



**BALTIMORE CITY COMMUNITY COLLEGE**  
**2013 - 2014 CATALOG**



### **Disclaimer**

While this catalog was prepared on the basis of the best information available at the time, Baltimore City Community College reserves the right to change any information, including statement of fees, course offerings and admission and graduation requirements, without notice or obligation, in keeping with the policies of the Board of Trustees and in conformance with the laws of the state of Maryland. This catalog is not a legal document and does not constitute a contract between Baltimore City Community College and the user.

### **Non-discrimination Policy**

Baltimore City Community College is committed to a policy of eliminating unlawful discrimination based on grounds of race, color, religion, creed, gender, sexual orientation, marital status, age, ancestry, national origin, or disability in the administration of any of its educational programs, services, or activities, or with respect to employment.

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# TELEPHONE DIRECTORY

## MAIN TELEPHONE NUMBERS

General Information/ Admissions Office/  
 Call Center . . . . . 410-462-8300  
 MD Toll-Free . . . . . 1-888-203-1261

## ADDITIONAL INFORMATION

Academic Advisement . . . . . 410-462-8555  
 Academic Affairs, Vice President . . . . 410-462-7770  
 Adult and Community  
 Education Programs . . . . . 410-462-8300  
 Alumni Relations Office . . . . . 410-209-6036  
 BCCC Foundation . . . . . 410-209-6059  
 Bookstore Liberty . . . . . 410-462-8484  
 Business and Continuing  
 Education Division . . . . . 410-462-8300  
 Business and Finance Division . . . . . 410-209-6048  
 Cafeteria . . . . . 410-462-8460  
 Call Center . . . . . 410-462-8300  
 Career Development . . . . . 410-462-8470  
 Cashier Harbor . . . . . 410-986-5525  
 Cashier Liberty . . . . . 410-462-8472  
 Center for Academic Achievement . . . 410-462-8222  
 Center for Teaching Excellence . . . . 410-462-8514  
 Clarence W. Blount  
 Child Development Center . . . . . 410-462-7760  
 Computer-Assisted Labs  
 Reading CIA Lab . . . . . 410-462-8024  
 IBM CAI Lab . . . . . 410-462-7627  
 IVD CAI Lab . . . . . 410-462-7641  
 Disability Support Services . . . . . 410-462-8585  
 e-Learning . . . . . 410-462-7625  
 Facilities Help Desk . . . . . 410-462-8530  
 Financial Aid Office . . . . . 410-462-8500  
 Honors Program . . . . . 410-462-8380  
 Human Resources Office . . . . . 410-209-6007  
 Institutional Advancement, Marketing  
 and Research . . . . . 410-209-6056  
 Intercollegiate Athletics . . . . . 410-462-8320

International Student Services. . . . . 410-462-8319  
 ITS Service Desk . . . . . 410-462-7420  
 Judicial Affairs . . . . . 410-462-8505  
 Library Liberty . . . . . 410-462-8400  
 The Life Sciences Institute at  
 UMB BioPark . . . . . 410-462-8300  
 Lost and Found Harbor . . . . . 410-986-5500  
 Lost and Found Liberty . . . . . 410-462-7700  
 The Maryland Center for  
 Construction Technologies. . . . . 410-462-8300  
 Mathematics Learning Center . . . . . 410-462-8320  
 Physical Education Center . . . . . 410-462-8320  
 Phi Theta Kappa . . . . . 410-462-7497  
 President's Office . . . . . 410-209-7799  
 Preventive Dentistry Clinic . . . . . 410-462-7712  
 Public Safety / Harbor . . . . . 410-986-5500  
 Public Safety / Parking Liberty . . . . . 410-462-7700  
 Recruitment, Admissions and  
 Registration . . . . . 410-462-8300  
 Registrar's Office . . . . . 410-462-7777  
 Reisterstown Plaza Center . . . . . 410-580-2750  
 Science Resource and  
 Learning Center . . . . . 410-462-8536  
 Shuttle Bus Service . . . . . 410-462-8536  
 Student Accounting Office . . . . . 410-462-8333  
 Student Affairs, Vice President . . . . . 410-462-7676  
 Student Government . . . . . 410-462-8385  
 Student Life Office . . . . . 410-462-8385  
 Student Success Center . . . . . 410-462-8555  
 Test Center . . . . . 410-462-7666  
 Transfer Services . . . . . 410-462-8223  
 TRIO/SSS-STAIRS Program  
 Student Support Services . . . . . 410-462-8396  
 Talent Search . . . . . 410-462-8405  
 Upward Bound . . . . . 410-462-8560  
 Veteran Services. . . . . 410-462-8372  
 Vocational Support Services . . . . . 410-462-8341  
 WBJC-FM . . . . . 410-580-8500

# ACADEMIC CALENDAR

## FALL SEMESTER 2013

FALL 2013	FALL (15-WEEK)	FALL I (7-WEEK)	FALL (12-WEEK)	FALL II (7-WEEK)
Early Registration	4/22/13 - 8/3/13	4/22/13 - 8/3/13	4/22/13 - 8/3/13	4/22/13 - 8/3/13
Last Day to Pay for Early Registration: Walk-in, Online	8/3/13	8/3/13	8/3/13	8/3/13
General Registration <i>Students must pay at Registration</i>	8/5/13 – 8/28/13	8/5/13 – 8/28/13	9/12/13 – 9/18/13	10/17/13 – 10/23/13
<b>August 15 Community Forum</b>	<i>College open 5-7pm</i>	<i>College open 5-7pm</i>	<i>College open 5-7pm</i>	<i>College open 5-7pm</i>
<b>August 16 – Faculty Academy</b>	<i>No Academic Classes in Session</i>	<i>No Academic Classes in Session</i>	<i>No Academic Classes in Session</i>	<i>No Academic Classes in Session</i>
<b>August 17 – Adjunct Faculty Academy</b>	<i>No Academic Classes in Session</i>	<i>No Academic Classes in Session</i>	<i>No Academic Classes in Session</i>	<i>No Academic Classes in Session</i>
Seniors Registration (Seniors age 60 and over)	8/27/13 – 8/28/13	8/27/13 – 8/28/13	8/27/13 – 8/28/13	10/21/13 – 10/22/13
Last day to take ACCUPLACER Placement	8/28/13	8/28/13	9/18/13	10/23/13
Classes Begin	8/29/13	8/29/13	9/19/13	10/24/13
Add/Drop Period	8/29/13 – 9/5/13	8/29/13 – 8/30/13	9/19/13 – 9/20/13	10/24/13 – 10/25/13
<b>August 31 – September 2 Labor Day Weekend</b>	<i>College Closed</i>	<i>College Closed</i>	<i>College Closed</i>	<i>College Closed</i>
September 18 - Convocation	No classes 12-2pm	No classes 12-2pm	No classes 12-2pm	No classes 12-2pm
Winter / Spring Advisement Begins – Contact Advisor	9/30/13	9/30/13	9/30/13	9/30/13
Mid-Term Exams and Academic Performance Alerts Period	10/10/13 – 10/16/13	9/12/13 – 9/18/13	10/17/13 – 10/23/13	11/7/13 – 11/13/13
Last Day to Withdraw	11/3/13	10/2/13	10/30/13	11/27/30
Early Bird Online Registration for Winter/Spring 2014	11/18/13 – 12/1/13	11/18/13 – 12/1/13	11/18/13 – 12/1/13	11/18/13 – 12/1/13
<b>November 28 - 29 Thanksgiving Holiday</b>	<i>College Closed</i>	<i>College Closed</i>	<i>College Closed</i>	<i>College Closed</i>
November 30 –December 1 Thanksgiving Holiday Weekend	No Academic Classes in Session and No Student Services Available	No Academic Classes in Session and No Student Services Available	No Academic Classes in Session and No Student Services Available	No Academic Classes in Session and No Student Services Available
Deadline to indicate on Student Portal intent for Fall Semester Completion/Spring Graduation	12/1/13	12/1/13	12/1/13	12/1/13
Early Registration for Winter/ Spring 2014	12/2/13 - 12/21/13	12/2/13 - 12/21/13	12/2/13 - 12/21/13	12/2/13 - 12/21/13
Last Day of Classes	12/16/13	10/18/13	12/16/13	12/16/13
Final Exams	12/10/13 – 12/16/13	Last Class Meeting	12/10/13 – 12/16/13	12/10/13 – 12/16/13
Last Day of Fall Semester	12/16/13	10/18/13	12/16/13	12/16/13
<b>Finals - Grades Due by Noon</b>	<b>12/12/13 – 12/18/13</b>	<b>10/15/13 – 10/18/13</b>	<b>12/12/13 – 12/18/13.</b>	<b>12/12/13 – 12/18/13</b>
<b>December 24 – January 1, 2014</b>	<i>College Closed</i>	<i>College Closed</i>	<i>College Closed</i>	<i>College Closed</i>

NOTE: This Academic Calendar is subject to periodic review and revision. Please check with the College Registrar to determine if changes have been made.

# ACADEMIC CALENDAR

## WINTER SESSION 2014

Early Bird On-Line Registration	11/18/13 – 12/1/13
Early Registration	12/2/13 – 12/15/13
Last day to pay for Early Registration: In-Person and Online	12/14/2013
General Registration (payment due at time of registration)	12/16/13 – 12/21/13
Seniors Registration (Seniors age 60 and over)	12/19/13 – 12/20/13
<i>Winter Recess - College Closed</i>	<b>12/23/13 – 1/1/14</b>
Last Day to Pay for Winter Session	1/4/14
<b>Winter Session 2014 Classes Begin</b>	<b>1/6/14</b>
Add/Drop Period for Winter Session 2014	<b>1/6/14 – 1/7/14</b>
<b>Community Forum - College open 5 - 7pm</b>	<b>1/9/14</b>
Faculty Academy	1/10/14
Adjunct Faculty Academy	1/11/14
<b>Martin Luther King, Jr. Day; College Closed</b>	1/20/14
Last Day to Withdraw Without Academic Penalty	1/21/14
Winter Session 2014 Classes End	<b>1/25/14</b>
Final Grades Due by Noon	1/28/14

## Holidays/Closings

**Labor Day Weekend:** August 31 – September 2, 2013

**Thanksgiving Holiday:** November 28 – 29, 2013

**Winter Recess:** December 24 – January 1, 2014

**Martin Luther King, Jr. Day:** January 20, 2014

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# ACADEMIC CALENDAR

## SPRING SEMESTER 2014

SPRING 2014	SPRING (16-WEEK)	SPRING I (8-WEEK)	SPRING (12-WEEK)	SPRING II (8-WEEK)
Early-Bird Online Registration	11/18/13–12/1/13	11/18/13–12/1/13	11/18/13–12/1/13	11/18/13–12/1/13
Early Registration <i>Students must pay at Registration</i>	12/2/13 – 12/21/13	12/2/13 – 12/21/13	12/2/13 – 2/10/14	12/2/13 – 3/15/14
Last Day to Pay for Early Registration: Walk-in, Online	1/4/14	1/4/14	1/4/14	1/4/14
General Registration <i>Students must pay at Registration</i>	1/6/14 – 1/25/14	1/6/14 – 1/25/14	1/6/14 – 2/15/14	1/6/14 – 3/22/14
<b>???????</b> <b>Community Forum</b>	<i>College open 5-7pm</i>	<i>College open 5-7pm</i>	<i>College open 5-7pm</i>	<i>College open 5-7pm</i>
<b>January 10 – Faculty Academy</b>	<i>No Academic Classes in Session</i>	<i>No Academic Classes in Session</i>	<i>No Academic Classes in Session</i>	<i>No Academic Classes in Session</i>
<b>January 11 – Adjunct Faculty Academy</b>	<i>No Academic Classes in Session</i>	<i>No Academic Classes in Session</i>	<i>No Academic Classes in Session</i>	<i>No Academic Classes in Session</i>
<b>January 20 – Martin Luther King, Jr. Day</b>	<i>College Closed</i>	<i>College Closed</i>	<i>College Closed</i>	<i>College Closed</i>
Seniors Registration (Seniors age 60 and over)	1/23/14 – 1/24/14	1/23/14 – 1/24/14	2/13/14 – 2/14/14	3/20/14 – 3/21/14
Last day to take ACCUPLACER Placement	1/25/14	1/25/14	2/15/14	3/22/14
Classes Begin	1/27/14	1/27/14	2/17/14	3/24/14
Add/Drop Period	1/27/14 – 2/1/14	1/27/14 – 1/28/14	2/17/14– 2/18/14	3/24/14 – 3/25/14
Summer/Fall Advisement Begins – Contact Advisor	2/24/14	2/24/14	2/24/14	2/24/14
Mid-Term Exams and Academic Performance Alerts Period	3/10/14 – 3/16/14	2/17/14 – 2/23/14	3/24/14– 3/30/14	4/21/14 – 4/27/14
Deadline to indicate on Student Portal intent for Spring Semester Completion/Spring Graduation	4/5/14	4/5/14	4/5/14	4/5/14
<b>April 14 – 20 Spring Break</b>	<i>No Academic Classes in Session</i>	<i>No Academic Classes in Session</i>	<i>No Academic Classes in Session</i>	<i>No Academic Classes in Session</i>
<b>Good Friday Holiday</b>	<i>College Closed</i>	<i>College Closed</i>	<i>College Closed</i>	<i>College Closed</i>
Last Day to Withdraw	4/26/14	3/8/14	4/26/14	5/10/14
Early Bird Online Registration for Summer/Fall 2014	4/28/14 – 5/31/14	4/28/14 – 5/31/14	4/28/14– 5/31/14	4/28/14 – 5/31/14
Last Day of Classes	5/18/14	3/23/14	5/18/14	5/18/14
Final Exams	5/19/14 – 5/25/14	Last Class Meeting	5/19/14– 5/25/14	5/19/14 – 5/25/14
Last Day of Spring Semester	5/25/14	5/25/14	5/25/14	5/25/14
<b>May 26 - Memorial Day Holiday</b>	<i>College Closed</i>	<i>College Closed</i>	<i>College Closed</i>	<i>College Closed</i>
<b>Finals - Grades Due by Noon</b>	<b>5/29/14</b>	<b>3/28/14</b>	<b>5/29/14</b>	<b>5/29/14</b>
<b>June 7 – Commencement</b>	<i>No Academic or Student Services Available</i>	<i>No Academic or Student Services Available</i>	<i>No Academic or Student Services Available</i>	<i>No Academic or Student Services Available</i>

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# ACADEMIC CALENDAR

<b>SUMMER SESSION 2014</b>			
<b>SUMMER 2014</b>	<b>SUMMER I (5-WEEK)</b>	<b>SUMMER I (8-WEEK)</b>	<b>SUMMER II (5-WEEK)</b>
Early Registration <i>Students must pay at Registration</i>	4/28/14 – 5/31/14	4/28/14 – 5/31/14	4/28/14 – 7/7/14
<b>May 26 – Memorial Day Holiday</b>	<i>College Closed</i>	<i>College Closed</i>	<i>College Closed</i>
Last Day to Pay for Early Registration: Walk-in, Online	5/31/14	5/31/14	7/7/14
General Registration <i>Students must pay at Registration</i>	6/2/14 – 6/6/14	6/2/14 – 6/6/14	7/8/14 – 7/12/14
Seniors Registration (Seniors age 60 and over)	6/5/14 - 6/6/14	6/5/14 - 6/6/14	7/10/14 - 7/11/14
Last day to take ACCUPLACER Placement	6/6/14	6/6/14	7/12/14
Classes Begin	6/9/14	6/9/14	7/14/14
Add/Drop Period	6/9/14 - 6/10/14	6/9/14 - 6/10/14	7/14/14 - 7/15/14
Last Day to Withdraw	6/28/14	7/19/14	8/2/14
<b>July 4 – Independence Day</b>	<i>College Closed</i>	<i>College Closed</i>	<i>College Closed</i>
Deadline to indicate on Student Portal intent for Summer Completion/Spring Graduation	8/15/14	8/15/14	8/15/14
Last Day of Classes	7/14/14	8/4/14	8/17/14
Final Exams	Last Class Meeting	Last Class Meeting	Last Class Meeting
<b>Finals - Grades Due by Noon</b>	<b>7/18/14</b>	<b>8/8/14</b>	<b>8/21/14</b>

## Holidays/Closings

**Martin Luther King, Jr. Day:** January 20, 2014

**Spring Break:** April 14 – April 20, 2014

**Memorial Day Holiday:** May 26, 2014

**Independence Day:** July 4, 2014

NOTE: This Academic Calendar is subject to periodic review and revision. Please check with the College Registrar to determine if changes have been made.



## INTRODUCTION

Serving primarily the residents and the business community of Baltimore, Baltimore City Community College (BCCC) is a State-sponsored, urban, comprehensive, degree-granting community college with one main campus and satellite locations throughout the city. With its broad range of degree and certificate programs, affordable tuition, and extensive outreach, BCCC offers educational opportunities at all levels to the citizens of Baltimore City, the State of Maryland, and other countries. By attending BCCC, students receive the quality education and training necessary to obtain good jobs; transfer to four-year institutions; upgrade skills; or, acquire new ones to be competitive in the global marketplace. BCCC also offers continuing education programs such as General Educational Development (GED) to students seeking a High School Diploma. In addition, the College offers English as a Second Language (ESL) instruction to students wanting to strengthen their language skills and Adult Basic Education (ABE) to those students wanting to gain literacy skills. The College's Business and Continuing Education Division (BCED) partners with local business and industry to offer cost effective, state-of-the-art contract and customized training; apprenticeships and other workforce development training; industry certifications; lifelong learning opportunities; and refugee assistance services. These programs contribute significantly to Baltimore's economic and workforce development initiatives.

BCCC is both an old and a young institution. The College was founded in 1947, as Baltimore Junior College, a part of the Baltimore City Public Schools. Its mission was to provide post high school education for returning World War II veterans. In 1967, the College was renamed Community College of Baltimore and restructured as a department of the City of Baltimore. In the 1980's, shrinking resources made it difficult for the City to continue operating a quality institution of higher education. As a result, on July 1, 1990, the Maryland General Assembly created a new institution, New Community College of Baltimore, funded by the State of Maryland. The College was granted permanent state status in 1992 and renamed Baltimore City Community College.

## CORE VALUES

BCCC's core values shape its day-to-day actions and identity. We hold ourselves accountable and responsible for adhering to these basic tenets as we seek to fulfill our vision and mission.



In this spirit, BCCC commits itself to the shared community imperatives of:

**Integrity** – unwavering adherence to a strict moral or ethical code;

**Respect** – showing genuine concern and regard for the dignity of others;

**Diversity** – recognizing, accepting, appreciating and supporting individual differences;

**Quality** – exhibiting excellence;

**Learning** – gaining knowledge, skills and understanding that are useful to the individual and college community by promoting intellectual curiosity;

**Leadership** – empowering, nurturing and inspiring individuals to be leaders in their own sphere.

## COLLEGE VISION

Baltimore City Community College strives to be the leader in providing quality education that responds to and meets the needs of a diverse population of learners, adding value to lives and the community.

## COLLEGE MISSION

Baltimore City Community College provides outstanding educational, cultural, and social experiences to the citizens of Baltimore, the state of Maryland and surrounding areas. The College's accessible, affordable, comprehensive programs include college transfer and career preparation, technical training and life skills training. The College provides a variety of student services that meet the learning needs and support for an increasingly diverse student population. BCCC, a dynamic higher education institution, is responsive to the changing needs of its stakeholders: individuals, businesses, government, and educational institutions of the community at large.

# BCCC AT A GLANCE

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## ACCREDITATIONS AND MEMBERSHIPS

Baltimore City Community College is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104 (267-284-5000). The Middle States Commission on Higher Education is an instructional accrediting agency recognized by the U.S. Secretary of Education and Council for Higher Education Accreditation.

BCCC is nationally accredited by the Association of Collegiate Business Schools and Programs (ACBSP) for the offering of the following degree programs: Accounting, Business Administration Transfer, Business Management, Business Marketing, Computer Information Systems, Administrative Assistant, Legal Administrative Assistant, and Medical Administrative Assistant.

The Dental Hygiene Program is accredited by the American Dental Association Commission on Dental Accreditation.

The Health Information Technology Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) in cooperation with the American Health Information Management Association's Commission on Accreditation.

The Nursing Programs are on the list of approved schools of nursing published by the Maryland Board of Nursing. Full accreditation of the Associate Degree in Nursing Program from the National League for Nursing Accrediting Commission (NLNAC) is maintained.

The Physical Therapist Assistant Program is approved by the Commission on Accreditation in Physical Therapy Education / American Physical Therapy Association (CAPTE / APTA).

The Respiratory Care Program has earned continuing accreditation from the Committee on Accreditation for Respiratory Care (CoARC).

The Surgical Technology Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) in cooperation with the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting.

The National Association of Radio and Telecommunication Engineers (NARTE) recognizes BCCC as an "Electronics and Telecommunications Technology Institution." Graduates of the Associate degree programs in Electronics Technology and in Telecommunications Technology are eligible without testing for Technician Class III Certification.

## GRADUATE QUALITY ASSURANCE GUARANTEE

**Student Success Center  
Liberty Campus  
Main Building, Room 020  
410-462-8555**

The Graduate Quality Assurance Guarantee is designed to assure students and employers that career program graduates will be competent in the performance of their work. First, if a graduate of a career program who is seeking employment does not have a full-time job within their field of study within 90 days after graduation, the College will provide an additional 12 credits of coursework and other support services at no cost to the student. Second, if an employer is not satisfied with the quality of job performance of a career program graduate, BCCC will provide an additional 12 credits of instruction at no charge to the student or the employer.

## NON-DISCRIMINATION POLICY

Baltimore City Community College is committed to a policy of eliminating unlawful discrimination on grounds of race, color, religion, creed, gender, sexual orientation, marital status, age, ancestry or national origin, or disability in the administration of any of its educational programs, services or activities, or with respect to employment. BCCC seeks to foster positive human relations among all groups within its community, to develop positive and creative human relations programs and educational activities, and to eliminate all forms of discrimination.

## INCLEMENT WEATHER POLICY

Closing and delay information will be made available to the media no later than 5:00 a.m. (EST) for weather events affecting day operations and as soon as possible for weather events that arise during the course of daily operations. The following media will be notified:

WMAR TV 2	WBFF TV 45	WBJC 91.5 FM
WBAL TV 11	WJLA TV 7	WBAL 1090 AM
WJZ TV 13	WSMJ 104.3 FM	WTOP 1500 AM
WGMS 103.5 FM	WTOP 107.7	
www.baltimoresun.com		www.wbal.com
www.wtopnews.com		

Messages will also be posted on the College's website at [www.bccc.edu](http://www.bccc.edu); on the information line at 410-462-8300; and delivered by e2Campus for registered users. Announcements for evening classes will start as soon as possible or by 3 p.m.

## EMERGENCY TEXT MESSAGING SERVICE

Baltimore City Community College announces e2Campus. BCCC has an emergency text messaging service and it's free to register! Get added security and notification by registering through: [www.bccc.edu](http://www.bccc.edu) or [www.e2campus.com/my/bccc](http://www.e2campus.com/my/bccc).

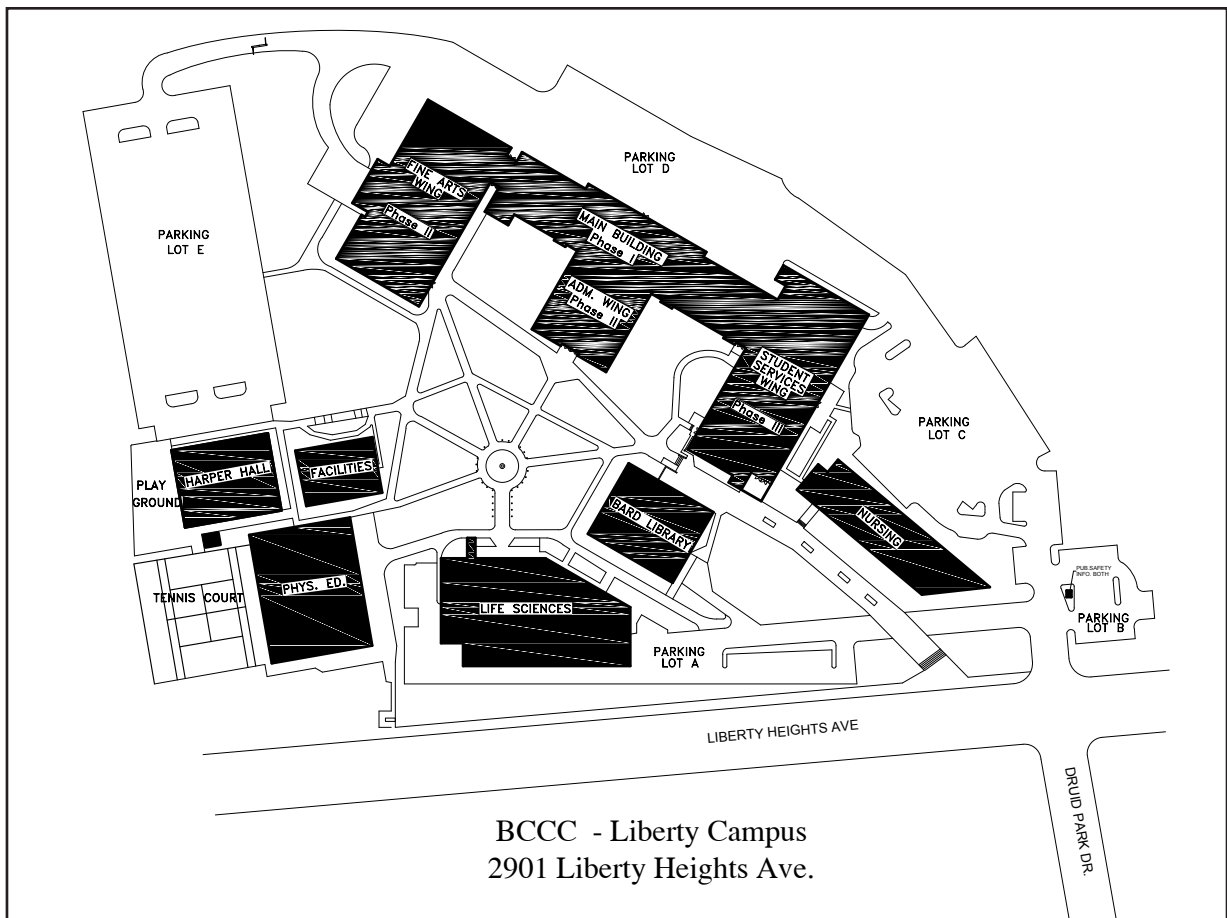
## CAMPUS FACILITIES

Baltimore City Community College has campuses in Northwest Baltimore, the Inner Harbor, and several Business and Continuing Education sites. The Business and Continuing Education Division is located at 710 E. Lombard Street. The Liberty Campus, located at 2901 Liberty Heights Avenue, is situated on 19 acres. Buildings on the Liberty Campus include the Main Building, Nursing Building, Life Sciences Building, Physical Education Center, Bard Library and Harper Hall. The Main Building, the oldest and largest facility, is undergoing a three-phase renovation—much of which is complete and already open—that will make it a state-of-the-art instructional, administrative office, and student service complex. The building houses: Student Affairs-Recruitment, Admissions and Registration, Registrar, Veterans Affairs, Student Activities, the Student Success Center; Financial Aid, Student Accounting, General Accounting, and Cashier; Public Safety; Academic Affairs; and the President's Office. The Main Building also houses classrooms, instructional labs, an open computer lab, faculty offices, a fine arts gallery, the Fine Arts Theater, cafeteria, student activities areas, bookstore, health center, game room, ATM, vending area, and telephones.

Renovation of the Main Building will continue through 2012. Phase I construction began in Fall 2001. Throughout the construction period, Harper Hall will temporarily house various offices, classrooms, and student service facilities as they are renovated. Each construction phase is expected to take approximately one and one half years to complete.

The newest Liberty Campus permanent structure is the Life Sciences Building, completed and dedicated at the College's 50th Anniversary Celebration in 1997. It houses state-of-the-art mathematics, science, and allied health and life sciences labs, classrooms, and faculty offices, as well as the offices of the William Donald Schaefer Life Sciences Institute.

The Nursing Building includes classrooms, labs, offices, and the Gaare Auditorium. The Clarence W. Blount Child Development Center is located in Harper Hall. The campus also includes the Bard Library and the Physical Education Center (PEC). When not scheduled for regular classes, PEC facilities, such as the weight room for fitness and exercise, and the basketball court open gym, are available to all students and staff. The Liberty Campus has parking lots for students and staff surrounding the buildings.



BCCC - Liberty Campus  
2901 Liberty Heights Ave.



# BCCC AT A GLANCE

The downtown Harbor Campus houses the Business and Continuing Education Division. The Business and Continuing Education Division's main offices, Training Center, and Adult and Continuing Education Program offices are located at 710 E. Lombard Street.

**Reisterstown Plaza Center (RPC)**, in northwest Baltimore, contains specialized multimedia classrooms, two computer labs, a conference room, study areas, and a comfortable student lounge. Both credit and non-credit courses are offered morning, noon and night, six days a week, to meet education and training needs at all levels.

Plenty of free parking is available with easy access to the Baltimore Beltway. RPC is easily reached by Metro and MTA.

BCCC is committed to providing accessibility to the physically challenged at all college facilities. Each new project or renovation is designed to comply with applicable Americans With Disabilities Act (ADA) regulations and life safety standards. Wherever barriers are encountered, BCCC takes appropriate action to implement barrierfree access. Ensuring that all persons are accommodated equally is of primary importance. BCCC is easily accessible by both public transportation and a free shuttle (for BCCC students, faculty and staff) between its three main sites, the Liberty Campus in West Baltimore, and the Harbor Campus in downtown's Inner Harbor and the Life Science Institute at UMB BioPark on West Baltimore Street. Use of BCCC's facilities is open to community groups. Call 410-462-8393 for more information. BCCC has designated smoking areas and is a drug-free campus. See General Policies, page 190 for full policies.

## DIRECTIONS TO BALTIMORE CITY COMMUNITY COLLEGE

### Harbor Business and Continuing Education Division 710 E. Lombard Street

**By MTA:** Metro to Shot Tower/Market Place. Buses 7, 10, 11 and 19.

**From I-83:** Take I-83 south until it becomes President Street. Cross Fayette Street and move into the right lane. Turn right on Lombard Street and go one block. The building is on your right.

**From I-95:** Follow signs to downtown (I-395). Bear right onto Conway Street. Go two blocks and turn left onto Charles Street. Go two blocks and turn right onto Pratt Street. Go seven blocks and turn left onto Market Place and go one block. BCCC Harbor Campus is on your right.

**From I-295:** Take the Russell Street exit past Camden Yards and turn right onto Pratt Street. Go 11 blocks and turn left onto Market Place and go one block. BCCC Harbor Campus is on your right.

**Parking:** Harbor Park pay garage has entrances on both Lombard Street and Market Place. Paid parking is also available at the Lockwood Parking Garage across Lombard Street.

## LIBERTY CAMPUS

### 2901 Liberty Heights Avenue • Baltimore, MD 21215

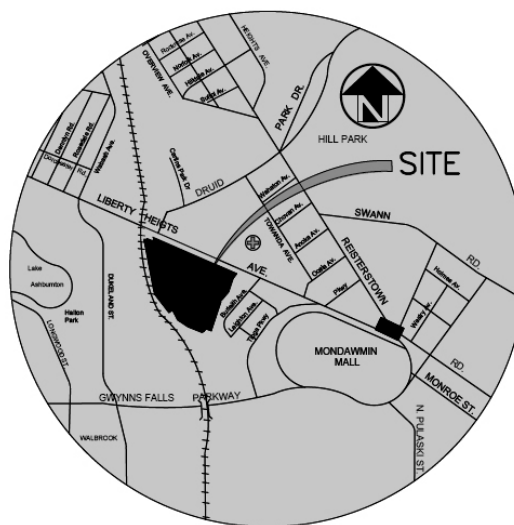
**By MTA:** Metro to Mondawmin Mall then take either Shuttlebug or buses 52, 22 to BCCC.

**From I-695:** Take Lochearn (exit 18) which exits onto Liberty Road south. Travel for about 4.5 miles. Liberty Road becomes Liberty Heights Avenue. At Druid Park Drive turn right onto the BCCC campus.

**From I-95:** Take Caton Avenue north (exit 50) past Wilkens Avenue, bear left onto Hilton Street and travel about 4 miles. Turn right onto Liberty Heights Avenue and travel south for .5 miles. Turn right into the BCCC campus at Druid Park Drive.

**Parking:** There is reserved parking around the campus buildings and there is limited on-street parking. See p. 33 for more information on parking at the Liberty Campus.

**From Harbor Campus to Liberty Campus:** Take Lombard Street one block to Gay Street. Turn right and stay in the left lane. Pass Saratoga Street and take I-83 north. Take Exit 7A and bear left onto Druid Park Lake Drive. Follow Druid Park Lake Drive around Druid Hill Park. Turn left at Liberty Heights Avenue (a domed synagogue is on the corner). Follow Liberty Heights Avenue past Mondawmin Mall to the campus, which is on the left.



BCCC - Liberty Campus  
2901 Liberty Heights Ave.

**From Liberty Campus to Harbor Campus:** From the main entrance at Liberty Campus, cross Liberty Heights Avenue onto Druid Park Drive. At the next stoplight, turn right onto Reisterstown Road. After 1/4 mile turn left onto Druid Park Lake Drive. Take I-83 south until it ends and becomes President Street. Cross Fayette Street and move into the right lane. Turn right on Lombard Street and go one block. Harbor Campus is on your right.

## OFF-CAMPUS SITES

### Reisterstown Plaza Center

**By MTA:** Metro to Reisterstown Plaza, Buses 53, 58, 59, and 60

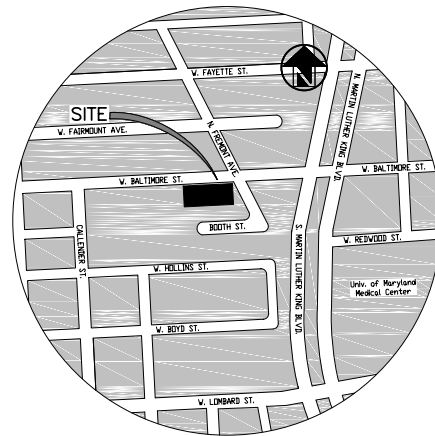
**From I-83:** Take Northern Parkway west about 3 miles. Turn right onto Reisterstown Road and travel approximately 1.5 miles to Reisterstown Plaza. Turn left at Patterson Avenue. Turn right at the third entrance to Reisterstown Plaza and follow the road behind the buildings until you come to BCCC at 6764 A.

**From I-695:** Take Reisterstown Road (exit 20) south. Go 2 miles to Reisterstown Plaza and turn right at Patterson Avenue. Turn right at the third entrance to Reisterstown Plaza and follow the road behind the buildings until you come to BCCC at 6764 A.

**Parking:** There is ample free parking in the Plaza parking lot.  
For more information, call BCCC at 410-462-8300.  
For additional MTA information, call 410-539-5000.

### THE LIFE SCIENCES INSTITUTE AT UMB BIOPARK

801 West Baltimore Street • Baltimore, MD 21201

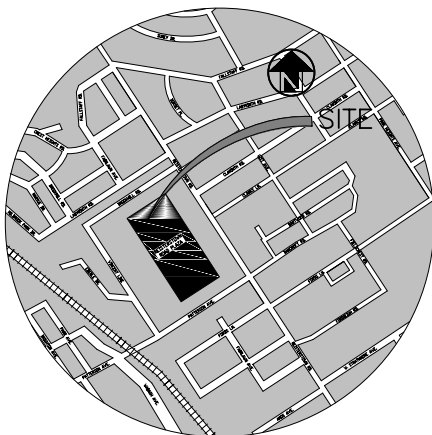


### BCCC NATIONAL WEATHERIZATION TRAINING CENTER

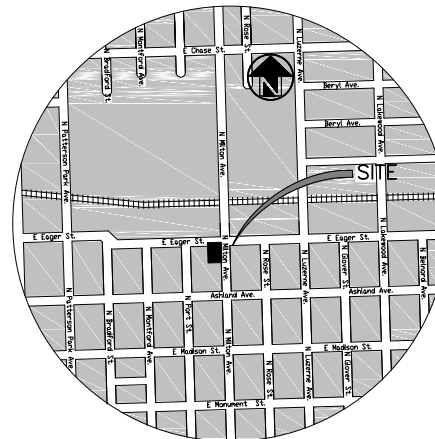
1819 East Preston Street • Baltimore, MD 21213



### REISTERSTOWN PLAZA CENTER (RPC) 6764A Reisterstown Road • Baltimore, MD 21215



### THE MARYLAND CENTER FOR CONSTRUCTION TECHNOLOGIES (MCCT) 901 West Milton Avenue • Baltimore, MD 21215



# ADMISSIONS AND REGISTRATION

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## ADMISSIONS

**Liberty Campus**  
**Main Building, Room 02**  
**410-462-8300**

### SCHEDULE PRE-ADMISSION ADVISING

Talk to a helpful admissions officer about career opportunities, steps to enrollment, financial aid, health/wellness services, disability support, curriculum options, how to get help from your academic advisor, and how to find your way around campus.

### APPLY FOR ADMISSIONS

To be admitted to BCCC the following steps must be completed as early as possible and well before the semester when admission is desired.

1. Submit an Admissions Application with \$10 application fee.
2. Submit a Maryland Residency Verification form with appropriate proof of residency.
3. Submit appropriate academic credentials:
  - An official high school transcript indicating date of graduation or
  - General Equivalency Diploma (GED) indicating scores and date of completion.
  - An official college transcript from each college attended (if applicable)
  - ACT and SAT scores (may exempt students from ACCUPLACER Placement Test)
4. Use the Transcript Request form to have your transcripts sent to BCCC.

**Degree-Seeking Students must be age 16 or older. Students under the age of 16 must contact the Director of Recruitment, Admissions and Registration for special admissions requirements.**

The admissions application and residency verification forms are available in the Admissions Office on each campus or on the BCCC website [www.bccc.edu](http://www.bccc.edu).

### VISITING STUDENTS

Students currently enrolled at another college or university who wish to earn credits at Baltimore City Community College for transfer to that college or university should obtain advance written approval from the appropriate academic department of the college or university they now attend.

Students should also bring official or unofficial copies of their transcripts to the Admissions Office to satisfy any prerequisite or co-requisite requirements.

### FULL-TIME AND PART-TIME STATUS

Full-time students take a minimum of 12 credits each semester. Any student taking fewer than 12 credits is considered a part-time student.

**Note:** In order to complete the requirements for the associate degree in two years, students usually take 15-18 credits per semester, depending on the area of study.

Students seeking admission on F-1 student visa should refer to special admissions requirements under "International Students", discussed later in this section.

## THE TEST CENTER

**Liberty Campus**  
**Main Building, Room 04**  
**410-462-7666**

### ACCUPLACER PLACEMENT TESTING

Students attending BCCC for the first time and intending to enroll in a degree or certificate program must take the College's ACCUPLACER skills assessment test before being advised by an academic adviser and before registering for classes. Preparing for the ACCUPLACER test is one of the most important things you can do to ensure success in college. Your score on this test of reading, sentence skills, and mathematics skills determines whether you start college in a developmental course or go immediately into credit bearing college-level classes. Students who prepare for the ACCUPLACER traditionally score higher than those who do not attend review sessions.

Students may take the ACCUPLACER review on the Internet. For sample ACCUPLACER questions, visit the BCCC website at [www.bccc.edu](http://www.bccc.edu). Click on Placement and Assessment Tests. Go to Review Sessions.

ACCUPLACER/sample questions. For review sessions online click on <http://blackboard.bccc.edu>. For more information, contact the e-Learning Office at 410-462-7719/7625 or e-mail [distancelearning@bccc.edu](mailto:distancelearning@bccc.edu).

To schedule an ACCUPLACER test, contact the Test Center at 410-462-7666 (Liberty).

The following students are exempt from taking the ACCUPLACER:

1. Students who score at least 550 in Math, 550 in Critical Reading, and 550 in Writing on the SAT or at least 21 in Math and 21 in Language on the ACT;
2. Students transferring credits in English and mathematics from other colleges, after their transcripts have been received and evaluated by BCCC's Office of Recruitment, Admissions and Registration;
3. Students who are not seeking an Associate degree or a certificate and have not accumulated 15 or more credits;
4. Students who are seeking a certificate program that does not require English, Reading and Mathematics as a prerequisite;
5. Students who have a degree (Associate of Arts, Associate of Science, Bachelor of Arts, Bachelor of Science or higher) from an Accredited higher educational institution.

## LOEP PLACEMENT TESTING (ESL)

Foreign-born students whose first language is not English may be required to take the Level of English Proficiency (LOEP) placement test at the Harbor Campus. For more information, call the English Language Instruction Office at 410-986-5430.

## CREDIT-BY-EXAMINATION

Credit-by-Examination is available through the College's own departmental exams and through the College Level Examination Program (CLEP) as alternatives to taking courses or to earn credits for other collegiate or "life" experiences. Contact the Test Center and individual academic departments about specific department exams or departmentally approved CLEP exams. The total number of credits earned through examination and/or transfer may not exceed 45. CLEP exams are given the fourth Tuesday of the month with registration required one week in advance. Students can download the CLEP registration form by visiting the BCCC website at [www.bccc.edu](http://www.bccc.edu). Click on Placement and Assessments Tests. Go to CLEP.

## COMPUTER LITERACY TEST

The Test Center administers the Computer Literacy Test, which enables BCCC students to fulfill the computer literacy graduation requirement. Students must pass the test with a minimum grade of 70% and this test can be taken two times. The Computer Literacy Test is one of two ways to meet the computer literacy graduation requirement. The other way to meet the requirement is by taking one of the computer literacy graduation requirement courses. These courses are listed in this Catalog under Computer Literacy Requirements.

## e-LEARNING AND DEPARTMENTAL MAKE-UP EXAMS

The Test Center also administers departmental makeup examinations and e-Learning examinations. Departmental make-up exams are given by the request of the instructor. e-Learning examinations are requested by students who are enrolled at colleges and universities in the United States and other countries. These examinations are administered by the Test Center staff. The Test Center administers examinations for online courses offered by the College. These can be taken online through Blackboard. Departmental make-up exams are also given by the request of the instructor. In addition, students who live close to the College and are enrolled in e-Learning courses at colleges and universities in the United States and other countries can request to take their examinations in the Test Center. For further details, please call 410-462-7666.

## EARLY ENROLLMENT FOR HIGH SCHOOL STUDENTS

**Liberty Campus  
Main Building, Room 02  
410-462-8300**

BCCC's Early Enrollment Program enables students to take college courses and earn college credits while still in high school. Late afternoon, evening, and weekend classes are available for your convenience. Also, classes may be scheduled at high schools with the permission of a principal and with the participation of a sufficient number of students.

- Participants must test at the 82 level in two of the three areas of the Accuplacer Test (English, Reading and Mathematics).
- Participants must have a minimum high school grade point average of 2.5 from the preceding marking period (transcripts required).
- First-time participants may only enroll in one course (1-4 credits) during their initial enrollment.
- Early Enrollment 10th grade participants are eligible in the spring semester to enroll in a Pre-100 Academic Achievement course only.
- Returning 11th grade participants are eligible to enroll in a maximum of one course (2-4 credits) in each of the fall and spring semesters.
- Returning 12th grade participants are eligible to enroll in a maximum of two courses (6-8 credits) in each of the fall and spring semesters.
- Summer participants may only enroll in one course (3-4 credits); 25 slots will be available for summer participants.
- Early Enrollment program participants may earn a maximum of 30 credits.
- High schools will be allowed a maximum of 15 participants per school (excluding schools with specific program agreements).
- Program applications must be submitted to the Office of Recruitment, Admissions and Registration two weeks prior to scheduled placement test.
- The deadlines for placement testing and registration for summer and fall enrollment are May 30 and December 15 for spring enrollment.
- Participants must register for classes with an Admissions Officer. Students who fail to register with their school's designated BCCC Admissions Officer will be responsible for any and all costs generated.
- Participants who modify their schedule after submission to the Office of Recruitment, Admissions and Registration will be held responsible for payment of any and all fees incurred.
- Participants must attend a mandatory Early Enrollment Orientation session each semester.
- Participants who intend to drop or withdraw from classes must meet with the Admissions Officer for their school or the Director of Recruitment, Admissions and Registration prior to dropping or withdrawing from the courses.



# ADMISSIONS AND REGISTRATION

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- Participants who do not complete a course with a grade of C or better will be responsible for payment in full for tuition, fees and books.
- Book awards are estimates. Students must be prepared to pay the difference up to \$20.

## INTERNATIONAL STUDENTS

**Liberty Campus**  
**Main Building, Room 02**  
**410-462-8319**

BCCC follows the admissions standards for international students recommended by the American Association of College Registrars and Admissions Officers.

International Students applying to BCCC must:

- Follow the regular admissions procedure.
- Direct all correspondence to the International Student Advisor.
- Submit the BCCC Statement of Financial Support and Address Verification Statement.
- Submit to the International Student Advisor complete, official, and translated transcripts and support materials from all secondary schools and universities. (All overseas college transcripts must be evaluated by an accredited evaluation service.)
- International students living in the United States must apply at least 60 days before the beginning of classes. Those living outside the United States must make application at least 90 days in advance.

International student applicants whose ACCUPLACER/ Placement tests scores indicate a need for improved English language skills will be referred to participate in BCCC's English Language instruction courses. International students enrolled in regular BCCC programs or in the English Language instruction courses must maintain a full-time course load (at least 12 credits).

## VETERANS, RESERVE AND NATIONAL GUARD MEMBERS, AND DEPENDENTS

**Records and Registration Office**  
**Liberty Campus**  
**Main Building, Room 07**  
**410-462-7777**

The Recruitment, Admissions and Registration Office provides information on and the processing of educational benefits for eligible veterans, reservists, and veterans' dependents. Advisement and information on veteran work-study opportunities are also available. In order to establish and maintain eligibility, veterans must:

- Complete the admissions process, making certain that an official high school transcript or GED certification is on file
- Take the ACCUPLACER and ACCUPLACER diagnostic test/ Placement tests and/or submit official transcripts from colleges/universities previously attended

- Bring DD214 for new applicants or the DD2384 (NOBE) for reservists
- Enroll in an approved program
- Be prepared to pay by personal check, money order, cash, credit card, financial aid, advance payment, or deferred tuition loan (if available)
- Bring a copy of the paid bill to the Recruitment, Admissions and Registration Office
- Report all program changes to the Recruitment, Admissions and Registration Office
- Take only those courses required for completion of the chosen program
- Report withdrawal from any courses or from the College to the Recruitment, Admissions and Registration Office
- Maintain satisfactory academic progress. Veterans' benefits are not available for repeating courses if a grade of D or better was earned.

Failure to follow these procedures will result in delays of VA certification and will place benefits in jeopardy.

## STUDENTS TRANSFERRING TO BCCC

**Liberty Campus**  
**Main Building, Room 02**  
**410-462-8300**

BCCC welcomes transfer students. After the Admissions Application is received, the Recruitment, Admissions and Registration Office evaluates all courses which students seek to transfer to BCCC. Credit is granted for General Education Requirements and courses that are applicable to a BCCC associate degree or certificate program.

BCCC has transfer agreements with all Maryland two-year and four-year colleges. BCCC will accept a maximum of 47 credits (45 academic, 2 physical education) earned through examination or transfer. Grades of "C" or better in courses compatible with BCCC programs will be accepted. Grades of D will be accepted for General Education Requirement courses from other Maryland institutions if the student's overall grade point average is at least 2.0. The final 15 credits of any degree or certificate program must be earned at BCCC and may not include any credits earned by examination.

Students should read the Maryland Higher Education Commission General Education and Transfer Regulations in the General Policies section of this Catalog (p. 164).

## TRANSFER TO HOME COLLEGE OR UNIVERSITY

Students currently enrolled at another college or university who wish to earn credits at Baltimore City Community College for transfer to that college or university should obtain advance written approval from the appropriate academic department of the college or university they now attend. Students should also bring official or unofficial copies of their transcripts to the



# ADMISSIONS AND REGISTRATION

Recruitment, Admissions and Registration Office to satisfy any prerequisite or corequisite requirements.

## MANDATORY NEW STUDENT ORIENTATION

**Liberty Campus**  
**Main Building, Room 20**  
**410-462-8300**

All first-time students attend a mandatory New Student Orientation. Students may choose to either attend a session on campus or a session online. Students who attend one of our on-campus sessions will receive an introduction to the College, obtain their ACCUPLACER scores, meet their advisors, and register. If you cannot attend one of the scheduled orientation programs, BCCC now offers Orientation On-line. You can log on to the On-line Orientation through the BlackBoard link of the main website [www.bccc.edu](http://www.bccc.edu).

## REGISTRATION/REGISTRAR'S OFFICE

**Liberty Campus**  
**Main Building, Room 08**  
**410-462-7777**

The Recruitment, Admissions and Registration Office is where students register for courses. An advisor's signature is required for walk-in registration prior to enrolling for classes. See the most recent Schedule of Credit Courses for registration dates, schedule adjustment dates, and procedures for registration. This office is also responsible for mailing transcripts, posting grades, maintaining students' academic histories, and processing graduation applications.

### REGISTRATION GUIDELINES

Students may register for credit classes during any regularly scheduled registration period. Registration dates and times are listed on the Baltimore City Community College (BCCC) Website [www.bccc.edu](http://www.bccc.edu) under the academic calendar or by calling the Department of Records and Registration at (410) 462-7777.

Students may also register for non credit courses during normal hours of operation. Note: payment is due at the time of registration.

First time students must complete a mandatory new student orientation session prior to enrolling for classes. Students can complete the orientation online via Blackboard or in person. Please contact the First Year Experience Office for more information.

There are several methods of registration:

### IN PERSON

Students may come to campus to register for courses. First, students must meet with their assigned academic advisor or with an advisor at the Student Success Center. Students complete a registration form with the guidance of their academic advisor. The registration form must be signed by the advisor and brought

to room 8 in the Main Building to be processed. Afterwards, the student will receive a schedule and bill.

### ONLINE

With online registration, students are able to enjoy the convenience of registering for their BCCC courses on their PC at home, at work, on campus, or anywhere that has a computer with an Internet connection. New and continuing BCCC students who have completed new student orientation, are in good academic standing, and have satisfied all pre-requisites (including developmental courses) can register online by following these easy six steps:

1. Access the BCCC student portal:  
<https://portal.bccc.edu/regent/>
2. Before you start, it is best to have your course(s) and index number ready. You can conduct a course search by clicking credit course search on the left side of the student portal Website, enter the corresponding semester information (session, department, course ID), and clicking submit.
3. At the student information portal, select registration and enter your social security number and pin (this is a 4 digit number consisting of your birth month and last two digits of the year). Click submit information.
4. Next click continue, select appropriate semester / session and click submit information
5. After reading the top of the page, scroll down to the worksheet and add course index numbers and click on update worksheet to show course schedule. Repeat as necessary to add / drop courses.
6. On the college student registration worksheet, click post registration to finalize registration and generate registration / confirmation which includes tuition and fees
7. Print a copy for your records.

## STUDENT RECORDS/REGISTRATION

**Liberty Campus**  
**Main Building, Room 08**  
**410-462-7777**

BCCC is in full compliance with the provisions of the Family Educational Rights and Privacy Act of 1974, Public Law 90- 247, as amended. A more detailed version of these rights is printed on p. 172 of this Catalog. Transcripts are available upon submission of a Transcript Request form in the Student Accounting office and payment of \$5 per transcript to the Cashier. Transcripts will not be released if there is an outstanding financial obligation to the College.

As a student, you have the following rights with respect to your education records under the Family Educational Rights and Privacy Act (FERPA):

1. The right to inspect and review your education records.

# TUITION AND FINANCIAL AID

2. The right to request amendment of your education records to ensure that the records are not inaccurate, misleading, or otherwise in violation of your privacy.
3. The right to consent to disclosures of personally identifiable information and education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to obtain a copy of Baltimore City Community College's Institutional Compliance Statement from the Records and Registration Office, Liberty Main Building 08.

## SEMESTER GRADES

Students can obtain semester final grades after posting by visiting the BCCC website at: <https://portal.bccc.edu/regent/>

## TUITION AND FEES

### TUITION

**Auditing**..... same as tuition per credit hour  
**Maryland Residents**..... \$88/ credit hour  
**Out-of-State and Foreign  
Non-Immigrant Residents**..... \$210/ credit hour  
(students from foreign countries who enter the College with a student or non-immigrant visa are classified as Out-of-State regardless of age or length of time residing in Maryland.)

### FEES

THE FOLLOWING FEES ARE NON-REFUNDABLE

**Application Fee**  
(paid by all students who apply) ..... \$10  
**Graduation Fee**  
(paid by all applicants for graduation) ..... \$25  
**Registration Fee**  
(paid by all students each semester) ..... \$20

THE FOLLOWING FEES ARE REFUNDABLE PRIOR TO THE BEGINNING OF THE SEMESTER

**Consolidated Fee Per Credit** ..... \$12  
**Facilities Capital Fee Per Semester** ..... \$11

### OTHER FEES

**Credit by Examination Fees**  
College Level Examination Program ..... \$65  
Test Center..... \$25  
Departmental..... \$25-\$35  
e-Learning..... \$25  
**Deferred Payment Fee**..... \$20  
**Parking Fees**  
Full-time students (per semester) ..... \$25  
Part-time students (per semester)..... \$15  
Summer only student ..... \$15  
**Returned Check Fee**..... \$25  
**Transcript Fee**..... \$ 5

**NOTE: Maryland residents age 60 and over**  
Credit courses: no tuition, \$20 administrative fee, and other mandatory fees per course  
Non-credit BCED courses: \$10 fee plus other mandatory

fees per course

\*The College reserves the right to change tuition and fees, revise course content, cancel classes, and change instructor assignments without prior notice. Enrollment is not official until payment has been made.

## TUITION WAIVERS

Baltimore City Community College waives 50% of the tuition rate for credit courses for members of the Maryland National Guard, provided that regularly scheduled course space is available, the member of the Maryland National Guard is enrolled at the College, and the Maryland Adjutant General has certified that the member has at least 24 months remaining to serve or has agreed in writing to serve for a minimum of 24 months.

## SENIOR WAIVERS

Seniors add to the diversity of our learning community and are welcome at Baltimore City Community College. In accordance with Maryland State statute, all BCCC students aged 60 years and older are eligible for the BCCC Senior Citizen Tuition Waiver. This waiver exempts senior citizen students from the payment of tuition for classes. Senior students are eligible to register on a seats available basis for credit courses.

### SENIOR CITIZEN TUITION WAIVER GUIDELINES

- The senior tuition waiver may be used on a space available basis only.
- Students may not pre-register for courses for which they plan to use a Senior Citizen Tuition Waiver.
- **Senior citizen students who choose to register earlier than the last two days of general registration may do so, and pay the full cost of tuition and fees by completing the Senior Citizen Payment Agreement Form located in the Records and Registration Office, RPC or Student Success Center at Liberty Campus.**

Senior citizen students should follow the procedures below for registration:

- See an advisor to approve and check availability of course(s)
- Register during the last two days of the general registration period for a given semester/session. (Check Schedule of Classes for dates)

For additional information about the Senior Citizen Tuition Waiver, please contact the Records and Registration Area at 410-462-7777.

## WITHDRAWAL AND REFUND POLICIES CREDIT COURSES

Students dropping or withdrawing from a credit course may be eligible for a tuition refund. Refund information appears on students' bills. The amount of refund is determined by the date on which the Add/Drop/Withdrawal form is received in the Registrar's Office, according to the following schedule for 15-week Fall and Spring regular semesters:

First week of the semester.....	100% refund
Second week.....	50% refund
Third week.....	25% refund

No refunds are made after the third week of the semester.

The refund schedule for sessions shorter than the regular 15-week semester is as follows:

Second day.....	100% refund
Third day.....	50% refund
Fourth day.....	25% refund

No refunds are made after the fourth day.

The complete refund policy is available in the Student Accounting Office.

**Note:** Students who are subject to the federal formula (pro-rata) refund calculation will have different withdrawal percentages. Details are available in the Financial Aid Office.

## NON-CREDIT COURSES

If the College cancels a non-credit Continuing Education course, 100% of the tuition and fees will be refunded.

If a student formally withdraws from a non-credit course before the first class meeting, the College will refund 100% of the tuition and fees. Refunds are not possible from the first class meeting.

## ADD/DROP/WITHDRAWAL PROCEDURE

Students dropping or withdrawing from courses must complete and file an ADD/DROP/Withdrawal Form. Failure to file will result in F grades and a bill for the courses. Stopping payment on a check, failure to pay the semester bill, or failure to attend classes does not constitute withdrawal.

ADD/DROP can be done during regular registration period office hours with a 100% tuition refund any time before classes begin. All fees are non-refundable, effective the first day of classes.

Pick up ADD/DROP/Withdrawal forms in the Student Success Center, Liberty Main 020. Return completed ADD/DROP/Withdrawal forms to the Registrar's Office, Liberty Main Building 08.

## STUDENT DEBTS TO THE COLLEGE

Debts incurred during any semester must be paid before a student can register for a subsequent semester. BCCC will deny requests for academic transcripts or diplomas until all debts are cleared. Outstanding debts will be deducted from any refund due the student. After 90 days, uncollected debts are sent to the State's Central Collection Unit. Costs incurred in collecting delinquent accounts will be charged to the student. The collection fee is 17% of the unpaid balance plus any attorney and court costs.

## BAD CHECK POLICY

Any person writing a bad check will not be allowed to pay any debt by check for six months; a certified check,

money order, or cash must be used. Any person writing a second bad check will not be allowed to write checks to BCCC. After 90 days without payment, the debt will be referred to the State of Maryland's Central Collection Unit and a 17% Collection Fee will be added plus any attorney and court costs.

## STUDENT ACCOUNT ADJUSTMENT REQUEST

The College permits adjustment to a student's account in the form of a refund based on the Withdrawal and Refund policies for credit courses. Additionally, a student's account may be adjusted for extraordinary circumstances causing exceptions to those policies. An Appeal Request for such exceptions must be submitted immediately, and no request will be considered 30 days beyond the semester in question. Forms may be obtained from the Student Accounting Office, Liberty Main 138.

## STATEMENT OF RESIDENCY

Baltimore City Community College assesses tuition on the basis of residence. A person who has been domiciled in the state of Maryland for a period of not less than three consecutive months prior to the date of enrollment at the College shall be considered a state resident. Domicile is defined as a person's permanent place of abode where physical presence and possessions are maintained and where the person intends to remain indefinitely. Additionally, the domicile of any student who received more than one-half of his or her financial support from others within the last 12 months is the domicile of the person contributing the greatest portion of support, without regard to whether the parties are related by blood or marriage and without regard to student's current address. A student under the age of 18 years of age may claim his/her residence as that of his/her parents or legal guardians.

Some non-immigrant visa types may not be eligible for in-state tuition depending upon their United States Citizenship and Immigration Services (USCIS) visa status. For more information, contact the Office of Recruitment, Admissions and Registration, or refer to the BCCC website— [www.bccc.edu](http://www.bccc.edu). A student failing to complete the Statement of Residency on the Admissions Application and provide appropriate documentation for residency classification will automatically be classified as an out-of-state resident for tuition purposes.

Military personnel and their dependents will be considered domiciled in the state of Maryland if they are domiciled in the state of Maryland at the time of entry into the service or if they are currently stationed in the state of Maryland and remain on active duty.

A foreign national admitted to the United States on a temporary student or visitor visa may not be considered a Maryland resident.

It is the responsibility of the student enrolling at the College to declare the proper residency status.

# TUITION AND FINANCIAL AID

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Students are required to sign a statement verifying their residency. The burden of proof of domicile is upon the student who provided the documentation which substantiates his/her claim. A student who is discovered to have been improperly classified as a state resident will be reclassified as an out-of-state resident and will be required to pay the College the difference in tuition.

Misrepresentation of facts in order to evade payment of out-of-state resident tuition may be considered cause for disciplinary action. The College requires students to provide proof of residency based on, but not limited to, one or more of the following:

- Maryland driver's license address
- Motor vehicle registration address
- Address on income tax documents
- Voter registration address
- Uninterrupted presence at home address, including months when the College is not in session
- Presence of possessions at the student's residence or home rental or ownership.

## FINANCIAL AID

**Liberty Campus**  
**Main Building, Room 024**  
**410-462-8500**

**BCCC Foundation, Inc.**  
**Harper Hall, Room 109**  
**2901 Liberty Heights Avenue, Liberty Campus**  
**410-462-8328**

The Financial Aid Office is dedicated to helping students and their families remove the financial barriers that may discourage them from attending college. Student financial aid is any grant, scholarship, loan, benefit, or employment opportunity provided to help students meet their educational-related expenses. Aid is usually provided by private foundations, federal and state governments, and by colleges and universities. BCCC participates in most major federal and state programs. BCCC does not participate in the FFEL or Direct Loan Programs.

Through the BCCC Foundation, the College offers various scholarships and book awards, including the innovative Workforce Scholarship for working adults. Applications for Foundation Scholarships are available through the College's website at [www.bccc.edu](http://www.bccc.edu). The College also has a "Scholarship Matrix" publication that lists various scholarships along with their criteria and deadlines for application. The most up-to-date scholarship matrix can be found online at [www.bccc.edu](http://www.bccc.edu).

The amounts and types of financial aid are determined by federal, state, and local guidelines. Students and parents are expected to make a reasonable contribution toward educational expenses, based on the family's

financial ability to contribute. Students are usually offered financial aid "packages" consisting of grants and employment. Grants and scholarships are regarded as "gift" assistance and need not be repaid. If aid is offered in the form of a job, the student is paid an hourly rate.

Federal and most state financial aid programs are based on need. Students must reapply each year for most of these programs. Awards are made on a first-come, first-served need basis. Students selected by the federal government for verification must submit the required documentation to the Financial Aid Office before eligibility is determined.

Students considering withdrawing from courses must see an academic counselor and a financial aid counselor. Course withdrawals may have a negative impact on the student's academic record, and financial aid may be reduced or canceled. Financial aid recipients have the right to appeal financial aid decisions. Details are available from the Financial Aid Office.

## DEADLINES - APPLY EARLY!

Students apply for financial aid each academic year starting January 1st. Most forms of financial aid require the Free Application for Federal Student Aid (FAFSA). Students can complete the FAFSA online at [www.fafsa.gov](http://www.fafsa.gov)

Applications are processed throughout the academic year, but the earlier you complete your application the better your chances of receiving aid. The best time to apply is in January or February before the fall semester of the year you plan to enroll. Please apply at least six weeks in advance of the following dates to ensure time for proper processing:

- Maryland State Scholarship: March 1
- BCCC Scholarships, Federal Work-Study, and Federal Supplemental Educational Opportunity Grant: June 1

## ELIGIBILITY REQUIREMENTS

Being eligible does not guarantee you will receive an award.

To be eligible to receive financial aid, you must:

- Be a U.S. citizen or an eligible non-citizen
- Be a high school graduate or have earned an equivalent diploma
- Be enrolled as a regular student in an eligible program
- Be making satisfactory academic progress
- Not be in default on any federally insured student loan and not owe a refund on a Title IV grant
- Be registered with the Selective Service if required
- Have a valid Social Security number
- Have no convictions for the sale or possession of illegal drugs while receiving federal student aid

Financial assistance from federal programs is based on need. Your award, if you meet the eligibility



requirements, depends on your and your family's ability to meet college costs based on Cost of Education minus Family Contribution equals Need. Cost of Education includes tuition, fees, room, board, books, supplies, transportation, child care, costs related to a disability, and miscellaneous expenses. Family Contribution is the amount you and your family reasonably could be expected to pay toward your college education, determined by a federal formula.

## STEPS TO RECEIVING FINANCIAL AID

- Complete the Free Application for Federal Student Aid (FAFSA) or the renewal FAFSA, on the Web at [www.fafsa.gov](http://www.fafsa.gov). The Financial Aid Office staff is available to review your application and assist you in completing the FAFSA. Workshops are available periodically.
- Keep your copy of your Student Aid Report (SAR) for your files. Respond to all letters you receive from the Financial Aid Office.
- After receiving an electronic copy of your data, the Financial Aid Office will review your information. If the federal government or the college selects your application for verification, the Financial Aid Office will request additional information from you before awarding federal assistance.
- Even if you are not selected for federal verification, the Financial Aid Office can still request additional information from you.

Once the Financial Aid Office has determined that you are eligible for an award, it will do the following:

- Make an award to you based on your eligibility and availability of funds. Remember, no award is guaranteed.
- Mail you an award letter. This document lists the types and the amounts of aid you have been awarded. Keep the award letter for your files.
- Establish a book voucher for you in the Bookstore if your award is greater than your tuition and fees. If you need additional funds to purchase books, see a financial aid counselor.
- Authorize aid to your account other than Federal Work-Study, after the refund period. If you are due a refund for indirect educational expenses, a check will be mailed to your home.

The Financial Aid Office awards aid in the following order:

1. Private Scholarships/Benefits
2. Federal Pell Grant
3. Federal Supplemental Educational Opportunity Grants
4. Federal Work-Study
5. State Scholarship
6. BCCC Scholarships

## OTHER FACTS ABOUT YOUR AWARD

- Your financial aid is only an estimated award until the aid is applied to your account.
- All awards are estimated, based on full-time status.

- The award amounts may change if you decrease the number of credits you are taking or if your eligibility changes.
- If you withdraw from all classes before 60% of the semester has elapsed, the federal government requires the College to do a recalculation of your financial aid. Details are available in the Financial Aid Office.
- The award you receive for an academic year will not carry over to the next academic year. You must re-apply annually for financial aid. The best time to apply is in January or February before the fall semester of the year you plan to enroll.
- You may use any federal Pell Grant funds not used during the regular academic year to pay for summer classes.
- If you have been awarded Federal Work-Study, you must work to earn the amount of your award. Approved Work-Study sites are located both on-and off-campus.

## ACADEMIC STANDARDS FOR STUDENTS RECEIVING FINANCIAL AID

Students who receive federal and state grants and federal work-study must comply with the Financial Aid Office Standards of Academic Progress Policy. This policy is not the same as the Academic Standing Policy.

The student's records will be reviewed at least once per year before any awards are made. The student's entire academic history at the College will be reviewed (regardless of how long ago the student attended) to determine academic eligibility for aid for the current year. This review applies whether or not the student previously received aid.

A copy of the complete Satisfactory Academic Progress Policy is available in the Financial Aid Office. It is the student's responsibility to become familiar with the policy to avoid any possible loss of financial aid.

**Note:** Financial Aid aid not available for auditing or non-credit courses other than in Academic Development or English Language Instruction. Also, federal financial aid is not available to students to take additional academic development courses once they have attempted 30 equivalent credits in academic development studies courses. There are no exceptions.

## REPEATED COURSES

Students may not receive federal grants for courses that they have previously completed with a grade of "C" or better. A student that did not successfully complete a course may repeat that course only once and receive federal financial aid.

## APPEAL PROCESS

Appeals regarding the lack of Satisfactory Academic Progress must be made in writing to the Financial Aid Office. Reasons for appeals include:

- Personal illness or accident (physician verification required)
- Serious illness or death within immediate family

# TUITION AND FINANCIAL AID

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- Other extenuating circumstances
- Appeal forms are available in the Financial Aid Office.

## TAX CREDITS AND DEDUCTIONS FOR COLLEGE STUDENTS

There are several tax credit programs, including the Hope Tax Credit and Lifetime Learning Credit, which reduce the amount of taxes owed to the federal government, as opposed to a tax deduction reducing the amount of income subject to taxation.

## GRANVILLE T. WOODS SCHOLARSHIP

Students must be high-achieving graduates of public, parochial or private high schools in Baltimore City with a minimum 3.0 GPA and excellent recommendations to be considered for the Woods scholarship. Students must be Baltimore City residents. Candidates are required to submit an application, including an essay and SAT scores. Accuplacer Placement Test assessments and interview scores are also given consideration. College credit is also granted for qualifying scores from the College Board Advanced Placement Program. Applicants must enroll as fulltime students at BCCC, with a commitment to transfer to a four-year college. The scholarship package includes exceptional benefits: tuition, fees, textbooks, a laptop computer, seminars, cultural events, study abroad, and prestigious internship opportunities. Articulation arrangements are in place to transition to honors programs at well-regarded universities. For more information, call 410-462-8300. Applications must be submitted by April 1.

## REGINALD F. LEWIS SCHOLARSHIP

The Reginald F. Lewis scholarship is offered to high school graduates of the Baltimore City Public School System with a minimum 3.0 GPA. All applicants must be recommended by their counselor or principal. Candidates need to be Baltimore City residents. The application requires submission of an essay and Accuplacer Placement Test scores. The scholarship provides \$1,000 per semester for full-time enrollment and \$500 per semester for part-time enrollment. The scholarship includes opportunities to participate in seminars and to attend cultural events. Call 410-462-8300 for additional information. Applications must be submitted by May 1.

## WILLIAM DONALD SCHAEFER HONORS PROGRAM

Applicants for the Honors Program Scholarship must have acquired a minimum of 20 college credits with a 3.25 GPA and be Baltimore City residents. The scholarship provides funds for tuition and a stipend for textbooks. Students must be enrolled in college-level courses and any non-credit prerequisites must be completed. Participants must take at least two honors classes per semester. Candidates may be enrolled as either full-time or part-time students. Call 410-462-8300 for additional information. Applications must be submitted by May 30.

## ACADEMIC INFORMATION

### DEGREES GRANTED

*Associate of Arts (AA)* - recognizes mastery in the liberal arts and in the fine arts and is intended for transfer to equivalent programs at four-year institutions.

*Associate of Science (AS)* - recognizes mastery in science or technology with a heavy emphasis on undergraduate mathematics or science and is intended for transfer to programs at four-year institutions.

*Associate of Applied Science (AAS)* - recognizes the mastery of vocational-technical occupation skills and is intended for those seeking immediate employment opportunities. Graduates with an AAS degree may transfer to a technical program such as a Bachelor's Technology degree or to non-technical courses at a four-year institution.

### CERTIFICATES GRANTED

Certificates requiring up to 45 credits may be earned. A certificate, while less than a degree, is an accomplishment in itself; many certificate programs meet professional and government certification standards and/or requirements. Some certificate requirements are established by outside professional or government agencies.

### FULL-TIME STUDY

Full-time students are those who register for a minimum of 12 credits per Fall or Spring semester. To complete the requirements for the Associate degree in two years, however, students will need to take 15 or sometimes as many as 18 credits per semester, depending upon the program of study. Students who want to take more than 18 credits must have a cumulative average of at least 3.0 and the permission of the Dean of Student Development. This policy applies to all academic sessions including Summer.

### DECLARATION OF PROGRAM ("MAJOR")

Students are encouraged to declare a "major" before completing 15 credits. Students who have not declared a "major" upon completing 15 credits are assigned to the General Studies Transfer Program (Code 008) and appointed an academic advisor. Upon declaration of a major, students are reassigned to an advisor in their field of study.

### GRADUATION REQUIREMENTS

Degrees and certificates are awarded in December and May of each academic year. Applications for graduation are available in the Registrar's Office and must be submitted by the fourth week in September for December graduates and the second week in February for May graduates. Commencement is held once a year following the Spring semester.

Associate degrees are awarded to students who meet all of the following requirements:

- A minimum 60 academic credits plus two credits in Health and Life Fitness, effective Spring 2001. Any student who re-entered the College in Spring 1988 or later may not include credits earned in ENG 80, ENG 81, RDG 80, and /or RDG 81 as part of the required 60 academic credits
- Grade Point Average (GPA) of at least 2.0 (equivalent to a C average)
- Last 15 credits were earned at BCCC
- Completion of the General Education Requirements (30-36 credits for AA and AS degrees; 21-22 credits for AAS degree) in addition to Instructional Program requirements
- Demonstration of computer literacy by successful completion of approved computer literacy course or passing the computer literacy test administered by the Test Center
- Completion of PRE 100 by students who enter as first semester degree-seeking or certificate-seeking candidates. (Some instructional program "majors" have orientation courses that meet the PRE 100 requirement.)
- Successful completion of ENG 101 with a grade of "C" or better
- Meeting all requirements within 10 years of initial enrollment; re-entering students who have been away for two or more semesters (excluding summers) must meet any new program requirements.

No simultaneous certificates and degrees are awarded in the same specialization. A second Associate degree can be awarded if the student completes a minimum of 15 credits beyond the requirements for the first degree, and completes all requirements in the second specialization. Students majoring in the General Studies Transfer Program may not apply for a second Associate degree.

Certificates are awarded to students who meet all of the following requirements:

- 2.0 or better cumulative Grade Point Average (GPA)
- Completion of all College, program, and course requirements
- Completion of PRE 100 by students who enter as firstsemester certificate-seeking students (some instructional programs have orientation courses that exempt their students from PRE 100.)
- Demonstration of computer literacy by successful completion of approved computer literacy courses or passing the computer literacy test administered by the Test Center.

## COMPUTER LITERACY REQUIREMENT

All BCCC students must meet the College's Computer Literacy requirement in order to receive a degree or a certificate. Students can meet this requirement in three ways:

1. By enrolling in one of the majors listed below.
2. By taking one of the computer courses listed below and passing the course with a "C" or better.
3. By passing the College's Computer Literacy Test with a minimum grade of 70%.

## MAJORS THAT SATISFY THE COMPUTER LITERACY REQUIREMENT

- Accounting
- Administrative Assistant
- Business Administration
- Computer-Aided Drafting and Design
- Computer Information Systems
- Computer Science
- Fashion Design
- Health Information Technology
- PC Applications Specialist
- Word and Information Processing

## COURSES THAT SATISFY THE COMPUTER LITERACY REQUIREMENT

- BUAD 112: Computers for Business Management
- BCA 104: Introduction to Operating Systems
- BCA 155: Word Processing for Business Applications
- CADD 101: Introduction to CADD
- CISS 109: Principles of Computer Information Systems
- CLT 100: Computer Literacy
- CSC108: Programming in C
- FASH 202: Computer-Aided Pattern Design
- HIT 232: Computer Applications in Healthcare
- HIT 251: Healthcare Management and Supervision
- OFAD 119: Word Processing Applications I

The College's computer literacy test can be taken two times. The test is given Monday through Thursday at 10:00 a.m., 1:00 p.m., and 5:00 p.m. and on Friday at 10:00 a.m. and 1:00 p.m. and on Saturday at 10:00 a.m.

## PRE-100 ORIENTATION COURSE

All first-time full- and part-time degree and certificate-seeking students are required to complete the PRE-100 course within the first six credits. Preparation for Academic Achievement is a one-credit required orientation course in which students focus on strategies for personal and academic success. Transfer and readmitted students who have completed 15 or more credits toward their degree or certificate can be exempted from this requirement.

# ACADEMIC INFORMATION

## ALTERNATIVES TO TRADITIONAL CLASSES

See also "Credits for Non-Traditional Learning," General Policies, p. 159.

### e-LEARNING

**e-Learning Office**  
**Liberty Campus**  
**Harper Hall, Room 111**  
**410-462-7625**

Many BCCC courses offered on campus are also offered online. Thus, busy adults have the convenience of learning anytime, anywhere, and of reaching their educational goals while meeting job and family responsibilities. Students register for e-Learning courses the same way they do traditional classes, provided they meet specific requirements for each delivery format, listed below.

e-Learning courses are suitable for mature, motivated and disciplined learners who appreciate the convenience and flexibility of this educational format. More information is available online at [www.bccc.edu](http://www.bccc.edu). Click on "e-Learning."

### Online and Hybrid Courses

Online courses are taught via the Internet and comprise at least 80 percent of online semester contact hours. Students may be required to take exams on campus to ensure the integrity of the tests. Students communicate with their instructors and with one another asynchronously (not in real time) through Blackboard, the course management system used at the College. Course documents, assignments and projects are exchanged through Blackboard (<http://bccc.blackboard.com>).

Hybrid courses are taught partly online, partly in the classroom. Students enrolled in hybrid courses must attend specific on-campus sessions and complete the rest of the coursework online. Check the *Schedule of Credit and Non-credit Courses* for specific dates, times, and locations for the on-campus sessions.

Students who wish to enroll in online or hybrid courses must have access to a Pentium-classed computer with at least 32MB RAM and Windows 2000, XP or Vista, or Mac OSX (or later) Windows Pentium 2 processor or better (Pentium 3 recommended), or Macintosh G3 or higher 256 megabytes (MB) RAM or more (512 recommended) 800×600 screen resolution (1024×768 recommended) 1 gigabyte (GB) of hard drive space, an Internet connection and a Web browser. BCCC open lab computers can be used for online courses.

Students must have adequate computer skills in order to be able to successfully complete these courses. For a self-test of computer skills, access the BCCC website at <http://www.bccc.edu>. Click "e-Learning" and then "Are online courses for you?"

## ORIENTATION FOR STUDENTS ENROLLED IN ONLINE AND HYBRID COURSES

All students taking online or hybrid courses for the first time are required to attend a two-hour Online Student Orientation. During orientation, students learn about student and faculty expectations in online courses and are familiarized with Blackboard. Dates, times, and locations for the orientation sessions are available on the College's Web site (click on e-Learning) and on Blackboard -<http://bccc.blackboard.com> and are also provided in the *Schedule of Credit and Non-credit Courses*. For more information, email [online@bccc.edu](mailto:online@bccc.edu).

## Verification of Students' Identity in Blackboard

BCCC's learning management system, Blackboard, is fully integrated with student and College data. All credit courses offered at the College, and all individuals that are provided with a College email address, are automatically created in Blackboard through a snapshot integration of the two systems. Accordingly, students who are registered for online courses receive a unique login based on their personal information that includes a combination of their names and date of birth. Once students first login to Blackboard, they are encouraged to change their password and edit their profile. The formula used for the creation of students' usernames and default passwords is the same for both Blackboard and the student email system.

In many online courses, students are required to come on campus for testing where their photo IDs are checked, and they complete their exams during proctored conditions. At orientation, students are instructed to keep their login private and to comply with BCCC's Code of Conduct, which addresses issues of academic honesty.

## BCCC GRADING SYSTEM

The grading system is based on the "grade point" of each letter grade; the student's Grade Point Average (GPA) is then calculated:

Letter	GP	Value
A	4	Excellent
B	3	Above Average
C	2	Average
D	1	Below Average but Passing
F	0	Failing

The following grades indicate non-completion of courses with a grade value of 0, but only F is counted in the GPA.

S	Satisfactory
U	Unsatisfactory
AU	Audit



- I** Incomplete. By written agreement with the instructor, the student may have an additional six weeks to finish classwork or receive an F grade.
- IP** In Progress. IP does not affect GPA and is given in specifically approved English 101 courses.
- W** Withdrawal. Failure to withdraw officially may result in an F grade. See Add/Drop/Withdrawal Policy.
- WX** Withdrawal Due to Extenuating Circumstances. Documentation of illness or job change must be submitted to the Registrar's Office.
- CL** Credit earned through the College-Level Examination Program (CLEP).
- EX** Credit earned through Departmental examination or other evaluation.

Students will not receive grades until all financial obligations are met.

## CHANGE OF GRADE

No grade change will be permitted after the lapse of one calendar year calculated from the last day of the semester in which the course was given except under exceptional circumstances. Grades will not be changed without a detailed explanation and documentation. The grade change will not be final until approved.

## GRADUATION HONORS

Graduation honors are awarded to students who qualify for the associate degree as follows:

- High Honors - Overall GPA of 3.75 and above
- Honors - Overall GPA of 3.25 to 3.749

## SCHOLASTIC HONORS

Scholastic honors are awarded to students who qualify with a GPA of 3.0 and above with minimum 12 credits that semester, no grade lower than D or S, and all credits earned at BCCC. These honors are designated on the student's official college transcript.

- Distinguished Scholar - Semester GPA 3.5 and above
- Meritorious Scholar - Semester GPA 3.0 to 3.499.

## COURSE SUBSTITUTIONS AND EXEMPTIONS

Students are required to fulfill all program requirements. In exceptional cases, such as when a student is in his/her final term and the course he/she requires has not been scheduled, the student may be permitted to substitute another appropriate course that produces similar competencies and involves similar areas of knowledge. A completed Course Substitution Form must be submitted to the Registrar's Office after it is approved by the Chair of the Department offering the course, the Coordinator of the student's program, and the Vice President for Academic Affairs. The code SB

appears on the student's record.

A student may be granted an exemption from a required course or from a program requirement only when the Department offering the course or program has identified another course, credential, or other experience as meeting the stated requirement. Official documentation from the Department Chairperson and the course or Program Coordinator is required. The code XM appears on the student's record.

## INDEPENDENT STUDY

Students are expected to complete their programs through the normal schedule of courses. However, students in their last term are permitted to apply for required courses as Independent Study, provided that all the following conditions have been met:

1. The student is in his/her last term.
2. The course is required by the student to complete a degree or certificate program.
3. The course is not being offered on the term schedule, or the time of the course conflicts with another course the student needs to take.
4. No appropriate course substitution can be found.
5. The Independent Study is approved on the Independent Study Form by the respective Dean and Vice President for Academic Affairs.

Each application of Independent Study will be carefully reviewed and approved by the Academic Chair, Dean and the Vice President for Academic Affairs. Students are advised, however, that the College is under no obligation to provide this option. When the Independent Study is approved, the student will meet with the faculty assigned on a weekly basis. A course taken as Independent Study will cover the same content as the regularly scheduled course and have the same requirements and evaluation as outlined in the course syllabus.

A student in his/her last semester may earn credit independent of a classroom setting for a specific course described in this Catalog when the course is not offered in the semester schedule but is required in order to complete a degree or certificate program. For more information, see p. 142.

**Note:** The College is under no obligation to provide this option.

## INDIVIDUAL STUDY

Talented students may earn credit in certain disciplines through special projects, research, creative work, internships, or other means of independent academic pursuit without conforming to the restrictions of a traditional classroom setting. Individual Study credit may be earned only for a course that deals with content not included in an existing BCCC course. Individual Study is different from and should not be confused with Independent Study. For more information, see p. 142.

# ACADEMIC INFORMATION

## AUDITING

A student with the necessary prerequisites and the written approval of the Department Chair may audit a course on a space-available basis. Students who audit a course are not evaluated for a course grade and do not receive credit. The tuition and fees for an audited course are the same as those charged for a credit course. Financial Aid does not cover audited courses.

Students must indicate at registration that they are auditing a course. Students may change their status from audit to credit or from credit to audit only during the Add/Drop period. Since no credits are earned, audited courses are not computed in the student's grade point average. The grades report will show an audit in the grade column.

## CLASS ATTENDANCE

All students are expected to attend all class sessions. Regular attendance on time at all classes is a minimum academic obligation and is considered by the College to be an integral and vital aspect of the learning process. Students who attend class regularly are more likely to earn satisfactory grades. Lateness or failure to attend class may seriously jeopardize a student's performance and academic standing. The student is responsible for the content presented and/or assigned even if class is missed because of late registration, illness, or any other factor. Class attendance is required for federal financial aid recipients.

## CHILDREN IN CLASSROOMS/ LABORATORIES

To ensure the safety of children, those under the age of 16 must not be left unattended on college property. To prevent disruption of the learning process, children are not permitted in classrooms or laboratories when classes are in session. Faculty members may make exceptions in individual cases provided that the learning process is not disrupted.

## REPEATING COURSES

Students are expected to make academic progress in all their courses. When students do not successfully complete a course, they are permitted to repeat it one time. The College believes that both students and the institution must act responsibly to ensure the effective use of their resources, time, and finances; therefore, students may not register to take a course for a third time (including class withdrawals) without visiting the Student Success Center. The grade received each time a student enrolls in a course is posted on the student's official transcript; however, only the highest grade received in the course is computed in the student's Grade Point Average (GPA). For financial aid purposes, a student may repeat a course once and receive financial aid only if the student has not received a grade of "C" or better.

It shall be the policy of Baltimore City Community College to restrict students from continuously repeating courses for which they have received financial aid for

payment of tuition and fees and for which they have received a grade of "C" or better. Therefore, students who receive a grade less than a "C" are permitted to repeat that course one time only. Withdrawals are not included in this policy.

However, if the student chooses to repeat a class which was twice paid for by financial aid, he or she must assume the cost of tuition and fees for the third attempt. This policy is consistent with the intent of the federal Satisfactory Academic Progress regulations.

## EFFECT OF WITHDRAWAL ON ACADEMIC STANDING

Each semester the College establishes and publishes a course withdrawal deadline date. If for any reason you need to withdraw from a course, complete and submit to the Registrar's Office the Withdrawal Form before the deadline date. By doing so, you will receive a W. Failure to take this action could result in a grade of F and a bill for the course(s). Grades of F, like grades of A, B, C, and D, are value weighted and are used to determine your Grade Point Average (GPA). W, on the other hand, does not affect GPA.

It is your responsibility to withdraw officially from any class that you will not be able to complete successfully. By taking this action, you will be helping to safeguard your immediate GPA, your permanent grade history, and possibly your financial aid. See Add/Drop/Withdrawal Procedure.

## ACADEMIC STANDING

Academic Good Standing at BCCC indicates that a student is progressing toward completion of a certificate or degree program. The College adheres philosophically to the concept of open admission; however, program completion and graduation require that students perform at a highly competitive level.

A student is placed on Academic Warning if he/she attempts six credits or more in a semester and:

- fails to complete 50% of the credit load in that semester (receives grades of W, WX, F, U, I, or IP) or
- fails to maintain a Cumulative Grade Point Average (GPA) consistent with the College's minimum academic standards, as follows:

ASSOCIATE DEGREE PROGRAMS		CERTIFICATE PROGRAMS	
Minimum Credits Attempted	GPA	Minimum Credits Attempted	GPA
6-11	.80	3-6	.80
12-23	1.20	7-12	1.20
24-35	1.50	13-17	1.50
36-47	1.80	18-23	1.80
48	2.00	24	2.00

Academic Warning is indicated by Academic Warning printed on the Student Inquiry Report in the Academic Status area. The student on Academic Warning is not

permitted to participate in Early Registration until the grades for that current semester are available. A student in Academic Warning status must review his/her program plans with a Student Success Advisor, who will provide an assessment of future course load and corrective measures.

The academic load carried by a student on Academic Warning may be limited. At the end of the probationary semester, the student's record is reevaluated. If the problem persists, the student is subject to Academic Dismissal.

A student is academically dismissed from the College when he/she attempts six or more credits while on Academic Warning and:

- fails for a second consecutive semester to complete 50% of the credit load in that semester (receives grades of W, WX, F, U, I or IP) or,
- fails for a second consecutive semester to maintain a Cumulative Grade Point Average (GPA) consistent with the minimum academic standards of the College.

Dismissal is indicated by Academic Dismissal printed on the Student Inquiry Report in the **Academic Status area**. The student is required by written notice from the College to attend a mandatory Student Success Workshop followed by a reinstatement hearing with a Student Success Advisor to formulate an educational plan for completion of coursework. A student who is denied reinstatement may appeal to the Director of the Student Success Center. The student must sit out of the College for a period of one semester. A student who has been academically dismissed will be eligible to return to the College according to the following schedule:

Academic Term	Eligible to Return
<b>Dismissal Imposed</b>	
2010 Fall Semester	2011 Fall Semester
2011 Spring Semester	2012 Spring Semester

A student who is reinstated is limited to no less than six, and no more than nine billable hours during the probationary semester. If the student chooses to take less than six hours, the Academic Status will remain as Warning or Dismissal. The reinstated student is not permitted to register for subsequent semesters until the initial semester's grades are available. At that time, the student attends a follow-up hearing to ensure that he/she can handle an increased load and is able to achieve Satisfactory Academic Progress.

**Note:** Baltimore City Community College's Warning and Dismissal policies are undergoing review. Please refer to the college's web site for the most up-to-date policy information.

## ACADEMIC RENEWAL

Academic Renewal offers a student the opportunity to continue College studies without the disadvantages of an earlier weak GPA. A maximum 15 credits of D and/or F grades earned at least 5 years before the semester in which Academic Renewal is being requested may be

excluded from the cumulative GPA. At least 12 credits with a minimum cumulative 2.5 GPA must have been earned since the last semester for which Academic Renewal is being requested. Academic Renewal is considered twice each year, in January and August.

Specific grades are removed from computation of GPA, but courses and the grades earned remain on the student's transcript. Grades of C or better earned during the period for which exclusion of grades is being requested are included in GPA computation. Academic renewal does not automatically satisfy academic progress standards for financial aid purposes. Courses approved for Academic Renewal do not count toward graduation or degree completion. The decision of the Academic Renewal Committee is final.

Academic Renewal Request Forms are available in the Student Success Center and the Registration Office.

## ACADEMIC GRIEVANCES

A student who has sufficient evidence that his/her grades have not been determined in accordance with the terms set out in the instructor's syllabus, may seek resolution through the grievance process. In filing an academic grievance, a student must take the following steps:

1. Attempt to resolve the matter with the instructor in a face-to-face meeting.
2. If the student is dissatisfied with the decision rendered by the instructor, he or she will obtain a Student

Grade Grievance Form (Form A) from the Office of Judicial Affairs, complete, and submit to the instructor. This form should spell out the exact nature of the complaint and the remedy sought. The instructor will be asked to provide the rationale for the grade recorded for the student and provide sign off on Form A. Cases filed after faculty contracts end in May, are processed as soon as the faculty can be contacted and scheduled for a hearing, which usually occurs during the next full (fall/spring) semester. A grade grievance must be filed no later than 30 days after the end of the semester in which the class was taken. The entire grade grievance process must be completed typically within one year of the original filing. Students will be required to submit the following information to complete their grade grievance file:

- Syllabus
  - All work in question
  - A written explanation as to the nature of the grade grievance.
3. The Coordinator of Judicial Affairs (CJA) will review both the student's documentation and the explanation of the instructor. If the CJA feels there is sufficient evidence to warrant a grievance, the paperwork will be forwarded to the Department Chairperson, typically within five (5) business days. The Department Chairperson will attempt to mediate a resolution between the instructor and the student. If a resolution



# ACADEMIC INFORMATION

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is reached that warrants a grade change, the instructor will submit a grade change form to the Office of Records and Registration within five (5) business days after the decision to change the grade has been made.

4. If no resolution is reached from the meeting with the Department Chair, the student may request the matter be taken to the appropriate Academic Dean, typically within five (5) business days. The Academic Dean will attempt to mediate a resolution between the instructor and the student. If a resolution is reached that warrants a grade change, the instructor will submit a grade change form to the Office of Records and Registration within five (5) business days after the decision to change the grade has been made. Grievance Form (Form A) will be returned to the Office of Judicial Affairs for further processing. At this point, the Coordinator of Judicial Affairs will assist the student with submitting a Student Grade Grievance Form (Form B), requesting a review by the Grade Grievance Review Committee (GGRC). The GGRC is made up of two (2) faculty and two (2) students. The two (2) faculty members are selected by the Senate Executive Committee (Faculty Senate) President. The two (2) students will be recommended by the President of the Student Governance Board (SGB).
5. If no resolution is accomplished with the Academic Dean, the Student Grade Grievance Form (Form A) will be returned to the Office of Judicial Affairs for further processing. At this point, the Coordinator of Judicial Affairs will assist the student with submitting a Student Grade Grievance Form (Form B), requesting a review by the Grade Grievance Review Committee (GGRC). The GGRC is made up of two (2) faculty and two (2) students. The two (2) faculty members are selected by the Senate Executive Committee (Faculty Senate) President. The two (2) students will be recommended by the President of the Student Governance Board (SGB).
6. If the GGRC accepts the grievance, the student will appear for a hearing before the IMAC which will conduct a grade grievance hearing (see Article 6.6.5). The IMAC must make a recommendation to the Vice President of Student Affairs. The Vice President of Student Affairs will make the final disposition of the grievance.
7. If a student's grievance is rejected by the Grade Grievance Review Committee, the student will receive written justification for the decision from the Committee chair within five (5) business days. The decision rendered by the Committee represents the final disposition of this process.
8. The Vice President of Student Affairs will be the College official designated to resolve and decide student grievances concerning academic and curricular issues.

## GUIDELINES FOR THE FORMAL GRIEVANCE PROCEEDINGS

The Committee will be the highest officially designated recommending agent for resolving and deciding student grievances concerning academic and curricular issues.

The Committee will be a year-long standing committee with the following members:

- a. One administrator (and one alternate), designated by the College President, who will be the Chairperson of the Committee.
- b. Two students (and two alternates), designated by the Student Governance Board.
- c. Two faculty (and two alternates), designated by the Faculty Senate Executive Committee.

Each party may have an advocate and two witnesses at the hearing. The committee may call its own witnesses. The Committee will decide whether witnesses shall be present for the entire proceedings.

The Chairperson will identify, for the record, all persons present (and their roles) and present the case, giving the point of view of both sides. Each party will be allowed then to elaborate specifically and concisely. Committee members may then ask specific questions to gain concise answers from either party until the committee feels it has enough relevant information to make a decision.

The Committee will call an executive session (unrecorded) to discuss the information and render a decision, before calling back participants to receive the oral decision. The oral decision will be tape recorded, will give reasons for the decision, and will specifically state any redress to be taken, if any.

The Chairperson will, on the next working day, put the Committee's decision in writing to the Vice Presidents for Student Affairs and Academic Affairs, and the President. Copies will go to all parties involved. The Chairperson of the Committee will forward the hearing tapes to the Director for Student Activities, who will be responsible for housing all case related materials.

## OPERATING RULES

The Grievance procedure is designed to offer due process and bring substantial justice within the context of the College community. It is not a court of law, and professional lawyers shall not be involved in the process. A resolution and/or decision agent may seek legal advice from the Attorney General's office, through the Executive Assistant to the President.

## TRANSFERRING BCCC CREDITS TO FOUR-YEAR COLLEGES AND UNIVERSITIES

**Student Success Center  
Liberty Campus  
Main Building, Room 020  
410-462-8555**

Students planning to transfer BCCC credits to another college or university are responsible for taking the courses required for admission to that institution. Students interested in identifying courses and programs that transfer to a particular college or university should contact a Student Success Specialist early in their academic career. Services include advice about relating personal goals to an academic program, selecting courses that are transferable, registering, applying for financial aid and transferring to a four-year college.

The Office of Articulation and Partnerships maintains articulation agreements with four-year colleges and universities in Maryland. The Maryland Higher Education Commission has developed Statewide Transfer Regulations for community colleges and public four-year colleges and universities. These regulations are designed to assure that students can progress from a community college to a four-year institution without loss of time or unnecessary duplication of effort. Transfer Regulations apply to all public institutions in Maryland. Students should read the complete text of the Maryland Higher Education Commission (MHEC) General Education and Transfer Regulations in the General Policies section of this Catalog, p. 152.

## ARTICULATION AGREEMENTS

Baltimore City Community College has signed joint enrollment and articulation agreements with the colleges and universities listed below. These agreements ensure that students who complete their associate's degree can transfer with full junior standing in their programs at the transfer institution.

COLLEGE/UNIVERSITY	PROGRAM
Capitol College	Electrical Engineering Technology Computer Science Telecommunication Engineering Technology Electrical Engineering Computer Engineering Technology Business Administration
DeVry University	Technical Management
Morgan State University	Business Management
Sojourner Douglass College	Accounting Allied Human Services Arts and Science Biotechnology Business Administration Law Enforcement and Correctional Administration General Studies Human Services Assistant Mental Health Technology Office Administration Professional Writing Public Policy
Strayer University	General Transfer
Towson University	Dental Hygiene Dietetic Technician Emergency Medical Services Health Information Technology Respiratory Care Surgical Technology
University of Baltimore	Business Administration Correctional Justice Economic Development English Literature Professional Writing Real Estate Development Science to Forensic Studies
Statewide Agreement	Criminal Justice

# ACADEMIC INFORMATION

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## TECH PREP

**Articulation and Partnerships Department  
Liberty Campus  
410-462-8367**

Baltimore City Public School System and BCCC have established a partnership to develop the Tech Prep Program, linking academic and occupational courses to prepare students for a two or four-year college or university, an apprenticeship program, or entry-level job. Tech Prep blends college preparatory courses with rigorous technical training.

Tech Prep begins in the ninth grade and prepares students for careers in high technology and advanced communications fields. By enrolling in a high school Tech Prep Program, a student can plan a career path, start college and career preparation early, learn marketable skills, and earn college credits.

## ENGLISH LANGUAGE INSTRUCTION

**Harbor Campus  
410-986-5434  
410-986-5462**

English Language Instruction (ELI) offers a comprehensive series of English courses for immigrants, international students and others who want to get a college academic certificate or degree, or improve their language skills for professional development or personal enrichment. New students take a placement test at BCCC's Business and Continuing Education Division (710 E. Lombard Street). The resulting placement recommendation indicates the student's English proficiency level.

### ACADEMIC TRACK

Academic Track courses are in the core areas of grammar, reading and writing. Available from intermediate through advanced levels, they satisfy the requirements for entry into credit courses for students seeking a college degree. Successful completion of both required 82-level courses qualifies a student for English 101. International students who want language instruction to pursue a college degree must enroll in Academic Track courses. Other applicants studying English for career objectives or personal enrichment may enroll in Academic Track courses also.

### GENERAL ESL

Students placing at beginning levels enroll in Pre-ELI classes. ELI Electives, offered at intermediate through advanced levels, reinforce core course learning while developing students' proficiency in additional skill areas. Students may enroll in part-time or full-time study combining Academic Track courses and electives, or enroll in electives separately.

## CENTER FOR ACADEMIC ACHIEVEMENT

**Liberty Campus  
Main Building, Room 117B  
410-462-8222**

The Center for Academic Achievement (CAA) provides tutoring to all BCCC students in English, math, reading, science, business and accounting, and CADD. Tutorial services are provided free of charge on an individual and small group basis. Keys to Success Workshops provide an overview and examples of appropriate study strategies for college students to incorporate into their various content areas to assure student success. The CAA Study Center provides a quiet place for individual and small group study. NetTutor is our online tutoring service. Students can connect with a tutor 24 hours a day, 7 days a week.

Writing Center  
Main Building, Room 104

Science Center  
Life Sciences Building, Room 302

Math Center  
Main Building, Room 102; Life Sciences Building,  
Room 250

Business and Accounting Tutorial Lab Accounting:  
Main Building, Room 320

CADD: Main Building, Room 053 B

## STUDENT SUCCESS CENTER

**Liberty Campus  
Main Building, Room 020  
410-462-8555**

At the mandatory New Student Orientation, each student meets with a First Year Experience Advisor to plan and register for classes.

Student Success Specialists help students:

- design a personalized educational plan;
- understand the General Education and College requirements;
- select first-semester courses that contribute to long-range educational goals;
- access College administrative, academic, and student services; and,
- meet transfer requirements.

First-time, full-time students are assigned to First Year Experience Advisors until they have attempted 12 college credits. The First Year Experience Advisor meets with them throughout their initial semesters to insure that they have a smooth transition to college life and to introduce them to college resources that will help them to succeed at BCCC and in their future endeavors. The overall goal is to help students become self-directed learners as the result of an ongoing relationship between First Year Experience Advisors and students. The College expects students to take the initiative in seeking out their advisor to set up regular meetings.

The registration process requires the advisor's signature each semester.

After first-time, full-time students acquire 12 college credits, they are included with other students who are assigned a Faculty Adviser in their area. The student keeps the same Faculty Adviser throughout his/her enrollment at the College unless the student changes programs or re-enters the College after a significant break in enrollment. The re-entering student is initially advised in the Student Success Center and is assigned a Faculty Adviser the following semester.

Throughout the academic year, Student Success Specialists are available to help students with academic, career, and personal concerns; interpret ACCUPLACER and other test scores; advise students on Academic Warning or Academic Dismissal status; assist students in making personal adjustments to college life; and guide them in the enhancement of their academic survival skills.

Workshops are offered in such areas as stress management, time management, test-taking skills, choosing a major, study skills, and motivation. Student Success Specialists help students develop a full awareness of career opportunities, and utilize computerized information systems in the career-planning process.

## FIRST-YEAR EXPERIENCE PROGRAM

**Liberty Campus**  
**Main Building, Room 020**  
**410-462-8555**

First-Year Experience (FYE) includes a one-credit college success course (PRE 100) required of BCCC's first-year students. The PRE 100 course connects students to a FYE learning community that is linked to faculty, campus and community resources, and learning opportunities to support engagement and persistence. Specifically, the FYE supports student exploration of the BCCC community as they acquire the knowledge and habits to frame academic and personal success. The course seeks to raise academic performance within the college community by connecting faculty and students early through the completion of an Advising Portfolio.

Students engage deeply with the BCCC faculty and a First-Year Experience Advisor in each class through active and experiential learning opportunities. Together, they explore the value of a liberal education, discuss the rights and responsibilities of citizenship and public service, and explore diverse academic concepts to promote success throughout life. The goal of the FYE Learning Community is to help students to develop academic and personal skills that will lead to success in college while completing another required course. Students are given the opportunity to meet other new students and develop friendships and study groups. Students in the FYE program are assigned a dedicated FYE Advisor to assist with the transition to college and provide the academic planning, career development and transfer

advising services to promote student success at BCCC.

### **FYE Program Goals**

The goals of the FYE program at BCCC are to (a) increase students' understanding of higher education processes and the principles that guide student development, (b) empower students to promote their own academic success and personal growth, and (c) engage students in the diverse intellectual and social life of the university.

**FYE Program Components** will include the following: Orientation for New Students, Summer Bridge Program, Learning Communities (Linking Developmental Educational/PRE 100), Intrusive Advising, Social and Cultural Opportunities, Program Monitoring, Mentoring, Program and Student Learning Outcomes.

## CAREER DEVELOPMENT AND JOB PLACEMENT

**Liberty Campus**  
**Main Building, Room 110**  
**410-462-8503**

The Career Development Center has a Career Services Coordinator who assists students in securing off-campus employment, provides access to State, national, and website employment information, and maintains a computerized resume/cover letter system. The Career Services Coordinator helps graduates upon completion of the Associate degree; provides workshops on preparing resumes and developing job-search strategies; coordinates job fairs; conducts individualized counseling, employee seminars, and on-campus recruitment sessions; and maintains an employer information library and Job Book.

The Career Services Coordinator oversees our Cooperative Education and Internship programs. Cooperative Education and Internships integrate classroom study with paid or nonpaid, planned, and supervised work experiences in the public and private sectors. Cooperative Education and Internships are partnerships among students, employers, and the College. Students are provided the opportunity to apply their academic knowledge in positions related to their programs and may earn academic credit. For more information, students can contact the Career Development and Job Placement Center at 410-462-8503.



# ACADEMIC INFORMATION

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## LIBRARIES

**Liberty Campus  
Bard Library  
410-462-8400**

The Bard Library, located on the Liberty Campus is open day, evening and weekend hours. Specific opening hours are posted on the BCCC website, Library pages. Online access to e-books and e-journals is available to BCCC students and staff on a 24/7 basis once they have logged on to the Blackboard Learning System.

Students are encouraged to obtain their BCCC picture ID card from Public Safety as soon as possible. Many library services require students to present their BCCC ID card.

The BCCC collection contains information in a variety of physical formats, including 65,000 books, 135 magazines and newspapers in print and DVDs and CDs. The digital collection includes 2,900 e-books and 28,000 full-text journals, magazines and newspapers. Some current textbooks are available for limited use. The Bard Library is a member of the Maryland Interlibrary Loan program and can request resources not available in the Library's collection if needed to meet the needs of students and staff.

The Bard Library provides access to technology resources including computers, scanners, laptops, copiers and headphones for use in the library. The Microsoft Office Suite is available on all library computers and laptops.

The Library provides a variety of learning spaces for individual and group learning. There are seven group study rooms, all equipped with white boards. Two of these are equipped with large monitors for use with laptop computers. Group study rooms may be reserved by students and staff up to one week in advance by phone or at the Library.

The knowledgeable and friendly staff of the Bard Library can provide assistance with research assignments and projects. When the physical library is closed, students may obtain the assistance of a librarian through AskUsNow, a state-wide online reference service. A link to this service is available on the Library website.

## MEDIA SERVICES

**Liberty Campus  
Main Building, Room 116  
410-462-8250**

Media Services provides a variety of instructional and production services to the College and the community. Media Services staff members maintain audio-visual equipment and schedule its use. Services include setting up public address systems for large classrooms and auditoriums.

## COMPUTER AND INFORMATION TECHNOLOGY SERVICES AND LABS

The College offers many free computer-related services to students and faculty. Registered students receive their own e-mail account which can be accessed from computers in the library and at the open computer labs. Knowledgeable staff members at these labs offer students technical assistance.

BCCC has instituted state-of-the-art multi-user and microcomputer-based applications utilizing various systems. Nearly all of the College's existing computer labs have Internet access and connectivity to the College's data center through high-speed fiber optics cabling.

The Computer Technology Club, 410-462-8542, gives advice and guidance to students considering the purchase of their own PC, software installation, systems configuration and troubleshooting, programming techniques, and Web page design.

The **Open Computer Lab** located in Liberty Main 053-055 has 62 Pentium IV computers available Monday-Thursday, 8 a.m. to 9 p.m.; Friday, 8 a.m. to 7 p.m.; and Saturday, 9 a.m. to 2 p.m.

The Department of Social and Behavioral Sciences operates the **Applied Social Science Research Laboratory**. This state-of-the-art 30-station lab supports computer-based social science research and provides self-paced lessons in social science disciplines. Students have the opportunity to conduct social science research on a variety of professional level software and data sets. The lab supports the disciplines of economics, history, political science, psychology, and sociology.

## SCHOLARS AND HONORS PROGRAMS

**Student Affairs Division  
Liberty Campus  
Main Building, Room 06E  
410-462-8300**

Scholars and Honors Programs offer many benefits to high achieving students who maintain a 3.0 or higher cumulative average. Programs include the Granville T. Woods and Reginald F. Lewis scholarships for graduating high school seniors from public, private or parochial schools. The William Donald Schaefer Honors Scholarship is available to current BCCC students who maintain a 3.25 cumulative average. All students who participate in these programs must also be Baltimore City residents.

Scholars and Honors Programs promote high academic performance in challenging courses designed by a creative team of instructors. Program participants are engaged in culturally enriching experiences, including visits to museums, symphony halls and live theater. Students gain experiential learning through prestigious internships and a global perspective through study abroad.



# CAMPUS LIFE AND SUPPORT SERVICES

## CENTER FOR TEACHING AND LEARNING EXCELLENCE

**Liberty Campus**  
**Main Building, Room 231**  
**410-462-8514**

The BCCC Center for Teaching Excellence (CTE) was developed in 2001 to coordinate educational and professional development programs for teachers, principals, paraprofessionals, administrators and students in the Baltimore City Public School System (BCPSS). CTE is responsible for the planning, development, implementation and evaluation of credit and non-credit coursework and training, providing BCPSS with quality professional development programs.

CTE developed the Pathway to Teacher Certification, a set of core courses offered in a convenient, accelerated format. The Pathway provides the courses necessary for Maryland State Teacher Certification in the areas of elementary, secondary and special education. CTE also prepares teachers for the Praxis I Exam and offers conditional teachers, those without a degree in education, an opportunity to earn their certification within the mandatory four-year time period.

The State of Maryland requires all teachers to have current coursework in the teaching of reading. Each BCCC reading course has been reviewed by the Maryland State Department of Education and is accepted for Teacher Certification purposes.

CTE provides a full program of courses in the fall, spring and summer academic sessions, including specialized courses necessary for certification in one's content area.

## OFF CAMPUS CENTERS

**Baltimore City Community College Life Sciences Institute (LSI)** at the University of Maryland, Baltimore (UMB) BioPark, on the downtown UMB campus (801 West Baltimore Street), is where BCCC meets workforce needs of Maryland's growing bioscience industry, by preparing students for careers in the high-demand bio/medical field. This new, top-notch facility enables BCCC Biotechnology, Environmental Science, and Science Transfer students to pursue their Associate degrees or Certificates on the UMB campus. Short-term training courses include: Multi-Skilled Medical Technician, Nursing Assistant, Venipuncture and Specimen Collection Techniques, Medical Terminology, Medicine Aide, Anatomy and Physiology, Medical Billing and Coding Specialist, ICD-10 Coding, and CPT Coding. The LSI also prepares students for jobs they may acquire with various biotechnology companies whose operations are located at the BioPark.

**The BCCC Maryland Center for Construction Technologies (MCCT)** in East Baltimore (901 N. Milton Street) is the College's new educational facility where students can pursue an Associates degree or Certificate

in Construction Supervision, or take short-term training in a range of trade options including Electrical, Carpentry, Plumbing, Photovoltaic Installation, and Solar Thermal Installation. Through quality instruction using state-of-the-art equipment and laboratories, students gain knowledge and skills in construction, which has been identified by the Governor's Workforce Investment Board (GWIB) as one of five "critical skills shortage" occupations in Maryland. BCCC's MCCT meets the challenge of producing a pipeline of highly-skilled candidates for current and future job growth in the construction trades industry.

**Reisterstown Plaza Center**  
**Room 114**  
**410-580-2750**

The office provides the following essential student services in one convenient location: admissions, advising, registration, enrollment publications, forms for credit and non-credit courses, and a community computer lab.

## THE OFFICE OF JUDICIAL AFFAIRS

**Liberty Campus**  
**Main Building, Room 07**  
**410-462-8576**

The Office of Judicial Affairs seeks to provide students with a learning experience that involves appropriate due process, provides accountability, self-governance, viability, respect, personal and institutional integrity, honesty, and citizenship in accordance with the goals of the college.

The Judicial Affairs staff will facilitate fair, ethical, and civil practices into the daily lives of students, through various methods of conflict resolution such as mediation, community conferencing, prevention programs, behavioral intervention teams (BIT), peer mediation, creative sanctioning, structured meetings, administrative hearings, grade grievances, along with maintaining and updating of the Student Code of Conduct.

The Office of Judicial Affairs houses trained impartial Ombudsman/Mediators who will consult with credit and non-credit students, faculty and staff, relating to a wide variety of student related issues. The Office of Judicial Affairs staff will be required to remain independent, neutral, impartial, exercise good judgment, and uphold strict confidentiality.

The staff of the Office of Judicial Affairs will conduct informal fact-finding hearings in order to better understand an issue from all perspectives. The Ombudsman/Mediator will consult with members of the BCCC community to develop cooperative strategies for conflict resolution at the lowest level deemed possible. If resolution is achievable, the Ombudsman/Mediator will deliberate with the Coordinator of Judicial Affairs to provide the necessary educational experience for the students involved. If resolution is not possible,

# CAMPUS LIFE AND SUPPORT SERVICES

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a referral will be made to the Incident Management Advisory Committee (IMAC) for a formal hearing.

## PUBLIC SAFETY

**Liberty Campus**  
**Main Building, Room 058**  
**410-462-7700**

The Public Safety Office is responsible for maintaining a safe and secure environment for the College community. The Public Safety Offices at both campuses are staffed 24 hours a day, seven days a week.

The Public Safety Office also issues college IDs and parking hangtags for the College community. Every BCCC student must have a valid College ID and present the ID to any College official upon request. ID services are available during Arena Registration at the Public Safety Office at the Liberty Campus, Monday through Thursday, 8:30 a.m. to 8 p.m., Friday, 8:30 a.m. to 4 p.m., and Registration Saturday, 8:30 a.m. to noon. At all other times, ID services are available from Monday, Tuesday, Thursday and Friday, 8:30 a.m. to 5 p.m., and Wednesday, 10:30 a.m. to 7 p.m. A copy of the student's paid bill and personal identification is required for a new ID or the validation of a returning student's ID.

Emergency telephones are placed in strategic locations around the Liberty and Harbor Campuses. All emergency phones direct-dial to the Department of Public Safety Office. Grey emergency phones are located in the lobbies of buildings at the Liberty and Harbor campuses. Emergency phones are located near parking and the outside of several building on the Liberty Campus.

In addition, the Public Safety Office maintains an escort service upon request.

Personal property found on campus is turned over to the Public Safety Office, where it can be claimed with proper identification.

## PARKING

A parking permit is required to park on the Liberty Campus. Faculty, students, and staff who park on campus must obtain a parking hangtag by registering with the Public Safety Office. A current college ID and valid vehicle registration are required to purchase a hangtag.

The parking fee per semester is \$25 for full-time students; \$15 for part-time students; \$45 for full-time faculty and staff; \$30 for Skilled Service Staff; \$25 for adjunct faculty and staff.

At the Harbor Campus, student parking is available at the Lockwood Place Garage, located at the southwest corner of Lombard Street and Market Place, across from the Bard Building, for a variety of parking plans. Details are available at the Public Safety counter in the Bard Building. Student parking is also available at the Harbor Park Garage located at the corner of Lombard Street

and Market Place, above the Business and Continuing Education Division (BCED), from 4 to 11 p.m., Monday through Friday, and 7 a.m. to 5 p.m., Saturday, at the rate of \$8 per day. Parking garage tickets must be validated at the Public Safety Office in the Bard Lobby or at BCED, 710 E. Lombard Street. A current College ID will be required to receive parking validation.

For more information, pick up the Parking Rules and Information booklet from Public Safety, Liberty Main 058, 410-462-7700, or Harbor Bard 103, 410-986-5500.

## SHUTTLE

**410-462-7700**

The College operates a free shuttle service between the Liberty and Harbor Campuses on a regular hour and half hour schedule during the fall and spring semesters from 7 a.m. to 10 p.m. Modified hours are in effect when classes are not in session (for example, spring and winter recess). The shuttle schedule also changes for summer sessions.

## CHILD CARE CENTER

**The Clarence W. Blount Child Development Center**  
**Liberty Campus**  
**Harper Hall, 1st Floor**  
**410-462-7760**

The Clarence W. Blount Child Development Center provides child care services during each semester for children of officially enrolled BCCC students. BCCC staff and faculty may also utilize the services offered through the center, which strives to promote quality and affordable child care to the families it serves. The Center employs professional staff members who are certified and trained to provide quality care to children in an educational environment. The center is licensed by the Maryland Child Care Administration and complies with all requirements for licensed child care facilities. Center enrollment requires advanced registration and submission of health forms.

*Pre-School Program – ages 2-5 (toilet trained)*

Daytime Child Care Service/Monday – Friday

The curriculum design follows monthly thematic units that are age-appropriate and offer children choices as they learn through playing in the classroom environment.

## STUDENT ACTIVITIES OFFICE

**Liberty Campus**  
**Main Building, Room 09**  
**410-462-8385**

The Student Activities office provides a comprehensive cultural, social, recreational, health and wellness, and intellectual environment for the entire College community.

The focus of the Student Activities Office is on:

- assisting students to integrate formal classroom learning with informal learning in out-of-classroom

# CAMPUS LIFE AND SUPPORT SERVICES

learning experiences;

- providing opportunities for student involvement as planners, organizers, or leaders in a variety of programs, clubs and organizations, student publications, musical and theatrical events;
- providing a wide array of programs and services that satisfy the needs of a diverse multicultural student population; and,
- offering an activities program that contributes to the College's growth by attracting prospective students, providing services to members of the community, and retaining presently enrolled students.

In addition, Student Activities provides an opportunity for students' growth and development through leadership groups and a variety of clubs and organizations.

## STUDENT GOVERNMENT

### Student Government Association (SGA)

#### Liberty Campus

Main Building, Room 09B

410-462-8361

The student body is known as the Associated Students of Baltimore City Community College. All registered students are members of the Associated Students and should exercise their rights as members. The member board of the Associated Students is known as the Student Government Association (SGA). Its purposes are to promote the academic, cultural, and social growth of the student body; provide experience in the principles and practices of democratic government; and appropriate monies supplied by the Student Activity Fee. Anyone interested in applying for a Board position should contact the SGA.

## VOCATIONAL SUPPORT SERVICES

### Liberty Campus

Main Building, Room 117B

410-462-8222

Vocational Support Services provides supplemental support services for students in Career and Technical Education programs. Retention Specialists offer individualized support services for economically and educationally disadvantaged students, including tutoring, academic workshops, academic advisement, and referral services to campus and community resources. Retention Specialists also provide Academic Success Workshops in study and test-taking skills, time management and stress management.

The Men in Scrubs program offers specialized support for males in Allied Health and Nursing that includes an annual Student Mixer and Faculty Panel with guest presenters from the Allied Health community. Eligible students in CTE programs can be referred to Vocational Support Services for academic support.

## TRIO: SSS/STAIRS PROGRAM

### Liberty Campus

Main Building, Room 023

410-462-8396

The TRIO/SSS-STAIRS Program is designed to increase the retention, graduation, and transfer rates of program eligible students through services that address their academic, personal/social, financial, career, and other needs.

Specific services include the provision of academic tutoring, academic advising, financial aid information and assistance in completing financial aid applications, financial/economic literacy, grant aid, books awards, transfer services, career information/exploration, and academic/cultural enrichment activities.

In addition to being citizens or permanent residents of the United States, two-thirds of the students enrolled in the program will be low income individuals who are first generation college students only.

The remaining students will be low-income individuals, first generation college students, or individuals with disabilities. In addition, at least one third of the students with disabilities will be low-income individuals.

All students accepted into the program must have a need for academic support.

## TRIO: TALENT SEARCH PROGRAM

### Liberty Campus

Main Building, Room 260

410-462-7456

The Talent Search Program is designed to assist youth and adults to complete secondary education and to pursue higher education, upon completion of high school or the GED. Specific services include postsecondary planning, GED and SAT preparation, tutoring, financial aid information and technical assistance in accessing money for college, college campus visitation, assistance in the college application process, study skills and self-development workshops, academic and personal counseling, and career exploration. Talent Search provides services to middle school and high school students, high school and college dropouts, as well as high school graduates who have never pursued college.

Applicants must be citizens or permanent residents or the United States residing in Baltimore City whose families meet the income guidelines for the program; additionally, an applicant must have a disabling condition (physical or learning) or be a member of a family in which neither parent/guardian has earned a baccalaureate degree.



# CAMPUS LIFE AND SUPPORT SERVICES

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## **TRIO: UPWARD BOUND PROGRAM**

**Liberty Campus**  
**Main Building, Room 260**  
**410-462-7435**

Upward Bound is designed to increase the academic performance and motivation of disadvantaged minority high school students so that they can successfully complete postsecondary education. The program includes high school college-preparatory classes, tutoring, cultural/educational experiences, a summer residential session on a college campus, and academic, career, and personal counseling. The program aims to develop a positive attitude toward learning. Eligible participants in the program come from low-income families or from families in which neither parent has completed a four-year college degree, have an academic or counseling need for the program's services, and have potential and desire for postsecondary education. Students usually apply to the program after being referred by a high school counselor or community agency.

## **KAPPA BETA DELTA**

**Liberty Campus**  
**410-462-8300**

Kappa Beta Delta is the international business honor society for two-year institutions established by the Association of Collegiate Business Schools and Programs (ACBSP), the accreditation body for BCCC Business and Technology programs. ACBSP extended its prestigious 10-year renewal of accreditation to BCCC in fall 2004.

The Alpha Omicron Chapter of Kappa Beta Delta at BCCC invites members who:

- are enrolled in an accredited business associate degree program
- have a minimum GPA of 3.0
- have accumulated 15 credits at BCCC
- have accumulated a minimum of six credits in their particular business major

Membership in Kappa Beta Delta is lifetime. Members must stay active in chapter events.

## **PHI THETA KAPPA**

**Liberty Campus**  
**Main Building, Room 20**  
**410-462-8300**

Phi Theta Kappa is the international honor society founded in 1918 to promote scholarship, leadership, service, and fellowship. The society is recognized by the American Association of Community Colleges as the official international honor society for two-year colleges. BCCC's Theta Alpha Chapter is the oldest established chapter in Maryland. Students invited to membership must:

- be enrolled in an associate degree or certificate program

- have accumulated 24 credits at BCCC
- be of good moral character and possess recognized qualities of citizenship
- have a minimum cumulative GPA of 3.4
- have earned no grade lower than a D.

Members must be active in chapter events and maintain a minimum 3.33 cumulative GPA in order to continue membership.

## **CHI ALPHA EPSILON**

**Liberty Campus**  
**Main Building, Room 251**  
**410-462-7605**

Chi Alpha Epsilon is a national honor society founded in 1990 to recognize the academic achievements of students admitted to colleges and universities through non-traditional criteria or who utilize developmental and educational support services. BCCC's Epsilon Beta Chapter is the first of its kind in Baltimore. Students invited to membership must:

- hold a 3.0 cumulative G.P.A.
- be enrolled for two consecutive full-time semesters or three to four consecutive part-time semesters with the required G.P.A.
- be admitted to the college via a developmental program

## **DISABILITY SUPPORT SERVICES CENTER**

**Liberty Campus**  
**Main Building, Room 023**  
**Voice: 410-462-8585; Fax: 410-462-8556;**  
**TTY: 410-462-8584**

The Disability Support Services Center (DSSC) provides students and faculty with assistance and information for meeting the requirements of Section 504 of the Rehabilitation Act of 1973 and integrating students with disabilities into Baltimore City Community College. The DSSC facilitates the implementation of reasonable accommodations and services for students who self identify as having a documented disability. Documentation of a disability is required to determine the need for and what type of special aids or adaptations may be helpful on campus. Accommodations and services are rendered based on the students documented needs and are determined through an interactive process. Prospective students with disabilities are advised to contact the DSSC as early as possible to ensure timely provision of reasonable accommodations, which might include alternative testing arrangements, tape recording lectures, adaptive equipment, note-takers, interpreters, or specialized computer hardware and software. Services offered by the DSSC are academic advising, registration assistance, diagnostic testing, instructor consultation, and peer tutoring for developmental courses.

# BUSINESS AND CONTINUING EDUCATION DIVISION

## STUDENT NEWSPAPER

**Liberty Campus**  
**Main Building, Room 001B**  
**410-462-8385**

The official student publication is the *BCCC Crier*. Advised by faculty and staff and funded by the Student Activity Fee, the *Crier* is published quarterly during the calendar year, both in hard copy and on the BCCC Website at [www.bccc.edu](http://www.bccc.edu). The *Crier* is staffed solely by BCCC students.

## INTERCOLLEGIATE ATHLETICS

**Liberty Campus**  
**Physical Education Center (PEC), Room 116**  
**410-462-8320**

BCCC competes in the National Junior College Athletic Association (NJCAA) and is a member of the Maryland Junior College Athletic Conference (MDJUCO). BCCC fields competitive intercollegiate athletic teams in baseball, men's and women's basketball, and women's volleyball.

## BOOKSTORE

**Liberty Campus**  
**Main Building, Room 013**  
**410-462-8484**

### REGULAR HOURS

Monday, Thursday 8:30 a.m. - 5:00 p.m.  
Tuesday, Wednesday 8:30 a.m. - 7:00 p.m.  
Friday 8:30 a.m. - 4:00 p.m.

### RUSH HOURS

Monday–Thursday 8:00 a.m. - 7:00 p.m.  
Friday 8:00 a.m. - 4:00 p.m.  
Saturday 9:00 a.m. - 1:00 p.m.  
(first Saturday of each semester)

Hours are subject to change with prior notice.

The Bookstores accept new and used textbooks for refunds or exchanges during the first fifteen calendar days of each semester. Students must bring cash register receipts to obtain refunds. In addition to new and used textbooks, the Bookstores offer a selection of school supplies, convenience supplies, BCCC leisure wear, and sundry items. The Bookstore accepts cash and credit cards. Personal checks are accepted only with two forms of identification.

## BCCC COUNSELING SERVICES

**Liberty Campus**  
**Harper Hall, Room 114**  
**410-462-8384**

Counseling is a step by step process which starts with building rapport between the counselor and the student and includes assessing the problem that the student is experiencing, setting goals and then initiating interventions to arrive at solutions. Counseling will provide a variety of counseling and developmental services to Baltimore City College students. The services

are accredited by the International Association of Counseling Services and are provided by a Licensed Clinical Professional Counselor. There are no fees charged to BCCC students. However, if students have insurance, it will be used and students who don't have insurance will be assisted in obtaining coverage. Counseling sessions are usually forty-five to fifty minutes in length, held once a week, and are scheduled by contacting the secretary at 410/462-8384. During the counseling process individuals learn to make better decisions, improve personal skills, develop increased confidence, and acquire a keener awareness or appreciation of their needs and those of others. Counseling services are available for students who may need assistance with personal, career, social and/or academic concerns. Counseling services will allow for students to create a healthy and stable environment in which they are able to learn and grow. Available services include: Individual Counseling, Group Counseling, Consultation and Training.

## PREVENTIVE DENTISTRY CLINIC

**Liberty Campus**  
**Life Sciences Building, Room 110**  
**410-462-7712**

The Preventive Dentistry Clinic is available to all BCCC students, their families, and faculty as well as members of the community. It is staffed by students and professional faculty who provide dental cleanings, x-rays, and other preventive services for nominal fees. Head Start children and seniors from the community are routinely seen in the Clinic.

## FOOD SERVICES

**Liberty Campus**  
**Main Building, Room 107**  
**410-462-8460**

At the BCCC Liberty Campus, the BCCC Café features a salad and soup bar, pizza, take-out dinners, and daily specials. Breakfast begins at 7:30 a.m., lunch at 11 a.m. and dinner at 5 p.m. during Fall and Spring semesters.

In addition to the Liberty Campus Café, vending machines are located at the Liberty Campus on the ground floor of the Main Building, the first floor of the Nursing Building, and the first floor of the PEC.

## RADIO STATION

**6776 Reisterstown Road**  
**Suite 202**  
**410-580-5800**

WBJC-FM 91.5—the “Classical Voice of Baltimore City Community College” and a primary affiliate of Public Radio International, is on the air 24 hours each day year-round, offering a program of classical music, news, and information. WBJC is the largest public radio station in Maryland, with a 50,000-watt capacity reaching listeners in six states and the District of Columbia.

# BUSINESS AND CONTINUING EDUCATION DIVISION

## ALUMNI RELATIONS

**Liberty Campus**  
**West Pavilion, Room 304**  
**410-209-6056**

The College's Alumni Relations Office was established in Spring 1998 by action of the Board of Trustees with the primary goal of creating, preserving, and strengthening relationships between the College and its alumni through volunteer involvement, communication services, and events.

The Alumni Relations Office is responsible for the establishment and on-going support of the Alumni Association of Baltimore City Community College. The Office ensures continued communication and programming to enhance loyalty and commitment to BCCC among alumni and friends of the College.

## BUSINESS AND CONTINUING EDUCATION DIVISION (BCED)

**Harbor Location**  
**710 E. Lombard Street • Baltimore, MD 21202**  
**410-986-3200**

The Business and Continuing Education Division (BCED) offers courses designed to create opportunities for personal growth and professional development. BCED works with businesses, government agencies, and professional associations to identify training needs for the people of Baltimore City. In addition, the College, along with six sister community colleges in the Baltimore region, collaborates with the Economic Alliance of Baltimore to form the Maryland Community Colleges' Business Training Network (MCCBTN). MCCBTN is focused on satisfying workforce training requirements in the Baltimore region. This partnership is an innovative approach strengthening our ability to provide state-of-the-art customized training for Maryland employers.

Both credit and non-credit courses are developed in close collaboration with professional groups and the College's academic departments. BCED courses are offered at the Liberty Campus, the Harbor Campus, Reisterstown Plaza Center, workplace sites, and more than 60 off-campus locations throughout Baltimore City.

BCED offers services in five primary areas: Workforce Development, Community Education Services, Adult and Basic Education, English Language Services, and Seniors.

## WORKFORCE DEVELOPMENT

**Harbor Location, Reisterstown Plaza Center**  
**410-986-3200 or 410-580-2750**

BCED offers an innovative alternative to traditional education through customized credit and non-credit training. Faculty and technical experts work closely with the Workforce Development team to develop performance improvement solutions to help private

and public sector employees meet their business needs. BCED's customized training supports organizational goals, is cost effective, and meets the highest standards of excellence in teaching and course content.

BCED's customized services include on-site assessment of organizational needs, creative solutions to organizational challenges, measurable outcomes to track success, extensive resources to enhance programs, flexible class times, and industry experts as trainers. Current course offerings include, but are not limited to, the following topics:

- Business and Technical Writing
- Customer Service
- Food Service Sanitation (SERVSAFE)
- Healthcare Training
- Management Development and Supervisory Training
- Managing Cultural Diversity in the Workplace
- Information Technology Training
- Team Building
- Workplace Literacy/Intermediate Skills Enhancement
- Command Spanish
- Leadership
- Six Sigma

## COMMUNITY EDUCATION SERVICES

**Harbor Location, Reisterstown Plaza Center**  
**410-580-2750**

BCED takes a proactive role in promoting workforce development throughout the City by offering opportunities for citizens to prepare for entry-level positions in existing and emerging industries. The College, through its Community Education Services effort, features short-term, non-credit courses to develop specific training skills. The College offers courses at convenient locations, day, evening, on weekends, and online.

Courses cover a wide range of interests, professions and occupations including: Management, Health Care, Information Technology, Child Care, Copper and Fiber Optic Cabling, Business, Language, and professional certification and licensure. Courses for each industry sector are designed to meet the specific demands of the industry.

The Healthcare Training courses help adults enter healthcare professions, upgrade their skills, or meet licensure and certification requirements. BCED's current Healthcare Training offerings include:

- First Aid
- Medical Billing and Coding
- Medical Terminology
- CPR Certification (all levels)
- EKG Technician

# BUSINESS AND CONTINUING EDUCATION DIVISION

- Certified Nursing Assistant
- Pharmacy Technician
- Medicine Aide/Medicine Aide Update
- Venipuncture and Specimen Collection
- Multi-Skilled Medical Technician

BCED also offers regional continuing education courses for nurses. The offerings for contract hours are provided by the Maryland Community College Association for Continuing Education and Training, which is accredited by the American Nurses Credentialing Center's Commission on Accreditation.

Information Technology Training meets the needs of both beginner and experienced computer users. Courses are offered in popular software applications, and hardware installation and design. Current offerings include:

## Certification Preparation Courses

- Copper and Fiber Optic Cabling Installation
- Computer Repair Technician (A+)
- Network +
- Cisco Networking (CCNA)
- Microsoft Office Specialist
- Information Systems Security Officer (ISSO)
- Information Systems Security Manager (ISSOM)

## Office Applications Courses

- Keyboarding
- Introduction to Personal Computers Windows, Word, Excel, Access, PowerPoint
- Internet Web Design
- Microsoft FrontPage
- HTML
- JavaScript

## Licensure Preparation

- Bookkeeping
- Stationary Engineer
- Home Improvement
- Real Estate Salesperson
- Real Estate Appraisal
- Notary Public
- Food Service Sanitation
- Personal Fitness Trainer
- Construction
- Child Care

## Personal Enrichment

- Art
- Boating

- Foreign Language
- Health and Wellness
- Personal Finance
- Photography

BCCC is a certified training facility for C-Tech Associates and provides C-Tech certification testing in both copper and coaxial cabling. BCCC is also a certified training and testing center for Fiber Optics Association (FOA) certification and provides FOA certification testing in fiber optic cabling. The cabling installation course is BiCSi approved for 28 credit hours toward RCDD and Installation registration.

Students who have a difficult time attending classes because of complicated schedules can take advantage of BCED's online courses offered in a variety of subjects. Students can study a lesson, complete assignments, and ask questions from the convenience of their home or office. These online self-paced continuing education courses are offered in six-week formats, available on BCCC's section of education2go at [www.ed2go/baltccc](http://www.ed2go/baltccc).

Through the Community Education Services area, BCED offers participants the ability to enroll in selected credit classes under the Credit/Continuing Education Shared Courses option. The courses allow a student to enroll in selected credit classes without having to be admitted or meet the credit prerequisites. Participants select this option at the time of registration and can change to credit status only during the ADD/DROP period of registration. Changing the registration status may change the registration fees. Participants are exposed to the material and instruction in a credit class but do not receive grades or transcripts for the course. A course may be eligible for CEUs (Continuing Education Units) or certification from the Business and Continuing Education Division or accrediting agencies. The Credit/Continuing Education Shared Courses option is designed for the student seeking knowledge but not a degree.

## ADULT BASIC EDUCATION

**Harbor Location, Reisterstown Plaza Center  
410-986-3200 or 410-580-2750**

BCCC is a leader in helping adults achieve functional literacy and important life skills, and is the largest provider of literacy services in Baltimore City. By combining modern teaching technologies with a caring, committed, and innovative professional staff, BCED has achieved notable success in helping adults learn. Courses are either free or affordable, and can be customized for businesses, government agencies, non-profits, schools, churches, and community organizations either onsite, or at the Harbor Campus, Liberty Campus, or Reisterstown Plaza Center.

BCED offers four interrelated programs to individuals and employee groups: Pre-GED, GED and alternative high school preparation, and Youth Programs.



# BUSINESS AND CONTINUING EDUCATION DIVISION

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Classes in Adult Basic Education (ABE) provide classroom instruction in basic reading, writing, and math, as well as basic life skills. Courses are free and are offered to adults on campus and at more than 30 sites throughout Baltimore City.

General Educational Development (GED) courses prepare adults to earn their Maryland High School Diploma by successfully completing the Tests of General Educational Development administered by the Maryland State Department of Education. GED provides training in the five areas tested by the State of Maryland: writing, social studies, science, literature, and mathematics.

As an alternative to GED preparatory classes for persons seeking a high school diploma, there is now the option of enrolling in an individualized online credit recovery program at the College. This program, known as NOVEL, is Internetbased and features a complete high school curriculum designed to meet students at different ability levels. This option provides flexibility in completing the requirements for a high school diploma as students work on their own schedule. Adults needing just a few credits for a diploma can complete those missing in just a short time and can work anywhere the Internet can be accessed, as well as attending class at the College a minimum of twice per week. Assignments and exams are completed electronically and students communicate with teachers via the academic site, as well as during class time. A recently added feature allows the student to begin the course by taking a pre-assessment test from questions randomly selected from throughout the course, and these results then determine what chapters the student still needs to complete to acquire that credit. The cost of the NOVEL program is equivalent to the GED program, and is based on the number of credits needed.

## ENGLISH LANGUAGE INSTRUCTION

**Harbor Location, Reisterstown Plaza Center  
410-986-3200 or 410-580-2750**

English Language Instruction (ELI) offers a comprehensive series of English courses for immigrants, international students and others who want to get a college academic certificate or degree, or improve their language skills for professional development or personal enrichment. New students take a placement test at BCCC's Business and Continuing Education Division (710 E. Lombard Street). The resulting placement recommendation indicates the student's English proficiency level.

### Academic Track

Academic Track courses are in the core areas of grammar, reading and writing. Available from intermediate through advanced levels, they satisfy the requirements for entry into credit courses for students seeking a college degree. Successful completion of both required 82-level courses qualifies a student for English 101. International students who want language

instruction to pursue a college degree must enroll in Academic Track courses. Other applicants studying English for career objectives or personal enrichment may enroll in Academic Track courses also.

### General ESL

Students placing at beginning levels enroll in Pre-ELI classes. ELI Electives, offered at intermediate through advanced levels, reinforce core course learning while developing students' proficiency in additional skill areas. Students may enroll in part-time or full-time study combining Academic Track courses and electives, or enroll in electives separately.

In addition, the College offers Citizenship Test Preparation courses in U.S. History and Government, and Interview Skills within an ESL context. The College also partners with government and local settlement agencies to teach Basic English communication skills needed for immediate employment. An opportunity to upgrade job skills in the health care arena is available to immigrants via a specialized certified Nursing Assistant program.



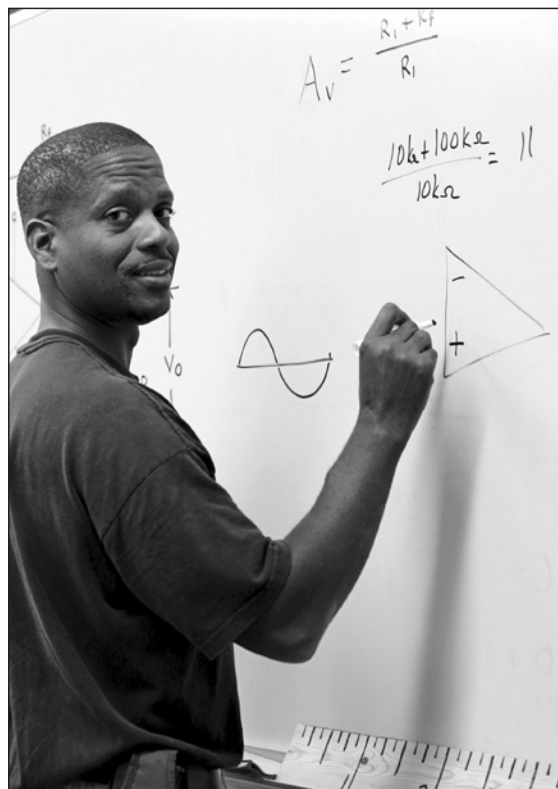
# BUSINESS AND CONTINUING EDUCATION DIVISION

## SENIORS

Harbor Location, Reisterstown Plaza Center  
410-580-2750

At BCCC we believe learning is a lifelong endeavor; consequently we strive to produce quality programs that are interesting as well as enjoyable. We offer a variety of courses for lifelong learners customized to fit various needs and schedules. The courses are offered on-demand. Courses are scheduled when interest reaches the required minimum, typically six-to-seven participants. Course offerings include but are not limited to:

- Computer Basics
- Computer Print Shop
- Introduction to Microsoft Word Part I
- Introduction to Word Part II
- Introduction to the Internet and E-mail
- Keyboard
- ABCs of Investing
- Household Budgeting
- Personal Finance
- Consumer Protection for Seniors
- Essentials of Elder Law
- African American History and Culture
- African Dance
- Assisting the Aging Parent
- Floral Design
- Genealogy
- Home Accents and Crafts
- Improving Your Memory
- Sign Language
- Sociology
- Spanish
- Writing Your Memoir



# INSTRUCTIONAL PROGRAMS

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## BCCC DEGREE AND CERTIFICATE INSTRUCTIONAL PROGRAMS

The chart on the next page lists in alphabetical order every program offered at BCCC, indicating whether the program is a degree or certificate program or both. When a number of programs fit a broad category, they are grouped alphabetically under one heading.

### DEFINITIONS:

**Associate Degree:** awarded for successful completion of not less than 60 or more than 70 semester hours of academic credit in a planned sequence of learning experiences.

**Option:** a sequential arrangement of courses within an associate degree program.

**Certificate:** awarded for successful completion of at least

12 semester hours of academic credit in a single field or in an interdisciplinary or multidisciplinary field that provides a body of knowledge, methods of study, and practice appropriate to a subject area.

**Track:** a sequential arrangement of courses within a certificate program.

**Note:** The descriptions of Instructional Programs, beginning on page 45, detail associate degree programs with semester-by-semester suggested sequences of courses and certificate programs with a list of required courses. When programs have both a degree and certificate option, the certificate program always immediately follows the degree program, even when they have different names. The number in parentheses following the program name is the Program Code number used on the College's admissions application.



# INSTRUCTIONAL PROGRAMS

<b>DEGREE AND CERTIFICATE INSTRUCTIONAL PROGRAMS</b>	Associate Degree Programs	Options within Degree Programs	Certificate Programs	Tracks within Certificate Programs	Page Number
Accounting	AAS		✓		51
Addiction Counseling	AAS		✓		45
<b>Arts and Sciences Transfer</b>	<b>AA</b>				47
Arts and Sciences - Art		✓			47
Arts and Sciences - Music		✓			48
Arts and Sciences - Theatre		✓			48
Arts and Sciences - Psychology		✓			49
<b>Arts and Sciences Transfer</b>	<b>AS</b>				48
Arts and Sciences - Mathematics		✓			49
Arts and Sciences - Science		✓			49
<b>Biotechnology</b>	<b>AAS</b>				50
Biotechnology Lab Certificate			✓		50
<b>Business Administration Transfer</b>	<b>AS</b>				52
<b>Business</b>	<b>AAS</b>				54
Business Management		✓			52
Business Marketing		✓			53
<b>Coding Specialist</b>			✓		74
<b>Computer-Aided Drafting and Design</b>	<b>AAS</b>				55
<b>Computer Information Systems</b>	<b>AAS</b>				54
<b>Construction Supervision</b>	<b>AAS</b>		✓		53
<b>Dental Hygiene</b>	<b>AAS</b>				56
<b>Early Childhood Education</b>	<b>AAS</b>		✓		59
Maryland State Child Day Care Training Certification	<b>not a college degree or certificate program</b>				60
<b>Engineering Transfer</b>	<b>AS</b>				60
<b>Fashion Design</b>	<b>AAS</b>		✓		60
Fashion Retailing		✓			62
<b>General Studies Transfer</b>	<b>AA</b>				62
<b>Health Information Technology</b>	<b>AAS</b>				63
Coding Specialist			✓		64
<b>Allied Human Services Degree</b>	<b>AA</b>		✓		45
<b>Lab Animal Science</b>			✓		64
<b>Law Enforcement and Correctional Administration</b>	<b>AAS</b>				65
Law Enforcement		✓			66
<b>Legal Assistant</b>	<b>AAS</b>				66
<b>Mental Health Services</b>	<b>AAS</b>				45
<b>Nursing</b>	<b>AS</b>				67
<b>Office Administration (Administrative Assistant)</b>	<b>AAS</b>				69
<b>Physical Therapist Assistant</b>	<b>AAS</b>				70
<b>Practical Nursing</b>			✓		69
<b>Respiratory Care</b>	<b>AAS</b>				71
<b>Robotics Technology</b>	<b>AAS</b>				73
<b>Special Education Assistant</b>			✓		75
Maryland Teacher Certification Pathway	<b>not a college degree or certificate program</b>				74
Substitute Teacher Certification			✓		75
<b>Surgical Technologist</b>	<b>AAS</b>				73
<b>Teacher Education Transfer</b>	<b>AA</b>				76
<b>Teacher Education Transfer (Math/Science)</b>	<b>AS</b>				76
Teacher Education Math/Science		✓			76

# INSTRUCTIONAL PROGRAMS

## GENERAL EDUCATION REQUIREMENTS

Every degree-seeking student must complete the College's General Education Requirements in addition to the requirements of his/her academic program. Through the College's General Education Requirements, students acquire basic knowledge of the disciplines in the areas of arts and humanities, social and behavioral sciences, biological and physical sciences, mathematics, and English composition.

Students must complete all requirements within 10 years of initial enrollment; re-entering students who have been away for two or more semesters (excluding summers) must meet any new program requirements. No simultaneous certificates and degrees are awarded in the same specialization. A second Associate degree can be awarded if the student completes a minimum of 15 credits beyond the requirements for the first degree, and completes all requirements in the second specialization. Students majoring in the General Studies

Transfer Program may not apply for a second associate degree. An additional degree requires approval by the Vice President for Academic Affairs.

All BCCC students must meet the College's Computer Literacy requirement in order to receive a degree or a certificate. For additional information, see page 23.

All first-time full- and part-time degree and certificate seeking students are required to complete the PRE-100 course within the first six credits. For additional information, see page 23.

## GENERAL EDUCATION REQUIREMENTS AND COURSES

Associate of Arts (AA) and Associate of Science (AS) programs require between 30 and 36 credits of General Education courses. Associate of Applied Science (AAS) programs require a minimum of 20 credits of General Education courses.

CATEGORY	TITLE	COURSES	AA AND AS DEGREES	AAS DEGREE
I	Arts and Humanities	Arts: ART 106, ART 113, ART 114, ART 122, ART 225, MUS 103, MUS 105, MUS 106 Humanities: ENG 200, ENG 201, ENG 202, ENG 205, ENG 207, ENG 208, ENG 210, SP 101, PHI 101, PHI 104	6 credits, including one literature course and one other three credit course	3 credits
II	Social and Behavioral Sciences	ECO 101, ECO 201, ECO 202, GEO 102, H 101, H 102, H 110, H 111, H 151, H 152, H 201, PS 101, PS 102, PS 201, PSY 101, PSY 104, PSY 120, SOC 101, SOC 108, SOC 120, SOC 205, SOC 210, SOC 223	6 credits	3 credits
III	Biological and Physical Sciences:	BIO 101, ES 110, ES 111, SCI 100, SCI 106 Biological Sciences with Labs: BIO 102, BIO 103, BIO 107, BIO 111, BIO 112, BIO 212 Physical Sciences with Labs: CHE 101, CHE 102, PHSC 110, PHSC 120, PHY 101, PHY 102, PHY 203, PHY 204	7 credits, including one 4-credit science lab	3-4 credits
IV	Mathematics	MAT 107, MAT 115, MAT 125, MAT 128, MAT 129, MAT 140, MAT 141, MAT 220	3 credits	3 credits
V	English Composition	ENG 101	3 credits	3 credits
VI (Optional, see individual program requirements)	Inter-disciplinary and Emerging Issues	CRJ 101, HLF 205, HUM 202, HUM 205, HUM 207, PHI 105, SOC 150, SOC 250	limited to 8 credits	limited to 8 credits
Other General Education Requirements (See individual program requirements)	General Education courses from any category	All BCCC students must meet the College's Computer Literacy requirement in order to receive a degree or a certificate. For additional information, see page 23.  All first-time full- and part-time degree and certificate seeking students are required to complete the PRE-100 course within the first six credits. For additional information, see page 23.	5-11 credits	4-6 credits



# INSTRUCTIONAL PROGRAMS

## ALLIED HUMAN SERVICES PROGRAMS

**Liberty Campus**  
**School of Arts and Social Sciences**  
**Education, Social and Behavioral Sciences**  
**Department**  
**410-462-7741**

ALLIED HUMAN SERVICES DEGREE PROGRAM:

### Options offered:

- Allied Human Services Degree (125)
- Addiction Counseling (127)
- Mental Health Services Option (031)

ALLIED HUMAN SERVICES CERTIFICATES:

### Certificate Programs

- Allied Human Services (048)
- Addiction Counseling (128)

The current trend toward comprehensive and unified delivery of human services and the need for workers who can function in a variety of human services situations are reflected in BCCC's combining classroom instruction and clinical/fieldwork experiences. Thus, students are able to bridge the gap between academic theory and the real world of social services work. The grouping of these options under the Allied Human Services umbrella meets workers' need for career mobility, and provides service organizations with flexible sources of manpower.

Every potential human services student is urged to look at each program's separate description in order to gain the full picture of opportunities available for BCCC training in Allied Human Services.

### ALLIED HUMAN SERVICES DEGREE (125)

Allied Human Services is tailor-made for students. These students study an Allied Human Services core in which they receive the special instruction and career foundation courses needed for such fields as social work, mental health, counseling, gerontology, social and behavioral sciences, law enforcement, government service, education, and community and social planning.

The BCCC course-of-study is designed to be flexible enough to fit each student's career goals.

### Allied Human Services

#### Suggested Sequence of Courses

**\*\* All BCCC students must meet the College's Computer Literacy requirements in order to receive a degree or a certificate. All first-time, full- and part-time degree and certificate seeking students are required to complete the PRE 100 course within the first six credits.**

1st Semester		Credits
PRE 100	Preparation for Academic Achievement	1
AHS 100	Introduction to Human Services	4
BIO 102	Principles of Biology	4
ENG 101	English Writing	3
MAT 107	Modern Elementary Statistics	3
SP 101	Fundamentals of Speech Communication	3
	Total	18

### 2nd Semester

AHS 103	Group Dynamics: Small Group Analysis	3
BIO 111	Anatomy and Physiology I	4
ENG 102	Introduction to the Term Paper and Research Methods	3
HLF	Health and Life Fitness	1
SOC 101	Introduction to Sociology	3
	Total	14

### 3rd Semester

AHS 101	Clinical/Fieldwork I: Human Services Individual Counseling	4
ENG 200	Introduction to Literature OR	
ENG 210	African American Literature	3
H 101	History of American Civilization I	3
HLF	Health and Life Fitness	1
PSY 101	Introductory Psychology	3
	General Education Requirements: Choose any General Education course	3
	Total	17

### 4th Semester

AHS 102	Clinical/Fieldwork II: Human Services Group Counseling	5
H 102	History of American Civilization II	3
PHI 101	Introduction to Philosophy	3
PS 101	American Government	3
PSY 105	Behavior Modification (or any PSY course)	3
	Total	17
	<b>Program Total</b>	<b>66</b>

### ADDICTION COUNSELING OPTION (127)

#### ALLIED HUMAN SERVICES DEGREE

The Addiction Counseling option is designed for students interested in careers in addiction counseling. Available to both full- and part-time students, this specialization includes four addiction-specific courses totaling 12 credit-hours. Students pursuing the Addiction Counseling option are also provided clinical/fieldwork in addiction agencies, allowing students to accumulate a total of almost 300 hours of direct experience working with drug and alcohol abusers in treatment.

This option is specifically designed to respond to the need for additional substance abuse counselors. The coursework provides career development opportunities and entry-level skills development in meeting State requirements for the Board of Professional Counselors and Therapists.

### Addiction Counseling Option

#### Associate of Applied Science Degree in

#### Allied Human Services Degree

#### Suggested Sequence of Courses

**\*\* All BCCC students must meet the College's Computer Literacy requirements in order to receive a degree or a certificate. All first-time, full- and part-time degree and certificate seeking students are required to complete the PRE 100 course within the first six credits.**

# INSTRUCTIONAL PROGRAM

<b>1st Semester</b>		<b>Credits</b>
PRE 100	Preparation for Academic Achievement	1
ADC 106	Fundamentals of Chemical Dependency Treatment	3
ADC 108	Pharmacology of Chemical Dependency	3
AHS 100	Introduction to Human Services	4
ENG 101	English Writing	3
PSY 101	Introductory Psychology	3
	<b>Total</b>	<b>17</b>
<b>2nd Semester</b>		
ADC 201	Chemical Dependency Counseling Skills	3
AHS 101	Clinical/Fieldwork I: Human Services Individual Counseling	4
AHS 103	Group Dynamics: Small Group Analysis	3
HEA 102	First Aid and Safety*	1
HLF	Health and Life Fitness	1
SP 101	Fundamentals of Speech Communication	3
AHS 295	Professional Ethics in the Human Services	3
	<b>Total</b>	<b>18</b>
<b>3rd Semester</b>		
BIO 102	Principles of Biology	4
ADC 202	Assessment and Treatment Planning with Chemically Dependent Clients	3
AHS 102	Clinical/Fieldwork II: Human Services Group Counseling	5
HLF	Health and Life Fitness	1
SOC 101	Introduction to Sociology	3
	<b>Total</b>	<b>16</b>
<b>4th Semester</b>		
AHS 200	Clinical/Fieldwork III: Human Services Multicultural Counseling	6
MAT 107	Modern Elementary Statistics	
	OR	
MAT 128	Precalculus I: College Algebra	3-4
PSY 204	Introduction to Abnormal Psychology	3
	General Education Requirements: Choose any General Education course	3
	<b>Total</b>	<b>15-16</b>
	<b>Program Total</b>	<b>66-67</b>

\* A current American Red Cross CPR/First Aid card meets the HEA 102 requirement.

The Addiction Counseling certificate track is specifically designed to prepare students and practicing professionals for entry-level positions as substance abuse counselors. This program is designed to provide career development opportunities to increase the number of credentialed counselors in the Baltimore region. This program also increases the skills of practicing entry-level Alcohol and Other Drug Abuse (AODA) counselors by providing skills training to help them meet requirements for certification and by providing internship opportunities for students desiring to work in this mental health specialization.

Priority for admission to this certificate track goes to those planning to work in the Baltimore City area. Applicants must have a high school or GED equivalent education, no fewer than three years of AODA work experience, and no history of alcohol or other drug misuse or active dependency for a period of two years

immediately prior to admission to this program. Please note that this academic certificate is not a substitute for certification through the Board of Professional Counselors and Therapists.

## ADDICTION COUNSELING CERTIFICATE (128)

<b>Courses</b>		<b>Credits</b>
PRE 100	Preparation for Academic Achievement	1
ADC 106	Fundamentals of Chemical Dependency Treatment	3
ADC 108	Pharmacology of Chemical Dependency	3
ADC 201	Chemical Dependency Counseling Skills	3
ADC 202	Assessment and Treatment Planning with Chemically Dependent Clients	3
AHS 100	Introduction to Human Services	4
AHS 101	Clinical/Fieldwork I: Human Services Individual Counseling	4
AHS 102	Clinical/Fieldwork II: Human Services Group Counseling	5
	<b>Total</b>	<b>26</b>

## ALLIED HUMAN SERVICES CERTIFICATE (048)

The Allied Human Services certificate track trains students to assist professionals in providing services such as interviewing clients, interpreting programs and services, participating in neighborhood programs and projects, case-finding and outreach activities, and providing daily services to meet the social and physical needs of clients or patients. The student's own life experience and knowledge of people are the most important qualifications for admission to this track. Credits for this track may be used toward the Associate degree in Allied Human Services.

<b>Courses</b>		<b>Credits</b>
PRE 100	Preparation for Academic Achievement	1
AHS 100	Introduction to Human Services	4
AHS 101	Clinical/Fieldwork I: Human Services Individual Counseling	4
AHS 103	Group Dynamics: Small Group Analysis	3
AHS 104	Activity Therapies	3
HEA 102	First Aid and Safety	1
	<b>Total</b>	<b>16</b>

## MENTAL HEALTH SERVICES OPTION (031)

### ALLIED HUMAN SERVICES APPLIED SCIENCES DEGREE

Students in this option acquire a broad and in-depth background in the humanities as well as in the biological, social, and behavioral sciences while developing those skills essential for working with mental health patients. Through classroom studies and more than 300 hours of fieldwork experience, students develop the necessary expertise in observation, interviewing, counseling, and recording information. In addition, students learn about group counseling, psychological testing, and statistical measurement.

### Mental Health Services Option

### Allied Human Services Applied Science Degree in Allied Human Services

### Suggested Sequence of Courses

# INSTRUCTIONAL PROGRAMS

<b>1st Semester</b>			<b>Credits</b>
PRE	100	Preparation for Academic Achievement	1
AHS	100	Introduction to Human Services	4
ENG	101	English Writing	3
HEA	102	First Aid and Safety	1
HLF		Health and Life Fitness	1
PSY	101	Introductory Psychology	3
SOC	101	Introduction to Sociology	3
		Total	16
<b>2nd Semester</b>			<b>Credits</b>
AHS	101	Clinical/Fieldwork I: Human Services Individual Counseling	4
AHS	103	Group Dynamics: Small Group Analysis	3
BIO	102	Principles of Biology	4
HLF		Health and Life Fitness	1
MAT	107	Modern Elementary Statistics	3
		Total	15
<b>3rd Semester</b>			<b>Credits</b>
AHS	102	Clinical/Fieldwork II: Human Services Group Counseling	5
AHS	213	Living, Coping, Dying	3
PSY	103	Psychology of Personality	3
SP	101	Fundamentals of Speech Communication	3
		General Education Requirements: Choose any General Ed course	3
		Total	17
<b>4th Semester</b>			<b>Credits</b>
AHS	104	Activity Therapies	3
AHS	200	Clinical/Fieldwork III: Multicultural Counseling	6
AHS	203	Advocacy in the New Millennium	3
AHS	295	Professional Ethics	3
PSY	104	Introduction to Abnormal Psychology	3
		Total	18
		<b>Program Total</b>	<b>66</b>

\*A current American Red Cross CPR/First Aid cards meets the HEA 102 requirement.

## ARTS AND SCIENCES TRANSFER PROGRAM

**Liberty Campus**  
**School of Arts and Social Sciences**  
**English, Humanities, Visual and**  
**Performing Arts Department**  
**410-462-7605**

Increasingly, highly motivated students whose sights are set on careers in law, medicine, pharmacy, business, education, government service, journalism, the visual arts, music, the social sciences, languages, and other fields are finding that the most strongly recommended path to a bachelor's degree and professional school training is a liberal arts education. BCCC's Arts and Sciences Transfer Program is an excellent means to begin this path. In addition to offering an enriched liberal arts study, the program provides students with individual support by the Arts and Sciences Program Coordinator and the College's transfer counselor.

Following initial advisement by the Program Coordinator, the entering student selects a specific program option:

### ARTS AND SCIENCES TRANSFER DEGREE (ASSOCIATE OF ARTS)

- Art Option (170)
- Psychology Option (507)
- Music Performance Option (603)
- Theatre Performance Option (606)

### ARTS AND SCIENCES TRANSFER DEGREE (ASSOCIATE OF SCIENCE)

- Mathematics Option (503)
- Science Option (504)

Following admission to the program, the student progresses at his/her own pace through the carefully selected courses designed to lay the foundation needed for advanced study leading to a bachelor's degree. At the appropriate point, each student is fully assisted in the process of transferring to a four-year college or university.

### Art Option Associate of Arts Degree in Arts and Sciences Transfer Suggested Sequence of Courses

**\*\* All BCCC students must meet the College's Computer Literacy requirements in order to receive a degree or a certificate. All first-time, full- and part-time degree and certificate seeking students are required to complete the PRE 100 course within the first six credits.**

<b>1st Semester</b>			<b>Credits</b>
PRE	100	Preparation for Academic Achievement	1
ART	101	Beginning Drawing	3
ENG	101	English Writing	3
		MAT Choose one: MAT 107, MAT 128, OR MAT 129	3-4
PHI	104	Logic and Critical Thinking	3
SP	101	Fundamentals of Speech Communication	3
		Total	16-17
<b>2nd Semester</b>			
ART	102	Beginning Painting	3
ART	105	Fundamentals of Design	3
BIO	102	Principles of Biology	4
ENG	200	Introduction to Literature	3
HLF		Health and Life Fitness	1
MUS	103	Music Appreciation	3
		Total	17
<b>3rd Semester</b>			
ART	113	History of Art I	3
ART	130	Introduction to Computer Graphics	3
ART	200	Intermediate Drawing	3
ART		ART Elective*	3
HLF		Health and Life Fitness	1
SOC	101	Introduction to Sociology	3
		Total	16

# INSTRUCTIONAL PROGRAMS

## 4th Semester

ART 114	History of Art II	3
ART 201	Advanced Drawing I	3
ART	ART Elective*	3
PSY 101	Introductory Psychology	3
PHSC 110	Physical Science	4
	Total	16
	<b>Program Total</b>	<b>65-66</b>

## \*ART Electives

ART 107	Basic Photography	3
ART 108	Intermediate Photography	3
ART 119	Anatomy and Life	3
ART 121	Arts and Crafts	3
ART 122	Introduction to African American Visual Arts	3
ART 125	Basic Jewelry	3
ART 130	Introduction to Computer Graphics	3
ART 199	Individual Study in Art	3
ART 202	Advanced Drawing II	3
ART 205	Sculpture	3
ART 207	Basic Ceramics	3
ART 208	Basic/Intermediate Ceramics	3
ART 209	Printmaking	3
ART 217	Advanced Painting	3

## Music Performance Option (603)

### Suggested Sequence of Courses

**\*\* All BCCC students must meet the College's Computer Literacy requirements in order to receive a degree or a certificate. All first-time, full- and part-time degree and certificate seeking students are required to complete the PRE 100 course within the first six credits.**

### 1st Semester Credits

PRE 100	Preparation for Academic Achievement	1
ENG 101	English Writing	3
HLF	Health Life Fitness	1
MAT 107	Modern Elementary Statistics	3
MUS 100	Introduction to Music Fundamentals	3
MUS 191	Ear Training I	1
MUS 101	Theory of Music I	3
MUS 140	Applied Music I	2
MUS 128	Choir I	
	OR	
MUS 132	Band I	1
	Total	18

### 2nd Semester

H 101	OR H 151	3
MUS 123	Piano I	2
MUS 192	Ear Training II	1
MUS 102	Theory of Music II	3
MUS 200	Applied Music II	2
MUS 129	Choir II	1
	OR	
MUS 133	Band II	
SCI 100	Elements of Earth Science	3
SP 101	Fundamentals of Speech Communication	3
	Total	18

### 3rd Semester

	General Education Requirements: Biological and Physical Sciences	4
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	Social and Behavioral Sciences	3
HLF	Health Life Fitness	1
MUS 273	Piano II	2
MUS 230	Ear Training III	1
MUS 291	Theory of Music III	3
MUS 292	Applied Music III	2
MUS 130	Choir III	
	OR	
MUS 134	Band III	1
	Total	17

## 4th Semester

ENG 200	Introduction to Literature	3
	General Education Requirements: Arts and Humanities	3
	Social and Behavioral Sciences	3
MUS 240	Ear training IV	1
MUS 294	Theory of Music IV	3
MUS 131	Choir IV	
	OR	
MUS 135	Band IV	1
MUS 296	Applied Music IV	2
	Total	16

## Theatre Performance Option (606)

### Suggested Sequence of Courses

**\*\* All BCCC students must meet the College's Computer Literacy requirements in order to receive a degree or a certificate. All first-time, full- and part-time degree and certificate seeking students are required to complete the PRE 100 course within the first six credits.**

### 1st Semester Credits

PRE 100	Preparation for Academic Achievement	1
ART 106	Art in the Culture	3
ENG 101	English Writing	3
MAT 107	Modern Elementary Statistics	3
SP 101	Fundamentals of Speech Communication	3
THEA 101	Introduction to the Theatre	3
	Total	16

### 2nd Semester

BIO 102	Principles of Biology	4
H 101	History of American Civilization I	3
HLF	Life Fitness and Health	1
THEA 107	Script Analysis	3
THEA 111	Acting I (for the Major)	3
MUS 117, 123 OR 151		2
	Total	16

### 3rd Semester

ENG 200	Introduction to Literature	3
	General Education Requirements: Biological and Physical Sciences	3
THEA 112	Movement for the Stage Actor	3
THEA 113	Vocal Training for the Actor	3
THEA 200	History of Theatre I	3
	Total	15

### 4th Semester

	General Education Requirement: Social and Behavioral Sciences	3
	Any Category	3
HLF	Life Fitness and Health	1



# INSTRUCTIONAL PROGRAMS

THEA 201	History of the Theatre II	3
THEA 210	Acting II	3
THEA 250	Theatre Production	3
	Total	16
	<b>Program Total</b>	<b>60</b>

## Mathematics Option

### Associate of Science Degree in Arts and Sciences Transfer

#### Suggested Sequence of Courses

**\*\* All BCCC students must meet the College's Computer Literacy requirements in order to receive a degree or a certificate. All first-time, full- and part-time degree and certificate seeking students are required to complete the PRE 100 course within the first six credits.**

1st Semester		Credits
PRE 100	Preparation for Academic Achievement	1
ENG 101	English Writing	3
HLF	Health and Life Fitness	1
MAT 140	Calculus I	4
PHI 104	Logic and Critical Thinking	3
SP 101	Fundamentals of Speech Communication	3
	Total	15

#### 2nd Semester

CSC 108	Programming in C	3
ECO 201	The American Economy I: Macroeconomic Theory	3
ENG 200	Introduction to Literature	3
MAT 141	Calculus II	4
MAT 222	Discrete Mathematics I	4
	Total	17

#### 3rd Semester

CSC 120	Introduction to Computer Science I	4
HLF	Health and Life Fitness	1
MAT 210	Advanced Calculus	4
PHY 203	General Physics I	5
	Total	14

#### 4th Semester

H 101	History of American Civilization I OR	
H 151	World History I	3
MAT 211	Differential Equations	4
MAT 212	Linear Algebra	4
PHY 204	General Physics II	5
	Total	16
	<b>Program Total</b>	<b>62</b>

## Psychology Option

### Associate of Arts Degree in Arts and Sciences Transfer

#### Suggested Sequence of Courses

**\*\* All BCCC students must meet the College's Computer Literacy requirements in order to receive a degree or a certificate. All first-time, full- and part-time degree and certificate seeking students are required to complete the PRE 100 course within the first six credits.**

1st Semester		Credits
PRE 100	Preparation for Academic Achievement	1
BIO 102	Principles of Biology	4
ENG 101	English Writing	3
HLF	Health and Life Fitness	1
PSY 101	Introduction to Psychology	3

SP 101	Fundamentals of Speech Communication	3
	Total	15

#### 2nd Semester

BIO 107	Anatomy and Physiology	4
ENG 102	Introduction to the Term Paper and Research Methods	3
HLF	Health and Life Fitness	1
PHI 104	Logic and Critical Thinking	3
PSY 104	Developmental Psychology	3
SOC 101	Introduction to Sociology	3
	Total	17

#### 3rd Semester

H 101	History of American Civilization OR	1
H 151	World History I	3
PSY 103	Psychology of Personality	3
PSY 206	Social Psychology	3
SOC 150	Cultural Diversity in the Workplace	3
ENG 200	Introduction to Literature	3
MAT 107	Modern Elementary Statistics	3
	Total	18

#### 4th Semester

H 102	History of American Civilization II OR	
H 152	World History II	3
PSY 210	Introduction to Methods in Psychological Research	4
PSY	Psychology Electives: choose 1 course: PSY 105, PSY 119, PSY 121, PSY 201, PSY 202, PSY 203, PSY 204, PSY 205, PSY 208	3
HUM 205	Literature and Healing: Moral, Ethical and Living	3
	Total	15
	<b>Program Total</b>	<b>63</b>

The Associate of Science degree with Science Option prepares students to transfer into bachelor degree programs in science in a four-year college or university. This degree is the first step toward readiness to pursue high demand careers in STEM (Science, Technology, Engineering, and Mathematics).

The bachelor's degree in science prepares students for a variety of careers in industry, government, health care, and educational institutions. Some of the job opportunities open to graduates in science include:

- Ecologist
- Forensic analyst
- Market research analyst
- Population analyst
- Research scientist
- Environmental scientist
- Pre-med
- Pre-pharmacy
- Pre-dental

## Science Option

### Associate of Science Degree in Arts and Sciences Transfer

#### Suggested Sequence of Courses

**\*\* All BCCC students must meet the College's Computer Literacy requirements in order to receive a degree or a certificate. All first-time, full- and part-time degree and**

# INSTRUCTIONAL PROGRAMS

certificate seeking students are required to complete the PRE 100 course within the first six credits.

1st Semester		Credits
PRE 100	Preparation for Academic Achievement	1
CHE 101	General Chemistry I	4
ENG 101	English Writing	3
HLF	Health and Life Fitness	1
MAT 128	Precalculus I	4
PHI 104	Logic and Critical Thinking	3
	<b>Total</b>	<b>16</b>

2nd Semester		Credits
BIO	Biology Elective: choose BIO 102, BIO 103	4
CHE 102	General Chemistry II	4
ENG 102	Introduction to the Term Paper and Research Methods	3
ENG 200	Introduction to Literature	3
	General Education Requirements: Social and Behavioral Sciences	3
	<b>Total</b>	<b>17</b>

3rd Semester		Credits
CHE 203	Organic Chemistry I	5
MAT 129	Precalculus II	4
	General Education Requirements: Interdisciplinary and Emerging Issues	3
	Science Elective: choose any except BIO 101 and CHE103	3-5
	<b>Total</b>	<b>15-17</b>

4th Semester		Credits
CHE 204	Organic Chemistry II	5
HLF	Health and Life Fitness	1
MAT 107	Modern Elementary Statistics	
OR	Science Elective except BIO 101 and CHE 103	3-5
MAT 140	Calculus I	4
	General Education Requirements: Social and Behavioral Sciences	3
	<b>Total</b>	<b>16-18</b>
	<b>Program Total</b>	<b>64-68</b>

## BIOTECHNOLOGY PROGRAM

### Liberty Campus

### School of Business, Science, Technology, Engineering and Mathematics

### Natural and Physical Science Department 410-462-7645

#### BIOTECHNOLOGY DEGREE (145)

Students develop science laboratory technical skills in preparation for employment under the supervision of professional scientists in a variety of laboratory settings. The program can also serve as the first two years of preparation for a four-year school with a major in physical or biological sciences.

The second year prepares students for employment in chemical, medical, or scientific labs and/or aquariums and zoos. On-the-job experiences are often available. The Biotechnology Program includes a state-of-the-art technical research experience provided by local biotechnology institutes and research facilities such as

the University of Maryland Biotechnology Institute in Baltimore's Inner Harbor.

## Biotechnology

### Associate of Applied Science Degree Program Suggested Sequence of Courses

**\*\* All BCCC students must meet the College's Computer Literacy requirements in order to receive a degree or a certificate. All first-time, full- and part-time degree and certificate seeking students are required to complete the PRE 100 course within the first six credits.**

1st Semester		Credits
PRE 100	Preparation for Academic Achievement	1
BTC 101	Special Topics in Biotechnology I	2
CHE 101	General Chemistry I	4
ENG 101	English Writing	3
MAT 128	Precalculus I: College Algebra	4
	General Education Requirements: Social and Behavioral Sciences	3-4
	<b>Total</b>	<b>17-18</b>

2nd Semester		Credits
BIO 102	General Biology	4
BTC 102	Special Topics in Biotechnology II	2
CHE 102	General Chemistry II	4
ENG 102	Introduction to the Term Paper and Research Methods	3
MAT 107	Modern Elementary Statistics	3
	<b>Total</b>	<b>16</b>

Summer		Credits
BIO 199	Individual Study in Biology	4-6

3rd Semester		Credits
BIO 212	Microbiology	4
BTC 105	Techniques for Instrumentation for Biotechnology	4
HLF	Health and Life Fitness	1
HUM 205	Literature and Healing: Moral, Ethical, and Legal Implications	3
	Biotechnology Elective*	4-5
	<b>Total</b>	<b>16-17</b>

4th Semester		Credits
BIO 207	Genetics	4
BUAD 112	Computers for Business Management	3
HLF	Health and Life Fitness	1
	General Education Requirements: Arts and Humanities	3
	Social and Behavioral Sciences	3-4
	<b>Total</b>	<b>14-15</b>
	<b>Program Total</b>	<b>67-72</b>

*Biotechnology Electives:		Credits
**CHE 203	Organic Chemistry	5
PHY 101	Fundamentals of Physics I	4

*\*\*CHE 203 Students intending to transfer to the Medical and Research Technology program in Medical Technology or Biotechnology at University of Maryland at Baltimore need to select CHE 203 for their Biotechnology elective.*

## BIOTECHNOLOGY LAB CERTIFICATE

### BioPark

### School of Business, Science, Technology, Engineering and Mathematics

# INSTRUCTIONAL PROGRAMS

## Natural and Physical Science Department 410-637-3805

### Biotechnology Lab Certificate Program

#### Suggested Sequence of Courses

**\*\* All BCCC students must meet the College's Computer Literacy requirements in order to receive a degree or a certificate. All first-time, full- and part-time degree and certificate seeking students are required to complete the PRE 100 course within the first six credits.**

1st Semester		Credits
PRE 100	Preparation for Academic Achievement	1
LSS 101	Laboratory Communication Skills	3
LSS 102	Laboratory Math, Computer Skills and Informatics	3
LSS 103	Laboratory and Sterilization Management	3
LSS 104	Seminar in Biotechnology or Related Fields	1
BTC 101	Special Topics in Biotechnology I	2
	Total	13
2nd Semester		Credits
LSS 106	Instrumentation and Techniques for Biotechnology Lab	4
BIO 199	Individual Study in Biology	3
	Total	7

**Note:** The Biotechnology Lab Certificate is a certificate option of Science Technology Program. The Biotechnology Lab Certificate is intended to prepare students for immediate employment in the biotechnology field as biotechnology laboratory technicians or assistants. Certificate holders will find employment in academic research laboratories, industrial research laboratories, and biopharmaceutical production facilities. Students must meet the college computer literacy requirements.

## BUSINESS PROGRAMS

### Liberty Campus

#### School of Business, Science, Technology, Engineering and Mathematics

#### Business and Technology Department

#### Liberty 410-462-7690

- Accounting Degree (001)
- Business Administration Transfer Degree (004)
- Business Management Option (013)
- Business Marketing Option (055)
- Construction Supervision Degree (400)
- Construction Supervision Certificate (401)

### ACCOUNTING DEGREE (001)

All businesses—from small shops to giant international conglomerates—report tax-related and other information to local, state, and federal agencies whose constantly increasing regulations create a demand for people thoroughly trained in accounting procedures and policies. BCCC's Accounting Program prepares its graduates for employment as junior accountants, accounting clerks, or management trainees. Many graduates transfer their BCCC credits to four-year colleges and universities, in part to prepare for CPA examinations. Prospective transfer students should contact their preferred transfer institutions concerning course requirements before discussing their sequence

of courses with their BCCC faculty advisers and should take MAT 128 instead of ACCT 261. Early and informed communication among the student, his/her BCCC adviser, the Transfer Counselor, and the four-year institution will facilitate transfer.

### TRANSFER ADAPTATIONS

Students planning to transfer to four-year institutions should modify this program as indicated below. It is the students' responsibility to inform both their BCCC advisers and the upper-level college of their choice. The earlier these communications take place, the easier the transfer will be.

- MAT 128 for ACCT 261
- Recommended Electives: Biological or Physical Sciences with a lab

The Accounting degree program is accredited by the Association of Collegiate Business Schools and Programs (ACBSP).

### Accounting

#### Associate of Applied Science Degree Program

#### Suggested Sequence of Courses

**\*\* All BCCC students must meet the College's Computer Literacy requirements in order to receive a degree or a certificate. All first-time, full- and part-time degree and certificate seeking students are required to complete the PRE 100 course within the first six credits.**

1st Semester		Credits
PRE 100	Preparation for Academic Achievement	1
ACCT 211	Accounting Principles I	3
BUAD 100	Introduction to Business	3
ENG 101	English Writing	3
HLF	Health and Life Fitness	1
MAT 107	Modern Elementary Statistics	
	OR	
MAT 125	Finite Mathematics	3
	General Education Requirements:	
	Social and Behavioral Sciences	3-4
	Total	17-18

### 2nd Semester

ACCT 212	Accounting Principles II	3
BUAD 112	Computers for Business Management	3
HLF	Health and Life Fitness	1
MGMT 180	Personal Financial Management	3
SP 101	Fundamentals of Speech Communication	3
	Total	13

### 3rd Semester

ACCT 230	Intermediate Accounting I	3
ACCT 235	Cost Accounting	3
ECO 201	The American Economy I: Macroeconomic Theory	3
	General Education Requirements:	
	Arts and Humanities	3
	Biological and Physical Sciences	3-4
	Total	15-16

### 4th Semester

ACCT 231	Intermediate Accounting II	3
ACCT 261	Accounting Applications on the Microcomputer II	
	OR	
MAT 128	Pre-Calculus I: College Algebra	3-4

# INSTRUCTIONAL PROGRAMS

ACCT 265	Income Tax Accounting	3
ACCT 241	Auditing Concepts OR	
COP 200	Cooperative Education	3
BUAD 207	Business Law I	3
ECO 202	The American Economy II: Microeconomic Theory	3
	Total	18
	<b>Program Total</b>	<b>63-66</b>
	(Elective: ACCT 241 or COP 200)	

## ACCOUNTING CERTIFICATE (211)

The Accounting Certificate is designed for people seeking entry-level employment in bookkeeping or accounting who choose not to pursue an associate degree or have previously earned that or another degree.

Courses	Credits	
PRE 100	Preparation for Academic Achievement	1
ACCT 211	Accounting Principles I	3
ACCT 212	Accounting Principles II	3
ACCT 230	Intermediate Accounting I	3
ACCT 231	Intermediate Accounting II	3
ACCT 261	Accounting Applications on the Microcomputer II	3
ACCT 265	Income Tax Accounting	3
BUAD 112	Computers for Business Management	3
COP 200	Cooperative Education	3
ENG 101	English Writing	3
MGMT 180	Personal Financial Management	3
OFAD 100	Office Administration	3
	<b>Certificate Total</b>	<b>34</b>

## BUSINESS ADMINISTRATION TRANSFER DEGREE (004)

BCCC's program is designed for students who plan to transfer to an upper-level institution to obtain a Bachelor's degree in Business Administration. Students are urged to communicate with both their BCCC advisers and the upper-level schools of their choice to determine early and accurately the transfer school's expectations and requirements. The BCCC Business Administration graduate will be fully prepared to pursue such four-year programs as accounting, advertising, banking and finance, economics, human resources management, marketing, management, and real estate.

The Business Administration Transfer Program is accredited by the Association of Collegiate Business Schools and Programs (ACBSP).

### Business Administration Transfer Associate of Science Degree Program Suggested Sequence of Courses

**\*\* All BCCC students must meet the College's Computer Literacy requirements in order to receive a degree or a certificate. All first-time, full- and part-time degree and certificate seeking students are required to complete the PRE 100 course within the first six credits.**

1st Semester	Credits	
PRE 100	Preparation for Academic Achievement	1
BUAD 100	Introduction to Business	3
BUAD 112	Computers for Business Management	3
ENG 101	English Writing	3

MAT 128	Pre-Calculus I: College Algebra	4
SP 101	Fundamentals of Speech Communication	3
	Total	17

## 2nd Semester

ECO 201	The American Economy I: Macroeconomic Theory	3
	General Education Requirements:	
	Social and Behavioral Sciences	3
	Biological Sciences with Lab	4
	Arts and Humanities	3
	Total	13

## 3rd Semester

ACCT 211	Accounting Principles I	3
ECO 202	The American Economy II: Microeconomic Theory	3
HLF	Health and Life Fitness Elective	1
MGMT 222	Principles of Business Management	3
MKTG 223	Marketing	3
	General Education Requirements:	
	Social and Behavioral Sciences	3
	Total	16

## 4th Semester

ACCT 212	Accounting Principles II	3
BUAD 207	Business Law I	3
HLF	Health and Life Fitness Elective	1
MAT 107	Modern Elementary Statistics	3
	General Education Requirements:	
	Physical Sciences	3-4
	*Business Elective	
	Any ACCT, BUAD, MGMT or	
	MKTG three-credit course	3
	*MGMT 219 Recommended	
	Total	16-17
	<b>Program Total</b>	<b>62-63</b>

## BUSINESS MANAGEMENT OPTION (013) BUSINESS DEGREE

Business Management is structured as a career program. It assists BCCC students in developing the knowledge, skills, and attitudes necessary for entry-level management trainee positions in business, industry, government, and service fields. Entrepreneurship is also a career option for graduates of this discipline. Team development and performance, worker empowerment, and customer satisfaction through continuous improvement are topics covered in all management courses.

Some specialized courses in the Management Option may not transfer to some four-year colleges. Students who are interested in transferring to a four-year college or university should take the Business Administration Transfer Program. This option is designed for persons who are first-time managers or for persons seeking entry-level management trainee positions.

The Business Management Degree Option is accredited by the Association of Collegiate Business Schools and Programs (ACBSP).

### Business Management Option Associate of Applied Science Degree in Business Suggested Sequence of Courses

**\*\* All BCCC students must meet the College's Computer**



# ADMISSIONS AND REGISTRATION

Literacy requirements in order to receive a degree or a certificate. All first-time, full- and part-time degree and certificate seeking students are required to complete the PRE 100 course within the first six credits.

<b>1st Semester</b>		<b>Credits</b>
PRE 100	Preparation for Academic Achievement	1
BUAD 100	Introduction to Business	3
BUAD 112	Computers for Business Management	3
ENG 101	English Writing	3
MGMT 103	Business Mathematics	3
SP 101	Fundamentals of Speech Communication	3
	<b>Total</b>	<b>16</b>
<b>2nd Semester</b>		
ENG 113	Business Writing	3
MGMT 102	Principles of Supervision	3
MGMT 170	Small Business Management	3
MAT 107	Modern Elementary Statistics	3
PSY 101	Introductory Psychology	3
	General Education Requirements: Arts and Humanities	3
	<b>Total</b>	<b>18</b>
<b>3rd Semester</b>		
ACCT 211	Accounting Principles I	3
BUAD 207	Business Law I	3
MGMT 222	Principles of Management	3
MKTG 223	Marketing	3
	General Education Requirements: Biological and Physical Sciences	3-4
	<b>Total</b>	<b>15-16</b>
<b>4th Semester</b>		
ACCT 212	Accounting Principles II	3
ECO 201	The American Economy I: Macroeconomic Theory	3
HLF	Health and Life Fitness	2
MGMT 180	Personal Financial Management	3
MGMT 219	Human Resource Management	3
MGMT 229	Principles of Leadership	3
	<b>Total</b>	<b>17</b>
	<b>Program Total</b>	<b>66-67</b>

## BUSINESS MARKETING OPTION (055) BUSINESS DEGREE

Business Marketing is structured as a career program. It assists BCCC students in developing the knowledge, skills, and attitudes necessary for entry-level marketing trainee positions in business, industry, government, and service fields. Entrepreneurship is also a career option for graduates of this discipline. Team development and performance, worker empowerment, and customer satisfaction through continuous improvement are topics covered in all management/marketing courses.

Some specialized courses in the Marketing Option may not transfer to some four-year colleges. Students who are interested in transferring to a four-year college or university should take the Business Administration Transfer Program. This program is designed for persons who are seeking entry level marketing trainee positions. The Business Marketing Degree Option is accredited by the Association of Collegiate Business Schools and Programs (ACBSP).

## Business Marketing Option Associate of Applied Science Degree in Business Suggested Sequence of Courses

**\*\* All BCCC students must meet the College's Computer Literacy requirements in order to receive a degree or a certificate. All first-time, full- and part-time degree and certificate seeking students are required to complete the PRE 100 course within the first six credits.**

<b>1st Semester</b>		<b>Credits</b>
PRE 100	Preparation for Academic Achievement	1
BUAD 100	Introduction to Business	3
BUAD 112	Computers for Business Management	3
ENG 101	English Writing	3
MGMT 103	Business Mathematics	3
SP 101	Fundamentals of Speech Communication	3
	<b>Total</b>	<b>16</b>
<b>2nd Semester</b>		
ENG 113	Business Writing	3
MGMT 102	Principles of Supervision	3
MGMT 170	Small Business Management	3
MAT 107	Modern Elementary Statistics	3
PSY 101	Introductory Psychology	3
	General Education Requirements: Arts and Humanities	3
	<b>Total</b>	<b>18</b>
<b>3rd Semester</b>		
ACCT 211	Accounting Principles I	1
BUAD 207	Business Law I	3
MGMT 222	Principles of Management	3
MKTG 223	Marketing	3
	General Education Requirements: Biological and Physical Sciences	3-4
	<b>Total</b>	<b>13-14</b>
<b>4th Semester</b>		
ACCT 212	Accounting Principles II	3
ECO 201	The American Economy I: Macroeconomic Theory	3
HLF	Health and Life Fitness	2
MKTG 210	Retailing	3
MKTG 211	Advertising	3
MKTG 212	Principles of Selling	3
	<b>Total</b>	<b>17</b>
	<b>Program Total</b>	<b>64-65</b>

## CONSTRUCTION SUPERVISION PROGRAM

**Liberty Campus**  
**School of Business, Science, Technology,**  
**Engineering and Mathematics**  
**Business and Technology Department**  
**410-462-7690**

- Construction Supervision Degree (400)
- Construction Supervision Certificate (401)

Construction supervision provides the critical link between project management and skilled workers who perform building tasks. The Construction Supervision program prepares students to step into the position of assistant project manager, supervisor or independent business owner. The program provides experience and

# INSTRUCTIONAL PROGRAMS

instruction in safety (OSHA regulations), blueprint reading, construction methods, estimating, scheduling, operational procedures, effective communication, procurement, and fiscal and business management. Graduates are prepared to work as supervisors on both residential and commercial projects.

**CONSTRUCTION SUPERVISION DEGREE (400)**  
The program is designed to educate students with no prior knowledge of the construction trades and to enhance the understanding of experienced tradespeople.

**Construction Supervision  
Associate of Applied Science Degree Program  
Suggested Sequence of Courses**

**\*\* All BCCC students must meet the College's Computer Literacy requirements in order to receive a degree or a certificate. All first-time, full- and part-time degree and certificate seeking students are required to complete the PRE 100 course within the first six credits.**

1st Semester		Credits
PRE 100	Preparation for Academic Achievement	1
BUAD 112	Computers for Business Management	3
CON 101	Introduction to Construction	3
CON 104	Construction Methods and Materials	3
CON 107	Blueprint Reading	3
ENG 101	English Writing	3
Total		16

2nd Semester		Credits
CON 111	Occupational Safety and Loss Prevention	3
ECO 201	The American Economy I: Macroeconomic Theory	3
ENG 102	Introduction to Term Paper and Research Methods	3
MAT 128	Precalculus I: College Algebra	4
	Category II Social and Behavioral Science Course	3
Total		16

Summer		Credits
HLF	(Health and Life Fitness Course)	2
Total		2

3rd Semester		Credits
ACCT 211	Accounting Principles I	3
CON 210	Construction Estimating	3
CADD 101	Introduction to CADD	3
MGMT 102	Principles of Supervision	3
Total		12

4th Semester		Credits
CON 222	Scheduling, Planning and Cost Control	3
CON 224	Construction Contracts and Documents	3
CON 250	Construction Internship	3
CON 215	Computer Applications in Construction	1
	Category III Biological and Physical Sciences Course with Lab	4
SP 101	Fundamentals of Speech Communications	3
Total		17
<b>Program Total</b>		<b>63</b>

**CONSTRUCTION SUPERVISION CERTIFICATE (401)**  
The certificate is oriented towards workers who wish to sharpen their existing skills or move up to supervisor, or the small business owner who wishes to brush up in a specific area.

**\*\* All BCCC students must meet the College's Computer Literacy requirements in order to receive a degree or a certificate. All first-time, full- and part-time degree and certificate seeking students are required to complete the PRE 100 course within the first six credits.**

Courses	Credits	
BUAD 112	Computers for Business Management	3
CON 101	Introduction to Construction	3
CON 104	Construction Methods and Materials	3
CON 107	Blueprint Reading	3
CON 210	Construction Estimating	3
CON 215	Computer Application in Construction	1
CON 222	Scheduling, Planning, and Cost Control	3
CON 224	Construction Contracts and Documents	3
ENG 101	English Writing	3
CADD 101	Introduction to CADD	3
MAT 128	Precalculus I: College Algebra	4
<b>Certificate Total</b>		<b>38</b>

## COMPUTER AND INFORMATION TECHNOLOGY PROGRAMS

### Computer-Aided Drafting and Design (CADD)

- CADD Degree (180)
- Computer Information Systems Degree (021)

## COMPUTER-AIDED DRAFTING AND DESIGN (CADD)

**Liberty Campus  
School of Business, Science, Technology,  
Engineering and Mathematics  
Business and Technology Department  
410-462-7690**

### CADD DEGREE (180)

Over the last few decades, the drafting, design, and manufacturing industries have become heavily computerized. The Computer-Aided Drafting and Design (CADD) programs offered by BCCC are structured to prepare a segment of the workforce to compete for jobs in these industries. Large and stable CADD-related job markets exist both nationwide and in the Baltimore/Washington region. The CADD associate degree, CADD certificates, and/or CADD experiences are increasingly important parts of the required qualifications for many job titles: engineers (all branches), designers, drafters, manufacturers, assemblers and fabricators, graphics designers and artists, interior designers, technical illustrators, ship-builders, map-makers, animators, CADD system managers, CADD programmers, and others.

The CADD AAS degree program offers a balanced course of study in drafting and design with the aid of state-of-the-art software, computers, and input/output devices. Students are prepared to qualify for jobs where CADD associates work as the important CADD link in the modern design process with engineers and architects on one hand and detail drafters and manufacturers on

# INSTRUCTIONAL PROGRAMS

the other hand. Emphasis is on engineering drawing, architectural drawing, engineering design, and realistic 3D modeling.

## Computer Aided Drafting and Design Associate of Applied Science Degree Program Suggested Sequence of Courses

**\*\* All BCCC students must meet the College's Computer Literacy requirements in order to receive a degree or a certificate. All first-time, full- and part-time degree and certificate seeking students are required to complete the PRE 100 course within the first six credits.**

1st Semester		Credits
PRE 100	Preparation for Academic Achievement	1
CADD 101	Introduction to CADD	3
CADD 111	CADD Applications	3
General Education Requirements:		
SP 101	Fundamentals of Speech Communication	3
	Social and Behavioral Sciences	3
	Biological or Physical Sciences	4
	Total	17
2nd Semester		Credits
CADD 105	Intermediate CADD	3
CADD 112	CADD Architectural Applications I	3
CADD 140	CADD 3D Modeling	3
General Education Requirements:		
ENG 101	English Writing	3
MAT 128	Precalculus I: College Algebra	4
	Total	16
3rd Semester		Credits
CADD 151	Technical Graphics	3
CADD 200	Geographic Information Systems Applications	3
CADD 205	CADD Engineering Drawing I	3
EGR 214	Architectural Design	3
General Education Requirements:		
	Social and Behavioral Sciences	3
	Total	15
4th Semester		Credits
CADD 206	CADD Engineering Drawing II	3
CADD 208	CADD Mechanical Applications	3
CADD 211	CADD Civil Applications	3
CADD 222	CADD Architectural Applications II	3
COP 100	Cooperative Education	1
HLF	Health and Life Fitness	2
	Total	15
	<b>Program Total</b>	<b>63</b>

## COMPUTER INFORMATION SYSTEMS

**Liberty Campus  
School of Business, Science, Technology,  
Engineering and Mathematics  
Business and Technology Department  
410-462-7653**

### COMPUTER INFORMATION SYSTEMS DEGREE (021)

The Computer Information Systems Degree Program at BCCC emphasizes business computer program design and development. Practical experience is gained in networking, databases, and programming applications utilizing various system environments such as UNIX,

NOVELL, Microsoft Windows, and other state-of-the-art multi-user/ microcomputer-based operating systems. CIS-approved electives offer students the flexibility to acquire additional training within an area of personal interest. Many of the program's graduates pursue advanced studies at four-year colleges and universities while others move directly into employment with banks, financial companies, government, and other businesses.

The Computer Information Systems Program is accredited by the Association of Collegiate Business Schools and Programs (ACBSP).

Certificates are also available in Computer Information Systems, Database Systems Administration, Network Specialist, and UNIX Systems Administration. A UNIX Systems Administration track can be pursued under the Computer Information Systems Certificate.

## Computer Information Systems Associate of Applied Science Degree Program Suggested Sequence of Courses

**\*\* All BCCC students must meet the College's Computer Literacy requirements in order to receive a degree or a certificate. All first-time, full- and part-time degree and certificate seeking students are required to complete the PRE 100 course within the first six credits.**

1st Semester		Credits
PRE 100	Preparation for Academic Achievement	1
BCAP 104	Introduction to Operating Systems: DOS/Windows	3
CISS 109	Principles of Computer Information Systems	3
CISS 116	Structured Design	3
CISS 105	Introduction to UNIX: The Operating System	3
ENG 101	English Writing	3
	Total	16
2nd Semester		Credits
BCAP 136	Database Management Systems	3
CISS 118	Programming with VISUAL BASIC	3
MAT 125	Finite Mathematics	3
SP 101	Fundamentals of Speech Communication	3
TEL 100	Introduction to Business Telecommunications	3
	CIS-Approved Elective*	3
	Total	18
3rd Semester		Credits
CISS 119	Advanced Visual Basic Programming	3
CISS 228	Object Oriented Programming for Business Applications in C ++	3
ITDB 241	Database Programming	3
TEL 140	PC Local Area Networks	3
General Education Requirements:		
	Choose any General Education course	3
	CIS-Approved Elective*	3
	Total	18
4th Semester		Credits
CISS 201	Systems Analysis and Design	3
ECO 201	The American Economy I: Macroeconomic Theory	3
MAT 107	Modern Elementary Statistics	3
	OR	
MAT 128	Pre-Calculus I: College Algebra	3-4
	CIS-Approved Elective*	3

# INSTRUCTIONAL PROGRAMS

Any ACCT, BUAD, MGMT, MKTG three-credit course	3
General Education Requirement: Biological or Physical Science	3
Total	18-19
<b>Program Total</b>	<b>70-71</b>

## \*CIS-Approved Electives Credits

BCWB 250	Internet Applications for Business	3
BCWB 252	Introduction to JavaScript	3
BCWB 260	Introduction to Web Page Design	3
BCWB 265	Website Design and Development for E-Commerce	3
BCWB 267	Active Server Pages	3
BCAP 270	Introduction to Help Desk Support	3
CISS 108	Programming in C	3
CISS 111	Systems Documentation	3
CISS 229	Advanced Object Oriented Programming for Business Applications in C ++	3
CISS 231	JAVA Programming for Business Applications	3
ITNT 235	Networking with TCP/IP	3
ITDB 244	SQL Server Solutions	3
ITDB 246	Oracle Database Administration	3
ITDB 247	Oracle Database Developer and Programming	3
ITNT 250	UNIX System Administration I	4
ITNT 251	UNIX System Administration II	4
ITSA 255	Information Systems Security	3
ITNT 265	Windows Systems Administration	3
ELC 111	AC/DC Fundamentals	3
ELC 255	PC Servicing	3
TEL 200	Telecommunications Management	3

## Computer Science Option

### Associate of Science Transfer

### Suggested Sequence of Courses

#### 1st Semester Credits

PRE 100	Preparation for Academic Achievement	1
CSC 105	Introduction to the UNIX System	3
CSC 107	Programming in Pascal OR	
CSC 108	Programming in C	3
ENG 101	English Writing	3
HLF	Health and Life Fitness	1
MAT 140	Calculus I	4
Total		15

#### 2nd Semester

CSC 120	Introduction to Computer Science I (using C++)	4
MAT 141	Calculus II	4
SP 101	Fundamentals of Speech Communication	3
	General Education Requirements: Social and Behavioral Sciences	3-4
Total		14-15

#### 3rd Semester

CSC 221	Introduction to Computer Science II (Using C++)	4
MAT 210	Advanced Calculus OR	
MAT 212	Linear Algebra	4
MAT 222	Discrete Mathematics II	4
	General Education Requirements: Biological and Physical Sciences with lab	4
Total		16

## 4th Semester

CSC 206	Assembly Language Programming	4
HLF	Health and Life Fitness	1
	General Education Requirements: Biological and Physical Sciences with lab	4
	Social and Behavioral Sciences	3-4
Total		12-13
<b>Program Total</b>		<b>58-59</b>

## DENTAL HYGIENE PROGRAM

### Liberty Campus

### School of Allied Health and Nursing

### Nursing, Allied Health, and Health and Life Fitness

### Department

410-462-7713

#### DENTAL HYGIENE DEGREE (070)

BCCC's two-year Associate degree program in Dental Hygiene prepares students to work as dental hygienists in private dental offices, hospital clinics, military installations, public schools, industrial clinics, dental auxiliary schools, and public health facilities.

Dental Hygienists educate patients about the importance of proper dental care and the maintenance of good oral health. Working under the general supervision of a licensed dentist, hygienists remove stains and deposits from teeth, take x-rays, apply preventive agents to teeth, provide patient education, and prepare tests for interpretation and evaluation by the dentist.

In the final semester of didactic and clinical experience, students become eligible for the National Board Examination and the Northeast Regional Board Examination, which are required for licensure. By law the State Board of Dental Examiners may deny licensure for a variety of reasons. These include conviction of a felony or a crime involving moral turpitude if the nature of the offense bears directly on the fitness of the person to practice Dental Hygiene. The BCCC Program is accredited by the Commission on Dental Accreditation of the American Dental Association and is designated a Statewide program by the Maryland Higher Education Commission.

Interested applicants must hold a high school diploma or its equivalent and have completed high school biology, chemistry, algebra, and a second math with a grade of "C" or higher; BCCC equivalents of high school biology, chemistry, algebra and a second math can also be used to satisfy this requirement. Please see the admission requirements below and visit the Dental Hygiene webpage at [www.bccc.edu](http://www.bccc.edu).

Students must maintain a minimum cumulative GPA of 2.5 to be considered for admission. Students must take the College ACCUPLACER test. Enrollment is limited by the number of laboratory stations and clinical units, and admission is highly competitive.

Prospective students should contact the Office of Admissions, Recruitment and Orientation for detailed



# INSTRUCTIONAL PROGRAMS

information on the special academic, medical, and insurance requirements for admission to and continued enrollment in this program.

Due to computerization of the dental clinic, all students should be computer literate before entering the program.

## PRE-DENTAL HYGIENE/DENTAL HYGIENE ADMISSIONS CRITERIA/RANKING SYSTEM

Students must be admitted to the Pre-Dental Hygiene Curriculum prior to admission to the Dental Hygiene Curriculum.

Requirements for Admission to Pre-Dental Hygiene:

1. Students must have completed a BCCC Application
2. Students must have a high school diploma or equivalent and college transcripts on file
3. Students must have completed high school academic biology, algebra, chemistry and a second math with a minimum grade of "C" or better; BCCC equivalents of high school biology, chemistry, algebra and a second math can also be used to satisfy this requirement
4. Students must have college-level math proficiency demonstrated through the BCCC College Placement Exam or college coursework

## DENTAL HYGIENE ADMISSION: MINIMUM REQUIREMENTS FOR RANKING

The following requirements must be completed prior to the Spring Semester preceding Fall Pre-Clinical admission:

1. All developmental coursework (math, reading and writing sequence; all prerequisites for ENG 101, BIO 107, BIO 212 and CHE 105) with a grade of "C" or better
2. Completion of PRE 100, ENG 101, BIO 107, BIO 212, and CHE 105
3. An overall G.P.A. of 2.5 or greater on a 4.0 scale
4. A grade of "C" or better must be achieved in all science courses. Science courses must be completed within five (5) years of admission to the Dental Hygiene Program.
5. For students having neither previous dental office employment nor vocational-technical exposure to the dental profession, documentation of 15 hours of shadowing in a dental practice/clinic/hospital setting is required. Shadowing hours can be distributed among several dental offices. Students are encouraged to observe a variety of office operations and procedures. Documentation forms are available through the Selective Admissions Counselor's Office in Liberty Main 101.
6. One of the following:
  - ACT (American College Testing Program) composite score of 18 or above.

- SAT (Scholastic Aptitude Test) combined math/verbal score of 900 or above.
- Completion of the 30 non-clinical DH or DS curriculum course credits in the Sequence of Courses beyond the developmental level including the following: PRE 100, ENG 101, BIO 107, BIO 212 and CHE 105.

7. An interview must be scheduled with the Selective Admissions Counselor or a designate.
8. Computer Literacy is required prior to admission to the program through the testing center or college-level course work. Computers are used throughout the dental hygiene clinical coursework.
9. Complete and submit the results of the health examination.

## Upon acceptance into the Dental Hygiene Program, students:

1. Must complete an American Heart Association or American Red Cross Health Care Provider C, CPR course, a copy of both sides of the card must be provided on the first day of class.
2. Are required to carry health insurance as long as they are in the program.
3. Must maintain a minimum of "C" in each dental and dental related science course to progress through the course and semester sequence.
4. Must show proof of current health status by physical exam less than a year old.
5. Have up-to-date immunization/titres if required.
6. Are/may be required to have a criminal background check and a drug screen per clinical agency regulations. Seasonal flu and other immunizations may be required by the assigned clinical health care facility. Check with the Program Coordinator for more information.

Please see the Admission Specialist for the Health Sciences programs for additional information regarding essential abilities and/or functions required for the program.

In addition students:

1. Will incur expenses for books, tuition, uniforms, clinical materials etc as stated in the Dental Hygiene Student Handbook.
2. Are responsible for their own transportation to and from clinical practicums.

## RANKING SYSTEM FOR ADMISSION TO DENTAL HYGIENE PROGRAM (BASED ON POSSIBLE MAXIMUM SCORE OF 110 POINTS.)

Ranking for entrance into the Fall Dental Hygiene class will be completed following mid semester of the preceding Spring session. Points will be allocated based on the following criteria.

# INSTRUCTIONAL PROGRAMS

## 1. Science G.P.A.:

(Minimum of "C" required in each course)

3.8 – 4.00	37 points
3.6 – 3.79	33 points
3.4 – 3.59	29 points
3.2 – 3.39	25 points
3.0 – 3.19	21 points
2.8 – 2.99	17 points
2.6 – 2.79	13 points
2.5 – 2.59	9 points

## 2. Cumulative G.P.A.:

3.8 – 4.00	18 points
3.6 – 3.79	16 points
3.4 – 3.59	14 points
3.2 – 3.39	12 points
3.0 – 3.19	0 points
2.8 – 2.99	8 points
2.6 – 2.79	6 points
2.5 – 2.59	4 points

## 3. Completed Courses:

Eight points will be granted for each of the following courses completed at BCCC. Five points will be granted for transfer courses:

- BIO 212 Microbiology
- BIO 107 Allied Health Anatomy and Physiology
- CHE 105 Biochemistry

Three points will be granted for each of the following courses completed at BCCC. One point will be granted for transfer courses.

- ENG 101 English Composition
- PRE 100 Preparation for Academic Achievement
- DNT 200 Nutrition for Health Sciences
- PSY 101 Introduction to Psychology
- MAT 107 Modern Elementary Statistics
- SOC 120 Introduction to Sociology
- SP 101 Fundamentals of Speech Communications

## 4. Ranked Application from Previous Year: 10 points

**Any courses with D or F grades will not be accepted.**

\*\* BCCC reserves the right to modify the above regulations/ requirements and point designations at anytime in the student's enrollment. The outlined point system should not be deemed an irrevocable contract between Pre-Dental Hygiene Students and Baltimore City Community College.

### Dental Hygiene

#### Associate of Applied Science Degree Program Suggested Sequence of Courses

**\*\* All BCCC students must meet the College's Computer Literacy requirements in order to receive a degree or a certificate. All first-time, full- and part-time degree and certificate seeking students are required to complete the PRE 100 course within the first six credits.**

Prerequisites	Credits
PRE 100 Preparation for Academic Achievement	1
BIO 107 Anatomy and Physiology	4
ENG 101 English Writing	3
BIO 212 Microbiology	4
CHE 105 Introduction to Biochemistry	2
Total	14

### 1st Semester

DNT 200 Nutrition for Health Science	3
DH 142 Histology and Embryology	2
DH 143 Fundamentals of General Pathology	1
DH 150 Pre-Clinical Dental Hygiene	4
DS 100 Oral Anatomy	3
PSY 101 Introduction to Psychology	3
Total	16

### 2nd Semester

DH 136 Periodontics	2
DH 151 Clinical Dental Hygiene I	3
DS 110 Oral Radiology	3
MAT 107 Modern Elementary Statistics	3
Total	11

### 3rd Semester

DH 130 Dental Materials	3
DH 230 Oral Pathology	3
DH 231 Pharmacology	2
DH 242 Dental Public Health	3
DH 250 Clinical Dental Hygiene II	4
Total	15

### 4th Semester

DH 237 Ethics and Jurisprudence 1	
DH 251 Clinical Dental Hygiene III	5
SOC 101 Introduction to Sociology	3
SP 101 Fundamentals of Speech Communication	3
Total	12

**Program Total: 54+14 Prerequisites 68**

\*\* BCCC reserves the right to modify the above regulations/ requirements and point designations at anytime in the student's enrollment. The outlined point system should not be deemed an irrevocable contract between Pre-Dental Hygiene Students and Baltimore City Community College.

**NOTE:** In addition to the above requirements:

- CLT or computer literacy equivalent must be completed by all students prior to acceptance into the Dental Hygiene Program

It is strongly recommended that students complete all non-DH/DS courses prior to acceptance into the Dental Hygiene Program even if they meet the ACT or SAT required scores.

## EARLY CHILDHOOD EDUCATION PROGRAMS

### Liberty Campus

#### School of Arts and Social Sciences Education, Social and Behavioral Sciences Department

**410-462-7742**

- Early Childhood Education Degree (051)
- Early Childhood Education Certificate (251)
- Maryland State Child Day Care Training Certification (253)

### EARLY CHILDHOOD EDUCATION DEGREE (051)

Graduates of BCCC's Early Childhood Education Program are fully qualified for certification as directors, or senior staff members of child-care programs. They may also work as paraprofessionals in public schools, in

# INSTRUCTIONAL PROGRAMS

hospital child-life programs, and as teachers or assistant teachers in several federal programs.

Students are able to expand their job opportunities by earning a certificate in Special Education Assistant, in addition to the Associate's degree in Early Childhood Education.

The course of study includes: theories of child development and programming for children, theoretical coursework, supervised field placement, and observation. Students are encouraged to develop their skills and techniques, for working with small groups of children in activities such as music, art, storytelling, science, and mathematics. Students learn to create and plan instruction based on individual and group needs, and have the opportunity to work with different staff members and groups.

NOTE: ECE students who have taken ECE 112 (Child Growth and Development) and ECE 113 (Activities and Materials) are exempt from ECE 100 (Introduction to Child Development) only; they are required to enroll in ECE 101. The prerequisites for ECE 101 is English 101.

## Early Childhood Education Associate of Applied Science Degree Program Suggested Sequence of Courses

**\*\* All BCCC students must meet the College's Computer Literacy requirements in order to receive a degree or a certificate. All first-time, full- and part-time degree and certificate seeking students are required to complete the PRE 100 course within the first six credits.**

1st Semester		Credits
PRE 100	Preparation for Academic Achievement	1
ECE 100	Introduction to Child Development	3
ENG 101	English Writing	3
HLF	Health and Life Fitness	1
SP 101	Fundamentals of Speech Communication	3
	General Education Requirements:	
	Arts and Humanities	3
	Mathematics	3-4
	Total	17-18

2nd Semester		Credits
ECE 101	Principles of Early Childhood Education	4
ECE 102	Observing and Recording Children's Behavior	3
ENG 102	Introduction to the Term Paper and Research Methods	3
HLF	Health and Life Fitness	1
PSY 101	Introductory Psychology	3
SED 220	Special Education: An Overview	3
	Total	17

3rd Semester		Credits
AHS 103	Group Dynamics: Small Group Analysis	3
ECE 109	An Introduction to School-Age Group Day Care	4
ECE 200	Activities and Materials for Children	5
ECE 201	Nutrition, Health, and Safety for Children	2
PSY 205	Psychology of Early Childhood	3
	Total	17

4th Semester		
ECE 202	The Child As a Learner	5
ECE 203	Parent, Child, School, and Community Relationships	3
	General Education Requirements:	
	Arts and Humanities	3
	Biological and Physical Sciences	3-4
	Social and Behavioral Sciences	3-4
	Total	17-19
	<b>Program Total</b>	<b>68-71</b>

**EARLY CHILDHOOD EDUCATION CERTIFICATE (251)**  
This interdisciplinary certificate is designed to prepare students to administer programs for children in day care; work in government service; and work in housing, recreational, health, and social service agencies, where a basic understanding of the nature of children is combined with human services skills.

Graduates are fully qualified to manage programs based on a foundation of theory and practical application. The course of study provides training opportunities for those with an associate's or bachelor's degree, who seek additional credits for upgrading their employment.

Courses	Credits	
PRE 100	Preparation for Academic Achievement	1
AHS 100	Introduction to Human Services	4
AHS 101	Clinical/Fieldwork I: Human Services Individual Counseling	4
AHS 102	Clinical/Fieldwork II: Human Services Group Counseling	5
AHS 103	Group Dynamics: Small Group Analysis	3
ECE 100	Introduction to Child Development	
	OR	
ECE 112	Maryland State Child Day Care Training Certification: Child Growth and Development, Part I	3
ECE 113	Maryland State Child Day Care Training Certification: Programs and Activities, Part II	3-4
ECE 217	Planning and Administering Programs for Children Early Childhood/Special Education	3
	Electives: choose 2 courses*	6-8
	<b>Certificate Total</b>	<b>32-35</b>

*Early Childhood Education Electives	Credits	
ECE 102	Observing and Recording Children's Behavior	3
ECE 109	An Introduction to School-Age Group Day Care	4
ECE 110	Guiding the At-Risk Child	3
ECE 114	Caring for Infants and Toddlers	3
ECE 201	Nutrition, Health, and Safety for Children	2
ECE 203	Parent, Child, School, and Community Relationships	3
SED 220	Special Education: An Overview	3
SED 223	Caring for Infants and Toddlers with Disabilities	3

**MARYLAND STATE CHILD DAY CARE CERTIFICATION (253)**  
This two-course certification is NOT a college degree or certificate program. These two courses meet the requirements for the 90 clock-hours required for Maryland State Child Care Certification (minimum

# INSTRUCTIONAL PROGRAMS

grades of "C" are required):

Course		Credits
ECE 112	Maryland State Child Day Care Training Certification: Child Growth and Development, Part I	3
ECE 113	Maryland State Child Day Care Training Certification: Programs and Activities, Part II	3

## ENGINEERING TRANSFER PROGRAM

### Liberty Campus

School of Business, Science, Technology,  
Engineering and Mathematics

Mathematics and Engineering Department  
410-462-7638

### ENGINEERING TRANSFER DEGREE (023)

This degree program provides a strong general engineering background for students who wish to transfer to the third year of a specialized engineering college. Because it is not possible to satisfy the requirements of all engineering colleges, some students may need additional courses. Students are urged to consult the program head and/or their advisers before planning each semester schedule.

### ENGINEERING TRANSFER

#### Associate of Science Degree Program

#### Suggested Sequence of Courses

**\*\* All BCCC students must meet the College's Computer Literacy requirements in order to receive a degree or a certificate. All first-time, full- and part-time degree and certificate seeking students are required to complete the PRE 100 course within the first six credits.**

1st Semester		Credits
PRE 100	Preparation for Academic Achievement	1
CHE 101	General Chemistry I	4
EGN 101	Engineering Graphics	3
ENG 101	English Writing	3
MAT 140	Calculus I	4
SP 101	Fundamentals of Speech Communication	3
	Total	18

2nd Semester		Credits
CHE 102	General Chemistry II	4
CSC 108	Programming in C	3
	HLF Health and Life Fitness*	1-2
MAT 141	Calculus II	4
	General Education Requirements: Arts and Humanities: ENG 200 or ENG 205	3
	Total	15

\*Students intending to transfer to MSU take HLF 210 (2 credits)

### 3rd Semester

EGN 102	Statics	3
H 101	History of American Civilization I OR	
H 151	World History I	3
HLF	Health and Life Fitness*	1
MAT 210	Advanced Calculus	4
PHY 203	General Physics I	5
	Total	16

\*Students intending to transfer to MSU take HLF 210 (2 credits)

### 4th Semester

ECO 201	The American Economy I: Macroeconomic Theory	3
EGN 201	Dynamics	3
MAT 211	Differential Equations	4
PHY 204	General Physics II	5
	Total	15
	Program Total	64

## FASHION DESIGN PROGRAMS

### Liberty Campus

School of Arts and Social Sciences

English, Humanities, Visual and Performing Arts  
Department

410-462-8404

- Fashion Design Degree (185)
- Fashion Retailing Option (187)
- Fashion Design Certificate (186)

BCCC offers several options in the area of Fashion Design: two different two-year courses of study leading to the Associate of Applied Science Degree in Fashion Design (or a Fashion Retailing option within that degree) and a 43-46 credit Certificate in Fashion Design.

Students who choose the Fashion Design Degree, will receive a technical background in illustrating original designs, patternmaking, and clothing construction to transform their designs into finished garments. Students in the Fashion Merchandising option, take selected business and fashion courses as they prepare for challenging careers in the retail management sector of the fashion industry. The Fashion Design Certificate emphasizes the procedures and techniques needed to start a fashion design business or to upgrade skills.

Through classroom and hands-on experience, students develop skills in operating a small business, merchandising, management, display techniques, costuming, patternmaking, and fashion show production. Freelance and entrepreneurial aspects are stressed. The program was cited for teaching excellence and innovative curriculum design by the Textile Manufacturers Institute.

Students whose placement testing indicates a need for skill development in reading, writing or mathematics will be required to take developmental courses. Arts/ Science for Transfer Students: Pre-100 and CLT-100 are program requirements for graduation.

### FASHION DESIGN DEGREE (185)

The Fashion Design Degree is structured for the student who plans to pursue freelance and entrepreneurial careers in the fashion field, or is seeking immediate entry into the fashion industry. Students prepare for careers as designers, assistant designers, computer designers, patternmakers, tailors, fashion stylists, and in the area of specialized design services.



# INSTRUCTIONAL PROGRAMS

## Fashion Design

### Associate of Applied Science Degree Program Suggested Sequence of Courses

**\*\* All BCCC students must meet the College's Computer Literacy requirements in order to receive a degree or a certificate. All first-time, full- and part-time degree and certificate seeking students are required to complete the PRE 100 course within the first six credits.**

1st Semester		Credits
PRE 100	Preparation for Academic Achievement	1
ART 113	History of Art I OR	
ART 114	History of Art II	3
ENG 101	English Writing	3
FASH 101	Apparel Technology OR	
FASH 200	Advanced Apparel Technology	3
FASH 103	Fashion Design Concepts	3
FASH 108	Survey of Textiles	3
	Total	16
2nd Semester		
ART 101	Beginning Drawing	3
FASH 102	Historic Costume and Textile Development	3
FASH 104	Flat Pattern Design	3
FASH 105	Visual Merchandising	3
SP 101	Fundamentals of Speech Communication	3
	General Education Requirements: Mathematics	3
	Total	18
Optional Elective		
COP 100	Cooperative Education	1
3rd Semester		
FASH 201	Technical Fashion Illustration	3
FASH 202	Computer-Assisted Pattern Design	3
FASH 203	Design by Draping I	3
HUM 202	Survey of Art, Literature, and Music	3
	General Education Requirement: Social and Behavioral Sciences	3
	Total	15
4th Semester		
FASH 204	Design by Draping II	3
FASH 205	Tailoring Techniques	3
FASH 206	Fashion Entrepreneurship	3
FASH 207	Fashion Show Production	3
HLF	Health and Life Fitness	2
	General Education Requirement: Biological and Physical Sciences	3-4
	Total	17-18
	<b>Program Total</b>	<b>66-67</b>
	<b>Program Total (with optional 1)</b>	<b>67-68</b>

## FASHION DESIGN CERTIFICATE (186)

The Fashion Design Certificate is intended for students who are seeking entrepreneurial careers in the fashion industry, or for the professional seeking to upgrade skills. These students either choose not to pursue an associate's degree, or already have degrees in a related field. Students study apparel construction, patternmaking, draping, tailoring and other related fashion courses.

## Fashion Design Certificate

### Suggested Sequence of Courses

**\*\* All BCCC students must meet the College's Computer Literacy requirements in order to receive a degree or a certificate. All first-time, full- and part-time degree and certificate seeking students are required to complete the PRE 100 course within the first six credits.**

1st Semester		Credits
PRE 100	Preparation for Academic Achievement	1
FASH 101	Apparel Technology OR	
FASH 200	Advanced Apparel Technology	3
FASH 103	Fashion Design Concepts	3
FASH 108	Survey of Textiles	3
	Total	10
2nd Semester		
FASH 102	Historic Costume and Textile Development	3
FASH 104	Flat Pattern Design	3
FASH 105	Visual Merchandising	3
	Total	9
Optional Elective		
COP 100	Cooperative Education	1
3rd Semester		
FASH 201	Technical Fashion Illustration	3
FASH 202	Computer-Assisted Pattern Design	3
FASH 203	Design by Draping I	3
	Total	9
4th Semester		
FASH 204	Design by Draping II	3
FASH 205	Tailoring Techniques	3
FASH 206	Fashion Entrepreneurship	3
FASH 207	Fashion Show Production	3
	Total	12
	<b>Certificate Total</b>	<b>40</b>
	<b>Certificate Total (with optional 1)</b>	<b>41</b>

## FASHION RETAILING OPTION (187)

### FASHION DESIGN DEGREE

The Fashion Retailing option is available to students seeking employment in the retail sector of the industry. Students pursue careers in management, retailing, merchandising, purchasing, selling, fashion coordination, advertising, marketing and related areas.

## Fashion Retailing Option

### Associate of Applied Science Degree in Fashion Design

#### Suggested Sequence of Courses

1st Semester		Credits
PRE 100	Preparation for Academic Achievement	1
ART 113	History of Art I OR	
ART 114	History of Art II	3
BUAD 100	Introduction to Business	3
ENG 101	English Writing	3
FASH 103	Fashion Design Concepts	3
FASH 108	Survey of Textiles	3
	Total	16

# INSTRUCTIONAL PROGRAMS

## 2nd Semester

BUAD 112	Computer for Business Management	3
FASH 105	Visual Merchandising	3
MGMT 102	Principles of Supervision	3
MKTG 223	Marketing	3
SP 101	Fundamentals of Speech Communication	3
	General Education Requirement:	
	Mathematics	3
	Total	18

## Optional Elective

COP 100	Cooperative Education	1
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## 3rd Semester

FASH 106	Apparel Buying and Retailing	3
HUM 202	Survey of Art, Literature, and Music	3
MGMT 222	Principles of Business Management	3
MKTG 211	Advertising	3
	General Education Elective:	
	Social and Behavioral Sciences	3
	Total	15

## 4th Semester

FASH 107	Survey of Apparel Retailing	3
FASH 206	Fashion Entrepreneurship	3
FASH 207	Fashion Show Production	3
MKTG 212	Principles of Selling	3
HLF	Health and Life Fitness	2
	General Education Elective:	
	Biological and Physical Sciences	3-4
	Total	17-18
	<b>Program Total</b>	<b>66-67</b>
	<b>Program Total (with optional 1)</b>	<b>67-68</b>

## GENERAL STUDIES TRANSFER PROGRAM

**Liberty Campus**  
**School of Arts and Social Sciences**  
**Education, Social and Behavioral Sciences**  
**Department**  
**410-462-8335**

### GENERAL STUDIES TRANSFER DEGREE (008)

The General Studies degree program provides a flexible, yet academically sound framework for the student who is exploring career and academic opportunities; or for the student whose interests, aptitude, and career goals do not conform with other programs offered by the College.

In the first year, the student's academic program consists of those courses which meet the College's General Education Requirements, and elective courses which may be for career or academic exploration. This first year affords the student the opportunity to participate in the breadth of the academic offerings of the College.

At the end of the first year, or upon completion of 30 to 34 credits, the student and his/her academic adviser then develop an academic plan for a career or technical program.

## GENERAL STUDIES TRANSFER PROGRAM

### Liberal Arts, Education, and Social Sciences Division

### Public Services, Education and Social Sciences Department

**\*\* All BCCC students must meet the College's Computer Literacy requirements in order to receive a degree or a certificate. All first-time, full- and part-time degree and certificate seeking students are required to complete the PRE 100 course within the first six credits.**

1st Semester		Credits
PRE 100	Preparation for Academic Achievement	1
ENG 101	English Writing	3
H 101	History of American Civilization I*	
	OR	
H 110	History of African American Civilization I*	
	OR	
H 151	World History I*	3
SP 101	Fundamentals of Speech Communication	3
	General Education Requirements:	
	Arts and Humanities	3
	Mathematics	3-4
	Total	16-17

\*These history courses cannot also be counted toward the General Education Requirements. Also, students must select Parts I and II of the same sequence: H 102 must follow H 101, H 111 must follow H 110, and H 152 must follow H 151.

2nd Semester		Credits
ENG 102	Introduction to the Term Paper and Research Methods	3
H 102	History of American Civilization II*	
	OR	
H 111	History of African American Civilization II*	
	OR	
H 152	World History II*	3
HLF	Health and Life Fitness	1
	General Education Requirements:	
	Biological and Physical Sciences with lab	4
	Social and Behavioral Sciences	3-4
	Choose any course	3
	Total	17-18

3rd Semester		Credits
HLF	Health and Life Fitness	1
PHI 101	Introduction to Philosophy	3
	General Education Requirements:	
	Social and Behavioral Sciences	3-4
	Biological and Physical Sciences	3-4
	Choose any 2 courses	6
	Total	16-18

4th Semester		Credits
	General Education Requirements:	
	Choose 2 Interdisciplinary and Emerging Issues courses	6
	Arts and Humanities (Literature required)	3
	Choose any General Education course	3
	Choose any course	3-4
	Total	15-16
	<b>Program Total</b>	<b>64-69</b>

## HEALTH INFORMATION TECHNOLOGY PROGRAMS

### Liberty Campus

### School of Allied Health and Nursing

### Nursing, Allied Health, and Health and Life Fitness Department

Office: 410-462-7709 Lab: 410-462-7735

- Health Information Technology Degree (025)
- Coding Specialist Certificate (205)

### HEALTH INFORMATION TECHNOLOGY DEGREE (025)

BCCC's Health Information Technology (HIT) graduates perform a variety of technical, health information management functions including organizing, analyzing, and technically evaluating health information; compiling administrative and health statistics; and coding diseases, operations, and other procedures. Responsibilities also include maintaining and using a variety of health information indices, special registries, storage and retrieval systems; inputting and retrieving computerized health data, and controlling the release of health information. The majority of health information practitioners work in acute care hospitals, ambulatory, long-term, and mental health facilities, state and federal agencies, and at insurance companies, and colleges. Some are self-employed in businesses such as transcription services and consulting.

Graduates are eligible to take the certification examination administered by the American Health Information Management Association. Passing the examination entitles a person to use the initials RHIT (Registered Health Information Technician) after his/her name. This national exam is offered once a quarter.

BCCC's HIT program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

Students must score 35 or higher on the science placement test to be exempt from BIO 101 or BIO 102.

Transfer and returning students may be required to pass a challenge exam, in order not to have to repeat AH and HIT courses whose credits are more than three years old. Students must earn "C" or better in BIO 111/112, and all AH and HIT courses. No course may be repeated more than once. For additional information regarding admission and/or continued enrollment in the program, contact the program coordinator.

#### Upon acceptance into the Program, students:

1. Must complete an American Heart Association CPR course. A copy of both sides of the card must be provided on the first day of class.
2. Are required to carry health insurance as long as they are in the program or sign a medical waiver accepting responsibility for their own health and safety in the classrooms and clinical areas to which they are assigned.
3. Must show proof of current health status by physical

exam less than a year old.

4. Have up-to-date immunization/titres:
  - a. The Purified Protein Derivative (PPD) must be done annually
  - b. Rubella, Rubeola and Mumps titre and immunization, if necessary
  - c. Varicella (chicken pox) titre and immunization, if necessary
  - d. Hepatitis B screening, vaccine if necessary, or written waiver
5. Seasonal flu and other immunizations may be required by the assigned clinical health care facility.
6. Will be required to have a criminal background check and a drug screen per clinical agency regulations. Check with the Program Coordinator for more information.
7. Must maintain a minimum of "C" in each required course to progress through the course and semester sequence.
8. Must maintain a 2.5 GPA throughout the duration of the program.

#### In addition students:

1. Will incur expenses for books, tuition, etc.
2. Are responsible for their own transportation to and from clinical practicums.

### Health Information Technology Associate of Applied Science Degree Program Suggested Sequence of Courses

**\*\* All BCCC students must meet the College's Computer Literacy requirements in order to receive a degree or a certificate. All first-time, full- and part-time degree and certificate seeking students are required to complete the PRE 100 course within the first six credits.**

\*\* BCCC reserves the right to modify the above regulations/requirements at anytime in the student's enrollment.

Prerequisites		Credits
PRE 100	Preparation for Academic Achievement	1
HIT 232	Computer Applications in Healthcare	3
ENG 101	English Writing	3
	Total	7
1st Semester		
AH 130	Medical Terminology	3
BIO 111	Anatomy and Physiology I	4
HIT 120	Health Information Systems	4
MAT 107	Modern Elementary Statistics	3
	Total	14
2nd Semester		
AH 230	Study of Disease Process	3
BIO 112	Anatomy and Physiology II	4
ENG 102	Introduction to the Term Paper and Research Methods	
	OR	
ENG 113	Business Writing	3
HIT 130	Health Information Practicum I	2
HIT 232	Computer Applications in Healthcare	2
PSY 101	Introductory Psychology	3
	Total	17

# INSTRUCTIONAL PROGRAMS

## 3rd Semester

AH 110	Medical Jurisprudence and Ethics	2
AH 135	Allied Health Pharmacology	2
HIT 123	ICD-9-CM Coding Principles and Practice	4
HIT 231	Health Information Practicum II	1
HIT 251	Healthcare Management Supervision	3
	<b>Total</b>	<b>12</b>

## 4th Semester

		Credits
HIT 132	CPT-4 Coding Principles and RVUs/APGs	2
HIT 240	Advanced ICD-9-CM Coding/DRGs and DSM-IV	2
HIT 252	Clinical Quality Assurance and CQI	3
HIT 262	Health Information Practicum IV	
	OR	
	HIT 226 Coding Practicum II	2
SP 101	Fundamentals of Speech Communication	3
	<b>Total</b>	<b>12</b>
	<b>Program Total 59 + Prerequisites</b>	<b>65</b>

### CODING SPECIALIST CERTIFICATE (205)

This certificate course of study prepares a graduate for employment in a hospital, or a related healthcare setting, analyzing charts in order to assign codes using the ICD-9-CM, CPT-4, and DSM-IV classification systems. Graduates are also able to use computer software encoders to obtain codes; the Medicare DRG, APR groupers for inpatients; and the APC grouper for assigning APCs for reimbursement. Students gain practice in coding a variety of medical specialties and problems, of acute care, ambulatory, and long-term care patients. This practice requires additional time in the lab during OPEN LAB time. This program can be completed by taking courses in the evenings and on Saturday.

While this certificate requires only 38 credits, it takes three or four semesters to complete, because of course prerequisites. Students who complete the requirements earn the certificate as a Coding Specialist. Graduates are eligible to take the certification examinations administered by the American Health Information Management Association. Following graduation, the student may take an exam. Passing the exam entitles the student to use the initials CCA, (Certified Coding Associate). After coding for three years the graduate may take examinations to be recognized as a CCS, (Certified Coding Specialist), or a CCS-P, (Certified Coding Specialist- Physician Based), depending on whether the hospital or physician's office certification exam is taken.

Students must score 35 or higher on the science placement test to be exempt from BIO 101 or BIO 102. Students must take HIT 232 first before moving on with other AH or HIT courses. Transfer and returning students are required to pass a challenge exam with a minimum grade of 90% in order not to have to repeat an AH or HIT course whose credits are more than three years old. Students must earn a "C" or better in all credit courses applied toward graduation requirements. No course may be repeated more than once. For additional information regarding admission and/or

continued enrollment in the program, students should contact the program coordinator.

\*\* BCCC reserves the right to modify the above regulations/ requirements at anytime in the student's enrollment.

Courses		Credits
PRE 100	Preparation for Academic Achievement	1
AH 130	Medical Terminology	3
AH 135	Allied Health Pharmacology	2
AH 230	Study of Disease Process	3
BIO 111	Anatomy and Physiology I	4
BIO 112	Anatomy and Physiology II	4
ENG 101	English Writing	3
HIT 120	Health Information Systems	4
HIT 123	ICD-9-CM Coding Principles and Practice	4
HIT 132	CPT-4 Coding Principles and RVUs/APGs	2
HIT 226	Coding Practicum II	3
HIT 232	Computer Applications in Health Care	2
HIT 240	Advanced ICD-9-CM Coding/DRGs and DSM-IV	2
	<b>Certificate Total</b>	<b>37</b>

## LAB ANIMAL SCIENCE CERTIFICATE

### BioPark

**School of Business, Science, Technology,  
Engineering and Mathematics  
Natural and Physical Science Department  
410-637-3805**

### LAB ANIMAL CERTIFICATE (205)

The Lab Animal Science Certificate is a certificate option of Science Technology Program. The Lab Animal Science Certificate is designed to train students to be lab animal care and handling technicians or assistants. Lab animal care and handling technicians/ assistants' responsibilities include: feeding, watering, and examining laboratory animals for signs of illness, disease, or injury in laboratories; cleaning and disinfecting cages and work areas, and sterilize laboratory and surgical equipment; provide routine post-operative care, administer medication orally or topically, or prepare samples for laboratory examination under the supervision of veterinary or laboratory animal technologists or technicians, veterinarians, or scientists.

### Lab Animal Science

### Certificate Program

### Suggested Sequence of Courses

**\*\* All BCCC students must meet the College's Computer Literacy requirements in order to receive a degree or a certificate. All first-time, full- and part-time degree and certificate seeking students are required to complete the PRE 100 course within the first six credits.**

1st Semester		Credits
PRE 100	Preparation for Academic Achievement	1
LSS 101	Laboratory Communication Skills	3
LSS 102	Laboratory Math, Computer Skills and Informatics	3
LSS 103	Laboratory and Sterilization Management	3
LSS 104	Seminar in Biotechnology or Related Fields	1
LSS 105	Introduction to Lab Animal Science	3
	<b>Total</b>	<b>14</b>



# INSTRUCTIONAL PROGRAMS

## 2nd Semester

LSS 199	Internship in Lab Animal Science Skills	3
	Total	17

## LAW ENFORCEMENT AND CORRECTIONAL ADMINISTRATION

### Liberty Campus

### School of Arts and Social Sciences

### Education, Social and Behavioral Sciences Department

#### Law Enforcement and Correctional Administration Degree Program

- Law Enforcement Option (022)
- Correctional Administration Option (081)

Law Enforcement and Correctional Administration consists of two primary areas: Law Enforcement and Correctional Administration. In partnership with the Baltimore City Police Department, the options and tracks provide people enrolled in the Police Academy with instruction and college credit. Basic and expanded criminal justice course sequences are available to police officer trainees. On-site courses are offered to in-service Baltimore City Police Department personnel at the Education and Training Division.

The Law Enforcement and Correctional Administration program focuses on providing continuing education for law enforcement, correctional officers, and other criminal justice professionals already employed in the field, and preparing new students for entry into the field. A wide range of courses is taught by experts in their fields. The programs enhance professional skills and prepare graduates for promotion or entry into many professional and administrative positions, within law enforcement, corrections, parole and probation, intake, counseling, youth services, pre-law, and others.

Many graduates of BCCC's Law Enforcement and Correctional Administration programs transfer to upperdivision or four-year institutions. To fully understand all requirements and prerequisites, students interested in transfer should consult early with the program head, the College's Transfer Counselor, and the intended four-year institution.

The Correctional Administration option is designed to upgrade the knowledge and skills, of personnel in the treatment and correction of both juvenile and adult offenders. The programs prepare students for employment in correctional and related agencies and/or institutions.

The Law Enforcement Option is designed to upgrade the knowledge and skills of law enforcement professionals and people seeking employment in the field. Law enforcement courses incorporate recent developments in many disciplines, and present them in a manner appropriate for practitioners and students.

## CORRECTIONAL ADMINISTRATION OPTION (081) LAW ENFORCEMENT AND CORRECTIONAL ADMINISTRATION DEGREE

The option in Correctional Administration combines professional development with an academic degree. The option requires 64-68 credits, slightly more than half of which, are criminal justice and correctional courses. In addition, students are required to complete the General Education Requirements for AAS programs.

### Correctional Administration Option Associate of Applied Science Degree in Law Enforcement and Correctional Administration Suggested Sequence of Courses

**\*\* All BCCC students must meet the College's Computer Literacy requirements in order to receive a degree or a certificate. All first-time, full- and part-time degree and certificate seeking students are required to complete the PRE 100 course within the first six credits.**

1st Semester		Credits
PRE 100	Preparation for Academic Achievement	1
CRJ 101	Introduction to Criminal Justice	3
CRJ	Program Elective: choose any CRJ course not already listed in a semester sequence	3
ENG 101	English Writing	3
HLF	Health and Life Fitness	1
	General Education Requirements:	
	Arts and Humanities	3
	Social and Behavioral Sciences	3-4
	<b>Total</b>	<b>17-18</b>

2nd Semester		Credits
CRJ 102	Report Writing for Criminal Justice Personnel	3
CRJ 106	Fundamentals of Corrections	3
HLF	Health and Life Fitness	1
SP 101	Fundamentals of Speech Communication	3
	General Education Requirements:	
	Biological and Physical Sciences	3-4
	Computer Elective: Choose BCA 104, BUAD 112, CIS 109 or CLT 100	2-3
	<b>Total</b>	<b>15-17</b>

3rd Semester		Credits
CRJ 107	Institutional Treatment of Offenders	3
CRJ 201	Management Concepts	3
CRJ 210	Investigative Principles and Concepts	3
CRJ 214	Practical Law for Correctional Personnel	3
	General Education Requirements:	
	Mathematics	3-4
	<b>Total</b>	<b>15-16</b>

4th Semester		Credits
CRJ 209	Probation and Parole	3
CRJ 292	Fieldwork in Administration of Justice and Public Safety	4
	CRJ Program Elective: choose any two CRJ courses not already listed in a semester sequence	6
	General Education Requirements:	
	Social and Behavioral Sciences	3-4
	<b>Total</b>	<b>16-17</b>
	<b>Program Total</b>	<b>63-68</b>

# INSTRUCTIONAL PROGRAMS

## LAW ENFORCEMENT OPTION (022) LAW ENFORCEMENT AND CORRECTIONAL ADMINISTRATION DEGREE

The Law Enforcement option within the Associate of Applied Science degree, combines professional development with an academic degree. The option requires 64-68 credits, slightly more than half of which are criminal justice and law enforcement courses. In addition, students are required to complete the General Education Requirements for AAS programs.

### Law Enforcement Option Associate of Applied Science Degree in Law Enforcement and Correctional Administration Suggested Sequence of Courses

**\*\* All BCCC students must meet the College's Computer Literacy requirements in order to receive a degree or a certificate. All first-time, full- and part-time degree and certificate seeking students are required to complete the PRE 100 course within the first six credits.**

1st Semester		Credits
PRE 100	Preparation for Academic Achievement	1
CRJ 101	Introduction to Criminal Justice	3
	CRJ Program Elective: choose any CRJ course not already listed in a semester sequence	3
ENG 101	English Writing	3
HLF	Health and Life Fitness	1
	General Education Requirements:	
	Arts and Humanities	3
	Social Behavioral Sciences	3-4
	<b>Total</b>	<b>17-18</b>

### 2nd Semester

CRJ 102	Report Writing for Criminal Justice Personnel	3
CRJ 104	Fundamentals of Law Enforcement	3
HLF	Health and Life Fitness	1
SP 101	Fundamentals of Speech Communication	3
	General Education Requirements:	
	Biological and Physical Sciences	3-4
	Computer Elective: choose BUAD 112, BCA 104, CIS 109, or CLT 100	2-3
	<b>Total</b>	<b>15-17</b>

### 3rd Semester

CRJ 201	Management Concepts	3
CRJ 210	Investigative Principles and Concepts	3
CRJ 211	Criminal Procedural Law	3
CRJ 213	Criminal Substantive Law	3
	General Education Requirements:	
	Mathematics	3-4
	<b>Total</b>	<b>15-16</b>

### 4th Semester

CRJ 202	Organizational Dynamics	3
CRJ 220	Criminalistics	3
CRJ 292	Fieldwork in Administration of Justice and Public Safety	4
	CRJ Program Elective: choose any CRJ course not already listed in a semester sequence	3
	General Education Requirements:	
	Social and Behavioral Sciences	3-4
	<b>Total</b>	<b>16-17</b>
	<b>Program Total</b>	<b>63-68</b>

## LEGAL PROGRAMS

### Liberty Campus School of Arts and Social Sciences Education, Social and Behavioral Sciences Department 410-986-5580

- Legal Assistant Degree (067)

The Legal Assistant, also referred to as a Paralegal, provides a variety of invaluable services in private law firms, banks, insurance companies, corporations, governmental agencies, and offices. Job duties often include conducting legal research, writing correspondence, drafting legal documents, and managing a law office. Paralegals may also investigate cases, interview clients and witnesses, and generally aid attorneys in preparing for trials and hearings.

BCCC offers an AAS degree program. Some paralegals advance their career beyond the associate or bachelor's degree by entering law school.

Program Objectives:

1. To provide a basic understanding of legal concepts and terminology.
2. To develop strong analytical, research and writing skills.
3. To develop an understanding of legal ethics and professional responsibility.
4. To develop practical skills that will enable the paralegal to competently assist an attorney in the practice of law.

Students should note that a paralegal can only perform legal work under the direct supervision of an attorney, and are prohibited from independently engaging in the practice of law.

### LEGAL ASSISTANT (067)

#### Associate of Applied Science Degree Program Suggested Sequence of Courses

**\*\* All BCCC students must meet the College's Computer Literacy requirements in order to receive a degree or a certificate. All first-time, full- and part-time degree and certificate seeking students are required to complete the PRE 100 course within the first six credits.**

1st Semester		Credits
PRE 100	Preparation for Academic Achievement	1
ENG 101	English Writing	3
HLF	Health and Life Fitness	1
PLA 101	General Law I	3
	General Education Requirements:	
	Arts and Humanities	3
	Mathematics	3-4
	<b>Total</b>	<b>14-15</b>
2nd Semester		
BUAD 112	Computers for Business Management	
	OR	
BCA 155	Word Processing I for Business Applications	
	OR	

# INSTRUCTIONAL PROGRAMS

CIS 110	Computers and Society	3
HLF	Health and Life Fitness	1
PLA 102	Legal Research and Bibliography	3
PLA 107	Office Practice and Ethics	3
SP 101	Fundamentals of Speech Communication	3
PLA 106	Legal Writing	3
	Total	16

## 3rd Semester

PLA Program Electives: **choose 3 courses from selected Track	9-10
PLA Special Topics: *choose 1 course from the 190 series	2
General Education Requirements: Biological and Physical Sciences	3-4
Total	14-16

## 4th Semester

PLA 203	Practicum OR	3
PLA 209	Community Law Clinic	
PLA 204	General Law II	3
PLA Program Electives:** choose 2 courses from selected Track	6	
PLA Special Topics:* choose 1 course from the 190 series	2	
General Education Requirements: Social and Behavioral Sciences	3-4	
Total	17-18	
<b>Program Total</b>	<b>61-64</b>	

## NURSING PROGRAMS

### Liberty Campus

### School of Allied Health and Nursing

### Nursing, Allied Health, and Health and Life Fitness

### Department

### 410-462-7765

- Nursing Degree (016)
- Practical Nursing Certificate (216)
- LPN Bridge Program

Nurses function as caregivers and patient advocates in the promotion and restoration of health, and the prevention of disease. The practice of nursing requires substantial specialized knowledge, clinical reasoning abilities, and technical skills based on physiological and psycho-social sciences, and the growing body of nursing concepts/knowledge. Nursing encompasses caring for a multicultural patient population across the life span of individuals in any setting where healthcare is needed.

Courses in the humanities contribute to the knowledge used when providing services to the whole person, in a caring, compassionate manner, while courses in the social, psychological, and biological sciences, give nurses a scientific basis for practice. BCCC's Nursing programs provide individual attention and flexible scheduling, to meet the needs of a diverse group of students, including: recent high school graduates, homemakers, and people already employed in other fields. To help students acquire and develop their skills, the programs provide a simulation laboratory, and

a media center, equipped with video and interactive computer programs.

Before admission to any nursing course/program, all the sciences must be completed with a grade of "C" or better, and be no more than five years old at the time of entry into the Nursing Program. The General Education Requirements may be taken in any order, as agreed upon by the student and his/her Program Adviser. Students have the opportunity to practice their nursing skills and apply their classroom-learned theory at a variety of local hospitals, clinics, day care centers, and other community-based settings. During the course of study, students care for adult patients, patients with mental illnesses, children, and parents during child-bearing years. Students will be required to take nationally normed tests throughout the curriculum. In the last semester, students will be required to meet end of program completion requirements, and achieve a satisfactory score on a comprehensive exam prior to taking the licensing exam.

**Application for Admission:** All interested applicants must hold a high school diploma or its equivalent; must demonstrate adequate knowledge of high school biology and chemistry by appropriate placement test scores, or passing equivalent courses; and must be fluent in spoken and written English. CHE 103 (grade of "C") and BIO 101 or BIO 102, satisfy the requirements for high school chemistry and biology. Applicants must also successfully complete all developmental courses in mathematics, reading and English, as identified by the College ACCUPLACER Test. Students must successfully complete PRE 100, BIO 111, BIO 112 and BIO 212, before entering the program. In these sciences, including CHE 103, the student must have a grade of "C" or better, and the grade must be no more than five years old at time of entry into the Nursing Program. No science course may be repeated more than once. Students must maintain a cumulative GPA of 2.5 or better to be considered for admission. The Test of Essential Academic Skills (TEAS) test may/will be required prior to admission. See the Nursing Program information on the college web site.

**Because the Nursing programs have special entrance requirements, prospective applicants must meet with the Selective Admissions Counselor in the Office of Admissions, Recruitment and Orientation. Students must meet the entry requirements as published by the Nursing Program when applying for admission.**

**Eligibility for Licensure:** Eligibility for admission to and continued enrollment in the Nursing programs, is conditional on an applicant's eligibility for licensure by the Maryland Board of Nursing. Under Maryland law, the Maryland Board of Nursing may deny a license to any applicant for reasons that include: but are not limited to, an applicant's conviction or pleading guilty or nolo contendere to a felony, or to a crime involving moral turpitude, (whether or not any appeal or other proceeding is pending), to have the conviction or plea

# INSTRUCTIONAL PROGRAMS

set aside. The Maryland Board of Nursing mandates that new graduates submit to a criminal background check and fingerprinting prior to licensure.

All Nursing students must submit to a criminal background check. If an applicant for admission or an enrolled student has an unexpunged conviction, or is convicted at any time prior to admission or enrollment into the Nursing programs, or during participation in the Nursing course sequence, the applicant or enrolled student must immediately notify the Nursing Department. Failure to disclose an arrest or conviction may result in ineligibility for admission to, or suspension or termination from Nursing programs.

### Upon acceptance into the Program, students:

1. Must complete an American Heart Association CPR course. A copy of both sides of the card must be provided on the first day of class.
2. Are required to carry health insurance as long as they are in the program or sign a medical waiver accepting responsibility for their own health and safety in the classrooms and clinical areas to which they are assigned.
3. Must show proof of current health status by physical exam less than a year old.
4. Have up-to-date immunization/titres:
  - a. The Purified Protein Derivative (PPD) must be done annually
  - b. Rubella, Rubeola and Mumps titre and immunization, if necessary
  - c. Varicella (chicken pox) titre and immunization, if necessary
  - d. Hepatitis B screening, vaccine if necessary, or written waiver
5. Seasonal flu and other immunization are required by the assigned clinical health care facility. Are required to have a criminal background check and a drug screen at their own expense. Information on how to obtain a criminal background check will be provided.
6. Must maintain a minimum of "C" in each course to progress through the course and semester sequence.

### In addition students:

1. Will incur expenses for books, tuition, uniforms and other media products etc.
2. Are responsible for their own transportation to and from clinical practicums.

### NURSING DEGREE (016)

The Associate of Science Degree prepares graduates to take the licensing examination (NCLEX-RN) to become registered nurses in the State of Maryland. The ADN program is accredited by the National League for Nursing Accrediting Commission, (3343 Peachtree Road NE, Suite 500, Atlanta, GA 30326).

## NURSING

### Associate of Science Degree Program Suggested Sequence of Courses

**\*\* All BCCC students must meet the College's Computer Literacy requirements in order to receive a degree or a certificate. All first-time, full- and part-time degree and certificate seeking students are required to complete the PRE 100 course within the first six credits.**

\*\* BCCC reserves the right to modify the above regulations/requirements at anytime in the student's enrollment.

Pre-Program Entry		Credits
PRE 100	Preparation for Academic Achievement	1
BIO 111	Anatomy and Physiology I	4
BIO 112	Anatomy and Physiology II	4
BIO 212	Microbiology	4
CHEM 103	Allied Health Chemistry	3
	Total	16
1st Semester		
ENG 101	English Writing	3
NUR 111	Calculation of Medications in Nursing	1
NUR 120	Introduction to Nursing Practice	8
PSY 101	Introductory Psychology	3
	Total	15
2nd Semester		
NUR 122	Medical-Surgical Nursing of Adults I	8
PSY 104	Developmental Psychology	3
SOC 101	Introduction to Sociology	3
	Total	14
3rd Semester		
NUR 218	Maternal and Child Health Nursing	6
NUR 222	Care of the Client with Mental Health Problems	4
SP 101	Fundamentals of Speech Communication	3
	Total	13
4th Semester		
NUR 220	Medical-Surgical Nursing of Adults II	8
NUR 216	Perspectives and Issues in Nursing	1
MAT 107	Modern Elementary Statistics 3	
	General Education Requirements:	
	Arts and Humanities:	
	Literature Elective	3
	Total	15
	<b>Program Total</b>	<b>70</b>

### LPN ADVANCED PLACEMENT

Students who are already LPNs may challenge by examination, first-semester nursing (NUR) courses. The first semester courses that may be challenged are:

1. NUR 111 (Calculations of Medications in Nursing).  
Passing grade is a minimum of 90%.
2. NUR 120 (Introduction to Nursing Practice).  
Passing grade is a minimum of 75%.

### Additional Admission Requirements:

1. All general education courses must be successfully completed before entering the program.
2. Successful completion of PRE 100, BIO 111, BIO 112, and BIO 212, before entering the program. In these sciences, including CHE 103, the student must have



# INSTRUCTIONAL PROGRAMS

a grade of "C" or better, and the grade must be no more than five years old at the time of entry into the Nursing Program.

3. Cumulative GPA of 2.5 or better to be considered for admission.
4. Graduation from an approved LPN program.
5. Current active and unencumbered Mayland LPN license.
6. Minimum of one year of experience in a skilled or acute care nursing facility involving medical surgical care.

The LPN who meets all the College and Nursing admission requirements and passes the challenge exams, will enter the second semester Nursing course.

Courses	Credits
PRE 100 Preparation for Academic Achievement	1
BIO 111 Anatomy and Physiology I	4
BIO 112 Anatomy and Physiology II	4
BIO 212 Microbiology	4
ENG 101 English Writing	3
MAT 107 Modern Elementary Statistics	3
PSY 101 Introductory Psychology	3
PSY 104 Developmental Psychology	3
SOC 101 Introduction to Sociology	3
SP 101 Fundamentals of Speech Communication	3
General Education Requirements:	
Arts and Humanities:	
ENG 200-level course	3
<b>Total</b>	<b>34</b>

See nursing courses for additional information.

## PRACTICAL NURSING CERTIFICATE (216)

The Practical Nursing certificate is a one-year program that prepares graduates to take the licensing examination, (NCLEX-PN). Prospective students may select the program either on admission to the College, or after completing core courses: NUR 111: Calculation of Medications in Nursing, and NUR 120: Introduction to Nursing Practice. Licensed Practical Nurses function under the direction and supervision of a Registered Nurse, and/or a physician, to provide care for clients in a variety of healthcare settings. The LPN works in a team relationship with other healthcare providers.

**\*\* All BCCC students must meet the College's Computer Literacy requirements in order to receive a degree or a certificate. All first-time, full- and part-time degree and certificate seeking students are required to complete the PRE 100 course within the first six credits.**

\*\* BCCC reserves the right to modify the above regulations/requirements at anytime in the student's enrollment

Prerequisites	Credits
PRE 100 Preparation for Academic Achievement	1
BIO 111 Anatomy and Physiology I	4
BIO 112 Anatomy and Physiology II	4
BIO 212 Microbiology	4
CHEM 103 Allied Health Chemistry	3
<b>Total</b>	<b>16</b>

## 1st Semester

ENG 101	English Writing	3
PSY 101	Introductory Psychology	3
NUR 111	Calculation of Medications in Nursing	1
NUR 120	Introduction to Nursing Practice	8
	<b>Total</b>	<b>15</b>

## 2nd Semester

PNUR 101	Adult Health Nursing I	5
PNUR 105	Adult Health Nursing II	5
	<b>Total</b>	<b>10</b>

## 3rd Semester

PNUR 110	Nursing in Child-Bearing and Child-Rearing Families	6
PNUR 115	Seminar in Practical Nursing Issues	1
	<b>Total</b>	<b>7</b>

**Certificate Total 45**

\*\* BCCC reserves the right to modify the above regulations/requirements at anytime in the student's enrollment.

## OFFICE ADMINISTRATION PROGRAM

### Liberty Campus

School of Business, Science, Technology, Engineering and Mathematics  
Business and Technology Department  
410-462-7690

### ADMINISTRATIVE ASSISTANT DEGREE PROGRAM (259)

This option is designed to provide graduates with the expertise necessary to function as top-notch administrative support personnel. Students pursuing this major may sit for the nationally recognized, Certified Professional Secretary's (CPS) examination, after accumulating at least three years' work experience in the field.

The Administrative Assistant Program offers courses in six disciplines covered on the CPS examination. Students interested in pursuing certification, are advised about the specific general education courses necessary to prepare for this examination.

The Administrative Assistant Program is accredited by the Association of Collegiate Business Schools and Programs (ACBSP).

### ADMINISTRATIVE ASSISTANT DEGREE

#### Associate of Applied Science Degree in Office Administration Recommended Sequence of Courses

**\*\* All BCCC students must meet the College's Computer Literacy requirements in order to receive a degree or a certificate. All first-time, full- and part-time degree and certificate seeking students are required to complete the PRE 100 course within the first six credits.**

1st Semester	Credits
PRE 100 Preparation for Academic Achievement	1
BCAP 104 Introduction to Operating Systems: DOS/Windows	3
ENG 101 English Writing	3
HLF Health and Life Fitness	2
OFAD 100 Office Procedures	3

# INSTRUCTIONAL PROGRAMS

OFAD 117	Records Management	3
OFAD 123	Document Formatting I	3
	Total	18

## 2nd Semester

ECO 201	The American Economy I: Macroeconomic Theory	3
MGMT 103	Business Mathematics	3
OFAD 119	Word Processing Applications I	3
OFAD 124	Document Formatting II	3
SP 101	Fundamentals Of Speech Communications	3
	General Education Requirements: Biological and Physical Sciences	3
	Total	18

## 3rd Semester

BUAD 100	Introduction to Business	3
ENG 113	Business Writing	3
	General Education Requirements: Choose any General Education course	3
MAT 107	Modern Elementary Statistics OR	
MAT 125	Finite Mathematics	3
OFAD 121	Word Processing Applications II	3
OFAD 125	Document Production	3
	Total	18

## 4th Semester

ACCT 211	Accounting Principles I	3
BCAP 245	Introduction to Multimedia Presentations	3
COP 200	Cooperative Education OR	
OFAD 250	Office Administration/Technology Internship General Education Requirements: Choose any General Education course	3
OFAD 215	Office Management	3
	Total	16
	<b>Program Total</b>	<b>69</b>

## Recommended General Education Courses for CPS Exam Preparation:

**2nd Semester:** Students may choose PSY 101 as a General Education Requirements course.

**4th Semester:** Students may choose PHI 101 as the Social and Behavioral Sciences course.

## Additional Courses for CPS Exam Preparation:

ACCT 202	Accounting Principles II	3
BCA 136	Database Management Systems I	3
BCA 241	Desktop Publishing/Graphics II (Using PageMaker)	3
MGMT 222	Principles of Business Management	3

## PHYSICAL THERAPIST ASSISTANT PROGRAM

### Liberty Campus

### School of Allied Health and Nursing

### Nursing, Allied Health, and Health and Life Fitness

### Department

410-462-7723 or 7720

### PHYSICAL THERAPIST ASSISTANT DEGREE (039)

The Physical Therapist Assistant (PTA) Program is a 2-year course of study leading to an Associate of Applied Sciences (AAS) degree. Students combine academic study in physical therapist assisting

procedures, anatomy, kinesiology, medical conditions, and professionalism with clinical education and practice.

Graduates work under the supervision of professional physical therapists and are successfully employed in hospitals, rehabilitation centers, extended care and sub-acute facilities, schools and pediatric centers, private PT practices, and out-patient clinics. They are trained to treat patients suffering from physical disabilities related to disease or injury or needing post-surgical rehabilitation using various procedures and modalities, therapeutic exercises, mobility training, cardiopulmonary rehabilitation, general conditioning, posture and body mechanics instruction, and other patient education.

The Physical Therapist Assistant Program is accredited by the Commission on Accreditation in Physical Therapy Education. BCCC's PTA Program has been designated as Statewide by the Maryland Higher Education Commission.

Graduates of the program are fully qualified to take the national licensing examination administered by the Federation of State Boards of Physical Therapy (FSBPT). It is required to be eligible for licensure in Maryland and most other states.

Prospective applicants should contact the Selective Admissions Counselor at the College's Admissions, Recruitment and Orientation Office for detailed information on the special academic, observation/volunteer hours, and application requirements for selective admission and continued enrollment in the PTA Program. Applicants are accepted into the program for the fall semester and must take all PTT courses in sequence as designated, while maintaining a minimum grade of "C" in each PTT course.

### Upon acceptance into the Program, students:

1. Must complete an American Heart Association Health Care Provider CPR course. A copy of both sides of the card must be provided on the first day of class.
2. Are required to carry health insurance as long as they are in the program.
3. Must show proof of current health status by physical exam less than a year old.
4. Have up-to-date immunization/titres:
  - a. The Purified Protein Derivative (PPD) must be done annually
  - b. Rubella, Rubeola and Mumps titre and immunization, if necessary
  - c. Varicella (chicken pox) titre and immunization, if necessary
  - d. Hepatitis B screening, vaccine if necessary, or written waiver
5. May/are required to have a criminal background check and a drug screen per regulations of the clinical facility. Check with the Program Coordinator for specific information.

6. Must maintain a minimum of "C" in each course to progress through the course and semester sequence.

Seasonal flu and other immunizations may be required by the assigned clinical health care facility. Please see the Admission Specialist for the Health Sciences programs for additional information regarding essential abilities and/or functions required for the program.

**In addition students:**

1. Will incur expenses for books, tuition, etc.
2. Are responsible for their own transportation to and from clinical practicums.

**Physical Therapist Assistant  
Associate of Applied Science Degree Program  
Suggested Sequence of Courses**

**\*\* All BCCC students must meet the College's Computer Literacy requirements in order to receive a degree or a certificate. All first-time, full- and part-time degree and certificate seeking students are required to complete the PRE 100 course within the first six credits.**

Prerequisites	Credits
PRE 100 Preparation for Academic Achievement	1
BIO 111 Anatomy and Physiology I	4
BIO 112 Anatomy and Physiology II OR Biology 107 may be taken in place of BIO 111 and 112.	4
ENG 101 English Writing	3
MAT 107 Modern Elementary Statistics OR	
MAT 128 Precalculus I: College Algebra	3-4
PSY 101 Introductory Psychology	3
Total	18-19

Note: The above Prerequisites meet the College's General Education Requirements.

1st Semester	Credits
PTT 112 Introduction to Physical Therapist Assisting	2
PTT 120 Physical Therapist Assisting Procedures I	5
SOC 101 Introduction to Sociology	3
SP 101 Fundamentals of Speech Communication	3
Total	13

2nd Semester	Credits
PSY 104 Developmental Psychology	3
PTT 140 Medical Lectures	4
PTT 150 Physical Therapist Assisting Procedures II	5
Total	12

Summer	Credits
PTT 215 Pediatric/Adult Rehabilitation Procedures	2

3rd Semester	Credits
PTT 240 Physical Therapist Assisting Procedures III	5
PTT 260 Clinical Education I	3
Total	8

4th Semester	Credits
PTT 210 Physical Therapist Assisting Seminar	2
PTT 213 Clinical Education II (5 weeks)	4
PTT 214 Clinical Education III (6 weeks)	4
PTT 250 Physical Therapist Assisting Procedures IV	4
Total	14

**Program Total + Prerequisites**

**69-70**

\*\* BCCC reserves the right to modify the above regulations/requirements at anytime in the student's enrollment.

**RESPIRATORY CARE PROGRAM**

**Liberty Campus**

**School of Allied Health and Nursing**

**Nursing, Allied Health, and Health and Life Fitness**

**Department**

**410-462-7746**

**RESPIRATORY CARE DEGREE (220)**

A respiratory care practitioner provides quality healthcare by delivering medical gases, aerosol and humidity therapies, pulmonary hyperinflation care, patient education, health promotion, mechanical ventilation, and care for artificial airways. In addition, the respiratory care practitioner provides diagnostic and rehabilitation services to the cardiopulmonary patient. Graduates of the respiratory care program are academically qualified to provide respiratory care under the direction of a licensed physician, to patients in acute care hospitals, skilled nursing facilities, long-term care centers, physicians' offices, and home care agencies.

Program graduates are eligible to take the NBRC Entry-Level Examination, and earn the credential of Certified Respiratory Therapist (CRT), a requirement for State licensure and the practice of respiratory care in the State of Maryland. Those who are successful on the Entry-Level exam, are eligible to take the Advanced Respiratory Care Practitioner Examination sequence to earn the credential of Registered Respiratory Therapist (RRT) as awarded by the National Board for Respiratory Care (NBRC). Graduates of the Respiratory Care Program must be eligible for Maryland State Licensure as Respiratory Care practitioners in order to seek employment in the State of Maryland. The Physician Board of Quality Assurance is the State agency responsible for issuing the respiratory care license. An applicant for State licensure must disclose any arrest records, or a record of convictions to the licensing board. Any student with a history of criminal activity should seek clarification from the Physician's Board of Quality Assurance concerning eligibility for licensure.

**Admission Requirements:** The program has a selective admission process. Prospective applicants should contact the Selective Admissions Counselor at the College's Admissions, Recruitment and Orientation Office for detailed information on the special academic requirements that are required. A minimum 2.5 GPA with a "C" in the required prerequisite courses. Students who have not earned a college degree must have completed all prerequisites before starting the program.

**Upon acceptance into the Program, students:**

1. Must complete an American Heart Association Health Care Provider CPR course. A copy of both sides of the card must be provided on the first day of class.

# INSTRUCTIONAL PROGRAMS

2. Are required to carry health insurance as long as they are in the program or sign a medical waiver accepting responsibility for their own health and safety in the classrooms and clinical areas to which they are assigned.
3. Must show proof of current health status by physical exam less than a year old.
4. Have up-to-date immunization/titres:
  - a. The Purified Protein Derivative (PPD) must be done annually
  - b. Rubella, Rubeola and Mumps titre and immunization, if necessary
  - c. Varicella (chicken pox) titre and immunization, if necessary
  - d. Hepatitis B screening, vaccine if necessary, or written waiver
  - e. Seasonal flu and other immunizations may be required by the assigned clinical health care facility.
5. Are required to have a criminal background check and a drug screen at their own expense. Information on how to obtain a criminal background check will be provided. Criminal background check is required by the clinical placement site.
6. Must maintain a minimum of "C" in each course to progress through the course and semester sequence.

#### In addition students:

1. Will incur expenses for books, tuition, etc.
2. Are responsible for their own transportation to and from clinical practicums.

Students should consult the Office of Admissions, Recruitment and Orientation for detailed information about the special academic, insurance, and medical requirements for admission to, and continued enrollment in this program.

#### Respiratory Care

#### Associate of Applied Science Degree Program Suggested Sequence of Courses

**\*\* All BCCC students must meet the College's Computer Literacy requirements as a prerequisite to the Program. All first-time, full- and part-time degree and certificate seeking students are required to complete the PRE 100 course within the first six credits.**

Program Prerequisites	Credits
PRE 100 Preparation for Academic Achievement	1
BIO 107 Anatomy and Physiology	4
OR	
BIO 112 Anatomy and Physiology II	4
ENG 101 English Writing	3
CHEM 101 General Chemistry	
OR	
CHEM 103 Allied Health Chemistry	4
MAT 128 Precalculus I: College Algebra	4
PSY 120 Introduction to Scientific Psychology	4
OR	
PSY 101 Introduction to Psychology	3

MAT 107	Modern Elementary Statistics	3
	Total	16-24
<b>1st Semester</b>		
BIO 212	Microbiology	4
RC 111	Cardiorespiratory Science I	2
RC 112	Cardiorespiratory Equipment I	1
RC 113	Cardiorespiratory Anatomy and Physiology	3
RC 115	Clinical Practicum I	2
	Total	12
<b>2nd Semester</b>		
RC 121	Cardiorespiratory Science II	3
RC 122	Cardiorespiratory Equipment II	1
RC 123	Manifestations of Cardiorespiratory Diseases	3
RC 125	Clinical Practicum II	4
RC 127	Cardiorespiratory Pharmacology	3
	Total	14
<b>Summer</b>		
RC 135	Clinical Practicum III	4
<b>3rd Semester</b>		
		<b>Credits</b>
RC 211	Cardiorespiratory Science III	2
RC 212	Cardiorespiratory Equipment III	1
RC 213	Cardiorespiratory Diagnostics	2
RC 214	Cardiorespiratory Diagnostics Laboratory	1
RC 215	Clinical Practicum IV	4
	Total	10
<b>4th Semester</b>		
RC 221	RC Seminar	1
RC 223	Rehabilitation and Continuing Care	2
RC 225	Clinical Practicum V	4
SP 101	Fundamentals of Speech Communication	3
	Total	10
	<b>Program Total</b>	<b>70</b>

\*\* BCCC reserves the right to modify the above regulations/requirements at anytime in the student's enrollment.

## ROBOTICS TECHNOLOGY

### Liberty Campus

School of Business, Science, Technology,  
Engineering and Mathematics  
Business and Technology Department  
410-462-7637

#### ROBOTICS DEGREE (M307)

The Robotics Technology Program trains students to be robotics/automation/manufacturing/electronics technicians who can program, troubleshoot, and repair robots in different applications. A robotics technician is a highly skilled person who works with industrial/manufacturing specialists in the rapidly expanding and dynamic industry of automated manufacturing. The robotics student receives extensive training in electronics, computer controls, data acquisition, mechanical controls, pneumatics, electrical power, motors, and hydraulics relative to industrial robots. The graduates of the Robotics Technology Program can also transfer to Morgan State University to pursue BS degrees in Industrial Engineering.



# INSTRUCTIONAL PROGRAMS

## Robotics Technology

### Associate of Applied Science Degree Program Suggested Sequence of Courses

1st Semester		Credits
PRE 100	Preparation for Academic Achievement	1
ELC 101	Mathematics for Electronics I	3
ELC 120	DC Circuits Analysis	3
**MAT 128	Precalculus I: College Algebra	4
RBT 101	Introduction to Robotics	3
HLF	Health and Life Fitness Elective	1
Total		15
2nd Semester		Credits
ELC 121	AC Circuits Analysis	3
ELC 151	Digital Fundamentals	3
EGN 101	Engineering Graphics	3
TEL 100	Introduction to Business Telecommunications	3
CSC 108	Programming in C	3
HLF	Health and Life Fitness Elective	1
Total		16
3rd Semester		Credits
ELC 131	Semiconductor Devices	3
***PHY 101	Fundamentals of Physics I	4
RBT 201	Computer Assisted Manufacturing (CAM)	3
ELC 251	Digital Systems	3
CADD 208	CADD Mechanical Applications	3
Total		16
4th Semester		Credits
ECO 201	The American Economy I: Macroeconomic Theory	3
RBT 203	Robotics Applications	4
ENG 101	English Writing	3
SP 101	Fundamentals of Speech Communication	3
	General Education Elective	3
Total		16
<b>Program Total</b>		<b>63</b>

\* Robotics Technology students may have summer internship opportunities at industries or Morgan State University School of Engineering.

\*\* Depending on a student's BCCC college math placement scores (through the Accuplacer Test) and the Robotics Technology Coordinator's evaluation of the student's math placement scores, a Robotics Technology student may be placed into a higher level math course such as MAT 129, or MAT 140 instead of MAT 128.

\*\*\* PHY 203 maybe substituted for PHY 101.

## SURGICAL TECHNOLOGY PROGRAM

### Liberty Campus

### School of Allied Health and Nursing

### Nursing, Allied Health, and Health and Life Fitness Department

410-462-7722

- Surgical Technologist Degree (208)

This two-year, 70-credit AAS degree program prepares students for successful employment in an operating room, assisting the surgeon and other members of the professional staff with patient care before, during, and after surgery. Through classroom study and clinical fieldwork in area hospitals, students learn surgical

asepsis, and the preparation and use of instrumentation and equipment. Students completing the program are eligible to take the certifying examination given by the Association of Surgical Technologists. Prospective SGT students should consult with the Office of Admissions, Recruitment and Orientation about the insurance, course sequence, and grade standards that must be maintained. Students must be eligible for all college-level courses to be eligible for admission to the program.

Upon acceptance into Surgical Technology degree or certificate program students:

1. Must complete an American Heart Association Health Care Provider CPR course, a copy of both sides of the card must be provided on the first day of class.
2. Are required to carry health insurance as long as they are in the program.
3. Must maintain a minimum of "C" in each course to progress through the course and semester sequence.
4. Must show proof of current health status (by physical exam less than a year old).
5. Have up-to-date immunization/ titres
  - a. The Purified Protein Derivative (PPD) must be done annually.
  - b. Rubella, Rubeola and Mumps titre and immunization, if necessary.
  - c. Varicella (chicken pox) titre and immunization, if necessary.
  - d. Hepatitis B screening, vaccine if necessary, or written waiver.
6. Are required to have a criminal background check and a drug screen per regulations of the clinical facility. Check with the Program Coordinator for specific information.

This program has a selective admission process. Prospective applicants should contact the Selective Admissions Counselor at the College's Admissions, Recruitment and Orientation Office for detailed information on the special academic requirements that are required. Please see the Admission Specialist for the Health Sciences programs for additional information regarding essential abilities and/or functions required for the program.

In addition students:

1. Will incur expenses for books, tuition, clinical supplies, and uniforms.
2. Are responsible for their own transportation to and from clinical practicums.

### Surgical Technologist

### Associate of Applied Science Degree Program Suggested Sequence of Courses

**\*\* All BCCC students must meet the College's Computer Literacy requirements in order to receive a degree or a certificate. All first-time, full- and part-time degree and certificate seeking students are required to complete the PRE 100 course within the first six credits.**

# INSTRUCTIONAL PROGRAMS

<b>Prerequisites</b>		<b>Credits</b>
PRE 100	Preparation for Academic Achievement	1
ENG 101	English Writing	3
MAT 107	Modern Elementary Statistics	
	OR	
MAT 128	Precalculus I: College Algebra	4
SP 101	Fundamentals of Speech Communication	3
	<b>Total</b>	<b>11</b>
<b>1st Semester</b>		
AH 130	Medical Terminology	3
BIO 111	Anatomy and Physiology I	4
SOC 101	Introduction to Sociology	3
SGT 101	Instrumentation	3
	<b>Total</b>	<b>13</b>
<b>2nd Semester</b>		
AH 230	Study of Disease Process	3
BIO 112	Anatomy and Physiology II	4
SGT 103	Introduction of Surgical Technology	5
SGT 104	Basic Surgical Procedures	3
	<b>Total</b>	<b>15</b>
<b>Summer</b>		
SGT 105	Hospital Clinical I	5
<b>3rd Semester</b>		
AH 135	Allied Health Pharmacology	2
BIO 212	Microbiology	4
SGT 201	Hospital Clinical II	4
SGT 205	More Advanced Surgical Procedures	3
	<b>Total</b>	<b>13</b>
<b>4th Semester</b>		<b>Credits</b>
AH 110	Medical Jurisprudence and Ethics	2
SGT 210	Hospital Clinical III	4
SGT 215	Advanced and Specialized Procedures	3
PSY 101	Introductory Psychology	3
	<b>Total</b>	<b>12</b>
	<b>Program Total</b>	<b>70</b>

\*\* BCCC reserves the right to modify the above regulations/requirements at anytime in the student's enrollment.

Please see the Program Coordinator of the Surgical Technologist Program for additional information and courses concerning the certificate program.

## TEACHER PREPARATION PROGRAMS

### Liberty Campus

### School of Arts and Social Sciences

### Education, Social and Behavioral Sciences

#### Department

410-462-7678 or 410-462-7416

- Maryland Teacher Certification Pathway
- Special Education Assistant Certificate (116)
- Teacher Education Math/Science Option (141)
- Teacher Education Transfer Degree (019)
- Elementary Education/Generic Special Education-PreK-12 (256)

BCCC also offers State-approved courses that meet Maryland State certification requirements. For more information, call 410-462-7742 or 410-462-7741.

## MARYLAND TEACHER CERTIFICATION PATHWAY

The Maryland Teacher Certification Pathway is a non-degree, non-certificate conferring course of study. It is offered through Baltimore City Community College to individuals who already possess a Bachelor's Degree and are interested in meeting Maryland State Department of Education (MSDE) teacher certification requirements. MSDE recognizes courses taken at Baltimore City Community College as meeting state certification requirements. Since certification requirements differ, based on specialty area and differences in specific student educational histories, all students are strongly urged to seek advisement from the Director or Program Manager of the Center for Teaching Excellence before registering for courses. For more information on the teacher certification process, prospective students are urged to contact the MSDE Division of Teacher Certification at 410-767-0412 or by visiting their website at [www.msde.state.md.us](http://www.msde.state.md.us).

## PROFESSIONAL EDUCATION COURSES

### Certification Courses Required for All Areas of Certification:

<b>Courses</b>	<b>Credits</b>
EDU 255 Educational Assessment	3
PSY 207 Psychology of Human Learning and Behavior	3
SED 220 Special Education: An Overview	3

### Additional Teacher Certification Courses for Early Childhood Elementary (K-3), Elementary Education (1-6) and Middle School:

ECE 100 Introduction to Child Development	3
EDU 215 Developmental Processes and the Acquisition of Reading Competency	3
EDU 220 Instruction of Reading Competency	3
EDU 225 Effective Assessment and the Teaching of Reading	3
EDU 230 Selection, Evaluation, and Utilization of Materials and Technology to Teach Reading	3
EDU 250 Introduction to Effective Elementary Methods	3

### Additional Teacher Certification Courses for Secondary and Content Area Specification (N-12)(7-12):

<b>Courses</b>	<b>Credits</b>
PSY 104 Developmental Psychology	
	OR
PSY 208 Psychology of Adolescent Development	3
EDU 235 Methods of Teaching Reading in Secondary Content Areas, Part I	3
EDU 240 Methods of Teaching Reading in Secondary Content Areas, Part II	3
EDU 260 Introduction to Effective Teaching Methodology in Secondary/Specific Content Area	3

### Additional Teacher Certification Courses for General Special Education—Elementary Education and Middle School (K-8):

ECE 100 Introduction to Child Development	3
PSY 104 Developmental Psychology	3
SED 230 Curriculum and Elementary Methods of Instruction for Children with Mild to Moderate Disabilities	3
SED 240 Methods of Assessment in the Education of Children with Mild to Moderate Disabilities	3

# INSTRUCTIONAL PROGRAMS

SED 255	Successful Inclusive Teaching Methods: Teaching and Managing Students with Disabilities in the Regular Classroom	3
SED 260	Communication and Consultation in the Implementation of Special Education	3

## Additional Teacher Certification Courses for General Special Education—Secondary Education (6-12):

PSY 104	Developmental Psychology	3
PSY 208	Psychology of Adolescent Development	3
SED 225	Curriculum and Secondary Methods of Instruction for Adolescents with Mild to Moderate Disabilities	3
SED 235	Methods of Assessment in the Education of Adolescents with Mild to Moderate Disabilities	3
SED 238	Diagnostic and Prescriptive Techniques in IEP Development and Implementation	3
SED 245	Prevocational and Vocational Planning and Methods of Instruction for Students with Mild to Moderate Disabilities	3
SED 260	Communication and Consultation in the Implementation of Special Education	3

## Reading Courses Credits

(use the set appropriate for your area of specialization)

### EITHER:

Elementary Education Set of Reading Courses:		
EDU 215	Developmental Process and the Acquisition of Reading Competency	3
EDU 220	Instruction of Reading Competency	3
EDU 225	Effective Assessment and the Teaching of Reading	3
EDU 230	Selection, Evaluation, and Utilization of Materials and Technology to Teach Reading	3

### OR

Secondary Education Set of Reading Courses		
EDU 235	Methods of Teaching Reading in Secondary Content Areas, Part I	3
EDU 240	Methods of Teaching Reading in Secondary Content Areas, Part II	3

## SPECIAL EDUCATION ASSISTANT CERTIFICATE (116)

Students in the Special Education Assistant Certificate Program, prepare for careers working with exceptional children in Baltimore City and area schools, hospitals, and clinics. Students acquire a foundation in human development, and become experienced in working with exceptional children in educational settings, providing practical fieldwork. Many students in the Early Childhood Education degree program also earn this Special Education certificate in order to expand their job opportunities.

Courses		Credits
PRE 100	Preparation for Academic Achievement	1
ECE 100	Introduction to Child Development	3
ECE 101	Principles of Early Childhood Education	4
ECE 102	Observing and Recording Children's Behavior	3
ENG 101	English Writing	3
PSY 101	Introductory Psychology	3
PSY 202	Psychology of Exceptionality	3

PSY 205	Psychology of Early Childhood	3
SED 220	Special Education: An Overview	3
SED 222	Teaching Children with Disabilities	3
SED 223	Caring for Infants and Toddlers with Disabilities	3
SED 250	Student Practicum in Special Education	3
SP 101	Fundamentals of Speech Communication	3
<b>Certificate Total</b>		<b>38</b>

## SUBSTITUTE TEACHER CERTIFICATE (260)

The Substitute Teacher Certificate is designed to provide minimum entry-level skills and competencies, to meet the substitute teacher's ongoing need for continuing education and professional growth experiences. This certificate provides the 30 credits required by the Baltimore City Public School System.

In addition to enhanced employment opportunities, this certificate offers a first step towards an Associate's degree in the Teacher Education Transfer Program. This first-level certification prepares a student to substitute in Pre-K and elementary school. Those seeking secondary-level Substitute Teacher Certification must choose an additional six credits from the Program Electives, and/or Secondary-level Electives appropriate to their area of secondary specialization.

### 1st Semester

PRE 100	Preparation for Academic Achievement	1
ECE 100	Introduction to Child Development	3
<b>OR</b>		
PSY 208	Adolescent Development	
EDU 200	Introduction to Education	3
ENG 101	English Writing	3
MAT 128	Precalculus I: College Algebra	4
SP 101	Fundamentals of Speech Communication	3
Total		17

### 2nd Semester

ECE 202	The Child As a Learner	5
PSY 101	Introductory Psychology	3
SED 220	Special Education: An Overview	3
	Program Elective*	3
Total		14
<b>Certificate Total</b>		<b>31</b>

### \*Program Electives: Credits

AHS 103	Group Dynamics	3
ECE 102	Observing and Recording Children's Behavior	3
ECE 203	Parents, Child, School, and Community Relationships	3
PSY 201	Educational Psychology	3
SED 250	Student Practicum in Special Education	3
SOC 223	Racial and Ethnic Relations	3

### \*Secondary-Level Content Area Electives: Credits

	English	6
	Humanities	6
	Mathematics	6
	Music/Art	6
	Science	6
	Social and Behavioral Sciences	6

# INSTRUCTIONAL PROGRAMS

## TEACHER EDUCATION MATH/SCIENCE OPTION (141)

### TEACHER EDUCATION TRANSFER DEGREE

This option is structured as preparation for those who expect to teach in the math and science areas. It is designed to address the transfer needs of students planning to attend a four-year college or university for Teacher Preparation, and who may not be eligible to complete the requirements of the A.A.T. degree. While this curriculum is designed to prepare students to pursue a bachelor's degree program at the college or university level, students are advised to check the requirements of the institution to which they intend to transfer.

### Teacher Education Math/Science Option Associate of Science Degree in Teacher Education Transfer Suggested Sequence of Courses

**\*\* All BCCC students must meet the College's Computer Literacy requirements in order to receive a degree or a certificate. All first-time, full- and part-time degree and certificate seeking students are required to complete the PRE 100 course within the first six credits.**

1st Semester		Credits
PRE 100	Preparation for Academic Achievement	1
ENG 101	English Writing	3
MAT 107	Modern Elementary Statistics	3
MUS 103	Music Appreciation	3
PSY 101	Introductory Psychology	3
PHSC 110	Physical Science	4
	Total	17
2nd Semester		Credits
BIO 102	Principles of Biology	4
ENG 102	Introduction to the Term Paper and Research Methods	3
MAT 115	Dynamic Geometry	4
PSY 201	Educational Psychology	3
SP 101	Fundamentals of Speech Communication	3
	Total	17
3rd Semester		Credits
CHE 101	General Chemistry I OR	
PHSC 120	Contemporary Chemistry/Physical Science	4
ENG	Choose any ENG 200 course	3
H	Choose H 101, or H 110, or H 151	3
MAT 128	Precalculus I: College Algebra	4
SOC 101	Introduction to Sociology	3
	Total	17
4th Semester		Credits
ART 106	Art in the Culture	3
EDU 200	Introduction to Education	3
GEO 102	Elements of Cultural Geography	3
H	Next course in student's history sequence OR	
HLF 201	Personal and Community Health	3
SCI 100	Elements of Earth Science	3

SED 220	Special Education: An Overview	3
	National Teacher Examination- PRAXIS I	0
	Total	18
	<b>Program Total</b>	<b>69</b>

## TEACHER EDUCATION TRANSFER DEGREE (019)

The Teacher Education Transfer Program prepares students interested in transferring to a four-year college program. Students in this program begin training to become teachers, and have opportunities to explore the diverse world of education and ways to work effectively within it. This curriculum is designed for students who are interested in transferring to an Elementary Education program at a four-year college and who may not be eligible to complete the requirements of the A.A.T. degree. While this curriculum is designed to prepare students to pursue a bachelor's degree program at the college or university level, students are advised to check the requirements of the institution to which they intend to transfer. The program requires minimum grades of "C" in all courses.

Candidates for graduation in this program must pay for and take the ETS National Teacher Examination: PRAXIS I test before graduation. PRAXIS is offered several times during the year. Students should see their academic advisers or the program head for more information.

### Teacher Education Transfer Associate of Arts Degree Program Suggested Sequence of Courses

1st Semester		Credits
PRE 100	Preparation for Academic Achievement	1
BIO 102	Principles of Biology	4
ENG 101	English Writing	3
PSY 101	Introductory Psychology	3
SOC 101	Introduction to Sociology	3
SP 101	Fundamentals of Speech Communication	3
	Total	17
2nd Semester		Credits
ART 106	Art in the Culture OR	
MUS 103	Music Appreciation	3
ENG 102	Introduction to the Term Paper and Research Methods	3
HLF	Health and Life Fitness	1
MAT 107	Modern Elementary Statistics OR	
MAT 115	Dynamic Geometry	3-4
PSY 201	Educational Psychology	3
PHSC 110	Physical Science OR	
PHSC 120	Contemporary Chemistry/ Physical Science	4
	Total	17-18
3rd Semester		Credits
CLT 100	Computer Literacy	2
EDU 200	Introduction to Education	3



# INSTRUCTIONAL PROGRAMS

H 101	History of American Civilization	1
	OR	
H 151	World History I	3
HLF	Health and Life Fitness	1
	Program Electives*	9
	Total	18

## 4th Semester

ENG	Literature Elective	3
H	Next course in history sequence	3
HUM 202	Survey of Art and Music	3
	Program Electives*	9
	National Teacher Examination: PRAXIS I	0
	Total	18
	<b>Program Total</b>	<b>70-71</b>

<b>*Program Electives:</b>		<b>Credits</b>
ADC 106	Fundamentals of Chemical Dependency Treatment	3
AHS 103	Group Dynamics: Small Group Analysis	3
ECE 100	Introduction to Child Development	3
ECE 220	Introduction to Literature for Children	3
GEO 102	Elements of Cultural Geography	3
HLF 201	Personal and Community Health	3
MUS 103	Music Appreciation	3
SCI 100	Elements of Earth Science	4
SOC 223	Racial and Ethnic Relations	3
SED 220	Special Education: An Overview	3

# COURSE DESCRIPTIONS

## COURSE DESCRIPTIONS

This section provides descriptions of every credit course offered at BCCC. The courses are listed alphabetically by name (not prefix) in the chart below and in the following pages.

Note: Many courses have prerequisites, which are courses or other requirements that must be satisfied before enrollment in a particular course or program. Some courses have corequisites, which are courses or other requirements that must be satisfied either before, or concurrently with, (in the same semester) enrollment in a particular course or program.

Program	Prefix	Page	Program	Prefix	Page	Program	Prefix	Page
Accounting	ACCT	79	Early Childhood Education	ECE	97	Independent Study	IDS	113
Addictions Counseling	ADC	79	Economics	ECO	99	Individual Study	IS	113
Allied Health	AH	80	Education	EDU	100	Lab Animal Science	LAB	113
Allied Human Services	AHS	80	Electronics Technology	ELC	102	Laboratory Skills	LSS	116
Art	ART	81	Engineering	EGR	103	Legal Assistant	PLA	114
Biology	BIO	83	Engineering Transfer	EGN	103	Management	MGM	116
Biotechnology	BTC	84	English	ENG	103	Marketing	MKTG	117
Business Administration	BUAD	84	English Language Institute	ELI	106	Mathematics	MAT	118
Business Computer Applications	BCA	85	Environmental Science	ES	106	Music	MUS	120
Chemistry	CHE	87	Fashion Design	FASH	107	Nursing	NUR	122
College Success Seminar	CSS	88	French	FR	108	Practical Nursing	PNUR	123
Computer-Aided Drafting and Design	CADD	88	German	GER	108	Office Administration Technology	OFAD	124
Computer Information Systems	CIS	89	Health	HEA	109	Orientation	PRE	126
Computer Literacy	CLT	92	Health and Life Fitness /Coding Specialist	HLF	109	Philosophy	PHI	126
Computer Science Transfer	CSC	92	Health Information Technology	HIT	110	Physical Therapist Assistant	PTT	127
Construction Supervision	CON	92	History	H	111	Physics	PHY	128
Cooperative Education	COP	94	Hospitality Management	HIM	112	Political Science	PS	129
Criminal Justice	CRJ	94	Humanities	HUM	112	Psychology	PSY	129
Dance	DAN	96				Reading	RDG	131
Dental Hygiene	DH	96				Respiratory Care	RC	131
Dental Science	DS	97				Robotics	RBT	133
						Science	SCI	134
						Sociology	SOC	134
						Spanish	SPA	136
						Special Education	SED	136
						Speech	SP	138
						Surgical Technology	SGT	138
						Technology	TEL	139
						Theatre	THEA	141

# COURSE DESCRIPTIONS

## ACCOUNTING ACCT

### ACCT 211: Accounting Principles I (3 credits)

45 lecture hours

*Prerequisite:* MAT 81 or satisfactory ACCUPLACER score

Accounting is the language of business. Financial Accounting Principles and concepts define methodologies for accurately recording business transactions and presenting them in financial statements that explain the economic conditions of a business as a basis of decision making by both external stakeholders, including owners and creditors, and by managers within the organization.

### ACCT 212: Accounting Principles II (3 credits)

45 lecture hours

*Prerequisite:* ACCT 211

Managerial Accounting is the analytical use of Financial Accounting Information. Covered in Principles of Accounting I, to make decisions to maximize the short and long term profitability and stability of an organization. This course provides comprehensive coverage of tools for making management decisions and the organizational structures that support them.

### ACCT 230: Intermediate Accounting I (3 credits)

45 lecture hours

*Prerequisite:* ACCT 202

A comprehensive study of theory and concepts applied to financial accounting is provided. Emphasis is placed on the analysis of special problems that may arise in the valuation of current assets, current liabilities, plant and equipment, and intangible assets. Excel templates are used to solve a number of accounting problems.

### ACCT 231: Intermediate Accounting II (3 credits)

45 lecture hours

*Prerequisite:* ACCT 230

Accounting theory and concepts applied to stockholders' equity, long-term liabilities, long-term investments, statements from incomplete records, and analysis of cash flows are emphasized. The course concludes with an analysis of financial statements. Excel templates are used to solve a number of accounting problems.

### ACCT 235: Cost Accounting (3 credits)

45 lecture hours

*Prerequisite:* ACCT 202

The various cost accounting methods used in manufacturing and service enterprises are studied with special emphasis on the use of cost information in administration and control. Job order, process, and standard cost procedures are included along with some budgeting and direct costing. Excel templates are used to solve a number of cost problems.

### ACCT 241: Auditing Concepts (3 credits)

45 lecture hours

*Prerequisites:* ACCT 230

This course is designed for students who are majoring in accounting and for non-accounting majors who have

less than one year of auditing experience. It describes the philosophy of auditing and the environment in which the auditing professional operates. Students develop methods and skills that can be used to conduct audits. Special emphasis is on the Statement of Auditing Standards issued by the American Institute of Certified Public Accountants.

### ACCT 261: Accounting Applications on the Microcomputer (3 credits)

45 lecture hours

*Prerequisite:* ACCT 202

Students are introduced to electronic spreadsheet concepts on Windows XP and work with commercial accounting software. ACCT 261 reinforces basic accounting principles. The hands-on approach is utilized to provide learning experiences with financial applications representing realistic business situations. Emphasis is placed on the extensive and increasing impact of the computer in financial and managerial accounting.

### ACCT 265: Income Tax Accounting (3 credits)

45 lecture hours

*Prerequisite:* ACCT 201

Classes are held in the Accounting Computer Lab. The Federal Income Tax is studied with emphasis on the determination of taxable income and the computation of the tax liability of individuals and proprietorships. There is also some discussion of partnership and corporate tax law. Students will have hands-on exposure to tax accounting software.

## ADDICTIONS COUNSELING ADC

### ADC 106: Fundamentals of Chemical Dependency Treatment (3 credits)

45 contact hours

ADC 106 is a foundation course for all addiction counselors and other caregivers treating the substance dependent population. Drug use and the abuse spectrum, definition and perceptions, characteristics of addiction and dependency, patterns of use, disease model, and treatment modalities are reviewed.

### ADC 108: Pharmacology of Chemical Dependency (3 credits)

45 contact hours

Students are assisted in learning the pharmacological actions and behavioral effects of alcohol, other sedative/hypnotics, narcotics, hallucinogens, and stimulants. Special focus is given to the classification of drugs, metabolism, drug interactions, behavioral pharmacology, tolerance, and medical emergencies.

### ADC 201: Chemical Dependency Counseling Skills (3 credits)

45 contact hours

*Prerequisites:* ADC 106; ADC 108

Students are prepared to be addiction counselors, placing

# COURSE DESCRIPTIONS

special emphasis on establishing and maintaining a therapeutic relationship that enables the client to abstain from substance use and abuse and achieve a healthy life. Training focuses on the skills of interviewing, active listening, confrontation, defense mechanisms, communications skills, transference, transitions in the counseling relationship, and increasing client responsibility.

## **ADC 202: Assessment and Treatment Planning with Chemically Dependent Clients (3 credits)**

*45 contact hours*

*Prerequisites: ADC 106; ADC 108*

Students are prepared to begin developing the skills required to perform the core functions of screening, intake, orientation, assessment, and treatment planning. Areas covered include determining eligibility for service, diagnostic criteria, required documentation, orientation to program and client responsibilities, focused interviews, and treatment planning.

## **ALLIED HEALTH AH**

### **AH 110: Medical Jurisprudence and Ethics (2 credits)**

*30 lecture hours*

Legal and ethical aspects of healthcare delivery are studied. Topics include confidentiality, records, medical evidence, release of information, malpractice, negligence, and licensure. Also discussed are development and application of professional ethics codes.

### **AH 130: Medical Terminology (3 credits)**

*45 lecture hours*

*Prerequisites: ENG 82 or RENG 92 or appropriate course waivers or ACCUPLACER scores*

Students become acquainted with the language of medicine including the elements of words: prefixes, suffixes, and roots; pronunciation of terms for each human body system; and other specialized areas of medical terminology.

### **AH 135: Allied Health Pharmacology (2 credits)**

*30 lecture hours*

*Prerequisite: AH 130*

Students learn trade, generic, and chemical names of medications, classes of medications, routes of administration, forms, indications for giving medication, contra-indications, drug interactions, and systems of measurement.

### **AH 230: Study of Disease Process (3 credits)**

*45 lecture hours*

*Prerequisites: AH 130; BIO 111*

*Corequisite: BIO 112*

Students learn about certain elements of human diseases presented according to organ and body system, manifestations and pathological processes, frequency and significance of diagnostic and therapeutic approach. Multisystem diseases are also reviewed.

## **ALLIED HUMAN SERVICES AHS**

### **AHS 100: Introduction to Human Services (4 credits)**

*45 lecture hours; 30 fieldwork hours*

This course is fundamental for students majoring in Human Services Certificate, Human Service Degree, and Addictions Counseling Certificate, Addictions Counseling Degree, and Social Work Degree. The focus is on concepts and strategies that have an impact on human, social, and mental problems. Core concepts, values, and generic approaches to helping people, groups, and community are examined.

### **AHS 101: Clinical/Fieldwork I: Human Services Individual Counseling (4 credits)**

*30 lecture hours; 60 clinical/fieldwork hours*

*Prerequisite: AHS 100*

The characteristics of an effective helper from the viewpoints of the client and the helper are examined. Clinical/fieldwork gives the student first-hand experience with human services concerns and the realities of careers in human services.

### **AHS 102: Clinical/Fieldwork II: Human Services Group Counseling (5 credits)**

*30 lecture hours; 90 clinical/fieldwork hours*

*Prerequisite: AHS 101*

Not only does AHS 102 extend the skills learned in AHS 101: Clinical/Fieldwork I, but also it explores many new techniques including group dynamics, assertiveness training, behavior modification, self-assessment, identifying resources, learning to work with other disciplines and departments, and goal reorientation.

### **AHS 103: Group Dynamics: Small Group Analysis (3 credits)**

*45 seminar hours*

Students are given an opportunity to develop an understanding of group functions and interpersonal relations within the group. Techniques of role-play, psychodrama, sociodrama, and conflict management are practiced. During the lab experience, the group studies itself and puts communication and sensitivity skills to work. Information on the nature of small group-pressures and operations of group standards is included.

### **AHS 104: Activity Therapies (3 credits)**

*45 lecture hours; 15 lab hours*

*Prerequisites: AHS 101; AHS 103*

*Lab fee*

Techniques and functions of recreational and occupational art, music, dance, and bibliotherapy are examined. The lab period provides practical experience in the various forms of therapy.

### **AHS 200: Clinical/Fieldwork III: Human Services Multicultural Counseling (6 credits)**

*30 lecture hours; 120 clinical/fieldwork hours*

*Prerequisite: AHS 102*

Students focus on one basic area of clinical/fieldwork



# COURSE DESCRIPTIONS

practice in order to identify each student's own philosophy of helping and to demonstrate the ability to use this philosophy in day-to-day direct service with multicultural clients, residents, or patients.

## **AHS 203: Advocacy in the New Millennium (3 credits)**

*45 lecture hours*

The course is a second-year elective for human services students, paraprofessionals, and professionals. It includes an overview of skid-row populations and environments along with a description of advocacy as a human services concept and an examination of advocacy counseling.

## **AHS 213: Living, Coping, Dying (3 credits)**

*45 lecture hours*

The course studies various ways that dying people, their spouses, families, friends, physicians, and other professionals deal with death.

## **AHS 295: Professional Ethics in Human Services (3 credits)**

*45 lecture hours*

*Prerequisite: None*

This course is a survey of the ethical, legal, and professional issues facing the human services worker. It is designed to teach the process of ethical decision-making as well as to increase awareness of the complexities of clinical practice. Special attention is given to the unique laws and ethical considerations of the chemical dependency counselor.

## **ART ART**

### **ART 101: Beginning Drawing (3 credits)**

*15 lecture hours; 30 hours combined lecture and studio*

Both representational and interpretive approaches are emphasized, while the importance of composition is stressed in projects involving still life, figure, and landscape themes. Among the media used are pencil, charcoal, pastel, and ink.

### **ART 102: Beginning Painting (3 credits)**

*15 lecture hours; 30 hours combined lecture and studio*

This course encourages working from a variety of subjects both within the studio and outdoors. Instruction focuses on traditional painting techniques such as glazing, underpainting, and impasto. Special consideration is given to the development of skills affecting the successful use of design and color. Opportunities are provided for the student to explore various media such as pastels, acrylics, and oils.

### **ART 105: Fundamentals of Design (3 credits)**

*15 lecture hours; 30 hours combined lecture and studio*

The basic elements and underlying principles of design vital to skilled work in the visual arts—including graphic design, painting, and fashion design—are introduced.

Various media are employed in exploring line, color, texture, and shape, and the forces of balance, rhythm, and contrast. Projects are largely two-dimensional with opportunities for three-dimensional work.

### **ART 106: Art in the Culture (3 credits)**

*Meets Category I General Education Requirements*

*45 lecture hours*

*Prerequisite: ENG 82 or RENG 92 or appropriate course waivers or ACCUPLACER scores*

Students are introduced to a cross-section of the visual arts in current Western culture including works created within the Baltimore and Maryland region. Consideration is given to artists working within and outside the ethnic and racial mainstreams of our time. A selection of two- and three-dimensional projects plays a key role in supporting the development of skills and the understanding of course material.

### **ART 107: Basic Photography (3 credits)**

*15 lecture hours; 30 hours combined lecture and studio*

*Students must have a 35mm camera.*

*Lab fee*

Beginners are introduced to both camera and basic darkroom techniques. Areas of involvement include camera operations, principles of exposure, film development, and printing. Lectures, demonstrations, and hands-on practice are designed to illustrate the technical aspects of photography. Other topics include film selection, choice of subject matter, composition, lighting, and portraiture. Lab hours are scheduled each semester.

### **ART 108: Intermediate Photography (3 credits)**

*15 lecture hours; 30 hours combined lecture and studio*

*Students must have a 35mm camera.*

*Prerequisite: ART 107*

*Lab fee*

This course offers students an opportunity to refine and explore the techniques and ideas presented in ART 107. Emphasis is on enhancing darkroom skills and understanding relationships among exposure, film development, and the finished print. Students explore such methods and techniques as the zone system, solarization, multiple images, Kodalith, hand-coloring of prints, toning, and lighting for still photography. The course concludes with demonstrations on the selection of archival materials, mat cutting, and framing.

### **ART 111: Calligraphy (3 credits)**

*15 lecture hours; 30 hours combined lecture and studio*

This course is for students who wish to develop skills in the art of beautiful writing. Emphasis is on pen-and-ink lettering experiences based on classic and contemporary calligraphic letter forms. Instruction covers principles of letter formation, penmanship, and the development of concepts related to the use of calligraphy in design and page composition.

# COURSE DESCRIPTIONS

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## **ART 113: History of Art I (3 credits)**

*Meets Category I General Education Requirements*

*45 lecture hours*

*Prerequisites: ENG 82 or RENG 92 or appropriate course waivers or ACCUPLACER scores*

This course is the first of a two-semester sequence featuring slides, films, and printed materials for the study of developments in art from prehistoric times through the Middle Ages.

## **ART 114: History of Art II (3 credits)**

*Meets Category I General Education Requirements*

*45 lecture hours*

*Prerequisites: ENG 82 or RENG 92 or appropriate course waivers or ACCUPLACER scores*

This course continues ART 113, tracing the development of art from the Renaissance to modern times. Major artists and art movements are examined, including a brief survey of contemporary trends and art contributions of selected African Americans and other minority groups.

## **ART 119: Anatomy and Life (3 credits)**

*15 lecture hours; 30 hours combined lecture and studio*

The structure, rhythm, and proportions of the human figure are the focus of this introductory course. Drawing skills and anatomical knowledge are developed in the process of creating figure and portrait studies from a posed model. Opportunities are also provided for three-dimensional work.

## **ART 121: Arts and Crafts (3 credits)**

*15 lecture hours; 30 hours combined lecture and studio*

A variety of materials to create artistic and functional objects is used in this course. Students explore creative possibilities with paper, wire, wood, leather, and other media.

## **ART 122: Introduction to African American Visual Arts (3 credits)**

*Meets Category I General Education Requirements*

*45 lecture hours*

*Prerequisites: ENG 82 or RENG 92 or appropriate course waivers or ACCUPLACER scores*

Students are introduced to African American arts and crafts from Colonial times to the present. The course briefly covers the evolution of the visual arts as a means of expression among this group of Americans, focusing on artistic form, functional application, and aesthetic merit. The impact of economic, political, and racial issues will be addressed as several influential forces that helped shape African American artistic creativity. Slides, lectures, discussion, gallery and museum visitations, written and appropriate art studio projects are all components of this course.

## **ART 125: Basic Jewelry (3 credits)**

*15 lecture hours; 30 hours combined lecture and studio*

Students work with silver, brass, copper, and other metals to make rings, pendants, and bracelets including

the design as well as the practical techniques of metalworking.

## **ART 130: Introduction to Computer Graphics (3 credits)**

*Prerequisites: ART 101 and/or ART 105 and ART 103 or permission of the instructor.*

Study computer applications in art using PowerPoint, CorelDraw, and/or PageMaker.

## **ART 199: Individual Study in Art (3 credits)**

See IS-Individual Study, p. 118.

## **ART 200: Intermediate Drawing (3 credits)**

*Prerequisite: ART 101*

*15 lecture hours; 30 hours studio*

A wide range of topics, including shading, composition, perspective, color, and new directions in using media are explored. Individual approaches are encouraged in developing skills. Extended projects afford each student the opportunity to pursue goals and to establish a portfolio.

## **ART 201: Advanced Drawing I (3 credits)**

*15 lecture hours; 30 hours combined lecture and studio*

*Prerequisites: ART 101 or permission of the instructor*

Techniques in shading, perspective, and composition are explored. Both dry and wet media are employed in the development of creative portrayals of subjects ranging from animals and figures to landscapes and still life. Students are encouraged to pursue individual approaches with regard to their interests.

## **ART 202: Advanced Drawing II (3 credits)**

*15 lecture hours; 30 hours combined lecture and studio*

*Prerequisites: ART 201 or permission of the instructor*

This course extends ART 201: Advanced Drawing I. It stresses the attainment of highly developed skills in media use, design, and rendering approaches. Students consult with the instructor in selecting short- and long-range projects related to individual goals. Portfolio development is an important consideration.

## **ART 205: Sculpture (3 credits)**

*15 lecture hours; 30 hours combined lecture and studio*

This course follows-up ART 105's three-dimensional experience in both traditional and contemporary approaches. Modeling, carving, and constructing techniques are studied using ordinary materials such as clay, plaster, wood, tin, paper, and fiber.

## **ART 207: Basic Ceramics (3 credits)**

*15 lecture hours; 30 hours combined lecture and studio*

The basic materials, techniques, and vocabulary associated with clay work are surveyed. Emphasis is placed on handbuilding with an introduction to the pottery wheel. Instruction includes lecture and demonstrations. Oxidation kiln firing is available.

# COURSE DESCRIPTIONS

## **ART 208: Basic/Intermediate Ceramics (3 credits)**

15 lecture hours; 30 hours combined lecture and studio  
This course continues basic ceramics but also introduces intermediate-level processes. Students are encouraged to demonstrate growth and self-direction in designing, creating, and decorating ware. Additional emphasis is placed on exploring nonfunctional clay products, loading and firing electric kilns, and formulating clay bodies and glazes.

## **ART 209: Printmaking (3 credits)**

15 lecture hours; 30 hours combined lecture and studio  
This course introduces basic approaches to printmaking, focusing on both the traditional and the contemporary. The techniques of woodcut, etching, collograph, and monoprint are explored. Guidelines are given for achieving good designs and careful workmanship.

## **ART 217: Advanced Painting (3 credits)**

15 lecture hours; 30 hours combined lecture and studio  
*Prerequisite:* ART 102 or permission of the instructor  
Traditional and contemporary techniques of painting are explored within the framework of studying procedures of established artists. The use of acrylics, watercolors, and pastels are demonstrated, and students investigate these and other media as a means to develop their creative skills with respect to individual goals.

## **ART 225: Introduction to Film (3 credits)**

*Meets Category I General Education Requirements*  
45 lecture hours  
*Prerequisite:* ENG 82 or appropriate course waivers or ACCUPLACER scores  
The history of cinema from silent films to the present is reviewed. Movies—a combination of big business, cultural myth, and technical artistry—provide cogent insight into modern culture and its beliefs, values, and morals. This course explores that insight. Important films are viewed and then followed by oral or written activity.

## **BIOLOGY BIO**

### **BIO 101: General Biology (3 credits)**

*Meets Category III General Education Requirements*  
45 lecture hours  
*Prerequisites:* MAT 80 and ENG 82 or RENG 92 or appropriate course waivers or ACCUPLACER scores  
This introductory survey course covers the chemistry of life, cells, membrane transport, cellular respiration, and photosynthesis as well as major organ systems in humans. This course is intended for students who need a basic course prior to taking a higher-level biology course.

### **BIO 102: Principles of Biology (4 credits)**

*Meets Category III General Education Requirements*  
45 lecture hours; 45 hours laboratory work  
*Prerequisites:* MAT 81 and ENG 82 or RENG 92 or appropriate course waivers or ACCUPLACER scores  
*Lab fee*

This is a competency-based one semester lecture/laboratory course covering the major principles of biology. Topics include biochemistry, cell biology, respiration, photosynthesis, genetics, evolution, ecology, reproduction, and energetics. Recommended for science and non-science majors who plan to transfer to four-year institutions and universities.

### **BIO 103: General Botany (4 credits)**

45 lecture hours; 45 lab hours  
*Prerequisites:* MAT 80 and ENG 82 or RENG 92 or appropriate course waivers or ACCUPLACER scores  
*Lab fee*

The basic structure of plant life is explored with plant nomenclature studied early in the course, followed by a study of botanical terminology and the functions of each plant organ. In this survey of the plant kingdom, the evolution and ecology of plants and their place in the biosphere are studied. In addition to the conventional laboratory exercises, there are field excursions to observe Maryland's flora and their habitats.

**Note:** This course meets the educational needs of majors transferring science credits in physical or biological sciences.

### **BIO 107: Anatomy and Physiology (4 credits)**

*Meets Category III General Education Requirements*  
45 lecture hours; 45 lab hours  
*Prerequisites:* MAT 81 and ENG 82 or RENG 92 or appropriate course waivers or ACCUPLACER scores; BIO 101 or BIO 102  
*Lab fee*

A comprehensive study of the human body is provided from its biochemical and sub-cellular aspects through tissues, organ systems, and their integration. Skeletal, muscular, and nervous systems, including special sense organs, are studied. Circulatory, respiratory, digestive, urinary, and reproductive systems are considered. A survey of embryology and development is included. Specifics and principles of neuroendocrine control and reticula-endothelial lymphatic defense and autoimmune mechanisms are interwoven. This course is designed primarily for students in allied health programs or desiring a four-credit transfer science elective.

### **BIO 111: Anatomy and Physiology I (4 credits)**

*Meets Category III General Education Requirements*  
45 lecture hours; 45 lab hours  
*Prerequisites:* BIO 101 or BIO 102  
*Lab fee*

This course provides a study of the structure and function of the human body. It covers in detail the human body from its biochemical and sub-cellular aspects through tissues. Special emphasis is on the integumentary, skeletal, muscular, nervous, and endocrine systems. The lecture and laboratory are correlated to provide an overview of the interrelationships of normal human anatomy and physiology.

**Note:** Students who are proficient in anatomy and physiology may take a Departmental Challenge Exam for course credit.



# COURSE DESCRIPTIONS

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## **BIO 112: Anatomy and Physiology II (4 credits)**

*Meets Category III General Education Requirements*

*45 lecture hours; 45 lab hours*

*Prerequisites: BIO 111*

*Lab fee*

This course provides a continuation of BIO 111 designed to provide up-to-date principles of the cardiovascular, lymphatic, respiratory, digestive, excretory (urinary), and reproductive (male and female) systems. Embryology, genetics, and immunology are included. A consideration of the effects of stress on normal anatomy and physiology is interwoven throughout the course.

## **BIO 199: Individual Study in Biology (3 credits)**

See IS-Individual Study, p. 118. Students will do the assigned work, take quizzes and exams, write a research paper, do a presentation of their paper. The student will also participate in three labs during the course of study.

## **BIO 207: Genetics (4 credits)**

*45 lecture hours; 45 lab hours*

*Prerequisites: BIO 101; BIO 102; and BIO 103; or BIO 212; and CHE 101*

*Lab fee*

The field of genetics is introduced and both classical and molecular topics are encompassed. The lecture and laboratory components stress analysis and problem solving and strive to develop the student's critical thinking abilities. Recent genetic technologies in molecular cloning are applied in the laboratory.

## **BIO 212: Microbiology (4 credits)**

*Meets Category III General Education Requirements*

*45 lecture hours; 45 lab hours*

*Prerequisite: 6-8 credits in biology and/or chemistry*

*Lab fee*

This course includes topics in morphology, physiology, genetics, control, culture and identification of microorganisms along with a separate unit focusing on immunology. Emphasis is placed on the role of microorganisms in health and diseases.

## **BIOTECHNOLOGY BTC**

### **BTC 101: Special Topics in Biotechnology I (2 credits)**

*30 lecture hours*

Students are introduced to the field of biotechnology with a preview of basic research and development techniques, laboratory safety, and career awareness. Lectures and guest speakers are used in this course.

### **BTC 102: Special Topics in Biotechnology II (2 credits)**

*30 lecture hours*

Students are prepared for responsible positions in research laboratories focusing on biotechnology. Topics cover a wide range, such as the manipulation of DNA

in several hosts and the application and impact of this technique on human lives.

## **BTC 105: Techniques of Instrumentation for Biotechnology (4 credits)**

*45 lecture hours; 45 field/lab hours*

*Prerequisites: CHE 101; BTC 101; BIO 102*

*Lab fee*

Students are introduced to instruments commonly used in biotechnology. Theoretical as well as practical experiences are included in the following areas: chromatography (PC, TLC, HPLC), electrophoresis, fluorescence, microscopy, tissue culture, PCR, and other specialized instruments. The students are also oriented to techniques that include maintenance, calibrations, and equipment logs.

## **BIOTECHNOLOGY LAB CERTIFICATE**

### **LSS 101: Laboratory Communication Skills (3 credits)**

*45 lecture hours*

This course is designed to introduce students to proper laboratory management in correspondence using email, telephone and journal formats. Software applications, journal reading, writing, and presentations will be addressed. Journal papers will be assigned individually to address the area of concentration. Basic terminology used in biomedical labs will be introduced.

### **LSS 102: Laboratory Math, Computer Skills and Informatics (3 credits)**

*45 lecture hours*

This course is designed to teach students how to (1) master mathematics for preparation of solutions and dilutions, and other science related procedures; (2) use Excel and computer network for laboratory applications; and (3) use search engines and biomedical research databases to locate subject specific information

### **LSS 103: Laboratory and Sterilization Management (3 credits)**

*30 lecture hours; 30 lab hours*

This course is designed to teach students how to (1) perform day-to-day organization and management of biomedical laboratories; (2) apply proper Standard Operation Procedures (SOPs) and Good Laboratory Practices (GLPs) for upkeep of asepsis in biomedical laboratories and cleaning and sterilization of glassware; and (3) handle records and documentation in biomedical laboratories.

### **LSS 104: Seminar in Biotechnology or Related Fields (1 credit)**

*15 lecture hours*

The purpose of this course is to provide a general knowledge in biotechnology or related fields. Students will attend one hour per week seminars either in class with guest speakers, or off-campus at the University of Maryland at Baltimore (UMB) campus.



## **LSS 106: Instrumentation and Techniques for Biotechnology Lab (4 credits)**

45 lecture hours; 30 lab hours

*Prerequisite: BTC 101*

Students are introduced to instruments commonly used in biotechnology. Theoretical as well as practical experiences are included in the following areas: spectrophotometry, column chromatography, as well as, (paper chromatography, thin layer chromatography, and high performance liquid chromatography), electrophoresis, fluorescence, microscopy, centrifugation, polymerase chain reaction, and other specialized laboratory instruments. The students will use these instruments for isolation, identification, and purification of isolates with qualitative and quantitative results. Students are also responsible for laboratory documentation, with emphasis on maintenance, calibration, and equipment logs.

## **BUSINESS ADMINISTRATION BUAD**

### **BUAD 100: Introduction to Business (3 credits)**

45 lecture hours

*Prerequisite: ENG 82 or RENG 92 or appropriate course waivers or ACCUPLACER scores*

The purposes and functions of the main business disciplines are reviewed. Use of lectures, case studies, and/or computerized learning guides aid the student in developing an awareness of the relationships among business functions. The content aids in choosing a vocation, helps business majors select a field of concentration, and gives students a familiarity with business practices and terms.

### **BUAD 112: Computers for Business Management (3 credits)**

45 lecture hours

*Prerequisite: ENG 82 or RENG 92 or appropriate course waivers or ACCUPLACER scores*

Passing this course with a "C" or better fulfills the College's Computer Literacy Requirement.

An introduction to the use of desktop, stand-alone computers, and computer terminals for nonprofessional users is provided. The theory of operation and the history of computers are studied to the degree needed to understand operational procedures encountered in the workplace. Emphasis is placed on the use of applications programs rather than the writing of new programs. Both user-friendly, menu-driven programs and the more elaborate spreadsheet, PowerPoint, database, and word processing programs are actually operated by the student. This course is designed to make the average citizen computer literate.

### **BUAD 207: Business Law (3 credits)**

45 lecture hours

*Prerequisites: ENG 101 and sophomore standing (30 credits or more)*

This course provides an introduction to law and the manner in which it regulates business activity. Topics include statutory and case law, legal rights, contracts, and sales.

## **BUSINESS COMPUTER APPLICATIONS BCA**

**Note:** Software changes in BCA courses will be made as new software becomes available and when new standards develop in business. Textbooks used have been approved by Microsoft as courseware for the Microsoft Office Specialist program where applicable.

### **BCAP 104: Introduction to Operating Systems: DOS/Windows (3 credits)**

30 lecture hours; 30 lab hours

*Lab fee*

*No previous experience is necessary. The ability to touch-type is recommended.*

*Passing this course with a "C" or better fulfills the College's Computer Literacy Requirement.*

Students are introduced to the Disk Operating System (DOS), the Windows Operating Environment, and the UNIX Operating System. Students learn some of the most important topics of the MS-DOS Command line, including opening DOS sessions, displaying directories, working with files and using directories and subdirectories. The Windows features presented include working on the Windows desktop; file, document and folder management, Windows Explorer, modifying the desktop environment, customizing toolbars and folders, using the Help troubleshooter, customizing the computer using the Control Panel, searching for information with Internet Explorer, and setting up a computer to use offline files. Students also acquire an introduction to creating and manipulating directories and files using the UNIX Operating System.

### **BCAP 126: Comprehensive Spreadsheets (3 credits)**

30 lecture hours; 30 lab hours

*Prerequisite or corequisite: BCAP 104 or permission of the PC Applications Specialist program head*

*A working knowledge of personal computers and the ability to touch-type are recommended.*

*Lab fee*

Students develop the skills necessary to plan, build, test, and document spreadsheets. The power of the Microsoft Excel features used for calculating, charting, and managing data is emphasized. Students learn advanced tasks such as analyzing "what if" alternatives, combining worksheet results, pasting worksheet solutions into other Windows applications, auditing, data validation, and solving complex problems. Case problems provide students opportunities to apply what they have learned to solve realistic business problems.

### **BCAP 136: Database Management Systems (3 credits)**

30 lecture hours; 30 lab hours

*Prerequisite or Corequisite: BCAP 104 or permission of the PC Applications Specialist program head. A working knowledge of personal computers and the ability to touch-type are recommended.*

*Lab fee*

This course introduces the concept of managing a database using a current version of database software. It covers beginning through advanced database skills.

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Topics include maintaining and querying a database, designing forms and reports, filtering, and creating charts and PivotTable forms from databases. Additional features presented include creating custom toolbars and menus, using workgroup features such as database replication, and writing Visual Basic code. Students are introduced also to Web features emphasizing the seamless integration between data source and Web pages. The text used is approved by Microsoft as Courseware for the Access Expert level Microsoft Office Specialist Certification Examination. (Currently Using Microsoft Access 2000).

## **BCAP 155: Word Processing I for Business Applications (3 credits)**

*30 lecture hours; 30 lab hours*

*Prerequisite or corequisite: BCAP 104 or permission of the PC Applications Specialist program head*

*The ability to touch-type is highly recommended.*

*Lab fee*

Passing this course with a "C" or better fulfills the College's Computer Literacy Requirement.

This course is designed to teach students how to use word processing software within a realistic business context. It offers "hands-on" instruction in the use of Microsoft Word, leading word processing software. The major features are presented and used in producing business documents. Features presented include character and paragraph formatting, creation of headers, footers, footnotes, and endnotes, and use of the speller, thesaurus, and grammar checker. Some of the additional features presented are indents, bullets, symbols, find and replace, revision marks, annotations, bookmarks, mail merges, envelopes, labels and printing techniques.

## **BCGR 170: Desktop Publishing: Graphics I (2 credits)**

*15 lecture hours; 30 lab hours*

*Prerequisites: BCAP 104 or permission of the PC Applications Specialist program head and BCAP 155*

*The ability to touch-type is highly recommended.*

*Lab fee*

This course is designed for students who are proficient in Microsoft Word. Students learn to integrate basic layout and design concepts to enhance business and personal documents such as letterheads, business cards, flyers, brochures, specialty promotional documents, and newsletters. Upon completion of this course, students should be able to produce business documents with variable page layouts using standardized type and graphic design techniques and to publish Word documents in a variety of formats, including PowerPoint presentations and Web pages.

## **BCGR 241: Desktop Publishing: Graphics II (3 credits)**

*30 lecture hours; 30 lab hours*

*Prerequisite: BCAP 104 or permission of the PC Applications Specialist program head*

*The ability to touch-type is highly recommended.*

*Lab fee*

Students develop skills in the creation, production, and distribution of printed publications using a comprehensive desktop publishing program, Adobe

PageMaker, which is used for business, government, and personal applications. Students integrate graphic design with the efficiency of a computer, which provides the user speed in producing camera-ready material and the capability to experiment with publication page layout. Advanced features presented include creating a PageMaker document with hyperlinking and exporting a PageMaker publication as an HTML document.

## **BCAP 245: Introduction to Multimedia Presentations (3 credits)**

*30 lecture hours; 30 lab hours*

*Prerequisite: BCAP 104 or permission of the PC Applications Specialist program head*

*The ability to touch-type is highly recommended.*

*Lab fee*

This course introduces students to one of the latest tools for creating professional management presentations, Microsoft PowerPoint. This comprehensive course includes such features as using a design template and auto layouts and using Outline View, clip art and embedded visuals to enhance a slide show. Students become familiar with creating a presentation containing interactive OLE documents and creating a self-running presentation using animation effects. Web features introduced include creating a presentation on the Web and distributing presentations to remote audiences.

## **BCWB 250: Internet Applications for Business (3 credits)**

*30 lecture hours; 30 lab hours*

*Prerequisite: A working knowledge of current version of Windows*

*Lab fee*

This comprehensive course introduces students to the Internet and the tools necessary to surf the Internet. Topics explored include using browsers, search tools, search engines and File Transfer Protocol. Extensive hands-on activities and projects in web-based construction and design using HTML are included. Students learn how to write a simple JavaScript program, insert it into an HTML file, and create a multimedia Web page enhanced with sound, video, and Java applets.

## **BCWB 252: Introduction to JavaScript (3 credits)**

*30 lecture hours/30 lab hours*

*Prerequisites: BCAP104 or permission of the PC Applications Specialist Program Head.*

*Prerequisites or Corequisites: BCWB 250 or permission of the PC Applications Specialist Program Head.*

*Lab Fee*

This course introduces the users to the basic JavaScript programming concepts and the syntax to implement them. Users will have the tools and skills that provide a fundamental knowledge of scripting whether they continue to learn more about the Javascript language or go on to learn other scripting languages or object-oriented languages. Students will learn to create dynamic Web pages, instead of HTML documents which are static, in order to create visual effects such as animation, and to control the Web browser window itself.

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## **BCWB 260: Introduction to Web Page Design (3 credits)**

*30 lecture hours; 30 lab hours*

*Prerequisites: BCAP 104 and BCWB 250 or permission of PC Applications Specialist Coordinator*

*Lab Fee*

This course introduces web page design using popular web design software such as Microsoft FrontPage. Students learn web page design in a What-You-See-Is-What-You-Get (WYSIWYG) environment. There is a case-based approach to web design as students build a functioning web site for a small business. Students are exposed to advanced web design concepts such as tables, frames, web themes, and form applications. An indirect objective of this course is to assist students and professionals to prepare to take the Microsoft Office Specialist test for Microsoft FrontPage.

## **BCWB 265: Web Site Design and Development for E-Commerce (3 credits)**

*30 lecture hours; 30 lab hours*

*Prerequisites: BCAP 104, BCWB 250, and CISS 118 or permission of PC Applications Specialist Program Head*

*Prerequisite or corequisite: CISS 231 or permission of PC Applications Specialist Head*

*Lab Fee*

This hands-on course introduces students to electronic commerce Web site design and development from a technology perspective. Through the use of a current version of Web design software and cutting-edge programming techniques, students will learn to plan and create custom electronic commerce Web sites. A wide array of skills needed to build and maintain successful E-Commerce Web sites are explored including Web site design competency and programming proficiency, the use of database management systems, and server configuration.

## **BCWB 267: Introduction to Active Server Pages (3 credits)**

*30 lecture hours; 30 lab hours*

*Prerequisites: BCAP 104, BCWB 250, BCWB 252 or permission of PC Applications Specialist program head*

*Prerequisites or corequisite: BCWB 265 or permission of PC Applications Specialist program head*

*Lab fee*

This course introduces Active Server Pages (ASP), a technology developed by Microsoft to create powerful and dynamic Web pages and sophisticated Web applications.

With Active Server Pages technology, it is possible to create applications that are hosted on Web sites and are accessed by a web browser. The ASP pages can be used to make information stored in a database available to the users who visit your Web site. Active Server Pages increases security because the user cannot access the source code.

## **BCAP 270: Introduction to Help Desk Support (3 credits)**

*30 lecture hours; 30 lab hours*

*Prerequisites: BCAP 104 and successful completion of a minimum 12 credit hours of BCAP and/or CISS courses or permission of Coordinator*

*Lab Fee*

This course is an introduction to the popular and evolving field of Help Desk Support. Students learn about technical as well as customer service issues related to help desk support. Topics covered include end user computing, computer user support, product evaluation strategies and standards, user needs analysis and assessment, installation of end user computer systems, training computer users, documentation for end users, computer facilities management, help desk operation, customer service skills for user support, troubleshooting computer problems, common support problems, and information resources for user support. Students are also introduced to leading help desk support software.

## **CHEMISTRY CHE**

### **CHE 101: General Chemistry I (4 credits)**

*Meets Category III General Education Requirements*

*45 lecture hours; 45 lab hours*

*Prerequisites: MAT 82 and ENG 82 or RENG 92 or appropriate course waivers or ACCUPLACER scores*

*Lab fee*

The fundamental principles, laws, and theories of chemistry are introduced. Topics include the nature of chemistry, matter and thermochemistry, physical and chemical change, states of matter, measurement, heat and temperature, density, stoichiometry, inorganic nomenclature, atomic structure, historical development of the atom, the periodic table, and gases.

**Note:** Students without high school chemistry are urged to take CHE 103 before attempting this course. Placement tests are available to assess the skills of prospective students.

### **CHE 102: General Chemistry II (4 credits)**

*45 lecture hours; 45 lab hours*

*Prerequisite: CHE 101 or equivalent*

*Lab fee*

This course is a continuation of CHE 101: General Chemistry I for those students whose programs require a full year of general inorganic chemistry. Topics covered are nuclear chemistry, thermodynamics, electrochemistry, chemical bonding, solutions, reaction kinetics, equilibria, acids and bases, ionic equilibria, qualitative inorganic analysis, and an introduction to organic chemistry.

### **CHE 103: Allied Health Chemistry (4 credits)**

*45 lecture hours; 30 lab hours*

*Prerequisites: satisfactory score on mathematics placement test or successful completion of MAT 81 and ENG 82 or RENG 92 or appropriate course waivers or ACCUPLACER scores*

*Lab fee*



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The basic concepts of inorganic, organic, and elementary biochemistry are examined. This course is recommended for those students who have never studied chemistry in high school, are under-prepared and wish to enter an allied health program, or are planning eventually to pursue a scientifically oriented career requiring the more rigorous CHE 101-102 sequence.

**Note:** Students who are proficient in Chemistry may take the Chemistry Placement Test for course credit.

## **CHE 105: Introduction to Biochemistry (2 credits)**

30 lecture hours

*Prerequisite:* CHE 103 or equivalent

The basics of organic chemistry and biochemistry are surveyed. Topics include the nature of organic compounds, functional groups, carbohydrates, lipids, proteins, enzymes, vitamins, hormones, drugs, and nucleic acids. This course is primarily for students enrolled in the Dental Hygiene Program but is open to others. This course does not have a laboratory component.

## **CHE 199: Individual Study in Chemistry**

See IS-Individual Study, p. 118.

## **CHE 203: Organic Chemistry I (5 credits)**

45 lecture hours; 90 lab hours

*Prerequisite:* CHE 101; CHE 102 recommended

*Lab fee*

A formal study of carbon compounds is presented with emphasis placed on the correlation of structure and chemical reactivity. This course is the first of a two-semester sequence in organic chemistry normally taken by pre-medical, biotechnology, physician assistant, nursing, pre-pharmacy, biology, biochemistry or chemistry, pre-dental, and prechemical engineering majors. Topics normally treated during the first semester are a review of general chemistry, bonding, and Lewis structures. The first semester of Organic Chemistry starts with a review of fundamentals of General Chemistry leading to topics in Organic Chemistry such as alkane, alkene, alkynes and amines.

## **CHE 204: Organic Chemistry II (5 credits)**

45 lecture hours; 90 lab hours

*Prerequisite:* CHE 203 or equivalent

*Lab fee*

This course continues CHE 203: Organic Chemistry I. It involves further study of the structure and reactivity of organic compounds. This course is the second of a two-semester sequence in organic chemistry for some biotechnology, premedical, pre-pharmacy, pre-dental, biology, chemistry, biochemistry, pre-chemical engineering students, etc. Topics normally treated during the second semester are stereochemistry, optical activity, alcohols, carboxylic acids and their derivatives, organic nitrogen compounds, aromatic chemistry, organic synthesis, and the qualitative identification of unknowns. Techniques learned during the first semester are put to practical use during the second semester.

## **COLLEGE SUCCESS SEMINAR CSS**

### **CSS 110: College Success Seminar I (3 credits)**

45 lecture hours

*This course meets the College's Orientation requirement and can be taken instead of PRE 100: Preparation for Academic Achievement.*

CSS 110 provides an opportunity for students to learn and apply strategies shown to promote success in college and in life. It is recommended for students new to the College and for all students who would like to learn techniques for achieving greater personal effectiveness. Topics covered include essential life skills (taking charge of one's life, setting motivating goals, managing time, understanding the learning process, reducing stress, developing high self-esteem) and important academic skills (note-taking, memorizing, test-taking, essay writing). Students also learn about support services offered by the College. Topics are presented using lectures, class discussions, guest speakers, films, and panel discussions.

### **CSS 111: College Success Seminar for ESL Students (3 credits)**

45 lecture hours; satisfies graduation requirement

This course introduces High Intermediate and Advanced nonnative speakers to the nature of U.S. higher education. Students learn about their responsibilities and appropriate interaction patterns in the American college classroom. Study skills including note-taking practice and test-taking strategies are presented and developed. Students receive an orientation to BCCC academic programs and support services in preparation for enrollment in academic programs.

## **COMPUTER-AIDED DRAFTING AND DESIGN CADD**

### **CADD 101: Introduction to CADD (3 credits)**

30 lecture hours; 30 lab hours

*Prerequisite:* Permission of the Computer-Aided Drafting and Design Programs Coordinator

*Passing this course with a C or better fulfills the College's Computer Literacy Requirement.*

This beginner's CADD course exposes students to basic computer-aided drafting and design skills. Topics include manufacturing processes, engineering design processes, freehand sketching, descriptive geometry, and AutoCAD software. Emphasis is on the use of drawing tools to construct simple two-dimensional objects typically found in mechanical, electrical, and civil engineering and in architecture.

### **CADD 105: Intermediate CADD (3 credits)**

30 lecture hours/30 lab hours

*Prerequisites:* CADD101 or permission of CADD program coordinator.

*Lab fee*

This intermediate CADD course is intended for students who have completed the CADD 101 course or have



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substantial practical experience in two-dimensional CADD. Topics include three-dimensional CADD applications, the AutoCAD design center, external references, assigning attributes and generating bill of materials, isometric drawing, and dimension styles. The course uses the current AutoCAD software and commands to create architectural, civil, and mechanical drawings.

## **CADD 111: CADD Applications (3 credits)**

*30 lecture hours; 30 lab hours*

*Prerequisites: Permission of the Computer-Aided Drafting and Design Programs Coordinator*

*Lab fee*

This introductory CADD course is a survey of CADD applications. It introduces students to MicroStation software and commands using digitizing and scanning to create mechanical, electronic, architectural, and civil drawings.

## **CADD 112: CADD Architectural Applications I (3 credits)**

*30 lecture hours; 30 lab hours*

*Prerequisite: CADD 101*

*Lab fee*

This intermediate CADD course is a survey of architectural-related CADD applications. It continues the use of AutoCAD software and commands to create architectural, facility management, and civil drawings.

## **CADD 140: CADD 3D Modeling (3 credits)**

*30 lecture hours; 30 lab hours*

*Prerequisites: CADD 101 or permission of CADD program Coordinator*

*Lab fee*

This advanced CADD course is designed to provide the student with three-dimensional (3D) CADD techniques and applications to increase productivity in the creation and editing of 3D models. Topics include 3D coordinate systems, wire frame modeling, surface modeling, solid modeling, rendering, 3D primitive solids, and plotting 3D models.

## **CADD 151: Technical Graphics (3 credits)**

*30 lecture hours; 30 lab hours*

*Prerequisite: CADD 101*

*Lab fee*

Technical Graphics is an introductory course in the use of computers to produce presentations for business, engineering, architectural, technical, and sales. Topics include 3D modeling, animation, rendering, ray tracing, texture mapping, and lighting. Post-production techniques to store and present results are included. The 3D Studio Max software is used for this course.

## **CADD 200: Geographic Information Systems Applications (3 credits)**

*30 lecture hours/30 lab hours*

*Prerequisites: CADD 101 or CADD 111*

*Lab fee*

This course is designed to expose students to the Geographic Information Systems (GIS) applications, concepts, and principles. It uses the ArcView GIS software for visualizing, analyzing, creating, and managing data with a geographic component. Applications of GIS methodologies in real world problems from various disciplines will also be presented.

## **CADD 205: CADD Engineering Drawing I (3 credits)**

*30 lecture hours; 30 lab hours*

*Prerequisite: CADD 101*

*Lab fee*

This intermediate-level CADD course emphasizes the fundamentals of technical or engineering drawing using AutoCAD software. Topics include 2D constructions, orthographic projection, drawing sectional and auxiliary views, and dimensioning. Applications are made to mechanical, civil, and electrical engineering and to commercial art and architecture.

## **CADD 206: CADD Engineering Drawing II (3 credits)**

*30 lecture hours; 30 lab hours*

*Prerequisite: CADD 101*

*Lab fee*

This course continues the fundamentals of technical or engineering drawing using AutoCAD software. Topics include coordinate and geometric tolerances, threads and fasteners, working drawings, gears, bearings, cam development, and descriptive geometry.

## **CADD 208: CADD Mechanical Applications (3 credits)**

*30 lecture hours; 30 lab hours*

*Prerequisite: CADD 105 or permission of CADD Program Coordinator*

*Lab fee*

This advanced CADD course introduces some of the advanced features of the Mechanical Desktop software. Topics include 3D coordinate systems, surface modeling, solid modeling, rendering, viewing, manipulating 3D objects, dimensioning, and design in 3D.

## **CADD 211: CADD Civil Applications (3 credits)**

*30 lecture hours/30 lab hours*

*Prerequisites: CADD 101 or CADD 111*

*Lab fee*

This advanced course explores CADD civil engineering, surveying and land development applications. To increase productivity in designing civil engineering structures the software package from MicroStation and / or AutoDesk's civil design package is used for the course. Topics include structure design, earthwork quantities, design of roads, drainage, bridges, water mains, and cost estimation.

## **CADD 222: CADD Architectural Applications II (3 credits)**

*30 lecture hours/30 lab hours*

*Prerequisites: CADD 112 or permission of CADD Program Coordinator.*

*Lab fee*

This advanced course is a survey of architectural-related

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CADD applications. The course is designed to aid the architect, designer, and drafter through all phases of construction document creation. It uses Autodesk Revit and/or architectural desktop software and commands to create architectural drawings, models and facility management.

## COMPUTER INFORMATION SYSTEMS CIS

### CISS 105: Introduction to UNIX: The Operating System (3 credits)

*This is a dual offering with CSC 105.*

*30 lecture hours; 30 lab hours*

*Prerequisite: completion of all required developmental courses*

*Corequisite: ENG 101*

*Lab fee*

A basic overview of the UNIX operating system is provided. Topics include file managing, text file utilities, text-editing with Vi and EMACS, shell programming, ways to communicate including electronic mail, and various UNIX utilities.

### CISS 108: Programming in C (3 credits)

*This is a dual offering with CSC 108.*

*30 lecture hours; 30 lab hours*

*Prerequisites: CSC 105; CIS 116; MAT 125 or MAT 128*

*Lab fee*

Students learn step-by-step explanations of how to write, compile, and execute C programs and how to write applications on the PC or on a multi-user platform. Emphasis in the course is on the portability of the language and systematic development of programs.

### CISS 109: Principles of Computer Information Systems (3 credits)

*30 lecture hours; 30 lab hours*

*Prerequisite: completion of all required developmental courses*

*Passing this course with a "C" or better fulfills the College's Computer Literacy Requirement.*

Students are introduced to the world of computers. Concepts related to interaction with computers, fundamental hardware, software, communication concepts, and going on-line are examined. The course provides exercises and lab assignments that allow students to interact with a computer and actually learn by using the computer and the World Wide Web.

### CISS 111: Systems Documentation (3 credits)

*30 lecture hours; 30 lab hours*

*Prerequisite: completion of all required developmental courses*

*Lab fee*

Students learn how to consider their purpose and audience when documenting an existing computer system or a proposed new computer system. This course emphasizes general strategies for the writing process such as generating ideas, stating problems, constructing

arguments, drafting and word processing reports (such as progress and feasibility reports) and proposals, and testing and revising such reports.

Selecting and creating visual elements for impact purposes and oral presentations, business meetings, and negotiations are discussed in detail.

### CISS 116: Structured Design (3 credits)

*30 lecture hours; 30 lab hours*

*Prerequisite: completion of all required developmental courses*

Problem-solving skills using structured programming concepts are introduced and/or enhanced. Upon completion of the course, students are able to systematically analyze computer problems of any complexity through many methods, including pseudo-code, data-flow diagrams, flow charts, algorithms, and walk-through. Students are exposed to software tools that enhance understanding in any problem-solving situation.

### CISS 118: Programming with VISUAL BASIC (3 credits)

*30 lecture hours; 30 lab hours*

*Prerequisites: completion of all required developmental courses, BCAP 104; CISS 116*

*Lab fee*

VISUAL BASIC is an object-oriented, event-driven programming language designed to provide students with an interactive approach to programming that fully exploits the graphical user interface mode. Students are able to create their own graphical user interface applications and the codes to control the graphics for the application.

### CISS 119: Advanced VISUAL BASIC Programming (3 Credits)

*30 lecture hours; 30 lab hours*

*Prerequisites: CISS 118*

*Lab fee*

The course is a continuation of CIS 118 and develops additional programming skills in Visual Basic. Students learn to develop programming applications that include such advanced Visual Basic topics as sequential and random file access techniques, error handling, debugging techniques, graphics, multi-media, programming for Internet applications and techniques for distributing applications. Lab exercises include hands-on experiences.

### CISS 201: Systems Analysis and Design for Programmers (3 credits)

*45 lecture hours*

*Prerequisites: CISS 109 and competence in a programming language*

Programmers are given an overview of the role of the analyst in the development of an entire system and on-the-project team. Topics include use of system flow charts, decision tables, and process flow charts to promote standards for documentation. Techniques for project management used by the analyst are included along with CASE tools.

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## **CISS 228: Object-Oriented Programming for Business Applications in C++ (3 credits)**

*30 lecture hours; 30 lab hours*

*Prerequisites: BCAP 104; CISS 116*

*Lab fee*

This course builds from the students' knowledge of structured procedural programming, introducing Object-Oriented programming and applying it to business.

Topics include string-oriented output, data design, data types, structures, class inheritance, objects, dynamic variables, linked lists, stacks, queues, and trees.

## **CISS 229: Advanced Object-Oriented Programming for Business Applications in C++ (3 credits)**

*30 lecture hours; 30 lab hours*

*Prerequisite: CISS 228*

*Lab Fee*

CISS 229 teaches the skills necessary to create applications in the dynamic Visual C++ development environment.

This course takes the C++ language one step beyond being an object-oriented extension of C language by working with Windows API and showing how to access objects contained in Microsoft Foundation Classes (MFCs), the building blocks for Windows applications. Additionally, students will learn how to create and work with dialog-based and documentbased applications, create visual interface components and work with databases.

## **CISS 231: JAVA Programming for Business Applications (3 credits)**

*30 lecture hours; 30 lab hours*

*Prerequisites: BCAP 104; CISS 116; permission of the Computer Information Systems program head*

*Lab fee*

Students learn how to use JAVA to run applications over Wide Area Networks and animation in JAVA to make web pages more alive. Using JAVA, users deliver distributed object-oriented applications to many web users. Students are able to dynamically download programs from web servers and execute applets within a JAVA-enabled web browser.

## **ITNT 235: Networking with TCP/IP (3 credits)**

*45 lecture hours*

*Prerequisite: TEL 100*

Students are introduced to computer communications protocols. Principles such as architecture, layering, multiplexing, address mapping, and routing are discussed along with such topics as Internet protocols and subnet and supernet extensions. This course prepares students for the professional world of computer communications.

## **ITDB 241: Database Programming (3 credits)**

*30 lecture hours; 30 lab hours*

*Prerequisites: BCAP 104; BCAP 136*

*Lab fee*

This course explores customizing database systems to meet the needs of business and industry. Students

learn how to design, implement, and write application programs. The course teaches students to perform common file processing operations such as searching; sorting; indexing and merging; and file updating operations such as additions, deletions, and changes on existing stored data. Current database versions are used in instruction.

## **ITDB 244: SQL Server Solutions (3 credits)**

*30 lecture hours; 30 lab hours*

*Lab fee*

ITDB 244 offers database programmers sophisticated relational tools. The administrative capabilities of SQL Servers such as replications, declarative referential integrity (DRI), and distributed transactions are covered. The details of the object model and how applications interact with OLE Automation objects in general are discussed.

## **ITDB 246: Oracle Database Administration (3 credits)**

*30 lecture hours; 30 lab hours*

*Prerequisites: BCAP 104, BCAP 136*

*Lab fee*

This course draws upon the students' knowledge of basic database concepts and expands to include working with multi-user platforms such as Oracle. Students will learn how to build a database, enforce integrity, and improve performance with conceptual modeling techniques used in database systems. The basics of database design, SQL, and PL/SQL will be introduced as well as the concepts of cursors, subprograms, and triggers.

## **ITDB 247: Oracle Database Developer and Programming (3 credits)**

*30 lecture hours; 30 lab hours*

*Prerequisite: ITDB 246*

*Lab fee*

This course discusses techniques used in implementing database management systems and introduces students to DBMS systems architectures, which includes centralized and client-server architectures. Students learn how to create Oracle Forms using blocks, graphics, and GUI objects; maintain data security; use DBMS development applications to customize the database through programming to optimize system resources; and improve user response time.

## **ITNT 250: UNIX System Administration I (4 credits)**

*45 lecture hours; 30 lab hours*

*Prerequisite: CISS 105*

*Lab fee*

BCWB 250 leads students through the beginning tasks they need to perform as UNIX System Administrators. Lab time gives students practice in the beginning duties of UNIX System Administrator.

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## **ITNT 251: UNIX System Administration II (4 credits)**

45 lecture hours; 30 lab hours

Prerequisite: ITNT 250

Lab fee

ITNT 251 continues ITNT 250: Students learn how to manage a networked UNIX System. Topics include networking hardware, sharing file systems, the Internet, electronic mail, network management, security, printing, disk space management, hardware maintenance, accounting, performance analysis, daemons, policy and procedure.

## **ITSA 255: Information Systems Security (3 credits)**

45 lecture hours

Prerequisite: CISS 109 or permission of instructor

Systems administrators are provided with knowledge of the approaches intruders use to gain access to the system. Concepts of vulnerability of the system exploited by the intruder through threats of interruption, interception, modification, and fabrication are discussed. The use of firewalls and other preventive approaches to the security of a UNIX-based network environment are examined in detail.

## **ITNT 265: Windows Systems Administration (3 credits)**

30 lecture hours; 30 lab hours

Prerequisites: BCAP 104; CISS 109

Lab fee

Windows Network Operating Systems is one of the most dynamic and popular network operating systems on which to build the services that are essential to today's business. As a result, there is significant and growing demand for people with Windows systems server expertise. The primary aim of the ITNT 265 course is to help a student become a network or server manager who is able to install and manage any Windows systems server product on a local area network. A second purpose of this course is to help prepare those interested in Microsoft certification exams.

## **COMPUTER LITERACY CLT**

### **CLT 100: Computer Literacy (2 credits)**

30 lecture hours

Lab fee

Passing this course with a "C" or better fulfills the College's Computer Literacy Requirement.

This hands-on course is recommended for students who need assistance in meeting the College's Computer Literacy Graduation Requirement. Students develop basic computer skills in Windows-based operating systems, word processing, spreadsheet, database management, and presentation graphics.

## **COMPUTER SCIENCE TRANSFER CSC**

### **CSC 105: Introduction to UNIX Operating Systems (3 credits)**

This course is a dual offering with CISS 105.

30 lecture hours; 30 lab hours

Prerequisites: MAT 82; ENG 82 or RENG 92 or appropriate course waivers or ACCUPLACER scores

Corequisite: ENG 101

Lab fee

A basic overview of the UNIX operating system is provided in this course. Topics include file managing, text file utilities, text editing with Vi and EMACS, shell programming, ways to communicate including electronic mail, and various UNIX utilities.

### **CSC 108: Programming in C (3 credits)**

This course is a dual offering with CISS 108.

30 lecture hours; 30 lab hours

Prerequisites: ENG 82 (for ESL: ELI 82W) or RENG 92; MAT 125 or MAT 128; CISS 116; CSC 105

Lab fee

Passing this course with a "C" or better fulfills the College's Computer Literacy Requirement.

Step-by-step explanations of how to write, compile, and execute C programs and how to write applications on the computer are provided. Emphasis is on the portability of the language and systematic development of programs.

### **CSC 120: Introduction to Computer Science I (Using C++) (4 credits)**

45 lecture hours; 30 lab hours

Prerequisite: CSC 108

Corequisites: MAT 140; MAT 222

Lab fee

This course is the first in a sequence of two courses in introductory computer science utilizing the syntax and semantics of the object-oriented C++ programming language. This course provides an introduction to the principles of design and development using procedural and data abstraction and an introduction to program testing; it also introduces elementary C++ programming.

### **CSC 206: Assembly Language (4 credits)**

45 lecture hours; 30 lab hours

Prerequisite: CSC 221

Lab fee

An advanced understanding of assembly language programming is provided. Emphasis is on writing and running programs using input/output operations, data management concepts via the use of macro instructions, establishing data areas and fields, editing numeric data, table handling, and a wide range of decimal, logic, and binary instructions. Students are expected to develop proficiency in logical program flow-charting and program-debugging techniques.



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## **CSC 221: Introduction to Computer Science II (Using C++) (4 credits)**

45 lecture hours; 30 lab hours

*Prerequisites:* CSC 120; MAT 140; MAT 220

*Corequisites:* MAT 141; MAT 222

*Lab fee*

This course is the second in a sequence of two courses in introductory computer science utilizing the syntax and semantics of the object-oriented C++ programming language. Topics include classes, dynamic data structures, inheritance, and file processing.

## **CONSTRUCTION SUPERVISION CON**

### **CON 101: Introduction to Construction (3 credits)**

45 lecture hours

*Prerequisite:* ENG 82 or RENG 92 or appropriate course waivers or ACCUPLACER scores

*Corequisites:* CON 104; CON 107; ENG 101

This course explores the properties of various materials used in construction such as wood, steel, brick, concrete, plastic, glass, soils, and other materials. It also explores the relationships and roles of the participants in the construction process, from architect to subcontractor. The effect of construction management on manpower, equipment, material, time, and money is covered. Also presented are the role of computer software in the construction industry and an overview of construction equipment and machinery.

### **CON 104: Construction Methods and Materials (3 credits)**

30 lecture hours; 15 lab hours

*Prerequisites:* ENG 82 or RENG 92 or appropriate course waivers or ACCUPLACER scores

*Corequisites:* CON 101; CON 107; ENG 101

The class reviews commonly used materials in the construction industry, how they are typically installed, and common mistakes. Students also study and analyze work methods, materials, equipment, safety methods, and tools used on commercial and residential construction projects. The lab portion of the class uses a hands-on approach to test some of the materials discussed.

### **CON 107: Blueprint Reading (3 credits)**

45 lecture hours

*Prerequisites:* ENG 82 or RENG 92 or ACCUPLACER scores

*Corequisites:* CON 101; CON 104; ENG 101

This course is an introduction to architectural planning and blueprint reading in commercial and residential construction. The class covers basic concepts such as reading and using different types of scales, symbols, and lines. Students analyze blueprints of electrical, structural, site work, foundation, and piping, and discuss the meaning of the details. The class also reviews several types of specification and contract documents.

### **CON 111: Occupational Safety and Loss Prevention (3 credits)**

45 lecture hours

*Prerequisites:* CON 101; CON 104; CON 107

This is a study and evaluation of OSHA and MOSH standards and regulations as they relate to the construction industry. Safety requirements of various construction operations will be analyzed and discussed. Students learn the principles of safety management, accident prevention, and safety program development methods. Students discuss environmental regulations and the implementation of compliance procedures. Topics included are job site safety, OSHA and MOSH safety regulations, MDE environmental regulations, sediment and erosion control, storm water management, oil spillage control, hazardous materials, and waste management.

### **CON 210: Construction Estimating (3 credits)**

45 lecture hours

*Prerequisites:* CON 101; CON 104; CON 107; ENG 101; MAT 128

This course analyzes and determines costs of construction operations. It introduces the estimating process for light and heavy construction, including the major components of labor, materials, equipment, overhead, and profit. Different scenarios enable the students to learn various construction processes. A logistical review of project organization explores the different phases and sequencing of the construction process. A final project tests the student's ability to develop an estimate from general guidelines and detail drawings.

### **CON 215: Computer Applications for Construction (1 credit)**

30 lab hours

*Lab Fee*

*Prerequisites:* BUAD 112; CON 210

This course provides an overview of computer systems and software used in the construction industry. Spreadsheet software, database management, construction take-off, estimating, cost control, and scheduling programs are explained and explored in a lab setting. Students are required to run software tutorials, complete class projects and develop estimating and cost control spreadsheet programs.

### **CON 222: Scheduling, Planning, and Cost Control (3 credits)**

45 lecture hours

*Prerequisite:* CON 210

This course studies the application of planning and scheduling techniques of commercial and residential construction projects. Use of charts and critical path method (CPM) are emphasized as well as cost allocation, resource leveling, scheduling and scheduling updating, and computer application. Examples of these processes are applied to workplace scenarios.

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## **CON 224: Construction Contracts and Documents (3 credits)**

45 lecture hours

*Prerequisite: CON 210*

This course focuses on the contracting process for the construction industry. Emphasis is on documents involved, from invitation to bid to final punch list. Students closely examine the specifications for projects using general and special condition examples. It also examines construction law in regards to building, bidding process, and contracts.

## **CON 250: Construction Internship (3 credits)**

150 work experience hours

*Prerequisite: Permission from the Construction Supervision program head*

This course enables students to acquire hands-on work experience as interns with contractors in the construction industry. Students apply what they have learned over the past semesters under the guidance of an experienced construction supervisor. The internship sponsor and the program head evaluate each student's performance at the conclusion of the apprenticeship. Students with three or more years of documented experience may receive credit under this course listing. Verification will be obtained by the College before credit is given.

## **COOPERATIVE EDUCATION COP**

### **COP 100: Cooperative Education (1 credit)**

*Prerequisites: 2.0 G.P.A.; completion of 15 credits; completion of specific courses in the student's program; permission of the student's program head and the Co-Op Coordinator*

Students are provided with the opportunity to apply knowledge in a supervised work environment related to their academic programs or career interests. One hundred hours of paid work and 15 classroom hours are required.

### **COP 200: Cooperative Education (3 credits)**

*Prerequisites: 2.0 G.P.A.; completion of 15 credits; completion of specific courses in the student's program; permission of the student's program head and the Co-Op Coordinator*

Students have the opportunity to apply knowledge in a supervised work environment related to their academic programs or career interests. Three hundred hours of paid work and 16 classroom hours are required. Career exploration and work readiness skills are covered in the classroom.

## **CRIMINAL JUSTICE CRJ**

### **CRJ 101: Introduction to Criminal Justice (3 credits)**

45 lecture hours

Students are given an overview of the field of criminal justice in the context of our social, cultural, political, and economic system. The course introduces students to the

history of and social response to crime. It examines the origins of and fundamental concepts associated with law enforcement and corrections. The structure and functions of State and Federal courts are reviewed and current issues in criminal justice are explored. CRJ 101 provides law enforcement and correctional administration students a solid foundation for future coursework, research, and practice in the field. It is an excellent opportunity for interested students in other fields of study to familiarize themselves with the criminal justice system and its far-reaching impact on society.

### **CRJ 102: Report Writing for Criminal Justice Personnel (3 credits)**

45 lecture hours

Criminal justice students are introduced to the various forms and reports they will encounter on the job. Emphasis is placed on thinking and writing clearly as well as on content and structure; computerized forms are introduced.

### **CRJ 104: Fundamentals of Law Enforcement (3 credits)**

45 lecture hours

This course is the initial professional development course required of law enforcement students. It begins with a discussion of the history and philosophy of public policing and the scope and function of the police. Police organization, operations, functional roles, professionalism, discretion, use of force, and ethical issues are examined in detail. The changing roles and career paths of the law enforcement officer are addressed.

### **CRJ 105: Introduction to Private Security (3 credits)**

45 lecture hours

Students are introduced to the fundamental principles and concepts of private security. Subject matter is drawn from a variety of disciplines including but not limited to criminal law and procedure, civil liability, customer service and human relations, professional ethics, basic security patrol, investigative techniques, and report writing.

### **CRJ 106: Fundamentals of Corrections (3 credits)**

45 lecture hours

Correctional administration students are introduced to corrections and correctional administration including the history of incarceration, early forms of punishment, and theories of sentencing and rehabilitation. Correctional organization, operations, community corrections, professional and ethical issues, and inmate management are discussed.

### **CRJ 107: Institutional Treatment of Offenders (3 credits)**

45 lecture hours

The growth and development of U.S. correctional institutions are explored in relation to theories of institutionalization of offenders. Inmate management and rehabilitation programs are examined in detail. Functions

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of personnel, research and evaluation methodologies, and prediction tables are covered.

## **CRJ 108: Juvenile Delinquency (3 credits)**

*45 lecture hours*

This course introduces students to the origins of juvenile law and procedures and subsequent changes to those processes. It identifies key court decisions illustrating the current Maryland Juvenile Court process and the general handling of juveniles within the juvenile justice system.

## **CRJ 115: People's Law (3 credits)**

*45 lecture hours*

This course reviews and explains what everyone needs to know about the law from a practical perspective. Team-taught by the Criminal Justice/Public Safety and Legal Assistant program heads and faculty, the course addresses criminal and juvenile procedures, consumer law, family law, housing law, employment law, and many special interest issues. Basic trial preparation and presentation of a small claim are examined, and students are encouraged to present a small claim of their own. Guest experts are featured.

## **CRJ 201: Management Concepts (3 credits)**

*45 lecture hours*

An overview is presented of the principles, theories, functions, and concepts of management as they relate to law enforcement and public safety agencies. Emphasis is on the development of management thought, rational, natural and open systems theory; the distinction between leadership and management, group dynamics and teamwork, influence processes and power, and the fundamentals of human resource management.

## **CRJ 202: Organizational Dynamics (3 credits)**

*45 lecture hours*

This course is usually taken in sequence with and immediately following CRJ 201. Together, these courses provide students with an in-depth examination of frequently encountered management and organizational issues and provide a solid theoretical foundation for further study and/or practice. Organizational dynamics address issues of decision-making; problem-solving; strategic, operational and tactical planning; community policing; critical topics in operations; human resource management; training; and organizational culture and change.

## **CRJ 209: Probation and Parole (3 credits)**

*45 lecture hours*

The history and theories of probation and parole including the organization, policies, procedures, and practices of Federal, State, and local parole and probation systems are addressed. Emphasis is placed on trends in the distribution and delivery of correctional services in the community.

## **CRJ 210: Investigative Principles and Concepts (3 credits)**

*45 lecture hours*

Students are introduced to criminal investigation: basic investigative techniques, preliminary investigation, crime scene protection and search, collection of physical evidence, documentary evidence, interviews and interrogations, and operations such as raids and undercover work.

## **CRJ 211: Criminal Procedural Law (3 credits)**

*45 lecture hours*

*Prerequisite: CRJ 101*

Students are introduced to basic individual rights protected under the United States Constitution and the relationships among these rights, maintenance of public order, and enforcement of Federal and State criminal laws. This course gives an overview of the criminal court system and explores the exclusionary rule, privacy, probable cause, and reasonable suspicion. A significant portion of the course deals with rights guaranteed by the Fourth, Fifth, and Sixth Amendments and how these rights affect the prevention, detection, investigation, and prosecution of crime. Students focus upon the laws of arrest, search and seizure, confession, and pretrial identification.

## **CRJ 213: Criminal Substantive Law (3 credits)**

*45 lecture hours*

*Prerequisite: CRJ 101*

Students are introduced to the origins, sources, and structure of criminal substantive law. The course focuses on the various elements and sub-elements of proof for common law and statutory crimes against persons, property, and the public peace. Maryland law is covered in depth. Current issues in criminal law including, but not limited to, recent trends in the criminal justice system, defenses of crime, sentencing, and substance abuse are discussed. Evidence in criminal cases and case preparation are also addressed.

## **CRJ 214: Practical Law for Correctional Personnel (3 credits)**

*45 lecture hours*

*Prerequisite: CRJ 106*

This course is a practical law course for correctional officers, staff, and administrators. It focuses on civil liability; inmate rights; grievance procedures; inmate litigation; provision of legal services to inmates; administrative process and procedures; and protection of the institution, administrator, and worker from the errors, excesses, and abuses that may arise in a correctional setting.

## **CRJ 220: Criminalistics (3 credits)**

*45 lecture hours*

*Prerequisite: CRJ 210*

This course focuses on physical and trace evidence, careful crime scene processing, collection, preservation, and analysis of physical evidence. Methods for analyzing

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soil, tire and tool marks, paints, broken glass, blood, body fluids, and fingerprints are examined. DNA testing and other forensic investigative and advanced techniques are explored.

## **CRJ 231: Community Policing I (3 credits)**

*45 lecture hours*

The law enforcement professional is introduced to the theory and practice of community policing in the U.S. and overseas. The history, philosophy, programs, and techniques of community policing are addressed in detail. The interaction between the community and the law enforcement officer is explored at the individual, group, and organizational levels. Diversity issues are examined in depth.

## **CRJ 292: Fieldwork in Administration of Justice and Public Safety (3-4 credits)**

*30 lecture hours plus required fieldwork*

*Prerequisites: sophomore status (30 credits or more) and permission of the Criminal Justice/Public Safety Programs Coordinator*

*Corequisite: CRJ 291*

This course is for non-practitioner students, who are assigned to an agency by the academic adviser and the fieldwork coordinator. Assignments include observation of agency and staff functions, staff-client interaction, observing and recording data, and analysis of the agency. A weekly seminar supplements fieldwork.

## **DANCE DAN**

### **DAN 111: Tap Dance I (2 credits)**

*10 Lecture Hours; 20 studio hours*

This course is a beginning study of technical fundamentals of tap dance techniques. An opportunity to develop coordination, rhythm, and performance skills is also provided. Some history of tap will be included. May be repeated for a total of four credits.

### **DAN 250: Dance Production Workshop (3 credits)**

*90-120 practicum hours*

*Prerequisite: Permission of the instructor via audition and/or interview*

This course is an intense practicum focused on the art and craft of dance design and production. The course will provide students with the opportunity to participate in faculty-directed, department-sponsored productions. A typical rehearsal process requires approximately three hours rehearsal, three to five nights per week, for six to eight weeks, plus six performances. Participation will be defined as dance performance as well as dance design and production, including choreography, costume, lighting, make-up, management, scenery, safety, sound, and rigging techniques and practices. Students will work toward the creation of one substantial production with all the supportive elements necessary to stage a performance for public presentation. Students will not be permitted to earn concurrent credit for THEA 250 and DAN 250

when participating in a single production unless special permission is granted by the production director.

## **DENTAL HYGIENE DH**

### **DH 130: Dental Materials (3 credits)**

*30 lecture hours; 45 lab hours*

*Prerequisite: completion of all required first-year courses of the Dental Hygiene Program*

*Lab fee*

The scientific basis for the use of dental materials and their proper handling is studied. Lab periods provide basic understanding of the importance of the various properties of materials.

### **DH 136: Periodontics (2 credits)**

*30 lecture hours*

*Prerequisite: completion of all required first-semester courses of the Dental Hygiene Program*

This course includes the classification and identification of the periodontal diseases and the therapeutic measures used in their treatment. The hygienist's role in recognition, prevention, and treatment is emphasized.

### **DH 142: Histology and Embryology (2 credits)**

*30 lecture hours*

*Prerequisite: admission to the Dental Hygiene Program*

Microscopic study is provided of the structural and functional units of living tissue with emphasis on the histological structures of the oral cavity and development of teeth and surrounding tissue.

### **DH 143: Fundamentals of General and Oral Pathology (1 credit)**

*15 lecture hours*

*Prerequisite: admission to the Dental Hygiene Program*  
This course introduces the concept of disease as opposed to normal form and functions, including discussion of tissue reaction to various injuries. The main focus is on the manifestations of disease in the oral cavity.

### **DH 150: Pre-Clinical Dental Hygiene (4 credits)**

*30 lecture hours; 90 lab hours*

*Prerequisites: admission to the Dental Hygiene Program and completion of all required first-semester Program courses*

*Lab fee*

An introduction to dental hygiene care is provided. Laboratory instruction examines the use of instruments, develops instrumentation techniques, and introduces clinical experience.

### **DH 151: Clinical Dental Hygiene I (3 credits)**

*15 lecture hours; 90 lab hours*

*Prerequisites: admission to the Dental Hygiene Program and completion of all required first-semester Program courses*

*Lab fee*

Lectures and clinical practice in the area of preventive dentistry are offered. Students study the principles and procedures for prevention of oral disease including



# COURSE DESCRIPTIONS

dietary control, oral hygiene measures, and the use of fluorides and sealants. The principles and application of root planning are also emphasized.

## **DH 230: Oral Pathology (3 credits)**

45 lecture hours

*Prerequisite: completion of all required first-year courses of the Dental Hygiene Program*

Disease process in man is studied with emphasis on the relationship of general diseases of the body to diseases of the teeth and supporting tissues. Students learn to recognize abnormal conditions of the mouth.

## **DH 231: Pharmacology (2 credits)**

30 lecture hours

*Prerequisite: completion of all first-year courses of the Dental Hygiene Program*

Drugs and their use in the treatment, diagnosis, and prevention of disease are studied. The course examines drugs as they affect the clinical practice of dental hygiene.

## **DH 237: Ethics and Jurisprudence (1 credit)**

15 lecture hours

*Prerequisite: completion of all required first-, second-, and third-semester courses of the Dental Hygiene Program*

Professional and ethical responsibilities and liabilities, and how they relate to laws governing clinical dental hygiene practice are studied.

## **DH 242: Dental Public Health (3 credits)**

45 lecture hours

*Prerequisite: completion of all required first-year courses of the Dental Hygiene Program*

An overview of the history and philosophy of public health practice and administration is presented. Dental public health programs are analyzed and evaluated with an emphasis on preventive dentistry. Effective methods of teaching dental health to different population groups are explored.

## **DH 250: Clinical Dental Hygiene II (4 credits)**

15 lecture hours; 180 clinical hours

*Prerequisite: completion of all first-year courses of the Dental Hygiene Program*

*Lab fee*

Advanced lectures and demonstrations in the clinical practice of dental hygiene with clinic time devoted to experience in rendering preventive care are provided. Lectures emphasize patients with special needs.

## **DH 251: Clinical Dental Hygiene III (5 credits)**

15 lecture hours; 180 clinical hours; 60 hours extramural assignment

*Prerequisite: completion of all first-, second-, and third semester courses of the Dental Hygiene Program*

*Lab fee*

Demonstrations are provided in advanced clinical skills with enhancement in clinics, hospitals, and military facilities.

## **DENTAL SCIENCE DS**

### **DS 100: Oral Anatomy and Physiology (3 credits)**

30 lecture hours; 45 lab hours

*Prerequisite: admission to the Dental Hygiene Program*

*Lab fee*

A detailed study of the morphology and function of human teeth and their surrounding structures is provided. Course content relates the anatomy and physiology of bones, muscles, nerves, blood vessels, and other structures of the head and neck to the physiological aspects of the oral cavity and the entire body.

### **DS 110: Oral Radiography (3 credits)**

30 lecture hours; 45 lab hours

*Prerequisites: DS 100 and all first-semester Dental Hygiene Program courses*

*Lab fee*

Knowledge of radiation, radiation physics, principles of the various intra- and extra-oral techniques, essentials of image formation and radiographic quality, radiographic anatomy, the biological effects of radiation, and radiation safety are provided. Students learn to use X-ray equipment and darkroom procedures for processing radiographs, develop skill in intra- and extra-oral techniques, and practice radiation safety.

## **EARLY CHILDHOOD EDUCATION ECE**

### **ECE 100: Introduction to Child Development (3 credits)**

45 lecture hours

This course provides an introduction to the field of child development, surveying its history, current practices, and career opportunities. The development of children through age twelve is studied. Field observations are required.

### **ECE 101: Principles of Early Childhood Education (4 credits)**

45 lecture hours; 45 fieldwork hours

*Corequisite: ENG 101*

*Lab fee*

Skills and competencies of teachers of young children are studied with emphasis on guiding children's educational, social, and emotional development. Focus is on classroom management in terms of use of time and space, setting limits, staff roles, parent involvement, and an overview of learning centers in the classroom.

### **ECE 102: Observing and Recording Children's Behavior (3 credits)**

45 lecture hours; 20 observation hours

*Prerequisite: ECE 100; ENG 101*

*Prerequisite or corequisite: ECE 101*

Students focus on observing, recording, and explaining the behavior of children. Methods of analysis of their own

# COURSE DESCRIPTIONS

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written observations, records, test findings, and reports of other professionals are studied. Case studies of one normal and one exceptional child are developed.

## **ECE 109: An Introduction to School-Age Group Day Care (4 credits)**

60 lecture hours

*Prerequisites:* ECE 100; ECE 101

*Lab fee*

This course provides an introduction to the field of school-age day care. Emphasis is placed on the basic concepts of the development of the child from six to fourteen years of age, including the effects of environmental factors and the parameters of both normal and exceptional development patterns upon growth and behavior. Classroom management, guiding children's behavior, and interactions with adults and children in the home, center, and community are examined. The development and implementation of basic age-appropriate activities to promote optimum development of the child in the after-school setting are examined.

## **ECE 110: Guiding the At-Risk Child (3 credits)**

45 lecture hours

*Prerequisites:* ECE 100; ECE 101

This course provides an introduction to the concepts and technology needed to interact with children who are at risk. The course attempts to apply to a special population the more general concepts and skills taught in the introductory course. Students are trained in methods to help children develop problem-solving and decision-making skills; healthy attitudes toward sexuality, authority figures and education; friendships among peers and meaningful relationships with adults; and to improve communication skills and cope with stress. Course content includes suggested experiences and materials for program planning. A course component related to parents provides the student with ways to approach parents to gain their support and participation, to develop parenting education skills, and to incorporate parents into center activities as well as activities related to the schools and other community services.

## **ECE 112: Maryland State Child Day Care Training Certification: Child Growth and Development, Part I (3 credits)**

45 lecture hours

Students are provided with a broad overview of normal child growth and development from birth to twelve years, with particular emphasis on the period from two to five years. Developmental delays and disturbances are described. Also discussed are basics in terms of guiding the learning of the young child in order to promote optimum development both at home and in a group. Topics include setting limits, building self-esteem, helping children handle emotions, and learning through play. Students are required to participate in guided observations of individual children. ECE 112 fulfills one-half of the Maryland State Department of Human Resources minimum training requirements for child day care senior staff certification.

## **ECE 113: Maryland State Child Day Care Training Certification: Programs and Activities, Part II (3 credits)**

45 lecture hours

*Lab fee*

A broad overview is provided of the child day care environment for the development of appropriate physical, psychosocial, and cognitive skills of children from birth to twelve years. Key program components such as indoor and outdoor play, transitions, parent involvement, and program scheduling are covered. Philosophical bases of developmentally appropriate curricula in both home and group settings are examined. Students have the opportunity to observe different program types and the application of principles of learning. In addition, students are given opportunities to demonstrate beginning-level competence in planning and implementing activities for children. ECE 113 fulfills one half of the Maryland State Department of Human Resources training requirements for child day care senior staff certification.

## **ECE 114: Caring for Infants and Toddlers (3 credits)**

45 lecture hours

*Prerequisite:* ECE 100

A broad overview of normal growth and development from birth to three years with particular emphasis on the period from birth to two years is covered. Developmental delays and disturbances are described. Basics of planning activities for infants and toddlers in order to promote optimum development both at home and in a group setting are discussed. The topics include setting limits, building self-esteem, helping children handle emotions, and learning through play. Students are required to participate in guided observations of individual children and programs. This course also meets the requirements for those students who need additional credits beyond the 64-hour Maryland State Child Day Care Training Certification.

## **ECE 115: Language Development of the Young Child (3 credits)**

45 lecture hours

*Prerequisites:* ECE 100 and ECE 101; or ECE 112 and ECE 113; DHR Office of Child Care Licensing and Regulation Senior Staff Certification; or permission of the instructor

Students study the importance of the total language arts program, the development of language, and the young child's readiness to learn. Also addressed are strategies for effective awareness of cultural differences and parental involvement as components of the child's development in language and learning.

## **ECE 116: Reading Readiness for Urban Young Children (3 credits)**

45 lecture hours

*Prerequisites:* ECE 100, ECE 101, ECE 112, and ECE 113; DHR Office of Child Care Licensing and Regulation Senior Staff Certification; BCPSS recommendation; or permission of the instructor

Teachers and senior staff in urban programs for young children are prepared to work effectively and develop

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skills, methods, and materials that relate to the success of children in a reading readiness program. The course interrelates literacy with such topics as language and cultural differences in urban preprimary classrooms, working with parents and the community, and program evaluations..

## **ECE 200: Activities and Materials for Children (5 credits)**

*30 lecture hours; 30 lab hours; 90 fieldwork hours*

*Prerequisites: ECE 101 and ECE 102 or permission of the program head*

*Lab fee*

Students focus on the development of optimum learning and creativity in young children through the use of play, small groups, and other activities. Writing lesson plans and using materials and equipment to meet group and individual needs are emphasized. Students work three mornings a week in a program for children, in order to apply theory and practice.

## **ECE 201: Nutrition, Health, and Safety for Children (2 credits)**

*30 lecture hours*

*Prerequisite: ECE 101 or permission of the instructor*

The relationship between the mother's health and nutrition and the health of the child before and after birth are surveyed. Childhood diseases and symptoms are examined, as well as the nutritional and safety needs of the growing child in all environments.

## **ECE 202: The Child As a Learner (5 credits)**

*45 lecture hours; 90 fieldwork hours*

*Prerequisites: ECE 200; PSY 101*

*Lab fee*

The development of integrated, individualized curricula for children based on the theories of Piaget, Bruner, Hunt, Montessori, and other language and cognitive theorists is examined. The course examines the effects of environmental, cultural, and developmental factors on learning. Theories of the development of values and moral principles are reviewed. Emphasis is placed on the application of theories to the actual planning and implementation of curriculum. Nine hours of supervised morning fieldwork per week is required.

## **ECE 203: Parent, Child, School, and Community Relationships (3 credits)**

*45 lecture hours*

*Prerequisites: PSY 205; ECE 100*

*Corequisite: ECE 200 or permission of the program head*

The importance of interactions among the child, the home, the school, and the community is stressed. Topics include federal and local commitment to and regulation of early childhood education, sources of help for children and families, and child-rearing practices among different groups in this country and abroad. Students have the opportunity to examine community agencies that serve children and to develop activities for parents.

## **ECE 217: Planning and Administering Programs for Children (3 credits)**

*45 lecture hours*

*Prerequisites: ECE 100 and ECE 101; or ECE 112 and ECE 113; DHR Office of Child Care Licensing and Regulation Senior Staff Certification; or permission of the instructor*

A broad overview of the planning and administration of a childcare program is provided. Students examine the procedures for licensure and registration, plan space, and equip a program based on the ages served and the regulatory guidelines. Topics include licensing and regulation, space/facility planning, business plan, business resources, staff considerations, needs assessment, program components, and understanding the consumers—parents and employers. Each student plans a program for children to meet an identified need.

## **ECE 220: Introduction to Literature for Children (3 credits)**

*45 lecture hours*

*Prerequisites: ECE 116; EDU 200; PSY 201*

Literature for children is examined as an integral part of the literature of America and its diverse culture. The course begins with a study of literary elements and the genre using specific examples from the literature. Characters, theme, tone, style, and perspective are defined and then examined in picture books, concept books, fairy tales, and novels. There is discussion of the historical and political issues that affect the themes, points-of-view, and values expressed in literature for children. Finally, the course considers the industry itself—the authors, publishers, the Children's Book Council, periodicals, and the library association—that comprises the people responsible for developing, reviewing, and distributing literature for children in Baltimore and the nation.

## **ECONOMICS ECO**

### **ECO 101: Economic History (3 credits)**

*Meets Category II General Education Requirements*

*45 lecture hours*

*Prerequisites: ENG 82 or RENG 92 or appropriate course waivers or ACCUPLACER scores*

The student is engaged in a comparative analysis of evolutionary economic systems from pre-industrial to postindustrial societies with emphasis on the development of capitalism. Students also analyze the international, global, developing, and underdeveloped economies with a special focus on gender, race, ethnicity, and class.

### **ECO 110: Introduction to the Science of Economics (4 credits)**

*60 lecture hours*

*Prerequisites: ENG 82 or RENG 92 or appropriate course waivers or ACCUPLACER scores*

*Lab fee*

The student is engaged in a comparative analysis of



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evolutionary economic systems from pre-industrial to postindustrial societies with emphasis on the development of capitalism. Students also engage in an analysis of the international, global, developing, and underdeveloped economies with a special focus on gender, race, ethnicity, and class. Students are required to complete quantitative data analysis on PCs.

## **ECO 201: The American Economy I: Macroeconomic Theory (3 credits)**

*Meets Category II General Education Requirements*  
45 lecture hours

*Prerequisites: ENG 82 or RENG 92 or appropriate course waivers or ACCUPLACER scores*

Students are helped to understand the overall functioning of the American economy through an examination of unemployment, inflation, recession, GNP, and the interaction of businesses, households, and government.

## **ECO 202: The American Economy II: Microeconomic Theory (3 credits)**

*Meets Category II General Education Requirements*  
45 lecture hours

*Prerequisites: ENG 82 or RENG 92 or appropriate course waivers or ACCUPLACER scores*

Students pursue a more specialized analysis of the American economy and the economic and market activities of individual consumers and producers.

## **EDUCATION EDU**

### **EDU 101: PRAXIS-I Mathematics Content Preparation-Part I (4 credits)**

60 lecture hours  
*Prerequisite: None*

This course is the first in a two-course sequence offered to prepare teachers and paraprofessionals for the PRAXIS-I and/or PARAPRO mathematics examination. The course focuses on conceptual and procedural knowledge, as well as representations of quantitative information. Course topics range from concepts and applications in arithmetic to basic statistics and basic probability. Test-taking strategies will be emphasized, as well as making connections between different concepts covered in this course.

### **EDU 102: PRAXIS-I Mathematics Content Preparation-Part II (4 credits)**

60 lecture hours  
*Prerequisite: None*

This course is the second in a two-course sequence offered to prepare teachers and paraprofessionals for the PRAXIS-I and/or PARAPRO mathematics examination. The course focuses on elements of basic algebra, systems of measurement, informal geometry and measurement, and formal mathematical reasoning. Test-taking strategies will be emphasized, as well as making connections between different concepts covered in this course. One hour per week will be set aside to review concepts learned in EDU 101.

### **EDU 103: English for Paraprofessionals and Practicing Teachers (4 credits)**

60 lecture hours  
*Prerequisite: None*

This course begins with an introduction to test preparation and test-taking strategies for paraprofessionals and practicing teachers. Students analyze, discuss, and compose expository and persuasive essays. This course also focuses on vocabulary development to improve reading and comprehension skills.

### **EDU 104: English for Practicing Teachers (4 credits)**

60 lecture hours  
*Prerequisite: None*

This course has been developed in response to Maryland's certification requirements. Teachers are required to pass assessment tests that measure reading and writing skills. This course is designed to prepare students for the Praxis examination. Individuals seeking certification in Maryland in instructional areas must take the Praxis examination and meet minimum requirements for state licensure. Participants will be able to perform the objectives assessed in the Praxis examination. Thus, this course is designed to meet students' specific area needs and help improve their chances of achieving higher scores.

### **EDU 150: Becoming a Professional in Education (1 credit)**

15 lecture hours  
*Corequisite: ENG 101*

This is the first course in a professional education program and is designed to help students seriously examine whether education is an appropriate profession for them to pursue. Students will have an opportunity through direct observation and class discussions to examine characteristics of schools, classroom life, school curriculum, and the complexities of school systems. Students will also be introduced to the process of becoming certified to teach in the State of Maryland and begin to prepare for and pass the PRAXIS exam. Students will begin to develop their professional portfolios that are required for completion of the A.A. degree program.

### **EDU 200: Introduction to Education (3 credits)**

45 lecture hours

Students in this course are introduced to the complex world of education and teaching. The profession is examined from various perspectives, with the focus on the extensive requirements for success, including knowledge, skills, hard work, commitment, and talent. Attention is given to the historical, philosophical, political, and legal foundations of education in America. Students have opportunity through direct observation and class discussions to examine characteristics of students, the complexities of the classroom life, and the school curriculum. An examination of current themes and issues enables participants to understand the importance of extending equal educational opportunity to all students. With a fuller understanding of the role



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of education in America, participants are guided toward selecting careers in education.

## **EDU 215: Developmental Process and the Acquisition of Reading Competency (3 credits)**

*45 lecture hours*

This course explains the process of language development, including the impact of phonemic awareness, and how the brain responds to reading instruction. Students will learn about the latest brain research and the relationship and role of each component of language acquisition to reading development. Students will discuss the interactive nature of the reading process and analyze the effects of phonemic awareness and phonics on developing readers. Finally, students will analyze the essential connection of language development, reading acquisition, and writing.

## **EDU 220: Instruction of Reading Competency (3 credits)**

*45 lecture hours*

This course focuses on the varied theories, research, and methodologies of teaching reading. Students will learn how to apply these theories, strategies and practices of reading using a balanced program of phonics, semantics, and syntactics. This course will prepare future teachers to promote critical literacy necessary in today's and tomorrow's diverse and complex schools. Students of the course are provided with hands-on knowledge to successfully guide their students towards critical literacy

## **EDU 225: Effective Assessment and the Teaching of Reading (3 credits)**

*45 lecture hours*

This course shows students a variety of assessment techniques, processes, and instruments that can be used to guide instruction in reading. Class participants will learn about diagnostic teaching techniques in the areas of literacy. Students will learn how to use data from state and local assessments to make educational decisions. Students will also learn effective methods of reporting assessment results to all the relevant stakeholders such as parents, school personnel and the community.

## **EDU 230: Selection, Evaluation, and Utilization of Materials and Technology To Teach Reading (3 credits)**

*45 lecture hours*

This course exposes students to a variety of texts to be used in their classes and explains strategies for selecting and evaluating written materials. Students will also use a variety of media, arts, and technology to support the development and generalization of reading competency.

## **EDU 235: Methods of Teaching Reading in Secondary Content Areas, Part I (3 credits)**

*45 lecture hours*

This course outlines the essentials of the reading process for application of appropriate reading methodology in secondary content courses. Students will be introduced

to methods and strategies to incorporate content area reading instruction into secondary courses. Students will also learn how to assess reading skills and provide appropriate motivational reading activities to improve the learner's performance in content areas.

## **EDU 240: Methods of Teaching Reading in Secondary Content Areas, Part II (3 credits)**

*45 lecture hours*

This course continues the process begun in Methods of Teaching Reading in the Secondary Content Area, Part I by outlining the essentials of the reading process for application of appropriate reading methodology in secondary content courses. Students will focus on types of reading, skills of reading, and instruction.

## **EDU 250: Introduction To Effective Elementary Teaching Methods (3 credits)**

*45 lecture hours*

In this course students will be able to identify, describe and apply various instructional strategies and understand how to use them effectively within a multicultural classroom of socially, ethnically and cognitively diverse learners. Students will learn how to appropriately implement varied individual and group instructional and classroom management techniques to improve the performance of learners in all academic areas in both elementary and middle schools in urban settings.

## **EDU 255: Educational Assessment (3 credits)**

*45 lecture hours*

This course deals with the full range of issues related to varied assessment tools and methods utilized in the educational process. This includes understanding the principles, issues, and appropriate utilization of standardized test data to provide useful information regarding student abilities and academic achievement. Students in the course will also learn how to use a variety of authentic classroom assessment techniques, processes, and instruments that can be used to guide instruction and improve student performance. They will also learn how to use data from state and local assessments to make educational decisions. Course participants will also learn effective methods of reporting assessment results to all the relevant stakeholders such as parents, school personnel, the community and students.

## **EDU 260: Introduction to Effective Teaching Methodology in Secondary/Specific Content Area (3 credits)**

*45 lecture hours*

In this course students will be able to identify, describe and apply various instructional strategies and understand how to use them effectively within a multicultural classroom of socially, ethnically and cognitively diverse learners. Students in the course will learn how to appropriately implement varied individual and group instructional and classroom management techniques to improve the performance of learners in all academic areas in both middle and secondary schools in urban settings.

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## **EDU 275: School Law: Contemporary Legal and Political Issues in the Urban Classroom (3 credits)**

45 lecture hours

This course will provide an in-depth examination of contemporary legal, political and ethical issues affecting teachers, administrators, and students in urban schools. Today's schools function in a complex legal environment and a wide range of legal, political, and ethical issues influence the lives of teachers, students, parents, and administrators. This course will exam new legislation, regulations, and school board practices including highlighting major cases and legislation of general interest to teachers and administrators rather than focus on legal details.

## **EDU 290: The Pedagogy of Online Teaching (3 credits)**

*Prerequisites: Instructor's Approval*

*Suggested Course Schedule: 5 weeks, 2 hours a week in lab and /or class and 35 hours on-line*

Instructional technology has opened the opportunity to provide learning "anytime, anywhere" by mediating the instruction and communication between teacher and students via the Internet. However, the new format for learning requires educators to apply new pedagogy meant to ensure high academic standards and the best use of technology. Therefore, this course is designed for instructors who consider teaching online, as well as for other educators who want to learn effective ways of integrating technology in their professional activity. The course requires participants to create a successful distance learning course or platform, to reflect on and discuss the best teaching and communication practices in the online format, and to experience Web-based distance learning from a student's perspective.

## **ELECTRONICS TECHNOLOGY ELC**

### **ELC 101: Mathematics for Electronics I (3 credits)**

45 lecture hours

*Corequisite: MAT 82*

This is an application-based electronics mathematics course that emphasizes the significant technical operations faced by electrical and telecommunication technicians. The course prepares the technician to understand and apply specialized and unusual mathematical operations experienced on the job and observed in the literature in the field. Topics include expressions involving integer indices; algebraic techniques and operations of electrical laws and theorems; straight line graphs; applications of logarithmic, exponential, and trigonometric functions; and the interpretation of specifications, graphs, charts, and tables.

### **ELC 111: AC/DC Fundamentals (3 credits)**

30 lecture hours; 45 lab hours

*Prerequisite: MAT 82 or satisfactory ACCUPLACER scores*

*Lab fee*

The basic AC/DC electrical theory, schematic reading,

soldering techniques, various cable terminations, and circuit testing including electrical measuring devices and the principles underlying their design and use are introduced.

### **ELC 120: DC Circuits Analysis (3 credits)**

30 lecture hours; 45 lab hours

*Prerequisites: ELC 111; MAT 82; or permission of the Electronics Technology program head*

*Corequisite: ELC 101*

*Lab fee*

This course includes Ohm's and Kirchhoff's Laws: V-I of RLC elements, voltage and current divider rules, Methods of Analysis including Thevenin's and Norton's Theorems, Mesh and Nodal Analysis, Bridge Networks and Transients in Capacitive and Inductive Networks. The student builds the circuits to be tested and learns to utilize the VOM and DMM in analyzing, testing, and troubleshooting operations.

### **ELC 121: AC Circuits Analysis (3 credits)**

30 lecture hours; 45 lab hours

*Prerequisite: ELC 120 or equivalent*

*Corequisite: MAT 128 or equivalent*

*Lab fee*

The theory of the Sinusoidal Wave, Reactance in RLC elements, Methods of Analysis (Thevenin's and Norton's Theorems, Mesh and Nodal Analysis, and Bridge Networks), Power, Resonance, Filters, Poly-phase Systems, and Transformers are included. The student expands application skills in the use of the VOMs and DMMs while learning to utilize the Signal Generator and Oscilloscope in analyzing, testing, and troubleshooting operations.

### **ELC 131: Semiconductor Devices (3 credits)**

30 lecture hours; 45 lab hours

*Prerequisite: ELC 121*

*Lab fee*

Various rectifying, filtering, and diode circuits, transistors, FETS, UJTs, SCRs, and power supply regulation are surveyed. Students learn applications of the various circuits studied in lecture and how to troubleshoot the devices in laboratory.

### **ELC 132: Semiconductor Circuits (3 credits)**

30 lecture hours; 45 lab hours

*Prerequisite: ELC 131*

*Lab fee*

This course covers circuit analysis utilizing bipolar and ET transistor amplifiers with feedback, operational amplifiers, and linear integrated circuits (such as comparators, amplifiers, active filters, and phase locked loops). Students learn circuit schematics and semiconductor circuits design applications.

### **ELC 151: Digital Fundamentals (3 credits)**

30 lecture hours; 45 lab hours

*Corequisites: ELC 111 or equivalent; MAT 82 or appropriate ACCUPLACER score*

*Lab fee*

# COURSE DESCRIPTIONS

Number systems, Boolean algebra, logic functions and gates, minimization techniques, decoders, encoders, multiplexers, arithmetic circuits, latches, flip-flops, counters, and shift registers are surveyed. Students build the circuits to be tested and utilize a DMM, pulse generator, and logic probes in analyzing, testing, and troubleshooting operations.

## **ELC 251: Digital Systems (3 credits)**

*30 lecture hours; 45 lab hours*

*Prerequisite: ELC 151*

*Lab fee*

The way in which the basic digital circuits can be wired to form a computer and control systems is demonstrated. Included in the study are shift registers, memory and programmable logic devices, system interfacing, microprocessor-based systems, newly introduced integrated circuit technologies, and an introduction to CD-ROM technology. Students use the logic analyzer and study its application as a design and test tool.

## **ELC 255: PC Servicing (3 credits)**

*30 lecture hours; 45 lab hours*

*Prerequisite: BCA 104*

*Lab fee*

Students are introduced to the techniques of computer repair and upgrading, including analysis of common problems generated from equipment (monitor, keyboard, expansion card, drive) through components (RAM, PROM, BIOS, Coprocessor) at the motherboard of the CPU. Software and hardware diagnostics, schematics, and service manuals are used to address the problems found during PC repair and/or PC upgrading operations. Students are introduced to the use and application of specific hand tools and test equipment.

## **ENGINEERING EGR**

### **EGR 113: Statics and Dynamics (3 credits)**

*45 lecture hours*

*Prerequisite: MAT 128*

*Corequisite: MAT 129*

This precalculus-based engineering course is designed for technicians and students in engineering technology programs (especially CADD). It provides the student with a clear and thorough presentation of the theory and applications of statics and dynamics. Emphasis is placed on the design and analysis of engineering structures, how forces and moments act and react on rigid structures in equilibrium, free body diagrams, and the SI system of units. The students experience the effects of loads and forces using graphical and analytical methods.

### **EGR 116: Strength of Materials (3 credits)**

*45 lecture hours*

*Prerequisite: MAT 128*

*Corequisite: MAT 129*

This precalculus-based engineering course is designed for technicians and students in engineering technology programs (especially CADD). Emphasis is placed on

the design and analysis of engineering structures. Unit stress, strain, and modulus problems are solved; stresses and deflections are calculated from constructed shear and bending moment diagrams. Moment of inertia and the parallel axis theory are developed and applied. Some column theory and combination loading is considered.

### **EGR 214: Architectural Design (3 credits)**

*30 lecture hours; 30 lab hours*

*Prerequisite: CADD 101*

*Lab fee*

This course provides the relationship of materials to design from the point of view of practical and economic limitations. The application of building code requirements are studied. With computer hardware and software applications, the student works on small projects, job checklists, and cost estimating of materials.

## **ENGINEERING TRANSFER EGN**

### **EGN 101: Engineering Graphics (3 credits)**

*15 lecture hours; 60 lab hours*

*Prerequisite: MAT 128*

*Lab fee*

The elements of graphic communication, visualization, and analysis are introduced. Students must supply their own drafting equipment, including T-square, drawing set, triangles, and scales.

### **EGN 102: Statics (3 credits)**

*45 lecture hours*

*Prerequisites: EGN 101; MAT 140*

This course is the first in a sequence of two courses in introductory mechanics. Topics include statics of particles, statics of rigid bodies, analysis of structures, friction, centroids, centers of gravity, and moments of inertia.

### **EGN 201: Dynamics (3 credits)**

*45 lecture hours*

*Prerequisites: EGN 102; MAT 141; PHY 203*

This course is the second in a sequence of two courses in introductory mechanics. Topics include kinematics and kinetics of particles, force, energy and momentum methods, systems of particles, kinematics and kinetics of rigid bodies, and mechanical vibrations.

### **EGN 203: Mechanics of Materials (3 credits)**

*45 lecture hours*

*Prerequisites: EGN 102; MAT 141; PHY 203*

The effects of stress and strain on structural members and torsion, and shearing stresses are studied. Tensor and vector algebras are used to solve problems.

## **ENGLISH ENG**

### **RENG 90: Integrated Reading and English (0 credits)**

*Course Description:*

*60 contact hours of combined lecture and laboratory instructions: (considered 4 semester-hours for billing and*



# COURSE DESCRIPTIONS

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*scheduling purposes.) A, B, C, or F grade*

RENG 90 is the first of a three-tier sequence of developmental reading-writing courses. Like all RENG courses, this course is theme and mastery unit-based. Units include practice in word attack and vocabulary development, reading comprehension, study habits, grammar and mechanics, and paragraphing. This skill practice, along with exploration of current issues across the disciplines via class readings and discussions, optimizes the RENG 90 student's opportunity for successful completion of RENG 91.

## **RENG 91: Integrated Reading and English I (0 credits)**

*90 contact hours of combined lecture and laboratory instruction; (considered 4 semester-hours for billing and scheduling purposes) A,B,C, or F grade; Prerequisite: RENG 90 or ACCUPLACER test score between 50 and 71*

This is the second course in the three-tiered sequence of developmental reading-writing courses. This course is required for students who have successfully completed RENG 90 and for others whose ACCUPLACER scores fall between 50 and 71 in writing. RENG 91 focuses on the composition of unified and coherent paragraphs and reading competency and it introduces students to the logical and well-developed short expository essay. Grammar, mechanics, sentence structure, and reading comprehension are stressed in relation to the skills of composing and understanding paragraphs and essays required for success in RENG 92.

## **RENG 92: Integrated Reading and English II (0 credits)**

*90 contact hours of combined lecture and laboratory instruction; (considered 4 semester-hours for billing and scheduling purposes). A,B,C, or F grade; Prerequisite: RENG 91 or ACCUPLACER test score between 72 and 89.*

This is the third course in the three-tiered sequence of developmental writing and reading courses. This course is required for students who have successfully completed RENG 91 and for others whose ACCUPLACER scores fall between 72 and 89 in writing. RENG 92 focuses on composition of logical and well-developed expository and persuasive essays and reading competency skills. Furthermore, it introduces students to the essentials of MLA documentation and format. Grammar, mechanics, sentence structure, and reading comprehension are stressed in relation to the skills of composing and understanding essays required for success in ENG 101 and other college-level courses where writing is an integral part of the curriculum.

## **ENG 101: English Writing (3 credits)**

*Meets Category V General Education Requirements 45 lecture hours; A, B, C, or F grade, D grades are not awarded, nor are they transferable.*

*Prerequisites: ENG 82 or RENG 92 or appropriate course waivers or ACCUPLACER scores*

This course offers classroom instruction and practice in the skills necessary to write effective informative

and persuasive essays, to understand the primary principles of scholarly inquiry and research, and to use the conventions of documentation. Students learn to use the conventions of standard written American English to establish a clear purpose in their writing, to develop their purpose with adequate and pertinent evidence, and to adapt their presentations to a range of audiences. The preparation of regularly scheduled essays is required, as is revision and editing of instructor-evaluated work.

## **ENG 102: Introduction to the Term Paper and Research Methods (3 credits)**

*45 lecture hours*

*Prerequisite: ENG 101*

Skills are developed in basic research and analysis focusing on topic selection, note taking, planning, composing, and documentation. Students prepare research assignments, including abstracts, bibliographies, and research essays. Certain sections of the course may be designated specifically for students in the Arts and Sciences Transfer Program, Business programs, Allied Health programs, or Legal Assistant programs, providing specialized treatment of students' varying research needs.

## **ENG 103: Journalism (3 credits)**

*45 lecture hours*

*Prerequisite: ENG 101*

The mass media and the specific role of the press are surveyed. Work in the course includes field trips. Students conduct interviews and prepare news and features articles. Assignment to *The College Crier*, the student newspaper, is an option.

## **ENG 106: Creative Writing (Poetry) (3 credits)**

*45 lecture hours*

*Prerequisite: ENG 101*

This course provides practice and constructive criticism in the composition of poetry through class discussion and presentation, individual conferences, and class review of student manuscripts. Readings and analyses of contemporary poets are included.

## **ENG 107: Creative Writing (Fiction) (3 credits)**

*45 lecture hours*

*Prerequisite: ENG 101*

Practice and instruction in the writing of fiction, emphasizing the short story, are offered. Class discussions provide analysis, criticism, and helpful information on the writing and marketing of fiction manuscripts.

## **ENG 112: Medical Writing (3 credits)**

*45 lecture hours*

*Prerequisite: ENG 101*

The principles and processes used in the preparation of selected materials typically required in medical settings are presented. The course emphasizes the composition of specific medical documents in clear, straightforward language and formats appropriate to modern medical writing standards.



# COURSE DESCRIPTIONS

## **ENG 113: Business Writing (3 credits)**

45 lecture hours

*Prerequisite: ENG 101*

The principles and processes used in the preparation of selected materials typically required in business settings are presented. The content stresses the composition of various types of business letters, memoranda, and reports in clear, straightforward language and formats appropriate to current business practices.

## **ENG 114: Technical Writing (3 credits)**

45 lecture hours

*Prerequisite: ENG 101*

The principles and processes used in the preparation of selected materials typically required in technical settings such as engineering, electronics, and data processing environments are presented. The course emphasizes the composition of specific technical reports in clear, straightforward language and formats appropriate to modern technical writing standards.

## **ENG 175: Writing for Teachers (3 credits)**

45 lecture hours

*Offered by contract for Baltimore City Public School System teachers*

Teachers and other school employees are provided with a thorough review of grammar and practice in the kinds of writing they are likely to encounter on the job. Students complete individualized grammar exercises and class assignments during each meeting and for homework. In addition to classroom activities, students have the opportunity, both during class periods and at other times, to work with the computer-assisted instructional materials in the IBM computer lab.

## **ENG 191: Special Topics in English (credits vary)**

This course is the umbrella course name for any custom-designed course in English contracted by an outside business or government agency. Course content and number of credits are those requested by the contracting persons.

## **ENG 199: Individual Study in English (3 credits)**

See IS-Individual Study, p. 118.

## **ENG 200: Introduction to Literature (3 credits)**

*Meets Category I General Education Requirements*

45 lecture hours

*Prerequisite: ENG 101*

The four literary forms—poetry, drama, the short story, and the novel—are studied. Major emphasis is on teaching students to read critically and to write critical essays based on the analysis of various literary works. Students are encouraged to take ENG 200 prior to taking other 200-level Eng courses.

## **ENG 201: Survey of English Literature II (3 credits)**

*Meets Category I General Education Requirements*

45 lecture hours

*Prerequisite: ENG 101*

The chronological and artistic development of English literature in poetry and prose from the Middle Ages through the 18th century is surveyed. Major writers include Chaucer, Milton, Shakespeare, and Swift. Several literary papers are required.

## **ENG 202: Survey of English Literature (3 credits)**

*Meets Category I General Education Requirements*

45 lecture hours

*Prerequisite: ENG 101*

The chronological and artistic development of English literature in the 19th and 20th centuries is studied. Major poets and novelists include Keats, Browning, Dickens, and Lawrence. Several literary papers are required.

## **ENG 203: Masterpieces of World Literature (3 credits)**

45 lecture hours

*Prerequisite: ENG 101*

This course is organized to allow full utilization of the expertise and knowledge of the entire English faculty body in the belief that allowing teachers to teach those masterpieces with which they are familiar and which are not necessarily included in the more traditional English offerings will result in a highly-motivated and effectively taught program of great benefit to the student.

## **ENG 205: The Woman in Literature (3 credits)**

*Meets Category I General Education Requirements*

45 lecture hours

*Prerequisite: ENG 101*

The roles of women as authors and as fictional characters in 19th and 20th century American and British literature are studied. Lectures, discussion, films, and literary analysis are utilized.

## **ENG 207: Survey of American Literature I (3 credits)**

*Meets Category I General Education Requirements*

45 lecture hours

*Prerequisite: ENG 101*

The major literary works produced in America from the Colonial Period to the Civil War are surveyed with emphasis on the New England writers of the Romantic Period.

## **ENG 208: Survey of American Literature II (3 credits)**

*Meets Category I General Education Requirements*

45 lecture hours

*Prerequisite: ENG 101*

The major literary works of American authors from the Civil War to the present are surveyed with special emphasis on the novel. Several literary papers are required.

## **ENG 210: African American Literature (3 credits)**

*Meets Category I General Education Requirements*

45 lecture hours

*Prerequisite: ENG 101*

African American literature from slavery to the 1980s is studied with emphasis on literary principles and literature as a cultural manifestation. Special attention is

# COURSE DESCRIPTIONS

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given to the selfimage of African Americans as expressed in their writings.

## **ENG 212: Survey of Contemporary African American Literature (3 credits)**

45 lecture hours

Prerequisite: ENG 101

This course is a survey of African American autobiographies, biographies, political essays, novels, plays, poems, and short stories from the 1950s to the present. The course introduces selected African American writings and explores their aesthetic, historical, cultural, and socio-political significance.

## **ENGLISH LANGUAGE INSTRUCTION ELI**

College-bound ELI students take a mandatory sequence of courses in core skill areas (ELI 80W; ELI 80R; ELI 81G; ELI 81W; ELI 82G; and ELI 82W). Successful completion of ELI 82G and ELI 82W courses is required before taking English 101.

### **ELI 80W: Intermediate Grammar and Writing (0 Credit)**

90 contact hours; considered 6 semester-hours for billing and scheduling purposes

Prerequisites: Appropriate LOEP test scores

This course offers intensive support for non-native speakers who need to develop sentence writing skills and the ability to write paragraphs for success in High Intermediate Academic Track courses. Grammar topics include verb tense and sentence structure. Students use this knowledge to write a range of well-organized paragraphs.

### **ELI 80R: Intermediate Reading and Vocabulary (0 Credit)**

45 contact hours; considered 3 semester-hours for billing and scheduling purposes

Prerequisites: Appropriate LOEP test scores

Reading comprehension skills of non-native speakers are developed by identifying main ideas, supporting ideas, tone, and point of view. Students learn to use an English-only dictionary and context clues to determine the meaning of unfamiliar words. Students expand vocabulary knowledge through studying word families, roots, and affixes.

### **ELI 81G: High Intermediate Grammar (0 Credit)**

45 contact hours; considered 3 semester-hours for billing and scheduling purposes

Prerequisites: ELI 80W and ELI 80R, or appropriate LOEP test scores

This course provides continuing development and practice of English grammar for non-native speakers who need to improve their oral and written fluency. Topics include writing compound and complex sentences, using gerunds and infinitives, and correctly employing verb tenses and punctuation.

### **ELI 81W: High Intermediate Reading and Writing (0 Credit)**

90 contact hours; considered 6 semester-hours for billing and scheduling purposes

Prerequisites: ELI 80W and ELI 80R, or appropriate LOEP test scores

This course offers non-native speakers instruction in reading comprehension, critical thinking skills, and writing for academic success. Emphasis is on the comprehension, analysis, and interpretation of academic and general readings. Students practice vocabulary acquisition strategies through readings. The content of readings provides material to respond to as students learn to produce logical and coherent paragraphs and well-developed expository essays. Through the process of revision, students learn to edit their work for correct grammar, punctuation, and spelling. Students are also introduced to research skills.

### **ELI 82G: Advanced Grammar (0 Credit)**

45 contact hours, considered 3 semester-hours for billing and scheduling

Prerequisites: ELI 81G; ELI 81W or appropriate LOEP test scores

This course provides continued development of grammatical skills for non-native speakers. Students practice using correct grammatical form to communicate ideas effectively. The correct use of all verb tenses, modal auxiliaries, gerunds and infinitives is stressed. The construction of adjective, noun, and adverb clauses is also covered in this course. Editing practice is provided.

### **ELI 82W: Advanced Reading and Writing (0 Credit)**

90 contact hours, considered 6 semester-hours for billing and scheduling purposes

Co-requisites: ELI 82G or appropriate LOEP test scores

This course for non-native speakers prepares students to understand and respond to college-level material across academic disciplines. It offers development of critical and inferential reading skills, and practice producing logical and well-developed expository and persuasive essays. Students read academic materials and analyze style and organization as the basis for developing their writing skills. Research skills are presented and applied in a short research project. Students are expected to edit their writing.

## **ENVIRONMENTAL SCIENCE ES**

ES 110: Environmental Science (3 credits)

45 lecture hours; 30 laboratory hours

The ways in which water supplies, food supplies, energy supplies, air quality, housing safety, pest control, and public sanitation affect man's external environment and environmental health are examined.

# COURSE DESCRIPTIONS

## FASHION DESIGN FASH

### FASH 101: Apparel Technology (3 credits)

15 lecture hours; 75 hours combined lecture and laboratory  
Lab fee

This course stresses the fundamental skills in the construction of apparel with emphasis on the development of professional proficiency. Garments are created by both hand and machine methods with technical perfection being the goal. Students must have access to an industrial or domestic sewing machine for use out of class.

### FASH 102: Historic Costume and Textile Development (3 credits)

15 lecture hours; 75 hours combined lecture and laboratory  
Prerequisite: AT 101 or AT 200  
Lab fee

The history of costume from ancient civilization to the present and the development, characteristics, and selection of textiles are explored. Through the use of research, museum and library resources, and hands-on experience, students create costumes and apply surface design techniques to fabrics based on historical periods and contemporary events.

### FASH 103: Fashion Design Concepts (3 credits)

45 lecture hours

This introductory course surveys basic concepts for the development of creative apparel. The elements and principles of fashion design-color, texture, line, shape, form, balance, proportion, and rhythm are explored.

### FASH 104: Flat Pattern Design (3 credits)

15 lecture hours; 75 hours combined lecture and laboratory  
Prerequisite: AT 101 or AT 200  
Lab fee

Students are introduced to making patterns for apparel. Emphasis is placed on the use of the master pattern for garments of original design. Further instruction is given in apparel construction.

### FASH 105: Visual Merchandising (3 credits)

45 lecture hours

A variety of techniques, equipment, and materials used to create effective presentations is introduced. Students acquire hands-on experience through projects emphasizing contemporary approaches to both interior and exterior fashion displays. Field trips help students to develop the skills and psychological insights required for successful work.

### FASH 106: Apparel Buying and Retailing (3 credits)

45 lecture hours

The buying function and the various buyer responsibilities in different types of retail apparel organizations are analyzed. Students study career paths, customer demand, retail plans, buying techniques, advertising, and sales promotion.

### FASH 107: Survey of Apparel Retailing (3 credits)

45 lecture hours

An overview is presented of the fashion industry, introducing the environmental, cyclical, design, and business forces that govern the origins and movement of apparel retailing.

### FASH 108: Survey of Textiles (3 credits)

45 lecture hours

Presents an overview of textiles with an emphasis on the factors that produce successful garments. Consideration is given to modern textile innovations, the identification of fabrics, and the comparison of fibers for specific uses.

### FASH 200: Advanced Apparel Technology (3 credits)

15 lecture hours; 75 hours combined lecture and laboratory  
Lab fee  
Prerequisite: AT 101 or the permission of the Program Coordinator

This course is a continuation of AT 101, Apparel Technology. Emphasis is on complex methods of apparel construction, industrial techniques, and the creative interpretation of garments. Students must have access to an industrial or domestic sewing machine for use out of class.

### FASH 201: Technical Fashion Illustration (3 credits)

15 lecture hours; 75 hours combined lecture and laboratory  
Lab fee

Topics range from the frontal croquis figure to the depiction of darts, tucks, yokes, and more. Scale, styling, silhouette lines, and textiles are emphasized as essential in original designs for client presentation and apparel construction.

### FASH 202: Computer-Aided Pattern Design (3 credits)

15 lecture hours; 75 hours combined lecture and laboratory  
Prerequisite: AT 104  
Lab fee

Passing this course with a "C" or better fulfills the College's Computer Literacy Requirement.

The basic methods of developing patterns using the Computer-Aided Drafting and Design (CADD) system are covered. Topics include digitizing, grading, pattern editing, layout, output, individual pattern development, and making monograms and ornaments.

### FASH 203: Design by Draping I (3 credits)

15 lecture hours; 75 hours of combined lecture and laboratory  
Prerequisites: AT 101 or AT 102, and AT 104  
Lab fee

The basic methods of draping patterns on a form, a three-dimensional way of designing, are covered. Emphasis is also placed on further development of skills used in apparel construction.

### FASH 204: Design by Draping II (3 credits)

15 lecture hours; 75 hours of combined lecture and laboratory

# COURSE DESCRIPTIONS

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*Prerequisite: AT 203*

*Lab fee*

Students are required to design and construct a group of garments that address problems relating to line development, style, fabric selection, and fit. Emphasis is placed on advanced methods of pattern design and apparel construction techniques.

## **FASH 205: Tailoring Techniques (3 credits)**

*15 lecture hours; 75 hours of combined lecture and laboratory*

*Prerequisites: AT 104 or AT 203*

*Lab fee*

Students acquire fundamental skills for developing tailored garments with emphasis placed on styling, pattern-making, construction, and fitting of tailored garments.

## **FASH 206: Fashion Entrepreneurship (3 credits)**

*45 lecture hours*

*Prerequisites: ENG 82 or RENG 92 or appropriate course waivers or ACCUPLACER scores*

*Lab fee*

This course provides an introduction to starting a fashion design or retail business. Topics include developing a business plan, defining target markets, product selection, operational issues, and starting an internet based business.

## **FASH 207: Fashion Show Production (3 credits)**

*15 lecture hours; 60 laboratory hours*

*Prerequisites: ENG 82 or RENG 92 or appropriate course waivers or ACCUPLACER scores*

In this course, the students focus on producing a fashion show including: preparing budgets, coordinating the models and clothing, selecting the music and lighting, writing the commentary, and designing the runway. The final project in this course is the Annual Fashion Show that is jointly sponsored by the class and the Apparel Technology Program.

## **FRENCH FR**

### **FR 101: French Elements I (3 credits)**

*45 lecture hours*

This course is the first of two, that help students develop basic proficiency skills in French. The thematic content instruction focuses on developing listening, comprehension, and basic speaking skills. Class activities include conversation, reading, translation, and basic writing, as well as instruction in various aspects of the culture of Frenchspeaking countries.

### **FR 102: French Elements II (3 credits)**

*45 lecture hours*

*Prerequisite: FR 101*

Designed for those who have completed FR 101, this course continues instruction in the fundamentals of French, to help the student develop the skills to speak, read, and write French.

## **GERMAN GER**

### **GER 101: German Elements I (3 credits)**

*45 lecture hours*

This course is the first of two, that helps students develop basic proficiency skills in German. The language is learned in a thematic context, based on real-life situations. Listening, comprehension, and basic speaking skills are emphasized. Instruction includes reading, conversation, translation, and composition. Aspects of life in German-speaking countries are also presented.

### **GER 102: German Elements II (3 credits)**

*45 lecture hours*

*Prerequisite: GER 101*

This course continues GER 101. Emphasis is on extending skills in spoken German within the context of real-life situations. More reading and writing are included in this course. Instruction includes reading, conversation, translation, and composition.

## **HEALTH HEA**

### **HEA 102: First Aid and Safety (1 credit)**

*30 lecture hours*

This course is the Red Cross Standard Safety and First Aid course. Students are certified in CPR. Red Cross certificates are awarded upon successful completion. Possession of a current American Red Cross completion card fulfills the requirements of this course.

## **HEALTH AND LIFE FITNESS HLF**

### **HLF 100: Life Fitness: Weight Training/Jogging/ Fitness (1 credit)**

*30 lecture/activity hours*

*Lab Fee*

Fitness through the use of aerobic exercise is emphasized. Rhythmic calisthenics without apparatus, are done to music to improve the body's strength, suppleness, and balance. Weight training activities are suggested to enable the student to reach a new fitness level. Each student does a personal health history, and vital signs check-up. Contemporary issues in health are discussed.

### **HLF 135: Beginning Tennis (1 credit)**

*30 lecture/activity hours*

*Lab fee*

Fundamental skills, rules, and "tennis talk" are emphasized.

### **HLF 138: Bowling (1 credit)**

*30 lecture/activity hours*

*Lab fee*

The basic concepts, practices, and skills of bowling are surveyed. Emphasis is on skills, pin recognition, and scoring.



# COURSE DESCRIPTIONS

## **HLF 139: Limited Activities I (1 credit)**

30 lecture/activity hours

Lab fee

This course is designed for students who have a medical disability. The student must have a documented report of a medical condition.

## **HLF 142: Weight Reduction (2 credits)**

45 lecture/activity hours

Lab fee

Students gain knowledge of the basic concepts of weight control. Emphasis is on sound nutritional practices, a graduated series of physical fitness and aerobic exercises, and theories of behavior changes, as they relate to weight control.

## **HLF 143: Beginning Modern Dance I (2 credits)**

30 lecture/activity hours

Lab fee

Modern Dance is taught in order to improve body strength, suppleness, and balance. Exercise through the use of modern dance techniques is stressed. Contemporary health and fitness issues are included.

## **HLF 160: Basketball (1 credit)**

30 lecture/activity hours

Lab fee

The basic skills and team play of basketball are introduced.

## **HLF 166: Weight Training (1 credit)**

30 lecture/activity hours

Lab fee

The basic skills of weight training and their effects on the body are taught.

## **HLF 167: Jogging (1 credit)**

30 lecture/activity hours

Lab fee

This course familiarizes students with the various styles and techniques of running.

## **HLF 181: Aerobic Dance I (1 credit)**

30 lecture/activity hours

Lab fee

Designed for fun and fitness, the dances are choreographed to be simple enough for the “nondancing” student, yet challenging enough to be stimulating.

## **HLF 182: Aerobic Dance II (1 credit)**

30 lecture/activity hours

Lab fee

This course continues HLF 181. Although the dance routines are more strenuous than those in HLF 181, they continue to emphasize fun and fitness.

## **HLF 201: Personal and Community Health (3 credits)**

45 lecture hours

Contemporary concerns in health science, including

mental health, sexuality and reproduction, drugs and alcohol, physical fitness, nutrition, human development, and healthcare delivery systems are examined. Decision-making is emphasized.

## **HLF 205: Human Sexuality (3 credits)**

Fulfills Category VI General Education Requirements

45 lecture hours

Health-focused perspectives on sexuality, based on psychological, physiological, and sociological concepts are explored. The information assists students with making informed sexuality-related choices. Content includes origins of sexuality, gender roles, relationships, reproductive and sexual health.

## **HLF 210: Physical Fitness and Health (2 credits)**

30 lecture hours

Students are provided with knowledge about the role of exercise, and a wellness approach to health and fitness. Assessment instruments are used to develop a personal physical fitness program. Participation in class discussions and fitness activities are included.

## **HLF 296: Golf (1 credit)**

30 lecture/activity hours

Lab fee

The beginning golfer is provided with enough knowledge of fundamental strokes, rules, and etiquette to play on a golf course.

## **HEALTH INFORMATION TECHNOLOGY/CODING SPECIALIST HIT**

### **HIT 120: Health Information Technology (4 credits)**

30 lecture hours; 60 lab hours

Prerequisite: ENG 101, HIT 232

Corequisite: AH130

Lab fee

Students are oriented to the health records profession and healthcare delivery systems, while learning the uses, content, and format of a health record in different healthcare settings. Health information, retention and retrieval systems, indices, and registers are studied. A simulated lab practice focuses on the quantitative processing of a health record, and techniques for maintenance and acquisition of primary and secondary records. Many lab assignments utilize computers.

### **HIT 123: ICD-9-CM Coding Principles and Practice (4 credits)**

45 lecture hours; 30 lab hours

Prerequisites: AH 130; HIT 120; BIO 111; or permission of the instructor

Lab fee

Orientation is provided to the coding principles and practices of International Classification of Diseases, 9th Revision, and Clinical Modification. Coding practices in hospitals, long-term care facilities, and

# COURSE DESCRIPTIONS

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physician's offices are reviewed. The laboratory provides experience in coding patients' records. Medical, surgical, obstetrical, newborn, psychiatric, ambulatory surgery, and emergency room records are utilized. Students are introduced to computer input on encoders, and DRG and APG groupers.

## **HIT 130: Health Information Practicum I (2 credits)**

*90 professional practice hours*

*Prerequisites: HIT 120; HIT 232*

Students apply skills gained in HIT 120, and acquire additional competence in health record analysis, completion, and maintenance. This course includes computer applications in MPI, chart control, and patient registration. Ninety hours are spent in an acute care facility.

## **HIT 132: CPT-4 Coding Principles and RVUs/APCs (2 credits)**

*15 lecture hours; 30 lab hours*

*Prerequisites: AH 130; BIO 111; HIT 123; or permission of instructor*

*Lab fee*

Orientation is provided to the coding principles of CPT-4. Ambulatory surgery, emergency room, clinics, and physician office use of CPT-4, are emphasized. Lab includes coding from records, and use of the computer encoder and APC grouper.

## **HIT 226: Coding Practicum II (3 credits)**

*15 lecture hours; 60 lab hours*

*Prerequisite: HIT 123*

*Corequisites: HIT 132 and HIT 240 or permission of the instructor*

*Lab fee*

Practice is provided in coding 180 medical records of inpatients, as well as ambulatory surgery, emergency room, psychiatric, and long-term care patients. Students gain additional experience with DRG, APR and APC groupers.

## **HIT 231: Health Information Practicum II (1 credit)**

*45 professional practice hours*

*Prerequisite: HIT 120*

Students have 45 hours of practical experience in all phases of health records practice, at three different types of alternative healthcare settings such as HMO, long-term care, psychiatric, rehabilitative, or specialty facilities. Students apply all the health records skills learned to meet the competency requirements of the course.

## **HIT 232: Computer Applications in Healthcare (2 credits)**

*15 lecture hours; 30 lab hours*

*Prerequisites: HIT 120*

*Lab fee*

*Passing this course with a "C" or better fulfills the College's Computer Literacy Requirement.*

Students are oriented to computer applications in the

healthcare system. Topics include information systems, the computer-based record, and software packages. The course includes guest speakers, field trips, and hands-on laboratory experience with encoders, QA software, registries, and more. Hands-on experience is emphasized.

## **HIT 240: Advanced ICD-9-CM Coding/DRGs and DSM-IV (2 credits)**

*15 lecture hours; 30 lab hours*

*Prerequisites: HIT 123; BIO 111*

*Corequisites: BIO 112; AH 230*

*Lab fee*

Students are oriented to the coding principles of DSM-IV, and apply ICD-9-CM principles in prospective payment. Simulated practice focuses on coding in-patient records. Students gain practice using Medicare DRG, APR, and APC groupers. 3M HIS and Quandra Med Ncodar+ are used in the lab.

## **HIT 251: Healthcare Management and Supervision (3 credits)**

*30 lecture hours; 30 lab hours*

*Prerequisite: HIT 120 or permission of the instructor based on student experience in a healthcare agency or other healthcare program, and completion of one clinical affiliation.*

*Lab fee*

*Passing this course with a "C" or better fulfills the College's Computer Literacy Requirement.*

Management functions and principles as they apply to healthcare supervision, at the first and second level of management, are introduced. Simulated laboratory practice includes case studies and role-playing; conducting in-service training, interviews and counseling sessions; and writing job descriptions, procedures, equipment justifications, and reports. MS Word, Excel and PowerPoint are used.

## **HIT 252: Clinical Quality Assurance and CQI (3 credits)**

*30 lecture hours; 30 lab hours*

*Prerequisite: HIT 130 or permission of the instructor*

*Corequisite: HIT 262*

*Lab fee*

Students are oriented to concepts and methodologies of quality assurance, utilization review and risk management, total management quality (TMQ), and continuous quality improvement (CQI), and their operation in facilities. The presentation of data, the tumor registry, and the role of the healthcare information technician in abstracting tumor data for statistical analysis and evaluation is also presented. Microsoft Office is used in the lab.

## **HIT 262: Health Information Practicum IV (2 credits)**

*Prerequisite: HIT 252*

The HIT 262 Practicum IV focuses on management level projects in the following areas of Health Information Technology: Health Data Management; Clinical Classification Systems and Reimbursement Methods; Statistical and Quality Improvement; Health Privacy, Confidentiality, Legal and Ethical Issues; Information

# COURSE DESCRIPTIONS

Technology and Systems; Management and Health Information Services; and Project and Operations Management. These projects will utilize domains, tasks, sub-tasks, knowledge and skills obtained throughout the entire HIT Program. Additional assignments will include case studies, research and Internet assignments.

## HISTORY H

### H 101: History of American Civilization I (3 credits)

*Meets Category II General Education Requirements  
45 lecture hours*

*Prerequisites: ENG 82 or RENG 92 or appropriate course waivers or ACCUPLACER scores*

The settlement of America and its people, from the Age of Exploration, to the conclusion of the Civil War, is surveyed. Major political, economic, and social trends are included in the survey.

### H 102: History of American Civilization II (3 credits)

*Meets Category II General Education Requirements  
45 lecture hours*

*Prerequisites: ENG 82 or RENG 92 or appropriate course waivers or ACCUPLACER scores*

The emergence of America as a major industrial and world power, from the post-Civil War era, to modern times, is traced. Major political, economic, and social trends are included.

### H 110: History of African American Civilization I (3 credits)

*Meets Category II General Education Requirements  
45 lecture hours*

*Prerequisites: ENG 82 or RENG 92 or appropriate course waivers or ACCUPLACER scores*

The history of the African people from the anthropological origins of humankind, through ancient and medieval African history, to the colonial experience in the Americas, up to the mid-19th century is traced.

### H 111: History of African American Civilization II (3 credits)

*Meets Category II General Education Requirements  
45 lecture hours*

*Prerequisites: ENG 82 or RENG 92 or appropriate course waivers or ACCUPLACER scores*

The African-American historical experience from 1860 to the present, is studied. This part of the survey includes a detailed study of the economic, social, cultural, and political life of African-Americans in the United States.

### H 151: World History I (3 credits)

*Meets Category II General Education Requirements  
45 lecture hours*

*Prerequisites: ENG 82 or RENG 92 or appropriate course waivers or ACCUPLACER scores*

World culture from prehistoric times, through the Renaissance, is surveyed.

### H 152: World History II (3 credits)

*Meets Category II General Education Requirements  
45 lecture hours*

*Prerequisites: ENG 82 or RENG 92 or appropriate course waivers or ACCUPLACER scores*

World development is surveyed from the Protestant Reformation, to modern times.

## HOSPITALITY MANAGEMENT HIM

### HIM 100: Introduction to the Hospitality Industry (3 credits)

*45 lecture hours*

*Prerequisite: None*

Introduction to the Hospitality Industry is an examination of the lodging and food service industry, within the context of tourism. The course emphasis is on the development and nature of the global hospitality industry; organization for international operations and culture; and operational components of the hospitality business. Career opportunities, key issues, world destinations, floating resorts, special characteristics of tourism, destination life cycles, and costs/benefits of tourism are also explored.

### HIM 196: Hospitality Industry Internship (3 credits)

*135 field work hours*

*Prerequisite: HIM 100 and program coordinator approval*

The Hospitality Industry Internship is a supervised and evaluated work experience, that enables the student to relate industry concepts to practice. Academic evaluation is based on the completion of the required hours, on-site internship performance, and assignments completed.

### HIM 295: Hotel Front Office Management (3 credits)

*45 lecture hours*

*Prerequisites: HIM 100, ENG 82 or RENG 92, MAT 82 or appropriate course waivers or ACCUPLACER scores*

Hotel Front Office Management is an examination of front office policies, procedures and practices. Examples of topics include: front office marketing and sales, the guest cycle from reservation to billing and collection, the night audit, the process of handling complaints, yield management, reservations systems, uniformed services, confidentiality, and key control.

### HIM 297: Hospitality Law (3 credits)

*45 lecture hours*

*Prerequisite: HIM 100, ENG 101, MAT 82, highest developmental reading*

Hospitality Law is an examination of legal issues, as well as, governmental legislation and regulation, which have an impact on the global hospitality industry. Case studies are explored to develop preventative management strategies with the aim of minimizing risk.

# COURSE DESCRIPTIONS

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## **HIM 298: Hotel and Restaurant Management (3 credits)**

45 lecture hours

*Prerequisite:* HIM 100 and HIM 295 or program coordinator approval

Hotel and Restaurant Management is an examination of management techniques, utilized by selected hotels and restaurants in various operational departments. The main method of instruction are site visits within the hospitality industry. At each hospitality operation, a key manager will give a presentation that emphasizes the departmental operating practices and policies.

## **HIM 299: Hospitality Service Quality Management (3 credits)**

45 lecture hours

*Prerequisites:* HIM 100; HIM 295, HIM 196, and HIM 297 or program coordinator approval

An integrative course intended to draw together the several disciplines on which hospitality administration is based. Examines the relationship between service quality management and financial performance; evaluation issues; and operational reality through field observation with the aim of decreasing guest defection, increasing market share, improving operational decisions, and strategic thinking.

## **HUMANITIES HUM**

### **HUM 202: Survey of Art, Literature, and Music (3 credits)**

*Meets Category VI General Education Requirements*

45 lecture hours

*Prerequisite:* ENG 101 or appropriate ACCUPLACER scores

The interrelationships of art and music, including African and Eastern influences, are introduced. Historical perspective is provided by a preliminary investigation of selected social, political, and artistic current events. The interrelationships among these areas and their significance to contemporary life are emphasized. Class trips to local museums are included.

### **HUM 204: Work and Culture: Image and Ethic (3 credits)**

45 lecture hours

*Prerequisite:* ENG 101 or appropriate ACCUPLACER scores

This interdisciplinary course is designed to introduce students to the relationships between technology and work, and how these relationships are reflected in the art, music, drama, and literature of a variety of Western and non-Western cultures. Students develop an understanding of how the introduction of technology, changed the distribution of labor, and, subsequently, work ethics and management/employee relationships as reflected in the fine and applied arts. Topics discussed include: the historical development of the division of labor (with an analysis of this division by race, gender, class, and ethnicity); the impact of automation on the redistribution of labor (from manufacturing to service

industries) in the more industrialized countries; and work songs as a measure of the work ethic.

### **HUM 205: Literature and Healing: Moral, Ethical, and Legal Implications (3 credits)**

*Meets Category VI General Education Requirements*

45 lecture hours

*Prerequisite:* ENG 101 or appropriate ACCUPLACER scores

This course offers students the opportunity to access and to analyze moral and ethical principles which apply to different health-related issues expressed in literary works. Issues such as patient abuse, mental illness, highly infectious viral diseases, depression, physical diseases, death, and other related issues will be considered from the practical perspective of literature, psychology and philosophy students as well as students in the biotechnology and allied health fields. These specific issues will be presented through the study of novels, books, and articles from which principles and dilemmas regarding the content may have evolved as well as the critical and analytical study of literary selections in which these issues are evident.

### **HUM 206: The City: Center of Civilization (3 credits)**

45 lecture hours

*Prerequisite:* ENG 101 or appropriate ACCUPLACER scores

The role of the city in the development of civilization (particularly Western civilization) is explored. The social, economic, and political forces that shaped cities are examined from the perspectives of the social sciences, and as portrayed in the arts and literature. A Baltimore case study is included.

### **HUM 207: Creation: Myths and Theories (3 credits)**

*Meets Category VI General Education Requirements*

45 lecture hours

*Prerequisite:* ENG 101 or appropriate ACCUPLACER scores

This comparative study of the myths and theories of creation, examines people's beliefs about the origins of the world, their meaning, and the development of cultural traditions based on those beliefs. The course also provides an opportunity to study the development of scientific theories of creation, as an outgrowth of man's technological development.

### **HUM 208: Technology in Literature (3 credits)**

45 lecture hours

*Prerequisite:* ENG 101 or appropriate ACCUPLACER scores

The past, present, and future implications of technology are discussed. Reading and discussing novels, short stories, poems, essays, and films, probe the ethical and moral responsibilities of those involved in technological occupations.

## **INDEPENDENT STUDY IDS**

Independent Study enables a student who meets certain criteria to earn credit independent of a classroom setting for a specific course described in the Catalog. Students are expected to complete their programs through the normal schedule of courses. However, students in their last



# COURSE DESCRIPTIONS

semester are permitted to apply to take a required course as Independent Study, provided that all the following conditions have been met.

1. The student is in his/her last semester.
2. The student is required to complete the particular course in order to complete a degree or certificate program.
3. The course is not offered in the semester schedule, or the time conflicts with another course the student needs to take.
4. No appropriate course substitution can be found.
5. The Independent Study is approved on the Independent Study Form by the respective Dean and Vice President for Academic Affairs.

## INDIVIDUAL STUDY IS

These courses enable talented students to earn credit in certain disciplines through special projects, research, creative work, internships, or other means of independent academic pursuit, without conforming to the restrictions of a traditional classroom setting. Individual study credit may be earned only for a course that deals with content not included in an existing BCCC course. Individual study is different from and should not be confused with, independent study.

To earn Individual study credit, students must first submit a proposal in which they explain in detail, the project for which credit is desired. Proposals may be submitted at any time during the academic year, and proposal forms are available from department chairs. Often students prepare the proposal in consultation with the BCCC instructor, who will subsequently supervise and evaluate the actual work. The proposal must be approved by both the appropriate department chair and the supervising instructor. After approval is granted, students must register and pay the normal tuition and fees before beginning the work. The number of credits to be earned for an individual study project depends upon the scope of the endeavor and shall be stated as part of the initial proposal. No more than six credits earned through individual study may be used towards the Associate's degree. For further information, contact the chair of the department in which individual study is desired.

## LAB ANIMAL SCIENCE LAS

### LSS 101: Laboratory Communication Skills (3 credits)

*45 lecture hours*

This course is designed to introduce students to proper laboratory management in correspondence using email, telephone and journal formats. Software applications, journal reading, writing, and presentations will also be addressed. Journal papers will be assigned individually to address the area of concentration. Basic terminology used in biomedical labs will be introduced.

### LSS 102: Laboratory Math, Computer Skills and Informatics (3 credits)

*45 lecture hours*

This course is designed to teach students how to (1) master mathematics for preparation of solutions and dilutions, and other science related procedures; (2) use Excel and computer network for laboratory applications; and (3) use search engines and biomedical research databases to locate subject specific information.

### LSS 103: Laboratory and Sterilization Management (3 credits)

*30 lecture hours; 30 lab hours*

This course is designed to teach students how to (1) perform day-to-day organization and management of biomedical laboratories; (2) apply proper Standard Operation Procedures (SOPs) and Good Laboratory Practices (GLPs) for upkeep of asepsis in biomedical laboratories and cleaning and sterilization of glassware; and (3) handle records and documentation in biomedical laboratories.

### LSS 104: Seminar in Biotechnology or Related Fields (1 credit)

*15 lecture hours*

The purpose of this course is to provide a general knowledge in biotechnology or related fields. Students will attend one hour per week seminars either in class with guest speakers, or off-campus at the University of Maryland at Baltimore (UMB) campus.

### LSS 105 Introduction to Lab Animal Science (3 credits)

*45 lecture hours*

*Prerequisites: LSS 101, LSS 102, and LSS 103. (Note: if students already completed LSS 101, 102, and 103 previously, they are eligible to take LSS 104.)*

This course is designed to prepare students to work with lab animals by teaching them about lab animal science topics such as animal health, regulations, animal anesthesia, animal euthanasia, etc

### LSS 106: Instrumentation and Techniques for Biotechnology Lab (4 credits)

Students are introduced to instruments commonly used in biotechnology. Theoretical as well as practical experiences are included in the following areas: spectrophotometry, column chromatography, as well as, (paper chromatography, thin layer chromatography, and high performance liquid chromatography), electrophoresis, fluorescence, microscopy, centrifugation, polymerase chain reaction, and other specialized laboratory instruments. The students will use these instruments for isolation, identification, and purification of isolates with qualitative and quantitative results. Students are also responsible for laboratory documentation, with emphasis on maintenance, calibration, and equipment logs.

# COURSE DESCRIPTIONS

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## LEGAL ASSISTANT PLA

### PLA 101: General Law I (3 credits)

45 lecture hours

Corequisite: ENG 101

This course is a prerequisite to all other PLA courses. Students are introduced to the content of common and statutory law and common legal terminology.

### PLA 102: Legal Research/Bibliography (3 credits)

45 lecture hours

Corequisite: PLA 101

The basic techniques of legal research, which is divided into three main types of legal authority: case law, legislation, and secondary sources, are covered. Proper citation forms are stressed along with "briefing" of cases, and memo preparation.

### PLA 106: Legal Writing (3 credits)

45 lecture hours

Prerequisites: PLA 101 and ENG 101

The principles and processes used in the preparation of selected materials, frequently required in professional legal settings, are presented. The course provides instruction and practice in preparing letters, court pleadings, operative documents, and office memorandum. The course does not address the drafting of complex legal documents.

### PLA 107: Office Practice and Ethics (3 credits)

45 lecture hours

Corequisite: PLA 101

This course introduces the student to different legal structures, used by law firms and surveys standard procedures used in law offices, including accounting methods, time keeping, and billing. The course also covers ethical principles applicable to attorneys and legal assistants, including study of ABA Rules of Professional Responsibilities, Maryland Court Rules, and NALA and NFPA guidelines.

### PLA 191-192: Special Topics in Legal Assistant (2 credits)

30 lecture hours

Prerequisite: any 100-level PLA course or permission of the instructor

These courses are designed to meet special needs of agencies and groups. Faculty and the group requesting the course develop topics cooperatively. Students may take more than one special topics course as long as the topics differ. A maximum of six credits may be used toward graduation.

### PLA 193: Special Topic: Environmental Law (2 credits)

30 lecture hours

Prerequisite: PLA 101

Corequisite to be set by Legal Assistant Program Coordinator

The relatively young and dynamic field of environmental law, is the focus of this course. Students are exposed to the array of laws, which fall under the rubric of

"environmental law," with special emphasis on Federal statutes and regulations.

### PLA 194: Special Topic: Constitutional Law (2 credits)

30 lecture hours

Prerequisite: ENG 101 and PLA 101

This course is designed to give students an in-depth understanding of the United States Constitution, and the U.S. Supreme Court, both from a historical and judicial perspective, through the use of assigned readings and classroom exercises. There will be an emphasis on the landmark cases over the last two centuries, the current trends of the Court, and the general principles of Constitutional Law. Judicial process and terminology will be discussed in the context of the historical development, and sociological role of our legal system.

### PLA 196: Special Topic: Employment Law (3 credits)

45 lecture hours

Prerequisite: PLA 101

Corequisites to be set by Legal Assistant Program Coordinator

Procedural and substantive employment-related law at the State and Federal levels is studied. Students become familiar with the kinds of legal documents generated in an employment law practice, with the role of the paralegal in employment and discrimination law, and with the skills necessary to assist an attorney practicing before a State or Federal administrative agency.

### PLA 197: Special Topic: Communications Law (2 credits)

30 lecture hours

Prerequisite: PLA 101

Corequisites to be set by Legal Assistant Program Coordinator

The major issues in mass communications law today are examined. Topics include regulatory frameworks for broadcasting and cable television, and proposed alternative schemes; public access to different media; libel and invasion of privacy; and regulation of obscene and indecent material.

### PLA 203: Practicum (3 credits)

15 lecture hours; 90 practice hours

Prerequisite: PLA 101 and PLA 107; or permission of the Legal Assistant Program Coordinator

This course requires that students spend six hours per week in areas where law-related activities are being conducted.

### PLA 204: General Law II (3 credits)

45 lecture hours

Prerequisite: PLA 101

This course presents advanced study of constitutional, labor, and administrative law. This course is designed to enable the student to gain additional perspective on the legal system as a whole, by viewing it from the particularities of its individual parts. The law is presented as a complex "amorphous" or "living" entity, capable of change, growth, and upheaval-yet capable of effecting

# COURSE DESCRIPTIONS

continuing standards of justice and fair play. Students study the functioning of stare decisis systems and the effective use of both case precedent and statutory interpretation. Students also examine the philosophical and historical formation of the law. The course focuses on the complex inter-relationship of the judicial, executive, and legislative branches of government, and the inherent difficulties of the process of growth within the structure.

## **PLA 248: Torts (3 credits)**

45 lecture hours

*Prerequisite:* PLA 101

This course examines the law of imposed liability, liability for harm to person or property, intentional torts, negligence and gross negligence, nuisance, strict liability, products liability, defamation, invasion of privacy, causation, contributory negligence, comparative negligence, elements of damages for torts, and liability of property owners.

## **PLA 249: Criminal Procedure for the Legal Assistant (3 credits)**

45 lecture hours

*Prerequisite:* PLA 101

The various procedures and forms necessary to assist an attorney in a criminal case are covered. Emphasis is given to such topics as interviewing potential clients and witnesses and fact investigation. Topics include crimes and offenses; criminal procedures and Constitutional guarantees concerning arrest, searches and seizures, interrogation, lineups, right to counsel, pre-trial release, preparation for trial; and post-conviction procedure.

## **PLA 254: Legal Specialty: Administrative Law (3 credits)**

45 lecture hours

*Prerequisite:* PLA 101

Administrative law concepts and practice by paralegals before both State and Federal administrative agencies are covered. Students focus on document preparation for two or more specific agencies, at least one at each level.

## **PLA 256: Legal Specialty: Family Law (3 credits)**

45 lecture hours

*Prerequisite:* PLA 101

The substantive law of marriage and divorce, adoption, guardianship, TANF, and child support in Maryland is discussed. Emphasis is on Maryland rules and procedures, and the document preparation and other assignments a legal assistant would be expected to know or perform, under the supervision of a family law practitioner.

## **PLA 257: Legal Specialty: Litigation (3 credits)**

45 lecture hours

*Prerequisite:* PLA 101

Students examine civil litigation, including substantive law concepts and the applicable Maryland rules, with an emphasis on the pre-trial and post-trial work done by legal assistants under the supervision of an attorney.

## **PLA 259: Estates and Trusts (3 credits)**

45 lecture hours

*Prerequisite:* PLA 101

The basic legal principles and paralegal skills related to estate administration and probate procedures, as well as trust creation and administration, are explored in this introductory course in estates and trusts. In addition to drafting considerations related to wills and trust documents, students become familiar with the Federal and State tax filings necessary to the administration process.

## **PLA 260: Business Organizations (3 credits)**

45 lecture hours

*Prerequisite:* PLA 101

This course presents the substantive law of business organizations, including sole proprietorship, various partnerships, and corporations. In addition, the course emphasizes document preparation routinely done by legal assistants, including information that is necessary to form a Maryland corporation.

## **PLA 261: Real Property (3 credits)**

45 lecture hours

*Prerequisite:* PLA 101

This course covers basic real estate principles and procedures, including legal descriptions, title and ownership, transfer and finance, basic taxation principles, appraisal, and closing procedures. Emphasis is on documents used in Maryland.

## **PLA 262: Mediation and Arbitration (3 credits)**

45 lecture hours

*Prerequisite:* PLA 101 or permission of the Legal Assistant Program Coordinator

Basic mediation skills are taught. The course begins by examining the nature of conflict and the methods used by individuals and society to resolve conflicts between and among individuals. Mediation and arbitration are then introduced as methods of conflict resolution. Students first prepare to be mediators by examining their own biases. In addition to this self-examination, cultural differences in communication are examined.

## **PLA 265: Computer-Assisted Legal Research (3 credits)**

45 lecture hours

*Prerequisite:* PLA 101

*Passing this course with a C or better fulfills the College's Computer Literacy Requirement.*

Students learn the basic techniques of computer-assisted legal research (CALR), using both LEXIS and WESTLAW. Students become familiar with databases commonly used for State and Federal case law, and statutory research, and with Boolean and natural language search methodologies. The course also introduces basic techniques of using the Internet for legal research.



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## **PLA 267: Maryland Pleadings and Practice (3 credits)**

45 lecture hours

*Prerequisite:* PLA 101

This course is designed to give students an in-depth understanding of the Maryland state and federal court systems, through a series of field trips, mock filings of pleadings, and drafting assignments. Students will visit the District Court of Baltimore City, the Circuit Court for Baltimore City (criminal, civil and juvenile sections), an administrative agency, and the U.S. Bankruptcy Court. In a variety of forums, students will attend hearings, where feasible, and also prepare a trial portfolio of mock pleadings, discovery documents, motions, and service documents on their assigned case.

## **LABORATORY SKILLS LSS**

### **LSS 101: Laboratory Communication Skills (3 credits)**

This course is designed to introduce students to proper laboratory management in correspondence using email, telephone and journal formats. Software applications, journal reading, writing, and presentations will also be addressed. Journal papers will be assigned individually to address the area of concentration. Basic terminology used in biomedical labs will be introduced.

### **LSS 102: Laboratory Math, Computer Skills and Informatics (3 credits)**

This course is designed to teach students how to (1) master mathematics for preparation of solutions and dilutions, and other science related procedures; (2) use Excel and computer network for laboratory applications; and (3) use search engines and biomedical research databases to locate subject specific information.

### **LSS 103: Laboratory and Sterilization Management (3 credits)**

This course is designed to teach students how to (1) perform day-to-day organization and management of biomedical laboratories; (2) apply proper Standard Operation Procedures (SOPs) and Good Laboratory Practices (GLPs) for upkeep of asepsis in biomedical laboratories and cleaning and sterilization of glassware; and (3) handle records and documentation in biomedical laboratories.

### **LSS 104: Seminar in Biotechnology or Related Fields (1 credit)**

The purpose of this course is to provide a general knowledge in biotechnology or related fields. Students will attend one hour per week seminars either in class with guest speakers, or off-campus at the University of Maryland at Baltimore (UMB) campus.

### **LSS 106: Instrumentation and Techniques for Biotechnology Lab (4 credits)**

Students are introduced to instruments commonly used in biotechnology. Theoretical as well as practical experiences are included in the following areas: spectrophotometry, column chromatography, as well as, (paper chromatography, thin layer chromatography, and high performance liquid chromatography),

electrophoresis, fluorescence, microscopy, centrifugation, polymerase chain.

## **MANAGEMENT MGMT**

### **MGMT 102: Principles of Supervision (3 credits)**

45 lecture hours

Management functions and principles applicable to the supervisory level of management are introduced. Leadership skill, teamwork, and customer satisfaction are emphasized. This course is designed for those who want to become supervisors or want to improve their present levels of supervisory skills and knowledge. Extensive use of role-playing and the case study method are employed to give students a chance to apply the principles and techniques of supervision as they apply in different situations.

### **MGMT 103: Business Mathematics (3 credits)**

45 lecture hours

*Prerequisite:* MAT 81 or satisfactory ACCUPLACER score  
*A small pocket calculator is required.*

The first course in mathematics for business students, MGMT 103 emphasizes solving problems in the areas of interest and discount, negotiable instruments, payroll, buying, selling, and checking accounts, and other business applications. Stocks, bonds, and mutual funds are also covered. Use of electronic calculators in solving problems is stressed.

### **MGMT 170: Small Business Management (3 credits)**

45 lecture hours

Designed for people starting, operating, or managing a small business, this course gives an overview of entrepreneurship, management of an on-going business, launching a new venture, and preparation of a business plan. Market research and customer satisfaction are emphasized. Case study, role-playing, and guest lecturers from the business community supplement text material.

### **MGMT 180: Personal Financial Management (3 credits)**

45 lecture hours

*Prerequisite:* MAT 82

Students are introduced to the principles of financial planning, and the resources necessary to achieve financial success. The financial planning process includes budgeting, cash management, using credit cards, borrowing, tax management, major expenditures, risk management, investments, and retirement and estate planning. After completing this course, students understand the importance of establishing financial goals, and the steps in the financial planning process.

### **MGMT 219: Human Resource Management (3 credits)**

45 lecture hours

*Prerequisite:* MGMT 222 or permission of the program  
*Coordinator/Associate Dean of Business, Office and Computer Information Systems Department*



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This course is designed to analyze the techniques used to successfully manage a Human Resources Department. Employment needs, recruitment, hiring, training, motivating, performance appraisal, compensation, labor relations, and diversity, are some of the major responsibilities of the Human Resources Department covered in this course. Students must complete case studies, short library research projects, and a major research project.

## **MGMT 222: Principles of Business Management (3 credits)**

45 lecture hours

*Prerequisite:* BUAD 100 or permission of the program Coordinator/Associate Dean of Business, Office and Computer Information Systems Department

Basic management principles and procedures used in modern businesses are introduced. Areas studied include planning, organizing, leading, controlling, and understanding principles of quality. Employee relations and continuous improvement are emphasized throughout the semester. Case studies are used to develop decision-making skills, and to provide practical background in management techniques.

## **MGMT 224: Investment Analysis and Portfolio Management (3 credits)**

45 lecture hours

*Prerequisite:* MGMT 180

Investment vehicles, techniques and strategies, regulations, and tax planning are introduced. Students gain an understanding of securities as investment vehicles, for portfolio construction and management. Job opportunities for graduates with financial securities knowledge are discussed.

## **MGMT 228: Risk Management and Insurance (3 credits)**

45 lecture hours

*Prerequisites:* ENG 82 or RENG 92 or appropriate course waivers or ACCUPLACER scores or ENG 101; MAT 82

Students are introduced to the concepts of probability of loss, and how losses may be eliminated, reduced, or covered by insurances. Examined are personal property and liability risks, commercial property and liability risks, and life and health risks, among others. Insurance needs and costs are surveyed.

## **MGMT 229: Principles of Leadership (3 credits)**

45 lecture hours

*Prerequisite:* MGMT 222 or permission of the program Coordinator/Associate Dean of Business and Information Systems Department

Leadership as an art that can be learned, is the focus of this course. The relationship between management and leadership is explored. Vision, creativity, and the ability to influence the behavior of followers towards the accomplishment of a common goal are some of the crucial qualities and skills necessary for a successful leader. Case studies, role-playing, and team assignments are used to give students a chance to use leadership skills. Business

leaders from the community are invited, and guest speakers who share their experiences with students. Each student is required to prepare a report comparing the leadership style of a business leader and a leader from a non-business organization.

## **MGMT 280: Electronic Commerce (E-Commerce) (3 credits)**

45 lecture hours

*Prerequisite:* BUAD 112 or permission of the program Coordinator/Associate Dean of Business, Office and Computer Information Systems Department

This course introduces students to the world of electronic commerce (E-Commerce). The theory and history of ECommerce are studied, so that students develop the skills necessary to research web businesses and determine how and why they are successful. Business-to-consumer, and business-to-business sites, are the focus. Basic web site design, marketing, management, the business plan, and superior customer service are other important topics examined. The skills and knowledge acquired in the course provide the tools necessary to create an electronic business on the Internet.

## **MARKETING MKTG**

### **MKTG 210: Retailing (3 credits)**

45 lecture hours

*Prerequisite:* MKTG 223 or permission of the program Coordinator/Associate Dean of Business, Office and Computer Information Systems Department

This course covers retailing and its role in distribution, problems of administrative organization, store layout, location, buying, pricing, merchandising, sales promotion, and current trends in retailing. Quality management and customer satisfaction are emphasized. The case study method is used.

### **MKTG 211: Advertising (3 credits)**

45 lecture hours

*Prerequisite:* MKTG 223 or permission of the program Coordinator/Associate Dean of Business, Office and Computer Information Systems Department

Advertising in modern business is examined with emphasis on historical, social, and economic development of the field. Stress is on the psychological and creative factors involved in advertising as well as the relationship of advertising to overall marketing strategy. The case study method is used.

### **MKTG 212: Principles of Selling (3 credits)**

45 lecture hours

*Prerequisite:* MKTG 223 or permission of the program Coordinator/Associate Dean of Business, Office and Computer Information Systems Department

The nature of personal selling, its fundamentals and requirements, is analyzed. Emphasis is placed on the development of creative thinking and natural self-expression, with opportunity provided for practicing the techniques of selling. Buyer motivation and buying theories are also stressed.

# COURSE DESCRIPTIONS

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## **MKTG 223: Marketing (3 credits)**

45 lecture hours

*Prerequisite: BUAD 100 or permission of the program Coordinator/Associate Dean of Business, Office and Computer Information Systems Department*

Marketing is introduced as a basic philosophy that stresses the coordination of activities to satisfy the needs of societies. The marketing principles and strategies studied relate to the activities of product planning, pricing, promotion, and distribution. Case study and role-playing are used. Each student is required to prepare a marketing plan.

## **MATHEMATICS MAT**

### **MAT 80: Arithmetic: Concepts and Applications (0 credits)**

45 lecture hours; A,B,C,F grade; considered 3 semester hours for billing and scheduling purposes

*Prerequisite: ACCUPLACER test*

Fractions, decimals, ratios and proportions, and percentages are studied. Topics include basic calculations and word problems. The course also examines basic concepts in geometry. Real world application as related to Arithmetic are stressed throughout the course.

### **MAT 91: Traditional Elementary Algebra (0 credits)**

60 lecture hours; A,B,C,F grade; considered 4 semester hours for billing and scheduling purposes

*Prerequisites: MAT 80, or Foundation for Success Math, or appropriate ACCUPLACER score*

MAT 91 Traditional Elementary Algebra meets for 4 contact hours per week, and counts as 4 billable hours. However, it is a 0 credit course. It does not count toward graduation. MAT 91 covers the following topics: real numbers and operations on real numbers; absolute value; evaluations; grouping symbols; combining like terms; linear equations in one and two variables; literal equations; laws of exponents; scientific notation; graphs of linear equations in two variables; and finding equations of a line given slope and y-intercept, slope and a point, or two points. A discussion of slopes of parallel and perpendicular lines is presented. Operations on polynomials, factoring, and solutions to quadratic equations by factoring are also covered. Word problems and the use of calculators to solve them are stressed throughout the course.

### **MAT 91M: Modular Elementary Algebra (0 credits)**

60 lecture hours; A,B,C,F grade; considered 4 semester hours for billing and scheduling purposes

*Prerequisites: MAT 80 or Foundation for Success Math, or appropriate ACCUPLACER score*

MAT 91M Modular Elementary Algebra meets for 4 contact hours per week, and counts as 4 billable hours. However, it is a 0 credit course. It does not count toward graduation. A modularized curriculum is identified as a key strategy in order to offer shorter, more tailored math segments that enable students to save time by only completing modules that address their math deficiencies.

This program allows students to progress more quickly (or slowly) through self-pace modules that include online and instructor support in a computer lab. Students complete a pre-assessment for each chapter within the module to determine modular work and a comprehensive departmental final exam is administered after completing the last module. The MAT 91M curriculum for the self-paced modular Elementary Algebra course is divided into four modules, which cover the following topics: real numbers and operations on real numbers; absolute value; evaluations; grouping symbols; combining like terms; linear equations in one and two variables; literal equations; laws of exponents; scientific notation; graphs of linear equations in two variables; and finding equations of a line given slope and y-intercept, slope and a point, or two points. A discussion of slopes of parallel and perpendicular lines is presented. Operations on polynomials, factoring, and solutions to quadratic equations by factoring are also covered. Word problems and the use of calculators to solve them are stressed throughout the course. MAT 82: Intermediate Algebra (0 credits)

### **MAT 92: Traditional Intermediate Algebra**

60 lecture hours; A,B,C,F grade; considered 4 semester hours for billing and scheduling purposes

*Prerequisites: MAT 91 or MAT 91M, or appropriate ACCUPLACER score*

MAT 92 Traditional Intermediate Algebra meets for 4 contact hours per week, and counts as 4 billable hours. However, it is a 0 credit course. It does not count toward graduation. MAT 92 covers operations on algebraic expressions; variation; rational equations; irrational equations; solutions to quadratic equations by completing the square, by the square root property, and by the quadratic formula; and solutions of quadratic inequalities. Absolute value equations and inequalities and finding equations of straight lines meeting specific criteria are emphasized. Graphs of linear inequalities in two variables, of linear inequalities in one variable, and of parabolas are also included. Functions and real world applications of them are emphasized throughout the course.

### **MAT 92M: Modular Intermediate Algebra**

60 lecture hours; A,B,C,F grade; considered 4 semester hours for billing and scheduling purposes

*Prerequisites: MAT 91 or MAT 91M, or appropriate ACCUPLACER score*

MAT 92M Modular Intermediate Algebra meets for 4 contact hours per week, and counts as 4 billable hours. However, it is a 0 credit course. It does not count toward graduation. A modularized curriculum is identified as a key strategy in order to offer shorter, more tailored math segments that enable students to save time by only completing modules that address their math deficiencies. This program allows students to progress more quickly (or slowly) through self-pace modules that include online and instructor support in a computer lab. Students complete a pre-assessment for each chapter within the module to determine modular work and a comprehensive

# COURSE DESCRIPTIONS

departmental final exam is administered after completing the last module. The MAT 92M curriculum for the self-paced modular Intermediate Algebra course is divided into four modules, which cover the following topics: operations on algebraic expressions; variation; rational equations; irrational equations; solutions to quadratic equations by completing the square, by the square root property, and by the quadratic formula; and solutions of quadratic inequalities. Absolute value equations and inequalities and finding equations of straight lines meeting specific criteria are emphasized. Graphs of linear inequalities in two variables, of linear inequalities in one variable, and of parabolas are also included. Functions and real world applications of them are emphasized throughout the course.

## **MAT 107: Modern Elementary Statistics (3 credits)**

*Meets Category IV General Education Requirements  
45 lecture hours*

*Prerequisites: MAT 82; ENG 82 or RENG 92 or appropriate course waivers or ACCUPLACER scores*

Modern statistical methods with applications to the social and natural sciences are studied. The course focuses on descriptive statistics, probability, probability distributions, and estimation of statistical parameters from samples, hypothesis testing, and experimental design. It provides necessary statistical background for people interested in such diverse fields as psychology, sociology, computers, business, engineering, mathematics, and science.

## **MAT 113: Mathematical Concepts I (4 credits)**

*45 lecture hours/30 lab hours*

*Prerequisites: MAT 82; ENG 82 or RENG 92 or appropriate course waivers or ACCUPLACER scores*

This course is intended primarily for teacher education majors. The focus of this course will be on introducing fundamental mathematical concepts through problem solving. The topics included are logic, sets, elements of number theory, and revisiting arithmetic of real numbers from the perspective of various algorithms, why they work, and their applications. Students will explore algorithms and problem solving strategies through the use of manipulatives and numerous hands-on activities. Critical thinking skills will be emphasized throughout the course.

## **MAT 114: Mathematical Concepts II (4 credits)**

*45 lecture hours/30 lab hours*

*Prerequisites: MAT 82; ENG 82 or RENG 92 or appropriate course waivers or ACCUPLACER scores*

This course is primarily intended for teacher education majors. The focus of this course will be on descriptive statistics, including data collection, measures of center and spread, data display, probability and simulations, and analyzing patterns and functions. The course will emphasize problem solving techniques throughout, with an emphasis on using technology appropriately.

## **MAT 115: Dynamic Geometry (4 credits)**

*Meets Category IV General Education Requirements  
45 lecture hours; 30 lab hours*

*Prerequisites: MAT 82; ENG 82 or RENG 92 or appropriate course waivers or ACCUPLACER scores*

In this course, students have the opportunity to learn geometric principles using the dynamic software Geometer's Sketchpad. Topics include inductive reasoning; terms and definitions of the building blocks of geometry; geometric constructions; angle relationships; circles; transformations and tessellations; area; volume and surface area; the Pythagorean Theorem; and similarity. In addition, algebra is used as a tool for summarizing information from patterns and for writing geometric definitions in appropriate mathematical language.

## **MAT 125: Finite Mathematics (3 credits)**

*Meets Category IV General Education Requirements  
45 lecture hours*

*Prerequisites: MAT 82; ENG 82 or RENG 92 or appropriate course waivers or ACCUPLACER scores*

Topics useful to students in business and social sciences are covered with an emphasis on applications rather than theory. Topics include sets, the Cartesian coordinate system, functions and graphs, exponents and logarithmic functions, systems of linear equations and matrices, linear inequalities and linear programming, including the simplex method, probability, including conditional probability and Bayes' formula, and probability distribution.

## **MAT 128: Precalculus I: College Algebra (4 credits)**

*Meets Category IV General Education Requirements  
60 lecture hours*

*Prerequisites: MAT 82; ENG 82 or RENG 92 or appropriate course waivers or ACCUPLACER scores*

More advanced topics in algebra including functions and their graphs, inverse functions, polynomial, rational, exponential, and logarithmic functions, systems of linear and non-linear equations and inequalities are emphasized.

## **MAT 129: Precalculus II: Trigonometry and Analytic Geometry (4 credits)**

*Meets Category IV General Education Requirements  
60 lecture hours*

*Prerequisite: MAT 128 or appropriate ACCUPLACER score*

This course is the second in the two-semester sequence of precalculus courses. It is intended for students who are on a calculus track and for whom college algebra is not the last mathematics course. The course focuses on trigonometry and analytic geometry. Topics include trigonometric functions and their graphs, right angle and oblique triangle trigonometry, applications of trigonometry, trigonometric equations, inverse trigonometric functions, addition, subtraction and multiple-angle formulas, De Moivre's theorem, the conic sections (parabolas, ellipses, and hyperbolas), parametric equations, polar coordinates. This course includes a discussion of sequences and series. A graphing calculator is required.



# COURSE DESCRIPTIONS

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## **MAT 140: Calculus I (4 credits)**

*Meets Category IV General Education Requirements*

*60 lecture hours*

*Prerequisite: MAT 129 or appropriate ACCUPLACER score*

Differential calculus is covered with an introduction to antidifferentiation and the definite integral. Topics include limits, continuity, the derivative, implicit differentiation, differentials, curve sketching, inverse functions, logarithmic and exponential functions, and laws of growth and decay.

## **MAT 141: Calculus II (4 credits)**

*Meets Category IV General Education Requirements*

*60 lecture hours*

*Prerequisite: MAT 140 or appropriate ACCUPLACER score*

This course focuses on integral calculus. Topics include applications of the definite integral (volumes, work, length of arc, centroids), techniques of integration, inverse trigonometric functions and hyperbolic functions, mean value theorem of integration, improper integrals, and infinite series.

## **MAT 199: Individual Study in Mathematics**

See IS-Individual Study, p. 159.

## **MAT 210: Advanced Calculus (4 credits)**

*60 lecture hours*

*Prerequisite: MAT 141*

This course focuses on advanced concepts in calculus. Topics include vectors in three dimensions, partial differentiation, unconstrained and constrained optimization, multiple integration, and vector field theory.

## **MAT 211: Differential Equations (4 credits)**

*60 lecture hours*

*Prerequisite: MAT 141*

Differential equations are introduced. Topics include first order differential equations, linear differential equations, applications of linear differential equations, the Laplace Transform, and systems of differential equations.

## **MAT 212: Linear Algebra (4 credits)**

*60 lecture hours*

*Prerequisite: MAT 141*

The theory and applications of linear algebra are introduced. Topics include linear systems, matrices, determinants, vector spaces, orthogonality, eigenvalues and eigenvectors, and linear transformations.

## **MAT 222: Discrete Mathematics (4 credits)**

*Meets Category IV General Education Requirements*

*45 lecture hours/seminar hours*

*Prerequisite: MAT 129*

This course is designed for students in mathematics or computer science, as well as for any student who wishes to gain a broad background in mathematics. Topics include sets and logic, different methods of proof and elementary number theory, matrices and graphs, as well as algorithm design.

## **MUSIC MUS**

### **MUS 100: Introduction to Music Fundamentals (3 credits)**

*30 lecture hours, 30 lab hours*

An introductory course in how to read, write, and understand the basic elements of music. Instruction comprises the staff, clefs, signatures, notation, rhythms, and definitions, including some ear training, sight singing and dictation. No previous musical experience is required. Arts/Science for Transfer Students: Pre-100 and CLT-100 are program requirements for graduation.

### **MUS 101: Theory of Music I (3 credits)**

*45 contact hours*

*Corequisite: MUS 191*

Students study harmonic practices and techniques as well as training in rhythmic, melodic and harmonic elements of music. Ear training and sight singing exercises are integrated.

### **MUS 102: Theory of Music II (3 credits)**

*30 lecture hours, 30 lab hours*

*Prerequisite: MUS 101*

An emphasis in part-writing, ear training, sight singing, dictation and keyboard harmony. Part-writing includes the use of phrase structure, cadences and harmony progression techniques. Dictation focuses on minor scale passages, intervals of fifths-through-the-octave, and the use of 1/16's noted in rhythmic divisions.

### **MUS 103: Music Appreciation (3 credits)**

*Meets Category I General Education Requirements*

*45 lecture hours*

*Prerequisites: ENG 82 or RENG 92 or appropriate course waivers or ACCUPLACER scores*

Music history and literature are surveyed from 1750 to the present with emphasis on listening to selected masterpieces.

### **MUS 105: Rock, Jazz, and Other Music of Our Times (3 credits)**

*Meets Category I General Education Requirements*

*45 lecture hours*

*Prerequisites: ENG 82 or RENG 92 or appropriate course waivers or ACCUPLACER scores*

The development of American jazz, rock, and other musical forms is traced from their inception to the present day with focus on all the important style periods of both vocal and instrumental music.

### **MUS 106: An Introduction to African and African American Music (3 credits)**

*Meets Category I General Education Requirements*

*45 lecture hours*

*Prerequisites: ENG 82 or RENG 92 or appropriate course waivers or ACCUPLACER scores*

Course traces traditional African music to the music of Europe and America. The contributions of African American composers are presented and analyzed.



# COURSE DESCRIPTIONS

## **MUS 117: Voice I (2 credits)**

30 lecture hours, 30 lab hours

A class instruction in singing for students without previous vocal training. Emphasis is on beginning vocal technique, music reading, and performance.

## **MUS 123: Piano I (2 credits)**

30 lecture hours

Introductory class in beginning and basic keyboard harmony for students without previous experience. Emphasis is on beginning piano technique, music reading, and performance.

## **MUS 128, 129, 130, 131: The BCCC Chorus (1 credit)**

45 lab hours (each)

A four-course sequence concentrating on the study and performance of great choral music. The chorus is open to all students subject to the director's approval. Students are expected to participate in choir performances on and off campus. Each course may be taken in sequence for a total of 4 credits.

## **MUS 132: Band I - IV (1 credit)**

30 lecture hours; 30 lab hours

Individualized instruction in instrumental performance, in conjunction with the Frederick Douglass High School Jazz Band program, is provided. The jazz band is open to all students who have some instrumental skills, subject to the director's approval.

## **MUS 140: Applied Music I (2 credits)**

30 lecture hours; 30 lab hours

The first in a series of courses offering individualized instruction in piano, organ, voice, guitar, band, or an orchestral instrument. Emphasis is on performance. Students will take one 60-minute lesson each week.

## **MUS 141: Applied Music II (2 credits)**

30 lecture hours; 30 studio hours

*Prerequisite:* MUS 140 and/or permission of the instructor

The second in a four-part series of courses offering individualized instruction in piano, organ, voice, guitar, band, or an orchestral instrument. Emphasis is on performance. Students will take one 60-minute lesson each week.

## **MUS 191: Ear Training I (1 credit)**

15 contact hours

*Corequisite:* MUS 101

Beginning course instruction in listening to music to identify interval movement; basic I, IV, and V chord use; major and minor scales; triads and inversions. Written dictation using these musical elements, and rhythmic notation, are included.

## **MUS 192: Ear Training II (1 credit)**

30 lecture hours; 30 studio hours

Continuing course instruction in listening to music with emphasis on identifying interval movement, basic chord

use, 7th chords, major and minor scales, triads and inversions. Written dictation will include instruction in accurately determining, then writing, the sound of simple melodies.

## **MUS 230: Ear Training III (1 credit)**

30 lecture hours; 30 studio hours

Advanced course instruction in listening to music to identify interval movement, augmented and diminished chords, major and minor chords, triads and inversions. Written dictation of simple and two-part melodies will also be included.

## **MUS 240: Ear Training IV (1 credit)**

30 lecture hours; 30 studio hours

Advanced course in ear training instruction in learning to identify interval movement, chord progressions, triads and inversions. Written dictation of two- and three-part harmonies included.

## **MUS 273: Piano II (2 credits)**

30 lecture hours

*Prerequisite:* MUS 123 and/or permission of the instructor

Continuing class instruction in beginning piano and basic keyboard harmony for students who have successfully completed MUS 123. Emphasis is on beginning piano technique, music reading, and performance.

## **MUS 274: Piano III (2 credits)**

30 lecture hours

*Prerequisites:* MUS 123; MUS 273 and/or permission of the instructor

Advanced course designed for students with piano experience. Emphasis is on interpretation, technique, music reading and performance.

## **MUS 275: Piano IV (2 credits)**

30 lecture hours

*Prerequisites:* MUS 123; MUS 273; MUS 274 and/or permission of the instructor

An advanced course designed for students with piano experience. Emphasis is on culminating interpretation, technique, music reading and memorization, and performance, including development and execution of a final student portfolio.

## **MUS 291: Theory of Music III (3 credits)**

30 lecture hours; 30 studio hours

*Prerequisites:* MUS 101; MUS 102

An upper-level course in the concepts of part-writing, sight singing, ear training, dictation and keyboard harmony. Writing skills include use of augmented chords, chromatic movement and modulations. Dictation includes writing for two, three and four parts.

## **MUS 292: Applied Music III (2 credits)**

30 lecture hours; 30 studio hours

*Prerequisite:* MUS 141

A course facilitating individualized instruction in voice,

# COURSE DESCRIPTIONS

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piano, organ, guitar, band or an orchestral instrument. Emphasis is on performance. Students will take one 60-minute lesson each week.

## **MUS 294: Theory of Music IV (3 credits)**

30 lecture hours; 30 studio hours

*Prerequisite:* MUS 101; MUS 102; MUS 291

Advanced course correlating advanced concepts of partwriting, sight singing, ear training, dictation and keyboard harmony. Writing skills include use of augmented chords, chromatic movement and modulations. Dictation includes writing for two, three and four parts.

## **MUS 296: Applied Music IV (2 credits)**

30 lecture hours; 30 studio hours

*Prerequisite:* MUS 292

An individualized instruction in piano, organ, guitar, voice, band or orchestral instruments. Emphasis is on performance. Students take one 60-minute lesson each week.

## **NURSING NUR**

### **NUR 111: Calculation of Medications in Nursing (1 credit)**

15 lecture hours

*Admission Requirement:* Completion of developmental courses and admission to the Nursing Program

*Prerequisite:* PRE 100; a minimum grade of "C" in BIO 111, BIO 112, BIO 212

*Corequisite:* NUR 120, ENG 101, PSY 101

*Lab fee*

This course is the basis for developing proficiency and accuracy in the calculation of medications. ADN and PN students are provided classroom instruction and practice in the computation of oral and parenteral medications for adults and children. Emphasis is on conversions among the metric, apothecary, and household systems of measurement. Supplementary practice problems, audio/visual problems, computer-assisted instructional programs, and tutorial instruction by selected math and/or nursing tutors are provided. Ethical and legal responsibilities of the nurse are correlated to medication administration.

### **NUR 120: Introduction to Nursing Practice (8 credits)**

60 lecture hours; 180 clinical lab hours

*Admission Requirements:* Completion of developmental courses and admission to the Nursing Program

*Prerequisites:* PRE 100; minimum grades of "C" in BIO 111; BIO 112; BIO 212

*Corequisites:* NUR 111; PSY 101; ENG 101

*Lab fee*

This is the foundation course for the Nursing Programs. The purpose is to assist the ADN and PN nursing students in developing the intellectual, interpersonal, and technical skills that are basic and essential to the provision of effective client care utilizing the nursing process. This course is directed toward the study of basic

human needs and normal physiological adaptations to stress as one moves along the health-illness continuum. Principles and concepts related to communication, nutrition, pharmacology, and selected technical nursing skills are taught. Issues in nursing practice and nursing education are introduced using the historical approach. Students are given the opportunity to practice in the nursing skills laboratory before carrying out planned nursing care to selected clients in a hospital setting under the direct guidance of nursing faculty.

### **NUR 122: Medical-Surgical Nursing of Adults I (8 credits)**

60 lecture hours; 180 clinical lab hours

*Prerequisites:* PRE 100; PSY 101; ENG 101; Minimum grades of C in BIO 111; BIO 112; BIO 212; NUR 111; NUR 120

*Corequisite:* PSY 104; SOC 101

*Lab fee*

Students focus on caring for adults with pathophysiology related to common nutritional problems, regulatory and protective mechanisms, genitourinary problems, and musculoskeletal disorders. Multisystem stressors including cancer, surgery, immunosuppression, and homeostatic imbalance are also surveyed. Consideration is given to factors that influence adult development and health practices such as age, beliefs, resources, and cultural background. Using a holistic approach, students give supervised client care in acute health care settings. The nursing process is used to formulate a plan of care, set priorities, and make clinical decisions.

### **NUR 216: Perspectives and Issues in Nursing (1 credit)**

15 lecture hours

*Prerequisites:* PRE 100, ENG 101, PSY 101, PSY 104; SOC 101; Minimum grade of "C" or better in BIO 111, BIO 112, BIO 212, NUR 111, NUR 120, NUR 122 or NUR 218, NUR 222

*Corequisite:* NUR 220

*Lab fee*

Students study historical forces that have shaped the profession and its professional organizations. Current healthcare issues and their implications for nursing practice are explored. Issues related to legal and ethical implications underlying nursing practice are explored. Opportunities for career and educational advancement are examined. The use of research in current nursing practice is studied.

### **NUR 218: Maternal and Child Health Nursing (6 credits)**

45 lecture hours; 135 clinical hours

*Prerequisites:* PRE 100, ENG 101, PSY 101, SOC 101, PSY 104; Minimum grade of "C" or better in BIO 111, BIO 112, BIO 212, NUR 111, NUR 120, or NUR 122

*Corequisite:* NUR 222

*Lab fee*

NUR 218 assists students in providing holistic, family-centered care to child-rearing and child-bearing families. Human development from conception through

adolescence are emphasized. Cultural patterns that influence parenting styles are examined. The role of the nurse in health promotion and maintenance, assessment, identification of appropriate strategies, and provisions of safe and competent nursing care of mothers, infants, children, and adolescents is the primary focus. Nursing care is provided in a variety of health care settings, including hospitals and community agencies. Educational methods include lecture, discussion, student presentations, interactive computer assisted interactives and case studies.

## **NUR 220: Medical–Surgical Nursing of Adults II (8 credits)**

*60 lecture hours; 180 Clinical hours*

*Prerequisites: PRE 100, ENG 101, PSY 101, PSY 104, SOC 101; Minimum grade of "C" or better in BIO 111, BIO 112, BIO 212, NUR 111, NUR 120, NUR 122 or NUR 218, NUR 222*

*Corequisite: NUR 216*

*Lab fee*

Nursing care for adult clients with health alterations of cardiovascular, hematological, respiratory and neurosensory systems is examined. The nurse's responsibilities in complex situations such as specialty care units, cardiopulmonary resuscitation, emergencies, and disasters are discussed. Correlated clinical experiences are provided in specialty care units such as Progressive Coronary Care, Step-Down Coronary Care, Step-Down Neurology, Brain Injury Unit and Telemetry Units. Clinical observations in specialty care settings such as Coronary Care, Intensive Care, Operating Room, and Emergency Room are provided. Students also utilize the nursing process in providing health-care in community-based settings to a multicultural population. Nursing care management and delegation principles are introduced and evaluated.

## **NUR 222: Care of the Client with Mental Health Problems (4 credits)**

*30 lecture hours; 90 clinical lab hours*

*Prerequisites: PRE 100, ENG 101, PSY 101, PSY 104, SOC 101; Minimum grade of "C" or better in BIO 111, BIO 112, BIO 212, NUR 111, NUR 120, or NUR 122*

*Corequisites: NUR 218*

*Lab fee*

The holistic view of humans is emphasized when nursing care is provided to the client who is mentally ill or emotionally disturbed. This view is built upon the conceptual framework of the Department of Nursing, which believes that nursing is a "learned scientific discipline with both theoretical and practical components." Particular emphasis is on the biopsychophysiological aspects of mental wellness, mental illness, and how these factors predispose one to psychopathological response and how they precipitate it.

## **PRACTICAL NURSING PNUR**

### **PNUR 101: Adult Health Nursing I (5 credits)**

*45 lecture hours; 90 clinical lab hours*

*Prerequisites: PRE 100, ENG 101; PSY 101; minimum grades of "C" in BIO 111, BIO 112, BIO 212, NUR 111, NUR 120*

*Lab fee*

This is the first course in the Adult Health Nursing sequence in the Practical Nursing Program. The focus of this course is on providing care to clients experiencing common health problems that affect the gastrointestinal, endocrine, genitourinary, reproductive, immune, and musculoskeletal systems. Cancer, surgery and fluid/electrolyte and acid/base imbalances are introduced to students as stressors that affect the entire body system. A seminar on the care of the geriatric client is presented, emphasizing not only care of those who are ill, but also those who are well. The nursing process provides the framework for planning, implementing, and evaluating the care of the geriatric and the adult client with common health problems. Learning is assisted through the use of various methodologies. Lectures, demonstrations, instructional technology, assigned readings, and supervised clinical experiences are utilized. Emphasis is placed on students actively participating in the learning process by utilizing collaborative learning exercises and critical thinking applications. The student must successfully complete this course before continuing in PNUR 105.

### **PNUR 105: Adult Health Nursing II (5 credits)**

*45 lecture hours; 90 clinical lab hours*

*Prerequisites: PRE 100, ENG 101; PSY 101; minimum grades of "C" in BIO 111, BIO 112; BIO 212; NUR 111, NUR 120; PNUR 101*

*Lab fee*

This course completes the two-part Adult Health Nursing sequence. The students must have successfully completed PNUR 101 before continuing in PNUR 105. This course focuses on adult clients who are experiencing threats to adequate respiration, insults to cardiovascular integrity, and disorders of neurologic and sensory function. Selected psychiatric/mental health issues are examined. The student is expected to identify elements of healthy behavior, maladaptive and psychotic behavior, and other personality disorders. Learning is assisted through the use of lectures, demonstrations, conferences, visual aids, instructional technology, assigned readings, written projects, and supervised clinical experiences. Emphasis is placed on students actively participating in the learning process by utilizing collaborative learning exercises and critical thinking applications.

### **PNUR 110: Nursing of Child-Bearing and Child-Rearing Families (6 credits)**

*45 lecture hours; 135 clinical lab hours*

*Prerequisites: PRE 100, ENG 101; PSY 101; minimum grades of "C" in BIO 111, BIO 112, BIO 212; NUR 111, NUR 120; PNUR 101; and PNUR 105*

*Corequisite: PNUR 115*

*Lab fee*



# COURSE DESCRIPTIONS

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Course content is designed to assist the student in understanding needs of the expectant mother, infant, and family from the beginning of pregnancy through the childbearing period and understanding the needs of children as they grow and develop into adulthood. The promotion and maintenance of health during the rapidly developing years and the impact of illness on normal family life and growth, and development tasks will be emphasized. The phases of the nursing process are used to guide the student in the performance of therapeutic and protective nursing measures. Learning is assisted through the use of lectures, demonstrations, conferences, visual aids, instructional technology, assigned readings, written projects, and supervised clinical experiences. Emphasis is on students actively participating in the learning process by utilizing collaborative learning exercises and critical thinking applications.

## **PNUR 115: Seminar in Practical Nursing Issues (1 credit)**

*15 lecture hours*

*Prerequisites: PRE 100, ENG 101; PSY 101; minimum grades of "C" in BIO 111, BIO 112, BIO 212; NUR 111, NUR 120; PNUR 101, PNUR 105*

*Corequisite: PNUR 110*

*Lab fee*

The student examines the role of the Licensed Practical Nurse, legal and ethical responsibilities, and nursing organizations in preparation for employment. Content includes a review of current trends in the health care system and in nursing. The various roles and responsibilities of the LPN are discussed. Opportunities for continuing education and career advancement are explored. Learning experiences include lecture, class discussion, and job search activities.

## **OFFICE ADMINISTRATION TECHNOLOGY OFAD**

### **OFAD 100: Office Procedures (3 credits)**

*45 lecture hours*

This office procedures course is designed to provide opportunities for students to become familiar with changes and challenges office workers may encounter in the twenty-first century workplace. Students explore various office careers for development of short- and long-term career goals; they also participate in various communications, technology, decision-making, time and organizational management simulations, case studies, role-playing, and other group/collaborative activities. New and experienced administrative and office support personnel also find this course useful.

### **OFAD 111: Typing and Medical Machine Transcription (3 credits)**

*30 lecture hours; 30 lab hours*

*Prerequisites: OFAD 119 or equivalent; OFAD 123*

*Corequisites: AH 130; BIO 107*

*Lab fee*

This course provides opportunities for students to create,

retrieve, and revise medical documents using word processing software. Documents are from various medical specialty units such as cardiovascular medicine, surgery, oncology, dermatology, urology, head and neck, and internal medicine, thereby further expanding the student's knowledge base in medical technology and terminology. OFAD 111 provides activities for students to work in a simulated medical center.

### **OFAD 116: Keyboarding (2 credits)**

*15 lecture hours; 30 lab hours*

*Lab fee*

This course is designed for those who want to develop and strengthen keyboarding skills by "touch" to enable them to input data or text at relatively fast speeds. Students learn basic keyboard fingering techniques and develop speed and accuracy skills through extensive drill practice. Office Administration/Office Technology students should register for OFAD 123.

### **OFAD 117: Records Management (3 credits)**

*30 lecture hours*

Students are introduced to principles and practices of effective records management for manual and computerized records systems. Key topics include treatment of records, current trends in records management, and legislation important to effective records management in business firms. Hands-on practice in the use of various filing systems, automated records systems, and imaging is provided.

### **OFAD 119: Word Processing Applications I (3 credits)**

*30 lecture hours; 30 lab hours*

*Prerequisite: OFAD 123 or keyboarding speed of 35 wpm*

*Lab fee*

*Passing this course with a "C" or better fulfills the College's Computer Literacy Requirement.*

This course offers hands-on instruction in the use of Microsoft Word. The major features of this word processing software are presented and used in producing documents such as letters, memoranda, tables, and manuscripts from both handwritten and typewritten copy. Documents integrating the use of other Microsoft Office applications are a major focus.

### **OFAD 121: Word Processing Applications II (3 credits)**

*30 lecture hours; 30 lab hours*

*Prerequisites: OFAD 119 or equivalent; minimum keyboarding speed of 40 wpm*

*Lab fee*

This course continues the development of advanced features of Microsoft Word, and includes the integration of spreadsheets, charts, multimedia presentations, and other applications commonly used for producing business documents and reports. Students will assemble and submit documents as attachments via e-mail and in report format using bindery equipment.



# COURSE DESCRIPTIONS

## **OFAD 123: Document Formatting I (3 credits)**

30 lecture hours; 30 lab hours

Lab fee

This course is designed for the beginning student. Emphasis is on developing touch control of the keyboard and proper keyboarding techniques. Students also build speed and accuracy and learn to apply basic skills to formatting letters, reports, tables, memos, and other kinds of personal, personal/business, and business communications.

## **OFAD 124: Document Formatting II (3 credits)**

30 lecture hours; 30 lab hours

Prerequisite: OFAD 123

Lab fee

The development of basic keyboarding skills is continued with emphasis on the use of word processing software to format various kinds of business correspondence, reports, tabulations, and forms from unarranged and rough-draft sources. An integrated office project is included in which students demonstrate formatting skills and assembling using bindery equipment.

## **OFAD 125: Document Production (3 credits)**

30 lecture hours; 30 lab hours

Prerequisites: OFAD 124; OFAD 121

Lab fee

Advanced document processing techniques and high-level production work using word processing software are emphasized. Students are placed in office situations that emphasize such skills as editing, decision-making, abstracting information, setting priorities, following directions, and working under pressure and with interruptions.

## **OFAD 210: Typing Speed and Accuracy I (2 credits)**

15 lecture hours; 30 lab hours

Prerequisite: Keyboarding/typewriting experience

Lab fee

This course is designed for students who wish to increase/improve typing speed and accuracy at an accelerated rate. Diagnostic drills identify problem areas and recommend practice exercises to enhance skill level.

## **OFAD 211: Typing Speed and Accuracy II (2 credits)**

15 lecture hours; 30 lab hours

Prerequisite: Keyboarding/typewriting experience

Lab fee

This course is designed for students who wish to continue increasing/improving their present typing speed and accuracy at an accelerated rate. Diagnostic drills identify problem areas and recommend practice exercises to enhance skill level.

## **OFAD 215: Office Management (3 credits)**

30 lecture hours; 30 lab hours

Prerequisites: ENG 113, OFAD 119; OFAD 125

Lab fee

Office Management is designed to prepare students for employment in an office environment that requires

high-level office procedures and office management skills. The course focuses on preparing administrative assistants for broader roles as professional members of the management team.

## **OFAD 225: Medical Machine Transcription I (4 credits)**

45 lecture hours; 30 lab hours

Prerequisites: Keyboarding speed of 40 correct words a minute (CWAM); advanced word processing skills; AH 130; BIO 111; ENG 101

Lab fee

Opportunities are provided for Medical Transcriptionist majors to apply previously learned knowledge and skills in word processing, medical terminology, language arts, and document formatting. Students receive practice in transcribing authentic physician-dictated reports. Emphasis is on final, neat, error-free transcription.

## **OFAD 226: Medical Machine Transcription II (4 credits)**

45 lecture hours; 30 lab hours

Prerequisite: OFAD 225

Lab fee

This course continues OFAD 225 and provides additional opportunities for Medical Transcriptionist majors to apply advanced skills in word processing, medical terminology, language arts, and document formatting. Students receive practice in transcribing authentic physician-dictated reports. Emphasis is on final, neat, error-free transcription.

## **OFAD 227: Medical Machine Transcription III (4 credits)**

45 lecture hours; 30 lab hours

Prerequisite: OFAD 226

Lab fee

This course is the third-level transcription course for Medical Transcriptionist majors. It focuses on authentic physician-dictated reports in the areas of cardiology and gastroenterology. Emphasis is on final, neat, error-free transcription.

## **OFAD 250: Office Administration/Technology Internship (2 credits)**

30 lecture hours

Prerequisites: ENG 101; OFAD 100; OFAD 119; OFAD 124; SP 101

Corequisites: OFAD 125; OFAD 121

Students have an opportunity to receive concurrent on-the-job learning experiences and related classroom instruction, which develop occupational competence in office skills. Students earn academic credit while employed in local public or private sectors. This internship experience requires a minimum of 60 hours on-the-job training.

# COURSE DESCRIPTIONS

## ORIENTATION PRE

### **PRE 100: Preparation for Academic Achievement (1 credit)**

15 lecture hours

All new, degree- or certificate-seeking students and students entering with fewer than 15 credits are required to complete the College's Orientation course. The purpose of this course is to provide information necessary for academic success in college and to give students knowledge of what to expect in their classes. Students learn strategies that empower them to achieve success.

**Note:** Students may substitute CSS 110: College Success Seminar for PRE 100.

## PHILOSOPHY PHI

### **PHI 101: Introduction to Philosophy (3 credits)**

Meets Category I General Education Requirements

45 lecture hours

*Prerequisites:* ENG 82 or RENG 92 or appropriate course waivers or ACCUPLACER scores

Students probe what is called human wisdom through an examination of representative philosophical problems and proposed alternatives in epistemology, metaphysics, axiology, politics, and religion.

### **PHI 104: Logic and Critical Thinking (3 credits)**

Meets Category I General Education Requirements

45 lecture hours

*Prerequisites:* ENG 82 or RENG 92 or appropriate course waivers or ACCUPLACER scores

Students are introduced to the principles of reasoning and reflective thinking. Argumentation, analysis, inductive and deductive reasoning, fallacies, and logical techniques are explored. The course also examines classical reasoning as well as how critical reasoning may be applied to gender, race, ethnicity, and class.

### **PHI 105: Introduction to Professional Ethics (3 credits)**

Meets Category VI General Education Requirements

45 lecture hours

*Prerequisites:* ENG 82 or RENG 92 or appropriate course waivers or ACCUPLACER scores

Students use a multicultural approach to understanding the main dilemmas in making ethical/moral decisions that affect a person's life and the culture in which he/she lives. Various classical and current issues are considered and discussed from Western and non-Western perspectives. Issues covered include but are not limited to business, government, legal, medical, personal, and societal ethics.

### **PHI 201: Comparative Religion (3 credits)**

Meets Category I General Education Requirements

45 lecture hours

*Prerequisites:* ENG 82 or RENG 92 or appropriate course waivers or ACCUPLACER scores

The practices and philosophies of the major religions of the Western World are examined. Consideration is given to the development of the literature, tradition, thought, and practices of various cultures.

## PHYSICAL THERAPIST ASSISTANT PTT

### **PTT 112: Introduction to Physical Therapist Assisting (2 credits)**

30 lecture hours

*Prerequisites:* admission to the Physical Therapist Assistant Program; ENG 101; PSY 101; BIO 111; BIO 112 or BIO 107 and MAT 107 or MAT 128

*Corequisite:* PTT 120

Students are introduced to the philosophy, history, and role of the physical therapist assistant in the healthcare setting. Emphasis is on medical terminology and abbreviations, achieving competence in medical documentation, oral communication skills, and the laws and ethics that govern the physical therapy profession. Topics include licensure, scope of practice, infringement, cultural diversity, and legal levels of supervision. The impact of disability is explored along with the overall role of the physical therapist assistant as caregiver. Basic elements of clinical problem solving are introduced.

### **PTT 120: Physical Therapist Assisting Procedures I (5 credits)**

45 lecture hours; 90 skills and teaching lab hours

*Prerequisites or Corequisite:* PTT 112

*Lab fee*

This course is the first of a four-part sequence of physical therapy functions. Students study the principles and practices in the therapeutic application of physical therapy modalities, exercise, basic aseptic techniques, compression techniques, bandaging, body mechanics in patient care, positioning techniques, massage, goniometric joint measurements, and instruction of the patient in functional tasks. Hydrotherapy and wound care is usually conducted off-campus at a local hospital.

### **PTT 140: Medical Lectures (4 credits)**

60 lecture hours

*Prerequisite:* completion of all first-semester Physical Therapist Assistant Program courses

*Corequisite:* PTT 150

This course consists of lectures and case studies of the medical, orthopedic, cardiopulmonary, and neurological conditions most frequently treated by physical therapist assistants. Emphasis is placed on disease manifestations, etiology, pathological processes, and therapeutic management. Patient videotapes, and other support materials are reviewed.

### **PTT 150: Physical Therapist Assisting Procedures II (5 credits)**

45 lecture hours; 90 skills and teaching lab hours

*Prerequisite:* completion of all first-semester Physical Therapist Assistant Program courses

# COURSE DESCRIPTIONS

*Corequisite: PTT 140*

*Lab fee*

This course is a continuation of PTT 120. Students study the principles and therapeutic applications of electrical stimulation, traction, ultrasound, gait training, assistive devices, advanced transfers training and additional modalities. A number of full-day clinical experiences in patient care are provided off-campus. Students are required to demonstrate clinical competency as well as academic proficiency in order to progress to the next clinical course.

## **PTT 210: Physical Therapist Assisting Seminar (2 credits)**

*30 lecture hours*

*Corequisite: PTT 250*

This course includes presentations and discussions of physical therapy topics including kinesiology, therapeutic exercise, geriatrics, spinal cord injury, CVA, women's health, case studies with treatment progressions, clinical and licensing issues, resume and job interviewing techniques, anatomy review via prepared cadaver dissections, and group discussions and activities with physical therapy students.

## **PTT 213: Clinical Education II (4 credits)**

*200 clinical hours of 40 hours per week for 5 weeks*

*Prerequisites: PTT 210; PTT 250*

A supervised, concentrated, and practical hands-on experience during a five-week clinical assignment in a hospital, extended care facility, or out-patient clinic is provided. Students are expected to progress according to weekly goals in planning and implementing patient treatment, chart review, documentation, time management, and communication with all staff.

## **PTT 214: Clinical Education III (4 credits)**

*240 clinical hours of 40 hours per week for 6 weeks*

*Prerequisites: PTT 210; PTT 250*

A six-week clinical assignment in a hospital, rehab center or specialty facility, extended care facility, or out-patient clinic is provided. Students are expected to build onto prior experiences in the clinic and progress to entry-level competency as a physical therapist assistant.

## **PTT 215: Pediatric Rehabilitation Procedures (2 credits)**

*15 lecture hours; 45 skills and teaching lab hours*

*Prerequisites: : PTT 112, PTT 120, PTT 140, PTT 150*

*Lab fee*

Basic knowledge of growth and development and skills used to treat neurologically and orthopedically impaired children and adults is provided. Practice in applying these skills in a clinical setting, principles of behavior management, bracing and teaching techniques are included.

## **PTT 240: Physical Therapist Assisting Procedures III (5 credits)**

*45 lecture hours; 90 skills and teaching lab hours*

*Prerequisites: completion of all first-year Physical Therapist*

*Assistant Program courses, PT 215, and passing written and practical comprehensive examinations administered in late August.*

*Corequisite: PTT 260*

*Lab fee*

The musculoskeletal and neuromuscular systems are studied in depth. Principles of normal movement and human locomotion are emphasized along with basic pathokinesiology. Therapeutic exercise is approached through the scientific principles acquired from anatomy, physiology, and pathology. Students learn appropriate exercise progressions for orthopedic and neurologic disorders to facilitate optimum patient function.

## **PTT 250: Physical Therapist Assisting Procedures IV (4 credits)**

*30 lecture hours; 60 skills and teaching lab hours*

*Prerequisites: PTT 240 and PTT 260*

*Corequisite: PTT 210*

*Lab fee*

This is the final course in the four-part procedures sequence. Students study selected medical, neurologic, and orthopedic disabilities with emphasis placed on more advanced therapeutic techniques. Modules include amputees and prosthetics, cardiopulmonary rehabilitation, orthopedic conditions, Proprioceptive Neuromuscular Facilitation techniques, and Neurodevelopmental Treatment.

## **PTT 260: Clinical Education I (3 credits)**

*15 lecture hours; 104 hours clinical assignment*

*Prerequisite: Completion of all first-year Physical Therapist Assistant Program courses, PT 215, and passing written and practical comprehensive examinations administered in late August.*

*Corequisite: PTT 240*

Students participate in supervised clinical experiences 1 full day per week at several different settings with emphasis on integration of procedures taught in prior and current PTT coursework, reinforcement of professional relations skills, safety, treatment documentation, time management, and oral communication.

The classroom component focuses on the etiology, manifestations, and physical therapy management of specific central and peripheral nervous system disorders. Students participate in individual and group treatment program planning and progressions based upon real Physical Therapy initial evaluations; opportunities are provided for class demonstrations of specific program ideas and techniques that are observed in clinic. Appropriate lecture time is devoted to group discussion of each week's clinical experiences.

## **PHYSICS PHY**

### **PHY 101: Fundamentals of Physics I (4 credits)**

*Meets Category III General Education Requirements*

*45 lecture hours; 45 lab hours*

*Prerequisites: MAT 128; ENG 82 or RENG 92 or appropriate course waivers or ACCUPLACER scores*

*Lab fee*



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The laws and principles of physics are surveyed for the liberal arts or pre-professional science student. The course emphasizes measurement, optics, kinematics, dynamic equilibrium, and energy.

## **PHY 102: Fundamentals of Physics II (4 credits)**

45 lecture hours; 45 lab hours

*Prerequisites:* MAT 128; ENG 82 or RENG 92 or appropriate course waivers or ACCUPLACER scores

Lab fee

The focus is on fluids, elasticity of matter, waves, electricity, magnetism, and modern physics.

## **PHY 199: Individual Study in Physics**

*Prerequisite:* satisfactory completion of at least one PHY course

See IS-Individual Study, p. 159.

## **PHY 203: General Physics I (5 credits)**

*Meets Category III General Education Requirements*

60 lecture hours; 45 lab hours

*Prerequisite:* MAT 140

*Corequisite:* MAT 141

Lab fee

This calculus-based physics course is intended for students majoring in mathematics, the natural sciences, computer science, or engineering. While the course doesn't assume any prior knowledge of physics, knowledge of calculus is essential. PHY 203 is the first course in a two-semester general physics sequence and covers mechanics, fluid mechanics, waves, and sound.

## **PHY 204: General Physics II (5 credits)**

*Meets Category III General Education Requirements*

60 lecture hours; 45 lab hours

*Prerequisites:* MAT 141; PHY 203

Lab fee

PHY 204 continues PHY 203. The course is intended for students majoring in the natural sciences, mathematics, engineering and computer science. PHY 204 covers heat, thermodynamics, electricity, magnetism, and optics.

## **POLITICAL SCIENCE PS**

### **PS 101: American Government (3 credits)**

*Meets Category II General Education Requirements*

45 lecture hours

*Prerequisites:* ENG 82 or RENG 92 or appropriate course waivers or ACCUPLACER scores

Background in the theory, organization, politics, functions, and problems of the American Federal system of government is presented. National institutions--the Presidency, the Congress, and the Federal courts--are examined in light of the Constitution and its historical development.

### **PS 102: State and Local Government (3 credits)**

*Meets Category II General Education Requirements*

45 lecture hours

*Prerequisites:* ENG 82 or RENG 92 or appropriate course

*wavers or ACCUPLACER scores*

Students study state and local governmental structures and functions within the framework of the federal and state constitutions. Specific attention is given to government in the state of Maryland.

### **PS 201: Thurgood Marshall's Legacy: Law and the Politics of Social Change (3 credits)**

*Meets Category II General Education Requirements*

45 lecture hours

*Prerequisite:* Any college-level sociology or political science or history course or permission of the Instructor.

This course will examine the legacy of Thurgood Marshall's life from a historical, political, and legal perspective. The class will explore how Thurgood Marshall used the law as an agent for social change and social justice for African Americans. Students develop the knowledge and skills to understand and critically evaluate the interaction of law, politics, social struggle, reform activity, and social change during the Civil Rights Movement.

### **PS 203: Public Policy Analysis (3 credits)**

*Meets Category II General Education Requirements*

45 lecture hours

*Prerequisites:* PS 101, PS 102, ENG 101, or permission of Program Coordinator

This course takes students through the stages of analyzing policies of public significance. The course exhaustively examines the classical types of public policy. Students learn how issues are identified and brought to the attention of those elected or appointed officials who have the responsibility for resolving such issues.

### **PS 204: Public Policy Seminar (3 credits)**

*Meets Category II General Education Requirements*

45 lecture hours

*Prerequisites:* ECO 201, PS 203, or permission of Program Coordinator

This seminar is designed to provide students with the opportunity to meet and interact with public policy practitioners. The seminar complements the Public Policy Option long-term goal of combining theory with practice for maximum knowledge and mastery. Students participate in formal and informal forums in which they can expand their knowledge about the concepts of government policy. The role and influences of Non-Governmental Organizations (NGOs) and other entities, such as the United Nations, World Bank, International Monetary Fund, Organization of African Unity, and the Organization of American States, among others, are examined.

### **PS 207: International Relations (3 credits)**

*Meets Category II General Education Requirements*

45 lecture hours

*Prerequisite:* PS 204 or permission of Program Coordinator

This course exposes students to the concepts of international relations and their relationship to America's global, vital, and strategic interests.



## PSYCHOLOGY PSY

### PSY 101: Introductory Psychology (3 credits)

*Meets Category II General Education Requirements*

*45 lecture hours*

*Prerequisites: ENG 82 or RENG 92 or appropriate course waivers or ACCUPLACER scores*

Students are introduced to the scientific study of behavior and a survey of the physiological, emotional, intellectual, and social forces that influence the development of human behavior.

### PSY 103: Psychology of Personality (3 credits)

*45 lecture hours*

*Prerequisite: PSY 101*

The major theories of personality and patterns of adjustive behavior are examined.

### PSY 104: Developmental Psychology (3 credits)

*Meets Category II General Education Requirements*

*45 lecture hours*

*Prerequisite: PSY 101*

This course deals with evolving growth and emerging behavior patterns from birth through old age. Films and observations are included.

### PSY 105: Behavior Modification (3 credits)

*45 lecture hours*

*Prerequisite: PSY 101*

Behavior and methods of predicting and modifying it are studied. Techniques of changing one's own and others' behavior in the home, school, or business are examined.

### PSY 119: Psychology and the Law (3 credits)

*45 lecture hours*

*Prerequisite: PSY 101*

The legal system is examined through the use of psychological concepts, methods, and research results. The course is organized around several basic conflicts that pervade a psychological analysis of law: the rights of individuals versus the common good; to discover the truth or to resolve conflicts; and science versus the law as a source of decisions. These conflicts generate dilemmas that persist and recur, whether the topic is the rights of persons with mental illness, training of lawyers, or punishments prescribed by judges. Society demands responses to these conflicts, and psychology provides methods and empirical results that bear on their resolution.

### PSY 120: Introduction to Scientific Psychology (4 credits)

*Meets Category II General Education Requirements*

*60 lecture hours*

*Prerequisites: ENG 82 or RENG 92 or appropriate course waivers or ACCUPLACER scores*

*Lab fee*

The scientific process as it applies to the study of behavioral and mental processes is introduced. Within the structure of the scientific process, the course provides a

survey of the physiological, emotional, and social forces that influence scientific research activities.

### PSY 121 Parenting Across the Life Span (3 Credits)

*Prerequisites: ENG 82 or RENG 92 or appropriate course waivers or ACCUPLACER scores*

This course focuses on parent-child interaction, roles, and responsibilities throughout the life cycle, analysis of parenting strategies, contemporary variation of family cultures, structures, and lifestyles, and sources of education and support. Topics covered are areas of concern to parents and professionals working with parents. These include: definitions, changing conceptions of parenthood, current issues affecting parenting, parents and adult children, grand parenting, caring for elderly parents.

### PSY 201: Educational Psychology (3 credits)

*45 lecture hours*

*Prerequisite: PSY 101*

Students examine psychological findings and concepts as they apply to educational situations. Techniques for measuring an individual's capacity and achievement are studied.

### PSY 202: Psychology of Exceptionality (3 credits)

*45 lecture hours*

*Prerequisite: PSY 101*

The psychological and social factors involved in exceptionality from childhood through adulthood are introduced. Teaching techniques and the rehabilitation of the disturbed exceptional person are studied.

### PSY 203: Criminal Psychology (3 credits)

*45 lecture hours*

*Prerequisite: PSY 101*

Students study the psychological factors relevant to criminal behavior in juveniles and adults. Significance of the criminal act as a reflection of sociocultural and personal adjustment is explored. Methods of identifying and assessing the offender are reviewed. Techniques for the alteration of conduct in juvenile and adult offenders are analyzed.

### PSY 204: Introduction to Abnormal Psychology (3 credits)

*45 lecture hours*

*Prerequisite: PSY 101*

An understanding of adaptive and maladaptive behavior and social attitudes toward mental health/illness is provided. Local resources for the assistance of the emotionally disturbed are surveyed.

### PSY 205: Psychology of Early Childhood (3 credits)

*45 lecture hours*

*Prerequisite: PSY 101 or permission of the instructor*

The mental, emotional, and social life of the preschool child and the impact of familial, social, and formal educative influences during the first six years are covered.

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## **PSY 206: Social Psychology (3 credits)**

45 lecture hours

*Prerequisite:* PSY 101 or permission of the instructor

The methods and findings of social psychology from the classic studies to cutting-edge research are examined.

Focus is on how people interact in social situations; how they influence each other's judgments, task performance, and attitudes. Some topics considered are prejudice and intergroup conflict, the self, attributional biases and errors, social motives (such as sex, altruism, or aggression), attraction and relationships, and cognitive dissonance.

## **PSY 207: Psychology of Human Learning and Behavior (3 credits)**

45 lecture hours

*Prerequisites:* PSY 101; ENG 101

The course provides a scientific/philosophic and brain research foundation for the understanding of the learning process and the acquisition of knowledge. Participants examine all aspects of human learning and cognition, from the simplest phenomena of conditioning to complex decisionmaking. In addition, the course explores, from a balanced perspective, the biological bases of learning and cognition at all levels.

## **PSY 208: Psychology of Adolescent Development (3 credits)**

45 lecture hours

*Prerequisites:* PSY 101; ENG 101

This course presents an overview of current research and theory on adolescent development, with special focus on the family, school, peer group, and community contexts within which adolescents live and grow. Students gain an understanding of the biological and social processes that influence development, the challenges and risks facing adolescents today, and the factors that promote positive development. Current issues related to adolescence and the implications of policy and practice on adolescent development are discussed throughout the course.

## **PSY 210 Introduction to Methods in Psychological Research (4 credits)**

60 lecture hours

*Prerequisites:* ENG 101, MAT 107, PSY 101 and two additional psychology courses.

This course will introduce students to the scientific methods as used in the behavioral sciences. Students will design a piece of research, as well as, be introduced to analyzing data using a statistical software package such as SPSS. Ethical concerns in research will also be examined.

## **RESPIRATORY CARE RC**

### **RC 111: Cardiorespiratory Science (2 credits)**

30 lecture hours

*Prerequisites:* Admission to the Respiratory Care Program

*Corequisites:* RC 112, RC 113, RC 115; BIO 107 or BIO 112

Students are offered an overview of the healthcare

delivery system, the hospital environment, and the organization and history of the Respiratory Care profession. Students develop such healthcare skills as basic patient needs, asepsis, body mechanics, applied medical terminology, basic physical assessment skills, and interview techniques. OSHA principles of barrier protection for blood and body fluid exposures are taught. The Problem Orientation Medical Record (POMR) is demonstrated as the preferred patient database format. Medical ethics, the patient Bill of Rights, confidentiality, and basic respiratory care modalities, including medical gas therapy, humidity therapy, medicated aerosol therapy, chest physiotherapy, hyperinflation therapy, airway management, and environmental therapies are introduced. Emphasis is on equipment application, theory of operation, therapist-driven protocols, and clinical practice guidelines. RC 112 is the supporting laboratory course for RC 111.

### **RC 112: Cardiorespiratory Equipment I (1 credit)**

45 lab hours

*Prerequisites:* Admission to the Respiratory Care Program

*Corequisites:* RC 111, RC 113, RC 115; 107 or BIO 112

The lab emphasizes skill-development of non-critical respiratory care treatment modalities. Skills mastered include medical gas therapy, humidity therapy, hyperinflation therapies, environmental therapy, chest physiotherapy, and airway management. Emphasis is on equipment application and theory of operation. Therapist-driven protocols and clinical practice guidelines provide the context for this course. RC 111 is the supporting lecture course for RC 112.

### **RC 113: Cardiopulmonary Anatomy and Physiology (3 credits)**

45 lecture hours

*Prerequisites:* Admission to the Respiratory Care Program

*Corequisites:* RC 111, RC 112, RC 115; BIO 107 or BIO 112

RC 113 studies the normal and abnormal pathophysiology of the cardiac, pulmonary, and renal systems. The mechanisms of homeostatic control for acid base balance, ventilation, gas transport, and circulation are stressed. The basic physiology of clinical cardiopulmonary monitoring is presented. Topics describing the lifelong changes in the physiology of the cardiopulmonary system introduce the biology of aging.

### **RC 115: Clinical Practicum I (2 credits)**

90 clinical hours; 30 conference hours

*Prerequisites:* Admission to the Respiratory Care Program

*Corequisites:* RC 111, RC 112, RC 113; BIO 112

This course is an introduction to respiratory care of the noncritically ill patient in the clinical environment. Emphasis is on hospital decorum, departmental protocols, clinical practice guidelines, POMR, patient identification, basic patient needs, asepsis, body mechanics, applied medical terminology, basic physical assessment skills, interview techniques, and communication skills. The student is required to observe all non-critical respiratory care treatment modalities and to develop respiratory care plans as assigned. Equipment theory and application

# COURSE DESCRIPTIONS

are reinforced. Weekly clinical conferences focus on case studies, medical intelligence, respiratory care plans, patient education, and development of expanded skills. Ethical practice of respiratory care is emphasized, and clinical skills developed in this practicum must be maintained throughout the Program.

## **RC 121: Cardiorespiratory Science II (3 credits)**

*45 lecture hours*

*Prerequisites: BIO 212; RC 111, RC 112, RC 113, RC 115*

*Corequisites: RC 122, RC 123, RC 125, RC 127*

This course introduces the concept of Acute Respiratory Care provided to the mechanically ventilated adult patient. The student is presented with physiological and clinical indications for mechanical ventilation. Lecture topics include ventilator design and function, airway management, physiological monitoring, modes of ventilation, techniques for improving oxygenation, and weaning strategies. The critical thinking skills required for the application of therapist-driven protocols as supported by clinical practice guidelines are developed through simulated respiratory care plans. RC 121 is the supporting lecture course for RC 122.

## **RC 122: Cardiorespiratory Equipment II (1 credit)**

*45 lab hours*

*Prerequisites: BIO 212; RC 111, RC 112, RC 113, RC 115*

*Corequisites: RC 121, RC 123, RC 125, RC 127*

Equipment theory and application of acute respiratory modalities in adult care are the major focus. Acute respiratory care modalities include mechanical ventilation, airway management, and physiological monitoring of the cardiopulmonary system, ventilator protocols, and special procedures. Critical thinking skills are developed using computer simulations of care plans and patient problems supported by interactive laboratory exercises. RC 122 is the supporting laboratory course for RC 121.

## **RC 123: Manifestations of Cardiorespiratory Disease (3 credits)**

*45 lecture hours*

*Prerequisites: BIO 212; RC 111, RC 112, RC 113, RC 115*

*Corequisites: RC 121, RC 122, RC 125, RC 127*

RC 123 is a course in cardiorespiratory pathophysiology where the emphasis is placed on the etiology, clinical manifestations, diagnosis, therapeutics, and prognosis of acute and chronic diseases of the cardiopulmonary system. Students receive didactic preparation in the following advanced assessment skills: chest physical examination, reading of the chest x-ray, assessment of clinical laboratory values, and physiological monitoring. Selected case studies are used to develop respiratory care plans based on therapist-driven protocols.

## **RC 125: Clinical Practicum II (4 credits)**

*180 practicum hours; 30 conference hours*

*Prerequisites: BIO 212; RC 111, RC 112, RC 113, RC 115*

*Corequisites: RC 121, RC 122, RC 123, RC 127*

This practicum emphasizes the respiratory care of the adult in the sub-acute setting. The focus is on

departmental protocols, clinical practice guidelines, POMR, patient identification, and communication skills. The ethical practice of respiratory care is emphasized as the student maintains previously mastered clinical skills. The student is required to demonstrate proficiency in the following modalities: oxygen therapy, humidity therapy, aerosol therapy, airway management, hyperinflation therapy, chest physiotherapy, and environmental therapy. Weekly clinical conferences focus on case studies, medical intelligence, respiratory care plans, patient education, and development of expanded skills.

## **RC 127: Cardiorespiratory Pharmacology (3 credits)**

*45 lecture hours*

*Prerequisites: BIO 212; RC 111, RC 112, RC 113, RC 115*

*Corequisites: RC 121, RC 122, RC 123, RC 125*

RC 127 is a course in clinical pharmacology focusing on the classes of medications appropriate for the pharmacological support of the cardiopulmonary patient. The basic principles of pharmacology, dosage, central nervous system activity, drug interactions, and specificity are presented.

## **RC 135: Clinical Practicum III (4 credits)**

*180 practicum hours; 30 conference hours*

*Prerequisite: RC 121, RC 122, RC 123, RC 125, RC 127*

*Corequisite: Entry-level self-assessment exam with a score of 75% or better completed by the 6th week*

RC 135 is the third practicum, with a new emphasis on adult critical care. The student continues to develop professional skills focusing on departmental protocols, practice guidelines, POMR, patient education, and communication. Professional development includes specialized learning experiences in advanced therapeutic modalities, introduction to mechanical ventilation, introduction to cardiovascular monitoring, special procedures, basic EKG interpretation, intubations, and patient education. Ethical practice of respiratory care is emphasized as the student maintains previously mastered clinical skills. Weekly clinical conferences focus on case studies, medical intelligence, respiratory care plans, patient education, and development of expanded skills. As a requirement for progression into the second year, the student must pass comprehensive written and practical examinations.

## **RC 211: Cardiorespiratory Science III (2 credits)**

*30 lecture hours*

*Corequisites: RC 212, RC 213, RC 214, and RC 215*

This course introduces respiratory care of the neonatal/pediatric patient with emphasis on the pathophysiology of cardiopulmonary disease. It reviews basic and advanced respiratory care treatment modalities as applied to neonatal/pediatric patients. Clinical indications and theory of newborn and pediatric mechanical ventilation are supported by simulated clinical problems. The critical thinking skills required for the application of therapist-driven protocols as supported by clinical practice guidelines are developed through simulated respiratory care plans. RC 211 is the supporting lecture course for RC 212.



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## **RC 212: Cardiorespiratory Equipment Lab III (1 credit)**

45 lab hours

*Prerequisite:* RC 135

*Corequisites:* RC 211, RC 213, RC 214, and RC 215

*Lab fee*

This course emphasizes skill development in basic and acute respiratory care modalities for the newborn and pediatric patient populations. Continued emphasis is placed on professionalism, competence, and protocol. RC 212 is the supporting laboratory course for RC 211.

## **RC 213: Cardiorespiratory Diagnostics (2 credits)**

30 lecture hours

*Prerequisite:* RC 135

*Corequisites:* RC 211, RC 212, RC 214, and RC 215

This course develops knowledge for the evaluation of flows, volumes, and capacities of the normal and diseased lung. Airway resistance, pulmonary compliance, indirect calorimetry, apnea, polysomnography, and special studies are included. An introduction to cardiopulmonary stress testing, non-invasive cardiac monitoring techniques, and cardiac catheterization is provided. RC 213 is the supporting lecture course for RC 214.

## **RC 214: Cardiorespiratory Diagnostics Lab (1 credit)**

45 lecture hours

*Lab fee*

RC 214 is a laboratory in which the student develops skills in pulmonary function testing, apnea monitoring, blood gas analysis, and Holter monitoring. Invasive and non-invasive cardiac diagnostics and polysomnography are procedures that are observed in the clinical setting. RC 214 is the supporting laboratory course for RC 213.

## **RC 215: Clinical Practicum IV (4 credits)**

180 practicum hours; 30 conference hours

*Prerequisite:* RC 135 with a minimum grade of "C" on all proficiency exams

This course is a continuation of RC 135 with emphasis on the integration of patient assessment and critical thinking techniques required in the advanced respiratory care plan. The student demonstrates the ability to perform the clinical competencies of the respiratory care practitioner in the adult acute respiratory care setting. Weekly clinical conferences focus on case studies, medical intelligence, respiratory care plans, patient education, advanced cardiac life support, and development of expanded skills.

## **RC 221: Respiratory Care Seminar (1 credit)**

15 seminar hours

*Prerequisites:* RC 211, RC 212, RC 213, RC 214, RC 215; permission of the Respiratory Care Program Coordinator required for repeating this course

*Corequisites:* RC 225, RC 223; completion of all graduation requirements

This seminar prepares the student with a content review and a preview of the credentialing examination process of the National Board for Respiratory Care (NBRC) exams. The student will take practice examinations for the NBRC's entry level certified Respiratory Therapist

(CRT), written registry examination (WRRT) and clinical simulation (CSRRT) examinations. The student will take the NBRC's secure self assessment examination - written registry (Secure SAE WRRT). The student must successfully pass the complete NBRC's SAE WRRT examination as a requirement for graduation.

## **RC 223: Rehabilitation and Continuing Care (2 credits)**

30 lecture hours

*Prerequisites:* RC 211, RC 212, RC 213, RC 214, RC 215

*Corequisites:* RC 225, RT 221; completion of all graduation requirements

This course describes the cardiorespiratory care needs of chronically ill patients. The student is introduced to the concepts of discharge planning, case management, patient-centered care, adult patient education, and the need for rehabilitation of the cardiopulmonary patient. Medical and psychosocial needs of the chronic ventilator-dependent patients who are accommodated at traditional and alternate care sites are explored. The socio-economic issues of long-term respiratory care and the special needs of the chronically ill are presented. The use of clinical practice guidelines and the therapist-driven protocols are stressed.

## **RC 225: Clinical Practicum V (4 credits)**

180 practicum hours; 30 conference hours

*Prerequisites:* RC 211, RC 212, RC 213, RC 214, RC 215

*Corequisites:* RC 221, RC 223; completion of all graduation requirements

RC 225 is a three-part clinical practicum in which the student is assigned to clinical rotations in Pediatric and Neonatal Intensive Care, Pulmonary Function/Special Procedure laboratories, and alternative care sites. The neonatal/ pediatric practicum focuses on the specialized adaptations of respiratory care modalities applied to this patient population. Emphasis is on departmental protocols, practice guidelines, POMR, patient identification, and communication skills. Maintenance of previously mastered skills is required. During this rotation, the student is assigned the duties of an advanced practitioner under direct supervision. Weekly clinical conferences focus on case studies, medical intelligence, respiratory care plans, patient education, and development of expanded skills. As a requirement for course completion/graduation, the student must pass the Comprehensive Entry Level Registry and NBRC's Clinical Simulation Self-Assessment Examinations.

## **ROBOTICS RBT**

### **RBT 101: Introduction to Robotics (3 credits)**

This course is designed to introduce students to basic robotics through lectures and implementation of Lego NXTs. Students will start with the Lego NXT training missions, then move on to challenges, and finally a class competition. By the end of the class, students should be able to design, simulate, build, and program a robot.



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## **RBT 102: Fluid Power and Components (3 credits)**

This course is designed to introduce basic hydraulic/pneumatic concepts, formulas, and applications of hydraulic/pneumatic components used for directional, flow and pressure control of circuits. This course also provides students with the knowledge and understanding of the operation, function, and application of hydraulic/pneumatic pumps, continuous rotation motors, and limited rotation motors.

## **RBT 201: Computer Assisted Manufacturing (CAM) (3 credits)**

This course will introduce the student to (1) the processes and operations associated with milling, drilling, and turning through computer codes and computer programming; and (2) the concept of quality control. In this course, students will create a machined part or assembly with the computer and the computer driven machines. Some lab practices for this class will be held at Morgan State University Center for Advanced Manufacturing Technologies.

## **RBT 203: Robotics Applications (4 credits)**

This course will teach students about various robotics applications and their associated components and control systems in manufacturing, construction, service, etc. Students will be introduced through hands-on experience to current methods of controlling robots, programming robots, and interfacing with robots, and to the integration of robotics for specific tasks along with safety issues. Students will also be required to design, simulate, build and test a small-scale pipe inspection robot by using a VEX kit.

## **SCIENCE SCI**

### **SCI 100: Elements of Earth Science (3 credits)**

45 lecture hours

*Prerequisites: MAT 81, ENG 82 or RENG 92 or appropriate course waivers or ACCUPLACER scores*

Students are introduced to the study of the earth, presenting basic concepts from astronomy, cartography, geology, meteorology, and climatology.

*This course is offered online only.*

### **SCI 106: Introductory Oceanography (3 credits)**

45 lecture hours

*Prerequisites: MAT 81; ENG 82 or RENG 92 or appropriate course waivers or ACCUPLACER scores*

The life of the sea is studied in terms of its interactions with the rest of the environment. Lectures, labs, and field trips explore oceanic phenomena. It is frequently offered as a telecourse.

*This course is offered online only.*

### **PHSC 110: Physical Science (4 credits)**

*Meets Category III General Education Requirements*

45 lecture hours; 30 lab hours

*Prerequisites: MAT 82 and ENG 82 or RENG 92 or appropriate course waivers or ACCUPLACER scores*

This course, a laboratory directed, inquiry based course

designed to meet the Category III General Education requirement (Biological and Physical Sciences), is required in several education majors and is for in-service teachers. The course presents fundamental concepts and principles related to the physical sciences. The main topics are properties of matter (mass, area, volume, density), heat, electric circuits, light and motion. A journal is maintained and a written project is required. Students do laboratories in collaborative groups. Significant short inquiry based laboratories are used, supported by short lectures and demonstrations. Computers are used for some of the laboratories, demonstrations and as part of the required project.

## **SOCIOLOGY SOC**

### **SOC 101: Introduction to Sociology (3 credits)**

*Meets Category II General Education Requirements*

45 lecture hours

*Prerequisites: ENG 82 or RENG 92 or appropriate course waivers or ACCUPLACER scores*

The study of society is introduced with emphasis on sociological concepts, methods, and theories about social structures and processes. Included in this overview of sociology is analysis of social organization, culture, socialization, social inequality, and social change. (Students completing SOC 101 should not take the four-credit introductory course, SOC 120).

### **SOC 102: Social Problems (3 credits)**

45 lecture hours

*Prerequisites: ENG 82 or RENG 92 or appropriate course waivers or ACCUPLACER scores*

The social causes, effects, and possible treatments of major social problems are analyzed. Students explore the definitions of social phenomena as problems and the value conflicts inherent in such definitions. Consideration is given to technological changes and cultural influences as they relate to recurrent and evolving social problems.

### **SOC 103: Marriage and the Family (3 credits)**

45 lecture hours

*Prerequisites: ENG 82 or RENG 92 or appropriate course waivers or ACCUPLACER scores*

The family as a social institution is studied. The course applies sociological concepts, theories, research, and crosscultural perspectives to understanding courtship, marriage, and family institutions. Topics examined include sexuality, love, marital adjustment, parenthood, childhood, gender roles, alternative life styles, and family variations by social class, ethnic group, and race.

### **SOC 104: The Community and Its Organization (3 credits)**

45 lecture hours

*Prerequisites: ENG 82 or RENG 92 or appropriate course waivers or ACCUPLACER scores*

The structure of communities, including community agencies and their interrelationships, is studied. Historical, theoretical, and methodological issues in the

# COURSE DESCRIPTIONS

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study of community are presented along with the role of community in modern life. Policy analysis, planning, and community organizing strategies are examined.

## **SOC 108: Anthropology (3 credits)**

*Meets Category II General Education Requirements*  
45 lecture hours

*Prerequisites: ENG 82 or RENG 92 or appropriate course waivers or ACCUPLACER scores*

This course focuses on human beings and their cultures throughout the world. Topics include human origins, language, religion, family, economic and political patterns, and cultural change.

## **SOC 120: Introduction to the Science of Sociology (4 credits)**

*Meets Category II General Education Requirements*  
60 lecture hours

*Prerequisites: ENG 82 or RENG 92 or appropriate course waivers or ACCUPLACER scores*

*Lab fee*

The study of society is introduced with emphasis on sociological concepts, methods, and theories about social structure and processes. Included in this overview of sociology is the analysis of social organization, culture, socialization, social inequality, and social change. Current quantitative and qualitative scientific inquiry using computers is included. (Students completing SOC 120 should not take the three-credit introductory course SOC 101).

## **SOC 125: Human Relations Workshop (3 credits)**

45 lecture hours

*Prerequisites: ENG 82 or RENG 92 or appropriate course waivers or ACCUPLACER scores*

Patterns of relationships among individuals and groups are examined from a sociological perspective. Emphasis is placed on the awareness and development of effective interpersonal relations in the workplace and in other social settings. Topics include communication, leadership, status and group behavior, motivation, and intercultural relations.

## **SOC 150: Cultural Diversity in the Workplace (3 credits)**

*Meets Category VI General Education Requirements*  
45 lecture hours

*Prerequisites: ENG 82 or RENG 92 or appropriate course waivers or ACCUPLACER scores*

How cultural diversity presents major challenges and opportunities in the workplace is examined. The course focuses on interpersonal and organizational relations that maximize resources and empower employees from a wide variety of cultural backgrounds. Students examine communications, education, teamwork, and management in the context of an increasingly diverse workforce and client base.

## **SOC 205: Criminology (3 credits)**

*Meets Category II General Education Requirements Social and Behavioral Sciences*

45 lecture hours

*Prerequisite: SOC 101*

Crime, criminals, and the process by which they are brought to justice are the focus of this course. The social nature, origins, and development of crime are explored as well as efforts on the part of society to prevent crime and treat the criminal offender.

## **SOC 209: Juvenile Delinquency (3 credits)**

45 lecture hours

*Prerequisite: SOC 101*

Juvenile delinquency is analyzed as a social phenomenon. The social nature, origins, and development of delinquent behavior are examined along with the methods and mechanisms developed by society for dealing with delinquents.

## **SOC 210: The Urban Community (3 credits)**

*Meets Category II General Education Requirements*

45 lecture hours

*Prerequisite: SOC 101*

The structure and relationships found in the urban environment are emphasized. Students examine the role of urbanization in the development of social systems, social change, stratification, and human and physical renewal. The course incorporates the major sociological theories that explain the development of urbanization as well as those that explain its impact on human relationships.

## **SOC 223: Racial and Ethnic Relations (3 credits)**

*Meets Category II General Education Requirements*

45 lecture hours

*Prerequisites: ENG 82 or RENG 92 or appropriate course waivers or ACCUPLACER scores*

Students are provided with an understanding of the sociological perspective on intergroup relations. Students examine how groups of persons sharing racial and cultural characteristics interact with groups sharing different characteristics. The issues of differential power among majority and minority group members and the historical and cultural experiences that have given rise to these power differences are examined. Various racial and ethnic groups in the U.S. and throughout the world—particularly the experiences of African Americans—are investigated.

## **SOC 240 Sociology of Diaspora (3 Credits)**

*Meets Category VI General Education Requirement*

45 lecture hours

*Prerequisite: ENG 101 or appropriate ACCUPLACER scores*

The movements of human populations predate written human history. This course examines the underlying social, political and economic reasons that people moved and were moved to create the modern world. It examines the impact of human migration on both the giving and receiving societies, the linkages with the society of origin

# COURSE DESCRIPTIONS

and the development of Diaspora identity. The course will explore both historic and contemporary Diasporas, both intersocietal and intrasocietal.

## **SOC 250: Sociology of the World System (3 credits)**

*Meets Category VI General Education Requirement*

*45 lecture hours*

*Prerequisite: ENG 101 or appropriate ACCUPLACER scores*

This course traces the development of regional world systems into the creation of a single world system from the 16th century to the present. Integrating economic, political, and cultural elements, the course explores the increasing interdependence of the world. Also addressed are theories of development and modernization regarding the uneven development of nation-states in the industrial period.

## **SPANISH SPA**

### **SPA 101: Spanish Elements (3 credits)**

*45 lecture hours*

Students are taught how to function in the language and how the language functions. Emphasis is placed on pronunciation, vocabulary development, and grammatical patterns. The course meets the needs of those who have had no previous instruction in the language. The intent is to develop in the student the ability to speak, read, and write in Spanish.

### **SPA 102: Spanish Elements (3 credits)**

*45 lecture hours*

*Prerequisite: SPA101*

This course continues, for students who have completed SPA 101, the study of the fundamentals of Spanish. Emphasis is placed on advanced grammatical patterns, pronunciation, and vocabulary development. Students read short stories, newspapers, magazines, and excerpts from Cervantes, Lope de Vega, and other notable writers in Spanish.

### **SPA 201-202: Intermediate Spanish (3 credits)**

*45 lecture hours*

A brief review of grammar combined with an introduction to contemporary Hispanic culture and literature is provided in these courses.

## **SPECIAL EDUCATION SED**

### **SED 220: Special Education: An Overview (3 credits)**

*45 lecture hours*

*Prerequisites: ECE 100; PSY 101*

The field of special education and the population it serves are introduced. The history of special education is discussed. Federal and State regulations are emphasized. Each exceptionality is presented in terms of group characteristics, accepted category definitions, causes of disorder, and developmental assessment and identification techniques. The course focuses on the need for early identification of special children and the ways

in which these children can be identified. The physical and psychosocial needs of special children and the effects of their exceptionalities on their families, teachers, and peers are presented. Students are introduced to appropriate educational techniques and to individualized instructional approaches in the special education setting.

### **SED 223: Caring for Infants and Toddlers with Disabilities (3 credits)**

*36 lecture hours; 9 practicum hours*

*Prerequisite: SED 220*

This course is modeled after a national training program for paraprofessionals and professionals who provide care for young children, infants, and toddlers with special needs. It is designed to address all aspects of caregiving for children with special needs and to increase caregivers' sensitivity and competency with this population. Topics such as positioning and handling, feeding techniques, and care of children with a variety of disabilities and chronic healthcare problems are included. Participants have the opportunity to improve communication skills with colleagues and parents. Family day care and center-based child care providers, education and health paraprofessionals, and professionals with limited experience with this population benefit from this unique training program.

### **SED 225: Curriculum and Secondary Methods of Instruction for Adolescents with Mild to Moderate Disabilities (3 credits)**

*45 lecture hours*

*Prerequisites: ENG 101; SED 220*

In this course, educators will be able to identify, describe, and apply various instructional strategies for adolescents with mild to moderate disabilities. In addition, educators will understand how to use these strategies effectively within a multicultural classroom of socially, ethnically and cognitively diverse learners. To improve performance of students in all academic areas, teachers will learn how to implement in an appropriate manner techniques for classroom management and varied individual and group instruction. The materials and instruction in this course are aligned with the standards of the Council for Exceptional Children and the Maryland State Department of Education's Essential Dimensions of Teaching.

### **SED 230: Curriculum and Elementary Methods of Instruction for Children with Mild to Moderate Disabilities (3 credits)**

*45 lecture hours*

*Prerequisites: ENG 101; SED 220*

In this course, educators will be able to identify, describe and apply various instructional strategies for children with mild to moderate disabilities. They will understand how to use these strategies effectively within a multicultural classroom of socially, ethnically and cognitively diverse learners. To improve performance of students in all academic areas, teachers will learn how to implement in an appropriate manner techniques for classroom management and varied individual and group instruction. The materials and instruction in this



# COURSE DESCRIPTIONS

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course are aligned with the standards of the Council for Exceptional Children and the Maryland State Department of Education's Essential Dimensions of Teaching.

## **SED 235: Methods of Assessment in the Education of Adolescents with Mild to Moderate Disabilities (3 credits)**

45 lecture hours

*Prerequisites: ENG 101; SED 220*

In this course, educators will examine intelligence, achievement, personality, and other standardized assessment appropriate for adolescent students. The course covers selection criteria, methods of administration, interpretation, and use of results for developing individualized educational plans and program planning. The materials and instruction in this course are aligned with the standards of the Council for Exceptional Children and the Maryland State Department of Education's Essential Dimensions of Teaching.

## **SED 238: Diagnostic and Prescriptive Techniques in IEP Development and Implementation (3 credits)**

45 lecture hours

*Pre-requisite: SED 220*

This course examines the development and implementation of the Individual Education Plan (IEP), utilizing a diagnostic and prescriptive system. Teachers examine various diagnostic and prescriptive systems of IEP development and programming and their application in different educational environments. The materials and instruction in this course are aligned with the standards of the Council for Exceptional Children and the Maryland State Department of Education's Essential Dimensions of Teaching.

## **SED 240: Methods of Assessment in the Education of Children with Mild to Moderate Disabilities (3 credits)**

45 lecture hours

*Prerequisites: ENG 101; SED 220*

In this course, educators will examine the function, methods and role of assessment in planning for special education students whose cultures, home languages and learning styles are diverse. Educators will also examine the strategies in the selection and use of appropriate assessments in the development of individualized education plans and overall program planning. Educators will examine strategies of assessment, reporting, communicating with parents and professionals and conducting assessment.

## **SED 245: Prevocational and Vocational Planning and Methods of Instruction for Students with Mild to Moderate Disabilities (3 credits)**

45 lecture hours

*Prerequisites: ENG 101; SED 220*

This course examines current program adaptation and approaches for teaching prevocational and vocational skills to students with mild to moderate disabilities. The materials and instruction in this course are aligned with the standards of the Council for Exceptional Children and

the Maryland State Department of Education's Essential Dimensions of Teaching.

## **SED 250: Student Practicum in Special Education (5 credits)**

36 seminar hours; 90 fieldwork hours

*Prerequisites: SED 220; SED 222 or SED 223*

Students have the opportunity to apply the theory learned in SED 222 or SED 223 in a supervised field placement. During the seminar, students are given an opportunity to evaluate and build on both theory and practice.

## **SED 256: Successful Inclusive Teaching Methods: Curriculum and the Management of Students with Disabilities in the Regular Classroom (3 Credits)**

45 lecture hours

*Pre-requisite: SED 220*

In this course educators will be able to identify, describe, and apply various instructional strategies within an inclusive classroom, for children with disabilities who have a 504 or an individualized education plan (IEP). They will gain understanding of how to use these strategies effectively within a multicultural classroom of socially, ethnically and cognitively diverse learners. Teachers will learn how to appropriately implement varied individual and group instructional and classroom management techniques to increase Adequate Yearly Progress (AYP) of all students in all academic areas. The materials and instruction in this course are aligned with the standards of the Council for Exceptional Children and the Maryland State Department of Education's Essential Dimensions of Teaching.

## **SED 260: Communication & Consultation in the Implementation of Special Education (3 credits)**

45 lecture hours

*Prerequisites: ENG 101; SED 220*

In this course, educators will learn strategies and techniques to develop effective communication with parents, school personnel, members of the multidisciplinary team, other professional disciplines and the community to provide quality education and services to children in special education. The materials and instruction in this course are aligned with the standards of the Council for Exceptional Children and the Maryland State Department of Education's Essential Dimensions of Teaching.

## **SPEECH SP**

### **SP 101: Fundamentals of Speech Communication (3 credits)**

*Meets Category I General Education Requirements*

45 lecture hours

*Prerequisites: ENG 82 or RENG 92 or appropriate course waivers or ACCUPLACER scores*

Human communication in both a theoretical and an experiential framework is investigated. Areas of study include communication theory, interviewing, and



informative and persuasive speaking. Students prepare and present informative and persuasive speeches based on classic models. Theory, preparation, appropriate form, and delivery are studied and evaluated. Each student is responsible for at least one formal interview and three speeches. Several impromptu speeches may be included.

## **SP 141: Voice and Diction (3 credits)**

*45 lecture hours*

The mechanics of oral communication are intensively studied. Students develop the ability to execute correctly the sounds of standard American English through the use of drills, exercises, oral readings, and phonetic transcriptions. The English portion of the International Phonetic Alphabet (IPA) is used extensively.

## **SP 240: Oral Interpretation of Literature (3 credits)**

*45 lecture hours*

Students are acquainted with the general principles of oral reading and the art of oral interpretation of poetry, short stories, and drama. Required student performance in the second half of the course is evaluated.

## **SURGICAL TECHNOLOGY SGT**

### **SGT 101: Instrumentation (3 credits)**

*30 lecture hours; 45 lab hours*

*Prerequisites: 2.5 GPA; PRE 100; ENG 101; MAT 128; SP 101*

*Corequisites: AH 130; BIO 111; SGT 102; SOC 101*

*Lab fee*

This course is an introduction to basic surgical instrumentation along with specific nomenclature and classification. Instruction in the care, use, and handling of instrumentation is provided through hands-on application. Concepts of sterilization and disinfections and their effects on the wound-healing process are included. Wound-closure materials, incisions, standard precautions, and hemostatic mechanisms are also introduced.

### **SGT 103: Introduction of Surgical Technology (5 credits)**

*30 lecture hours; 90 lab hours*

*Prerequisites: AH 130; BIO 111; SGT 101; SGT 102; SOC 101*

*Corequisites: AH 230; BIO 112; SGT 104*

*Lab fee*

This course introduces the student to the fundamentals of aseptic technique and prepares them for functioning in an operating room (OR). The healthcare team, layout of an operating room suite, and OR attire is discussed. Scrubbing, gowning, and gloving are introduced along with the concepts of maintaining a sterile field. Demonstrations and return demonstrations provide opportunities for student participation in the circulating, surgical assistant, and scrub roles. A student's returned demonstrations are enhanced through repeated timed performances. The principles of anesthesia are also introduced.

### **SGT 104: Basic Surgical Procedures (3 credits)**

*30 lecture hours; 45 lab hours*

*Prerequisites: AH 130; BIO 111; SGT 101; SGT 102; SOC 101*

*Corequisites: AH 230; BIO 112; SGT 103*

*Lab fee*

This course is an introduction to basic surgical procedures. Diagnostic endoscopies; otorhinolaryngology, including T and A, myringotomy and Caldwell Luc; head and neck, including thyroidectomy, tracheostomy, laryngectomy, radical neck; and general, including breast, skin grafts and herniorrhaphies are discussed. Specific clinical conditions, signs and symptoms, and surgical intervention are explored from a step-by-step scrub approach. Students are expected to assimilate each surgical procedure through written documentation and identify prerequisite instrumentation and miscellaneous supplies. Surgical positions and precautionary measures are also included.

### **SGT 105: Hospital Clinical I (5 credits)**

*280 clinical hours*

*Prerequisites: AH 230; BIO 112; SGT 103; SGT 104*

*Lab fee*

This is the first clinical practicum that introduces the student to an actual operating room setting. Students are assigned to a clinical affiliation five days a week, totaling 280 of the program's required clinical hours. Under the direct supervision of operating room personnel, students are provided the opportunity to participate and apply the principles of aseptic technique introduced in SGT 103. Recommended scrub performances include but are not limited to surgical procedures introduced in SGT 104. Students must document all clinical experiences. Assigned competency-based clinical skills and required clinical hours must be successfully completed and appropriately checked off before the student can proceed in the program.

### **SGT 201: Hospital Clinical II (4 credits)**

*240 clinical hours*

*Prerequisite: SGT 105*

*Corequisites: AH 135; BIO 212; SGT 205*

Under the direct supervision of operating room personnel, the student is allowed to participate as a member of the surgical team. Opportunity is now provided for the student to scrub on more advanced surgical procedures to include, but not limited to, those introduced in SGT 205. This course provides 240 of the program's required clinical hours--8 hours/day, 2 days/week for 15 weeks. Assigned competency-based clinical skills and required clinical hours must be successfully completed and appropriately checked-off before the student can proceed in the program.

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## **SGT 205: More Advanced Surgical Procedures (3 credits)**

30 lecture hours; 45 laboratory hours

Prerequisite: SGT 105

Corequisites: AH 135; BIO 212; SGT 201

Lab fee

This course is an introduction to more advanced surgical procedures. Surgical considerations involving the biliary tract, gastrointestinal, genitourinary, gynecology, ophthalmology, and pediatrics are all discussed. In addition to new concepts in surgical intervention, more complicated types of instrumentation are introduced. Students learn to anticipate the surgeon's needs through the process of association and the identification of applied surgical patterns. Assigned observational visits, guided tours, guest lecturers, and clinical in-service presentations enhance and complement course content.

## **SGT 210: Hospital Clinical III (4 credits)**

240 clinical hours

Prerequisites: AH 135; BIO 212; SGT 201; SGT 205

Corequisites: AH 110; PSY 101; SGT 215

Lab fee

Under direct supervision of operating room personnel, the student is allowed to participate as a member of the surgical team. Opportunity is provided to scrub on advanced and specialty procedures that include, but are not limited to, those procedures introduced in SGT 215. This course provides 240 of the program's required clinical hours--8 hours/day, 2 days/week for 15 weeks. Assigned competencybased clinical skills and required clinical hours must be successfully completed and appropriately checked-off before the student can proceed in the program.

## **SGT 215: Advanced and Specialized Procedures (3 credits)**

30 lecture hours; 45 lab hours

Prerequisites: AH 135; BIO 212; SGT 201; SGT 205

Corequisites: AH 110; PSY 101; SGT 210

Lab fee

This course is the final semester of advanced surgical procedures and introduces the concepts of neurology, thoracic, cardiac, orthopedic, vascular, and transplant surgery. In addition to new concepts in surgical intervention, more complicated types of instrumentation are introduced. Students learn to anticipate the surgeon's needs through the process of association and the identification of applied surgical patterns. Assigned observational visits, guided tours, guest lecturers, and clinical in-service presentations enhance and complement course content. Telecommunications

## **TECHNOLOGY TEL**

### **TEL 100: Introduction to Business Telecommunications (3 credits)**

45 lecture hours

Prerequisite: BCA 104 or Equivalent

This course introduces students to telecommunications

technology, both voice and data. The course begins with a brief history of telecommunications in North America. Open Systems Interconnection (OSI) and Standard Organizations are also discussed. LAN, MAN, WAN, BN and network components are covered in this course. Network security issues and various case studies from Dow Corning telecommunications are discussed.

**Note:** There is no lab for this course.

### **TEL 135: Introduction to Data Communications (3 credits)**

30 lecture hours; 45 lab hours

Prerequisite: TEL 142

Lab fee

This course covers the intermediate level, which requires a fundamental background in mathematics, electronics, and digital circuits. Some aspect of voice is covered, but more emphasis is placed on data. Topics covered include noise, AM/FM, pulse modulation, telephone network and subscriber loop interface, modems, LAN, Internet and emerging technologies, and error detection, correction, and control. The laboratory aspect of the course is focused on communication circuit simulation, physical circuit construction, and testing. The course will provide the practical knowledge needed by today's telecommunications engineers and technicians.

### **TEL 140: PC Local Area Networks (3 credits)**

30 lecture hours; 45 lab hours

Prerequisites: BCA 104; ELC 101; ELC 111 or equivalent

Lab fee

Instruction prepares a student to build a network from computer components. The course surveys the need for networks, hardware and software specifications, network installations, communications theory, and the administration of networks. The student builds a network, installs an operating system, and uses the network.

### **TEL 142: Electronic Communications I (3 credits)**

30 lecture hours; 45 lab hours

Prerequisites: ELC 111; ELC 120; ELC 151

Corequisite: ELC 121

Lab fee

Students are introduced to the theory and operations of transmission lines and digital communication. Signal flow and processing techniques are traced from the information source through the transmitter, channel, receiver, and ultimately to the information sink. Amplitude modulation, frequency modulation, pulse modulation, AM/FM receivers, and SSB and DSB transmission are covered.

### **TEL 200: Telecommunications Management (3 credits)**

45 lecture hours

Prerequisite: TEL 100

The principles of organizational policy are introduced along with a review of the history and trends of the regulatory environment. The cost and trade-offs

involved in the design and operation of modern telecommunications networks such as reliability, MTBF, MTRR, Life Cycle; special aspects of systems and specifications to prepare Request for Proposal (RFP) and evaluation of RFP's; and traffic study and equipment-man-power balance considerations are covered.

### **TEL 210: Telecommunications Wiring and Equipment (3 credits)**

*30 lecture hours; 45 lab hours*

*Prerequisite: TEL 135 or equivalent*

*Lab fee*

This course examines telephone cables and equipment installation, including punch down blocks, patch panels, PBX, bridges and routers, and miscellaneous telecommunication outlets. The student is introduced to the theory of signal conditioned circuits, cable and network testing, and troubleshooting telecommunications systems. Certification procedures for cable installation are covered for possible future application.

### **TEL 235: Data Communication Systems Configuration (3 credits)**

*30 lecture hours; 45 lab hours*

*Prerequisites: TEL 135; ELC 142*

*Lab fee*

Data communications applications and configuration are examined. The course utilizes modem installation and diagnostics. Students learn advanced data communications concepts such as WANs, T1, DDS, FDDI, protocols, and how to use protocol analyzers. Students learn how to configure advanced data communication equipment such as statistical multiplexers, the T1 Smart DSU/CSU jack, DDS channel interface units, and microprocessor-controlled modems.

### **TEL 242: Electronic Communications II (4 credits)**

*45 lecture hours; 45 lab hours*

*Prerequisite: TEL 142; TEL 135*

Both analog and digital communication systems from fundamentals through advanced levels are studied. The theory is coupled with laboratory experiments in the area such as communication receivers, communication transmitters, transmission lines, oscillators, modulators, filters, and multiplexing.

### **TEL 245: Telecommunications Protocol (3 credits)**

*30 lecture hours; 45 lab hours*

*Prerequisites: TEL 235; CIS 260*

*Lab fee*

The standards, protocols, and services that the telecommunications industry uses in networking voice, data, and video traffic are studied. Topics include flow control, X.25, X.75, ISDN and Broadband ISDN with Frame Relay and ATM, TCP/IP protocols, Frame Relay, ATM, SONET/SDH, and data security and error checking.

### **TEL 255: Satellite Communications (3 credits)**

*30 lecture hours; 45 lab hours*

*Prerequisites: TEL 135; TEL 142*

*Lab fee*

An overview of the basic elements and techniques used in satellite communications is provided. A short introduction to launch physics is followed by a discussion of methods of determining antenna look angles. The antennas gain and beam width equations are examined with emphasis on the parabolic antenna. Up-link and downlink budgets are examined. Carrier-to-noise ratio, bit energy-to-noise density ratio, and gain-to-noise temperature ratio are studied. Frequency modulation and multiphase modulation methods are investigated.

TEL 260: Advanced Telecommunications

### **Facilities and Equipment (3 credits)**

*30 lecture; 45 lab hours*

*Prerequisite: TEL 245*

*Lab fee*

The more common equipment and facilities used by the telecommunications industry, such as PBXs, signal 7, cellular radio, central office equipment, and WANs are studied. Transmission lines include cable types (metallic and optical), transmission parameters, and testing techniques.

### **TEL 265: Analog and Digital Telephony (3 credits)**

*30 lecture hours; 45 lab hours*

*Prerequisites: TEL 135; TEL 142*

*Lab fee*

Students are introduced to modern telephone networks and interfaces. Telephone set and central office interfaces are covered in detail, including both digital and analog implementations. Private and public switches, electromechanical and electronic, are discussed. Principles of carrier telephony for both digital and analog transmission are introduced.

## **THEATRE THEA**

### **THEA 101: Introduction to the Theatre (3 credits)**

*30 lecture hours; 30 lab hours*

*Prerequisites: ENG 82 or RENG 92 or appropriate course waivers or ACCUPLACER scores*

An introductory study of the art of theatre, its components, production personnel, and interdependent relationships necessary for successful theatrical presentation, from conceptualization to execution, both on-stage and backstage. Students will be required to participate in a one-act theatrical production.

### **THEA 107: Script Analysis (3 credits)**

*45 lecture hours*

*Prerequisite: THEA 101 and ENG 101*

An introductory course providing initial resources for the student actor/writer/director/designer to develop and apply learned skills in the organic, textually derived analysis of dramatic literature from varying perspectives.

# COURSE DESCRIPTIONS

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## **THEA 111: ACTING I - for the Theatre Major (3 credits)**

30 lecture hours; 30 lab hours

*Prerequisite:* THEA 101

Acting as a craft and selected business dynamics associated with a career in acting are examined. Through this course, students gain an understanding of the craft and its execution based on the Stanislavski method, and participate in intensive scene work and exercises in how to play the theatrical moment through to its organic completion.

## **THEA 112: Movement for the Stage Actor (3 credits)**

45 lecture hours

*Prerequisite:* THEA 111

The actor's body is an instrument requiring development for effective physical characterization on stage. The course focuses on the appearance, alignment, attitude, purposeful movement and interaction of the actor in scene studies. Building and releasing physical tension, spatial awareness, related movement elements, and theories are explored.

## **THEA 113: Vocal Production for the Actor (3 credits)**

45 lecture hours; 45 lab hours

*Prerequisite:* THEA 111

An exploration of both the theoretical and practical applications of effective vocal production techniques for the actor, including: identifying the actor's natural vocal quality, developing sustained vocal capacity, strengthening vocal responsiveness, stamina, and breath control, resulting in effective vocal delivery for the stage.

## **THEA 200: History of the Theatre I (3 credits)**

45 contact hours

*Prerequisite:* THEA 107

The introductory level and study of theatre development within its historical context, from early rituals to the Age of Romanticism. Students will receive a basic primer on the period's historical figures, critical literature and drama, styles, movements, and resulting forms.

## **THEA 201: History of the Theatre II (3 credits)**

45 contact hours

*Prerequisite:* THEA 107

A continuation of THEA 200, the course focuses on theatre development within its context, from the Age of Romanticism to the 21st century. Students receive a basic primer on the period's historical figures, critical literature and drama, styles, movements, and resulting forms.

## **THEA 210: Acting II -- for the Theatre Major (3 credits)**

45 contact hours

*Prerequisite:* THEA 111; ENG 101; SP 101

A continuation of THEA 111, the course focuses on advanced techniques to refine character development, further explore textual and sub-textual script meanings, begin advanced scene study, and continue and enhance organically derived interpretations based on finding and playing a scene's action through the rehearsal process. The course also examines both the craft and business

dynamics of a career in acting. In-depth discussion and execution of areas related to the business of acting include getting the audition and job, preparing headshots and resumes, unions, casting directors, agents, managers and contracts. Students are expected to develop a resume, headshot, portfolio of audition material, and game plan for auditioning, both locally and regionally.

## **THEA 250: Theatre Production Workshop (3 credits)**

90-120 practicum hours

*Prerequisite:* Permission of instructor via audition and/or interview

THEA 250 is an intense practicum focused on the art and craft of theatre design and production. The course provides students an opportunity to participate in faculty-directed, department-sponsored productions. A typical rehearsal process requires approximately three hours rehearsal, three to five nights per week, for six to eight weeks, plus six performances. Participation will be defined as theatrical performance as well as theatre design and production, including directing, costuming, lighting, make-up, management, scenery, safety, sound, and rigging techniques and practices. Students will work toward the creation of one substantial production with all the supportive elements necessary to stage a performance for public presentation. Students will not be permitted to earn concurrent credit for THEA 250 and DAN 250 when participating in a single production unless special permission is granted by the production director. The course may be repeated for up to six credits.



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**School of Arts and Social Sciences**

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**School of Allied Health and Nursing**

Scott Olden

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Dr. Wayne Beckles

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410-462-8560

### Associate Deans

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**Education, Social and Behavioral Science**

Meta Harris, Ed.D., Ph.D.

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## Program

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Brian Lazarus, MBA

Liberty MNB 309

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**Maryland's 16 community colleges:**

- Enrolled 118,933 students during the fall 2004 semester
- Enrolled 218,855 students in continuing education courses in FY 2004
- The total state-funded enrollment was 87,491 in FY 2004

**Other facts:**

- About 62% of Maryland high school graduates who go to college in the fall attend community colleges
- Transfer students from Maryland community colleges are successful at 4-year public college and universities; they typically achieve a B average

**Start your job training with us.**  
**Consider the facts in making your decision:**

- Students from Maryland community colleges represent the vast majority of healthcare workers either entering the workforce or upgrading their skills. (U.S. BLS, 1974-2002)
- Maryland community colleges account for about 60% of the nursing graduates, RNs and LPNs each year.
- Thousands of individuals enrolled in non-credit programs that allowed them to begin or advance in healthcare careers
- The passing rate for nursing graduates from Maryland's community colleges on the registered nurse exam compares favorably with graduates from the 4-year private institutions, averaging 88% vs. 92%, respectively, over the past 4 years.
- The passing rate for community college nursing graduates has exceeded that for graduates of 4-year public institutions for the past four years.
- The passing rate for other allied licensing exams for allied health graduates from community colleges has averaged over 90% during the past ten years.

Check this schedule for healthcare programs available for you.

**The Community Colleges of Maryland**

Where you need us.  When you need us.

Visit our website at: [www.mdcommunitycolleges.com](http://www.mdcommunitycolleges.com)

- Allegany College of Maryland
- Anne Arundel Community College
- Baltimore City Community College
- The Community College of Baltimore County
- Carroll Community College
- Cecil Community College
- Chesapeake College
- College of Southern Maryland
- Frederick Community College
- Gamett College
- Hagerstown Community College
- Hartford Community College
- Howard Community College
- Montgomery College
- Prince George's Community College
- Wor-Wic Community College

# GENERAL POLICIES

## Baltimore City Community College Covenant for Success

At Baltimore City Community College, we believe that the seeds of greatness are in each student. It is through education that the gifts and talents in each student are realized. Faculty, staff, and students have complementary and mutual responsibilities to assure student success. The purpose of this Covenant for Success is to describe those mutual responsibilities.

As a faculty or staff member of Baltimore City Community College, I will:

- Have high expectations for each student; I will not accept mediocrity
- Encourage each student to become all that he/she is capable of becoming
- Value time and end classes on-time and set priorities for the use of time
- Be enthusiastic about my work. I will go out of my way to stay current in my field and find creative ways to teach my subject in a manner that is interesting and relevant to students
- Respect students and value their immense potential; I will not label students or place limitations on them about goals that they are willing to work hard to achieve
- Respect differences among students and encourage students to learn from their differences.

As a student at Baltimore City Community College, I will:

- Be responsible for my education. While others may help me, my success will depend primarily upon what I do to become successful. If it is to be, it is up to me
- Work hard to succeed, including attending all classes and devoting a great deal of time to reading, studying, and doing out-of-class assignments; I will spend at least two hours in outside preparation for each hour of class time
- Value time, come to classes on-time, and set priorities for the use of time
- Set positive, specific, and measurable goals, and visualize myself in possession of them
- Be an active learner; ask questions and seek help as often as needed
- Be honest and maintain the highest level of integrity.

## Sexual Harassment Policy

It is the policy of the State of Maryland and Baltimore City Community College that sexual harassment is an unlawful practice and will not be tolerated in any form in the workplace and/or on the campuses. The policy governs any unwelcomed and unsolicited sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature. The policy applies to faculty, administrators, professional staff, other employees, vendors, and students. Any employee or student who believes that sexual harassment by an employee or faculty member has occurred should promptly report the incident to the employee/faculty member's supervisor or department supervisor. Students who believe they have been sexually harassed by another student should report the incident to the Vice President for Student Affairs. In either case, the Executive Director

of Human Resources will conduct an investigation and either recommend disciplinary action to be taken against the employee or student or report that sexual harassment could not be substantiated. A copy of the complete Sexual Harassment Policy may be obtained from the Human Resources Office.

## Smoke-Free Environment Policy

For BCCC to fulfill its role and responsibility to provide a safe and healthy environment for faculty, staff, and students, it is essential to eliminate exposure to the toxic substances produced by tobacco smoke.

### Facilities and Areas Affected

Smoking is prohibited inside all facilities owned, leased, or operated by BCCC including (but not limited to) such space as classrooms, halls, laboratories, studios, open and private offices, corridors, dining areas, restrooms, and common areas. This prohibition also includes all vehicles owned, leased, or operated by the College.

### The Use of College Facilities by Outside Parties

All contracts and agreements will include a clause that states that BCCC is a smoke-free environment and, as such, prohibits smoking in all facilities for events including but not limited to conferences, meetings, seminars, concerts, colloquia, receptions, sporting events, and parties.

### Tobacco Sales on College Property

There will be no sale of cigarettes, cigars, and pipe tobacco at any facility, location, or vending machine owned, leased, or operated by BCCC.

### Progressive Counseling/Enforcement

While responsibility for the implementation and effectiveness of the policy lies with all BCCC faculty, staff, and students, ultimate administrative responsibility to achieve Collegewide compliance rests with vice presidents, directors, and staff in charge of the various divisions, units, offices, and facilities. To effect adherence, members of the BCCC community must be willing to inform those unaware of the policy directly and politely or to remind those in disregard of it. If these approaches and efforts are unsuccessful, the individual in violation of this policy will be brought to the attention of the vice president, director, staff member, or other persons in charge for further discussion and progressive counseling.

### Smoking Cessation Programs

It is recognized that smokers who wish to stop smoking may require assistance and support. BCCC will sponsor smoking cessation programs and related health promotion activities to help faculty, staff, and students overcome their reliance on and addiction to nicotine.

### The Importance of a Collegewide Commitment

For a smoke-free policy to be effective and successful, the commitment of BCCC must be visible, substantial, and total. It is essential, therefore, that the College support and articulate this policy at all levels by all means through appropriate publications, announcements, advertisements, signs, and communications.

### Evaluation and Follow-Up

The Smoke-Free Policy will be reviewed and evaluated

periodically to determine its impact and effectiveness.

## A Drug-Free Campus Plan

### I. Policy

- A. In keeping with its commitment to an environment free of the illegal or abusive use of drugs and alcohol, it is the policy of Baltimore City Community College that the illegal or abusive use of drugs or alcohol is prohibited on all College property or at any College-sponsored activity.
- B. In order to inform students of their responsibilities under this policy and to meet the College's responsibilities as set forth in the Drug-Free Schools and Communities Act Amendment of 1993 (Public Law 101-226) and the Maryland Higher Education Commission's Policies Concerning Drug and Alcohol Abuse Control, the following information is provided.

### II. Prohibited Conduct

#### A. Drugs

1. Baltimore City Community College prohibits on all campus premises and at all College-sponsored activities the distribution, possession for the purpose of distribution, use, or possession of any controlled substance or illegal drugs.

**Note:** Controlled substances and illegal drugs prohibited under the Code are those listed in Schedule I through V, Article 27, Part 279, Annotated Code of Maryland.

#### B. Alcohol

1. Baltimore City Community College prohibits on campus premises and at all College-sponsored activities the unauthorized distribution, possession, or use of alcoholic beverages.
2. The Office of Student Life may authorize the use, possession, or distribution of alcoholic beverages by students on College premises or at College-sponsored activities but prohibits possession or use of alcoholic beverages by any student under the age of 21 or the providing of alcoholic beverages to a person known to be under the age of 21. Alcoholic beverages may not be possessed, consumed, or distributed at events on College campuses or College-sponsored events unless advance written approval has been obtained from the Coordinator for Campus Life.

### III. Disciplinary Sanctions

- A. Sanctions for the violation of College drug and alcohol policies include disciplinary reprimand or suspension from the College for a first offense and possible expulsion or dismissal for a repeated offense. Students may be accountable to both civil authorities and the College for acts which constitute violation of the law and of College policy.

### IV. Legal Sanctions under Federal, State, and Local Laws

#### A. Drugs

1. Federal law 21 USCA, Sections 841 and 844 to 845a (1990), states that it is unlawful to possess any controlled substance, including

marijuana, cocaine, and heroin, for any illegal purpose. If the substance is cocaine or contains a cocaine base, the penalty for simple possession is a fine and/or imprisonment from 5 to 20 years. For other illegal drugs, the penalty for simple possession is a fine of at least \$1,000 and/or imprisonment for up to 3 years. Penalties increase if possession includes intent to manufacture, distribute, or dispense a controlled substance, especially near a public or private elementary, vocational, or secondary school or a public or private college or university. Additionally, any person who violates this law shall also be liable for an amount up to \$10,000 in civil penalties.

2. The State of Maryland has its own laws dealing with distribution, manufacture, and possession of controlled substances. Article 27, Section 286 (1989), Annotated Code of Maryland, states that any person who unlawfully manufactures or distributes any controlled dangerous substance may be fined up to \$25,000 and may be imprisoned for up to 20 years for a first offense.
3. In Baltimore City, under Article 19, Section 58C, City Code, it is illegal to loiter in a certified Drug-Free Zone, with penalties of imprisonment of up to 30 days and a fine of up to \$400.

#### B. Alcohol

1. Article 27, Sections 400 to 403B, Annotated Code of Maryland, prohibits any person under 21 from falsifying or misrepresenting his/her age to obtain alcohol or to possess alcoholic beverages with the intent to consume them. It is also illegal in most situations to provide alcohol to a person under 21 or to obtain alcohol on behalf of a person under 21.
2. The penalty is a fine of up to \$500 for a first offense and up to \$1,000 for repeat offenses.
3. Article 2B, Section 211, Annotated Code of Maryland, prohibits a person from drinking any alcoholic beverage while on public property unless authorized by the governmental entity that has jurisdiction over the property; in the parking area or on a mall or other area outside a shopping center or other retail establishment unless authorized by the owner; or in a parked vehicle located on any of the above-listed places unless authorized. The penalty is a fine not exceeding \$100 or disposition pursuant to Section 8-510 of the Health-General Article of the Annotated Code of Maryland, which allows for judicial commitment if the individual is found to be a chronic alcoholic.

### V. Health Risks

- A. Substance abuse is now recognized as the number-one public health problem in the United States. Approximately 30% of all admissions to general hospitals and 50% to psychiatric hospitals have detectable substance abuse problems.
- B. Substance abuse accounts for approximately 150,000 deaths annually, including deaths from stroke, diseases of the heart and liver, and all



# GENERAL POLICIES

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alcohol- and drug-related suicides, homicides, and accidents. Early detection can minimize or prevent the devastating consequences of substance abuse.

## VI. Available Drug and Alcohol Programs

### A. Drug and Alcohol Programs on Campus

1. Students seeking drug or alcohol abuse counseling or referral may contact the College's Health and Wellness Center, Liberty Main 26, 410-462-8384.

### B. Alcohol and Other Drug Workshops

1. The Director of Human Resources and the Coordinator for Student Life will jointly sponsor workshops for students and staff on various alcohol and drug topics. Announcements of these workshops will be presented at both campuses.

## VII. Responsible Administrative Offices

### A. The Vice President for Student Affairs is

responsible for overseeing all actions relating to the Plan. The Vice President for Student Affairs shall conduct a biennial review of the Plan and its implementation to determine its effectiveness, make necessary changes, and see that disciplinary sanctions are enforced.

9/18/90; rev. 1/97

## Credits for Non-Traditional Learning

Students who have acquired college-level learning through work or other non-collegiate activities may want to try to earn BCCC credits for these life experiences by taking BCCC's own department exams or through the College Level

Examination Program. A maximum of 30 credits may be earned through departmental exams; 15 through CLEP. If a passing score is attained, credit is granted for the course, although no grade is assigned and the credit awarded is designated on the student's transcript as "a grade of C or better." Students should contact the chair of the appropriate department and the Test Center for information and requirements for departmental and/or CLEP exams.

## Student Computer Use and Internet Policy

### 1. Introduction

1.1. The computer and network facilities of BCCC are provided to support the student's educational experience. These guidelines set forth standards for responsible and acceptable use of College computing resources. Computing resources include host computer systems, College-sponsored computers and workstations, communication networks, software, and files.

1.2. Violation of this policy constitutes unacceptable use of computing resources and may violate College policies and/or State and Federal law. Suspected or known violations should be reported to the Director of Computer and Information Technology Services or his/her designated representative. Violations will be forwarded to the Student Affairs Division to be adjudicated in accordance with the Student

Handbook. Violations may result in revocation of computing resource privileges, student disciplinary action, or legal action.

### 2. Users Responsibilities

2.1. Users are responsible for safeguarding their logins and passwords and for using them for their intended purposes only. Each user is responsible for all transactions made under the authorization of his/her login. Users are solely responsible for their personal use of computing resources and are prohibited from representing or implying that their content constitutes the views or policies of BCCC.

2.2. Users must comply with all software licenses and copyrights and all other State and Federal laws governing intellectual property.

2.2.1. Any copyrighted electronic information retrieved from computer or network resources must be used in compliance with applicable copyright and other law. Use of electronic versions of text, pictures, icons, etc. must have the proper citation that lists the owner of that material. Plagiarism of electronic information is subject to the same sanctions as apply to plagiarism in other media.

2.2.2. Users may not install software onto the network without first receiving express authorization to do so from the Director of Computer and Information Technology Services.

2.2.3. All software protected by copyright must not be copied except as specifically stipulated by the owner of the copyright or otherwise permitted by copyright law. Protected software may not be copied into, from, or by any BCCC faculty or student, except pursuant to a valid license or as otherwise permitted by copyright law.

2.3. Users are responsible for using standard e-mail and Internet etiquette. This etiquette includes not forwarding private or confidential e-mail to any other person without permission of the sender; not altering or copying a file without first obtaining permission from the owner; not sending chain mail; not sending unsolicited mass mail.

2.4. BCCC provides access to an area on its servers where BCCC students can publish their own personal WWW pages. Web pages published by students in this personal area will not be reviewed by BCCC staff and do not constitute official College communications. The content of those WWW pages is the sole responsibility of their publishers. BCCC shall not be responsible for the material or opinions expressed in these homepages.

2.4.1. When a user creates and publishes a web page, the user is responsible for adding the following text to any web pages published: "Individual faculty, staff, or students have created this web page. Baltimore City

College ("BCCC") makes absolutely no guarantee as to the currency, accuracy, or quality of the information published and/or archived; nor will BCCC accept any responsibility for other organizations, businesses, or private persons who provide information on the BCCC system. The views and opinions expressed on this page or any links made available are strictly those of the web page author and do not necessarily state or reflect those of BCCC. The contents of these pages have not been reviewed or approved by Baltimore City Community College." This disclaimer can be part of the web page, or there can be a hyperlink from the page to the disclaimer. When using the hyperlink option, the following should be used: "BCCC is not responsible for the content of this page. Click here for the official disclaimer."

- 2.4.2. Pages must be used for educational or professional purposes only. No pages created solely or partially for commercial purposes will be allowed without the express written consent of the Director of Computer and Information Technology Services.
- 2.4.3. In the event that a web page or other Internet resource causes interruption of other BCCC Internet services, the appropriate staff will remove that resource until the cause of the interruption is eliminated.
- 2.5. Users are expected to follow any additional rules in effect at specific labs.
3. Users are prohibited from
  - 3.1. Sending unsolicited mass mail (spamming)
  - 3.2. Altering system or hardware configurations without authorization or disrupting or interfering with the delivery or administration of computer resources
  - 3.3. Attempting to access another user's account, private files, or e-mail without the owner's permission; or misrepresenting oneself as another individual in electronic communication
  - 3.4. Misrepresenting oneself as another individual for the purpose of completing an online test, computer or online assignment. Suspected or known violations will be reported to the Director of Computer and Information Technology Services and will be forwarded to the Vice President for Academic Affairs. The Vice President for Academic Affairs shall forward any violations to the Vice President for Student Affairs to be adjudicated in accordance with the Student Handbook.
  - 3.5. Using computing resources to engage in conduct which interferes with others' use of shared computer resources or disrupts other computer users.
  - 3.6. Using computer resources for illegal activities. Criminal and illegal use may include obscenity, child pornography, threats, harassment,

copyright infringement, defamation, theft, and unauthorized access. Conveying threats or harassment is defined as any speech that falls outside the scope of First Amendment protection.

- 3.7. Using computer resources for political, personal or commercial use.
- 3.8. Intentionally developing and using programs that disrupt other computer users or which access private or restrictive portions of the system and/or damage the software or hardware components of the system. Computer users must use great care to ensure they do not use programs or utilities which interfere with other computer users or which modify normally protected or restricted portions of the system or user accounts. The use of any unauthorized or destructive program may result in legal civil action for damages or other punitive action by any injured, including BCCC, as well as criminal action.
4. Administration
  - 4.1. A firewall is a part of the College's computer network. Its purpose is to protect the confidential nature of the College's computer network. The firewall logs and documents all traffic between BCCC network and the Internet (i.e., user id's and web pages read). These logs will be used to research violations of the Computer/Internet guidelines.
  - 4.2. The maintenance, operation, and security of computing resources require responsible College personnel to monitor and access the system. To the extent possible in the electronic environment and in a public setting, a user's privacy will be preserved. Nevertheless, that privacy is subject to the Maryland Access to Public Records Act, other applicable State and Federal laws, and the needs of the College to meet its administrative, business, and legal obligations.

*Board of Trustees approval: February 17, 1999*

## Maryland Higher Education Commission General Education and Transfer Regulations

### Rationale

A major premise of the Maryland public higher education system is that a student should be able to progress from one segment of higher education to another without loss of time or unnecessary duplication of effort. The Maryland Higher Education Commission's objective is to ensure that a student who begins his/her work at a community college is able to move towards the completion of that degree by transferring to a baccalaureate degree-granting institution without loss of credit or unnecessary duplication of course content. At the same time, the Commission recognizes that some students change their educational objectives as they progress in their studies, indeed sometimes because their studies expose them to new ideas and possibilities. These students should also be able to complete their general education courses and have them transfer without loss of credit. One means of accomplishing this objective is through

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the development of recommended transfer programs between two- and four-year institutions. The Maryland Higher Education Commission recognizes that students select institutions of higher education for a variety of reasons. Nevertheless, effective and efficient transfer of credits between and among these institutions must occur within the larger context of the Statewide structure of baccalaureate and community college education.

Successful and harmonious articulation depends upon

- firm agreement that the needs of the student should be a primary concern in developing articulation procedures while maintaining the integrity of educational program;
- the establishment of clear and equitable policies to assure optimum accessibility for transfer students with minimal loss of credits and minimal duplication of course content; mechanisms for evaluating and resolving difficulties students may encounter in moving from one school to another
- free and continuous communications among institutions
- mutual respect for institutions and their missions
- adaptability, with a context of understanding that changes affect not only the institution making changes but also the students and institutions affected by the changes
- free exchange of data among institutions; and
- timely exchange of information relative to students' progress.

The intended principal benefactor is the student, whose uninterrupted progress towards a degree based on successful academic performance is best served by the open exchange of current information about programs and is best protected by a clear transfer policy pertaining to the public segments of higher education in Maryland. The State's interests are similarly served through such a policy, which results in the optimal use of its higher education resources by reducing the costly duplication that results in the needless waste of the valuable time and effort of Maryland students, faculty, and administration. Institutional interests and missions are also protected by this systematic approach, which permits them to incorporate into their academic planning more accurate projections about the programmatic backgrounds of transferring students. In more specific ways, this document's purpose is to

- define broad areas of agreement among the public two-year and four-year institutions of higher education pertaining to facilitating the transfer of students within these segments
- provide a mechanism for continuous evaluation of programs, policies, procedures, and relationships affecting transfer of students
- provide such revisions as are needed to promote the academic success and general well-being of the transfer student
- provide a system of appeals beginning on the campus level to resolve difficulties that students experience in transfer.

While policies and procedures can be established that facilitate the transfer of students, it is the responsibility of the student, as the principal in the process, to know and follow the procedures defined.

## Title 13B Maryland Higher Education Commission

Subtitle 06 GENERAL EDUCATION AND TRANSFER  
Chapter 01 Public Institutions of Higher Education  
Authority Education Article, 11-201-11-206 Annotated Code of Maryland

### .01 Scope and Applicability

This chapter applies only to public institutions of higher education.

### .02 Definitions.

A. In this chapter, the following terms have the meanings indicated.

B. Terms Defined.

- (1) "A.A. degree" means the Associate of Arts degree.
- (2) "A.A.S. degree" means the Associate of Applied Sciences degree.
- (3) "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 arts, performing and studio arts, appreciation of the arts, and history of the arts.
- (4) "A.S. degree" means the Associate of Sciences degree.
- (5) "Biological and physical sciences" means courses that examine living systems and the physical universe. They introduce students to the variety of methods used to collect, interpret, and apply scientific data, and to an understanding of the relationship between scientific theory and application.
- (6) "English composition courses" means courses that provide students with communication knowledge and skills appropriate to various writing situations, including intellectual inquiry and academic research.
- (7) "General education" means the foundation of the higher education curriculum providing a coherent intellectual experience for all students.
- (8) "General education program" means a program that is designed to:
  - (a) Introduce undergraduates to the fundamental knowledge, skills, and values that are essential to the study of academic disciplines;
  - (b) Encourage the pursuit of life-long learning; and
  - (c) Foster the development of educated members of the community and the world.
- (9) "Humanities" means courses that examine the values and cultural heritage that establish the framework for inquiry into the meaning of life. Courses in the humanities may include the language, history, literature, and philosophy of Western and other cultures.
- (10) "Mathematics" means courses that provide students with numerical, analytical, statistical, and problem-solving skills.
- (11) "Native student" means a student whose initial

college enrollment was at a given institution of higher education and who has not transferred to another institution of higher education since that initial enrollment.

- (12) "Parallel program" means the program of study or courses at one institution of higher education which has comparable objectives as those at another higher education institution, for example, a transfer program in psychology in a community college is definable as a parallel program to a baccalaureate psychology program at a 4-year institution of higher education.
- (13) "Receiving institution" means the institution of higher education at which a transfer student currently desires to enroll.
- (14) "Recommended transfer program" means a planned program of courses, both general education and courses in the major, taken at a community college, which is applicable to a baccalaureate program at a receiving institution, and ordinarily the first 2 years of the baccalaureate degree.
- (15) "Sending institution" means the institution of higher education of most recent previous enrollment by a transfer student at which transferable academic credit was earned.
- (16) "Social and behavioral sciences" means courses that examine the psychology of individuals and the ways in which individuals, groups, or segments of society behave, function, and influence one another. The courses include, but are not limited to, subjects which focus on:
  - (a) History and cultural diversity;
  - (b) Concepts of groups, work, and political systems;
  - (c) Applications of qualitative and quantitative data to social issues; and
  - (d) Interdependence of individuals, society, and the physical environment.
- (17) "Transfer student" means a student entering an institution for the first time having successfully completed a minimum of 12 semester hours at another institution which is applicable for credit at the institution the student is entering.

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

### A. Admission to Institutions

- (1) A student attending a public institution who has completed an A.A., A.A.S., or A.S. degree or who has completed 56 or more semester hours of credit, shall not be denied direct transfer to another public institution if the student attained a cumulative grade point average of at least 2.0 on a 4.0 scale or its equivalent in parallel courses, except as provided in subsection (4) below.
- (2) A student attending a public institution who has not completed an A.A., A.A.S., or A.S. degree or who has completed fewer than 56 semester hours of credit, shall be eligible to transfer to a public institution regardless of the

number of credit hours earned if the student:

- (a) Satisfied the admission criteria of that receiving public institution as a high school senior and
  - (b) Attained at least a cumulative grade point average of 2.0 on a 4.0 scale or its equivalent in parallel courses.
- (3) A student attending a public institution who did not satisfy the admission criteria of a receiving public institution as a high school senior, but who has earned sufficient credits at a public institution to be classified by the receiving public institution as a sophomore, shall meet the stated admission criteria developed and published by the receiving public institution for transfer.
  - (4) If the number of students seeking admission exceeds the number that can be accommodated at a receiving public institution, admission decisions shall be:
    - (a) Based on criteria developed and published by the receiving public institution and
    - (b) Made to provide fair and equal treatment for native and transfer students.

### B. Admission to Programs.

- (1) A receiving public institution may require higher performance standards for admission to some programs if the standards and criteria for admission to the program:
  - (a) Are developed and published by the receiving public institution and
  - (b) Maintain fair and equal treatment for native and transfer students.
- (2) If the number of students seeking admission exceeds the number that can be accommodated in a particular professional or specialized program, admission decisions shall be:
  - (a) Based on criteria developed and published by the receiving public institution and
  - (b) Made to provide fair and equal treatment for native and transfer students.
- (3) Courses taken at a public institution as part of a recommended transfer program leading toward a baccalaureate degree shall be applicable to related programs at a receiving public institution granting the baccalaureate degree.

### C. Receiving Institution Program Responsibility.

- (1) The faculty of a receiving public institution shall be responsible for development and determination of the program requirements in major fields of study for a baccalaureate degree, including courses in the major field of study taken in the lower division.
- (2) A receiving public institution may set program requirements in major fields of study which simultaneously fulfill general education requirements.
- (3) A receiving public institution, in developing lower division course work, shall exchange



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information with other public institutions to facilitate the transfer of credits into its programs.

## .03 General Education Requirements for Public Institutions.

A. While public institutions have the autonomy to design their general education program to meet their unique needs and mission, that program shall conform to the definitions and common standards in this chapter. A public institution shall satisfy the general education requirement by:

- (1) Requiring each program leading to the A.A. or A.S. degree to include not less than 30 and not more than 36 semester hours, and each baccalaureate degree program to include not less than 40 and not more than 46 semester hours of required core courses, with the core requiring, at a minimum, course work in each of the following five areas:
  - (a) Arts and humanities,
  - (b) Social and behavioral sciences,
  - (c) Biological and physical sciences,
  - (d) Mathematics, and
  - (e) English composition; or
- (2) Conforming with COMAR 13B.02.02.16D(2)(b)-(c).

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

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

- (1) One course in each of two disciplines in arts and humanities;
- (2) One course in each of two disciplines in social and behavioral sciences;
- (3) Two science courses, at least one of which shall be a laboratory course;
- (4) One course in mathematics at or above the level of college algebra; and
- (5) One course in English composition.

D. Interdisciplinary and Emerging Issues.

- (1) In addition to the five required areas in §A of this regulation, a public institution may include up to 8 semester hours in a sixth category that addresses emerging issues that institutions have identified as essential to a full program of general education for their students. These courses may:
  - (a) Be integrated into other general education courses or may be presented as separate courses; and
  - (b) Include courses that:
    - (i) Provide an interdisciplinary examination of issues across the five areas, or
    - (ii) Address other categories of knowledge, skills, and values that lie outside of the five areas.
- (2) Public institutions may not include the courses in this section in a general education program unless they provide academic content and rigor equivalent to the areas in A(1) of this

regulation.

- E. General education programs leading to the A.A.S. degree shall include at least 20 semester hours from the same course list designated by the sending institution for the A.A. and A.S. degrees. The A.A.S. degree shall include at least one 3-semester-hour course from each of the five areas listed in (A)(1) of this regulation.
- F. A course in a discipline listed in more than one of the areas of general education may be applied only to one area of general education.
- G. A public institution may allow a speech communication or foreign language course to be part of the arts and humanities category.
- H. Composition and literature courses may be placed in the arts and humanities area if literature is included as part of the content of the course.
- I. Public institutions may not include physical education skills courses as part of the general education requirements.
- J. General education courses shall reflect current scholarship in the discipline and provide reference to theoretical frameworks and methods of inquiry appropriate to academic disciplines.
- K. Courses that are theoretical may include applications, but all applications courses shall include theoretical components if they are to be included as meeting general education requirements.
- L. Public institutions may incorporate knowledge and skills involving the use of quantitative data, effective writing, information retrieval, and information literacy when possible in the general education program.
- M. Notwithstanding A(1) of this regulation, a public four-year institution may require 48 semester hours of required core courses if courses upon which the institution's curriculum is based carry 4 semester hours.
- N. Public institutions shall develop systems to ensure that courses approved for inclusion on the list of general education courses are designed and assessed to comply with the requirements of this chapter.

## .04 Transfer of General Education Credit.

- A. A student transferring to one public institution from another public institution shall receive general education credit for work completed at the student's sending institution as provided by this chapter.
- B. A completed general education program shall transfer without further review or approval by the receiving institution and without the need for a course-by-course match.
- C. Courses that are defined as general education by one institution shall transfer as general education even if the receiving institution does not have that specific course or has not designated that course as general education.
- D. The receiving institution shall give lower-division general education credits to a transferring student who has taken any part of the lower-division

general education credits described in Regulation .03 of this chapter at a public institution for any general education courses successfully completed at the sending institution.

E. Except as provided in Regulation .03M of this chapter, a receiving institution may not require a transfer student who has completed the requisite number of general education credits at any public college or university to take, as a condition of graduation, more than 10-16 additional semester hours of general education and specific courses required of all students at the receiving institution, with the total number not to exceed 46 semester hours. This provision does not relieve students of the obligation to complete specific academic program requirements or course prerequisites required by a receiving institution.

F. A sending institution shall designate on or with the student transcript those courses that have met its general education requirements, as well as indicate whether the student has completed the general education program.

G. A.A.S. Degrees.

(1) While there may be variance in the numbers of hours of general education required for A.A., A.S., and A.A.S. degrees at a given institution, the courses identified as meeting general education requirements for all degrees shall come from the same general education course list and exclude technical or career courses.

(2) An A.A.S. student who transfers into a receiving institution with fewer than the total number of general education credits designated by the receiving institution shall complete the difference in credits according to the distribution as designated by the receiving institution. Except as provided in Regulation .03M of this chapter, the total general education credits for baccalaureate degree-granting public receiving institutions may not exceed 46 semester hours.

H. Student Responsibilities. A student is held:

(1) Accountable for the loss of credits that:

- (a) Result from changes in the student's selection of the major program of study,
- (b) Were earned for remedial course work, or
- (c) Exceed the total course credits accepted in transfer as allowed by this chapter; and

(2) Responsible for meeting all requirements of the academic program of the receiving institution.

## 05 Transfer of Non-General Education Program Credit.

A. Transfer to Another Public Institution.

- (1) Credit earned at any public institution in the State is transferable to any other public institution if the:
  - (a) Credit is from a college or university parallel course or program;
  - (b) Grades in the block of courses transferred average 2.0 or higher; and
  - (c) Acceptance of the credit is consistent with the policies of the receiving institution governing native students following the same program.

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

B. Credit earned in or transferred from a community college is limited to:

- (1) 1/2 the baccalaureate degree program requirement, but may not be more than 70 semester hours; and
- (2) The first 2 years of the undergraduate education 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 a transfer student of the procedures for validation of course work for which there is no clear equivalency. Examples of validation procedures include ACE recommendations, portfolio assessment, credit through challenge, examinations, and satisfactory completion of the next course in sequence in the academic area.
- (5) The receiving baccalaureate degree-granting institution shall use validation procedures when a transferring student successfully completes a course at the lower division level that the receiving institution offers at the upper division level. The validated credits earned for the course shall be substituted for the upper division course.

D. Program Articulation.

- (1) Recommended transfer programs shall be developed through consultation between the sending and receiving institutions. A recommended transfer program represents an agreement between the two institutions that

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allows students aspiring to the baccalaureate degree to plan their programs. These programs constitute freshman/sophomore level course work to be taken at the community college in fulfillment of the receiving institution's lower division course work requirement.

- (2) Recommended transfer programs in effect at the time that this regulation takes effect, which conform to this chapter, may be retained.

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

### A. Sending Institutions.

- (1) Community colleges shall encourage their students to complete the associate degree or to complete 56 hours in a recommended transfer program which includes both general education courses and courses applicable toward the program at the receiving institution.
- (2) Community college students are encouraged to choose as early as possible the institution and program into which they expect to transfer.
- (3) The sending institution shall:
  - (a) Provide to community college students information about the specific transferability of courses at 4-year colleges;
  - (b) Transmit information about transfer students who are capable of honors work or independent study to the receiving institution; and
  - (c) Promptly supply the receiving institution with all the required documents if the student has met all financial and other obligations of the sending institution for transfer.

### B. Receiving Institutions.

- (1) Admission requirements and curriculum prerequisites shall be stated explicitly in institutional publications.
- (2) A receiving institution shall admit transfer students from newly established public colleges that are functioning with the approval of the Maryland Higher Education Commission on the same basis as applicants from regionally accredited colleges.
- (3) A receiving institution shall evaluate the transcript of a degree-seeking transfer student as expeditiously as possible, and notify the student of the results not later than midsemester of the student's first semester of enrollment at the receiving institution, if all official transcripts have been received at least 15 working days before mid-semester. The receiving institution shall inform a student of the courses which are acceptable for transfer credit and the courses which are applicable to the student's intended program of study.
- (4) A receiving institution shall give a transfer student the option of satisfying institutional graduation requirements that were in effect

at the receiving institution at the time the student enrolled as a freshman at the sending institution. In the case of major requirements, a transfer student may satisfy the major requirements in effect at the time when the student was identifiable as pursuing the recommended transfer program at the sending institution. These conditions are applicable to a student who has been continuously enrolled at the sending institution.

## .07 Programmatic Currency.

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

## .08 Transfer Mediation Committee.

- A. There is a Transfer Mediation Committee, appointed by the Secretary, which is representative of the public 4-year colleges and universities and the community colleges.
- B. Sending and receiving institutions that disagree on the transferability of general education courses as defined by this chapter shall submit their disagreements to the Transfer Mediation Committee. The Transfer Mediation Committee shall address general questions regarding existing or past courses only, not individual student cases, and shall also address questions raised by institutions about the acceptability of new general education courses. As appropriate, the Committee shall consult with faculty on curricular issues.
- C. The findings of the Transfer Mediation Committee are considered binding on both parties.

## .09 Appeal Process.

- A. Notice of Denial of Transfer Credit by a Receiving Institution.
  - (1) Except as provided in §A(2) of this regulation, a receiving institution shall inform a transfer student in writing of the denial of transfer credit not later than mid-semester of the transfer student's first semester, if all official transcripts have been received at least 15 working days before mid-semester.
  - (2) If transcripts are submitted after 15 working

days before mid-semester of a student's first semester, the receiving institution shall inform the student of credit denied within 20 working days of receipt of the official transcript.

- (3) A receiving institution shall include in the notice of denial of transfer credit:
    - (a) A statement of the student's right to appeal; and
    - (b) A notification that the appeal process is available in the institution's catalog.
  - (4) The statement of the student's right to appeal the denial shall include notice of the time limitations in B of this regulation.
- B. A student believing that the receiving institution has denied the student transfer credits in violation of this chapter may initiate an appeal by contacting the receiving institution's transfer coordinator or other responsible official of the receiving institution within 20 working days of receiving notice of the denial of credit.
- C. Response by Receiving Institution.
- (1) A receiving institution shall:
    - (a) Establish expeditious and simplified procedures governing the appeal of a denial of transfer of credit; and
    - (b) Respond to a student's appeal within 10 working days.
  - (2) An institution may either grant or deny an appeal. The institution's reasons for denying the appeal shall be consistent with this chapter and conveyed to the student in written form.
  - (3) Unless a student appeals to the sending institution, the writing decision in C(2) of this regulation constitutes the receiving institution's final decision and is not subject to appeal.
- D. Appeal to Sending Institution.
- (1) If a student has been denied transfer credit after an appeal to the receiving institution, the student may request the sending institution to intercede on the student's behalf by contacting the transfer coordinator of the sending institution.
  - (2) A student shall make an appeal to the sending institution within 10 working days of having received the decision of the receiving institution.
- E. Consultation Between Sending and Receiving Institutions.
- (1) Representatives of the two institutions shall have 15 working days to resolve the issues involved in an appeal.
  - (2) As a result of a consultation in this section, the receiving institution may affirm, modify, or reverse its earlier decision.
  - (3) The receiving institution shall inform a student in writing of the result of the consultation.
  - (4) The decision arising out of a consultation constitutes the final decision of the receiving institution and is not subject to appeal.

## .10 Periodic Review.

### A. Report by Receiving Institution.

- (1) A receiving institution shall report annually the progress of students who transfer from 2-year and four-year institutions within the State to each community college and to the Secretary of the Maryland Higher Education Commission.
  - (2) An annual report shall include ongoing reports on the subsequent academic success of enrolled transfer students, including graduation rates, by major subject areas.
  - (3) A receiving institution shall include in the reports comparable information on the progress of native students.
- B. Transfer Coordinator. A public institution of higher education shall designate a transfer coordinator, who serves as a resource person to transfer students at either the sending or receiving campus. The transfer coordinator is responsible for overseeing the application of the policies and procedures outlined in this chapter and interpreting transfer policies to the individual student and to the institution.
- C. The Maryland Higher Education Commission shall establish a permanent Student Transfer Advisory Committee that meets regularly to review transfer issues and recommend policy changes as needed.

The Student Transfer Advisory Committee shall address issues of interpretation and implementation of this chapter.

*Effective date: December 4, 1995 (22:24 Md. R. 1901)*

*Regulations .02, .03, and .05 amended. Effective date: July 1, 1996*

*(23:13 Md. R. 946)*

*Revised: February 11, 1998*

## Student Code of Conduct

The Student Code of Conduct encourages all students to practice behavior that promotes the well-being of individuals and groups that comprise the College community-behavior that is both productive and appealing-and to emphasize the necessity for an educational environment that is safe and non-threatening for the entire College community. The Student Code of Conduct also seeks to repair harm done when someone compromises the established standards to the potential detriment of others. A copy of the complete Student Code of Conduct may be obtained through the Office of the Vice President for Student Affairs. The complete Code also appears in the Student Handbook available in the Student Activities Office.

## Plagiarism and Academic Misconduct

Plagiarism means presenting the words or ideas of others without giving credit. A student should know the principles of plagiarism and the correct rules for citing sources. In general, if a paper states or implies that the student is the originator of the words or ideas, the words or ideas must in fact be the student's own. If someone else's exact words are used, they should be enclosed in quotation marks with the exact source listed. Someone else's idea may be put in the student's own words as long



# GENERAL POLICIES

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as it is clear whose idea it is (for example, “As Jane Smith points out...”). If the proper ways to give credit to sources are not clear, the student should ask the instructor.

The following conduct constitutes misconduct (not limited to course work) subject to sanctions under the Student Code of Conduct:

- cheating on an examination.
- collaborating with others in work to be presented, contrary to the rules of the course.
- submitting a paper or assignment as one’s own work when part or all of the paper or assignment contains ideas or research of others without appropriately identifying the source of those ideas.
- stealing examinations or course materials. .
- submitting work previously presented in another course, if contrary to the rules of a course.
- tampering with laboratory experiments or computer programs of another student.
- knowingly and intentionally assisting another student in any of the above, including assistance in an arrangement whereby any work, classroom performance, examination or other activity is submitted or performed by a person other than the student under whose name the work is submitted or performed.
- removing materials from the library without proper authority.
- infringing on the rights of other students to fair and equal access to academic resources.
- duplicating course materials expressly forbidden by the instructor.
- using tape recorders or other recording devices in a classroom when not specifically authorized to do so by the faculty member.
- ignoring or willfully violating class or laboratory instructions or policies.

## Summary of Financial Aid Recipients’ Rights and Responsibilities

Students who receive financial aid from the College have the right to:

- Know the costs of attendance at the institution
- Know all available sources of financial aid
- To speak with the financial aid officer who has determined their need
- Be informed of all aspects of financial aid packages, including disbursement of aid
- Know the academic expectations of the institution.

Students who receive financial aid from the College are responsible for:

- Complying with the College’s deadlines
- Reporting any outside awards to the College’s Financial Aid Office
- Remaining in good Academic Standing
- Complying with loan repayment schedules
- Reporting any changes in the family’s or student’s financial status to the Financial Aid Office.

## Resolution on Americans With Disabilities Act Compliance

WHEREAS, Congress has enacted the Americans with Disabilities Act (ADA); and WHEREAS, the Board of Trustees of Baltimore City Community College intends to comply with the requirements of that Act; and WHEREAS, the Board of Trustees is committed to compliance with both the letter and the spirit of the Americans with Disabilities Act as well as the Rehabilitation Act of 1973 and other laws protecting the rights of persons with disabilities; and WHEREAS, the Board of Trustees is committed to providing opportunities to qualified persons with disabilities in employment and in access to education, where this will not pose an undue burden or fundamentally alter the programs of the institution; and WHEREAS, compliance with ADA requires the awareness of all employees of the institution and a commitment of institutional resources. NOW THEREFORE, the Board of Trustees resolves to make compliance with the Americans with Disabilities Act a priority of the institution and to take appropriate steps to meet the deadlines established by Congress. In preparing its plan for compliance, the Board of Trustees requests the following actions:

- (1) Implement procedures for raising awareness of the requirements of the ADA at all levels of the institution, including administrators, faculty, and supervisors.
- (2) Take steps to coordinate responses to requests from individuals with disabilities and respond to those requests in a timely fashion.
- (3) Support the work of the Committee on Disability Support Services and ensure prompt preparation of a self-evaluation.

The members of the Board of Trustees hereby resolve to encourage the administration to raise awareness on the ADA with the appropriate State legislative bodies and to secure the resources necessary to comply with ADA. It is the intent of the Board of Trustees that compliance with the letter of the ADA shall be a priority of the institution and appropriate changes be made and accommodation provided to qualified individuals with disabilities, unless this poses an undue burden on the institution’s resources or would fundamentally alter the nature of a program.

## Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

- (1) The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- (2) The right to request the amendment of the student's education records that the student believes is inaccurate.

Students may ask the College to amend a record that they believe is inaccurate. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

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

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or 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; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

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.

- (4) 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 20202-5901

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**Harbor Business and Continuing Education Division**

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**Reisterstown Plaza Center**

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**Life Sciences Institute at the University of Maryland BioPark**

801 West Baltimore Street • Baltimore, MD 21201-1109

**The Maryland Center for Construction Technologies (MCCT)**

901 North Milton Avenue • Baltimore, MD 21205-1316

**National Weatherization Training Center**

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