ESL-0106 with grades of C or higher. 2 class/4 lab hours.
THE-1080  LIGHTING FOR THE STAGE.  4 CREDITS
Introduction to the job of a stage electrician, emphasizing familiarity with lighting equipment, electrical basics, and running show electrics. Prerequisites: Reading and oral proficiencies or SPH-0955 and ESL-0106 with grades of C or higher. 2 class/4 lab hours.

THE-1090  FUNDAMENTALS OF MOVEMENT.  3 CREDITS
An examination of various styles of movement for acting, including mime, dance, and stage combat. Prerequisite: Reading and oral proficiencies or SPH-0955 and ESL-0106 (formerly SPH-1000 and ESL-1060) with a grade of C or higher.

THE-1100  CONCERT AND STAGE SOUND REINFORCEMENT.  4 CREDITS
Introduction to the job of a stage sound person, familiarity with stage and concert sound equipment, loading in show sound, setting up show sound, and running show sound. Prerequisites: Reading and oral proficiencies or SPH-0955 and ESL-0106 with grades of C or higher. 2 class/4 lab hours.

THE-1110  INTRODUCTION TO STAGE MAKEUP.  2 CREDITS
Theory and application of stage makeup, covering the creation of types, characters, race, and historical periods. Prerequisites: Reading and oral proficiencies or SPH-0955 and ESL-0106 (formerly SPH-1000 and ESL-1060) with grades of C or higher.

THE-1130  FUNDAMENTALS OF THEATRICAL DESIGN.  3 CREDITS
An examination of the aspects of theatrical design from concept to presentation.

THE-1150  TECHNICAL THEATRE.  3 CREDITS
Principles and production of scenery and lighting for the theatre. Prerequisites: Reading and oral proficiencies or SPH-0955 and ESL-0106 (formerly SPH-1000 and ESL-1060) with grades of C or higher.

THE-2010  PRINCIPLES OF ACTING I.  3 CREDITS
The experience of acting, involving imagination, body movement, voice techniques, stage awareness, and characterization. Prerequisites: Reading and oral proficiencies or SPH-0955 and ESL-0106 (formerly SPH-1000 and ESL-1060) with grades of C or higher.

THE-2020  PRINCIPLES OF ACTING II.  3 CREDITS
Continuation of THE-2010. Focuses on the further refinement of acting skills. Prerequisite: THE-2010.

THE-2030  FUNDAMENTALS OF SCRIPT ANALYSIS.  3 CREDITS
Detailed study of the play by analyzing structure, genre, theme, style, character, and language. The course also will include an examination of the actor's role in script analysis and the roles of the director, playwright, dramaturge, and audience in the play. Prerequisite: Reading and oral proficiency.

THE-2040  EVENT AND CONFERENCE MULTIMEDIA PRODUCTION.  3 CREDITS
Introduction to audiovisual equipment, routines of setting up special events, and routines of working in convention and hotel venues. Prerequisites: Reading and oral proficiencies or SPH-0955 and ESL-0106 with grades of C or higher. 2 class/2 lab hours.

THE-2050  FUNDAMENTALS OF THEATRE HISTORY I.  3 CREDITS
A study of the development of the theatre from its earliest beginnings to the 17th century. The course will examine archeological evidence, physical structures and how they were used in theatre and the development of the playwright and play. Prerequisite: Reading and oral proficiency.
THE-2060  THEATRE COMPUTER AUTOMATION AND CONTROL.  3 CREDITS
Introduction to automated lighting equipment and control, familiarity with stage automation and motion control systems, assembling and using the systems. Prerequisites: Reading and oral proficiencies or SPH-0955 and ESL-0106 with grades of C or higher. 2 class/2 lab hours.

THE-2080  STAGE SCENERY CONSTRUCTION.  4 CREDITS
Emphasizes familiarity with scene shop equipment and tools, materials, hardware, joinery, layout, and construction of scenery. Prerequisites: Reading and oral proficiencies or SPH-0955 and ESL-0106 with grades of C or higher. 2 class/4 lab hours.

THE-2100  CONCERT AND STAGE SPECIAL EFFECTS.  3 CREDITS
Introduction to stage special effects, electrical and mechanical machinery, firearms, and pyrotechnics. Prerequisites: Reading and oral proficiencies or SPH-0955 and ESL-0106 with grades of C or higher. 2 class/2 lab hours.

THE-2120  FILM AND STUDIO MECHANICS.  3 CREDITS
Introduction to film/video production, production organization and job areas, and production techniques unique to film. Prerequisites: Reading and oral proficiencies or SPH-0955 and ESL-0106 with grades of C or higher. 2 class/2 lab hours.

THE-2890H  HONORS COLLOQUIUM IN THEATRE.  3 CREDITS
This honors colloquium will examine special topics in the field of theatre and their relevance across disciplinary perspectives. The issues to be addressed in each colloquium will vary from semester to semester. These courses are designed for students in the Honors program, but are open to others with the approval of the honors coordinator or the instructor. Prerequisites: Reading proficiency and permission of instructor or honors coordinator.

THE-2910–2930  COOPERATIVE EDUCATION.  1–3 CREDITS
A maximum of six credits of cooperative education and internship experiences may be applied to any degree. These credits may not transfer to all four-year institutions. Contact the Career Services Office, Marlboro Hall, Room 2102, 301-322-0109, for more complete information.

WOMEN’S STUDIES (WMS)
History, Political Science, Geography, and Anthropology Department | Marlboro Hall, Room 2018 | 301-322-0527
The Women’s Studies Option of General Studies is an interdisciplinary degree. It includes courses in English, health, history, psychology, and sociology that focus on women’s interests and needs.

WMS-1010  INTRODUCTION TO WOMEN’S STUDIES.  3 CREDITS SS
An interdisciplinary approach featuring recent scholarship on women, gender, and feminist theory that critically examines assumptions about gender. The readings and assignments reflect women’s experiences with race, class, and gender and provide information about women’s psychology, biology, roles, experiences, contributions, and history. Prerequisite: Reading proficiency.

WORK-BASED LEARNING (WBL)
Career Services | Marlboro Hall, Room 2092 | 301-322-0136

WBL-2010  PREPARATION FOR WORK-BASED LEARNING.  1 CREDIT
Prepares students for participation in various work-based learning experiences, including internships, cooperative education and professional employment. Students will learn the skills and knowledge needed to obtain positions related to their academic disciplines, including resume preparation, communication and interviewing skills, job researching, evaluating job offers, workplace professionalism, and on-the-job performance. Prerequisite: Reading proficiency.
CHAPTER 10
TRANSFER OPPORTUNITIES
Many students who attend Prince George’s Community College (PGCC) do so to prepare for transfer to a four-year college or university. Community college alumni routinely transfer to colleges in Maryland, the Washington metropolitan area, and throughout the United States. From the beginning of their enrollment here, students need to select a program of study which is designed to facilitate transfer. They also should see an academic advisor periodically to evaluate future course selection plans and to determine current transfer criteria at the four-year college or university being considered. Those who plan for this goal and seek professional advice, both early and consistently, may ensure maximum success in the transfer process.

After consulting with an academic advisor, students who intend to transfer to a public college or university within the state of Maryland may use a computerized system known as ARTSYS, developed by the University of Maryland, to determine which of our courses are best suited to their intended four-year major. Students who intend to transfer out of state may still use our curriculum planning guides, available online and from Advising and Transfer Services, to chart the ideal selection of courses.

The department, located in Bladen Hall, Room 124, offers more focused, one-on-one assistance with transfer course planning and selection, especially for those who need help determining which college or university would be best in terms of their intended major and their financial requirements. Call 301-322-0151 for more information about Advising and Transfer Services.

**ARTICULATION AGREEMENTS**

To increase transfer opportunities and baccalaureate degree options for students, Prince George’s Community College has formed articulation agreements with many public and private four-year colleges and universities throughout the metropolitan area, including Maryland state universities. Articulation agreements maximize the number of credits students will be able to transfer from Prince George’s Community College by specifying required curricula and policy that will facilitate the student’s transition from one institution to another. Articulation agreements are maintained with the institutions listed on following pages for students completing their studies at Prince George’s Community College.

<table>
<thead>
<tr>
<th>TRANSFER INSTITUTION</th>
<th>TRANSFER FOCUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>American University</td>
<td>• Bachelor degree in Business</td>
</tr>
<tr>
<td></td>
<td>• Bachelor degree programs (open to Honors Program graduates)</td>
</tr>
<tr>
<td>Argosy University</td>
<td>• Bachelor degree programs (open to A.A., A.S. and A.A.S. graduates)</td>
</tr>
<tr>
<td>Baltimore International College</td>
<td>• Bachelor degree in Business Management</td>
</tr>
<tr>
<td></td>
<td>• Bachelor degree in General Management</td>
</tr>
<tr>
<td>Bowie State University</td>
<td>• Bachelor degree in Technology</td>
</tr>
<tr>
<td>Capitol College</td>
<td>• Bachelor of Science degree in Information Assurance</td>
</tr>
<tr>
<td></td>
<td>• Bachelor of Science degree in Business Administration</td>
</tr>
<tr>
<td>College of Notre Dame of Maryland</td>
<td>• Bachelor degree in Business Administration</td>
</tr>
<tr>
<td>Excelsior College</td>
<td>• This online college accepts up to 90 credits from graduates.</td>
</tr>
<tr>
<td>Georgetown University</td>
<td>• Bachelor of Arts degree in Liberal Studies</td>
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<tr>
<td>Goucher College</td>
<td>• Bachelor degree programs (open to Honors Academy graduates)</td>
</tr>
<tr>
<td>Howard University</td>
<td>• Bachelor degree programs</td>
</tr>
<tr>
<td>TRANSFER INSTITUTION</td>
<td>TRANSFER FOCUS</td>
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<tr>
<td>-------------------------------------------</td>
<td>-------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Johns Hopkins University</td>
<td>• Bachelor degree in Business and Management (open to part-time students and program graduates)</td>
</tr>
<tr>
<td>School of Continuing Studies</td>
<td></td>
</tr>
<tr>
<td>Kaplan University</td>
<td>• Bachelor degree programs</td>
</tr>
<tr>
<td>National Labor College</td>
<td>• Articulates all Prince George's Community College degree programs</td>
</tr>
<tr>
<td>Salisbury University</td>
<td>• Bachelor degree in Fine Arts</td>
</tr>
<tr>
<td>St. Mary's College of Maryland</td>
<td>• Bachelor degree programs (open to Honors Academy and Program graduates)</td>
</tr>
<tr>
<td>Stevenson University</td>
<td>• Bachelor degree in Nursing</td>
</tr>
<tr>
<td>Strayer University</td>
<td>• Bachelor degree programs (open to all graduates)</td>
</tr>
<tr>
<td>The Catholic University of America</td>
<td>• Bachelor degree programs (open to Honors Academy graduates)</td>
</tr>
<tr>
<td>The Catholic University of America</td>
<td>• Bachelor degree programs in General Studies and Business</td>
</tr>
<tr>
<td>Metropolitan School of Professional Studies</td>
<td>(open to Business Management and Hospitality Services Management graduates)</td>
</tr>
<tr>
<td>Towson University</td>
<td>• Bachelor degree in Teacher Education program (open to A.A.T graduates)</td>
</tr>
<tr>
<td></td>
<td>• Maryland Honors College Teaching Certification (open to A.A.T graduates)</td>
</tr>
<tr>
<td></td>
<td>• Bachelor of Technical and Professional Studies in Allied Health</td>
</tr>
<tr>
<td></td>
<td>• Bachelor of Technical and Professional Studies in Information Technology</td>
</tr>
<tr>
<td></td>
<td>• Bachelor degree programs, Honors College (open to Honors Academy graduates)</td>
</tr>
<tr>
<td>University of Baltimore</td>
<td>• Bachelor degree in Applied Information Technology</td>
</tr>
<tr>
<td></td>
<td>• Bachelor degree in Forensic Studies</td>
</tr>
<tr>
<td>University of Maryland</td>
<td>• Bachelor degree in Teacher Education Program (open to A.A.T graduates)</td>
</tr>
<tr>
<td>Baltimore County</td>
<td>• Maryland Honors College Teaching Certification (open to A.A.T graduates)</td>
</tr>
</tbody>
</table>

**Maryland Transfer Advantage Program (MTAP):** While at Prince George's Community College, students admitted to MTAP receive a 25 percent tuition discount on three courses at University of Maryland, Baltimore County and other benefits.

**Transfer Student Alliance (TSA):** While at Prince George's Community College, students admitted to TSA receive a 25 percent discount on up to three courses at University of Maryland, Baltimore County and other benefits.
<table>
<thead>
<tr>
<th>TRANSFER INSTITUTION</th>
<th>TRANSFER FOCUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>University of Maryland, College Park</td>
<td>• Bachelor degree programs (open to qualified program graduates)</td>
</tr>
<tr>
<td><strong>Hillman Entrepreneurs Scholarship Program:</strong> Competitive admission for aspiring entrepreneurs in any area of study. Funded by the David H. and Suzanne D. Hillman Family Foundation, Inc.</td>
<td></td>
</tr>
<tr>
<td>University of Maryland University College</td>
<td>• Bachelor degree programs (open to qualified program graduates)</td>
</tr>
<tr>
<td></td>
<td>• General transfer agreements in the following areas: Accounting, Business Administration, Business Management, Communication/Writing, Computer Information Systems, Criminal Justice, English, Forensic Science, Paralegal Studies, Psychology, and Sociology.</td>
</tr>
<tr>
<td>University of Pittsburgh</td>
<td>• Bachelor of Science in Information Systems</td>
</tr>
<tr>
<td>Washington Bible College</td>
<td>• A reciprocal agreement in which Prince George’s Community College and Washington Bible College accept each other’s credits as appropriate for specific majors.</td>
</tr>
<tr>
<td>Washington College</td>
<td>• Bachelor degree programs (open to Honors Academy graduates)</td>
</tr>
</tbody>
</table>
CHAPTER 11
STUDENT OPPORTUNITIES
ACADEMIC SUPPORT SERVICES AND PROGRAMS

AFRICAN-AMERICAN STUDIES INSTITUTE
Marlboro Hall, Room 2028 | 301-322-0535
The African-American Studies Institute (AASI) at Prince George’s Community College is an intellectual hub for coordinating academic programs, courses, and events focusing on the African experience throughout the Diaspora. The AASI fulfills this purpose through research, advocacy, community outreach, training, and partnering to facilitate the examination of national and local issues and trends that impact Prince George’s County in the areas of education, health, crime, economic empowerment, and workforce issues. The objectives of the AASI are to:

• Promote African-American studies courses to enrich the Prince George's Community College academic program.
  (Refer to African-American Studies option.)
• Partner with civic, political, economic and educational organizations in Prince George’s County to develop action plans for addressing local and national issues impacting county residents
• Serve as an archive and clearinghouse for the dissemination of information, publications, research, and resources concerning Africans throughout the Diaspora
• Provide a learning-centered, community-based vehicle for faculty, students, staff, scholars and community leaders to engage in cultural, historical, educational and scientific research and programming
• Create professional development opportunities and to promote standards of excellence for students by offering apprenticeships, internships, institutes, capstone projects, and service-learning
• Develop articulation agreements with historically black colleges and universities to increase transfer, retention, and graduation rates among African-American students
Promote student study abroad, faculty exchanges and international learning experiences with institutes of higher learning in African-American studies.

COLLEGIAN CENTERS
The college has six Collegian Centers that bring students in particular disciplines together for academic activities and opportunities. The six Collegian Centers are:

• Administration of Justice Collegian Center | ajcollegiancenter@pgcc.edu
  For students interested in criminal justice, corrections, forensic science, paralegal/pre-law, fire science, or cybercrime investigation

• Bernard Center | bernardcenter@pgcc.edu
  For students interested in business management and accounting

• Health Sciences Collegian Center | healthsciencescollegiancenter@pgcc.edu
  For students admitted to any of the Health Sciences clinical programs

• Humanities Collegian Center | humanitiescollegiancenter@pgc.cedu | academic.pgcc.edu/hcc
  For students interested in art, communication, English, language studies, music, philosophy, and theatre

• PSE Collegian Center | psecollegiancenter@pgcc.edu
  For students interested in psychology, sociology, and education

• STEM Collegian Center | stemcollegiancenter@pgcc.edu | academic.pgcc.edu/scc
  For students interested in science, technology, engineering, and mathematics
COMPUTER LABS
The college provides students with comprehensive, conveniently located academic computer support and services. Open walk-in labs, located in Bladen Hall and the Center for Advanced Technology, offer access to a wide range of educational and productivity software and are staffed with support personnel to provide individual assistance. Each open lab is equipped with networked PCs with Internet access and printing capabilities. The college also provides computer labs and services for students at Joint Base Andrews, University Town Center in Hyattsville, and Laurel College Center.

The Health Technology Learning Center provides access to computers and a variety of computer applications designed for drill, self-paced study, tutoring, and prescribed learning. The lab also offers exercises in non-computer formats to accommodate the diversity of students enrolled in health science clinical programs.

The Mathematics Learning Center provides mathematical assistance, computer facilities, and small group meeting and study rooms for credit mathematics students.

The college also has computer classrooms that support specific content areas such as accounting, art, computer information systems, continuing education, engineering technology, English, health sciences, language studies, mathematics, science, and social sciences.

OPEN WALK-IN LABS

- Bladen Hall Computer Center
  Room 104
  301-322-0999

- Center for Advanced Technology Open Lab
  Rooms 101 and 201
  301-322-0990, extension 9091

- Health Technology Learning Center
  Lanham Hall, Room 310
  301-583-1583

- Mathematics Learning Center
  Marlboro Hall, Room 3104
  301-583-5257

DEVELOPMENTAL STUDIES PROGRAM
Learning Foundations Division | Marlboro Hall, Room 2118 | 301-322-0495
The Developmental Studies Program exists to help students develop academic skills for succeeding in college level courses. The program focuses on basic skills in reading, writing and mathematics. The program also emphasizes study and test-taking strategies, calculator and computer skills and laboratory skills—all important for success in college.

Students in the program use self-paced learning features such as computer-assisted instruction, computer-monitored feedback on individual progress and individualized laboratory experiences to improve specific skills.

Providing ways for students to make the most of their potential is a priority of the Developmental Studies Program. Students can work with mentors, counselors, faculty and peer tutors to address special needs and concerns. To give students more opportunities to use the program, daytime and evening courses are offered on the college’s main campus in Largo. In addition, some developmental studies courses are offered at off-campus extension centers and online.

Most Developmental Studies courses are equivalent to four semester hours for academic load and tuition purposes and for financial aid eligibility. Equivalent Hours (EHs) are awarded to students for successful completion rather than credits. Developmental Studies courses do not carry academic credit toward a certificate or an associate degree and are not transferable to another college.

INSTRUCTIONAL COMPONENTS
Below are the four instructional components and accompanying course titles of the Developmental Studies Program. Course descriptions for each of the instructional components can be found in Chapter 6.

1. Developmental Learning Support (DLS)
2. Developmental English (DVE)
3. Developmental Mathematics (DVM)
4. Developmental Reading (DVR)
DEVELOPMENTAL MATH REDESIGN
The Developmental Mathematics Sequence (DMS), which includes DVM-0031, DVM-0071, and MAT-0104, has been redesigned. These new classes are very different from traditional mathematics classes. They are scheduled in modern computer classrooms featuring an individual computer-based study using a sequence of modules. Students must master the content of one module before moving to the next module. An instructor-tutor team will be assigned to each class and provide students guidance and/or mini-lessons when needed and will include supplemental learning activities. This newly design model offers students the opportunity to work and progress more rapidly through the developmental mathematics sequence, possibly reducing the time required to complete developmental coursework. The goal is for students to complete the DMS and be successful in credit-level mathematics courses needed to earn a degree.

INTERNATIONAL EDUCATION CENTER
Lanham Hall, Room 221 | 301-322-0750 | internationalcenter@pgcc.edu | www.pgcc.edu/go/internationalcenter
The International Education Center is a welcome center for new students from other countries, providing academic support and assistance to students who need help with courses or with understanding the American higher education system. The center brings international and American students together for learning enrichment activities, including a variety of discussion forums that foster awareness and understanding of cultural and global issues. As a resource for faculty and staff, the center offers guidance in developing strategies to integrate globalization into the curriculum, identifies sources of educational opportunities abroad, and assists with intercultural communication. Additionally, the center hosts a network of organizations in Prince George's County that serve international populations. The International Education Center programs and services include:

- **British Debates**
  The English-Speaking Union's selected British debate team presents global perspectives to Prince George's Community College students.

- **Guest Speakers**
  Student panels and guest speakers present and discuss topics of interest to international students, such as the law and immigration, human trafficking, African and African-American perspectives, and avenues to peace in the Middle East.

- **Global Café**
  Students set up country tables at this event each semester to teach about their nations and their cultures, bringing traditional food, music, clothing, pictures, and artifacts.

- **International Education Week**
  This is an annual November celebration of the diverse cultures at the college.

- **International Populations Network**
  This network brings together Prince George's County organizations and ethnic community groups that serve international populations, including county refugees and immigrants.

- **International Student Speakers Bureau**
  International students volunteer to speak to groups on campus and in the classroom.

- **Kaleidoscope Club**
  This social club provides opportunities for international students and U.S. American students to develop deeper understanding.

- **Learning Our Viewpoints**
  This open student forum meets twice a month to discuss cultural, racial, and religious perceptions.
• **Student Mentoring Partners**
  Newcomers are paired with experienced students from their country or from the U.S. to learn how to be successful in U.S. higher education and to practice U.S. English.

• **Travel Study at Prince George’s Community College**
  The International Education Center offers information on travel study opportunities. For example, the Business Studies Department offers international travel during spring break. For more information on the courses that include international travel, call 301-322-0750. Other travel study opportunities can be found at the International Education Center website at [www.pgcc.edu/go/internationalcenter](http://www.pgcc.edu/go/internationalcenter) and at the Maryland Community College International Education Consortium website at [www.mcciec.org](http://www.mcciec.org).

**INTERNATIONAL STUDENT SERVICES AND PROGRAMS**
Prince George’s Community College values the diversity of the backgrounds of its students. To promote that diversity, all international students and non-native speakers of English will find ready access to a variety of coordinated programs and services that support admissions, advising, academic assessment, personal counseling, coursework and involvement in college clubs, events and activities. Quality instruction is provided in writing and reading fluent, understandable English and speaking Standard American English at a wide range of levels. Ease of entry into these and other college courses is supported by services designed to enhance the college experience.

**LOCATIONS**

- **Admissions and Records**
  Bladen Hall, Room 126
  301-322-0815

- **ESL (Language Studies) Department/Courses**
  Bladen Hall, Room 318
  301-322-0946

- **Academic Advising**
  Bladen Hall, Room 124
  301-322-0151
  advise@pgcc.edu

- **Speech (Communication and Theatre) Department/Courses**
  Queen Anne Fine Arts, Room 113
  301-322-0926

Prince George’s Community College is authorized by the Bureau of Citizenship and Immigration Services (BCIS) to issue I-20s to foreign students who wish to study at the college. Persons who wish to attend on an F-1 student visa should contact the Office of Admissions and Records or the Academic Advising Office for complete information regarding entrance criteria. This office also issues all documents needed to maintain good standing with BCIS. Students wishing to apply for any change in status should contact an International Student Advisor, located in the Academic Advising Office.

International students must meet with an advisor who will assist them in building a class schedule that places them in the appropriate English as a Second Language (ESL) and Speech Communication (SPH) courses. All students seeking enrollment in credit courses for the first time are required to demonstrate basic academic proficiencies in reading, written and oral expression, and mathematics. English language courses for non-native speakers include instruction in grammar, writing, reading, listening, and speaking. They are designed to prepare students to communicate effectively in all settings.

**LIBRARY**
ACCokeek Hall | 301-322-0462 (Administration) | 301-322-0475 (Circulation) | 301-322-0476 (Reference)
The library provides access to a wide variety of information resources, services and technologies. Materials are selected first for their relevance to the instructional programs and second for their potential to serve the cultural and recreational interests of the college and community.

The library collection consists of approximately 100,000 volumes, 100 print periodical titles, 20,000 online periodical titles, and 35,000 audiovisual materials. Skilled professionals are prepared to help locate information needed for study and research. Access to state and national information resources is provided through interlibrary loan and the Internet. Books, periodicals, and audiovisual materials are accessed through the website at [library.pgcc.edu](http://library.pgcc.edu).
Marlboro Learning Lab
The college provides additional support for students needing extra help to overcome academic deficiencies. Faculty members are available in their offices on a regular basis to help students. Learning lab technicians and specialists help students learn how to use computer programs and other technology used in developmental courses. Instructional program coordinators also are assigned in the Marlboro Learning Lab to work with students in the areas of writing, reading, and mathematics to ensure further understanding of software programs for drills, self-paced study, exercises on tape, video, and other kinds of technologies to increase academic skills.

Trained math, English, and reading tutors work with students one-on-one or in groups to overcome academic shortcomings. In addition, trained tutors in the Tutoring Center work one-on-one with students in writing and mathematics. For more information, call 301-322-0503.

Mentoring Program
Mentoring Program provides first-time students (mentees) with a mentor who complements and supplements the institution’s academic advising services to meet mentees’ educational and career needs. The Mentoring Program offers an interdisciplinary and holistic approach to provide each mentee with an individualized and customized learning experience. Thus, the mission is to endow each mentee with the necessary knowledge, skills and abilities to be successful in pursuit of his/her educational and career goals.

Program Outcomes
- Increase mentees’ decision-making abilities and self-confidence
- Develop rapport and a supportive relationship between mentor and mentee
- Establish a network and partnership among mentors and mentees
- Promote mentee success and learner-centered satisfaction
- Continually improve the efficacy and quality of the Mentoring Program through assessment
- Improve the college’s student retention, engagement, and graduation rates

Service-Learning
The Service-Learning Program encourages the development of civic responsibility through students’ participation in service projects within the community which support their academic objectives. Through Service-Learning, students learn actively, applying principles learned in the classroom while developing critical, reflective thinking as well as personal and civic responsibility.

Service-Learning at Prince George’s Community College is an academic component that can be integrated within the coursework of most disciplines and also is available as a separate independent credit course. Students who participate enhance their academic skills, while developing a better understanding and appreciation of civic responsibility.

Tutoring Center
The Tutoring Center provides one-on-one and small group tutoring in a variety of subjects. Students are allowed to make two one-hour appointments per subject, per week for courses in which they are currently enrolled. Appointments can be made in person, by phone (301-322-0748) or on a walk-in basis (when a tutor is available). Limited tutoring is available at University Town Center (301-277-5934) and at Laurel College Center (410-772-4162).

Writing Center
The Writing Center offers one-on-one tutoring for any writing assignment in any credit course. Faculty tutors work with students at any stage of the writing process, helping them to generate and support ideas, organize material, incorporate and document sources, revise effectively, and address all other writing concerns. Grammar, ESL, and speech tutoring also are offered. For more information, visit www.pgcc.edu/services_and_support/support_services/academic_support_and_tutoring/tutoring.
CAMPUS LIFE AND ACTIVITIES

ALUMNI ASSOCIATION
Development Office | Marlboro Hall, Room 2011 | 301-322-0858
The Prince George's Community College Alumni Association is open to all graduates of an associates or certificate program, former students of the college who have attained a minimum of 15 credits, or Workforce Development and Continuing Education students who have completed at least four noncredit courses. Members of the Alumni Association receive identification cards that admit them to on campus movies, the library, Novak Field House and discounted use of the Natatorium. Members are also welcome to use Career Services and participate in the college's PC Purchase program.

BOOKSTORE
Largo Student Center, First Floor | 301-322-0912 | www.pgccbookstore.com
Students may purchase books and supplies from the college bookstore, which is an independent facility that leases its campus location. The bookstore carries required textbooks and trade books, as well as a wide selection of supplies, athletic clothing, popular books and magazines, and a variety of gift items and novelties. Special hours for holidays, registration, and first week of classes are posted.

CAMPUS ACTIVITIES BOARD
College Life Services | Largo Student Center, Second Floor | 301-322-0853
The Campus Activities Board is a student group charged with the responsibility of creating and implementing campus-wide social, recreational, and co-curricular events for the college community. The students in the organization get involved and network with faculty, administrators, agencies, and college stakeholders to provide a high-quality program of activities outside the classroom at Prince George's Community College. Leaders of the Campus Activities Board are recognized student leaders who work closely with the Student Governance Board and attend college-sponsored leadership programs that prepare them to fulfill the responsibilities of their positions.

CHILD CARE SERVICES
Largo Campus | 301-336-7740
The Childtime Children’s Center offers full day care, hourly care, and summer day camp child care services for the students, staff, and faculty of the college. The center is an independent facility that leases its campus location. Such an arrangement allows the person with family responsibilities an opportunity to attend college classes on a full- or part-time basis. Qualified Prince George's Community College students pay a discounted hourly rate while attending classes.

CLUBS AND ORGANIZATIONS
College Life Services | Largo Student Center, First Floor | 301-322-0853
See the current Prince George's Community College's Student Handbook for an updated listing and descriptions of college clubs and organizations. More than 35 clubs and organizations are active on campus.

To support learning outside the classroom as well as within, the activities program at the college includes a wide variety of offerings—student governance and leadership development, intramural and intercollegiate sports, music and drama, cultural events, and recreational activities—to serve the needs and interests of all campus citizens. The Office of College Life Services serves as the focal point for these activities and is the point of contact for registering a campus organization, scheduling and publicizing events, and receiving help with all types of activity programming projects or special needs.

To receive complete information on all organizations and an explanation of student rights and responsibilities, contact College Life Services and request a copy of the Student Handbook. To obtain a listing of upcoming events on campus or to take the first step toward getting involved in a group or project, contact this office and ask to speak with someone for more information.
DINING SERVICES
Largo Student Center, Second Floor | 301-322-0904
The food service area on campus is operated on a contracted basis. The area consists of a full service dining hall, a cyber café (located in the Center for Advanced Technology on the third floor), vending areas, catering services, and food and drink machines in various campus locations.

HOURLS OF OPERATION

**CYBER CAFÉ**
- Monday–Friday 8 a.m.–8 p.m.
- Saturday 8 a.m.–2 p.m.

**DINING HALL**
- Monday–Thursday 7:30 a.m.–6 p.m.
- Friday 7:30 a.m.–2 p.m.

Special hours are posted for periods when classes are not in session. Refunds on vending may be obtained from any cashier in the dining hall, located in the Largo Student Center.

FINE ARTS
Box Office | Queen Anne Fine Arts, Room 104 | 301-322-0920
The Liberal Arts division of Prince George's Community College sponsors a comprehensive cultural program that includes art exhibits (Marlboro Gallery), dance (Hallam Theatre), films (Rennie Forum, Largo Student Center), music (Hallam Theatre), and theatrical productions (Hallam Theatre). Students holding a valid college ID card are admitted free of charge to most events. Students interested in participating in one of these programs should contact the related academic department for more information.

INTERCOLLEGIATE ATHLETICS
Novak Field House | 301-322-0518
The Prince George’s Community College Athletic Department is a member of the National Junior College Athletic Association (NJCAA) and the Maryland Junior College Athletic Conference (MD JUCO). Twelve intercollegiate teams represent the college in the NJCAA and MD JUCO—men's and women's soccer; men's and women's cross-country; men's and women's indoor track; men's and women's basketball; men's baseball; women's softball; and men's and women's outdoor track. Student athletes must meet NJCAA eligibility requirements. Many athletes transfer to four-year colleges to continue their academic and athletic experience.

STUDENT GOVERNANCE ASSOCIATION
College Life Services Office | Largo Student Center, Second Floor | 301-322-0888
Elected by students, the Student Governance Association represents and promotes student interests. It oversees many co-curricular activities and works with faculty and administrators to ensure student representation for the development of college policies and procedures.

STUDENT PUBLICATIONS
College Life Services Office | Largo Student Center, Second Floor | 301-322-0853
The college supports two student-created publications. A student newspaper, *The Owl*, is published every three weeks during the fall and spring semesters. *Reflections*, a literary and arts magazine composed of poetry, short stories, artwork, and essays submitted by students, is published once each semester.

SWIMMING AND EXERCISE FACILITY
Robert I. Bickford Natatorium | Largo Campus | 301-322-0676
The Robert I. Bickford Natatorium houses a 50-meter pool, training pool, weight training room, and four racquetball courts. All of these are available to the college community and the public.
HONORS PROGRAMS AND ORGANIZATIONS

HONORS ACADEMY
Marlboro Hall, Room 1087 | 301-322-0433 | www.pgcc.edu/go/honors
The Honors Academy is designed for academically outstanding honors students who are interested in a rigorous program of academic excellence, intellectual development, leadership and community service.

BENEFITS OF ACADEMY MEMBERSHIP

DUAL ADMISSION
Honors Academy scholars may hold dual admission at Prince George's Community College and a partnering four-year institution. Honors Academy partnering institutions include American University; Catholic University; Goucher College; Howard University; St. Mary's College; Towson University; University of Maryland, Baltimore County; University of Maryland, College Park; and Washington College. Upon graduation from Prince George's Community College, the Honors Academy scholar receives Honors Academy recognition and may seamlessly transfer into a partnering institution. An Honors Academy scholar also may choose to transfer to a college or university that is not part of the dual admission agreement.

FINANCIAL AID
An Honors Academy scholar receives financial support from Prince George's Community College as long as he/she satisfies the requirements of the academy and maintains his/her eligibility. Upon graduation from Prince George's Community College, the Honors Academy scholar will receive financial support from the partnering four-year college or university.

EXCELLENT EDUCATION AND OPPORTUNITIES
At Prince George's Community College, Honors Academy scholars:
• Become members of the Honors Program and Honors Society
• Study with outstanding faculty
• Have an Honors Academy advisor
• May participate in research and internships
• Work with fellow academy scholars
• May be inducted into Phi Theta Kappa, International Honor Society for Two-Year Colleges

APPLICATION REQUIREMENTS FOR THE HONORS ACADEMY
Currently enrolled Prince George's Community College students must:
• Have a 3.5 cumulative GPA or higher, based upon at least 12 college credits
• Have at least six out of the 12 credits in general education courses
• Be currently enrolled in or eligible for admission into the Honors Program
• Have received a grade of A in EGL-1010
• Be eligible for MAT-1040 or higher

Incoming students must:
• Have applied for admission to Prince George's Community College
• Have a 3.5 minimum cumulative high school GPA and a 1650 combined essay, math, and critical reading SAT score
• Be eligible for admission into the Honors Program
OBLIGATIONS OF AN HONORS ACADEMY SCHOLAR
Students admitted into the Honors Academy must:

• Be a full-time student
• Maintain a 3.5 cumulative GPA
• Perform 15 hours of community service each semester
• Take a leadership role in the Honors Society, Phi Theta Kappa and throughout campus
• Meet regularly with the Honors Academy advisor to determine the appropriate course of study
• Determine a timetable for completion of an associate degree
• Complete a minimum of seven honors courses, one of which must be an Honors colloquium
• Graduate from Prince George’s Community College Honors Program

HONORS PROGRAM
Marlboro Hall, Room 1089 | 301-386-7530 | www.pgcc.edu/go/honors
The mission of the Prince George’s Community College Honors Program is to promote the intellectual growth and enrichment of academically outstanding students. The program offers a curriculum that challenges and stimulates students through special honors courses. Members of the college’s Honors Program are provided with many unique opportunities. Benefits include:

• Academic advising
• Stimulating classes that provide challenging course work and exciting class discussions
• The designation of honors courses on students’ transcripts
• Citation in Honors designation for eligible students
• Awards to outstanding students
• An Honors Blackboard site highlighting Honors Program activities and student achievements
• Co-curricular activities sponsored by the Honors Society
• Membership in Phi Theta Kappa for eligible students
• The opportunity to meet, work, and socialize with other honors students
• Use of the Honors Student Center in Marlboro Hall, Room 1088
• Resume workshops
• Scholarship preparation and support

Students are admitted to the Honors Program based on their college placement examination scores, high school, or college grade-point average, recommendations from professors, or an interview with the Honors Program coordinator. Admission is open to full- and part-time students. To determine eligibility, complete a program application and return it to the Honors Program coordinator in Marlboro Hall, Room 1089. The Honors Program is designed to be compatible with other honors programs throughout the country. Honors courses may be used to fulfill academic requirements for an associate degree in any given program at the college and for transfer to four-year colleges and universities. Talk to an academic advisor for more information on transferring credits.

Honors Program students may receive honors credit through contract or tutorial arrangements in regular sections of courses. Generally, credit may not be received for a course on a contract or tutorial basis if an honors version of the course is offered. All arrangements for contract credit are handled by the Honors Program coordinator.

CITATION IN HONORS
Students may apply for and earn the Citation in Honors if they have been accepted into the Honors Program, completed a minimum of 15 credits in honors courses and earned an overall cumulative grade point average of 3.25. Students should apply for the Citation in Honors during the semester in which they will complete the requirements. The Citation in Honors is awarded at the annual Student Honors Convocation in the spring.
HONORS SOCIETY
Marlboro Hall, Room 1090 | 301-583-5293
The Honors Society provides students with co-curricular opportunities including a community service project each semester. The society sponsors a variety of events including a film series, guest speakers, social activities, field trips, and visits to other colleges. The society meets regularly and is always seeking new members. Membership in the Honors Society is an excellent way to meet other students and get involved in college activities.

PHI THETA KAPPA—TAU PI CHAPTER
Marlboro Hall, Room 1090 | 301-583-5293
Phi Theta Kappa International Honors Society was founded in 1918 to recognize the academic achievement of students at two-year colleges. Phi Theta Kappa’s programs are based on the hallmarks of scholarship, leadership, service, and fellowship. The organization offers many transfer scholarships available only to society members. Other benefits include automatic nomination for the National Dean’s List publication of outstanding students from two-year, four-year, and graduate schools, as well as automatic enrollment in the Phi Theta Kappa database from which four-year and senior-level institutions actively recruit. Membership criteria includes a 3.50 GPA and a 15 credit hour minimum requirement. The Tau Pi chapter at Prince George’s Community College inducts new members in the fall semester and at the annual Student Honors Convocation in the spring. As part of the leadership, service and fellowship hallmarks, Tau Pi Chapter members may participate in a community service project each semester.

PSI BETA
Department of Psychology | 301-322-0547
Psi Beta National Honors Society in Psychology for Community and Junior Colleges encourages and recognizes student scholarship and interest in the discipline of psychology. Students enrolled in psychology classes become members by invitation from the campus chapter, which is operated by Psi Beta student members and faculty sponsors. Students are invited to join Psi Beta if they rank in the top 35 percent of their class or have an overall grade point average of 3.00 and have at least a B average in psychology. Psi Beta participates with Psi Chi, the national honor society in psychology for senior colleges and universities, at the American Psychological Association’s annual meeting and other regional conventions.

SCHOLARSHIP PROGRAMS www.pgcc.edu/paying_for_college/paying_for_college.aspx

HILLMAN ENTREPRENEURS PROGRAM
Marlboro Hall, Room 2051 | 301-322-0700 | academic.pgcc.edu/hillman
The Hillman Entrepreneurs Program is an innovative educational initiative tailored to the needs of transfer students who begin their studies at Prince George’s Community College and complete their bachelor’s degrees at the University of Maryland, College Park. It is a four-year scholarship program targeted to students who have an interest in entrepreneurship and an enthusiasm for starting a business venture or leading a company.

WHAT IT MEANS TO BE A HILLMAN ENTREPRENEUR AT PRINCE GEORGE’S COMMUNITY COLLEGE

- Receive a scholarship for up to 100 percent of tuition and fees
- Receive one-on-one advising and mentoring
- Develop entrepreneurial and leadership skills
- Be a member of a group of aspiring entrepreneurs
- Have summer job opportunities
- Earn an associate degree from Prince George’s Community College
Chapter 11—Student Opportunities and Resources

How to Continue as a Hillman Entrepreneur at University of Maryland College Park

- Receive a scholarship for up to 60 percent of tuition and a $1,000 merit scholarship
- Receive one-on-one advising and mentoring
- Continue to develop entrepreneurial and leadership skills
- Build business ideas with the help of on-site mentors
- Earn a bachelor’s degree from University of Maryland, College Park

Selection Criteria

Students selected to be Hillman Entrepreneurs demonstrate:

- Potential for becoming a successful entrepreneur or leader within a larger organization
- Ability to be successful academically and graduate from Prince George’s Community College and ultimately from University of Maryland, College Park

Program Requirements

Students must be:

- U.S. citizen or permanent resident
- Maryland residents
- Enrolled (or eligible to enroll) at Prince George’s Community College and taking college-level classes
- Enrolled in a program of study that transfers to University of Maryland, College Park (pre-law is not eligible)
- Available for Hillman courses each semester offered during the day
- Committed to additional program and team-building activities
- Progressing successfully toward graduation with an associate degree in a transferable major at Prince George’s Community College and toward graduation with a bachelor’s degree at University of Maryland, College Park

Student Services and Special Programs

www.pgcc.edu/services_and_support/services_support.aspx

Advising and Transfer Services

Bladen Hall, Room 124 | 301-322-0151 | advising@pgcc.edu

The Advising Services staff help students develop a plan to accomplish their educational and career goals. Advisors:

- Provide pre-admission information
- Interpret placement test scores
- Assist with course selection
- Advise on general academic policies and procedures
- Provide information on transfer to other institutions
- Unofficially evaluate student records and transcripts to determine course and program eligibility
- Advise on choice of program of study or major appropriate for educational and career goals
- Conduct workshops on transfer, RetentionTRAX, ARTSYS and perform periodic graduation audits
- Help students develop an educational plan and monitor progress toward program completion, transfer, and graduation
- Refer students to campus programs and services to meet individual needs
- Provide referrals to outside agencies and resources

Students interested in selective admissions programs such as nursing, radiology, respiratory therapy, nuclear medicine technology, or health information management must meet with advisors to discuss special procedures to be followed for admission to these programs. Advisement also is available at Joint Base Andrews, 301-322-0778; University Town Center, 301-277-5934; and Laurel College Center, 866-228-6110.
OWL LINK AND THE ACADEMIC ADVISING PROCESS

While Owl Link provides important online services to help students accomplish educational and career goals, advisors provide students with an overview of Owl Link and the functions of the “My Credit Academic Records.” section of the Credit Students menu. Most importantly, advisors instruct students in the use of the academic planning tool, My Educational Plan.

MY EDUCATIONAL PLAN

This online tool allows students to plan coursework in advance, keeping them on track to successfully complete their program of study. Students electronically plan coursework in advance for their entire program of study and then register for those future semesters when registration opens to them. My Educational Plan combines several tools with the powerful “Academic Program Evaluation” to check the student’s progress by looking at four areas: program requirements, completed coursework, in-progress coursework, and planned coursework.

ACCESSING MY EDUCATION PLAN

• Once in Owl Link, credit students can access “My Credit Academic Records” and accomplish the following directly through “My Educational Plan:”
  • Verify personal and academic information.
  • Review the Academic Program Evaluation for program of study requirements. This report personalizes program requirements with the student’s coursework and provides a thorough report of an individual student’s academic progress. Planned courses immediately appear on this evaluation. Course status is updated at the time of registration and again after course completion.
  • Run the Course Planning Wizard where the course selection process begins. Students can select courses from one or more general education or program concentration categories for planning.
  • Create a worksheet, checking course descriptions and prerequisites for proper course sequencing and select the semester each course will be taken.
  • View and modify the worksheet to make changes.
  • E-mail advising@pgcc.edu with questions about program requirements or course selection.

AIR FORCE ROTC

Advising and Transfer Services | Bladen Hall, Room 124 | 301-322-0151 | www.afrotc.umd.edu

Students at Prince George’s Community College have an opportunity to enroll in the Air Force ROTC (AFROTC) Program at the University of Maryland, College Park. AFROTC allows students to work toward becoming an officer in the United States Air Force while pursuing a college degree. To complete the AFROTC program, students must complete a bachelor’s degree after leaving Prince George’s Community College.

CAREER SERVICES INCLUDES THE FORMER CENTER FOR WORK-BASED LEARNING (INTERNSHIPS)

Marlboro Hall, Room 2102 | 301-322-0109 | career_jobs@pgcc.edu

The Career Services staff help students at all stages of career planning, including career exploration, choice of college major, assistance through career transitions, and assistance in acquiring internship positions or engaging in supervised work experiences that align with their major course of study. Career advisors assist clients to identify their career goals that use the clients’ skills, interests, and values. The staff provides assistance to clients seeking employment by offering help with job-hunting strategies, interviewing techniques and resume writing. The office maintains job and internship announcements and a list of currently available positions in the metropolitan area. Numerous employers visit the campus throughout the year for on-campus recruitment and interviewing. Other services available include:

• Credit (CAP) and noncredit (JCL) courses on career/life planning and college success
• Free workshops on career and life management topics
• Career counseling and advising
• Resource materials on occupations, national and regional job market projections and strategies for personal and professional development
• Computerized career guidance systems (DISCOVER, Kuder, and Optimal Resume) for assessment and information on occupations and educational programs
• Job fair (fall and spring) and career fairs
• Internet access to career resources
Chapter 11—Student Opportunities and Resources

**Internship Options**
All students pursuing an Associate of Applied Science (A.A.S.) program of study may complete a “culminating experience” (capstone and/or work-based learning course). Any student who meets the reading proficiency prerequisite may enroll in WBL-2010, Preparation for Work-Based Learning. This course prepares students to participate in a work-based learning field experience, such as an internship or cooperative education. Students seeking this capstone experience are eligible to begin their work-based learning field experience after completion of 15 credits, six of which must be in their major, and achievement of a 2.0 or higher GPA. All students regardless of degree program are encouraged to seek an internship experience that will enhance their learning and marketability with future employers. Please visit the Career Services for additional information.

**Cashier’s Office**
Bladen Hall, Room 120 | 301-322-0691
The Cashier’s Office receives bill payments and resolves student account problems. It also manages the college’s deferred tuition payment program, NBS/FACTS.

**Counseling Services**
Bladen Hall, Room 122 | 301-322-0149 | counselingservices@pgcc.edu
Counselors are available to enrolled students with personal and interpersonal problems that may be impacting their ability to succeed in college. Short-term counseling is available to help students overcome barriers and deal with cultural and school adjustments. Referrals for long-term counseling will be made to off-campus mental health service providers who charge nominal fees, whenever possible. Emergency assistance also is available in the Health Education Center, Bladen Hall, Room 132.

**Disability Support Services**
Bladen Hall, Room 124 | 301-322-0838 | 301-322-0122 (TTY or TDD) | dss@pgcc.edu
Students in need of classroom accommodations must provide current medical or educational documentation and meet with DSS staff in order to arrange appropriate accommodations. Students who need interpreters, scribes or recorded materials must register and submit a paid receipt to the Disability Support Services Office no later than one month prior to the start of classes in order to avoid possible delays in delivery of needed services. The following services are provided:

**Advising Services**
- Academic advisement
- Classroom accommodations
- Intake/interview
- Placement testing accommodations (as needed)
- Disability-related counseling

**Accommodations and Auxiliary Services**
- Interpreters, readers, scribes
- Note-taking services
- Recorded textbooks or enlarged print materials
- Extended time and/or permission to tape lectures

**Support Services**
- Liaison with community agencies
- Access to TTY, Zoomtext software, Jaws for Windows

**Drug and Alcohol Abuse Prevention Program**
Bladen Hall, Room 132 | 301-322-0845
It is the policy of the Prince George’s Community College Board of Trustees to comply with the Drug-Free Workplace Act of 1988 and to provide for its employees and students a workplace which is drug-free. The president is authorized to make, promulgate, issue, rescind and amend reasonable rules, regulations and procedures to carry out this policy and to assure compliance with the Drug-Free Act of 1988. In addition, the college expects all members of the college community to comply with all federal, state, and local laws pertaining to the possession, use, manufacture, distribution, or dispensing of alcohol and drugs. A more detailed overview of the college’s Drug-Free Policy and Prevention Statement can be found on the college’s website at www.pgcc.edu, HEA Disclosures.
ENROLLMENT SUPPORT SERVICES
Admissions and Records | Bladen Hall, Room 126 | 301-336-6000 | admissions@pgcc.edu

In addition to processing applications for admission and conducting registration for both credit and continuing education courses, the Office of Admissions and Records performs a variety of other functions of importance to students. These include:

- Determination of residency status for tuition purposes
- Evaluation of prior coursework for acceptance in transfer
- Certification of students for graduation
- Transmittal of Prince George’s Community College transcripts to other colleges and outside agencies
- Verification of enrollment to federal agencies, employers and external funding sources
- Maintenance and updating of student academic and demographic records
- Processing of requests for F-1 student visas
- Processing of petitions for admission to the Health Sciences Programs

HEALTH EDUCATION CENTER
Bladen Hall, Room 132 | 301-322-0845

The mission of the Health Education Center is to be a strong advocate for health education, disease prevention, and health promotion to all members of the college community. The Health Education Center also provides college-wide health promotion programs, health fair screenings, workshops, seminars, referrals, and assistance to persons with disabilities, assistance with nutrition, chronic diseases, acute infections, injuries, social-emotional problems, and reproductive health. Physical exams required by the various health sciences clinical programs are kept on file in the Health Education Center. Registered nurses are available to provide free treatment to students for minor illnesses and injuries with standard first-aid and nonprescription medications, as well as blood pressure readings and monitoring. Referrals are available to mental health providers. The college does not provide health insurance for students. However, insurance applications and information can be obtained in the Health Education Center.

OWL SUCCESS TRACK—FIRST-YEAR EXPERIENCE
Marlboro Hall, Room 2102 | 301-322-0180

Prince George’s Community College recognizes that making the transition from high school to college is an exciting and challenging time in a student’s life. Our goal is to ensure that students have a first year experience that is positive, engaging, and rewarding. The First-Year Experience can make a significant impact in terms of overall level of performance, academic achievement, campus connection, and advancement toward graduation. The college requires all first year students to participate in the Owl Success Track at Prince George’s Community College. This program offers incoming students an excellent way to make the most of a student’s first year at Prince George’s Community College.

PRIOR LEARNING ASSESSMENT NETWORK (PLAN)
Bladen Hall, Room 124 | 301-322-0437

Prince George’s Community College recognizes that many students have acquired college level learning through personal and professional experiences. The Prior Learning Assessment Network (PLAN) is an opportunity for students to have their experiences evaluated for college credit through portfolio assessment. Students eligible for PLAN must have five or more years of work/life experience related to courses required in their program of study. Also, students must be eligible to take EGL-1010, have taken the course, or have completed an equivalent college-level English course accepted in transfer from another institution.

Students eligible for PLAN are allowed to enroll in the CAP-1050 Portfolio Development course. Through portfolio assessment students can earn up to 15 credit hours toward their associate degree requirements. PLAN can jump start a student’s college education, make their work/life experience count toward a degree, allow students to complete their degree in fewer semester, and reduce their total tuition costs for a degree.
SERVICEMEMBER’S OPPORTUNITY COLLEGE
Bladen Hall, Room 124 | 301-583-5282
Prince George’s Community College has been designated by the American Association of Community Colleges as a Servicemember’s Opportunity College (SOC). SOC-designated institutions provide services to active-duty service members to facilitate their degree attainment while in the military. Evaluation of transfer credit and the establishment of county residency are just two areas in which policies and procedures are designed to provide easier access to public higher education for military personnel and their dependents. For more information, contact the Office of Veterans Services, Bladen Hall, Room 124.

STUDENT ASSESSMENT SERVICES CENTER
Bladen Hall, Room 100 | 301-322-0090 (academic testing) | 301-322-0147 (placement testing)
In addition to administering the college’s placement tests for new students, the Student Assessment Services (SAS) Center is the site selected by some instructors to have their classroom examinations administered outside of regular class times. The center also coordinates the college’s Credit by Examination Program, which allows students with prior experience in a given field to attempt to receive college credit for their knowledge through successful completion of challenge examinations.

STUDENT SUPPORT SERVICES (TRIO)
Marlboro Hall, Room 2087 | 301-322-0681 | 301-322-0972 (TDD) | sss@pgcc.edu
Student Support Services is a specialized program designed to provide individualized support to eligible low-income, first-generation and/or disabled college students to assist them in the completion of a college degree. The program provides tutoring, career and personal counseling, academic advising and cultural activities designed to enhance the development of academic skills, personal growth, career planning and cultural awareness. This program is funded through a four-year grant from the United States Department of Education.

TRANSFER CENTER
Bladen Hall, Room 124 | 301-322-0151 | transfer@pgcc.edu
The Transfer Center is designed to provide students with the tools to make informed educational choices about transfer from the community college to four-year schools. Emphasis is placed on transfer to Maryland state universities, but some help is available for private and out-of-state schools, particularly in Virginia and the District of Columbia. Workshops are offered during the semester that attempt to help students better understand the transfer process. A statewide, Web-based articulation program (ARTSYS) is available to help students match community college courses and majors to those offered at every public university in the state. Assistance is provided in effective use of the ARTSYS program. Computers are available for virtual college tours and catalog browsing. Transfer Day, held every semester, allows students to speak personally with college representatives from state and local four-year schools in order to validate their transfer choices.

UPWARD BOUND (TRIO)
Marlboro Hall, Room 1082 | 301-341-3013
The Upward Bound program is designed to assist high school students who are low-income and/or potential first-generation college students to succeed in high school and to pursue postsecondary education. Reinforcement of academic coursework, individualized and group tutoring, career/college exploration and cultural trips are emphasized throughout the academic year and during the six-week summer program. This program is funded through a four-year grant from the United States Department of Education.
VETERANS SERVICES
Bladen Hall, Room 124 | 301-583-5282 | veterans@pgcc.edu
Housed within the Advising and Transfer Services Office, Veterans Services exists to help students eligible for veterans educational benefits apply for and successfully use those benefits. Help and information is available to veterans and servicepersons regarding eligibility for V.A. educational benefits, V.A. policies and procedures regarding the receipt of those benefits, and special V.A. requirements and services that exist under each V.A. benefit program. Students must contact this office to activate or continue their benefits for every semester in which they wish to use them. Most forms can be completed online. To get information about V.A. benefit programs, visit the Department of Veterans Affairs website, www.gibill.va.gov.
For information and forms specific to this college, go to www.pgcc.edu/prospective/collegeServices/veteransbenefits.

VOCATIONAL SUPPORT SERVICES
Marlboro Hall, Room 2102 | 301-322-0725
Vocational Support Services (VSS) provides instructional support to students enrolled in career programs. Workshops and individual assistance are offered in study skills and learning strategies. Staff also provide classroom presentations and consult with faculty on strategies for improving student learning. The VSS program is funded through a grant from the Maryland State Department of Education, Division of Career Technology and Adult Learning.
CHAPTER 12

WORKFORCE DEVELOPMENT AND CONTINUING EDUCATION
The Workforce Development and Continuing Education (WDCE) area provides a wide variety of noncredit workforce development, continuing education, and community education programs. These courses and programs are designed to meet the learning needs of the county including local residents, businesses, government agencies, and a variety of special populations with unique and special learning needs. More than 500 WDCE courses, workshops, and special programs are offered each year at more than 60 locations throughout the county. To provide these learning solutions, WDCE partners with dynamic, knowledgeable instructors, businesses, local governments, and nonprofit community services agencies. Admission to Workforce Development and Continuing Education programs is open to all students 16 years of age and older, unless the class is specifically designed for a limited age group. Unless otherwise stated, there are no educational prerequisites for most courses. WDCE courses and programs are organized under four divisions, each focusing on the learning needs of a specific target population (see additional information below):

1. The Workforce Development Institutes provide career-oriented workforce development solutions for individuals across a broad range of experience and capabilities.
2. The Center for Business and Industry Training provides customized employee development solutions for businesses and government agencies.
3. The Community Education division provides a diverse selection of cultural, educational, and practical noncredit classes and certifications for county residents across the entire spectrum from birth through seniors.
4. The Adult Education Program helps adults develop the basic academic and life skills necessary to earn a high school diploma, speak, understand, read and write English, enhance their participation as community and family members, and succeed in the workplace.

Of the college’s total enrollment of nearly 40,000 students, more than 22,000 are enrolled in noncredit WDCE learning solutions. A schedule of noncredit courses is mailed to county households four times each year.

LICENSURE AND CERTIFICATION

Employers rely on a highly skilled workforce to be successful. Because of this, individuals who hold industry recognized credentials are in high demand in the marketplace. To address this need, Prince George’s Community College (PGCC) has made an effort to enhance the number of programs it offers which lead to a professional license or certificate. In fact, of the 16 community colleges in Maryland, PGCC has some of the highest enrollments of students in programs leading to licensure or certification by state and national organizations.

WORKFORCE DEVELOPMENT INSTITUTES

The Workforce Development Institutes at Prince George’s Community College provide businesses, government agencies, and educational institutions a collaborative forum for action planning to address the county’s and region’s current business learning needs, as well as emerging economic and workforce development trends. The Institutes advocate for resources, responsive and proactive workforce development programs, and best practices, and assist businesses in the recruitment, development, and retention of a highly skilled workforce. There are six Institutes operating at Prince George’s Community College: Computer and Information Technology, Construction and Energy, Hospitality and Tourism, Human Services, Public Safety and Security, and Transportation and Distribution.

CENTER FOR BUSINESS AND INDUSTRY TRAINING (CBIT)

The Center for Business and Industry Training (CBIT) creates and delivers customized employee development solutions through contractual agreements with local businesses and government agencies. CBIT has worked collaboratively with hundreds of local firms and government agencies over the years to improve employee recruitment and retention, implement new technology, upgrade worker skills, improve productivity, and enhance their bottom lines. CBIT also helps to address anticipated workforce needs of businesses expanding or relocating to Prince George’s County. Businesses served are from a wide range of sectors including technology, manufacturing, construction, education, health care, sales and services, finance, government services, and other prominent industries in the Greater Washington-Baltimore Metropolitan Region.
COMMUNITY EDUCATION

Community Education programs and courses offer a diverse selection of cultural, educational, and practical noncredit classes and certifications designed to enrich lives, build community, and celebrate learning. Courses and programs are provided to cover a wide range of topics of interest for students of any age.

CAREER TRANSITION

- **Next Step** Provides eligible students with a full range of academic, career development, and employment support services. For more information call 301-583-1580.
- **TeamBuilders Academy** Offers cohort-based occupational trade-related technical skills training, combined with job readiness and soft skills training, for eligible Prince George's County residents. For more information, visit www.pgcc.edu/go/tba or call 301-322-0964.

PERSONAL ENRICHMENT

- **Languages** Several levels of French, German, Latin, and Spanish, and English for Speakers of other Languages (ESL)
- **Sign Language** Courses in interpreting for the hearing-impaired community.
- **Communication Skills** Speaking and presentation skills, creative and business writing.
- **Personal Finance** Investment basics; wills, estates and trusts; home-buying; and retirement planning.
- **Arts and Entertainment** Drawing, painting, dance, acting and music.
- **Recreation/Wellness/Fitness** Strength training, aerobic exercise, tai chi, yoga, stress reduction and nutrition classes.

SPECIAL STUDIES AND TOPICS OF SPECIAL INTEREST

- **Floriculture** Basic and advanced floral design, silk flower design and niche marketing for floral business owners/operators and design professionals
- **Culinary** Cooking classes for catering and for the general public
- **Aquatics/Swimming Pool Certification** Swimming lessons for all ages and aquatic exercise.

PROGRAMS FOR YOUTH AND SEASONED ADULT POPULATIONS

- **Youth** Summer activities are offered for youth ages 7 to 17, and fall and spring courses are available for talented and gifted (TAG) youth and for youth that are home schooled. For more information, call 301-322-0158.
- **Adults Aged 60+ (S.A.G.E.—Seasoned Adults Growing in Education)** Courses are specifically designed for adults, ages 60 or older. Three full semesters of fitness and enrichment courses are offered on campus and at numerous county-wide sites. For more information, call 301-322-0882.

PROGRAMS FOR SPECIAL POPULATIONS

- **Adults with Developmental Disabilities** The College for Living offers courses designed to enhance functional skill development. For more information, call 301-322-0519.
- **Children with Developmental Disabilities** The Children's Developmental Clinic offers Saturday morning activities designed to improve motor, reading, and language skills. For more information, call 301-322-0519.
### WORKFORCE DEVELOPMENT AND CONTINUING EDUCATION COURSES AND PROGRAMS

**EL** Entry-level/Skill Development: No previous experience in the field required; courses prepare one for entry-level jobs in a career field.

**IA** Intermediate/Advanced: Previous experience or training required or helpful; courses are designed to help one advance in a career.

**LC** Licensure/Certification: Courses that meet the licensing or recertification requirements required by an industry, state agency, or professional association; or courses that prepare one for a licensure or certification exam.

**CEU** Continuing Education Units (CEU) may be awarded: One CEU awarded for every 10 contact hours of education/training; some employers require CEUs for evaluation or upgrade.

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ADULT EDUCATION

Prince George's Community College's Adult Education Program offers a wide range of classes to help adults develop their basic and life skills in reading, writing, math, and English. The program also offers adults and young adults two paths to earning a Maryland high school diploma: GED preparation classes, and the National External Diploma Program.

GED TEST PREPARATION AND ADULT BASIC EDUCATION

The Adult Education Program offers all levels of classes, from basic reading and math to GED Test preparation. Classes are held on campus and at neighborhood locations throughout the county.

Basic Reading and Math classes help adults build their literacy and basic math skills in a supportive environment. Math and Language Arts classes help adults and young adults hone their academic skills. GED level classes prepare qualified students to take and pass the GED Test. Individuals who successfully pass the GED Test are awarded a Maryland high school diploma by the State of Maryland. The program also offers access to Maryland's online GED preparation program for qualified individuals.

NATIONAL EXTERNAL DIPLOMA PROGRAM

The Adult Education English offers the nationally-recognized National External Diploma Program (NEDP), an alternative path for mature adults to earn a high school diploma. The NEDP allows adults to demonstrate their academic competencies and life skills by working with an advisor to compile a portfolio that showcases their skills. The NEDP offers a self-paced, flexible option for qualified adults who are ready to earn a high school diploma.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESL)

The English for Speakers of other Languages (ESL) program offers classes for adults who are seeking to build their skills in speaking, understanding, reading, and writing English. Classes focus on the English language and cultural skills learners need to be successful in the workplace and in the community, and are held in neighborhoods throughout the county. The Family Literacy Program helps parents of young children build their basic skills while they learn to support their children's academic success.

The Transition ESL program offers classes to help adults work on higher-level English skills to prepare transition to other programs at the college, advance in the workplace, or prepare for the U.S. Citizenship Exam.

EXTENSION CENTERS

SKILLED TRADES CENTER

6400 Old Branch Avenue | Camp Springs, MD 20748 | 301-322-0894

The Skilled Trades Center is dedicated to meeting the county's need for skilled construction tradespeople. At this center, the focus is entirely on skilled construction trades. This newly renovated facility provides much needed lab space for five critical construction trade areas including carpentry; electrical; plumbing; heating, ventilation, air conditioning, and refrigeration (HVAC-R); and building maintenance. Many program titles, formats, and options are available ranging from one-day short courses to multi-semester, long-term certification programs.

PRINCE GEOGE'S COMMUNITY COLLEGE AT WESTPHALIA TRAINING CENTER

9109 Westphalia Road | Upper Marlboro, MD 20772 | 301-322-0964

Prince George's Community College's Westphalia Training Center in Upper Marlboro provides students with a laboratory setting within each classroom, enabling hands-on training in critical construction trade areas including: residential, industrial, and commercial construction; building maintenance engineer; carpentry; masonry; electricity and residential wiring; heating, ventilation, air conditioning, and refrigeration (HVAC-R); locksmithing; plumbing; stationary engineering; and welding.
REGISTRATION, TUITION, TRANSCRIPTS

With the exception of Adult Education, registration for Workforce Development and Continuing Education courses is continuous. Courses fill on a first-come, first-served basis.

ONLINE REGISTRATION

Online registration is available to all students (with the exception of Adult Education) and is the fastest way to sign up for classes. Go to www.pgcc.edu. Click on “Owl Link.” Then, click on “Workforce Development and Continuing Education Students” and then on “Enroll & Register for Courses.”

Please note that students must pay online at the time of registration, using a credit card. For cash, check, or third-party payment, the student must come to campus to register and pay. Students will be notified only if a class is canceled or changed. Students will receive a refund only if they drop the class before the first day.

WALK-IN REGISTRATION

Walk-in registration takes place at the Office of Admissions and Records on the Largo campus or at any one of the college’s extension/degree centers. Students may register up until the start date of each class. Hours are Monday through Thursday from 8:30 a.m. to 8 p.m., and Friday from 8:30 a.m. to 5 p.m. on the main campus. Contact Extension Centers for their hours.

ADULT EDUCATION REGISTRATION

Registration for Adult Education classes and the National External Diploma Program is handled through the Adult Education office. For Adult Education, please call 301-322-0891 or e-mail adulteducation@pgcc.edu for information. For the National External Diploma Program, please call 301-386-7509 (evenings) or e-mail nedp@pgcc.edu.

TUITION

Noncredit tuition listed in the schedule is for residents of Prince George’s County. Noncredit tuition for residents of other Maryland counties is an additional $5.00 per course; residents of other states and the District of Columbia pay an additional $10.00 per course. Any student who has not registered and has not paid tuition and fees will not be allowed to remain in class and will not receive licensure, certification, or Continuing Education Units (CEUs), or, when applicable, a passing grade.

TRANSCRIPTS

Official Workforce Development and Continuing Education transcripts are available from the Office of Admissions and Records, Bladen Hall, Room 126. Call 301-336-6000 for more information. Students also may request an official transcript online at www.pgcc.edu.
EMERGENCY COLLEGE CLOSINGS/DELAYED OPENINGS
It is the practice of the college to hold all regular classes on all days scheduled on the college calendar. Should an emergency arise that requires the cancellation of classes and activities, students may learn of the delay or cancellation in several ways.

- Visit the college’s website, www.pgcc.edu. The cancellation/closure/delay will be prominently displayed on the home page.
- Students who sign up for Owl Alert, the college’s free instant messaging service, will have notice of the closure sent to their cell phone as either a voice or text message or to the preferred e-mail address shortly after the decision to close or delay has been made.
- Call the college’s main number, 301-336-6000, and listen to the recorded message. Closures and delays will be included.

In addition, the following radio stations will be asked to announce the college’s closing shortly after the decision is made: WMAL, WRC, WTOP, WGAY, WAVA, WASH, WHUR, WPGC, and WWMX. The following TV stations will be asked to announce the closing: WRC 4, WTTG 5, WJLA 7, WUSA 9, and NewsChannel 8.

In case of hazardous weather, degree/extension center classes will be canceled at local public school locations when the Prince George’s County Board of Education announces that the public schools will be closed. Other sites, such as Andrews Air Force Base, the Laurel College Center, and the University Town Center in Hyattsville, will follow the Largo campus weather schedule. If the Largo campus closes as a result of inclement weather, classes at degree/extension centers and sites will be canceled.

When the college announces a delayed opening, all classes with at least 45 minutes of class time remaining at the time of the opening will be held. For example, in the event of a 10 a.m. opening, a 9:30–10:45 a.m. class will be held. This procedure applies to all credit classes.

STUDENT RESIDENCY POLICY
It is the policy of the Board of Trustees of Prince George’s Community College to distinguish, for tuition purposes, among students who are residents of Prince George’s County; students who are residents of Maryland but not of Prince George’s County; and students who are residents outside the state of Maryland so that out-of-county students shall pay tuition as established by the Board of Trustees in accordance with Education Article 16-407(b), Annotated Code of Maryland, and out-of-state students shall pay tuition as established by the Board of Trustees in accordance with Education Article 16-407(a), Annotated Code of Maryland. In determining student residency, the following definitions apply:

- **Maryland resident** means a student who maintains his or her legal domicile in Maryland and has done so for a period of not less than three months before the date of his or her enrollment at the college. To be considered a Maryland resident for the purposes of this policy, the student shall possess the legal capacity under state and federal law to establish Maryland domicile or shall be a dependent of someone who may do so.

- **Out-of-state student** means a student who is not a Maryland resident.

- **Out-of-county student** means a student who is a Maryland resident but is not a resident of Prince George’s County.

- **In-county student** means a student who maintains his or her legal domicile in Prince George’s County and who has done so for a period of not less than three months before the date of his or her enrollment at the college or who is a dependent of someone who has maintained such domicile. For the purpose of tuition and fees only, in-county student also means a Maryland resident or a dependent of a resident who does not reside in Prince George’s County, who enrolls at the college in an instructional program designated as a Statewide Program or a Health Manpower Shortage Program.

- **Domicile** means a person’s permanent place of abode, where physical presence and possessions are maintained, and where a person intends to remain indefinitely. The domicile of a person who received more than one-half of his or her financial support from others in the most recently completed year is the domicile of the person contributing the greatest proportion of support without regard to whether the parties are related by blood or marriage. This definition does not apply to those who do not have the legal capacity under state or federal law to establish domicile in the state or country. At the time of admission to or initial enrollment in any course at the college, each student shall sign a statement affirming domicile and the factual basis for the claim of domicile. An electronic signature is considered to be as official as one signed on paper. At the time of each subsequent enrollment, each student will indicate whether current domicile is the same as or different from that affirmed at initial enrollment. If facts indicate the domicile has changed, the student shall complete a new statement. Students who fail to report a change of address which results in the return of grades or other official college mail will not be allowed to enroll in classes until proof of the new domicile has been received. Students have the burden of proving domicile when asked to do so, and the college reserves the right to request two or more acceptable proofs of domicile at any time. Students asked to provide proof of domicile who cannot do so will be considered out-of-state for tuition purposes.
The college will consider documentation of any or all of the following as evidence or proof of residence:

- Documented ownership or rental of local living quarters for a period of three months or more.
- Substantially uninterrupted physical presence, including the months when the student is not in attendance at the college.
- Maintenance in Maryland and in the county of all, or substantially all, of the student's possessions.
- Payment of state and local piggyback income taxes on all taxable income earned, including all taxable income earned outside the state.
- Registration to vote in the state and county.
- Registration of a motor vehicle in the state, with a local address specified, if the student owns or uses such a vehicle.

In addition to the general requirements above, the following provisions apply to the specific categories of students indicated:

- Military personnel and their dependents who were domiciliaries of Maryland at the time of entrance into the armed forces and who are stationed outside the state may retain Maryland domicile as long as they do not establish domicile elsewhere.
- Military personnel stationed in Maryland who were not Maryland domiciliaries at the time of entrance into the armed forces and their dependents may be considered state residents for tuition purposes as long as they remain on active duty in the state. Those who reside and/or are stationed in Prince George's County will be immediately considered county residents for tuition purposes.
- Individuals who have the legal capacity to establish Maryland residency may not be precluded from being awarded Maryland residency because of their immigration status.
- A student enrolled in a program designated as Statewide or Health Manpower Shortage Programs may be considered a county resident for tuition purposes if domiciled in Maryland.
- A student from outside the state who enrolls as part of a reciprocity agreement negotiated between Maryland and another state may be considered a resident for tuition purposes.

Notwithstanding any other provision, the college may enter into a contract with a business or industry that maintains facilities, operates, or does business in the state, to provide education or training for company employees for a set contractual fee in place of payment of tuition under the following conditions:

- The employee is enrolled in credit or noncredit courses that will benefit the employer.
- The company pays the fee charged by the college.
- The fee reasonably reflects the usual costs borne by students in the same or similar courses.
- The employees enrolled under this program shall be treated as any other student in accordance with college policies and procedures of the Maryland Higher Education Commission with the exception of payment of tuition.

**SPECIAL ADMISSION POLICY: NURSING AND ALLIED HEALTH**

A criminal background check and drug screen are required of all students in the health science clinical programs. Continued participation in each program is contingent upon a satisfactory response on the background check and drug screen. All information on the background check and drug screen remains confidential and is only shared with the requesting clinical agencies. If a clinical agency denies clinical placement for a student because of the background check or drug screen, that student may not be able to complete the clinical program. The costs of the criminal background check and drug screen are the responsibility of the student. Specific information related to the process used for obtaining a criminal background check and drug screen will be discussed with students at orientation. For a current price of the criminal background check and drug screen, please contact AlliedHealthAndNursingOffice@pgcc.edu. Students, at their own expense, also may be required to submit to a random urine drug testing at clinical sites. Results of random urine drug testing may result in the student not being able to complete the clinical program.

All students in health science clinical programs are required to submit a completed health assessment form, verifying general health, immunization status, and ability to meet the program's technical standards. Students with incomplete health records on file with the college will not be able to complete the clinical program. It is highly recommended that clinical health sciences students carry health insurance. At the request of a clinical agency, students may be required to show proof of health insurance. If a clinical agency denies clinical placement for a student because of lack of health insurance, that student may not be able to complete the clinical program.
STATEWIDE GENERAL EDUCATION AND TRANSFER POLICY

The following General Education and Transfer Policy, approved by the Maryland Higher Education Commission, supersedes transfer policies previously in existence and are effective and applicable to students first enrolling in Maryland postsecondary educational institutions in fall 1996 and thereafter.

Title 13B
Maryland Higher Education Commission
Subtitle 02 Academic Regulations
Subtitle 06 General Education and Transfer*
Authority: Education Article, 11-201-11-206
Annotated Code of Maryland

I. Scope and Applicability

This Policy applies only to public institutions of higher education.

II. Definitions

A. In this Policy, the following terms have the meanings indicated.

B. Terms defined.

1. A.A. degree means the Associate of Arts degree.
2. A.A.S. degree means the Associate of Applied Sciences degree.
3. A.A.T. degree means the Associate of Arts in Teaching degree.
4. 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.
5. A.S. degree means the Associate of Sciences degree.
6. 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.
7. English composition courses means courses that provide students with communication knowledge and skills appropriate to various writing situations, including intellectual inquiry and academic research.
8. General education means the foundation of the higher education curriculum providing a coherent intellectual experience for all students.
9. 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.
10. 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.
11. Mathematics means courses that provide students with numerical, analytical, statistical and problem-solving skills.
12. 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.
13. Parallel program means the program of study (or courses) at one institution of higher education that 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.
14. Receiving institution means the institution of higher education at which a transfer student currently desires to enroll.

15. Recommended transfer program means a planned program of courses, both general education and courses in the major, taken at the community college that is applicable to a baccalaureate program at a receiving institution; ordinarily the first two years of the baccalaureate degree.

16. Sending institution means the institution of higher education of most recent previous enrollment by a transfer student at which transferable academic credit was earned.

17. 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.

18. Transfer student means a student entering an institution for the first time having successfully completed a minimum of 12 semester hours at another institution that are applicable for credit at the institution the student is entering.

III. 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 no more than 36 semester hours and each baccalaureate degree program to include not less than 40 and no 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 must 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 III A (1) 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 III A (1) of this Regulation.

3. 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 hours course from each of the five areas listed in III A (1).

D. 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.

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

F. 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.

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

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

I. 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.

J. Notwithstanding III A (1) of this Regulation, a public four-year institution may require 48 semester hours of required core courses if courses upon which the institution’s curriculum is based carry four semester hours.

K. 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 Policy.

L. A public college or university shall notify all other public degree-granting institutions of its intention to adopt a new lower-division course for general education credit at least six months prior to offering the course for general education credit.

IV. 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 Policy.

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 III of this Policy at a public institution for any general education courses successfully completed at the sending institution.

E. Except as provided in Regulation III L of this Policy, 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. Each 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 III M, the total general education credits for baccalaureate degree-granting public receiving institutions shall 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 Policy.
   2. Responsible for meeting all requirements of the academic program of the receiving institution.

V. Transfer of Non-General Education Program Credit

A. Credit earned at any public institution in the state shall be transferable to any other public institution if the:
   1. Credit is from a college or university parallel course or program;
   2. Grades in the block of courses transferred average 2.00 or higher; and
   3. Acceptance of the credit is consistent with the policies of the receiving institution governing students
      following the same program.

B. Credit earned in or transferred from a community college is limited to:
   1. One-half the baccalaureate degree program requirement, but may not be more than 70 semester hours; and
   2. The first two years of the undergraduate 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 coursework requirement.
   2. Recommended transfer programs in effect at the time that this regulation takes effect, which conform to this
      chapter, may be retained.
VI. Academic Success and General Well-Being of Transfer Students

A. Sending Institutions.
   1. Community colleges shall encourage their students to complete the associate’s degree or to complete 56 hours in a recommended transfer program that includes both general education courses and courses applicable toward the program at the receiving institution.
   2. Community college students are encouraged to choose as early as possible the institution and program into which they expect to transfer.
   3. The sending institution shall:
      a. Provide to community college students information about the specific transferability of courses at four-year colleges;
      b. Transmit information about transfer students who are capable of honors work or independent study to the receiving institution; and
      c. Promptly supply the receiving institution with all the required documents provided the student has met all financial and other obligations of the sending institution for transfer. (acceptable for transfer credit and which of those are applicable to the student’s intended)

B. Receiving Institutions.
   1. Admission requirements and curriculum prerequisites shall be stated explicitly in institutional publications.
   2. The 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. The receiving institution shall evaluate the transcripts of degree-seeking transfer students as expeditiously as possible, and notify students of the results no later than midsemester of the students’ first semester of enrollment at the receiving institution, provided that all official transcripts have been received at least 15 working days before midsemester. The receiving institution shall inform students of which courses are program of study.
   4. The receiving institution shall give transfer students 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.

VII. Programmatic Currency

A. Receiving institutions 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 affect the change with minimum disruption. Transfer students are not required to repeat equivalent coursework successfully completed at the community college.
VIII. Transfer Mediation Committee

A. There shall be a Transfer Mediation Committee, which shall be representative of the public four-year colleges and universities and the community colleges, appointed by the Secretary of the Maryland Higher Education Commission.

B. Sending and receiving institutions that disagree on the interpretation of the transfer of general education courses as defined by this Policy shall submit their disagreements to the Transfer Mediation Committee. The Transfer Mediation Committee shall also address questions raised by any 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 shall be considered binding on both parties.

IX. Appeal Process

A. Notice of Denial of Transfer Credit by the Receiving Institution.
   1. Except as provided in Regulation IX A(2), the receiving institution shall inform a transfer student in writing of the denial of transfer credit not later than midsemester of the transfer student’s first semester provided that all official transcripts have been received at least 15 working days before midsemester.
   2. If transcripts are submitted after 15 working days before midsemester 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. The 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 Regulation IX B.

B. A student believing that the receiving institution has denied the student transfer credits in violation of this Policy 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. The receiving institution shall establish expeditious and simplified procedures governing the appeal of a denial of transfer credit.
   2. The receiving institution shall respond to the student appeal within 10 working days.
   3. The institution may either grant or deny the appeal. The institution’s reasons for denying an appeal must be consistent with these policies and conveyed to the student in written form.
   4. Unless the student appeals to the sending institution, this written decision constitutes the receiving institution’s final decision and is not subject to appeal.

D. Appeal to Sending Institution.
   1. If the student has been denied transfer credit after an appeal to the receiving institution, the student may request the sending institution to intercede on his/her behalf by contacting the transfer coordinator of the sending institution.
   2. The student must make this appeal to the sending institution within ten working days (two weeks) 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 (three weeks) to resolve the issues involved in the appeal.
   2. As a result of this consultation, the receiving institution may affirm, modify or reverse its earlier decision.
   3. The receiving institution shall inform the student in writing of the result of the consultation.
   4. The decision arising out of this consultation shall constitute the final decision of the receiving institution and is not subject to appeal.
X. Periodic Review

A. Reports by Receiving Institutions.
   1. The receiving institution shall annually report 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. The annual reports shall include longitudinal reports on the subsequent academic success of enrolled transfer students, including graduation rates by major subject areas.
   3. The receiving institution shall include in the reports comparable information on the progress of native students.

B. Transfer Coordinator. Each 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 plan 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 Policy.

Nondiscrimination Policy
Prince George's Community College is committed to a policy of equal opportunity for all persons to the end that no person, on the grounds of sex, age, race, color, religion, national origin, ancestry, marital status, sexual orientation, or status as a qualified individual with a disability, qualified disabled veteran, or Vietnam-era veteran, shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity of this institution. Under this policy, this institution will not discriminate against any person on the grounds of sex, race, age, color, religion, veteran's status, disability, ancestry, marital status, sexual orientation, or national origin in its admission policies and practices or any other policies or practices of the institution relating to the treatment of students and other individuals, including employment, the provision of services, financial aid, and other benefits, and including the use of any building, structure, room space, materials, equipment, facility, or any other property. One who believes oneself or any specific class of individual to be subject to prohibited discrimination may, by oneself or through a representative, file a written complaint with the Office of Civil Rights of the Department of Education or with the college president, or both. The executive assistant to the president, Room 130, Kent Hall, 301-322-0170, coordinates the college's program of nondiscrimination.

Title IX
Prince George's Community College, as a recipient of federal financial assistance, is subject to Title IX of the Education Amendment of 1972, as amended. It is college policy not to discriminate on the basis of sex in the educational programs and activities that it operates. This policy not to discriminate in educational programs and activities extends to admission to the college. The college actively encourages the enrollment of interested students, regardless of race, sex, national origin, age, color, ancestry, religion, marital status, veteran's status, or disability, in all of its educational programs, and fully supports student access to all programs without regard to sex stereotyping or other such limitations. Inquiries concerning the application of Title IX may be referred to the director of the Office of Civil Rights of the Department of Education or to the executive assistant to the president, Room 130, Kent Hall, 301-322-0170.

Accessible Transportation
Accessible transportation will be provided to accommodate disabled persons on all school sponsored trips. Requests for accommodations must be made a minimum of 15 days prior to any trip.
CHAPTER 14

COLLEGE EMPLOYEES
## ADMINISTRATION

| Position | Name |
|———|———|
| President | Dr. Charlene M. Dukes |
| Chief of Staff | Ms. Alonia C. Sharps |
| Vice President for Academic Affairs | Dr. Sandra F. Dunnington |
| Vice President for Administrative Services | Mr. Thomas E. Knapp |
| Vice President for Student Services | Dr. Tyjaun A. Lee |
| Vice President for Technology Services | Dr. Joseph G. Rossmeier |
| Vice President for Workforce Development and Continuing Education (Interim) | Mr. Joseph L. Martinelli |
| Chief Technology officer | Mr. William L. Anderson |
| Assistant to the Vice President for Workforce Development and Continuing Education | Mr. David A. Buonora |
| Dean of College Life Services | Dr. David C. Mosby |
| Dean of Enrollment Services (Interim) | Ms. Nancy E. Burgess |
| Dean of Health Sciences | Ms. Angela D. Anderson |
| Dean of Human Resources | Ms. Lark T. Dobson |
| Dean of Learning Foundations | Dr. Beverly S. Reed |
| Dean of Learning Technologies and Support Services | Mr. Oliver D. Hansen |
| Dean of Liberal Arts | Dr. Carolyn F. Hoffman |
| Dean of Planning, Assessment and Institutional Research | Dr. Andrea A. Lex |
| Dean of Sciences, Technology, Engineering, and Mathematics | Dr. Christine E. Barrow |
| Dean of Social Sciences and Business (Interim) | Dr. Lorraine P. Bassette |
| Dean of Student Development Services | Dr. Scheherazade W. Forman |
| Dean of Workforce Development and Community Partnerships | Dr. Yvette J. Snowden |
| Dean of Adult and Continuing Education Programs | Ms. Barbara R. Denman |
| Senior Academic Administrator to the Vice President for Academic Affairs | Ms. Mara R. Doss |
| Senior Academic Administrator to the Vice President for Academic Affairs | Ms. Catherine Lapalombara |
| Executive Director, Center for Minority Business Development | Mr. Carl E. Brown |
| Executive Director of eLearning Services | Ms. Rhonda M. Spells |
| Executive Director of Institutional Advancement and Foundation | Ms. Brenda S. Mitchell |
| Director of Admissions and Records | Ms. Vera Bagley |
| Director of Advising and Transfer Services | Dr. Clifford L. Collins |
| Director of Community and Government Affairs | Dr. Jacqueline L. Brown |
| Director of Community Education | Ms. Jacqueline Walpool |
| Director of Enterprise Services | Mr. Antony G. Jackson |
| Director of ERP Systems Services | Ms. Doris M. Harris |
| Director of Financial Aid | Ms. Sharon E. Hassan |
Director of Financial Systems Support
Ms. Toni E. Hill

Director of Grants and Resource Development
Ms. Cheryl K. Green

Director of IT Security Services
Mr. Edward F. Bouling

Director of Institutional Initiatives
Ms. Andristine M. Robinson

Director of Library
Ms. Priscilla C. Thompson

Director of Marketing and Creative Services
Dr. Deidra W. Hill

Director of National CyberWatch/Principal Investigator
Mr. Charles O’Brien

Director of Network Services and Telecommunications
Mr. Manuel A. Arrington

Director of Next Step Grant
Ms. Cecelia A. Knox

Director of Outcomes Assessment and Institutional Effectiveness
Dr. W. Allen Richman

Director of Physical Facilities
Vacant

Director of Procurement
Mr. Andrew Robinson

Director of Professional Development
Ms. Heidi P. Kirkman

Director of Recruitment
Vacant

Director of Retention Services
Dr. Kathy C. Hopkins

Director of Student Assessment Services
Mr. William N. Gardner

Director of Student Services Operations
Ms. Cindy D. Childs

Director of Technology Support Services
Ms. Debra Rodriguez

Director of Workforce Development and Continuing Education
Ms. Kathleen M. Sexton

Director of Center for Business and Industry Training, Workforce Development and Continuing Education
Mr. Jerome T. Countee, Jr.

Program Director of College Life Services
Ms. Paulett McIntosh

Program Director of Disability Support Services
Mr. Thomas O. Mays

Program Director of eLearning Services
Ms. Diane L. Garrison

Program Director of Information Technology Institute
Mr. Ashante Abubakar

Program Director of Technical Assistance
Mr. Dennis C. Smith

Program Director of Transportation and Distribution Institute
Mr. Anthony J. Marra

FULL-TIME FACULTY AND ADMINISTRATIVE STAFF

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<tr>
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<td>2010</td>
<td>and Law; B.A., Yale University; M.P.P., University of Maryland</td>
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<tr>
<td>Name</td>
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<td>Whitfield, Edward</td>
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<tr>
<td>Williams, Aretha</td>
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<td>Wilson, Donna</td>
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<td>Wilson, Lakita</td>
<td>(2009) Assistant Professor, Teacher Education; B.S., Charter Oak State College; M.Ed., Walden University</td>
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<td>Wojciechowicz, Leslie M.</td>
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<td>Yates, Peggy</td>
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<td>Young, Swazette D.</td>
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<td>Zankofski, Deborah A.</td>
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<td>Ziegler, Bekki</td>
<td>(2010) Associate Professor, Biological Sciences; B.S., Ohio State University; M.S., Bowling Green State University</td>
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<td>Adamson, Lynda G.</td>
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<td>Agresta, James</td>
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<td>Professor Emeritus, History, Political Science and Geography</td>
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<td>Professor Emeritus, Sociology</td>
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<td>Dean Emeritus, Behavioral, Social and Business Studies</td>
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<td>Professor Emerita, Health and Human Performance</td>
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<td>Stewart, Bernice C.</td>
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<td>Strong, Marianne</td>
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<td>Swartwood, Rose Mary</td>
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<td>Van Goor, Wanda</td>
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<td>Weaver, Leon</td>
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Graham, Randy
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Gunraj, Andrew
Harrison, Sheldon
Hopkins, Takima M.
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Crawford, Camille A.
Crowell, Adrienne M.
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Deadwyler, John
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Fempung, Faye
Gagnon, Susan
Hammonds, Veronica
Harris, Darlene
Harris, Ruth
Higgs, Michelle T.
Jimenez, Bryon
Johnson, Lauretta
Jones, Lori
Kanan, Gnansi
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Lowe, Ermer R.
Malcolm, Eartha
Matthews, Leslie
McBryde, Carrol H.
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McDuffie, Sheila Y.
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Nipper, Florence
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Reed, Kim
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Robinson, Robin
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Shea, Joan E.
Shearer, Mary J.
Simmons, Lloyd
Siravajanakul, Sivameth
Smith, Joanna
Tyler, Bertina
Van Nuys, Suzanne
Walker, Denise A.
Walker, Rhonda
Ware, W. Denise
Wells, Michele
Woods, Jeanette
CHAPTER 15
CAMPUS OVERVIEW
DIRECTIONS
Prince George’s Community College is accessible from Central Avenue (Route 214), Landover Road (Route 202), and Capital Beltway (I-95/I-495) Exits 17A and 15A. The college is 3.3 miles from exit 17A East and 1 mile from exit 15A East.

FROM MONTGOMERY COUNTY
Follow the Beltway south to exit 17A (Upper Marlboro). You will exit onto Landover Road (Route 202 East). Follow Route 202 under Route 214 overpass. The college is about a half-mile south of the overpass on the right side of Route 202. Cross the intersection of Campus Way South and take the first right into the college.

FROM VIRGINIA OR D.C.
Follow the Beltway north, taking exit 15A (Upper Marlboro). Take the Prince George’s Community College exit onto Route 202 South (Landover Road). The college is on the right after the traffic signal at Campus Way South. If traveling from the District, you also may follow East Capitol Street, which becomes Central Avenue (Route 214). Take Prince George’s Community College exit onto Route 202 South. Cross the intersection of Campus Way and take the first right into the college.

FROM ROUTE 301
Take Central Avenue (Route 214 West). Make a left at Campus Way South, follow about one-quarter mile to Route 202. Make a left onto Route 202; the college is on your immediate right. Take the first right from Route 202 into the college.
1. KENT HALL
   - Administration
   - Workforce Development and Continuing Education
   - Human Resources

2. ACCOKEEK HALL
   - eLearning Services
   - Library

3. BLADEN HALL
   - Admissions and Records
   - Advising and Transfer Services
   - Cashier
   - Disability Support Services (DSS)
   - Enrollment Services
   - Financial Aid Office (FAO)
   - Health Education Center (nurse)
   - Recruitment
   - Registration
   - Veterans Services
   - Welcome Center

4. BLADEN HALL
   - Campus Police Substation
   - College Lab Services (computer labs)
   - Language Studies Lab
   - Student Assessment Services (Testing Center)
   - Tutoring and Writing Centers

5. LARGO STUDENT CENTER
   - Bookstore
   - Campus Dining
   - College Life Services
   - Community Rooms A, B, C
   - Rennie Forum

6. CHESAPEAKE HALL

7. LANHAM HALL
   - Academy of Health Sciences at Prince George’s Community College
   - International Education Center
   - Service Learning

8. MARLBORO HALL
   - Marlboro Gallery
   - Student Development Resource Center (SDRC)
   - Vocational Support Services (VSS)

9. QUEEN ANNE FINE ARTS
   - Hallam Theatre

10. NOVAK FIELD HOUSE

11. ROBERT I. BICKFORD NATATORIUM
    - Raquetball Courts
    - Weight Room

12. CONTINUING EDUCATION BUILDING
    (classrooms only)

13. STEEL BUILDING

14. CHILDTIME CHILDREN’S CENTER

15. FACILITIES MANAGEMENT BUILDING
    - Campus Police

16. TRACK/PRACTICE SOCCER FIELD

17. GOLF RANGE

18. TENNIS COURTS

19. RAQCUETBALL COURTS

20. AUTO BAY

21. WAREHOUSE

22. BASEBALL DIAMOND

23. SOFTBALL DIAMOND

24. PICNIC GROVE

25. TEMPORARIES 1 AND 2

26. TEMPORARY SERVICES BUILDING TS

27. TEMPORARY SERVICES BUILDING TO

28. TEMPORARY SERVICES BUILDING TZ

29. CENTER FOR ADVANCED TECHNOLOGY
    - College Lab Services (computer labs)
    - Cyber Café

30. CENTER FOR HEALTH STUDIES

31. TEMPORARY 3

32. MAIN SOCCER FIELD
PRINCE GEORGE’S COMMUNITY COLLEGE AT JOHN EAGER HOWARD COMMUNITY CENTER
4400 Shell Street | Capitol Heights, MD 20743 | 301-341-3027

OVERVIEW
The Culinary Arts Center at Prince George’s Community College is located in the John Eager Howard Community Center. It houses both credit and continuing education culinary arts classes, as well as some of the related management courses. The center includes instructional kitchens, classrooms, a computer lab, and a simulated banquet hall. Limited support services are available on site, such as advising and registration.

DIRECTIONS
FROM LARGO
Merge onto MD 214 W/Central Avenue via ramp to Washington and proceed for approximately 3 miles. Turn left on MD 332 W and then turn right on MD 332 W/Central Avenue. Turn left on Clovis Avenue and then make a slight left on Larchmont Avenue. Proceed on Larchmont and then turn left onto Marlboro Pike. Take the first right onto Nova Avenue and then turn left onto Shell Street. John Eager Howard will be on the left.

FROM SOUTH
Take I-495/N I-95 N and take exit 11B for MD-4 N/Pennsylvania Avenue toward Washington. Merge onto MD-4 N/Pennsylvania Avenue. Proceed approximately 4 miles and turn right on Alton Street. Take the first right onto Dewitt Avenue and continue on to Shell Street. John Eager Howard is on the right.

FROM NORTH
Take I-495/S I-95 S and take exit 11B for MD-4 N/Pennsylvania Avenue toward Washington. Merge onto MD-4 N/Pennsylvania Avenue. Proceed approximately 4 miles and turn right on Alton Street. Take the first right onto Dewitt Avenue and continue on to Shell Street. John Eager Howard is on the right.
PRINCE GEORGE’S COMMUNITY COLLEGE AT JOINT BASE ANDREWS/NAVAL AIR FACILITY (ANDREWS AFB)
1413 Arkansas Road, Room 111 | Joint Base Andrews, MD 20762 | 301-322-0778 or 301-981-5949

OVERVIEW
Students attending classes at this site may complete the requirements for an associate degree in general studies or take courses toward degrees in a variety of transfer and career programs. Academic advisors are at the center during class hours to assist with academic planning. Library and audiovisual services also support instructional areas. Prince George’s Community College at Joint Base Andrews has special requirements for civilian access. Students who do not live or work on the base or who do not have a valid military ID card must submit to a special background check before accessing the base for the first time each semester. Full details of this process can be found in each semester’s schedule of classes or on the website.

DIRECTIONS
FROM I-95 S (BELTWAY)
Take Exit 9, which is marked Rt. 337, Andrews AFB, Allentown Road, Morningside. Turn right onto Forestville Road. Make the next right onto Allentown Road (Rt. 337 S). Make a left at the Visitor’s Entrance Gate traffic light. The Visitor Center is on the left. After obtaining your base access badge, proceed to the security check point, then to the traffic light. Bear right at the light/4-way stop onto North Perimeter Road.

TO BUILDING 1413
Continue on North Perimeter, past the headquarters building and parking lot. Turn left onto Arkansas Road. You will pass Chapel 1 (on the right) and cross California Avenue. Continue on Arkansas; 1413 is the last building on the right. There are two parking lots, one in front of building 1413 and one in the rear. Please do not use the dormitory parking lot across the street or park illegally if the front lot is full—use the back parking lot.

TO BUILDING 1642
Bear right at the traffic light/4-way stop onto North Perimeter and turn left on Arkansas Road, just past the headquarters building and parking lot. Pass Chapel 1 (on the right) and cross over California Avenue. Turn left on Brookley Avenue. (across from the athletic field). As you approach the 4-way stop sign, building 1642 (Library) “D” Street.

PARKING
Parking is ample. Enter classrooms through the rear glass doors.
LAUREL COLLEGE CENTER (LCC)
312 Marshall Avenue, Suite 205 | Laurel, MD 20707 | 1-866-228-6110 | www.laurelcollegecenter.org

OVERVIEW
Laurel College Center, a Maryland Regional Higher Education Center, is a unique partnership between Prince George's Community College and Howard Community College. Students attending classes at this site may complete the requirements of an associate degree in General Studies, Business Administration, Teacher Education, Criminal Justice, or take courses toward a variety of degree programs. A wide selection of noncredit classes and certification programs also are offered at Laurel College Center through the office of Workforce Development and Continuing Education. Advising, testing, admissions, and registration are some of the services available on site to assist students with academic planning.

DIRECTIONS
FROM ROUTE 1 HEADING SOUTH TOWARD LAUREL
Cross Route 198 and make the third right onto Marshall Avenue. Laurel College Center is located in the 10-story office building on the left. There is a sign, “Laurel College Center,” at the top of the building.

FROM ROUTE 1 HEADING NORTH TOWARD LAUREL
Pass Laurel Mall and Laurel Shopping Center and turn left onto Bowie Road. Turn left on Route 1 South and make an immediate right onto Marshall Avenue. LCC is located in the 10-story office building on the left. There is a sign, “Laurel College Center,” at the top of the building.

FROM I-95 NORTH
Take exit 33A, Route 198 East toward Laurel. Proceed to Fourth Street and turn right. Go to the stop sign and turn left onto Marshall Avenue. Laurel College Center is located in the 10-story office building on the right.

FROM BALTIMORE/WASHINGTON PARKWAY
Take the Route 197 exit toward Laurel. Turn left onto Route 198 West. Turn left onto Route 1 South and make the third right onto Marshall Avenue. LCC is located in the 10-story office building on the left. There is a sign, “Laurel College Center,” at the top of the building.

FROM ROUTE 29, BURTONSVILLE AREA
Take Route 198 East toward Laurel. After crossing over I-95, proceed to Fourth Street and turn right. Go to the stop sign and turn left onto Marshall Avenue. LCC is located in the 10-story office building on your right.
From Route 32: Take exit for Route 1 South. Go approximately three miles and turn right onto Marshall Avenue (third right after crossing Route 198). LCC is located in the 10-story office building on the left.

PARKING
Before 5 p.m., Monday through Friday, student parking is restricted to the Laurel Shopping Center in the yellow outlined parking spaces. The Laurel Shopping Center is located directly behind the Laurel College Center. For easy access to the building, take the walkway between Books-A-Million and the Sprint store, from the shopping center to the building's second floor entrance. After 5 p.m. and on Saturdays, students may park in the lot on Marshall Avenue directly across from or to the side of the building. Parking is free and no permit is required.
SKILLED TRADES CENTER
6400 Old Branch Avenue | Camp Springs, MD 20748 | 301-322-0034

OVERVIEW
The Skilled Trades Center is dedicated to meeting the county’s need for skilled construction trades people. At this center, the focus is entirely on skilled construction trades. The center provides lab space for five critical construction trade areas including carpentry; electrical; plumbing; heating, ventilation, air-conditioning, and refrigeration (HVAC-R); and building maintenance. Many program titles, formats, and options are available ranging from one-day short courses to multi-semester, long-term certification programs.

DIRECTIONS
FROM I-95/495/CAPITAL BELTWAY
Take Exit 7A toward Waldorf, which is labeled “Branch Avenue (South)/MD Route 5.” Exit onto Allentown Road (Route 337 West) toward Camp Springs. At the bottom of the exit ramp, merge right onto Allentown Road then make an immediate left turn at the first traffic light onto Old Branch Avenue. The Skilled Trades Center is approximately one quarter mile ahead on the left.

FROM WALDORF AND POINTS SOUTH AND EAST
Heading north on Branch Avenue/Route 5, exit onto Allentown Road (Route 337 West) toward Camp Springs. At the bottom of the exit ramp, turn left onto Allentown Road then make a left turn onto Old Branch Avenue. The Skilled Trades Center is approximately one quarter mile ahead on the left.

PARKING
Parking is free and no permit is required.
OVERVIEW
Students at Prince George’s Community College at University Town Center (UTC) may complete requirements for a degree in general studies or complete significant portions of other transfer and career programs. In addition, UTC offers a full array of courses for non-native speakers of English as well as developmental courses in reading, mathematics, and English. UTC provides a broad range of advising, testing, and support services to assist students in their academic planning.

DIRECTIONS
Prince George’s Community College at University Town Center is located at 6505 Belcrest Road across from The Mall at Prince Georges (formerly Prince George’s Plaza) and a five-minute walk from Metro’s Green Line. The college is on the second floor, Suite 200.

FROM I-495 SOUTH OF HYATTSVILLE:
Take exit 19B to Route 50 West toward Washington. Go approximately 1.5 miles. Take exit 5 to MD 410. Go 1.8 miles, make a slight left turn onto Riverdale Road, which becomes MD 410, East-West Highway. Go approximately two miles, turn right onto Belcrest Road.

FROM I-495 NORTH AND WEST OF HYATTSVILLE
Take exit 23 Kenilworth Avenue toward Greenbelt/Bladensburg to Kenilworth Avenue (MD 201 South) toward Bladensburg. Go approximately three miles on Kenilworth Avenue, turn right on East-West Highway (MD Route 410). Go approximately two miles, turn right onto Belcrest Road.

PARKING
University Town Center is located within a few minutes walk of the Prince George’s Plaza Metrorail station, and the location also is served by many bus routes. Students who choose to drive may park in Garage B at University Town Center, entered from Freedom Way West off of Belcrest Road. Parking is free for the first two hours. Beyond two hours, current students with valid PGCC IDs may validate their parking coupons in the student lounge to receive a 50 percent discount off the posted rates.
PRINCE GEORGE’S COMMUNITY COLLEGE AT WESTPHALIA TRAINING CENTER
9109 Westphalia Road | Upper Marlboro, MD 20774 | 301-322-0964

OVERVIEW
At Prince George’s Community College at Westphalia Training Center, workers are educated and trained for in-demand jobs. In collaboration with the Mid-Atlantic Carpenters Training Centers (MACTC), Prince George’s Community College provides classroom, performance-based training in construction and green/renewable energy. Prince George’s Community College at Westphalia Training Center also houses the TeamBuilders Academy, which is a cohort-based, accelerated, adult career training program.

DIRECTIONS
FROM EASTBOUND ROUTE 4
Turn left on Westphalia Road and drive about a mile. The Westphalia Training Center is on the right.

FROM WESTBOUND ROUTE 4
Turn right on Westphalia Road and drive about a mile. The Westphalia Training Center is on the right.

FROM I-495
Take exit 11A toward Pennsylvania Avenue/Route 4 East. Drive about 1/4 mile, then make a left on Westphalia Road. The Westphalia Training Center is about a mile up, on the right.

PARKING
Parking is free. No permit is required.
GLOSSARY OF ACADEMIC TERMS

Academic Advisor Provides pre-admission information, interprets placement test scores, assists with course selection, advises on general academic policies and procedures, provides information on transfer to other institutions and evaluates (unofficially) student records/transcripts to determine course/program eligibility.

Academic Dismissal Academic dismissal results when a student on Academic Restriction fails to achieve at least a 2.0 GPA during the current enrollment period.

Academic Restriction An academic status (after Academic Warning) limiting a student to no more than seven credits in a regular semester, which results when the minimum required grade point average has not been achieved. One of the courses must be a CAP course and the other must be a course previously attempted that was not satisfactorily completed.

Academic Warning Status of a student who, at any point after six credits (or two courses) are attempted, falls below the prescribed minimum requirements for good academic standing.

Accreditation Certification that the college and/or its programs have met established standards and are recognized by national and/or state authorizing agencies.

Admission Process of becoming officially recognized as a person able to enroll in credit courses. This is a one-time process unless the student stops taking classes for an extended period of time. (Also see Registration)

Alumni Alumni are students who graduated from the college. At Prince George's Community College, alumni also may include students who once attended the college.

Apprenticeship A training program in which an employee (apprentice) learns a craft or trade under the guidance of skilled tradesmen. The apprentice enters into a training agreement with an employer that imposes mutual obligations on both parties. The terms of apprenticeship are regulated by labor agreements and state law. (Also see Culminating Experience)

Articulation Agreement An official agreement between a community college and a four-year institution that designates the transferability of specific courses and/or degrees.

ARTSYS (Articulation System) A computerized information system developed by the University of Maryland System and used to check on the transferability of Prince George’s Community College courses, to find a recommended transfer program for a major, or compare how other Maryland System colleges will evaluate a student transcript.

Associate Degree A degree consisting of a minimum of 60 credits that includes general education core requirements, program concentration courses and electives. Prince George's Community College offers four degrees: Associate of Arts (A.A.); Associate of Science (A.S.); Associate of Applied Science (A.A.S.); and Associate of Arts in Teaching (A.A.T.).

Audit A registration option that enables the student to attend a college course without receiving academic credit. Full tuition and fees are still paid.

CAP (Career Assessment and Planning) Course CAP courses focus on career/life planning and college success and are offered through the Student Development Services Office.

Capstone Course A course taken by students who are nearing the completion of their studies. Students apply skills and knowledge acquired in previous courses and demonstrate specific competencies and communication skills. (Also see Culminating Experience)
Career Program A curriculum leading to an Associate of Applied Science degree (A.A.S.) or certificate emphasizing skills training for employment after graduation.

Certificate A record of successful completion of a shorter program of study of less than 60 credits, typically with application to skills needed for immediate entry into the workplace.

Challenge Exam A comprehensive exam developed by the appropriate academic area that measures the prior learning of students with substantial work-related or personal experience in the subject matter. Subject to certain conditions and limitations, students who pass a challenge exam will have credit for the course posted to their transcript.

CLEP (College Level Examination Program) A series of general and subject exams sponsored by the College Board. The exams are designed to measure knowledge students have obtained, both formally and informally, related to college-level course material, and for which college credit may be awarded.

Clinical Education An essential aspect of the student learning experience in each Nursing and Allied Health Program; involves supervised, hands-on experience, in a health care setting, designed to promote student learning outcomes; the final clinical course in each program is designed as a capstone course and serves as a culminating experience. (Also see Culminating Experience)

Collegian Center A community of learners in various disciplines brought together for integrated learning experiences and co-curricular enrichment.

Commencement The college's graduation ceremony held in May, wherein degrees and certificates are publicly awarded for academic levels of achievement.

Concurrent Enrollment Student A student taking courses at a college while attending high school. Typically, the courses appear only on the college's transcript.

Continuing Education Course A course primarily designed for learning without academic credit as distinct from a credit course that is designed to earn academic credits toward a degree or certificate. (Also see WDCE [Workforce Development and Continuing Education])

Cooperative Education Cooperative education is a structured, educational strategy that integrates classroom studies with learning through productive work experiences in a field related to a student's academic or career goals. It requires a partnership among students, educational institutions and employers with specified responsibilities for each party. (Also see Culminating Experience)

Co-requisite A course to be taken at the same time as another specified course or courses. A co-requisite course also may be completed before taking the course or courses with which it is paired.

Counselor Provides personal and interpersonal short-term counseling to enrolled college students for the purpose of assisting them to overcome barriers and deal with cultural and school adjustments. Counselors will refer college students for long-term counseling to off-campus mental health services providers who charge nominal fees, whenever possible.

Course Section Various classes of the same course in the same semester. Sections may have different days, times, instructors and/or rooms, but course content will be the same. A five-digit Synonym identifies each section. (Also see Synonym)

Credit Course A course primarily designed to earn academic credits toward a degree or certificate as distinct from a Workforce Development and Continuing Education course that is designed for learning without academic credit.
Credit Hour  Each credit course carries a specific number of credit hours, which generally equates to the number of hours per week that class will meet for a standard lecture class. Most collegiate-level courses are three credit hours.

Critical Thinking  The ability to analyze facts, generate and organize ideas, defend opinions, make comparisons, draw conclusions, evaluate arguments and solve problems.

Culminating Experience  A learning opportunity designed for students to synthesize skills and knowledge acquired in previous courses and/or to gain experience in their career or technical area of study. This learning experience is designated for students nearing the completion of their studies. Examples of possible culminating experiences include, but are not limited to, the following: cooperative education, internships, fieldwork, clinical education, apprenticeships and capstone courses.

Curriculum  A set of courses that comprises a program of study. *(Also see Program of Study)*

Curriculum Planning Guide  A guide that outlines what courses need to be taken and in what sequence to complete an associate degree or to reach other educational goals. These guides are used in conjunction with the college catalog and are available through the college’s website.

Dean's List  A list published at the end of the fall and spring semesters of students who demonstrate high academic achievement.

Developmental Studies Program  A program that helps students develop academic skills for succeeding in college-level courses. Developmental Studies Program courses are offered in English, reading, writing, and mathematics.

Dual Enrollment  A high school student taking college courses which fulfill both high school and college credit requirements.

eLearning  Courses that use interactive Web-based applications, interactive video and multimedia computer applications in varied combinations to deliver instruction at a distance. *(Also see Hybrid Course, Online Course, and Video Enhanced Online Course)*

Early Alert  The identification of students at risk early in the semester and communication with them through a computer-generated notice.

Equivalent Hour (EH)  A method for equating developmental courses to credit courses for determining a student’s enrollment status—full-time, half-time, etc. Equivalent Hours do not affect a student's total credits, degree requirements, or GPA.

Elective  A course in which the student has some choice or selection—opposite of a course that is required in a particular program of study.

Enrollment  The process of selecting courses for a given semester. *(Also see Registration)*

ESL (English as a Second Language)  A program of courses for students whose first language is not English.

Extension Center  An off-campus location that may offer credit courses and opportunities for degree attainment as well as noncredit continuing education and workforce development courses and certification programs. Prince George’s Community College extension centers are located at Joint Base Andrews, Laurel College Center, Skilled Trades Center in Camp Springs, and the University Town Center in Hyattsville.

Fee  A financial charge for courses and services.

Fieldwork  Employer supervised educational, on-the-job experience in the employer's facility. *(Also see Culminating Experience)*

Full-time Student  A student enrolled in 12 or more credit hours in a given semester.
General Education Core A body of knowledge that provides a liberal education and contributes to the development of critical thinking skills that identify an individual as a college graduate.

General Education Courses Transferable courses that are specified for each program of study and provide the academic background that every student receiving an associate degree should possess.

GPA (Grade Point Average) An average of the grades a student has earned based on how many credit hours each course was worth. Typically, acceptable college GPAs are from 2.0 to 4.0.

Graduation The formal completion of an associate degree or certificate as indicated on a student's official transcript.

Half-time Student A student enrolled in six to eleven credit hours in a given semester.

Hybrid Course A course with less than 100 percent required face-to-face instruction that consistently replaces regularly scheduled face-to-face instruction with required, paced learning activities that are delivered online. (Also see eLearning)

I Grade Denotes an incomplete (I) grade that is given to a student (at the discretion of his or her instructor) whose work in a course has been qualitatively satisfactory, but due to illness or other extenuating circumstances is unable to complete the course requirements by the end of the semester.

Internship A supervised work and learning experience that exposes a student to professional responsibilities that align with his or her academic and career goals. (Also see Culminating Experience)

Learning-Centered College A college that places student learning at the highest institutional priority. The college community (i.e., students, faculty, staff, administrators, and Board of Trustees) acts as a team to carry out learning-centered principles.

Letter of Recognition (LOR) Record of completion of an identified set of concentration courses in a discipline for a maximum of 11 credits.

myPGCC Provides centralized Web-based access to college resources, including Blackboard courses, Owl Link, Owl Mail, and PGCC news, information, and student events.

Matriculated Student Any student officially admitted and enrolled at the college.

Online Course A course where 100 percent of face-to-face (i.e., on-campus classroom) instruction is replaced by required, paced learning activities that are delivered online. (Also see eLearning)

Owl Alert Prince George's Community College's emergency text messaging and e-mail notification system.

Owl Debit Card A Prince George's Community College debit card issued to all credit students to be used, at a minimum, as the vehicle for managing receipt of refunds from the college.

Owl Link Prince George's Community College computer system that provides self-service to students, prospective students, visitors, donors, and employees. (Also see Web Advisor)

Owl Mail Prince George's Community College student e-mail system that all credit students are expected to use to interact with the college and to remain informed of important events on campus.
Owl Success Track  A mandatory first-year experience program for first-time college students.

Part-time Student  A student enrolled in less than six credit hours in a given semester.

Placement Test  A required assessment used to determine initial course placement for first-time entering students to the college.

PLAN (Prior Learning Assessment Network by Portfolio)  A process by which students whose personal and professional experiences provide evidence of mastery of collegiate-level subjects may use portfolio assessment to gain credit for previous knowledge and skills attained. Students who wish to apply for credit through portfolio assessment are required to attend an information session, meet with a PLAN advisor and register for a 3-credit course, CAP-105—Portfolio Development.

Prerequisite  A course that must be completed before enrolling in a more advanced course. For example, ACC-1010 is taken before ACC-1020.

Program Evaluation  A report created by a student in Owl Link that matches all courses taken against the academic requirements of the student’s program of study in order to assist with course planning and to determine progress toward graduation. (Also see What-if Scenarios)

Program of Study  A set of courses leading to a degree, certificate, or letter of recognition.

Q Grade  A grade assigned by the instructor to a student who has never attended the class or stopped attending during the first 20 percent of the course.

Registration  Process by which students officially enroll in their courses every semester and reserve a place in class by paying the tuition bill. New and readmitted students must register in person for their first semester. Returning students also may register by telephone or over the Internet.

Schedule Adjustment  The process of adding, dropping, or exchanging courses during registration or any other prescribed period at the start of the semester.

Schedule of Classes  A publication that lists classes available for a particular semester. Schedules are published separately for credit and workforce development and continuing education courses.

Semester  A period of instruction, generally 15 weeks, offered during fall and spring. The college also offers courses with more flexible and accelerated course formats throughout the year, including during the summer and intersession.

Service-Learning  The integration of volunteer service and classroom learning, with a focus on critical, reflective thinking and personal and civic responsibility.

Syllabus  A learning document provided by an instructor that describes the content and expectations of a course, the grading policy, a list of assignments and due dates, and related information such as the required textbooks, other course materials, the instructor's office hours, and contact information.

Synonym  Five-digit unique identifier for a course section offered in a specific semester. For example, the course synonym is 02443 for EGL-1010-LD01 offered in the fall semester.

TBA  To be arranged or to be announced.
Transcript A student’s formal academic record of grades received in all courses taken at Prince George’s Community College, including transfer credits if applicable. Students can obtain official copies of their transcripts from the Office of Admissions and Records.

Transfer Program A program with another college or university enabling the student to transfer credits and work toward a bachelor’s degree. Designated as an Associate of Arts (A.A.), Associate of Science (A.S.), or Associate of Arts in Teaching (A.A.T).

Tuition The amount of money charged for each credit or noncredit course for which a student registers.

Video Enhanced Online Course Uses commercially produced video material as a supplement to an online course. The course activities are conducted online, while the video programs are delivered in a variety of formats. (Also see eLearning)

W Grade A withdrawal (W) grade is received when the student voluntarily drops a course after the schedule adjustment period but before the completion of 75 percent of the course, normally the 12th week of classes. The withdrawal is not finalized until the necessary paperwork is completed and submitted. The student withdraws only from that course or courses but remains enrolled in the rest of the courses for which he or she is registered.

WDCE (Workforce Development and Continuing Education) Provides a variety of noncredit occupational, educational, multicultural and recreational opportunities at nominal costs to county residents. Additionally, WDCE assists area businesses with their employee training needs. (Also see Continuing Education Course)

What-if Scenarios A report created by a student in Owl Link that allows the student to determine how courses taken might fit into a program of study other than the one currently being followed.
INDEX

A

Academic Advising ........................................... 409
Academic Calendar ........................................... inside front cover
Academic Complaints ........................................ 40
Academic Forgiveness ........................................ 38
Academic Integrity ............................................ 40
Academic Preparation Course Sequences ............... 46
Academic Standing ............................................ 39
Appeals ......................................................... 40
Dismissal ....................................................... 40
Restriction ...................................................... 40
Warning ......................................................... 39
Academic Subjects, Middle School,
Secondary Certification ................................... 268
Academic Support Services and Programs ............... 399
Accessible Transportation, Disabled ..................... 431
Accounting Professional, Programs ....................... 58
Course Descriptions ......................................... 293
Accreditations .................................................. 7
Administration, College ...................................... 433
Administrative Staff ........................................... 434
Administration of Justice Collegian Center .............. 399
Admissions and Records, Office ............................ 9
Admission to the College ..................................... 9
Current High School/Home School Students ............ 12
Eligibility for Admission .................................... 9
F1 Student Visa ................................................. 11
Health Sciences ............................................... 15
High School Students ....................................... 12
Home School Students ..................................... 12
International Students ..................................... 10
New Students: First time to any college ................. 10
Nursing and Allied Health .................................. 17
Readmitted Students:
Returning after two or more years ....................... 10
Students with Prior Degrees .............................. 10
Talented and Gifted (TAG) ................................ 12
Testing ........................................................... 13
Transfer Students: Those coming with prior attendance at another college ............................ 10
Undocumented Students ................................... 12
Adult Basic Education ....................................... 420
Adult Education Program ................................... 420
Adults, Seasoned, Programs (S.A.G.E.) ................. 417
Advance Placement Program (AP) ....................... 14
Advanced Standing ........................................... 13
Advising and Transfer Services ............................ 409
African-American Studies Institute ....................... 399
African-American Studies Option ......................... 66
Course Descriptions ......................................... 295
Air Force ROTC ............................................... 410
Allied Health, Admission Criteria ......................... 15
Prerequisite Courses ......................................... 17
Alumni Association .......................................... 404
Andrews Air Force Base see Joint Base Andrews
Animation and Screen Based Design ...................... 73
Anthropology ................................................... 399
Course Descriptions ......................................... 295
AOBA Scholarship Program ................................ 32
Appeals of Academic Standing ............................ 40
A+ Preparation Certificate ................................ 113
Aquatics/Swimming Pool Certification,
Community Education Special Studies ................... 417
Arabic Course Descriptions ................................ 296
Art, General Education Requirements .................... 286
Art Option Program .......................................... 68
Course Descriptions ......................................... 296
Articulation Agreements ..................................... 395
Arts and Sciences Program ................................. 75
Assessment ..................................................... 54
Course Assessment ......................................... 54
Program Assessment ....................................... 54
Assessment Services Center .......................... 413
Associate of Applied Science (A.A.S.) .................. 284
Associate of Arts (A.A.), Associate of Science (A.S.),
and Associates of Science in Engineering (A.S.E.) ........ 283
Associate of Arts in Teaching (A.A.T.) ............... 285
Athletics, Intercollegiate .................................. 405
Attendance/Participation, Class Requirements ....... 38
Audit (not for credit) ........................................ 37
Awards, College ............................................. 7

B
Base Realignment and Closure (BRAC) ................. 26
Bernard Collegian Center .................................. 399
Billing, Medical .............................................. 180
Biology, General Education Requirement .............. 288
Biology Option
  Program .................................................. 77
  Course Descriptions .................................. 301
Bookstore .................................................... 404
BRAC see Base Realignment and Closure ............. 26
Business Administration Program ....................... 79
Business Law
  Course Descriptions .................................. 303
Business Management Program ........................ 81
Business Marketing
  Course Descriptions .................................. 308
Business Property Management
  Course Descriptions .................................. 309
Business Real Estate
  Course Descriptions .................................. 309
  Real Estate Letter of Recognition ................... 93

C
Calendar, Academic ................................. inside front cover
Campus Activities Board ................................. 404

Career Assessment and Planning
  Course Descriptions .................................. 292
  Career Services ....................................... 410
  Career Transition .................................... 417
Cashier's Office .......................................... 411
Center for Business and Industry Training (CBIT) .... 416
Certificate Requirements ................................ 42
Challenge Examinations .................................. 15
Change of Program ....................................... 22
Chemistry Option
  Course Descriptions .................................. 310
  Programs ............................................... 100
  Secondary Education Chemistry .................... 257
Child Care Services ........................................ 404
Chinese
  Course Descriptions .................................. 311
Cisco CCNA Preparation Certificate .................... 115
Class Attendance/Participation .......................... 38
Class Disruption ......................................... 41
Class Withdrawal ........................................ 39
Classroom Instruction .................................... 43
Clubs and Organizations .................................. 404
Code of Conduct, Student ................................ 22
College Employees .................................... 433
College Learning Skills
  Course Descriptions .................................. 312
College-Level Examination Program (CLEP) .......... 14
College Recognition and Awards ........................ 7
Collegian Centers ......................................... 399
Communication Program Options
  Communication/Public Relations
    and Journalism Option ............................... 102
  Communication/Speech Option ....................... 104
  Communication/Writing Option ...................... 106
  Mass Communication Option ....................... 108
Community Education ..................................... 417
Complaints, Academic .................................. 170
Computer-Aided Drafting Certificate. ............... 110
Computer Engineering Technology
  Programs ........................................ 111
Computer Graphics Certificate ...................... 118
Computer Labs ..................................... 400
Computer Programming Certificate .................. 119
Computer Science Program .......................... 125
Computer Service Technology Certificate ......... 114
Concurrent Enrollment ............................... 12
Construction Management
  Course Descriptions ............................ 312
  Programs ....................................... 129
Construction Technology ............................ 131
Continuing Education,
  see Workforce Development and Continuing Education
Cooperative Education, see Career Services ......... 410
Correctional Services, Criminal Justice Option .... 132
  Course Descriptions ............................ 314
Counseling Services ................................ 411
Course Contact Hours ............................... 292
Course Descriptions ............................... 293
Course Loads, Student ............................... 37
Course Prerequisites and Placement ................ 20
Courses and Programs (WDCE) ...................... 418
Courses for Unique and Special Populations ...... 417
Courses, Repeated .................................. 38
CPA Preparation
  CPA Preparation Certificate ...................... 64
Credit for Nontraditional Learning:
  Work and Military Experience .................... 14
Credit for Work at Other Colleges .................. 13
  AP, IB, and CLEP Examinations .................. 14
  Challenge Examinations ........................ 15
  Credit for Prince George's County Tech-Prep .... 15
  Credit through Examination ..................... 14
  Credit through Prior Learning
    Assessment Network (PLAN) .................... 14
    Portfolio Restrictions ........................ 15
Criminal Justice A.A.S. ............................. 136
Criminal Justice Transfer Option
  Programs ........................................ 134
Culinary Arts
  Course Descriptions ............................ 316
  Culinary, Community Education, Special Studies... 417
  Programs ....................................... 144
Cybercrime Investigation Option .................... 139
Cybercrime Investigation Certificate ............... 141

D
Dance (WDCE) ....................................... 417
Database Systems Certificate ....................... 120
Dean's List ......................................... 39
Debit Card, Owl .................................... 21
Deferred Tuition Payment Plan (NBS/FACTS) ....... 27
Degree Centers ..................................... 211
Degrees and Options ............................... 284
Delinquent Accounts ............................... 28
Developmentally Disabled Adults and Children .... 417
Developmental English
  Course Description ................................ 317
Developmental English Sequence ................... 47
Developmental Learning Support
  Course Descriptions ............................ 317
Developmental Math
  Course Descriptions ............................ 317
  Redesign ....................................... 317
  Sequence ....................................... 48
Developmental Reading
Course Descriptions .................................. 318

Developmental Studies Program .................. 400
Instructional Components .......................... 400

Dietetics Option ................................... 147

Dining Services ................................... 405

Directions ........................................... 454
John Eager Howard ................................ 456
Joint Base Andrews ................................ 457
Laurel College Center .............................. 458
Main Campus, Largo ............................... 454
Skilled Trades Center .............................. 459
University Town Center ............................ 460
Westphalia Training Center ....................... 460

Disability Support Services ....................... 411

Disabled, Accessible Transportation ............ 431

Disabled, Retiree, Tuition Exemption .......... 28

Disaster Recovery and Risk Management
Program ............................................. 84

Dismissal, Academic ................................ 40

Disruption, Class ................................... 41

Distance Learning, see eLearning Services

Domicile: Determination of Student Residency
for Tuition Purposes ............................... 25

Drug and Alcohol Abuse Prevention Program.... 411

Dual Enrollment .................................... 12

Economics Option .................................. 150
Course Descriptions ................................. 319

Education see Teacher Education .......... 243–270, 385

Education, Philosophy of .......................... 2

Educational Plan .................................... 410

eLearning Services ................................ 43

Electrical Construction Technology
Course Descriptions ................................. 319
Programs ............................................ 271

Electronic Analysis and Repair Certificate .... 156

Electronic Engineering Technology ............ 152
Course Descriptions ................................. 324

Electronic Service Technology Option .......... 154

E-mail Account, Student Owl Mail ............. 21

Elementary Certification ........................... 268

Emergency College Closings/
Delayed Openings .................................. 423

Emergency Medical Technician (EMT), see also Paramedic

Emergency Medical Technician–Intermediate.... 223, 227
Course Descriptions ................................. 321
Programs ........................................... 223

Emergency Medical Technician–Paramedic .... 224
Prerequisite Courses ............................... 17
Special Admission Criteria ....................... 15

EMT/Paramedic to RN Transition ................ 214

Emeritus Faculty .................................... 448

Employees ........................................... 433

Employer-Paid Tuition ............................. 27

Employment, Temporary .......................... 33

Engineering
Course Descriptions ............................... 322
Program ............................................ 157

Engineering Technology
Course Descriptions ............................... 324
Program ............................................ 159

Early Admission .................................... 12

Early Childhood Certification ..................... 267

Early Childhood Education
Programs ............................................. 243

Early Childhood Education/
Early Childhood Special Education .......... 253

Early Childhood Education Mathematics and Science.. 249

Early Childhood Special Education ............. 250
English, Composition
  General Education Requirement. ................. 286
English Option
  Course Descriptions .................................. 327
  Program ............................................. 161
English as a Second Language (ESL)
  Course Descriptions ................................ 330
  Sequence ........................................... 50
Continuing Education Courses ................. 420
Enrollment Support Services .................. 412
Entrepreneurship Management
  Programs ............................................. 85, 86
Environmental Studies
  Programs ............................................. 163
Examination, credit through .................. 13
  Advance Placement (AP) ......................... 14
  Challenge ........................................ 15
  College-Level Examination Program (CLEP) ........ 14
  International Baccalaureate (IB) ............... 14
  Exemptions, Tuition ............................ 28, 29
Extension Centers ................................ 420

F

F-1 Student Visa Requirements .................. 11
FACTS, see Nelnet Business Solutions (NBS/FACTS) ........... 27
Faculty, full-time ................................... 434
Falsification of Records ........................ 41
Federal Direct Student Loan Program .......... 32
Federal Financial Aid Programs .................. 32
Federal Pell Grant ................................... 32
Federal Supplemental Educational
  Federal Work-Study Program .................... 32
  Opportunity Grant (FSEOG) .................... 32
Fees ................................................... 24
FERPA (Family Educational Rights
  and Privacy Act) ................................ 42

Financial Aid ........................................... 31
  Appeals ........................................... 34
  Application ...................................... 31
  Disbursement .................................. 35
  Eligibility ...................................... 31
  Financial Aid Application Deadlines .......... 32
  Options ........................................... 32
  Over-awards .................................... 35
  Satisfactory Academic Progress ............ 33
  Withdrawal Refunds ................................ 35

Financial Literacy ................................ 35

Fine Arts ............................................. 405

Fire Science
  Course Descriptions ................................ 333
  Program .......................................... 166

First-Year Experience, Owl Success Track ........ 412

First-Time Students ............................... 10

Floriculture, Community Education
  Special Studies ................................... 417

Food Science Option ................................ 168

Food Service Management ....................... 184

Food Services ........................................ 405

Foreign Language, General Education .......... 287

Foreign Languages, Course Descriptions, credit
  Arabic ............................................. 296
  Chinese .......................................... 311
  French ........................................... 333
  Spanish .......................................... 382

Foreign Languages (WDCE)
  Courses ............................................ 417

Forensic Science
  Course Descriptions ................................ 331
  Program ........................................... 170

Forgiveness, Academic ........................... 38

Foundation Scholarship .......................... 32

French
  Course Descriptions ................................ 127

French (WDCE) .................................... 417
G

GED Exam Preparation .................................. 420
General Education Courses ................................ 286
  Emerging Issues ........................................... 286
  English Composition ...................................... 286
  Humanities .................................................. 286
  Mathematics ............................................... 287
  Science ..................................................... 288
  Social Sciences ............................................. 289
General Education Requirements ...................... 283, 426
General Education, statewide policy ..................... 425
General Studies Program .................................. 172, 283
Generic Special Education
  Elementary/Middle School Certification ............... 269
Generic Special Education
  Infant/Primary Certification ............................ 269
Generic Special Education
  Secondary/Adult Certification .......................... 270
Geography
  Course Descriptions ........................................ 334
German (WDCE) ............................................. 417
Glossary of Academic Terms ................................ 463
Goals, Strategic ............................................. 2
Good Standing .................................................. 39
Grade Reports ............................................... 38
Grades and Grading Policies ................................. 37
Graduation Requirements ................................... 41
  Requirements for Additional Associate Degrees .......... 41
Grants
  Federal Pell Grant ......................................... 32
  Federal Supplemental Educational Opportunity Grant (FSEOG) .... 32
Graphic Design Certificate ................................ 72

Health Education Option
  Course Descriptions ......................................... 335
  Programs ..................................................... 175
Health Education Center .................................... 412
Health Information Management
  Course Descriptions ......................................... 336
  Programs ..................................................... 177
  Prerequisite Courses ....................................... 17
  Special Admission Criteria ................................ 15
Health Manpower Shortage Programs (HMSP) .......... 26
Health Science Clinical Information ....................... 179
  Special Admission Criteria ................................ 15
Health Science Collegian Center ........................ 399
High School Students, Enrollment ......................... 12
Hillman Entrepreneurs Program ............................ 408
History
  Course Descriptions ......................................... 337
Home School Student, Enrollment ......................... 12
Honors
  Honors Academy ............................................ 406
  Honors Academy Financial Aid ............................. 406
  Honors Program ............................................ 339, 407
  Honors Society ............................................. 408
  Phi Theta Kappa, Tau Pi Chapter .......................... 408
  Psi Beta ..................................................... 408
Horticulture
  Course Descriptions ......................................... 339
Hospitality Services Management
  Course Descriptions ......................................... 181
  Program ..................................................... 340
Humanities
  Course Description .......................................... 347
Humanities Collegian Center ............................... 399
Humanities, General Education Requirement .............. 286
Human Resource Management Programs ................. 87, 88
Human Services
  Course Descriptions ......................................... 345
  Programs ..................................................... 185
Hybrid Courses ........................................ 44

I

ID Cards ............................................. 21
Identification Number, Students ........................... 13
Illustration Certificate .................................... 74
Information Science Option ................................ 127
Information Security Programs ............................. 187
Information Technology
  Course Descriptions .................................. 347
  Program ............................................. 116
  General Education Requirement ....................... 286
Instructional Methods .................................. 43
Instructional Services Fee ................................ 24
Intercollegiate Athletics .................................. 405
International Education Center ............................ 401
International Management Programs ....................... 88, 89
International Student Services and Programs .............. 402
International Students Enrollment, F-1 Visas .............. 11
International Studies Option ............................... 191
Internships ............................................ 411

J

John Eager Howard Community Center ..................... 456
Joint Base Andrews
  (formerly Andrews Air Force Base) .................... 457

L

Labs, Computer ........................................ 400
Largo Campus .......................................... 454
Latin (WDCE) .......................................... 417
Laurel College Center ..................................... 458
Learning Lab, Marlboro .................................... 400
Legacy Scholarship ....................................... 33
Legal Assistant Programs
  see Paralegal/Legal Assistant Programs ................. 219
Letter of Recognition (LOR) Requirements ................ 42
Library .................................................. 402
Licensure and Certification (WDCE) ....................... 416
Literature, General Education Requirement .............. 287
Locations, Extension and Degree Centers ................... 454
Lodging Management ..................................... 184
LPN to RN Transition .................................... 216

M

Main Campus, Largo ...................................... 454
Management, see Business Management .................. 81
Maps and Directions ..................................... 454
  John Eager Howard Community Center .................. 456
  Joint Base Andrews AFB ................................ 457
  Laurel College Center .................................. 458
  Main Campus, Largo ................................... 454
  Skilled Trades Center ................................... 459
  University Town Center ................................ 460
  Westphalia Training Center .............................. 461
Marketing, see Business Marketing
Marketing Management Programs .......................... 193
Marlboro Learning Lab .................................... 403
Maryland Certification/Re-certification
  Professional Education Courses ......................... 267
Maryland Online (MOL) Courses .......................... 44
Maryland State Scholarship/Grant Programs ............... 32
Mass Communication Option ............................... 108
Mastery in Early Childhood Education Certificate ........ 247
Mastery in Administration of Childcare Programs ........ 246
Mathematics, General Education Requirements ............ 287
Mathematics Option
  Course Descriptions .................................. 355
  Program ............................................. 196
Media Production Certificate .............................. 200
Medical Assisting Program
Course Descriptions .................................. 357
Prerequisite Courses .................................. 18
Program .............................................. 198
Special Admissions Criteria .......................... 15

Medical Coder/Billing Certificate ...................... 180
Special Admissions Criteria .......................... 15

Meeting and Event Management Programs ........ 201
Military Experience, credit for ....................... 14
Mission, college ...................................... 2

Multi-Disciplinary English/History
Course Descriptions .................................. 358

Music, General Education Requirements ........... 286

Music Option
Course Descriptions .................................. 359
Program .............................................. 204

My Educational Plan .................................. 410

Nutrition
Course Descriptions .................................. 365

O

Online Instruction .................................... 43
Online Registration ................................... 21
Online (Web-based) Courses ........................ 45
Hybrid Courses .................................... 44
Maryland Online Courses ............................ 44
Video Enhanced Online Courses ................... 44

Open Walk-in Labs .................................... 400
Ornamental Horticulture Program ................. 218

Paralegal/Legal Assistant
Course Descriptions .................................. 365
Programs ............................................. 219

Paramedic Programs
see also Emergency Medical Technician .......... 222, 227, 321
Course Descriptions .................................. 367
Paramedic Program .................................. 225
Paramedic to RN Transition ......................... 214

PAS, see Planning for Academic Success

Paying for College .................................... 27, 31
Payment Methods .................................... 27

Pell Grant .............................................. 32

Personal Enrichment (WDCE). ....................... 417

Personal Finance (WDCE). ......................... 417

Philosophy of Education ............................ 3
Repeated Courses ........................................... 38
Residency Determination for Tuition .................. 25, 423
Residency Policy ........................................ 423
Residential Property Management Programs ...... 94
Respiratory Therapy
  Course Descriptions .................................. 380
  Prerequisite Courses .................................. 18
  Program .................................................. 239
  Special Admission Criteria ............................. 15
Restriction, Academic .................................... 40
Retired on Disability ...................................... 28
Risk Management
  see Disaster Recovery and Risk Management ...... 84

S
S.A.G.E.,
Seasoned Adults Growing through Education .... 417
Satisfactory Academic Progress
  Financial Aid ........................................... 33
Scholarships ............................................. 32, 33
  AOBA Scholarship Program .......................... 32
  District of Columbia Assistance Program .......... 32
  Health Manpower Shortage Tuition Reduction ... 33
  Honors Academy Scholarships ....................... 32, 406
  Legacy Scholarship .................................... 33
  Maryland State Scholarship/Grant ................... 33
  Prince George's Community College/ Foundation Scholarships .......................... 32
  Veteran's Benefits .................................... 33
Science, General Education Requirements .......... 288
  Secondary Education, Chemistry ....................... 257
  Secondary Education, English ......................... 259
  Secondary Education, Mathematics .................... 261
  Secondary Education, Physics .......................... 263
  Secondary Education, Spanish .......................... 265
  Senior Citizens, tuition exemptions .................. 28
Service-Learning ......................................... 403
  Course Descriptions .................................. 381
Servicemember's Opportunity College .................. 413
Sign Language ............................................. 417
Skilled Trades Center .................................. 420, 459
Small Business Management .......................... 97
Social Sciences
  General Education Requirement ....................... 289
Sociology Option
  Course Descriptions .................................. 381
  Program .................................................. 241
Spanish
  Course Descriptions .................................. 382
  (WDCE) .................................................. 417
  Special Admission Criteria
    for Health Science Programs ........................ 15
  Special Populations Courses .......................... 417
  Special Studies (WDCE) ................................ 417
  Speech Communication
    Course Descriptions .................................. 383
  Speech, General Education Requirements .......... 287
  Sports Management .................................... 98
  Staff, full-time ........................................ 449
  Standards for Good Standing .......................... 39
State of Maryland Teacher Certification
  Requirements ............................................. 267
Statewide General Education and Transfer Policy .. 425
  STEM Collegian Center ................................. 399
  Strategic Goals ......................................... 2
  Student Accounts ....................................... 411
  Student Assessment Services Center ................ 413
  Student Code of Conduct ............................. 22
  Student Core Competencies ........................... 55, 290
  Student Course Loads ................................. 37
Student Governance Association .......................... 405
Student ID Cards ............................................. 21
Student Identification Numbers .......................... 13
Student Opportunities and Resources .................... 399
Student Publications .......................................... 405
Student Services and Special Programs .................... 409
Student Support Services (TRIO) .......................... 413
Supervisory Management Programs ...................... 99, 100
Supplemental Educational Opportunity Grants .......... 32
Support Services, Academic .................................. 399
Swimming and Exercise Facility ............................ 405

Talented and Gifted (TAG) .................................. 12, 417
Teacher Education
  Course Descriptions ............................................ 385
  Programs ..................................................... 243–270
  State of Maryland Teacher Certification Requirements 267
Tech Prep, Prince George's County ......................... 15
Technical Studies
  Program ..................................................... 274
Technical Support Certificate ............................... 122
Technology Core Concepts .................................. 123
Television, Radio and Film
  Course Descriptions ............................................ 390
Testing Center
  Student Assessment Services .......................... 413
  Test of English as a Foreign Language (TOEFL) ....... 11
Theatre and Entertainment Technology ..................... 278
Theatre Arts Option
  Course Descriptions ............................................ 391
  Programs ..................................................... 276
Title IX ......................................................... 431
TOEFL Test of English as a Foreign Language ........... 10

Transcripts
  Official Transcripts ............................................. 22
  Workforce Development and Continuing Education
    Transcripts .................................................. 421

Transfer Center ............................................. 395, 413
  Transfer Credit for Work at Other Colleges/Universities .... 13
  Transfer Opportunities ..................................... 395
  Transfer Policy, statewide .................................. 427
  Transfer Student, admission procedures .................. 13
  Transfer Studies Certificate ................................ 174
TRIO, Student Support Services ........................... 413
TRIO, Upward Bound ......................................... 413
Tuition and Fees ............................................. 24
  Deferred Tuition Payment Plan (NBS/FACTS) ............. 27
  Delinquent Accounts ....................................... 28
  Domicile: Determination of Student Residency .......... 25
  Exceptions .................................................. 28, 29
  Exemptions .................................................. 28, 29
  Payment Deadline .......................................... 29
  Workforce Development and Continuing Education .... 421

Tutoring Center ............................................. 403

Underage Students—Talented and Gifted Program ....... 12
University Town Center ..................................... 460
Upward Bound (TRIO) ........................................ 413

Veteran’s Benefits .......................................... 14, 33
  College Credit for Military Training ..................... 14
  Veteran’s Payment Exemption ............................. 27
  Veterans Services ......................................... 413
  Video Enhanced Online Courses ........................ 44
Vision, College ............................................... 2
Visual Communication/Graphic Design Program .......... 70
Vocational Support Services .................................. 413
Warning, Academic ................................................. 39
Web Technology Certificate ................................. 124
Weekend College .................................................... 43
Wellness (WDCE) .................................................... 417
Westphalia Training Center
  Description ......................................................... 461
  Directions ......................................................... 461
Withdrawal from Classes ........................................ 39
Women’s Studies
  Course Descriptions ............................................ 393
  Program ............................................................ 279, 280
Work-Based Learning
  Course Descriptions ............................................ 393
Work Experience, credit for ..................................... 14

Workforce Development and Continuing Education
  (WDCE) .................................................................. 416
  Center for Business and Industry Training (CBIT) .... 416
  Community Education, Programs and Courses ....... 417
  Courses and Programs, Chart ............................... 418
  Registration ........................................................ 421
  Skilled Trades Center .......................................... 420
  Transcripts .......................................................... 421

Workforce Development and Continuing Education
  (WDCE) Courses and Programs .............................. 418

Workforce Development Institutes (WDI) ............... 416
Writing Center ......................................................... 403

Youth, Programs (TAG) ............................................. 417
APPENDIX: PROGRAM CODES

PROGRAM CODES*

*Applicants must indicate one of the programs of study listed below by filling in the program’s abbreviated name in the space provided on Item 17 of the paper application or by selecting it from the drop-down list available in the online application. For example, Accounting Professional would be ACCT.PROF.AAS.

Students who are still in high school or who are under the age of 16 may not select a curriculum until after they graduate or otherwise become eligible for enrollment in college. They must instead select one of the offerings listed below which begin with “SPEC.”

A.A. ............................... Associate of Arts
A.S. ............................ Associate of Science
A.A.S.  .................... Associate of Applied Science
A.A.T.  ...................  Associate of Arts in Teaching
Cert.  .................................. Certificate
LOR  .........................  Letter of Recognition

ACCOUNTING PROGRAMS
ACCT.TRANSFRA.S  Accounting Transfer Option (A.S.)
ACCT.PROF.AAS  Accounting Professional (A.A.S)
ACCT.CT  Accounting (CERT)
ACCT.LOR  Accounting (LOR)
ACCT.TAX.LOR  Accounting and Taxation (LOR)
ACCT.CPA.CT  CPA Preparation (CERT)

ARTS AND SCIENCES PROGRAM
ARSC.AA  Arts and Sciences (A.A.)
THTR.CT  Theatre/Entertainment Tech. (CERT)

BUSINESS ADMINISTRATION PROGRAM
AND BUSINESS MANAGEMENT PROGRAMS
BUAD.AS  Business Administration (A.S.)
BMGT.AAS  Business Management (A.A.S.)
BMGT.RISK.CT  Disaster Recovery and Risk Management (CERT)
BMGT.RISK.LOR  Disaster Recovery and Risk Management (LOR)
BMGT.ENTPRN.CT  Entrepreneurship (CERT)
BMGT.ENTPRN.LOR  Entrepreneurship Management (CERT)
BMGT.HR.CT  Human Resource Management (CERT)
BMGT.HR.LOR  Human Resource Management (LOR)
BMGT.HEALTHCARE.CT  Health Care Management (CERT)
BMGT.HEALTHCARE.LOR  Health Care Management (LOR)
BMGT.INTL.CT  International Management (CERT)
BMGT.INTL.LOR  International Management (LOR)
BMGT.PUBADM.CT  Public Administration (CERT)
BMGT.PUBADM.LOR  Public Administration (LOR)
BMGT.PURCON.CT  Purchasing and Contracting (CERT)
BMGT.PURCON.LOR  Purchasing and Contracting (LOR)
BMGT.ROLEST.LOR  Real Estate (LOR)
BMGT.RPM.AAS  Residential Property Management Option (A.A.S.)
BMGT.RPM.CT  Residential Property Management (CERT)
BMGT.TSM.BUS.CT  Small Business Management (CERT)
BMGT.SPORT.MGT.CT  Sports Management (CERT)
BMGT.SUPVS.CT  Supervisory Management (CERT)
BMGT.SUPVS.LOR  Supervisory Management (LOR)

COMPUTER ENGINEERING TECHNOLOGY PROGRAMS
COMPGRA.AAS  Computer Engineering Technology (A.A.S.)
COMP.CISCO.CT  Cisco CCNA Preparation (CERT)
COMP.PLUS.CT  A+ Preparation (CERT)
COMP.SRV.CT  Computer Service Technology (CERT)

INFORMATION TECHNOLOGY PROGRAMS
COMPI.INFO.TECH.AAS  Information Technology (A.A.S.)
COMP.NETADM.CT  Network Systems Administrator (CERT)
COMP.GRAPH.CT  Computer Graphics (CERT)
COMP.DBASE.CT  Database Systems (CERT)
COMP.TECH.CORE.CT  Information Tech Core Concepts (CERT)
COMP.TECH.SUP.CT  Technical Support Specialist (CERT)
COMP.WEB.CT  Web Technology (CERT)

COMPUTER SCIENCE PROGRAMS
COMP.INFO.SCI.AS  Information Science Option (A.A.S.)
COMP.SCI.AS  Computer Science (A.S.)
### Construction Management Programs
- **CNST.AAS**: Construction Management (A.A.S.)
- **CNST.CT**: Construction Management (CERT)
- **CNST.LOR**: Construction Management (LOR)

### Criminal Justice Programs
- **CRJU.AA**: Criminal Justice Transfer Option (A.A.)
- **CRJU.AAS**: Criminal Justice (A.A.S.)
- **CRJU.ACAD.AAS**: Criminal Justice Technology (CERT)
- **CORR.AAS**: Correctional Services Option (A.A.S.)
- **CRJU.CYBER.AAS**: Cybercrime Investigation Option (A.A.S.)
- **CRJU.CYBER.CT**: Cybercrime Investigation (CERT)

### Culinary Arts Programs
- **FOOD.CULIN.AAS**: Culinary Arts (A.A.S.)
- **FOOD.CULIN.CT**: Culinary Arts (CERT)
- **FOOD.DIET.AA**: Dietetics Option (A.A.)
- **FOOD.DIET.CT**: Dietetics (CERT)
- **FOOD.SCLAA**: Food Science Option (A.A.)

### Early Childhood Education Programs
- **TCHR.ECHILD.SPEC.AAT**: Early Childhood Education/Early Childhood Special Education (A.A.T.)
- **TCHR.ECHILD.AAS**: Early Childhood Education (A.A.S.)
- **TCHR.ECE.MATHSCI.CT**: Early Childhood Education Mathematics and Science (CERT) (pending MHEC approval)
- **TCHR.ADMIN.CHILDCARE.CT**: Mastery in Administration of Child Care Programs (CERT) (pending MHEC approval)
- **TCHR.DIVERSE.POPS.CT**: Proficiency in Diverse Student Populations (CERT) (pending MHEC approval)
- **TCHR.MASTERY.CT**: Mastery in Early Childhood Education (CERT)
- **TCHR.SPECED.CT**: Early Childhood Special Education (CERT)
- **TCHR.ECHILD.LOR**: Early Childhood Special Education (LOR)
- **TCHR.SCHOOLAGE.CT**: Proficiency in School Age Care and Management (CERT)
- **TCHR.INFANT.TOD.CT**: Proficiency in Infant and Toddler Development (CERT)

### Engineering Technology Programs
- **COMPCAD.CT**: Computer-Aided Drafting (CERT)
- **ELEC.TECH.AAS**: Electronic Engineering Technology (A.A.S.)
- **ELEC.SVCOPT.AAS**: Electronic Service Technology Option (A.A.S.)
- **ELEC.ANREP.CT**: Electronics Analysis and Repair (CERT)
- **ENGR.TECH.AAS**: Engineering Technology (A.A.S.)

### Engineering Programs
- **ENGR.AS**: Engineering (A.S.)

### Environmental Studies Program
- **ENVR.STUD.AS**: Environmental Studies (A.S.)
- **ENVR.STUD.CT**: Environmental Studies (Cert.)

### Early Childhood Education Programs
- **TCHR.ECHILD.SPEC.AAT**: Early Childhood Education/Early Childhood Special Education (A.A.T.)
- **TCHR.ECHILD.AAS**: Early Childhood Education (A.A.S.)
- **TCHR.ECE.MATHSCI.CT**: Early Childhood Education Mathematics and Science (CERT) (pending MHEC approval)
- **TCHR.ADMIN.CHILDCARE.CT**: Mastery in Administration of Child Care Programs (CERT) (pending MHEC approval)
- **TCHR.DIVERSE.POPS.CT**: Proficiency in Diverse Student Populations (CERT) (pending MHEC approval)
- **TCHR.MASTERY.CT**: Mastery in Early Childhood Education (CERT)
- **TCHR.SPECED.CT**: Early Childhood Special Education (CERT)
- **TCHR.ECHILD.LOR**: Early Childhood Special Education (LOR)
- **TCHR.SCHOOLAGE.CT**: Proficiency in School Age Care and Management (CERT)
- **TCHR.INFANT.TOD.CT**: Proficiency in Infant and Toddler Development (CERT)

### Forensic Science Program
- **FORS.AS**: Forensic Science (A.S.)

### Exercise Science Program
- **FIRE.AAS**: Fire Science (A.A.)

### General Studies Programs
- **ARTS.AA**: Art Option (A.A.)
- **AFRLMER.AAA**: African American Studies Option (A.A.)
- **BIOL.AA**: Biology Option (A.A.)
- **CHEM.AA**: Chemistry Option (A.A.)
- **COMM.PR.AA**: Communications/Public Relations/ Journalism Option (A.A.)
- **COMM.SPEECH.AA**: Communication/Speech Option (A.A.)
- **COMM.WRIT.AA**: Communication/Writing Option (A.A.)
- **ECON.AA**: Economics Option (A.A.)
- **ENGL.AA**: English Option (A.A.)
- **GENL.STUDIES.AA**: General Studies (A.A.)
- **HLTH.ED.AA**: Health Education Option (A.A.)
- **INTL.AA**: International Studies Option (A.A.)
- **COMM.MASS.AA**: Mass Communication Option (A.A.)
- **MATH.AA**: Mathematics Option (A.A.)
- **MUSLAA**: Music Option (A.A.)
- **PHIL.AA**: Philosophy Option (A.A.)
- **PHYS.EDUC.AA**: Physical Education Option (A.A.)
- **PREPLAW.AA**: Pre-Law Option (A.A.)
- **PSYCH.AA**: Psychology Option (A.A.)
- **SOCI.LAA**: Sociology Option (A.A.)
- **THEATR.AA**: Theatre Option (A.A.)
- **GENL.TRAN.CT**: Transfer Studies (CERT)
- **WMST.STUDIES.AA**: Women's Studies Option (A.A.)
- **WMST.LOR**: Women's Studies (LOR)
**HEALTH SCIENCES PROGRAMS**

HLTH.INFO.PETIT Health Information Management (A.A.S.) (petitioner)**

HLTH.BILL.PETIT Medical Coding/Billing Specialist (CERT) (petitioner)**

MED.ASST.AAS.PETIT Medical Assisting (A.A.S.) (petitioner) (pending MHEC approval)

NUCL.MED.PETIT Nuclear Medicine Technology (A.A.S.) (petitioner)**

NUCL.CT.PETIT Nuclear Medicine Technology (CERT) (petitioner)**

NURS.TRANS.PETIT Nursing, LPN to RN Transition (petitioner)**

NURS.EMT.PETIT Nursing, Paramedic to RN Transition (petitioner)**

NURS.RN.PETIT Nursing, RN (A.S.) (petitioner)**

NURS.LPN.PETIT Nursing, LPN (CERT) (petitioner)**

PMD.CT.PETIT Paramedic (CERT) (petitioner)**

PMD.AAS.PETIT Paramedic (A.A.S.) (petitioner)**

RADLAAS.PETIT Radiography (A.A.S.) (petitioner)**

RESPAAS.PETIT Respiratory Therapy (A.A.S.) (petitioner)**

**HOSPITALITY SERVICES MANAGEMENT PROGRAMS**

HOSP.SERVAAS Hospitality Services Management (A.A.S.)

HOSP.SERV.CT Hospitality Services Management (CERT)

HOSPLODGE.MGT.LOR Lodging Management (LOR)

FOOD.SERV.LOR Food Service Management (LOR)

**MEETING AND EVENT MANAGEMENT**

HOSPMTG.EVENT.AAS Meeting and Event management (A.A.S.)

HOSPMTG.EVENT.CT Meeting and Event Management (CERT)

HOSPMTG.MGT.LOR Meeting and Event Management (LOR)

**HUMAN SERVICES PROGRAM**

HUMN.SERVAAS Human Services (A.A.S.)

**INFORMATION SECURITY PROGRAMS**

COMPSECUR.AAS Information Security (A.A.S.)

COMPSECUR.CT Information Security (CERT)

COMPSECUR.MGT.CT Information Security Management (CERT)

**MARKETING MANAGEMENT PROGRAMS**

MKTG.AAS Marketing Management (A.A.S.)

MKTG.CT Marketing Management (CERT)

**MEDIA PRODUCTION PROGRAM**

COMM.MEDIA.CT Media Production (CERT)

**ORNAMENTAL HORTICULTURE PROGRAM**

HORT.LOR Ornamental Horticulture (LOR)

**PARALEGAL/LEGAL ASSISTANT PROGRAMS**

PARA.AAS Paralegal/Legal Assistant (A.A.S.)

PARA.CT Paralegal/Legal Assistant (CERT)

**TEACHER EDUCATION PROGRAMS**

TCHR.CHEM.AAT Secondary Education—Chemistry (A.A.T.)

TCHR.ELEM.SPECED.AAT Elementary Education/Elementary Special Education (A.A.T.)

TCHR.ENGLISH.AAT Secondary Education—English (A.A.T.)

TCHR.PHYSICS.AAT Secondary Education—Physics (A.A.T.)

TCHR.MATH.AAT Secondary Education—Mathematics (A.A.T.)

TCHR.SPAN.AAT Secondary Education—Spanish (A.A.T.)

**TECHNICAL STUDIES PROGRAMS**

TECH.STUDY. AAS Technical Studies (A.A.S.)

TECH.ECT. AAS Electrical Construction Technology Option (A.A.S.)

TECH.ECT. CT Electrical Construction Technology Option (CERT)

**VISUAL COMMUNICATION PROGRAMS**

ARTS.GRAPHD.AAS Visual Communication/Graphic Design (A.A.S.)

ARTS.GRAPHD.CT Graphic Design (CERT)

ARTS.ILLUS.CT Illustration (CERT)

ARTS.ANIM.CT Animation and Screen-Based Design (CERT)

**SPECIAL, NON-DEGREE OFFERINGS**

TCHR.CERTI.EN Teacher Certification for School Employees

TCHR.RESID.ND Resident Teacher Program for PGCPS Employees

SPEC. EARLY.ND Early Admission for high school students

SPEC.TAG.ND TAG for talented/gifted students under age 16

SPEC.CONCUR.ND Concurrent Enrollment for high school students

**NDEG.ND**

Non-Degree-Seeking Programs which show “Pending MHEC approval” had not yet been approved by the Maryland Higher Education Commission for the award of a degree at the time this catalog was published.

**Students also should complete the Petition for Admission to Health Sciences Programs (after consulting with a Health Sciences advisor).**
FREQUENTLY CALLED NUMBERS

PHONE NUMBERS
(Area code is 301 unless otherwise noted.)

Academic Affairs, Vice President’s Office 322-0406
Admissions, General 336-6000
Advising and Transfer Services 336-6000
Alumni Association 322-0858
Athletics 322-0513
Bookstore 322-0912
Campus Police 322-0666
Career Services 322-0109
Cashier’s Office 322-0691
Center for Business and Industry Training
(CBIT) 322-0726
Child Care, Childtime Center 336-7740
Children’s Developmental Clinic 332-0519
Clubs and Organizations 322-0853
College Life Services 322-0853
Computer Labs 322-0999
Bladen Computer Center
Center for Advanced Technology
Mathematics Learning Center 583-5257
Continuing Education 322-0159
Counseling Services 322-0149
Degree/Extension Centers 322-0785
Disability Support Services 322-0838
TT or TDD 322-0122
eLearning 322-0463
Emergency 322-0111
Financial Aid 322-0822
Graduation 322-0558
Hallam Theatre Box Office 322-0444
Health Education Center 322-0845
Help Desk (Owl Link) 322-0637
Honors Program 386-7530
International Education Center 322-0750
Intramural Sports 322-0518
Joint Base Andrews
(Formerly Andrews Air Force Base) 322-0778
or 981-5949
Laurel College Center 1-443-518-4162
Toll Free 1-866-228-6110
Library General Information 322-0475
Circulation 322-0475
Research Information Desk 322-0476
Lost and Found 322-0853
Marlboro Gallery (art gallery) 322-0965
Mentoring and Retention Program 322-0730
Natatorium
(swimming pool and weight rooms) 322-0980
Placement Testing 322-0147
PLAN (Portfolio Assessment) 322-0437
Police (campus) 24 hours 322-0666
Police Academy 322-0175
Registration Information, credit 336-6000
Registration Information, noncredit 336-6000
or 322-0159
Senior Citizens Program (SAGE) 322-0882
Service Learning 322-0713
Skilled Trades Center 322-0894
Student Accounting 322-0688
Student Governance Board 322-0887
Student Records 336-6000
Student Services, Vice President’s Office 322-0412
Student Support Services 322-0681
Testing Center 322-0147
Tutoring Center 322-0748
University Town Center 277-5934
Upward Bound 341-3013
Veterans Services 322-0155
Vocational Support Services 322-0725
Weekend Courses 322-0785
Workforce Development
and Continuing Education 322-0159
Writing Center 322-0748

FAX NUMBERS
Academic Affairs 808-0960
Admissions and Records 322-0119
Athletics 583-7002
Bookstore 499-1226
College Life Services 322-0850
Continuing Education 386-7502
Financial Aid 322-0559
Health Education Center 322-0865
Natatorium 386-7523
Student Accounting 386-7507
Workforce Development
and Continuing Education 386-7502

ACADEMIC DIVISION OFFICES
Prince George’s Community College credit courses are offered through academic divisions, each emphasizing a different area of study and each headed by a dean. In most cases, academic questions or requests should be directed to the appropriate divisional office.

Health Sciences 322-0699
or 322-0733
Learning Foundations 322-0495
Learning Resources 322-0462
Liberal Arts 322-0561
Sciences, Technology, Engineering,
and Math 322-0419
Social Sciences and Business 322-0524

FOR NUMBERS NOT LISTED,
PLEASE CALL 301-336-6000
Monday through Thursday, 8 a.m.–8 p.m.,
Friday, 8 a.m.–6 p.m.,
and Saturday, 8 a.m.–1 p.m.