DIRECTORY

General Information/Admissions  410-462-8300
MD Toll-Free  1-888-203-1261
Academic Advisement  410-462-8555
Academic Affairs, Vice President  410-462-8538
Adult and Community Education Programs  410-986-3200
Advancement and Strategic Partnerships  410-209-6056
Alumni Relations Office  410-209-6036
BCCC Foundation  410-209-6059
Bookstore (Liberty Campus)  410-462-8484
Business and Finance Division  410-209-6048
Cafeteria  410-462-7429
Call Center  410-462-8300
Career Development  410-462-8470
Cashier Liberty  410-462-8474
Center for Academic Achievement  410-462-8222
Clarence W. Blount Child Development Center  410-462-7760
Construction Technologies  410-462-8326
Disability Support Services  410-462-8585
E-Learning  410-462-7625
Facilities Help Desk  410-462-8530
Financial Aid Office  410-462-8500
Granville T. Woods Honors Program  410-462-8303
Human Resources  410-209-6007
Intercollegiate Athletics  410-462-8320
International Student Services  410-462-8315
Information Technology Service Desk for Faculty and Staff  410-462-7420
Service Desk for Students  410-462-7411
Judicial Affairs and Title IX  410-462-8505
Library (Liberty Campus)  410-462-8400
The Life Sciences Institute at UMB BioPark  410-637-3802
Lost and Found (Liberty)  410-462-7700
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 /Parking  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  410-462-8008
Shuttle Bus Service  410-462-7700
Student Accounting Office  410-462-8333
Student Affairs, Vice President  410-462-7676
Student Government  410-462-8385
Student Life and Engagement  410-462-8385
Student Success Center  410-462-8555
Student Support and Wellness Services  410-462-8384
Test Center  410-462-7666
Transfer Services  410-462-7497
TRIO/SSS.STAIRS Program  410-462-8396
TRIO: Upward Bound Math and Science Program  410-462-7440
Veteran Services  410-462-8372
WBJC-FM  410-580-5800
Workforce Development and Continuing Education Division  410-986-3200
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Calendars</td>
<td>4</td>
</tr>
<tr>
<td>Cores Values, Vision &amp; Mission</td>
<td>5</td>
</tr>
<tr>
<td>Accreditations</td>
<td>6</td>
</tr>
<tr>
<td><strong>ADMISSION</strong></td>
<td></td>
</tr>
<tr>
<td>Applying</td>
<td>7</td>
</tr>
<tr>
<td>Transferring</td>
<td>8</td>
</tr>
<tr>
<td>Early and Dual Enrollment</td>
<td>10</td>
</tr>
<tr>
<td>Placement Testing</td>
<td>11</td>
</tr>
<tr>
<td><strong>REGISTRATION</strong></td>
<td></td>
</tr>
<tr>
<td>Registration Guidelines</td>
<td>12</td>
</tr>
<tr>
<td><strong>TUITION &amp; FEES</strong></td>
<td></td>
</tr>
<tr>
<td>Tuition &amp; Fees</td>
<td>13</td>
</tr>
<tr>
<td>General Policies</td>
<td>14</td>
</tr>
<tr>
<td>Methods of Payment</td>
<td>18</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>20</td>
</tr>
<tr>
<td>Campus Facilities</td>
<td>22</td>
</tr>
<tr>
<td><strong>GENERAL EDUCATION</strong></td>
<td></td>
</tr>
<tr>
<td>Degrees Granted</td>
<td>23</td>
</tr>
<tr>
<td>Academic Policies</td>
<td>26</td>
</tr>
<tr>
<td><strong>ACADEMIC SERVICES</strong></td>
<td></td>
</tr>
<tr>
<td><strong>STUDENT SERVICES</strong></td>
<td></td>
</tr>
<tr>
<td><strong>FAQS</strong></td>
<td></td>
</tr>
<tr>
<td><strong>SCHEDULE OF CLASSES</strong></td>
<td></td>
</tr>
</tbody>
</table>

**www.bccc.edu**

**BALTIMORE CITY COMMUNITY COLLEGE**

**CREDIT SCHEDULE OF CLASSES WINTER/SPRING 2019**
### WINTER 2019 ACADEMIC SEMESTER

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Priority Registration for Veterans and Veterans beneficiaries</td>
<td>November 19-December 17</td>
</tr>
<tr>
<td>Early Registration (Payment due Dec 17)</td>
<td>November 19-December 17</td>
</tr>
<tr>
<td>General Registration (Payment Due at Reg.)</td>
<td>December 18-January 2</td>
</tr>
<tr>
<td>Senior Registration</td>
<td>December 18-20</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>January 2</td>
</tr>
<tr>
<td>ADD/DROP Period (Without academic penalty)</td>
<td>January 2-3</td>
</tr>
<tr>
<td>Withdrawal Period (&quot;W&quot; code on transcript)</td>
<td>January 4-January 12</td>
</tr>
<tr>
<td>Last Day of Classes/Finals</td>
<td>January 20</td>
</tr>
</tbody>
</table>

### SPRING 2019 ACADEMIC SEMESTER

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
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<tbody>
<tr>
<td>Priority Registration for Veterans and Veterans beneficiaries</td>
<td>November 19- January 2</td>
</tr>
<tr>
<td>Early Registration (Payment Due Jan. 2)</td>
<td>November 19- January 2</td>
</tr>
<tr>
<td>General Registration (Payment Due at Reg.)</td>
<td>January 3-January 19</td>
</tr>
<tr>
<td>Senior Registration</td>
<td>January 17-19</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>January 22</td>
</tr>
<tr>
<td>ADD/DROP Period (Without academic penalty)</td>
<td>January 22 - January 30</td>
</tr>
<tr>
<td>Withdrawal Period (&quot;W&quot; code on transcript)</td>
<td>January 22 - 23</td>
</tr>
<tr>
<td>Mid-Term</td>
<td>March 11</td>
</tr>
<tr>
<td>Last Day of Classes</td>
<td>May 12</td>
</tr>
<tr>
<td>Final Exams</td>
<td>May 13-19</td>
</tr>
</tbody>
</table>

###弹簧 2019 SEMESTER CLOSINGS

- **Full-time Faculty Academy, Friday, January 11, 2019**
  No Academic Classes
- **Adjunct Faculty Academy, Saturday, January 12, 2019**
  No Academic Classes
- **Dr. Martin Luther King, Monday, January 21, 2019**
  College Closed
- **Spring Break, Monday, April 15 - Sunday, April 21, 2019**
  No Academic Classes
- **Good Friday, April 19, 2019**
  College Closed
- **Memorial Day, Monday, May 27, 2019**
  College Closed
- **Commencement 2019, Saturday, June 1, 2019**
  No College Services

### Holiday

- **Full-time Faculty Academy Friday, January 11, 2019**
  No Academic Classes
- **Adjunct Faculty Academy Saturday, January 12, 2019**
  No Academic Classes
- **Dr. Martin Luther King, Monday, January 21**
  College Closed
- **Spring Break, Monday, April 15-Sunday, April 21**
  No Academic Classes
- **Good Friday, April 19**
  College Closed
- **Memorial Day, Monday, May 27**
  College Closed
- **Commencement 2019 Saturday, June 1**
  No College Services

**Saturday Classes:** January 26; February 2, 9, 16, 23; March 2, 9, 16, 23, 30; April 6, 13, 27; May 4, 11, 18
CORE VALUES

These core values represent the most important underlying principles and beliefs that are the basis for the vision, strategies, plans, policies, and actions of Baltimore City Community College.

Integrity – Unwavering adherence to a strict moral and ethical standard.

Respect – Showing genuine concern and regard for the dignity of others while practicing civility, accepting, appreciating, and supporting individual differences.

Diversity – Recognizing, accepting, appreciating and supporting individual differences.

Teaching – Imparting knowledge, skills and values essential to the success of the individual and growth of the community.

Learning – Gaining knowledge, skills and understanding that are useful to the individual and college community by promoting intellectual curiosity.

Excellence – Providing excellent teaching, student services, customer services and community engagement.

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

Professionalism – Adhering to the highest standard of customer service.

COLLEGE VISION

Baltimore City Community College is an innovator in providing quality education for a diverse population of students to meet the challenges in an ever-changing, competitive workforce and environment.

COLLEGE MISSION

Baltimore City Community College provides quality, affordable, and accessible educational opportunities with comprehensive programs that meet the professional and personal goals of students while improving communities in the Baltimore area.

CORE VALUES, VISION & MISSION
ACCREDITATIONS

ACCREDITATIONS AND MEMBERSHIPS

Baltimore City Community College is regionally accredited by the Middle States Commission on Higher Education an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation.

Middle States Commission on Higher Education
3624 Market Street, Philadelphia, PA 19104

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

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 for Health Informatics and Information Management Education (CAHIIM).

The Nursing Programs are on the list of approved schools of nursing published by the Maryland Board of Nursing.

The Paramedicine Program is an EMS Education Program approved by the Maryland Institute for Emergency Medical Services Systems as required by the Code of Maryland Regulations (COMAR). Baltimore City Community College has been issued a Letter of Review by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP). This letter is not a CAAHEP accreditation status, it is a status signifying that a program seeking initial accreditation has demonstrated sufficient compliance with the accreditation standards through the Letter of Review Self Study Report (LSSR) and other documentation. A Letter of Review is recognized by the National Registry of Emergency Medical Technicians (NREMT) for eligibility to take the NREMT’s Paramedic credentialing examinations. However, it is not a guarantee of eventual accreditation.

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 is accredited by the Committee of 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.

APPLY FOR ADMISSIONS

To be admitted to BCCC the following steps must be completed prior to acceptance to the College:

1. Submit an Admissions Application;
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);

Degree-seeking students must be age 16 or older. Students under the age of 16 must contact the Director of Admissions for special admissions requirements. The admissions application and residency verification forms are available in the Admissions Office on each campus or at www.bccc.edu/admissions.
VISITING STUDENTS
Students currently enrolled at another college or university who wish to earn credits at BCCC 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.

INTERNATIONAL STUDENTS
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, Dependent Form, 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 start 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 academic English language skills will be referred to participate in BCCC’s English Language Instruction (ELI) courses. International students enrolled in BCCC academic programs or in ELI courses must maintain a full-time course load (at least 12 credits).

MILITARY SERVICE MEMBERS, VETERANS AND DEPENDENTS
The Veterans Affairs (VA) Office provides information on and the processing of educational benefits for eligible veterans, reservists, and veterans’ dependents. Advice 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/GED certification and college military transcripts are on file with Admissions;
• Take the ACCUPLACER Placement test (if applicable);
• Bring DD214 for new applicants or the DD2384 (NOBE) for reservists;
• Bring copy of the Certificate of Eligibility;
• Enroll in an approved program;
• Complete and return the Veteran’s Enrollment Certification Form.
• 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 VA Office;
• Report all program changes to the VA Office;
• Take only those courses required for completion of the chosen program;
• Report withdrawal from any courses or from the College to the VA Office;
• Maintain satisfactory academic progress. Veterans’ educational benefits are not available for repeating courses;
TRANSFERRING CREDITS POLICIES

STUDENTS TRANSFERRING TO BCCC

BCCC welcomes transfer students. After the Admissions Application is received, the Office of Admissions 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.

TRANSFERRING BCCC CREDITS TO FOUR-YEAR COLLEGES AND UNIVERSITIES

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 the Transfer Coordinator 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 Academic Operations and Services 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 may review the full transfer policy at www.bccc.edu/admissions.

TRANSFER CREDIT POLICY

It is the policy of BCCC that students who have successfully completed college level courses at a regionally accredited college or university will receive credit toward an associate degree or certificate. In addition, exemption from relevant placement tests will be granted. The total number of credits that may be allocated toward an associate degree is 45. The credits awarded for a certificate is half of the total required hours. Students can earn up to 30 of these transfer hours through transfer of non-traditional credit. BCCC may award transfer credit from regionally accredited institutions and from institutions that are candidates for regional accreditation. Course work completed at degree-granting and non-degree-granting higher education institutions that are not regionally accredited but hold national or specialized accreditation recognized by the U.S. Department of Education and/or the Council for Higher Education Accreditation may be considered for transfer credit on a case-by-case basis.

REVERSE TRANSFER

Reverse Transfer Students registered at a four-year college or university can take applicable course work and transfer that work back to the College in accordance with BCCC’s transfer policy.

Transcripts may be emailed to transcripteval@bccc.edu or submitted to:
Baltimore City Community College, Admissions Office, Room MNB 02, 2901 Liberty Heights Avenue, Baltimore, MD 21215.

AWARD OF CREDIT FOR PRIOR LEARNING

Transfer credit is reviewed by the appropriate associate dean of Academic Affairs and the Office of Admissions to determine the institution where the course was taken, the completion date, catalog course description including the course number, title and grade.

Students with a cumulative grade point average from a previous institution that is less than a 2.0 on a 4.0 point scale will be reviewed by BCCC. Any course with a grade of C or better will be accepted. Exception: BCCC will accept credits in which a grade of D is earned for general education courses from a student with a minimum cumulative grade point average of 2.0 on a 4.0 point scale from a regionally accredited Maryland public institution.

BCCC will convert transferable courses taken at institutions that operate on a quarter system to semester credit hours. Quarter hours are multiplied by 2/3 to equal semester credit hours. Transfer credit cannot be awarded for a course if credit has already been earned at BCCC.

In some cases, BCCC will need to review the official course description or course syllabus to determine equivalency. Upon request, the student must submit the required information.
TRANSFER CRITERIA

Credit may transfer if one of the following is met:

1. The institution is regionally accredited by the commission on higher education. BCCC recognizes the following regional accreditations:
   • Middle States Association of Colleges and Schools
   • North Central Association of Colleges and Schools
   • New England Association of Schools and Colleges
   • Southern Association of Colleges and Schools
   • Western Association of Schools and Colleges

BCCC may award transfer credit from regionally accredited institutions and from institutions that are candidates for regional accreditation. Course work completed at degree-granting and non-degree granting higher education institutions that are not regionally accredited but hold national or specialized accreditation recognized by the U.S. Department of Education and/or the Council for Higher Education Accreditation may be considered for transfer credit on a case-by-case basis.

2. If BCCC has an articulation agreement with a high school, business or industry, the agreement specifies the award of credit for meeting certain criteria and presenting certain documents.

3. Military Training: The American Council on Education (ACE) must evaluate military training and experience before the College credits are awarded.

4. The institution is legally authorized to grant standard college degrees and is accredited by an agency recognized by the United States Department of Education. The college may award transfer credit based upon course equivalencies, expected learning outcomes and applicability to BCCC’s curricula, standards and course offerings. BCCC’s transfer credit policy complies with COMAR 13B.02.02.16

5. Foreign institutions: Transcripts must be evaluated by a professional transcript evaluation service before transfer credit will be reviewed. BCCC requires the course-by-course evaluation from this service to review transfer credit. BCCC accepts only the following transcript evaluation services:
   • World Education Services (WES)
   • Education Credential Evaluators (ECE)
   • Prior Learning/Work Experience Assessment
   • College credit through evaluation of non-credit prior learning or work experience is evaluated by the relevant department.

APPLYING CREDITS TOWARD GRADUATION

Only transfer credits that apply to the chosen program may be used toward graduation. Student must meet with an academic advisor to discuss options and track their academic progress.

Official transcripts from other institutions must be current and received by BCCC within one year of the issue date to be considered for transfer credit award. Unofficial transcripts may be used to determine if a non-matriculating student has met the prerequisite requirement for a specific course(s) and may not be used to meet a graduation requirement.

TRANSFER TO HOME COLLEGE OR UNIVERSITY

Students currently enrolled at another college or university who wish to earn credits at BCCC 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 Office of Admissions to satisfy any prerequisite or co-requisite requirements.

APPEALS PROCESS

The College has an appeal process for evaluation and transferability of a course or prior work or learning experience. The appeal begins with a written statement from the student within 60 days of the evaluation and is then presented to the appropriate Associate Dean. The Associate Dean will evaluate the written appeal. Official transfer credits will have a TR grade designation in the student data system and unofficial transfer credits will have a XA grade designation in the student data system. Transcripts may be sent via email to transcripteval@bccc.edu or submitted to:

Baltimore City Community College
Admissions Office, Room MNB 02,
2901 Liberty Heights Avenue, Baltimore, MD 21215.

Board of Trustees approval: June 24, 2014
EARLY/DUAL ENROLLMENT

EARLY ENROLLMENT/DUAL ENROLLMENT FOR HIGH SCHOOL STUDENTS

BCCC’s Dual Enrollment Program enables students to take college courses and earn college credits while they are still in high school. Students who meet the Early Enrollment Scholarship requirements may qualify for up to $1000 per academic year towards the cost of tuition, fees and books. Baltimore City residents may be eligible for additional funds.

- Dual Enrollment participants must be of age 16 or older; participants under age of 16 and their parent/guardian must meet with the Director of Admissions prior to enrollment.
- All participants must apply for Admission;
- Participants must test at the college-level in one of two areas (Writing and/or Mathematics) of the Accuplacer Placement Test (ie; ENG 101 and/or MAT 107, MAT 128, etc).
- First-time participants may enroll in up to 4 credits only during their initial enrollment including the Preparation for Academic Achievement course (PRE 100);
- Dually Enrolled 9th and 10th grade participants are eligible in the spring semester to enroll in up to 4 credits including the Preparation for Academic Achievement course (PRE 100);
- Returning 9th, 10th and 11th grade participants are eligible to enroll in up to 4 credits in each of the fall and spring semesters.
- Returning 12th grade participants are eligible to enroll in a maximum of two courses up to 8 credits in each of the fall and spring semesters.
- Summer participants may only enroll in one course up to 4 credits; 25 slots will be available for summer participants.
- Program applications must be submitted to the Admissions Office at least one week prior to the scheduled placement test.
- The deadlines for placement testing for Summer is May 1; Fall is July 1; and Spring is December 1;
- Participants must register for classes with an Admissions Officer. Students who do not register with a BCCC Admissions Officer will be responsible for all costs incurred during registration.
- Participants who modify their schedule after submission to the Admissions Office will be held responsible for payment of all fees incurred.
- Participants must attend a mandatory Early Enrollment Orientation/Information session each semester and maintain a cumulative GPA of 2.0;
- Participants who intend to drop or withdraw from classes must meet with an Admissions Officer or the Director of Admissions. Participants will be responsible for all non-refundable tuition and fees incurred;
- Participants who do not complete a course with a grade of C or above will be responsible for payment in full of tuition, fees and books incurred for the course;
- Participants must maintain a BCCC cumulative grade point average of 2.0;
- Book awards are estimates and students must be prepared to pay the difference up to $20.00;

PLACEMENT TESTING

Students 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 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 your college readiness. Students who prepare/study for the ACCUPLACER test tend to score higher than those who do not.

Information for ACCUPLACER review is available online at www.bccc.edu/testcenter.

To schedule an appointment for the ACCUPLACER test, visit www.bccc.edu/testcenter.

The following students may be exempt from taking the ACCUPLACER: The following students are exempt from taking the ACCUPLACER:

1. Students who score a minimum of 480 in Writing, 480 in Verbal and 530 in Math on the SAT or at minimum composite score of 21 in Math and 21 in English;
2. Students transferring credits in English and mathematics from other colleges, after their transcripts have been received and evaluated by BCCC’s Office of Admissions;

3. Students not seeking an Associate degree or certificate and have not accumulated 15 or more credits;

4. Students who are seeking a certificate program that does not require English 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 must take the Level of English Proficiency (LOEP) placement test at the Workforce Development and Continuing Education Division Harbor location. For more information, call English Language Instruction (ELI) at 410-986-5434.

CREDIT-BY-EXAMINATION
Credit-by-Examination is available through the College’s own departmental exams and through the College Level Examination Program (CLEP) as alter natives 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.

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%. The 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 and passing with a grade of C or better. These courses are listed in this catalog under Computer Literacy Requirements.

DEPARTMENTAL AND EXAMINATIONS FOR STUDENTS FROM OTHER COLLEGES
Departmental Exams are administered for online courses and make-up examinations at the request of faculty for BCCC students. Students are encouraged to schedule test appointments online.

DISTANCE LEARNING EXAMINATIONS
Distance Learning Examinations are examinations for students at other institutions who would like to have their test administered at BCCC. Students must request that the primary institution submit the examination to the Test Center by email at testcenter@bccc.edu. These examinations are administered by the Test Center staff. Students are encouraged to schedule test appointments online at www.bccc.edu/testcenter. For further details, please call 410-462-7666 or email testcenter@bccc.edu.

MANDATORY NEW STUDENT ORIENTATION
All first-time students attend a mandatory New Student Orientation. Students may choose to either attend a session on campus or a session online. Visit the website for more information www.bccc.edu.

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.
REGISTRATION

REGISTRATION GUIDELINES
Students may register for credit classes during any regularly scheduled registration period. Registration dates and times are listed on the BCCC website under the academic calendar or by calling the Registrar’s Office 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 the College’s LMS or in person. Please contact the First Year Experience Office for more information.

REGISTER 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 must complete a registration form with the guidance of their academic advisor. The registration form must be signed by the advisor and brought to Rm 8 in the Main Building to be processed. Afterwards, the student will receive a schedule and bill.

REGISTER ONLINE
Students can register for their BCCC courses online. 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 steps:

1. Access the BCCC student portal:
   https://portal.bccc.edu/regent/

2. It is best to have course(s) and index numbers ready. 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 click submit;

3. At the student information portal, select registration and enter your social security number and PIN. If you are a new student, your PIN will be the four-digit PIN you created when you submitted your admissions application. Otherwise, your PIN is a four digit number consisting of your birth month and the last two digits of your birth year.

4. Click submit information.

5. Next click continue, select appropriate semester/session and click submit information;

6. 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;

7. On the college student registration worksheet, click post registration to finalize registration and generate registration/confirmation which includes tuition and fees;

8. Print a copy for your records;

BCCC is in full compliance with the provisions of the Family Educational Rights and Privacy Act of 1974, Public Law 90-247, as amended. Transcripts are available upon submission of a Transcript Request.

Transcripts will not be released if there is an outstanding financial obligation to the College.

Students have the right to inspect and review education record under the Family Educational Rights and Privacy Act (FERPA).
FOR SUMMER & FALL 2018 SEMESTERS

Maryland Residents.............................$110/credit hour
Out-of-State and Foreign
Non-Immigrant Residents...................$280/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.

**After 12 hours of payment of tuition and fees, students will be allowed up to 6 hours with no additional cost in tuition and fees for both in-state and out-of-state.

FEES

THE FOLLOWING FEES ARE NON-REFUNDABLE

Commencement Fee.................................$25
(paid by applicants who wish to participate in the graduation ceremony)

Registration Fee ...................................$26
(one-time fee per semester for students who register for classes)

All replacement ID's and parking Permits.............$5

PARKING FEES:

Spring and Fall full-time students: ..................$25
Spring and Fall part-time students: .................$15
Summer (New Students Only): ......................$15

THE FOLLOWING FEES ARE REFUNDABLE PRIOR TO THE START OF EACH SEMESTER'S SESSION

Consolidated Fee Per Credit .......................$18
Facilities Capital Fee Per Semester ................$11

OTHER FEES

In House Deferred Payment Fee .................$20
(a one-time fee per semester to defer payment)

Course Audit Fee: same as tuition per credit hour

Returned Check Fee..............................$25
(per transaction fee if a student's check has been returned from bank)

Diploma Replacement Fee ......................$20

Transcript Fee ......................................$5
(a per transaction fee to process and send student's transcript request)

TESTING CENTER FEES

Please note: Online scheduling fee is an additional $3.00

BCCC STUDENTS:

Proctoring Fee (TEAS, ParaPro, CLEP, etc.)..............$25

NON-BCCC STUDENTS:

Proctoring Fee (Accuplacer Remote, CLEF, ParaPro, etc.).................................$35

Examinations (for Students from Other Colleges, etc.).................................$35

ACADEMIC EXAMS

BCCC STUDENTS:

Credit by Examination (Science, Nursing and Writing courses) ..................$35
Credit by Examination (All other courses) ................$25

NON-BCCC STUDENTS:

Credit by Examination (Science, Nursing and Writing courses) ..................$45
Credit by Examination (All other courses) ................$35

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. The College will not write off a student's bankruptcy until the discharge has been approved by the State Attorney General's Office.

NOTE: Maryland residents age 60 and over

Credit courses: no tuition, $20 administrative fee, and other mandatory fees per course.

Non-credit courses: $10 fee plus other mandatory fees per course.

NOTE: 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 & FEES

STUDENT REFUNDS
Non-financial aid refunds are processed at the end of the final add/drop period for each semester as dictated by the Academic Calendar. All refund checks are submitted through the State of Maryland and processed by Annapolis at this time. Refunds are based on the College’s refund policy. Students who have debts owed to the State of Maryland are subject to garnishment.

Financial aid refunds are processed by a third-party Heartland/ECSI. Heartland/ECSI will send an email to eligible students to choose their method of refund (i.e. direct deposit or paper check).

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 16-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 16-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: The above refund policy does not apply to students who are receiving federal or state financial aid. Financial Aid recipients are subject to the Federal Return to Title IV (R2T4) refund calculation and 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 after 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.

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 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 during Senior Registration.

For information about the Senior Citizen Tuition Waiver, please contact the Registrar’s Office at 410-462-7777.
**STUDENT DEBTS TO THE COLLEGE**

Debts incurred during any semester must be paid before a student can register for a subsequent semester. If the student’s balance is greater than $250 a student can paid the difference including collection cost.

The student will need to setup a payment plan for the remaining $250. Students with Financial Aid can ask the Financial Aid Office if they can use $200 of their future aid to cover a past due balance.

This must be approved by the Financial Aid Office, and the student must pay the difference. BCCC will deny requests for academic transcripts or diplomas until all debts are cleared.

Outstanding debts will be deducted from any refund due to the student. After 90 days, uncollected debts will be charged to the student. The collection fee is 17% of the unpaid balance plus any attorney and court costs.

The College will not write off a student’s bankruptcy until the discharge has been approved by the State Attorney General’s Office for Chapter 7 bankruptcy.

**BAD CHECK POLICY**

Any person writing a bad check will not be allowed to write checks to satisfy debts or make purchases; 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 more than one year beyond the semester in question. According to the College Affordability Act of 2016, Baltimore City Community College does not have the ability to forgive debts owed to the State of Maryland. Students who complete a medical withdrawal may be responsible for Tuition and Fees after the withdrawal is processed. Forms may be obtained from the Student Accounting Office, Liberty Campus Main Building RM 027.

**DEFERRED PAYMENT PLAN (Heartland)**

Baltimore City Community College uses Heartland/ECSI to process the College’s Deferred Payment plans for the students taking credit courses. The Deferred payment plan allows students to defer their tuition, fees and textbooks for the Spring, Summer and Fall semesters only. The payment plan does not have any credit (course) restrictions. Students can also setup a deferred payment plan for just their textbooks if needed. Payments will be due on the 10th of each month.

Once the student has added textbooks to their deferred payment plan, the student needs to contact the AR Clerk or the Bursar to setup their bookstore account. The bookstore account will be setup for the total amount that the student applied to the deferred payment plan. Once textbooks are added to the Tuition Payment Plan, the student needs to contact the Student Accounting Office to setup a Bookstore account. Contact Student Accounting at 410-462-8333, or send an email to studentaccounting@bccc.edu.

For questions call Heartland at 866-927-1438.

Heartland/ECSI will charge students a $50 application fee each semester.

Deferred Payment Plan: Heartland is an option to consider, enrolling in a plan early will result in more payment options. The payment plan is offered for the Fall, Spring and Summer semesters. There are no course restrictions. Students can also include textbooks in their payment plan. Log onto to https://www.bccc.edu/Page/2424 for more information.

**STATEMENT OF RESIDENCY**

Baltimore City Community College assesses tuition on the basis of residence. Anyone living 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.
TUITION & FEES

MILITARY AND VETERANS

- 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 Veteran using educational assistance under either Chapter 30 (Montgomery G.I. Bill- Active Duty Program) or Chapter 33 (Post 9/11 G.I. Bill), title 38, United States Code, who lives in Maryland while attending a school located in Maryland (regardless of his/her formal State of residence) and enrolls in the school within three years of discharge or release from a period of active duty service of 90 days or more.

- Anyone using transferred Post 9/11 benefits who lives in Maryland while attending a school located in Maryland (regardless of his/her formal State of residence) and enrolls in the school within three years of the transferor's discharge or release from a period of active duty service of 90 days or more.

- Anyone described above while he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same institution. The person so described must have enrolled in the institution prior to the expiration of the three year period following discharge or release as described above and must be using educational benefits under either Chapter 30 or Chapter 33, of title 38 United States Code.

- Anyone using benefits under the Marine Gunnery Sergeant John David Fry Scholarship who lives in Maryland while attending a school located in Maryland (regardless of his/her formal State of residence).

- Anyone using transferred Post 9/11 G.I. Bill benefits who lives in Maryland while attending a school located in Maryland (regardless of his/her formal State of residence) and the transferor is a member of the uniformed service serving on active duty.

- College monthly bus passes are $52.90; a student must be currently enrolled the month they receive a college bus pass. A student must have six or more credits for Fall and Spring classes. Summer classes require a minimum of three credits.

- Regular monthly bus passes are $72; students with fewer than six credits for Fall and Spring can purchase a regular bus pass. Staff and Faculty can also purchase this bus pass with a current BCCC identification card.

- Disability /Senior bus passes are $21.20; Students or Staff must present a MTA Disability/Senior card with BCCC identification. (No class credit minimum)

- Bus passes can be purchased with cash, credit cards and Financial Aid. Students purchasing bus passes with Financial Aid must complete a liability statement. The cardholder must be present if student is paying by credit card. Lost or Stolen Bus Passes require the following:

- Students who have lost their discounted college bus pass can buy one MTA regular bus pass for $72, with cash or credit card only.

- Students also have to provide a police report from Baltimore City Community College’s Police department.

PURCHASING A MTA BUS PASS

Baltimore City Community College offers our students and staff the ability to purchase bus passes at our Cashier's Office. The requirements to purchase MTA bus passes are listed below. Bus pass sales are final at the time of purchase. Students purchasing a bus pass must present a current class schedule and a Baltimore City Community College identification card.

- Students purchasing a bus pass with Financial Aid must complete a liability statement. The cardholder must be present if student is paying by credit card.

- Lost or Stolen Bus Passes require the following:

1. Provides official high school transcripts indicating attendance at a public or non-public high school in Maryland for at least three academic years not earlier than the 2005-2006 school year;

2. Graduated from a public or non-public high school in Maryland or receiving the equivalent of a high school diploma from the State not earlier than the 2007-2008 school year (official transcript indicating date of graduation is required);

3. Enrolls within four years after graduating from a public or non-public state secondary school or receiving the equivalent of a high school diploma in Maryland;
4. Provides documentation that the individual, or the individual's parent or legal guardian has filed a Maryland income tax return:
   a. annually for 3 years coinciding with the individual's attendance at a public or non-public secondary school in the State (home schooled students are subject to this requirement in the same manner);
   b. annually each year between secondary school attendance and enrolling at the college, and
   c. annually while attending a community college;
5. Provides an affidavit stating that the individual will file an application to become a permanent resident within 30 days after the individual becomes eligible to do so;
6. Provides proof that the individual has registered with the selective service system. (This currently applies to all males 18-25. Proof of selective service registration can be obtained by filing with the Post Office and returning a receipt to the college that shows proof of registration or by providing a selective service card.) Once you are determined to be eligible for the exemption, you will continue to receive it as long as you fulfill the eligibility requirements or until the college no longer offers this exemption. The exemption permits undocumented individuals to pay the in-state tuition rate based on the location of your high school. If you have received a GED, the tuition rate would be based on where you most recently attended high school. To determine eligibility students must complete and submit the BCCC Dream Act Student Affidavit with all required documentation to the Admissions Office. Applying for the exemption does not alter your responsibility to pay by the college deadline any nonresident tuition and associated fees that may be due before your eligibility is determined.

NON-CREDIT STUDENTS
In establishing the domicile of a person enrolling in a non-credit continuing education course, that person shall indicate on a signed registration document affirming whether they are a resident of Maryland. That student must then adhere to the same criteria for proof of residence as a credit student at Baltimore City Community College.

CONTRACTED EDUCATION TRAINING
BCCC may enter into contract with any public or private sector employer or non-profit organization that maintains facilities, operates or does business in the State to provide education or training for public or private sector employees or members for a set contractual fee in place of payment of tuition and fees under the following conditions:

a. The employee or member is enrolled in credit or non-credit courses which will benefit the employer;

b. The employer or non-profit organization pays the fees charged by the College;

c. The fee reasonably reflects the usual cost borne by the students in the same or similar courses;

d. The employees or members enrolled under this program shall be treated as any other students in accordance with BCCC policies and procedures and the general policies of the Board of Trustees with the exception of payment of tuition.

e. Contractual arrangements under this section may include customized training as well as employer paid tuition and tuition reimbursement plans.

FOREIGN NATIONALS
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. 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.

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 Admissions, or refer to the BCCC website 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.

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;
TUITION & FEES

• 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;
• Evidence of attendance in a Maryland High School
  (within the academic year of admission);
• Military documentation (DD214 or Certificate of
  Eligibility for Montgomery G.I. Bill and Post 9/11 G.I. Bill;
• MD Dream Act Documentation;
• Evidence of Immigration status in the United States;

RESIDENCY APPEALS
A student is provided the opportunity to request a change
in residency classification or to appeal current classification
by the third week of classes or twenty
percent of enrollment date for the current semester/
session. Appeals for change of residency classification must
be accompanied by evidence justifying such changes and
must be processed prior to the end of the third week
of classes or twenty percent of enrollment date for the cur-
rent semester/session of enrollment.
Any changes processed after the third week of classes or
twenty percent of enrollment date will be effective the
following semester. Appeal shall be submitted in writing to
the College’s Admissions Office.

METHODS OF PAYMENT AT BCCC
There are variety of payment options for students to pay
tuition and fees.

Pay in Person: Visit the Cashier’s Office to pay by cash,
cashiers’ checks, money orders, or debit/credit card. If pay-
ing by credit card (Visa, MasterCard, Discover or American
Express), the cardholder must be present with a valid photo
ID. Make cashiers’ checks and money orders payable to
“Baltimore City Community College” and a valid photo ID is
required.

Pay by a Deferred Payment Plan: The deferred payment
plan allows for tuition, fees, textbooks and supplies to be
paid in monthly interest-free payments for a $50 enrollment
fee each semester. Payments are automatically deducted
from a checking, savings, or credit card account. For details
go to https://www.bccc.edu/deferredpayment plan. Enroll
online between 4 a.m. and 11 p.m.

Pay by Pending Financial Aid: Students can apply for
financial aid by completing the Free Application for Fed-
eral Student Aid (FAFSA) at www.fafsa.gov (School Code:
002061) beginning October 1 for the next academic year.
To qualify for the Maryland State Scholarships Programs,
the FAFSA must be submitted before March 1 for the next
academic year. Please allow at least four weeks for process-
ing. Courses will be held after aid becomes “pending”. If
Financial Aid has been applied for, but not yet awarded prior
to registration, other payment arrangements must be made
to ensure that your courses are held. Additional information
is available on the BCCC Financial Aid webpage. For
questions, please visit the Financial Aid Office at the Liberty
Campus Main Building Rm 24 or call them at 410-462-8500.

Pay by Mail (Early Registration Only): Allow seven to
10 business days prior to the bill due date for processing.
Mail cashiers’ checks or money orders (no cash) payable to
“Baltimore City Community College” with a copy of the bill to:
Baltimore City Community College
General Accounting
2901 Liberty Heights Ave.
Baltimore, MD 21215
The last four digits of your student ID number should
appear on the payment.

Pay by an International Wire: Pay online through
Flywire, which is an easy and secure method of sending
international payments. For more details go to
https://payment.flywire.com/pay/payment.

Pay by Tuition Remission or Waiver: Make sure your
Tuition Remission Form or Tuition Waiver Form was faxed
(usually by your organization’s Human Resources Office) to
the Student Accounting Office, at 410-462-7477. Employee
and Dependent Tuition Waivers cover tuition; fees and text-
books are not covered. Employees and their dependents
must reimburse the College if they drop courses
courses after the refund date or receive a grade of D or below for a BCCC credit course. To verify that a form was received, call BCCC’s Human Resources Office at 410-209-6007.

**Pay by Third Party Payment:** If a third party is paying for your tuition and/or fees, go to https://www.bccc.edu/Page/2421 for more details. For additional questions please contact BCCC’s Student Accounting Office at the Liberty Campus -Main Building Room 027 or call 410-462-8333.

**FINANCIAL AID**

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 provided by federal, state, and local governments. BCCC participates in most major federal and state aid programs. BCCC does not participate in the FFEL or Direct Loan Programs.

Through the BCCC Foundation, the College offers various scholarships and book awards. Applications for Foundation Scholarships are available through the College’s website. 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, scholarships, and employment. Grants and scholarships are regarded as “gift” assistance and need not be repaid. If aid is offered in the form of employment, 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 student aid process center 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 October 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. Applications are processed throughout the academic year, but the earlier an application is completed the chances of receiving aid increase. The best time to apply is in October or November before the fall semester of the year of enrollment. Students should 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**

*Note: Eligibility does not guarantee you will receive an award.*

To be eligible to receive financial aid, a student 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. Eligibility requirements are contingent on the 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 a family can reasonably be expected to pay toward your college education, determined by a federal formula.
PAYING FOR COLLEGE

STEPS TO RECEIVING FINANCIAL AID

• Complete the Free Application for Federal Student Aid (FAFSA) or the renewal FAFSA, on the internet at www.fafsa.gov. The Financial Aid Office staff is available to review applications and assist in completing the FAFSA.

• Keep a copy of the Student Aid Report (SAR) for a student's files. Respond to all letters received from the Financial Aid Office.

• After receiving an electronic copy of financial aid data, the Financial Aid Office will review the information; if the federal government or the college selects your application for verification, the Financial Aid Office will request additional information before awarding federal assistance.

• Even if a student is not selected for federal verification, the Financial Aid Office can still request additional information.

Once the Financial Aid Office has determined eligibility for an award, it will do the following:

• Make an award based on eligibility and availability of funds. No award is guaranteed.

• Post the award to the Student Portal. Award letters will not be mailed. This award screen will list the types and the amounts of aid awarded.

  *Please print a copy of the award announcement.

• Students will have a book account established in the Bookstore if an award is greater than tuition and fees. If additional funds are needed to purchase books, student should see a financial aid counselor.

• Authorize aid to the student account, except for Federal Work-Study, after attendance in classes has been verified by all of your instructors. If a refund for indirect educational expenses is due, a check will be mailed to the address filed in the Registrar’s Office.

The Financial Aid Office awards aid in the following order:

1. Pell Grant
2. Scholarships (institutional and outside scholarships)
3. State Scholarships
4. Federal Supplemental Educational Opportunity Grant (FSEOG)

OTHER FACTS ABOUT AWARDS

• Financial aid is only an estimated award until the aid is applied to an account.

• All awards are estimated, based on full-time status.

• The award amounts may change if the number of credits being taken is decrease or if eligibility changes;

• Withdrawing from all classes before 61% of the semester has elapsed, requires the College to do a recalculation of your financial aid. Details are available in the Financial Aid Office.

• The award received for an academic year will not carry over to the next academic year. Students must reapply annually for financial aid. Please check with Financial Aid for the dates that you can apply for each academic year (fall, spring and summer.

• Students may use any federal Pell Grant funds not used during the regular academic year to pay for summer classes.

• If awarded Federal Work-Study, a student must work to earn the amount of the 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 Standard 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 Standard of 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 is not available for auditing or non-credit courses other than in Academic Development or English Language Instruction (ELI). Federal financial aid is not available to students taking additional academic development courses once they have attempted 27 equivalent credits in academic development studies courses or English Language Instruction (ELI). 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. Each repeated course is counted as an attempted credit hour.

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 (with physician verification);
- Serious illness or death within immediate family;
- Other extenuating circumstances;
- Appeal forms are available in the Financial Aid Office;

TAX CREDITS AND DEDUCTIONS
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.

RETURN TO TITLE IV (R2T4)
As part of the Higher Education Act, amended in 1998, Congress passed regulations that dictate how Federal Student Aid funds are handled when a student withdraws officially from classes or stops attending classes during any given semester (unofficial withdrawal). These regulations require that a Return to Title IV (R2T4) calculation be performed in order to determine the amount of aid the student has earned.

Even though students are awarded and allowed to use their financial aid to registrar, the student is still required to earn the aid by attending classes up to the point that 61% of the semester has passed. When the student attends classes after 61% of the semester has passed, the student has earned all of the Title IV funds that he or she was awarded or was scheduled to receive.

When the student completely withdraws from the semester or stops attending classes before 61% of the semester has passed, the student has failed to earn all of the financial aid that he or she received. Therefore, the college will need to determine how much of the aid must be returned to the Title IV program by the college and the student.

Baltimore City Community College must calculate the amount of the earned aid by using the date of the student's withdrawal from the college or the date the student stopped attending classes or the last date that the student attended an academically-related activity to determine the withdrawal date.

The Return to Title IV calculation is based on the total number of days in the semester compared to the total number of days that a student attended classes before the last date of attendance. If the student receives more aid than they 'earned', then the 'unearned portion' of the student's aid must be returned to the U.S. Department of Education.

When a student's award has to be adjusted, the monies that are returned to the U.S. Department of Education will be returned in the following order:
1. Pell
2. Academic Competitiveness Grant (ACG)
3. FSEOG

*(BCCC does not participate in the federal student loan programs.)*

Students earn the federal portion of their financial aid by attending classes. An example is as follows:

<table>
<thead>
<tr>
<th>Date of Withdrawal</th>
<th># of Days in Class</th>
<th># Days in Semester</th>
<th>% Completed</th>
<th>% of Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/23</td>
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<td>99%</td>
</tr>
<tr>
<td>9/8</td>
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<td>66</td>
<td>110</td>
<td>60%</td>
<td>40%</td>
</tr>
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</table>

To earn 100% of the aid awarded the student must withdraw after 60% of the semester has passed. A complete copy of the Return to Title IV Policy can be found on the college's web page at www.bccc.edu.

*SPECIAL NOTE: If Baltimore City Community College has to return a portion of the student's federal and state financial aid due to an official or unofficial withdrawal (stop attending), those funds will be deducted from the student's account and the student will owe the college for whatever amount that had to be returned to the U.S. Department of Education.*
Paying for College

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.

Campus Facilities

Baltimore City Community College has a main campus in Northwest Baltimore with additional locations throughout the City. The College’s Liberty Main 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, 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, and Cashier; Public Safety; and Academic Affairs. The Main Building also has 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.

Harper Hall, home to Student Support and Wellness Services, e-Learning, and the Clarence W. Blount Child Development Center temporarily houses 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.

Off-Campus Sites

The Life Sciences Institute at UMB BioPark
801 West Baltimore Street
Baltimore, MD 21201

BCCC National Weatherization Training Center and Supply Chain Institute
1819 East Preston Street
Baltimore, MD 21213

Reisterstown Plaza Center
6764A Reisterstown Road
Baltimore, MD 21215
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.

Associate of Science in Engineering (ASE)- recognizes mastery in programs in electrical engineering.

Associate of Art in Teaching (A.A.T.)- recognizes mastery in teacher education.

CERTIFICATES GRANTED

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 Students are encouraged to declare a “major” before completing 15 credits. Students who desire to change their major are to consult with an Academic Advisor in the Student Success Center. Upon declaration of a major, students are reassigned to an advisor in their field of study.

GRADUATION REQUIREMENTS

Degrees and certificates are awarded in August, December and May of each academic year. 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 of 60 academic credits. Certain special programs may require more credits;
- A GPA of at least 2.0 (equivalent to a C average);
- Completion of the General Education requirements 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 certificate-seeking students. Students who transfer 15 or more credits from another institution or are a returning student who attended BCCC prior to 1994 and earned 15 or more credits are exempt from taking PRE 100;
- 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;

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.

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 first semester certificate-seeking students. Students who transfer 15 or more credits from another institution or are a returning student who attended BCCC prior to 1994 and earned 15 or more credits are exempt from taking 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;
Students re-entering who have been away for two or more semesters (excluding summers) must meet any new program requirements. 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.

COMPUTER LITERACY REQUIREMENT
All BCCC students must meet the College’s computer literacy requirement in order to receive a degree or 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
• Business Administration
• Computer-Aided Drafting and Design
• Computer Information Systems
• Fashion Design
• Health Information Technology

COURSES THAT SATISFY THE COMPUTER LITERACY REQUIREMENT
• BUAD 112: Computers for Business Management
• BCAP 104: Introduction to Operating Systems
• BCAP 155: Word Processing for Business Applications
• CADD 101: Introduction to CADD
• CISS 109: Principles of Computer Information Systems
• CLT 100: Computer Literacy
• CSC 108: 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

For hours of operation, please contact the Test Center at 410-462-7666.

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 college orientation 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.

ONLINE AND HYBRID COURSES
Online courses are taught via the internet. For some online courses students may be required to come on campus for testing. Students communicate with their instructors and with one another asynchronously (not in real time) through Canvas, the Learning Management System (LMS) used at the College. Course documents, assignments and projects are exchanged through the LMS.

Students are encouraged to download the free Canvas application (app), Canvas Student Instructure, on their smartphone in order to access conveniently their course assignments, grades, and announcements.

BCCC Open Computer Labs, located in LSB 260, can be used for online courses. Call Open Computer Labs at 410-462-7411 for more information.
CANVAS SYSTEM REQUIREMENTS
Operating System: Windows XP SP3 and newer, Mac OSX 10.6 and newer;
Computer Speed and Processor: 1GB or RAM and 2 GHz Processor;
Internet Speed: Minimum of 512 kbps;
Students must have adequate computer skills in order to successfully complete these courses. A self-test of computer skills can be found at https://www.bccc.edu/computerskills;

ORIENTATION FOR STUDENTS ENROLLED IN ONLINE AND HYBRID COURSES
All students taking online or hybrid courses for the first time are encouraged to complete an orientation. The orientation is available online through Canvas, or can be done in person by appointment. To schedule an in-person orientation, email online@bccc.edu, or call 410-462-8016. The orientation for online students focuses on faculty and student expectations, provides navigation directions for Canvas, and familiarizes students with various functions of Canvas. To access the orientation for online and hybrid courses, students can login to Canvas at any time and click on Courses>Student Canvas Orientation. For more information email online@bccc.edu or call 410-462-8016.

VERIFICATION OF STUDENTS’ IDENTITY IN THE LEARNING MANAGEMENT SYSTEM
BCCC’s Learning Management System is fully integrated with student and College data. All credit courses offered at the College, and all individuals who are provided with a College email address, are automatically created in Canvas through a snapshot integration of the two systems. Accordingly, students who are registered in online courses receive a unique login which is generated through the BCCC Student Portal and which is synchronized with the student’s BCCC ID and network account. Once students first login to Canvas, 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 the LMS 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 under 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 GPA is then calculated:

<table>
<thead>
<tr>
<th>Letter</th>
<th>GP</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4</td>
<td>Excellent</td>
</tr>
<tr>
<td>B</td>
<td>3</td>
<td>Above Average</td>
</tr>
<tr>
<td>C</td>
<td>2</td>
<td>Average</td>
</tr>
<tr>
<td>D</td>
<td>1</td>
<td>Below Average but Passing</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
<td>Failing</td>
</tr>
</tbody>
</table>

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

AP  Advanced Placement Exam Credit
AU  Audit
CL  Credit earned through the College-Level Examination Program (CLEP).
EX  Exemption granted
FX  Never Attended. Faculty will use to report for students never attending class.
I   Incomplete. By written agreement with the instructor, the student may have an additional six weeks to finish classwork or receive an F grade.
S   Satisfactory (used for non-credit courses only).
U   Unsatisfactory (used for non-credit courses only).
XM  Exemption granted
W   Withdrawal. Failure to withdraw officially may result in an F grade. See Add/Drop/Withdrawal Policy.
W3  Withdrawal Due to Extenuating Circumstances. Documentation of illness or job change must be submitted to the Registrar’s Office.

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

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 CPA 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 CPA 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 3.49

COURSE SUBSTITUTIONS AND EXEMPTIONS
Students are required to fulfill all program requirements. In exceptional cases, such as when a student is in a final term and the course needed 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 Coordinator, Associate Dean, Dean and Vice President for Academic Affairs. The code SB will appear 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 associate deans 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 Associate Dean, Dean, and the Vice President for Academic Affairs. Students are advised 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.

During the last semester, a student may earn credit independent of a classroom setting for a specific course described when the course is not offered in the semester schedule but is required in order to complete a degree or certificate program.

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 differs from and should not be confused with Independent Study.
AUDITING
A student with the necessary prerequisites and written approval of the Associate Dean 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 transcript will show an AU 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
It is the policy of BCCC to encourage safe, supervised campus visitations by children who are taking part in organized scheduled activities, enrolled in specific classes or attending educational, cultural, and sporting events on campus. Other than these activities, children are not permitted in the classroom, libraries, computer labs, science labs, physical education facilities or in any other areas of the College unless properly enrolled in a program. Under no circumstances may unsupervised children be allowed to play on campus grounds, roam campus buildings, or sit on the grounds. Employees are prohibited from bringing children to work during working hours.

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 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 BCCC 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.

WITHDRAWAL AND ACADEMIC STANDING
Each semester the College establishes and publishes a course withdrawal deadline date. If a student needs to withdraw from a course, they must complete and submit to the Registrar’s Office the Withdrawal Form before the deadline date. Doing so will result in a W. Failure to take this action could result in a grade of F and a bill for the courses. Grades of F, like grades of A, B, C, and D, are value weighted and are used to determine GPA. W, on the other hand, does not affect GPA.

It is a student’s responsibility to withdraw officially from any class that they are unable to complete successfully. Taking this action helps safeguard a student’s immediate GPA, permanent grade history, and possibly 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 they 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 GPA consistent with the College’s minimum academic standards, as follows:

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 their 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 they 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 GPA consistent with the minimum academic standards of the College.

DISMISSAL

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 IF DISMISSAL IS IMPOSED

<table>
<thead>
<tr>
<th>2018 Fall Semester</th>
<th>Fall 2019 Semester</th>
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</thead>
<tbody>
<tr>
<td>Spring 2019 Semester</td>
<td>Spring 2020 Semester</td>
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</tbody>
</table>

A student who is reinstated is limited to no less than six, and no more than nine billable hours (two courses) 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 they can handle an increased load and is able to achieve satisfactory academic progress.

Note: BCCC’s warning and dismissal policies are undergoing review. Please refer to the college’s website 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 GRADE GRIEVANCE PROCESS

A student who has sufficient evidence that their final grades have not been determined in accordance with the terms set out in the instructor's course policy, may seek resolution through the grievance process. In filing an academic grade 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, they must obtain a Student Grade Grievance Form (Form A) from the Office of Academic Operations and Services. This form should spell out the exact nature of the complaint and the remedy sought. The Office of Academic Operations and Service will contact the faculty and allow the faculty member an opportunity to respond to the grade grievance (Form A).

3. Cases filed after faculty contracts end in May; are processed as soon as the instructor can be contacted 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:
   - Course syllabus/course outline/course policy;
   - All work in question;
   - A written explanation addressing the grievance;
   - Form A;
   - A log or account of Canvas grades;
   - Student inquiry;

4. The Chair of the Grievance Committee (Dean of Academic Operations and Services or designee) will review both the student's documentation and the explanation from the instructor. If there is sufficient evidence to warrant a grievance, the paperwork will be forwarded to the Department Associate Dean, typically within five (5) business days. The Department Associate 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 Registrar’s Office within five business days after the decision to change the grade has been made.

5. If no resolution is reached from the meeting with the Department Associate Dean, the student may request the matter be taken to the appropriate Academic Program Dean, typically within five 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 Registrar’s Office within five business days after the decision to change the grade has been made.

6. If no resolution is accomplished with the Academic Dean, the Student Grade Grievance Form (Form A) and all supporting documentation will be reviewed by the Dean of Academic Operations and Services (or designee) to determine if there is enough evidence to warrant a grade grievance hearing. At this point, the Chair of the Grade Grievance Review Committee (GGRC) will assist the student with submitting a Student Grade Grievance Form (Form B), requesting a review by the GGRC. The GGRC will be made up
Chair of the GGRC, two faculty and two students. The Senate Executive Committee President will select the two faculty members. The President of the Student Governance Board Association will recommend the two students.

7. If the GGRC accepts the grievance, the student will appear for a hearing before the Committee, which will conduct a grade grievance hearing (see Article 6.6.5). The Committee must make a recommendation to the Vice President for Academic Affairs. The Vice President for Academic Affairs will make the final disposition of the grievance.

8. The Vice President for Academic Affairs serves as the College official designated to resolve and decide student grievances concerning academic and curriculum issues.

GUIDELINES FOR FORMAL GRIEVANCES

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:

- One administrator (and one alternate), designated by the College President, who will be the Chairperson of the Committee;
- Two students (and two alternates), designated by the Student Government Association;
- 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 their roles, and present the case, giving the point of view of both sides. Each party will be allowed to elaborate specifically and concisely. Committee members may 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.

The chairperson on the next working day will put the Committee’s decision in writing to the Vice President for Academic Affairs. Copies will go to all parties involved. The Chairperson of the Committee will maintain the hearing tapes and 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 General Counsel’s office, through the Executive Assistant to the President.

APPEALS PROCESS

The College has an appeal process for evaluation and transferability of a course or prior work or learning experience. The appeal begins with a written statement from the student within 60 days of the evaluation and is then presented to the appropriate Associate Dean. The Associate Dean will evaluate the written appeal.

Official transfer credits will have a TR grade designation in the student data system and unofficial transfer credits will have a XA grade designation in the student data system. Transcripts may be submitted via email to transcripteval@bccc.edu or submitted to:

Baltimore City Community College, Admissions Office, Room MNB 02, 2901 Liberty Heights Avenue, Baltimore, MD 21215.

ACADEMIC POLICIES
ARTICULATION AGREEMENTS

Baltimore City Community College has signed joint enrollment and articulation agreements with the colleges and universities. These agreements ensure that students who complete their associate’s degree can transfer with full junior standing in their programs at the transfer institution. If you would like to view all articulation agreements, please use the following link.
https://www.bccc.edu/articulation.

MEMORANDUM OF UNDERSTANDING (MOUs)

BCCC has signed documents that express mutual agreement between two or more entities:

1. ASCEND Program – Morgan State University
A Student-Centered Entrepreneurial Development (ASCEND) training model to increase diversity in the Biomedical Research Workforce. Funded by the National Institute of Health’s Building Infrastructure Leading to Diversity (BUILD) Initiative. BUILD awards are intended to support the design and implementation of innovative programs, strategies and approaches to transform undergraduate research training and mentorship, as well as institutional and faculty development to further strengthen undergraduate research training environments.

2. Baltimore City Public School System
This MOU establishes a plan whereby eligible students from any Baltimore City Public High School can take authorize Dual Enrollment courses through BCCC.

3. Bais Yaakov, Eva Winer High School
This MOU desires to obtain the services of BCCC to provide certain College-level credit classes for its students.

4. Bellevue University
This MOU allows BCCC students who receive an Associate’s degree, or 60 credit hours prior to transfer. It will also allow a seamless transition to enroll in Bellevue University. Students transferring with an Associate’s degree will receive credit for all coursework in their degree program and will enter Bellevue University with junior status. BU will establish a transfer grant fund for BCCC transfer students to use toward their undergraduate degree. In addition, full time BCCC employees who qualify can receive Fellowship grants to pursue an undergraduate or graduate degree. Bellevue University has a full-time administrator on the BCCC Liberty Campus: Debra Vines, Room 121C, 410-462-8273.

5. BioTechnical Institute of Maryland
This agreement provides enhancement opportunities to promote the professional development of graduates of the BioTechnical Institute of Maryland, Incorporated with additional education and training at Baltimore City Community College.

6. Career Academy
The key component of the partnership shall be a yearly progressive program primarily for 12th graders. Other students may participate as determined by Career Academy. The partnership will prepare students for post-secondary education or career readiness training through Business and Continuing Education Division.

7. Excelsior College-Financial Aid Consortium
This MOU allows each party seeking to provide their students with the opportunity to take courses at the other respective party’s institution while retaining eligibility for federal financial aid.

8. Family and Children Services
This agreement allows Family and Children Services to provide the Clarence Blount Center with two foster grandparents for four hours a day, five days per week. They will provide nurturing, one-on-one interaction to enhance literacy and numeracy instruction.

9. Goucher College
This MOU between BCCC and Goucher College recognizes the outstanding academic achievement of BCCC Honors students and seeks to provide for a seamless and successful transition for students who meet BCCC’s Honors requirements to Goucher College.

10. The Judy Center
The Baltimore City Board of School Commissioners with The Judy Center and BCCC wish to provide comprehensive and integrated services for young children ages and their families residing in the Judy Center School for the purpose of promoting school readiness through training and workshops.

11. Maryland National Guard
This MOU is intended to reflect the cooperative efforts between BCCC and MDNG to expand, enhance, and improve educational opportunities to its employees. MDNG agrees to work with BCCC to actively promote awareness of and enrollment in both degree and non-degree programs to its employees and to identify BCCC as a university partner.
12. Maryland State Department of Education, Juvenile Services
The purpose of this MOU is to outline the post-secondary online educational opportunities of BCCC to youth detained or committed to the custody of the Department of Juvenile Services (DJS).

13. Notre Dame of Maryland
BCCC and Notre Dame of Maryland University's goal is to increase the number of Baccalaureate prepared nurses in the community. Students will pursue an Associate of Science degree in Nursing at BCCC and then continue to complete a Bachelor of Science degree in Nursing at Notre Dame of Maryland University.

14. Reach Partnership School
This MOU is a program involving high school students that will lead them to a Career Pathway either through Workforce noncredit or degree/certificate Programs.

15. Reverse-Transfer Program
This MOU will enable non-associate degree seeking students that transfer to a college or university have that college or university transfer their credits back to BCCC in order to complete the requirements of their BCCC Associate's degree.

16. St. Frances Academy
The purpose of this MOU is to enroll students designated by client in college-level credit classes.

17. University of Maryland Baltimore County
The Transfer Student Alliance (TSA) offers eligible BCCC students who intend to earn a Bachelor's degree at UMBC upon completion of their Associate's degree at BCCC the opportunity opportunity to benefit from joint programmatic efforts, shared resources and other privileges while still enrolled at BCCC. Upon successful completion of the program and initiation of transfer to UMBC, eligible students will be guaranteed admission, scholarship, and housing.

18. Stevenson University
This MOU is to provide educational opportunities for graduates of BCCC by offering various courses through the School of Graduate and Professional Studies leading to a Bachelor's and/or Master's degree.

19. Talmudical Academy
This MOU is designed honor the clients desires to obtain the services of BCCC to provide certain College-level credit classes for its students.

20. Towson University-Reverse Transfer
Enables non-Associate Degree BCCC students that transfer to TU to allow TU to transfer their credits back to BCCC in order to complete the requirements of their BCCC Associates degree.

21. University of Baltimore-BeeLine
The agreement affirms the commencement of a new initiative between BCCC and UB to promote the Bee Line at BCCC an efficient, accelerated, transfer access program designated to facilitate faster completion of UB undergraduate programs for BCCC students. The Bee Line transfer program offers BCCC students incentives and structured pathways for attaining a four-year baccalaureate degree from UB.

22. University of Baltimore Langsdale Library
This MOU allows students, faculty and staff the ability to check out books at either BCCC Bard Library or University of Baltimore Langsdale Library.

23. Woodstock Job Corps. Career Development Center
This MOU establishes a plan where eligible students from Job Corps can take courses through BCCC and are transferable to any accredited institution of higher learning.

24. YEAR UP
This MOU between BCCC and Year Up is to create a framework between the two organizations to leverage each other’s organizational strengths to serve young adults in the Baltimore City area.

For more information on Articulation Agreements and Memorandums of Understanding, please contact Karen Mobley, Coordinator of Articulation Services, 410-462-8235, MNB 251 A
ACADEMIC OPERATIONS AND SERVICES

The Office of Academic Operations and Services oversees academic strategic design and planning to strengthen the academic enterprise, provides assessment and analytic support services to sustain a culture of evidence. The office also supports accreditation and manages accreditation related activities.

The Office offers guidance, training, and support for faculty and institutional leaders in the collaborative curriculum and assessment processes.

The Office is also dedicated to creating partnerships with other schools by forming alignments and articulations. These articulation agreements are designed to help students make a smooth transition from high school to BCCC and from BCCC to four year institutions.

TYPES OF ASSISTANCE

- Guidance on the Middle States’ accreditation standards and processes;
- Direction and support in the development of student learning outcomes at the institutional, program, and course levels;
- Guidance, training, and support for deans, associate deans, program coordinators, and faculty;
- Training and support on processes of assessment for course instructors;
- On-going monitoring of curriculum and programs;
- Support in the development and revision of programs;
- Serves as the College liaison between BCCC and Maryland Higher Education Commission;
- Grade grievances;

TRANSFER CENTER

Teara Oliver-Moore
Liberty Campus, Main Building, 233 A
410-462-7497.

The Transfer Center provides services to assist students who plan to transfer to a four-year college or university. Our programs and services focus on supporting a successful transition, helping transfer students build connections and community, and guiding students as they explore and pursue their academic and career goals. Additionally, the office focuses on assisting students to acquire and process knowledge of self and future goals for careful planning. The Transfer Center is a service available to all current and former BCCC students, and can assist students through the transfer exploration and application process.

- Planning the necessary steps to transfer successfully;
- Searching for colleges that meet your needs;
- The admissions process and applying to college;
- Reverse transfer options;
- ARTSYS;
- Internet and computer access for transfer research and opportunities;

Academic Operations also coordinates transfer fairs and events. The office has Internet, college catalogs, transfer guides, and materials to research four-year universities. Staff is available to answer questions and provide support during the transfer process.
ACADEMIC SERVICES

CAREER DEVELOPMENT & EMPLOYMENT SERVICES

Liberty Campus, Main Building, RM 110
410-462-8568.

The Career Development Center has career services staff who assist 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 Development staff is committed to supporting the constantly evolving needs of the workforce, and provide a wide range of strategies for connecting students and alumni with training and employers in search for viable candidates to fulfill vacant positions in their companies.

SIGI3

System of Interactive Guidance and Information is an internet based self-assessment tool designed to provide students with personalized career and educational exploration and planning services. Through self assessment, students will develop an accurate picture of their interest, work values, personality, skills, educational and leisure time preferences. Once the student has completed the assessment, it is recommended that the student meet with a Career Coach to further assist in clarifying their career path and guide them in the right direction.

The Career Development and Employment Services Office provides workshops on preparing resumes, developing job searching strategies; coordinate career fairs; employee seminars; on-campus recruitment sessions and maintains of a computerized employer information library.

Career Pathways is an integrated collection of programs and services designed to develop students' core academic, technical and employable skills; provide them with continuous education, training; and place them in high-demand, high opportunity jobs. For more information, students can contact the Career Development and Employment Services Office at 410-462-8470.

CENTER FOR ACADEMIC ACHIEVEMENT (TUTORING)

Liberty Campus, Main Building, RM 117
410-462-8568    www.bccc.edu/tutoring

The Center for Academic Achievement (CAA) is a multi-center academic service providing BCCC students with a diversity of tutoring and academic support services to assist them in attaining the course-specific knowledge and developing the learning skills necessary to become independent, engaged learners and achieve their academic goals. The CAA fulfills this mission by providing students with premier learning facilities that are consistently perceived as completely equipped, well-maintained and attractive, welcoming, and staffed by knowledgeable instructional tutors.

Tutoring services are provided free of charge to help students master skills and course content. CAA staff is available in all centers to discuss appropriate study and time management strategies for college students to incorporate into their various content areas to assure student success. Students can connect with a tutor by coming to any of our tutoring centers.

The Retention Specialist helps students identify learning strengths, target areas for improvement, and build the skills for successful learning and attainment of educational goals. The student and Retention Specialist work with faculty and other campus support services to identify barriers to success and develop strategies to help the student effectively manage the demands of college studies.

Tutoring Center Locations:
• Writing: MNB 102
• Math: MNB 104
• Science: LSB 302
• Business, Accounting and Technology: MNB 320
• CADD: LSB 244

The CAA provides a range of learning environments and resources to promote learning success and engagement:
• Individual and small group tutoring
• Online writing assistance
• Assistance with forming study groups
• Writing consulting
• Study skills workshops and materials
• Learning spaces equipped with computer and study stations, and textbooks.
COUNSELING (STUDENT SUPPORT AND WELLNESS SERVICES)

Student Support and Wellness Services strives to promote positive mental health to help students with their academic and personal goals at BCCC. Any BCCC student is able to receive free and confidential individual counseling services. Common mental health issues students struggle with include stress, anxiety; depression, anger, relationship issues, grief and loss, attention and focus difficulties, traumas, self-esteem issues, and substance abuse. Counseling sessions are a collaborative process to safely gain insight and take action to create positive change. Typically, the first visit is one hour with subsequent visits lasting approximately 45 minutes. Students can choose to come on a weekly; bi-weekly; or as needed basis. A student may be referred out to community agencies based upon factors such as expertise of the staff, medication management, and the availability of staff. Wellness workshops and events are given to the entire BCCC community on topics such as stress management, communication, and test anxiety. Please call for an appointment or inquire about our wellness events at 410-462-8384.

STUDENT SUCCESS CENTER

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

Student Success Specialists help students:

- Design a personalized educational plan;
- Understand General Education and College requirements;
- Select first-semester courses that contribute to long range educational goals;
- Access administrative, academic, and student services; and,
- Meet transfer requirements.

First-time, full-time students are assigned to Student Success Advisor 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 Student Success 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 Advisor in their area. The student keeps the same Faculty Advisor throughout 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 Advisor the following semester.

Throughout the academic year, Student Success Advisors 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, choosing a major, study skills, and motivation. Student Success Advisors help students develop a full awareness of career opportunities, and utilize computerized information systems in the career-planning process.

COMPLETE COLLEGE BALTIMORE

Complete College Baltimore at BCCC supports and empowers learners to succeed as community college graduates, university transfer students, and career professionals.

Complete College Baltimore prepares students through:

- Individualized, dedicated advisors and faculty members;
- Career and employment support;
- Free use of textbooks;
- Guaranteed 2-year course schedule;
- Smaller class sizes;
- Monthly bus passes;
- Support transferring to a 4-year university; and,
- Tuition waivers for eligible students;
ACADEMIC SERVICES

PROMISE ACADEMY
The Promise Academy at BCCC serves as a comprehensive learning community which provides students with the necessary tools for success in their first level of developmental education courses. It offers various support services central to student achievement paving a pathway for continuous matriculation and College completion.

PROGRAM FEATURES:
It is a one-time scholarship that pays for course and course materials.

SUPPORT SERVICES:
- Comprehensive Learning Communities
- Embedded Tutoring
- One-on-one meetings
- Academic Advising
- Academic Accountability
- Workshops

CRITERIA INCLUDES:
- ACCUPLACER scores recommend placement into first level of developmental education courses.
- Mandatory attendance at the Promise Academy Student Information Session

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.

The Business, Accounting and Technology Lab, located in MNB 320, has computers to support the courses taught in the business disciplines, including: business, accounting, business computer applications, computer literacy, and computer information systems. Call 410-462-7417 for hours of operation.

The Computer Technology Club, gives advice and guidance to students considering the purchase of their own PC, software installation, systems configuration and troubleshooting, programming techniques, and webpage design.

The Open Computer Lab located in LSB 260 has 62 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 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.

TECH PREP
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, 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 market able skills, and earn college credits.
TRIO: SSS/STAIRS PROGRAM

The TRIO: SSS/STAIRS Program is a federally funded Student Support Services program that is designed to increase the retention, graduation, and transfer rates of program eligible students through services that address their academic, personal, financial, career, and other needs. Specific services include academic tutoring, academic advising, financial aid information and assistance in completing financial aid applications, financial/ economic literacy; book awards, transfer services, career information/ exploration, and academic/ cultural enrichment activities. Other activities of the program include the Clothing Swap and Give Away; Single Parents’ Connection, and a variety of workshops that address the academic and non-academic needs of program participants. In addition to being citizens or permanent residents of the United States, two-thirds of the students enrolled in the program are low-income individuals who are also first-generation college students. The remaining students are either low income individuals, first-generation college students, or individuals with disabilities. At least one third of the students with disabilities are also low-income individuals. All students accepted into the program must have a need for academic support. The TRIO /SSS STAIRS program is funded for $1,677,240 through 2020.

TRIO: UPWARD BOUND MATH AND SCIENCE PROGRAM

The Upward Bound Math and Science program is designed to strengthen the math and science skills of participating Baltimore City high school students. The goal of the program is to help program participants recognize and develop their potential to excel in math and science and to encourage them to pursue postsecondary degrees in math and science and ultimately in careers in the math and science profession. BCCC Upward Bound Math and Science program consists of Saturday sessions, high school visits, an intensive six-week academic and residential program, and a college bridge program. At the heart of the program is academic study in science, math, engineering and biotechnology. Additional coursework in English composition, computer literacy; study skills and leadership training supplement the academic services. Individual and group counseling on personal and academic matters and financial aid information is available.

YEAR UP

Year Up is a one year, intensive training program that provides urban young adults ages 18-24, with a unique combination of technical and professional skills, college credits, an educational stipend and an internship with a corporation or the federal government. Year Up provides opportunities for young adults to maximize their true potential. In partnership with BCCC, students:

- Prepare for entry-level careers in information technology;
- Learn business etiquette and personal finance;
- Dress for success;
- Earn up to 22 college credits
- Earn a weekly stipend;
- Earn a six-month paid internship;
- Learn the soft skills required to succeed in a professional career;

Year Up was founded on the belief that everyone deserves the opportunity to realize their potential. Year Up recognizes that a national “Opportunity Divide” exists, a disconnection or gap from the economic mainstream that many of our youth experience. Year Up’s innovative approach takes four elements—education, experience, support, and guidance—and combines them into a system that emphasizes high expectations for quality work and professional behavior.
ACADEMIC SERVICES

ENGLISH LANGUAGE INSTRUCTION

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 Workforce Development 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.

GENERAL ESL

Students whose ELI placement test scores indicate they are beginners enroll in ELI Continuing Education beginning-level classes. After successful completion of Level 2, students may choose to enroll in ELI Academic Track courses or continue with ELI Continuing Education courses. ELI Academic Track has three proficiency levels, intermediate through advanced (ELI 80, 81, and 82). Part-time or full-time study is possible in both areas.

MEDIA SERVICES

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.

SCHOLARS AND HONORS PROGRAMS

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.

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.

STUDENT GOVERNMENT

The student body is known as the Associated Students of BCCC. 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.

STUDENT NEWS

The official student publication is Panther Paws. Advised by faculty and staff and funded by the Student Activity Fee, Panther Paws is published each semester on the BCCC Website at www.bccc.edu. Panther Paws is staffed solely by BCCC students.

CHI ALPHA EPSILON

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 via a developmental program;
KAPPA BETA DELTA

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 2014. The Alpha Omicron Chapter of Kappa Beta Delta at BCCC invites members who:

- Are 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 (THETA ALPHA CHAPTER)

Phi Theta Kappa, an international honor society founded in 1918, promotes 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 a degree or certificate program;
- Have accumulated 24 credits (students must have 12 credits at BCCC);
- Have a minimum GPA of 3.4;

Members must be active in chapter events to continue membership eligibility.
STUDENT SERVICES

ALUMNI RELATIONS
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 BCCC. The Office ensures continued communication and programming to enhance loyalty and commitment to BCCC among alumni and friends of the College.

THE CLARENCE W. BLOUNT CHILD DEVELOPMENT CENTER
The Clarence W. Blount Child Development Center provides quality childcare services for the children of students who attend BCCC. Staff and faculty employed by the college may also utilize the services offered through the center.

The Clarence W. Blount Child Development Center strives to promote quality and affordable childcare for children 6 months – 12 years of age. The center employs professional staff members who are certified and trained to provide quality care to children in an educational environment. Our staff also participates in the Credentialing Program of MSDE. The center is licensed by the Maryland State Department of Education under the Office of Child Care and complies with all requirements for a licensed childcare facility.

The center shares membership in both the Baltimore City Childcare Association and the Maryland State Childcare Association and offers scholarships under the CCAMPIS (Child Care Access Means Parents In School) grant obtained through the U.S. Department of Education.

DISABILITY SUPPORT SERVICES
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, and instructor consultation.

EMERGENCY TEXT MESSAGING ALERT
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 or www.e2campus.com/my/bccc.

Messages will also be posted on the College’s website at 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.
INTERCOLLEGIATE ATHLETICS
Baltimore City Community College competes in the National Junior College Athletic Association (NJCAA) and is a member of the Maryland Junior College Athletic Conference (MDJUCO). BCCC athletics compete as Division I members in all sports. BCCC fields competitive intercollegiate athletic teams in men's and women's basketball, and men's cross country.

LIBRARY
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 Canvas.

The BCCC collection contains information in a variety of physical formats, including books, DVD's, CD's and printed copies of magazines and newspapers. The digital collection includes E-books, streaming videos, and 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 library is closed, students may obtain the assistance of a librarian though AskUsNow, a state-wide online reference service. A link to this service is available on the Library website.

The Bard Library uses the Wepa Incorporated Printing Solution for BCCC students. All students have access to 250 free prints per semester that can be requested from a cloud based storage. Two Wepa kiosks are in the Library and one is in the Main Building near the ATM machine.

PREVENTIVE DENTISTRY CLINIC
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.

JUDICIAL AFFAIRS AND TITLE IX
The Office for Judicial Affairs (OJA) is responsible for administrating a campus-wide student disciplinary system, which is student-centered and is based on educational and developmental principles. BCCC strives to uphold community standards while respecting the rights of each student in the community. The Student Code of Conduct embraces the principles of fair play, compassion, empathy, understanding, objectivity, respect for human dignity and the search for truth. The mission of the OJA is to encourage fairness, civility, and due process throughout the College community through the holistic development of students. The OJA supports the academic and behavioral standards of BCCC by adjudicating violations of the Student Conduct Code in a fair and consistent manner, treating each student with dignity and respect. Services provided by the OJA include but are not limited to:

- Prevention workshops
- Conflict resolution
- Title IX investigations
- Restorative justice
- Mediation services
- Academic Integrity investigations
- Behavioral Intervention Team (BIT) coordination
- Incident Management Advisory Committee (IMAC) administrative hearings
INCLEMENT WEATHER POLICY

Closing and delay information will be made available to the media no later than 5 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
- WBAL TV 11
- WJLA TV 7
- WJZ TV 13
- WBAL 1090
- WBAL TV 11
- WSMJ 104.3
- WTOP 1500
- WJLA TV 7
- WTOP 107.7
- baltimoresun.com
- wbal.com

PUBLIC SAFETY

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.

ID Booth Hours of Operation:
- Monday, Tuesday, Thursday, Friday: 8:30 a.m. - 5 p.m.
- Wednesday: 11 a.m. - 7:30 p.m.
- 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.
- The Public Safety Office also issues college IDs and parking hangtags for the College community.
- 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. Gray 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.
- 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.
- The Public Safety Office also issues college IDs and parking hangtags for the College community.

RADIO STATION

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. WBIC is the largest public radio station in Maryland, with a 50,000-watt capacity reaching listeners in six states and the District of Columbia.

SHUTTLE

The College operates a free shuttle service between the Liberty, Harbor, and BioPark 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.

STUDENT LIFE AND ENGAGEMENT

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 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.
FAQS

How can a student find their academic advisor?
During your first semester at BCCC students will be assigned an advisor according to their major. A student can find their advisor’s name on the Student Portal on your Student Inquiry or on Blackboard under ADV101. If a student does not have an academic advisor assigned to them, they should contact the Student Success Center.

What if a student cannot reach their academic advisor?
Students must try to reach their assigned Academic Advisor by phone, email, or in person. Most Academic Advisors are full-time staff or faculty whose schedules are either posted on their office doors or on their telephone messages. If a student cannot reach their advisor, try to seek advice through the program coordinator.

Does a student need an advisor’s signature to register for a major?
Even if a student has decided on a major, they will need to contact their advisor so they can obtain permission to register for those courses since there may be changes to the curriculum, prerequisites, or other factors that may be important to them. Students need an advisor’s signature or a Goal Attainment Plan that authorizes student to register online or in person.

How can BCCC student receive credit for a course taken at another college or university?
A student must submit an official transcript (unopened) to the Admissions Office when they complete the BCCC application and prior to registration.

What are corequisites and prerequisites?
A prerequisite is a course that has to be completed before taking another class. A corequisite is a course taken the same semester as another course.

How does academic standing affect a student’s ability to register for classes?
If a student is “in good standing,” they are eligible to participate in early and online registration. If a student is in “Academic Warning” or “Academic Dismissal” and are currently taking classes, they will not be able to register for the next semester until their grades for the current semester are posted on their grade report. A student will need to see their advisor in the Student Success Center, or their advisor in a special program such as DSS or TRIO/SSS- STAIRS for further details.

Which version of the course schedule should a student follow?
Students should use the course schedule from the year they were admitted.

When does a student need special permission to take a class?
There are several reasons you would need special permission to register for a class.

1) When the course description requires permission of a program head.
2) Permission to register for a course that is full must come from the Department Chair during the first week of classes.
3) To register for more than 18 credits during a Fall or Spring semester, or more than 8 credits in the Summer session(s), approval is needed from the Dean of Student Development.
4) You should always register as early as possible, in case you need to get approval from someone in addition to your academic advisor.

How many credits do you recommend for a new student?
First-time students will normally need extra time to get used to the college environment: how to get to classes, new expectations from professors, the multicultural environment, and how the college “system” works. Some students must be full-time (international students, or students receiving scholarships that require full-time attendance, but note that the PELL grant does not require a full-time course load). A full-time course load is 12 to up to 18 credits. Each credit represents one hour in class and 2-3 hours outside class.
What is a Z-Course? Here’s what you need to know!
A Z-course could be a face-to-face, online, or hybrid course.

What are Z-courses?
Z-courses don’t require students to buy expensive course materials. Your Z-course costs could be zero to nominal.

Can I still buy textbooks?
Yes. You can order a print copy of e-books at nominal cost. You can also copy course materials at WEPA printing stations in the Library and around campus.

How do I access Z-courses?
Access Z-courses through Canvas. Download the free Canvas app on your phone or tablet.

How do I know if my course is a Z-course?
Do a credit course search at www.bccc.edu. You will see a Z-designator next to Z-courses.

Where can I get more information about Z-courses?
Ask your instructor or contact the E-Learning Department: online@bccc.edu; 410-443-7825.
Use this guide when making course selections.

DEFINITIONS

Prerequisite(s): MUST be satisfied before enrollment in a particular course or program.

Corequisite(s): MUST be satisfied either before or with (in the same semester) as enrollment in a particular course or program.

COURSE ABBREVIATIONS

Accounting ACCT
Addiction Counseling ADC
Allied Health AH
Allied Human Services AHS
Art ART
Arts and Sciences AAS
Biography BIO
Biotechnology BTC
Business Administration BUAD
Business Applications BCAP
Computer Applications BCGR
Computer Graphics BCWB
Construction MGMT
Computer Science Transfer CHE
Criminal Justice/ CRJ
Law Enforcement
Cyber Security and Assurance
Dance DAN
Dental Hygiene DH
Dental Science DS
Dietetics DNT
Early Childhood Education ECE

Economics ECO
Education EDU
Electronics Technology ELC Emergency
Medical Services EMS Engineering
EGR
Engineering Transfer EGN
English ENG
Environmental Science ES
Fashion Design FASH
Fire Science Technology FST
French FR
Geography GEO
German GER
Health HEA
Health and Life Fitness HLF
History H
Humanities HUM
Independent Study IDs
Information Technology Security and Assurance ITSA
Information Technology Database ITDB
Legal Assistant PLA
Mathematics MAT
Mental Health MH
Music MUs
National Weatherization Training Center NWTC
Nursing (AD) NUR
Office Administration/ Technology OFAD
Orientation PRE
Paramedic Bridge/Paramedic PH
Philosophy EMSP
Physical Science PHSC
Physical Therapist Assistant PTA
Physics PHY
Political Science PS
Practical Nursing PNUR
Psychology PSY
Reading and Writing RENG

Respiratory Care RC
Robotics /Mechatronics Technology RBT
Sciences SCI
Sociology SOC
Spanish STA
Special Education SED
Speech SP
Surgical Technology SGT
Telecommunications TEL
Theater THEA
Visual, Performing and Communication Arts VPCA

LOCATION ABBREVIATIONS

LIBERTY CAMPUS
Bard Library LIB
Life Sciences Building LSB
Harper Hall HH
Conference Center CC
Main Building MNB
Nursing Building NRS
Physical Education Center PEC
Facilities Building FAC

HARBOR SITE
Workforce Development and Continuing Education WCED

OFF SITE LOCATIONS
Biopark BIOP
801 W. Baltimore Street (Life Sciences @ UMBio)
National Weatherization Training Center 1819 E. Preston Street
Patterson High School PHS
Reisterstown Plaza Center RPC
Thurgood Marshall High School TGM
ACCOUNTING

ACCT 221
Principles of Financial Accounting
This course defines 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. Prerequisite: MAT 81, MAT 91, or satisfactory ACCUPLACER score. Three credits.

16 WEEK: Jan. 22 - May 19
1278 MW 10-11:50 am Staff MNB 230
1280 TR 1-2:45 pm Staff MNB 230
3285 TR 5-6:45 pm Staff MNB 230

12 WEEK: Feb. 18 - May 19
3288 S 9 am-1:35 pm Staff MNB 230

12 WEEK ONLINE: Feb. 18 - May 19
7729 TBA TBA Staff N/A

ACCT 222
Principles of Managerial Accounting
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. Prerequisite: MAT 81, MAT 91, or satisfactory ACCUPLACER score. Three credits.

16 WEEK: Jan. 22 - May 19
1284 TR 11 am-12:45 pm Staff MNB 230

12 WEEK ONLINE: Feb. 18 - May 19
7731 TBA TBA Staff N/A

ACCT 230
Intermediate Accounting I
Study problems that may arise in the valuation of current assets, current liabilities, plant and equipment, and intangible assets. Computerized spreadsheet used. Prerequisite: ACCT 202, ACCT 212, or ACCT 222. Three credits.

16 WEEK ONLINE: Jan. 22 - May 19
7738 TBA TBA Staff N/A

ACCT 231
Intermediate Accounting II
Accounting theory applied to stockholders’ equity, long-term liabilities, long-term investments, statements from incomplete records, and analysis of cash flows. Computerized spreadsheet. Prerequisite: ACCT 230. Three credits.

16 WEEK: Jan. 22 - May 19
3283 T 7-9:50 pm Staff MNB 230

ACCT 235
Cost Accounting
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. Prerequisites: ACCT 222 or ACCT 212 or ACCT 202. Three credits.

12 WEEK ONLINE: Feb. 18 - May 19
7736 TBA TBA Staff N/A

ACCT 241
Auditing Concepts
The philosophy and environment of auditing. Special emphasis is on the Statement of Auditing Standards. Prerequisites: ACCT 202, ACCT 212, or ACCT 222; ACCT 230. Three credits.

16 WEEK: Jan. 22 - May 19
TBA TBA TBA Staff TBA

ACCT 261
Accounting Applications on the Microcomputer
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. Prerequisite: ACCT 222. Three credits.

12 WEEK: Feb. 18 - May 19
3290 M 6-9:30 pm Staff MNB 230

ACCT 265
Income Tax Accounting
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.

16 WEEK: Jan. 22 - May 19
R 6-8:45 pm Staff MNB 230
3292 R 7-9:50 pm Staff MNB 230

ALLIED HEALTH

AH 110
Medical Jurisprudence and Ethics
Legal and ethical aspects of healthcare delivery including confidentiality, records, medical evidence, release of information, malpractice, negligence, and licensure. Two credits.

16 WEEK ONLINE: Jan. 22 - May 19
7782 TBA TBA Staff N/A

AH 130
Medical Terminology
Students become acquainted with the language of medicine. Students must have access to a computer connected to the Internet. Various assignments throughout the semester will be posted on Canvas. Three credits.

16 WEEK ONLINE: Jan. 22 - May 19
7719 TBA TBA Staff N/A

AH 135
Allied Health Pharmacology
Learn trade, generic, and chemical names of medications, indications for giving medication, drug interactions, systems of measurement and more. Students must have access to a computer connected to the Internet. Prerequisite: AH 130. Two credits.

16 WEEK ONLINE: Jan. 22 - May 19
7737 TBA TBA Staff N/A

AH 230
Study of Disease Process
Study of Disease Process teaches students certain elements of human disease. The diseases are presented according to the organ and body system, manifestations and pathological processes, frequency and significance of diagnostic and therapeutic approach; multisystem diseases are also reviewed. Prerequisites: AH 130, BIO 202. Three credits.

16 WEEK ONLINE: Jan. 22 - May 19
7781 TBA TBA Staff N/A

ALLIED HUMAN SERVICES (ADC)

ADC 106
Fundamentals of Chemical Dependency Treatment
A foundation course for all addiction counselors and other caregivers treating the substance dependent population. Drug use and the abuse spectrum, definitions and perceptions, characteristics of addiction and dependency, patterns of use, disease model, and treatment modalities are reviewed. Three credits.

16 WEEK: Jan. 22 - May 19
1149 TR 9:30-10:45 am Staff MNB 256

12 WEEK ONLINE: Feb. 18 - May 19
7765 TBA TBA Staff N/A

ADC 108
Pharmacology of Chemical Dependency
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. Three credits.

16 WEEK: Jan. 22 - May 19
1151 TR 8-9:15 am Staff MNB 256
Chemical Dependency Counseling Skills

Students are prepared to be addiction counselors, placing 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. Prerequisites: ADC 106, ADC 108. Three credits.

16 WEEK: Jan. 22 - May 19
7124 TBA TBA Staff N/A

Assessment and Treatment Planning with Chemically Dependent Clients

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. Prerequisites: ADC 106, ADC 108. Three credits.

8 WEEK ACCELERATED II: March 18 - May 19
7764 TBA TBA Staff N/A

Clinical Fieldwork III: Chemical Dependency

This clinical fieldwork course gives the addition counseling student an opportunity to practice and apply the counseling skills and knowledge acquired via previous and current course work. Specific focus on the 12 core functions is stressed. Three credits.

16 WEEK: Jan. 22 - May 19
1153 T 12:30-1:20 pm Staff MNB 124

ALLIED HUMAN SERVICES (AHS)

AHS 101
Clinical/Fieldwork I: Human Services Individual Counseling

The characteristics of an effective helper from the viewpoints of the client and the helper are examined. Clinical/fieldwork gives the student a first-hand experience with human services concerns and the realities of careers in human services. Prerequisite: AHS 100. Four credits.

16 WEEK: Jan. 22 - May 19
1127 TR 9:30-10:50 am Staff MNB 318
3974 R 6-8:20 pm Staff MNB 158

AHS 102
Clinical/Fieldwork II: Human Services Group Counseling

Explore group dynamics, assertiveness training, behavior modification, self-assessment, identifying resources, goal reorientation and more. All AHS 102 students are required to perform 90 hours of fieldwork per semester. See instructor for details. Prerequisite: AHS 101. Five credits.

16 WEEK: Jan. 22 - May 19
1124 TR 11 am-12:20 pm Staff MNB 256
All AHS 102 students are required to perform 90 hours of fieldwork per semester. See instructor for details.

AHS 103
Group Dynamics: Small Group Analysis

All AHS 102 students are required to perform 90 hours of fieldwork per semester. See instructor for details.

16 WEEK: Jan. 22 - May 19
7107 T 12:30-3:50pm Staff MNB 306

AHS 295
Processional Ethics in the Human Services

This course surveys 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. Prerequisite: AHS 101. Three credits.

8 WEEK ACCELERATED II: March 18 - May 19
7220 TR 12:30-3:10 pm Staff MNB 258

ART

ART 106
Art in the Culture

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. Prerequisite: ENG 82 or RENG 92. Three credits.

16 WEEK: Jan. 22 - May 19
1165 TR 9:10-10:15 am Staff MNB 128
3156 R 6-8:45 pm Staff MNB 160

ART 107
Basic Photography

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. Three credits.

16 WEEK: Jan. 22 - May 19
1166 MW 9-10:15 am Staff MNB 065A

ART 114
History of Art II

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. Prerequisites: ART 113 and RENG 92 or ENG 82. Three credits.

16 WEEK: Jan. 22 - May 19
1167 TR 1-2:15 pm Staff MNB 318

ART 201
Advanced Drawing I

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 or collaborative projects. Prerequisites: ART 101. Three credits.

12 WEEK: Feb. 18 - May 19
1173 TR 11am-12:20 pm Staff MNB 062A

ART 208
Basic/Intermediate Ceramics

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. Three credits.

16 WEEK: Jan. 22 - May 19
1176 F 1-4:10 pm Staff MNB 193
ART 225

Introduction to Film
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. Prerequisites: ENG 82 or RENG 92. Three credits.

16 WEEK: Jan. 22 - May 19
1174 TR 11 am-12:15 pm Staff MNB 158

16 WEEK ONLINE: Jan. 22 - May 19
7123 Staff

BIOLOGY

BIO 101

General Biology
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. Transfer students and Business Administration majors should take a four-credit lab science course. Prerequisites: MAT 80; ENG 82 or RENG 92. Three credits.

16 WEEK Z-Course: Jan. 21 - May 19
1500 TR 9-10:15 am Greenwood LSB 304
1502 MW 9-10:20 am Ward LSB 304
1503 TR 2-3:15 pm Staff LSB 304
3526 F 6-8:45 pm Greenwood LSB 304
3500 M 7-9:45 pm Williams LSB 304

16 WEEK ONLINE Z-COURSE: Jan. 22 - May 19
7800 Staff

BIO 102

Principles of Biology
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. Prerequisites: MAT 81 and ENG 82, RENG 92 or appropriate ACCUPLACER scores. BIO 102 is a 4-credit lab science course meeting the General Education requirements for transferring to a 4-year school. BIO 102 requires lecture and lab: day lecture/day lab; evening lecture/evening lab. Four credits.

16 WEEK Z-COURSE: Jan. 22 - May 19
1505 TR 8-9:15 am Mengesha LSB 241
1504 MW 10-11:20 am Radhakrishnan LSB 120
7300 MW 2:30-3:50 pm Radhakrishnan LSB 356
3519 F 6-8:45 pm Rajendran LSB 241
7010 M 5:30-8:15 pm Greenwood BIOP 205

*BIO 102 requires lecture and lab.

16 WEEK OFF-CAMPUS LECTURE: Jan. 21 - May 19
8760* MW 1-3:30 pm Staff TBA
8761* MW 1-3:30 pm Staff TBA

*Sections 8760 and 8761 are for Bais Yaakov High School students only.

16 WEEK ONLINE: Jan. 22 - May 19
7473 Radhakrishnan

12 WEEK LECTURE Z-COURSE: Feb. 18 - May 19
1506 TR 11 am-12:45 pm Mengesha LSB 419

BIO 102L

Principles of Biology Lab

16 WEEK: Jan. 22 - May 19
1541 S 9-11:45 am Ejoh LSB 356
1558 F 11 am-1:45 pm Mengesha LSB 354
1510 T 1-3:45 pm Radhakrishnan LSB 356
1512 W 1-3:45 pm Meukir LSB 354
1511 R 2-4:45 pm Radhakrishnan LSB 354
7301 W 4-6:45 pm Rajendran LSB 356
3503 R 6-8:45 pm Mengesha LSB 356
7011 W 5:30-8:15 pm Staff BIOP 205

*Section 7011 is located at BioPark.

16 WEEK LAB: Jan. 22 - May 19
8762* T 5:30-8:15 pm Staff LSB 354
8763* T 5:30-8:15 pm Staff LSB 354

*Sections 8762 and 8763 are for Bais Yaakov High School students only.

12 WEEK LAB: Feb. 18 - May 19
1507 M 1-4:25 pm Meukir LSB 356

*Section 1507 is only for students registered in Section 1506 (lecture.)

BIO 107

Anatomy and Physiology
Provides a comprehensive study of the biochemical and sub-cellular aspects of the human body’s tissues, organs systems, and their integration. Skeletal, muscular, and nervous systems 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 107 requires lecture and lab. Prerequisites: MAT 81; ENG 82 or RENG 92; BIO 101 or BIO 102. Four credits.

16 WEEK: Jan. 22 - May 19
1195 MW 8-9:20 am Tekaligne LSB 419
3505 T 6-8:45 pm Okereke LSB 419

BIO 107L

Anatomy and Physiology Lab

16 WEEK: Jan. 22 - May 19
1196 MW 9:30-10:50 am Tekaligne LSB 419
3506 R 6-8:45 pm Okereke LSB 419

BIO 199

Individual Study in Biology
Students will do the assigned work, take quizzes and exams, write a research paper, and do a presentation of their paper. The student will also participate in three labs during the course of study. Four credits.

16 WEEK INDEPENDENT STUDY: Jan. 21 - May 19
7050* Kennedy TBA

*Section 7050 is located at BioPark. Students must see the Biotechnology Coordinator; BIOP233D; 410-637-3805 before registering.

BIO 202

Anatomy and Physiology I
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. Prerequisites: BIO 101 or BIO 102. Four credits. BIO 202 requires lecture and lab.

16 WEEK: Jan. 22 - May 19
3490 MW 6-7:20 pm Okereke LSB 120
3495 S 9-11:45 am Malaki LSB 120
1515 TR 9-10:15 am Okereke LSB 120
1517 TR 11 am-12:15 pm Okereke LSB 120
7032* MW 9-10:20 am Ward BIOP 230
7058* TR 5:30-6:50 pm Oladejo BIOP 228

*Sections 7032 and 7058 are located at BioPark.

16 WEEK ONLINE: Jan. 22 - May 19
7723* Staff

*Students must also be registered for lab.

12 WEEK: Feb. 18 - May 19
3492* TR 5:30-7:15 pm Tekaligne LSB 414

*Students must also be registered for the 12-week on-campus lab Section 3493.

BIO 202L

Anatomy and Physiology Lab I

16 WEEK: Jan. 22 - May 19
1509 TR 2-3:15 pm Tekaligne LSB 415
1523 TR 9:10-11:15 am Ozed-Williams LSB 415
1526 TR 11 am-12:15 pm Tekaligne LSB 415
1520 TR 12:30-1:45 pm Ladiatan LSB 415
3489 S 12:30-3:15 pm Okereke LSB 415
3491 WM 7:30-8:50 pm Okereke LSB 415
7033* MW 10:30-11:50 am Ward BIOP 213
7059* TR 7-8:15 pm Oladejo BIOP 213

*Sections 7033 and 7059 are located at BioPark.

12 WEEK: Feb. 18 - May 19
3493* TR 7:30-9:15 pm Tekaligne LSB 415

*Students must also be registered for the 12-week on-campus lecture Section 3492.
**BIO 203**

**Anatomy and Physiology Lab II**

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. **Prerequisites:** BIO 111 or BIO 202. Four credits. **BIO 203 requires lecture and lab.**

16 WEEK: Jan. 22 - May 19

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16 WEEK ONLINE: Jan. 22 - May 19

7844* T 9-11:45 am Kennedy BIOP 225

*Students must also be registered for lab.

**BIO 207**

**Genetics**

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. **Prerequisites:** ENG 101 and sophomore standing (30 credits or more). Three credits. **BIO 207 requires lecture and lab.**

16 WEEK: Jan. 22 - May 19

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*Section 7083 is located at BioPark.*

**BIO 207L**

**Genetics Lab**

16 WEEK: Jan. 22 - May 19

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*Section 7083 is located at BioPark.*

**BIO 212**

**Microbiology**

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. **BIO 212 requires lecture and lab: day lecture/day lab, evening lecture/evening lab. Prerequisite:** 6-8 credits in biology and/or chemistry. Four credits.

16 WEEK: Jan. 22 - May 19

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<td>7018* MW</td>
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<td>Berlyn BIOP 228</td>
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*Section 7018 is located at BioPark.*

16 WEEK ONLINE: Jan. 22 - May 19

7808* T 9:30 am-12:15 pm Berlyn BIOP 221

*Students must also be registered for lab.*

**BIO 212L**

**Microbiology Lab**

16 WEEK: Jan. 22 - May 19

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<td>Diba LSB 413</td>
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<tr>
<td>3515 R</td>
<td>7-9:45 pm</td>
<td>Diba LSB 413</td>
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<tr>
<td>7019* M</td>
<td>9:30 am-12:15 pm</td>
<td>Berlyn BIOP 221</td>
</tr>
<tr>
<td>7020* W</td>
<td>9:30 am-12:15 pm</td>
<td>Berlyn BIOP 221</td>
</tr>
</tbody>
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*Sections 7019 and 7020 are located at BioPark.*

**BIOTECHNOLOGY**

**BTC 103**

**Special Topics in Biotechnology I**

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. Three credits.

16 WEEK: Jan. 22 - May 19

7014 TR 10:30-11:45 am Madabushi BIOP 229

*Section 7014 is located at BioPark.*

**BTC 104**

**Special Topics in Biotechnology II**

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. Three credits.

16 WEEK: Jan. 22 - May 19

7015 TR 10:30-11:45 am Madabushi BIOP 230

*Section 7015 is located at BioPark.*

**BTC 105**

**Techniques of Instrumentation for Biotechnology**

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. **Prerequisites:** CHE 101; BTC 103; BIO 102. Four credits.

16 WEEK LECTURE: Jan. 22 - May 19

7025* T 2-4:30 pm Madabushi BIOP 225

*Section 7025 is located at BioPark.

**BIO 207**

**Techniques of Instrumentation for Biotechnology Lab**

16 WEEK: Jan. 22 - May 19

7026* T 2-4:30 pm Madabushi BIOP 225

*Section 7026 is located at BioPark.*

**BUSINESS ADMINISTRATION**

**BUAD 100**

**Introduction to Business**

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. Students must have an inexpensive, small calculator. **Prerequisite:** ENG 82 or RENG 82. Three credits.

16 WEEK Z-COURSE: Jan. 22 - May 19

1400 MW 11:12:50 am Izume MNB 304

1402 TR 10:30-11:45 am Walker MNB 318

7803 Izume MNB 312

16 WEEK ONLINE: Jan. 22 - May 19

1401 MW 11-12:50 am Dr. Bob Iweha at 410-462-7637.

8731 T 8:30-10:50 am Izume MNB 120

*Section 8731 is an Accelerated I contract course for Year-Up students only. Please do not register students for this course. Students must contact Dr. Bob Iweha at 410-462-7637.*

12 WEEK ONLINE Z-COURSE: Feb. 18 - May 19

7777 Hayes

**BUAD 112**

**Computers for Business Management**

Introduces 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. User-friendly, menu-driven programs and the more elaborate spreadsheet, PowerPoint, database, and word processing programs are actually operated by the student. Passing this course with a C or better
fulfills the College's Computer Literacy Requirement.
Prerequisite: ENG 82 or RENG 82. Three credits.

16 WEEK: Jan. 22 - May 19
1426 MF 9-10:15 am Staff MNB 327
1428 TR 12-1:15 pm Hayes MNB 302
3287 M 6-8:30 pm Staff MNB 327

16 WEEK ONLINE: Jan. 22 - May 19
7725 Staff

8 WEEK ACCELERATED I: Jan. 22 - March 17
8736* MW 9-11:30 am Lane MNB 164
*Section 8736 is for Year Up students only.
Students must contact Dr. Bob Iweha at 410-462-7637.

12 WEEK: Feb. 18 - May 19
7056* TR 9-10:30 am Staff BIOP 222
*Section 7056 is located at BioPark.

12 WEEK ONLINE: Feb. 18 - May 19
7778 Hayes

8 WEEK ACCELERATED II ONLINE: March 18 - May 19
7221 Izume

BUSINESS COMPUTER APPLICATIONS

BCAP104 Introduction to Operating Systems: DOS/Windows
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. Three credits.

BCAP126 Comprehensive Spreadsheets
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. Three credits.

16 WEEK: Jan. 22 - May 19
1464 MW 11 am-12:50 pm Staff MNB 328
3300 M 5:30-9:20 pm Staff MNB 252

BCAP136 Database Management Systems
This course introduces the concept of managing a database using a current version of database software. 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 groupwork features such as database replication, and writing Visual Basic code. Prerequisite or Co-requisite: BCAP104 or permission of the PC Applications Specialist Program Coordinator. Three credits.

16 WEEK: Jan. 22 - May 19
1465 TR 11 am-12:50 pm Staff MNB 324
3302 W 6-9:40 pm Staff MNB 327

BCAP270 Introduction to 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. Prerequisites: BCA 104 or BCAP 104. Three credits.

16 WEEK: Jan. 22 - May 19
8730* MW 9-10:50 am Nuur MNB 324
MW 2-3:50 pm Nuur MNB 324
8742* TR 9-10:50 am Nuur MNB 327
*Sections 8730 and 8742 are contract courses for Year-Up students only. Please do not register students for this course. Students must contact Dr. Bob Iweha at 410-462-7637.

CHEMISTRY

CHE 101 General Chemistry I
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 courses require lecture and lab. Prerequisite: MAT 82 or MAT 92 and ENG 82 or RENG 92 or appropriate ACCUPLACER scores. Four credits.

16 WEEK: Jan. 22 - May 19
Requires lecture and lab.

1544 TR 9-10:15 am Fikire LSB 306
1552 MW 11 am-12:20 pm Folle LSB 241
3512 TR 5:30-6:45 pm Fikire LSB 304
7009* TR 7-8:15 pm Temesghen BIOP 231
7016* S 9-11:45 am Folle BIOP 228
*Sections 7009 and 7016 are located at BioPark.

16 WEEK ONLINE: Jan. 22 - May 19
7995 Olojo

CHE 101L General Chemistry I Lab

16 WEEK: Jan. 22 - May 19
1545 F 9-11:45 am Fikire LSB 405
1553 M 11 am-1:45 pm Abiodun LSB 405
1554 R 2-4:45 pm Soroush LSB 405
1585 R 9-11:45 am Olojo LSB 401
3513 W 5:30-8:15 pm Ahmed LSB 405
7017* S 12-3:30 pm Ahmed BIOP 215
7028* T 4-6:45 pm Soroush BIOP 215
*Sections 7017 and 7028 are offered at BioPark, 801 W. Baltimore Street, 2nd floor.CHE 102

CHE 102 General Chemistry II
This course is a continuation of CHE 101: General Chemistry I for those students whose programs
CHE 102L
General Chemistry II Lab
16 WEEK: Jan. 22 - May 19
1555 TR 11 am-12:15 pm Fikire LSB 306
7034* M 5:30-8:15 pm Olojo BIOP 231
*Section 7034 is offered at BioPark, 801 W. Baltimore Street, 2nd floor.

CHE 103
Introduction to Biochemistry
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. Prerequisite: CHE 101 or equivalent. Two credits.

16 WEEK: Jan. 22 - May 19
1587 W 6:30-8:30 pm Temesgen LSB 306

CHE 213
Organic Chemistry I
A formal study of carbon compounds is presented with emphasis placed on the 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 put to practical use during the second semester. Prerequisite: CHE 213. Four credits.

16 WEEK: Jan. 22 - May 19
1630 MW 9-10:20 am Olojo LSB 306
7035* W 5:30-8:15 pm Olojo BIOP 215
*Section 7035 is located at BioPark.

CHE 214
Organic Chemistry II
This course involves further study of the structure and reactivity of organic compounds and 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. Prerequisite: CHE 213. Four credits.

16 WEEK: Jan. 22 - May 19
1633 TR 1-2:20 pm Ahmed LSB 306

COMPUTER SCIENCES
TRANSFER

CSC 108 Programming in C
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. Prerequisites: ENG 82 or RENG 92; MAT 125 or MAT 128; CJS 116; CSC 105
Corequisites: MAT 140; MAT 220. Three credits.

16 WEEK: Jan. 22 - May 19
3308 T 5:30-7:20 pm Staff MNB 302

CSC 108L Programming in C Lab
16 WEEK: Jan. 22 - May 19
3309 T 7:30-9:20 pm Staff MNB 302

COMPUTER-AIDED DRAFTING AND DESIGN

CADD101 Introduction to CADD
This 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. Prerequisite: permission of the Computer-Aided Drafting and Design Programs Coordinator. Three credits. Requires lecture and lab.

16 WEEK: Jan. 22 - May 19
1380 T 12:1-3:30 pm Staff LSB 244

CADD105L
Intermediate CADD Lab
16 WEEK: Jan. 22 - May 19
1381 T 2-3:30 pm Staff LSB 244

CADD111
CADD Applications
This intermediate 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. Prerequisites: Permission of the Computer-Aided Drafting and Design Coordinator. Three credits.

16 WEEK: Jan. 22 - May 19
1384 M 12-1:30 pm Staff LSB 244

CADD111L
CADD Applications Lab
16 WEEK: Jan. 22 - May 19
1385 M 2-3:30 pm Staff LSB 244

CADD112
Architectural Applications
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. Prerequisite: CADD 101. Three credits.

16 WEEK: Jan. 22 - May 19
1386 R 12-1:30 pm Staff LSB 244
CADD206
CADD Engineering Drawing II
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. **Prerequisite:** CADD 101 OR permission of CADD program Coordinator. Three credits.

16 WEEK: Jan. 22 - May 19
3348 W 6-7:30 pm Staff LSB 244

CADD206L
CADD Engineering Drawing II Lab
16 WEEK: Jan. 22 - May 19
3349 W 8-9:30 pm Staff LSB 244

CADD208
CADD Mechanical Applications
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. **Prerequisite:** CADD 105 or permission of CADD Program Coordinator. Three credits.

16 WEEK: Jan. 22 - May 19
3382 W 6-8:50 pm Staff MNB 326

CADD211
CADD Civil Applications
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. **Prerequisite:** CADD 101 OR CADD 111. Three credits.

16 WEEK: Jan. 22 - May 19
3393 R 6-7:50 pm Staff MNB 324

CIS5105
Introduction to UNIX:
The Operating System
This is a dual offering with CSC 105. 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. **Prerequisite:** completion of all required developmental courses. Three credits.

16 WEEK: Jan. 22 - May 19
1388 MW 11 am-12:50 pm MNB 324 LSB 244
3383 M 6-9:40 pm Staff MNB 324

CIS5109
Principles of Computer Information Systems
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. **Prerequisite:** completion of all required developmental courses. Three credits

16 WEEK: Jan. 22 - May 19
1414 TR 1-2:50 pm Staff MNB 324
8729* MW 9-10:50 am Holland MNB 324
MW 3-4:50 pm Holland MNB 324
8741* TR 9-10:50 am Holland MNB 326
TR 3-4:50 pm Holland MNB 326

*Sections 8729 and 8741 are contract courses for Year-Up students only. Please do not register students for this course. Students must contact Dr. Bob Iweha at 410-462-7637.

12 WEEK: Feb. 18 - May 19
3384 M 5:30-9:20 pm Staff MNB 164
8166 MW 3-4:30 pm Staff MNB 125
8745 TR 3-4:50 pm Staff MNB 328

*Sections 8166 and 8745 are contract courses for students in the P-Tech program. To register for this course, you must contact Ms. Brittany Stephens, Program Coordinator, at 410-462-8392 or bstephens@bccc.edu.

12 WEEK ONLINE: Feb. 18 - May 19
7881 Staff

CIS5116
Structured Design
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. **Prerequisite:** completion of all required developmental courses. Three credits.

16 WEEK: Jan. 22 - May 19
1391 MW 1-2:50 pm Staff MNB 302
3297 W 6-9:40 pm Staff MNB 302

CIS5118
Programming with Visual Basic
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. **Prerequisites:** CIS 116. Three credits.

16 WEEK: Jan. 22 - May 19
3388 T 6-7:30 pm Staff MNB 324

CIS5118L
Programming with Visual Basic Lab
16 WEEK: Jan. 22 - May 19
3389 T 8-9:30 pm Staff MNB 324

CIS5201
Systems Analysis and Design for Programmers
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. **Prerequisites:** CIS 109 and competence in a programming language. Three credits.

16 WEEK: Jan. 22 - May 19
3382 W 6-8:50 pm Staff MNB 326

CIS5228
Object-Oriented Programming for Business Applications in C++
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. **Prerequisite:** BCA 104 or BCAD104; CIS 116. Three credits.

16 WEEK: Jan. 22 - May 19
3393 R 6-7:50 pm Staff MNB 324
CON 101

Computer Literacy
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. A grade of C or better in CLT 100 exempts the student from the Computer Literacy Test required for graduation. Two credits.

16 WEEK: Jan. 22 - May 19
1434 M 9-10:50 am Staff MNB 328
1437 T 9-10:50 am Staff MNB 324
1456 S 9-10:50 am Staff MNB 326
1458 F 10-11:50 am Staff MNB 324
1459 R 12:15-1:50 pm Staff MNB 252

8 WEEK ACCELERATED I ONLINE: Jan. 22 - March 17
7226 Staff
7865 Staff

12 WEEK: Feb. 18 - May 19
1435 M 2-3:50 pm Staff MNB 306
1436 F 2-3:50 pm Staff MNB 324
3067 M 6-8:20 pm Staff MNB 326
3068 T 6-8:20 pm Staff MNB 326

12 WEEK ONLINE: Feb. 18 - May 19
7720 Staff
8005 Staff

8 WEEK ACCELERATED II: March 18 - May 19
7257 TR 1-2:30 pm Staff MNB 122
7250 R 6-7:20 pm Staff MNB 326

8 WEEK ACCELERATED II ONLINE: March 18 - May 19
7251 Staff

CONSTRUCTION SUPERVISION

CON 107

Construction Supervision
The effects 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. Prerequisites: ENG 82, RENG 92, or appropriate ACCUPLACER scores. Corequisites: CON 104; CON 107, ENG 101. Three credits.

12 WEEK: Feb. 18 - May 19
1035 M 2:50-3:30 pm Staff MNB 175

CON 111

Occupational Safety and Loss Prevention
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 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. Prerequisites: CON 101, CON 104, and CON 107. Three credits.

12 WEEK: Feb. 18 - May 19
3357 M 5:30-9 pm Staff MNB 175

CON 210

Construction Estimating
This course analyzes and determines costs of construction operations and 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 abilities to develop an estimate from general guidelines and detail drawings. Prerequisites: CON 101; CON 104; CON 107; ENG 101; MAT 128. Three credits.

12 WEEK: Feb. 18 - May 19
3361 R 5:30-9 pm Staff MNB 175

CON 215

Computer Applications for Construction
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. Prerequisites: BUAD 112; CON 210. One credit.

12 WEEK ONLINE: Feb. 18 - May 19
7762 Staff

CON 222

Scheduling, Planning and Cost Control
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. Prerequisites: CON 210. Three credits.

12 WEEK: Feb. 18 - May 19
3360 W 5:30-9:05 pm Staff MNB 175

CON 250

Construction Internship
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.

TBA

*Section is for Construction Supervision majors. Students must have permission of their Program Coordinator or the instructor before registering for this course.

COOPERATIVE EDUCATION

COP 100

Cooperative Education
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. One credit.

16 WEEK ONLINE HYBRID: Jan. 21 - May 19
7882 T 1-1:50 pm Staff MNB 125

COP 200

Cooperative Education
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. 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. Three credits.

16 WEEK: Jan. 22 - May 19
CRIMINAL JUSTICE

CRJ 101
Introduction to Criminal Justice
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-ranging impact on society. Three credits.

16 WEEK: Jan. 22 - May 19
1442 TR 9-10:15am Staff MNB 304
12 WEEK: Feb. 18 - May 19
1047 TR 1-2:35pm Staff MNB 256

CRJ 104
Fundamentals of Law Enforcement
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. Three credits.

12 WEEK ONLINE: Feb. 18 - May 19
7863 Staff

CRJ 107
Institutional Treatment of Offenders
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 of personnel, research and evaluation methodologies, and prediction tables are covered. Three credits.

8 WEEK ACCELERATED II ONLINE: March 18 - May 19
7864 Staff

CRJ 115
People's Law
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. Three credits.

16 WEEK ONLINE: Jan. 22 - May 19
7830 Staff

CRJ 210
Investigative Principles and Concepts
Students are introduced to criminal investigation: basic investigative techniques, preliminary investigation, crime scene protection and search, collection of physical evidence, documentary evidence, interrogations, and operations such as raids and undercover work. Three credits.

12 WEEK ONLINE: Feb. 18 - May 19
1143 Staff

CRJ 220
Criminalistics
This course focuses on physical and trace evidence, careful crime scene processing, collection, preservation, and analysis of physical evidence. Methods for analyzing 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. Prerequisite: CRJ 210. Three credits.

16 WEEK ONLINE: Jan. 22 - May 19
7711 Staff

CRJ 292
Criminal Justice Internship
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. Prerequisite: CRJ 291. Three credits.

16 WEEK: Jan. 22 - May 19
3411 T 6:30-8:30 pm Staff MNB 318
Students must contact Professor Jackson, Criminal Justice Department at 410-462-7741 to arrange for internships.

DENTAL HYGIENE

DH 136
Periodontics
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. Prerequisite: Completion of all required first-semester courses of the Dental Hygiene Program. Two credits.

16 WEEK: Jan. 22 - May 19
1575 R 8:00-9:50 am Staff LSB 255

DH 151
Clinical Dental Hygiene I
Lectures and clinical practice in the area of preventive dentistry are offered. Students study the principles and procedures for prevention of oral disease including dietary control, oral hygiene measures, and the use of fluorides and sealants. The principles and application of root planning are also emphasized. Prerequisites: Admission to the Dental Hygiene Program and completion of all required first-semester program courses. Three credits.

16 WEEK: Jan. 22 - May 19
1576 R 11-11:50 am Staff LSB 255

DH 237
Ethics and Jurisprudence
Study professional and ethical responsibilities/liabilities and how they relate to laws governing clinical dental hygiene practice. Prerequisite: completion of all required first, second, and third semester courses of the Dental Hygiene Program. One credit.

16 WEEK: Jan. 22 - May 19
1579 T 10-10:50 am Staff LSB 255

DH 251
Clinical Dental Hygiene III Lab
Demonstrations in advanced clinical skills with enhancement in clinics, hospitals, and military facilities. Prerequisite: completion of all required first, second, and third semester courses of the Dental Hygiene Program. Five credits.

16 WEEK: Jan. 22 - May 19
1580 T 9-9:50 am Staff LSB 255

*Must complete extramural rotations.
DENTAL SCIENCE

DS 110
Oral Radiography
A detailed study of the morphology and function of human teeth and their surrounding structures is provided. Students required to purchase all dental instruments and supplies. Prerequisite: Admission to the Dental Hygiene Program. Three credits.

16 WEEK: Jan. 22 - May 19
1565 MF 12-1 pm Staff LSB 255

DS 110L
Oral Radiography Lab
16 WEEK: Jan. 22 - May 19
1566 M 8-11 am Staff LSB 102
1567 F 8-11 am Staff LSB 102
1568 M 2-5 pm Staff LSB 102

DIETETIC TECHNICIAN

DNT 200
Nutrition for Health Sciences
This course is designed for the student with some background in the physical and biological sciences. Allied health professionals, who need detailed information for the nutrition care of others for optimum health and treatment of disease, are those for whom the course is planned. Course content includes the nutrients, their functions in the body, food as a source of the nutrients, and the nutritional needs throughout life. Emphasis is on the prevention of nutrition-related disorders by the application of the Dietary Guidelines for Americans. This course is accepted for transfer into four-year nursing programs. Prerequisites: CHE 103 or equivalent or BIO 107 or BIO 111 or BIO 112 or permission of instructor or concurrent with one of the above. Three credits.

16 WEEK: Jan. 22 - May 19
3539 W 7-9:50 pm Staff MNB 114
16 WEEK ONLINE: Jan. 22 - May 19
7730 Staff
12 WEEK ONLINE: Feb. 18 - May 19
7835 Staff

EARLY CHILDHOOD EDUCATION

ECE 111
Principles & Practices in ECE
This course develops an understanding of the roles and accountabilities of the early childhood education profession, as well as history, theory and standards-based education for developmentally appropriate practices and programs. It includes curriculum and methods for planning developmentally appropriate activities and environments to enhance children’s cognitive, emotional, physical and language development that includes methods to foster respect and appreciation for cultural diversity. Three credits.

16 WEEK: Jan. 22 - May 19
1081 MW 10-11:35 am Staff LSB 102

8 WEEK ACCELERATED I ONLINE HYBRID:
Jan. 22 - March 17
1081 MW 10-11:35 am Staff LSB 102

8 WEEK ACCELERATED II ONLINE HYBRID:
March 18 - May 19
7200 S 12:30-2:30 pm Staff MNB 256
7201 S 9:30-11:30 am Staff MNB 256

ECE 112
Maryland State Child Day Care Training Certification: Child Growth and Development, Part I
A broad overview of normal child growth and development from birth to twelve years is provided, with particular emphasis on the period from two to five years. Developmental delays and disturbances are described. Basics in terms of guiding the learning of the young child to promote optimum development both at home and in a group are discussed. 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. Fulfills one-half of the Maryland State Department of Human Resources minimum training requirements for child day care senior staff certification. Three credits.

8 WEEK ACCELERATED I ONLINE HYBRID:
Jan. 22 - March 17
7108 S 9:30-11:30 am Staff MNB 256

8 WEEK ACCELERATED II Online: March 18 - May 19
7207 Staff

ECE 113
Maryland State Child Day Care Training Certification: Programs and Activities, Part II
A broad overview 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 home and group settings are examined. Students observe different program types and the application of principles of learning. Students are given opportunities to demonstrate beginning-level competence in planning and implementing activities for children. Fulfills one-half of the Maryland State Department of Human Resources training requirements for child day care senior staff certification. Three credits.

8 WEEK ACCELERATED II ONLINE HYBRID:
March 18 - May 19
7230 S 9:30-11:30 am Staff MNB 256

ECE 114
Caring for Infants and Toddlers
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. 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. Prerequisite: ECE 100. Three credits.

8 WEEK ACCELERATED II Online: March 18 - May 19
7207 Staff

ECE 117
Guiding Behavior in Young Children
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. Prerequisite: ECE 100. Three credits.

12 WEEK ONLINE HYBRID: Feb. 18 - May 19
7880 T 5:30-6:45 pm Staff MNB 258

ECE 211
Nutrition Health & Safe for Child
The health, nutrition and safety needs of young children between the ages of birth to eight years old is examined in the school and home environment. Childhood diseases and symptoms are examined as well the role of the adult in providing healthy, nutritional and safety needs of children which include emergency preparedness. Three credits.

ECE 217
Planning and Administering Programs for Children
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. **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. Three credits.

**12 WEEK ONLINE HYBRID:** Feb. 18 - May 19
3057 M 5:30-6:45pm Staff MNB 15

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**ECONOMICS**

**ECO 201**
**The American Economy I: Macroeconomic Theory**

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. **Prerequisite:** ECO 82, RENG 92 or appropriate ACCUPLACER scores. Three credits.

**16 WEEK: Jan. 22 - May 19**
1030 M 9:30-11 am Kazeem MNB 304
M 5:30-8:45 Kazeem MNB 304

**16 WEEK ONLINE: Jan. 22 - May 19**
7706 Kazeem

**12 WEEK ONLINE: Feb. 18 - May 19**
7749 Kazeem

**ECO 202**
**The American Economy II: Microeconomic Theory**

Students pursue a more specialized analysis of the American economy and the economic and market activities of individual consumers and producers. **Prerequisite:** ECO 82, RENG 92, or appropriate ACCUPLACER scores. Three credits.

**16 WEEK: Jan. 22 - May 19**
3280 TR 5:30-8:35 pm Staff MNB 312

**16 WEEK: Jan. 22 - May 19 ONLINE**
7709 Staff

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**EDUCATION**

**EDU 200**
**Introduction to Education**

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 of education in America, participants are guided toward selecting careers in education. Three credits.

**12 WEEK: Feb. 18 - May 19**
8249 TR 11 am-12:40 pm Staff MNB 118

**EDU 215**
**Developmental Process and the Acquisition of Reading Competency**

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. Three credits.

**12 WEEK ONLINE: Feb. 18 - May 19**
8201 Staff

**EDU 225**
**Effective Assessment and the Teaching of Reading**

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. Three credits.

**8 WEEK - ACCELERATED II Online**
March 18 - May 19
8204 Staff

**EDU 230**
**Selection, Evaluation, and Utilization of Materials and Technology to Teach Reading Competency**

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. Three credits.

**8 WEEK - ACCELERATED II Online**
March 18 - May 19
7827 Staff

**EDU 235**
**Methods of Teaching Reading in Secondary Content Areas, Part I**

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. Three credits.

**12 WEEK ONLINE: Feb. 18 - May 19**
7785 Staff

**EDU 240**
**Methods of Teaching Reading In Secondary Content Areas, Part II**

This course outlines 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. Three credits.

**8 WEEK ACCELERATED II Online:** March 18 - May 19
7791 Staff

**EDU 255**
**Educational Assessment**

This course deals with the issues related to varied assessment tools and methods utilized in the educational process. This includes understanding principles, issues, and appropriate utilization of standardized test data to provide useful information regarding student abilities and academic achievement. Students learn to use a variety of authentic classroom assessment techniques, processes, and instruments used to guide instruction and improve student performance. They also learn to use data from state and local assessments to make educational decisions and effective methods of reporting assessment results to relevant stakeholders such as parents, school personnel, the community and students. Three credits.

**8 WEEK ACCELERATED II Online:** March 18 - May 19
7787 Staff

**EDU 260**
**Introduction To Effective Teaching Methodology In Secondary/Specific Content Area**

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 both middle and secondary schools in urban settings. Three credits.

**8 WEEK ACCELERATED II Online:** March 18 - May 19
8223 Staff
ELECTRONICS TECHNOLOGY

ELC 121
AC Circuits Analysis
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, Polyphase 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. Prerequisite: ELC 120 or equivalent. Corequisite: MAT 128 or equivalent. Three credits.

16 WEEK: Jan. 22 - May 19
1482 T 10:30 am-12:10 pm Staff LSB 418

ELC 256
Digital Fundamentals & Circuit
This course covers number systems, Boolean algebra, logic functions and gates, minimization techniques, decoders, encoders, multiplexers, arithmetic circuits, latches, flip flops, counters, and shift registers. Students build the circuits to be tested and utilize a DMM, pulse generator, digital oscilloscopes, digital logic analyzers and logic probes in analyzing, testing, and troubleshooting operations. Students also design and analyze combinational logic circuits and synchronous sequential circuits. Prerequisite: ELC 120. Three credits.

16 WEEK: Jan. 22 - May 19
1913 T 1-2:40 pm Staff LSB 418

EMERGENCY MEDICAL SERVICES

EMSP104
Emergency Medical Technician
This 192 hour pre-hospital care provider course meets Maryland State and National Registry of EMTs requirements leading to eligibility for certification as an Emergency Medical Technician and will include the latest State of Maryland Medical Protocols for EMS Providers. The 192 hours is broken down into 168 hours of prescribed course instruction and 24 hours of field training. Six additional hours are required for certification testing. Course emphasis is on recognition of signs and symptoms of illness and injury and appropriate emergency care procedures. Topics include: fundamentals of emergency medical service, patient assessment, airway management oxygen therapy, and resuscitation, medical emergencies, bleeding control and wound management, stabilization of fractures, and spinal injuries, medical emergencies, lifting and moving patients, IV maintenance, and administration of approved medications. Nine credits.

16 WEEK: Jan. 22 - May 19
1297* MTR 9-10:50 am Staff MNB 211
1299* MTR 11 am-12:30 pm Staff MNB 204
1300* MTR 11 am-12:30 pm Staff MNB 202
3095* MTR 6-7:50 pm Staff MNB 211

*EMSP104L is the patient care skills lab related to EMSP104. Lab classes are intermixed with didactic classes in this course. Students registering for EMSP104 must register for one of the EMSP104L patient care skills labs scheduled on the same days, at the same time.

EMSP104L
Emergency Medical Technician Lab

16 WEEK LAB: Jan. 22 - May 19
EMSP104L

EMSP123
Paramedic Clinical II
This is the second of a series of courses which result in eligibility to take the Registry of Emergency Medical Technicians Paramedic examination. Course emphasis is on pathophysiology assessment and treatment of patients suffering emergent medical emergencies and shock. Students will also participate in clinical rotations and field experiences during this course. The course will include the latest State of Maryland Medical Protocols for EMS Providers. Twelve credits.

16 WEEK: Jan. 22 - May 19
MWF 8 am-12 pm Staff MNB 211

EMSP123L
Paramedic II Lab
EMSP 123L is the patient care skills lab related to EMSP 123. Lab classes are intermixed with didactic classes in this course. Students registering for EMSP 123 must also register for one of the EMSP 123L patient skills lab sections.

16 WEEK LAB: Jan. 22 - May 19
MWF 8 am-12 pm Staff MNB 202
MWF 8 am-12 pm Staff MNB 204

ENGINEERING TRANSFER

EGN 101
Engineering Graphics
This course introduces students to the elements of graphics communication, visualization, analysis, and basic engineering design principles. At the end of the class, students should be able to use Lego Mindstorm Robotics Platform to design, visualize, simulate, test and redesign a robot. Prerequisite: MAT 128. Corequisite: MAT 129. Three credits.

16 WEEK: Jan. 22 - May 19
1761 W 1:30-4 pm Staff LSB 244

EGN 201
Dynamics
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. Prerequisites: EGN 102, MAT 141, PHY 203. Three credits.

16 WEEK: Jan. 22 - May 19
1760 MW 2:30-3:45 pm Staff LSB 255

EGN 205
Select Topics in Electrical Engineering
This course will focus on the basic concepts of numerical analysis and its limitations, matrix equations, eigenvalues, linear systems, Laplace Transforms, and Fast Fourier Transforms. A numerical analysis application will be utilized throughout the course. Prerequisites: MAT 141 and CSC 108. One credit.

12 WEEK: Feb. 18 - May 19
1767 M 1:30-3:30 pm Staff LSB 418

ENGLISH

RENG 91
Reading & English Skills
The second course in the three-tiered sequence of developmental reading-writing courses. This course 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. Students are charged four billable hours. Prerequisite: RENG 90, or appropriate ACCUPLACER scores.

16 WEEK: Jan. 22 - May 19
1024 MWF 1:2-10 pm Staff MNB 162
1831 TR 8-9:40 am Staff MNB 122
1833 TR 2-3:40 pm Staff MNB 125
1834* MW 1-3 pm Staff MNB 122
1835 TR 10-11:40 am Staff MNB 125
1836* TR 9:30-11:20 am Staff MNB 162
1837 MW 9-10:50 am Staff MNB 151

*Section 1836 is a Promise Academy course for those students who place into RENG 90 according to the ACCUPLACER test. Students must see Patricia Edwards in MNB 155 to apply for this course. Tuition, fees and books are paid for by scholarship.

8 WEEK ACCELERATED I ONLINE: Jan. 22 - March 17
7118 TR 6-7:40 pm Staff MNB 122
7125 TR 2-3:40 pm Staff MNB 151
Reading & Writing Skills II

The third course in the three-tiered sequence of developmental writing and reading courses. This course 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. Students are charged four billable hours. Prerequisite: ENG 81, RENG 91, or appropriate ACCUPLACER scores.

16 WEEK: Jan. 22 - May 19

1009  TR  8-9:40 am  Staff  MNB 130
1008  MWF  9-10:10 am  Staff  MNB 122
1013  S  9 am-12:30 pm  Staff  MNB 125
1018  TR  11 am-12:10 pm  Staff  MNB 164
1020  MWF  1-2:10 pm  Staff  MNB 130
1014  TR  2-3:40 pm  Staff  MNB 130
1019  TR  2-3:40 pm  Staff  MNB 162

16 WEEK ONLINE: Jan. 22 - May 19
8223  Staff

16 WEEK ONLINE HYBRID: Jan. 21 - May 19
3013  T  6-7:40 pm  Staff  MNB 130

12 WEEK ONLINE: Feb. 18 - May 19
7554  Staff
7558  Staff

12 WEEK ONLINE HYBRID: Feb. 18 - May 19
1021  MWF  3-4:10 pm  Staff  MNB 130

8 WEEK ACCELERATED I ONLINE HYBRID: Jan. 22 - March 17
1840  MWF  11 am-12:30 pm  Staff  MNB 122

8 WEEK ACCELERATED I Z-COURSE: Jan. 22 - March 17
7130  TR  12-1:50 pm  Staff  MNB 122

8 WEEK ACCELERATED II ONLINE HYBRID: March 18 - May 19
7126  MW  2-3:40 pm  Staff  MNB 151
7216  TR  2-3:40 pm  Staff  MNB 164

EN5 101

English Writing

Teaches 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. Prerequisite: ENG 82, RENG 92, or appropriate ACCUPLACER scores. Three credits.

16 WEEK: Jan. 22 - May 19
1027  TR  11 am-12:15 pm  Staff  MNB 124
1053  TR  1-2:15 pm  Staff  MNB 310
1067  MW  1-2:15 pm  Staff  MNB 125
3016  T  6-8:45 pm  Staff  MNB 160
3189  W  6-8:45 pm  Staff  MNB 124

16 WEEK ONLINE: Jan. 22 - May 19
7810  Staff
7861  Staff
7889  Staff

8 WEEK ACCELERATED II Z-COURSE: Jan. 22 - March 17
7109  M  9-11:45 am  Staff  MNB 160
7318  TR  2-3:40 pm  Staff  MNB 306

8 WEEK ACCELERATED II ONLINE HYBRID: March 18 - May 19
1060  TR  11 am-12:30 pm  Staff  MNB 124
7208  S  9-10:30 am  Staff  MNB 124
7222  T  6-8 pm  Staff  MNB 124
7225  F  6-8 pm  Staff  MNB 130
7226  S  9-11 am  Staff  MNB 162

Section 1060 is for Complete College Baltimore (CCB) students only. Please contact Dr. Calvin Ball at cball@bccc.edu to enroll.

8 WEEK ACCELERATED II Z-COURSE: March 18 - May 19
7206  F  6-7:30 pm  Staff  MNB 120

EN5 102

Introduction to the Term Paper and Research Methods

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. Prerequisite: ENG 101. Three credits.

16 WEEK: Jan. 22 - May 19
7315  TR  9:30-10:45 am  Staff  MNB 258
1078  MWF  10-10:50 am  Staff  MNB 256
1089  MW  1-2:20 pm  Staff  MNB 160

*Section 7315 is reserved for students enrolled in Granville T. Woods honors program.

16 WEEK ONLINE: Jan. 22 - May 19
7996  Staff
8011  Staff

16 WEEK ONLINE HYBRID: Jan. 21 - May 19
1077  TR  11 am-12:15 pm  Staff  MNB 130

12 WEEK ONLINE HYBRID: Feb. 18 - May 19
3040  M  5:30-7:30 pm  Staff  MNB 162

8 WEEK ACCELERATED II ONLINE HYBRID: March 18 - May 19
7228  TR  5:30-7:50 pm  Staff  MNB 122

8 WEEK ACCELERATED II Z-COURSE: March 18 - May 19
7210  S  11 am-12:30 pm  Staff  MNB 120

ENG 200

Introduction to Literature

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. Prerequisite: ENG 101. Three credits.

16 WEEK: Jan. 22 - May 19
1091  MWF  11-11:50 am  Staff  MNB 306
1092  TR  12:30-1:45 pm  Staff  MNB 120
3049  M  5:30-8:30 pm  Staff  MNB 124

*Section 1092 is reserved for students enrolled in the Granville T. Woods honors program.

16 WEEK ONLINE: Jan. 22 - May 19
7741  Staff

8 WEEK ACCELERATED I ONLINE: Jan. 22 - March 17
7150  Staff

8 WEEK ACCELERATED I ONLINE HYBRID: Jan. 22 - March 17
7117  M  6-8 pm  Staff  MNB 120

8 WEEK ACCELERATED II ONLINE: March 18 - May 19
7223  Staff

8 WEEK ACCELERATED II ONLINE HYBRID: March 18 - May 19
1093  T  9:30-10:45 am  Staff  MNB 124
7234  S  12-2 pm  Staff  MNB 130

Students taking online, hybrid and Z-courses must have internet access and be computer literate.
Masterpieces World Literature

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. Prerequisite: ENG 101. Three credits.

8 WEEK - ACCELERATED II ONLINE HYBRID:
March 18 - May 19
7224  TR  1-2:30 pm  Staff  MNB 128

Environmental Science

ES 110
Environmental Science

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. Prerequisites: MAT 81 or MAT 91; ENG 82 or RENG 92. Three credits.

12 WEEK: Feb. 18 - May 19
1004  TR  10-11:45 am  Folle  LSB 354

Fashion Design

FASH101
Apparel Technology

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. Three credits.

16 WEEK: Jan. 22 - May 19
4300  S  10 am-3 pm  Jackson  MNB 214

FASH102
Historic Costume and Textile Development

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. Prerequisite: FASH101 or AT 101 or FASH 200. Three credits.

16 WEEK: Jan. 22 - May 19
2402  MW  1-4:35 pm  Jackson  MNB 220

FASH104
Flat Pattern Design

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. Prerequisite: AT 101, FASH101. Three credits.

16 WEEK: Jan. 22 - May 19
4302  TR  5:30-8:35 pm  Douglas  MNB 220

FASH105
Visual Merchandising

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. Three credits.

16 WEEK: Jan. 22 - May 19
4317  T  6-8:30 pm  Staff  MNB 222

FASH107
Survey of Apparel Retailing

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. Three credits.

16 WEEK ONLINE HYBRID: Jan. 21 - May 19
7743  Jackson

FASH108
Survey of Textiles

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. Prerequisite: AT 101, FASH101. Three credits.

16 WEEK: Jan. 22 - May 19
2413  MW  11:10 am-2 pm  Harbor  MNB 222

FASH202
Computer-Aided Pattern Design

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. Prerequisite: AT 104 or FASH104. Three credits.

16 WEEK: Jan. 22 - May 19
2415  TR  1-4:30 pm  Chandler  MNB 222

FASH205
Tailoring Techniques

Students acquire fundamental skills for developing tailored garments with emphasis placed on styling, pattern-making, construction, and fitting of tailored garments. Prerequisites: AT 101, FASH101; AT 104, FASH204. Three credits.

16 WEEK: Jan. 22 - May 19
2417  TR  2-5:15 pm  Staff  MNB 220

FASH206
Fashion Entrepreneurship

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.

16 WEEK ONLINE HYBRID: Jan. 21 - May 19
7750  Chandler

FASH207
Fashion Show Production

The focus is 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. Prerequisites: ENG 82, RENG 92, appropriate course waivers, or ACC-UPLACER scores. Three credits.

16 WEEK: Jan. 22 - May 19
2419  MWF  9-11 am  Chandler  MNB 220

Health

HEA 102
First Aid and Safety

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. One credit.

8 WEEK ACCELERATED I: Jan. 22 - March 17
1185  F  11 am-2:40 pm  Staff  PEC 122

8 WEEK ACCELERATED II: March 18 - May 19
1186  F  11 am-2:40 pm  Staff  PEC 122

HEA 205
Human Sexuality

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. Three credits.

16 WEEK: Jan. 22 - May 19
1187  MW  10-10:55 am  Staff  PEC 122

12 WEEK ONLINE: Feb. 18 - May 19
7783  Staff
HEALTH AND LIFE FITNESS

HLF 100
Life Fitness: Weight Training/Jogging/Fitness
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. One credit.

16 WEEK: Jan. 22 - May 19
1197  MW  9-9:50 am  Staff  PEC 124
1351  MW  11-11:50 am  Staff  PEC 122
8 WEEK ACCELERATED I: Jan. 22 - March 17
7115  S  8-11:45 am  Staff  PEC 122

HLF 166
Weight Training
The basic skills of weight training and their effects on the body are taught. One credit.

16 WEEK: Jan. 22 - May 19
1211  MW  10-10:55 am  Staff  PEC 124

HLF 201
Personal and Community Health
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. Three credits.

16 WEEK: Jan. 22 - May 19
1188  TR  9:30-10:50 am  Staff  PEC 122
1201  TR  11am-12:20 pm  Staff  PEC 117
1202  TR  12:30-1:50 pm  Staff  PEC 124
8 WEEK ACCELERATED I: Jan. 22 - March 17
7771  Staff
7774  Staff
8 WEEK ACCELERATED II: ONLINE Z-COURSE: March 18 - May 19
7776  Staff

HLF 210
Physical Fitness and Health
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. Two credits.

16 WEEK: Jan. 22 - May 19
1220  TR  9-9:55 am  Staff  PEC 124
1221  TR  10-10:55 am  Staff  PEC 124
16 WEEK ONLINE: Jan. 22 - May 19
7779  Staff

8 WEEK ACCELERATED I: Jan. 22 - March 17
3139  S  8-11:10 am  Staff  PEC 124

HEALTH INFORMATION TECHNOLOGY

HIT 124
ICD-10-CM Coding Principles & Practice
Students must be in the HIT Program and must be registered by HIT faculty. Students must have access to a computer connected to the Internet. Various assignments throughout the semester will be posted on Canvas.

16 WEEK: Jan. 22 - May 19
3560  M  5-7:50 pm  Staff  NRS 100

HIT 124L
ICD-10-CM Coding Principles & Practice Lab
Students must be in the HIT Program and must be registered by HIT faculty. Students must have access to a computer connected to the Internet. Various assignments throughout the semester will be posted on Canvas.

16 WEEK: Jan. 22 - May 19
3561  W  5-7:50 pm  Staff  NRS 100

HIT 130
Health Information Practicum I
12 WEEK: Feb. 18 - May 19
1592  TBA  7 am-3 pm  Staff  HOSP

HIT 226
Coding Practicum II
HIT 226 provides the practice in student coding medical records on inpatients as well as ambulatory surgery, emergency room, long term care and psychiatric patients. Students will gain additional experience with the DRG grouper. Prerequisite: HIT 124. Corequisites: HIT 132 and HIT 240 or permission of the instructor. Three credits.

TBA WEEKS
TBA  TBA  TBA  Staff  HOSP

HIT 226L
Coding Practicum II Lab
TBA WEEKS
TBA  TBA  TBA  Staff  HOSP

HIT 232
Computer Applications in Healthcare
Students must be in the HIT Program and must be registered by HIT faculty. Students must have access to a computer connected to the Internet. Various assignments throughout the semester will be posted on Canvas.

16 WEEK ONLINE: Jan. 22 - May 19
7710  Staff

HIT 241
Advanced ICD-10-CM Coding
Students must be in the HIT Program and must be registered by HIT faculty. Students must have access to a computer connected to the Internet. Various assignments throughout the semester will be posted on Canvas.

16 WEEK: Jan. 22 - May 19
3564  T  4-5:50 pm  Staff  NRS 100

HIT 241L
Advanced ICD-10-CM Coding Lab
Students must be in the HIT Program and must be registered by HIT faculty. Students must have access to a computer connected to the Internet. Various assignments throughout the semester will be posted on Canvas.

16 WEEK: Jan. 22 - May 19
3565  R  4-5:50 pm  Staff  NRS 100

HIT 251
Healthcare Management and Supervision
Students must be in the HIT Program and must be registered by HIT faculty. Students must have access to a computer connected to the Internet. Various assignments throughout the semester will be posted on Canvas.

16 WEEK ONLINE: Jan. 22 - May 19
7798  Staff

HISTORY

H 101
History of American Civilization I
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. Prerequisites: ENG 82, RENG 92, or appropriate ACCUPLACER scores. Three credits.

16 WEEK: Jan. 22 - May 19
1206  TR  8-9:20 am  Staff  MNB 312
7119  R  5-7:30 pm  Staff  MNB 302
16 WEEK ONLINE: Jan. 22 - May 19
7700  Staff
8 WEEK ACCELERATED I: Jan. 22 - March 17
7121  TR  10 am-12:25 pm  Staff  MNB 328

Students taking online, hybrid and Z-courses must have internet access and be computer literate.
H 102
History of American Civilization II
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. Prerequisites: ENG 82, RENG 92, or appropriate ACCUPLACER scores. Three credits.
16 WEEK: Jan. 22 - May 19
1264 TR 9:30-10:50 am Staff MNB 310
16 WEEK ONLINE HYBRID: Jan. 21 - May 19
1204 TR 11 am-12:15 pm Staff MNB 258
8 WEEK ACCELERATED II: March 18 - May 19
7218 TR 10 am-12:25 pm Staff MNB

H 110
History of African American Civilization I
The history of the African American 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. Prerequisites: ENG 82, RENG 92, or appropriate ACCUPLACER scores. Three credits.
8 WEEK ACCELERATED I: Jan. 22 - March 17
1203 MW 10-11:50 am Staff MNB 158
3170 MW 6-8:45 pm Staff MNB 258
8 WEEK ACCELERATED I ONLINE: Jan. 22 - March 17
7789 Staff

H 111
History of African American Civilization II
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. Prerequisites: ENG 82, RENG 92, or appropriate ACCUPLACER scores. Three credits.
12 WEEK: Feb. 18 - May 19
3179 S 8-11:50 am Staff MNB 128
8 WEEK- ACCELERATED II: March 18 - May 19
1208 MW 10-11:50 am Staff MNB 158 H
3178 MW 6-8:45 pm Staff MNB 258

H 151
World History I
Study world culture from prehistoric times through the Renaissance. Prerequisites: ENG 82, RENG 92, or appropriate ACCUPLACER scores. Three credits.
16 WEEK: Jan. 22 - May 19
1207 TR 11 am-12:15 pm Staff LSB 213

H 152
World History II
Learn about world development from the Protestant Reformation to modern times. Prerequisites: ENG 82, RENG 92, or appropriate ACCUPLACER scores. Three credits.
16 WEEK: Jan. 22 - May 19
1273 TR 2-3:15 pm Staff MNB 120
8 WEEK ACCELERATED II ONLINE Z-COURSE: March 18 - May 19
7722 Staff

HUMANITIES

HUM 202
Survey of Art, Literature, and Music
The interrelationships of art and music, including African and Eastern influences, are introduced. Historical perspective is provided by a preliminary investigation of prehistoric music, art, and socially current events. The interrelationships among these areas and their significance to contemporary life are emphasized. Class trips to local museums are included. Prerequisite: ENG 101 or appropriate ACCUPLACER scores. Three credits.
16 WEEK: Jan. 22 - May 19
1270 TR 9-10:15 am Staff MNB 160
8 WEEK ACCELERATED I ONLINE: Jan. 22 - March 17
7230 Staff

HUM 205
Literature and Healing: Moral, Ethical, and Legal Implications
Students 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 in which these issues are evident. Prerequisite: ENG 101. Three credits.
16 WEEK ONLINE: Jan. 22 - May 19
7821

HUM 207
Creation: Myths and Theories
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. Prerequisite: ENG 101. Three credits.
8 WEEK ACCELERATED I ONLINE: Jan. 22 - March 17
7824 Staff

INFORMATION TECHNOLOGY: NETWORKING

ITNT235
Networking with TCP/IP
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 super net extensions. This course prepares students for the professional world of computer communications. Three credits.
16 WEEK: Jan. 22 - May 19
3325 R 6-8:40 pm Staff LSB 307
8734* TR 9-10:50 am Staff LSB 307
*Section 8734 is a contract course for Year-Up students only. Students must contact Dr. Bob Iweha at 410-462-7637.

INFORMATION TECHNOLOGY: SECURITY ASSURANCE

ITSA125
Security Fund, Principles & Ethics
This course provides a broad view of the entire field of information security with a structured methodology that can be used to implement information security in an organization that has little or no formal information security procedure in place; a study of ethics and moral philosophy as a means for providing a framework for ethically grounded decision making in the information age.
16 WEEK: Jan. 22 - May 19
1394 M 11 am-12:50 pm Kmir LSB 307
1396 M 1-2:50 pm Staff LSB 307
8774* M 9-10:50 am Staff MNB 128
*Section 8774 is a contract course for Year-Up students only. Students must contact Dr. Bob Iweha at 410-462-7637.
12 WEEK ONLINE: Feb. 18 - May 19
7855 Staff

ITSA125L
Security Fund Lab
16 WEEK LAB: Jan. 22 - May 19
1395 W 11 am-12:50 pm Kmir LSB 307
1397 W 1-2:50 pm Staff LSB 307
12 WEEK LAB: Feb. 18 - May 19
8162* R 3-5:20 pm Staff LSB 245
*Sections 8162 and 8163 are 12 week contract courses for students in the P-Tech program. To register for these courses, you must contact Ms. Brittany Stephens, Program Coordinator, at 410-462-8392 or bstephens@bccc.edu.
Ethical Hacking

Ethical Hacking engages students in an interactive environment where they will learn how to scan, test, hack and secure information systems. Students will gain practical experience with essential security systems with a plethora of offensive security topics ranging from how perimeter defenses work to scanning and attacking simulated network. A wide variety of tools, viruses, and malware is presented, providing a complete understanding of tactics and tools used by hackers. Three credits.

16 WEEK: Jan. 22 - May 19
1392 M 9-10:50 am Staff LSB 307
3224 W 5:30-7:20 pm Staff LSB 307

Computer Forensics & Investigation

Computer Forensics and Investigation provides the knowledge of a “digital detective” in the investigative and evidence-gathering protocols related to computer crimes in hardware and software systems. The course covers the required knowledge, skills, and experience to acquire digital evidence, conduct complex and data-intensive forensic examinations involving multiple computer operating systems and file types to reporting findings. Three credits.

16 WEEK: Jan. 22 - May 19
1412 T 11 am-12:50 pm Staff LSB 307
3238 M 5:30-7:20 pm Staff LSB 307

Cyber Security Implementation

This course teaches students how to develop an overall security program necessary to protect data and secure mobile users as information migrates from mainframe computers and application servers to Web-enabled applications. It covers computing, communications, and social networking; and presents methods to secure systems against the risks, threats, and vulnerability associated with Web-enabled applications’ accessibility through the Internet. Three credits.

16 WEEK: Jan. 22 - May 19
3241 T 6-7:50 pm Staff LSB 307

Cyber Security Implementation Lab

16 WEEK: Jan. 22 - May 19
3242 T 8-9:50 pm Staff LSB 307

Business Continuity Disaster Recovery

16 WEEK: Jan. 22 - May 19
3253 F 5:30-7:20 pm Staff LSB 307

Business Continuity Disaster Recovery Lab

16 WEEK: Jan. 22 - May 19
3254 F 7:30-9:20 pm Staff LSB 307

Legal Assistant

Office Practice and Ethics

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. Prerequisite: ENG 101 and PLA 101.

16 WEEK ONLINE: Jan. 22 - May 19
7753 Staff

Special Topic: Constitutional Law

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. Prerequisite: ENG 101 and PLA 101.

12 WEEK ONLINE: Feb. 18 - May 19
7846 Staff

Small Business Management

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. Three credits.

16 WEEK: Jan. 22 - May 19
1405 TR 10-11:30 am Kazeem MNB 31
16 WEEK ONLINE HYBRID: Jan. 21 - May 19
7890 W 6-8:50 pm Walker MNB 310

MGMT180

Personal Financial Management
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. Prerequisite: MAT 82 or MAT 92. Three credits.

16 WEEK: Jan. 22 - May 19
1406 TR 1-2:15 pm Hayes MNB 327
16 WEEK ONLINE: Jan. 22 - May 19
7849 Staff

MGMT219

Human Resource Management
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. Prerequisite: MGMT 222. Three credits.

16 WEEK: Jan. 22 - May 19
1407 TR 10-11:15 am Staff LSB 323
16 WEEK ONLINE: Jan. 22 - May 19
7850 Izume

MGMT222

Principles of Business Management
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. Prerequisite: BUAD100. Three credits.

16 WEEK ONLINE: Jan. 22 - May 19
7804 Izume

8 WEEK ACCELERATED II ONLINE Z-COURSE:
March 18 - May 19
8738* MW 2-4:30 pm Lane MNB 318
8739* MW 9-11:30 am Lane MNB 318

*Section 8738 is an Accelerated II contract course for Year-Up students only. Please do not register students for this course. Students must contact Dr. Bob Iweha at 410-462-7637

MGMT229

Principles of Leadership
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 toward 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. Prerequisite: MGMT 222. Three credits.

16 WEEK ONLINE HYBRID: Jan. 21 - May 19
7851 W 6-8:50 pm Staff MNB 310

MARKETING

MKTG210

Retailing
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. Three credits.

8 WEEK ACCELERATED I ONLINE: Jan. 22 - March 17
7870 Staff

MKTG211

Advertising
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. Three credits.

8 WEEK ACCELERATED II ONLINE:
March 18 - May 19
7871 Staff

MKTG223

Marketing
This course 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. Prerequisite: BUAD100. Three credits.

16 WEEK: Jan. 22 - May 19
1941 MWF 11-11:50 am Hayes MNB 312
16 WEEK ONLINE: Jan. 22 - May 19
7892 Walker

8 WEEK ACCELERATED II: March 18 - May 19
8750* TR 8:30-10:50 am Walker MNB 118

*Section 8750 is an Accelerated II contract course for Year-Up students only. Students must contact Dr. Bob Iweha at 410-462-7637.

MATH 86

Integrated Pre-Algebra and Introductory Algebra
This course covers fractions; decimals; exponents; percent; real numbers and algebraic expressions; solving and graphing linear equations; polynomials; and factoring. Word problems and the use of calculations to solve them are stressed throughout the course. Students are charged five billable hours.

16 WEEK: Jan. 22 - May 19
1624* TR 9-11:15 am Staff MNB 151
1625* MWF 10:30-11:55 am Staff LS 243
1626 TR 10 am-12:15 pm Staff LS 243
1627* MWF 9-10:25 am Staff MNB 258

*Sections 1624, 1625 and 1627 are open to Promise Academy students only. Students must see Patricia Edwards in MNB 155I to apply. Tuition, fees and books are paid for by scholarship. Students must place into MAT 86 according to the ACCUPLACER test to qualify for the program.

16 WEEK Z-COURSE: Jan. 22 - May 19
1644 TR 3-5:15 pm Staff LSB 240
1645 TR 3-5:15 pm Staff LSB 237
3259* MW 5-7:45 pm Staff LSB 243
3260 TR 5-7:45 pm Staff LSB 243
3261 TR 5-7:45 pm Staff LSB 245
3262 MW 5-7:45 pm Staff LSB 246
3265 F 5-7:45 pm Staff LSB 245

*Section 3259 is a course open to Promise Academy students only. Students must see Patricia Edwards in MNB 155I to apply. Tuition, fees and books are paid for by scholarship. Students must place into MAT 86 according to the ACCUPLACER test to qualify for the program.

16 WEEK ONLINE Z-COURSE: Jan. 21 - May 19
7755 Staff
MAT 86M

Modular Integrated Pre-Algebra

A modularized curriculum will be used in order to offer students the opportunity to progress more quickly or slowly through self-paced modules that will include online and instructor support in a computer lab.

16 WEEK: Jan. 22 - May 19
1640 MW 2:45-3:15pm Staff LSB 243
2450 TR 9-11:15am Staff LSB 245
2452 MWF 10:10-11:25am Staff LSB 246
2456 TR 12:30-1:45pm Staff LSB 245
3268 TR 5:30-7:45pm Staff LSB 246
3270 MW 5:30-7:45pm Staff LSB 245

16 WEEK ONLINE: Jan. 22 - May 19
7735 Staff

MAT 92

Intermediate Algebra

This course 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. Students are charged four billable hours. Prerequisite: MAT 86 or MAT 81, MAT 91, or appropriate ACCUPLACER score.

16 WEEK Z-COURSE: Jan. 22 - May 19
2045 TR 10:30 am-12:15 pm Staff LSB 252
2499 MWF 9:30-10:45 am Staff LSB 213
2053 TR 12:10-1:40 pm Staff LSB 237
3328 S 9 am-12:45 pm Staff LSB 237
3333 TR 5:30-7:10 pm Staff LSB 243

12 WEEK ONLINE: Feb. 18 - May 19
7707 Staff

MAT 92M

Modular Intermediate Algebra

This course covers 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 are emphasized. Prerequisite: MAT 81, MAT 91, or appropriate ACCUPLACER score.

16 WEEK Z-COURSE: Jan. 22 - May 19
2527 MW 2:30-4:30 pm Staff LSB 245

MAT 107

Modern Elementary Statistics

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. Prerequisites: MAT 86 or MAT 91 or MAT 82, MAT 92, or appropriate ACCUPLACER score; ENG 82, RENG 92. Three credits

16 WEEK: Jan. 22 - May 19
1696 MW 1:30-2:45 pm Staff LSB 237
1697 TR 2:30-3:45 pm Staff LSB 238
1700 TR 1:2-2:15 pm Staff LSB 238
1701 TR 11 am-12:15 pm Staff LSB 240

16 WEEK Z-COURSE: Jan. 22 - May 19
1375 TR 10-11:15 am Staff LSB 237
3313 S 10 am-12:45 pm Staff LSB 237
3331 TR 5:30-6:45 pm Staff LSB 237
3330 F 6-7:45 pm Staff LSB 240
3334 MW 6-7:15 pm Staff MNB 151
3335 TR 7:30-8:45 pm Staff LSB 237

16 WEEK ONLINE: Jan. 22 - May 19
7759 Staff

12 WEEK: Feb. 18 - May 19
1694 MW 1-2:55 pm Staff LSB 240
1698 MF 8-9:55 am Staff LSB 238

12 WEEK ONLINE: Feb. 18 - May 19
7760 Staff

12 WEEK Z-COURSE: Feb. 18 - May 19
7068* MW 9:30-11:25 am Staff BIOP 229

*Section 7068 is offered at BioPark, 801 W. Baltimore Street, 2nd floor.

8 WEEK ACCELERATED II: March 18 - May 19
7205 MWF 2-3:50 pm Staff MNB 116

8 WEEK ACCELERATED II ONLINE: March 18 - May 19
7213 Staff

MAT 113

Mathematical Concepts I

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. Prerequisites: MAT 82 or MAT 92; ENG 82 or RENG 92 or appropriate course waivers or ACCUPLACER scores. Four credits.

8 WEEK ACCELERATED I ONLINE HYBRID: Jan. 22 - March 17
7114 W 10 am-12 pm Staff LSB 256

MAT 125

Finite Mathematics

Topics 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. Prerequisites: MAT 82, MAT 92, or appropriate ACCUPLACER score; ENG 82, RENG 92, or appropriate ACCUPLACER scores. Three credits.

16 WEEK: Jan. 22 - May 19
1708 TR 11:30 am-12:45 pm Staff LSB 238

12 WEEK ONLINE: Feb. 18 - May 19
7875 Staff

MAT 128

Precalculus I: College Algebra

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. Prerequisites: MAT 82 or MAT 92; ENG 82, RENG 92, or appropriate ACCUPLACER scores. Four credits.

16 WEEK Z-COURSE: Jan. 22 - May 19
1292 TR 10:11-11:40 am Staff LSB 237
1294 MWF 8:9:15 am Staff LSB 237
3339 MW 5:30-7:10 pm Staff LSB 237
7071* MW 2-3:40 pm Staff BIOP 229

*Section 7071 is offered at BioPark, 801 W. Baltimore Street, 2nd floor.

16 WEEK ONLINE: Jan. 22 - May 19
7879 Staff

MAT 129

Precalculus II: Trigonometry and Analytic Geometry

This course is the second in the two-semester sequence of pre-calculus 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, trigono-
Differential calculus is covered with an introduction to anti-differentiation 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. Prerequisite: MAT 129 or appropriate ACCUPLACER score. Four credits.

16 WEEK: Jan. 22 - May 19
3329 TR 5:30-7:10 pm  Staff  LSB 25
12 WEEK ONLINE: Feb. 18 - May 19
7703  Staff

MAT 141

Calculus I

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 for integrals, improper integrals, and infinite series. Prerequisite: MAT 140 or appropriate ACCUPLACER score. Four credits.

16 WEEK: Jan. 22 - May 19
3341 MW 5:30-7:10 pm  Staff  LSB 25

MAT 211

Differential Equations

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. Prerequisite: MAT 141. Four credits.

16 WEEK: Jan. 22 - May 19
1653 MW 9:30-11:10 am  Staff  LSB 255

MUSIC

MUS 101

Theory of Music I

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. Three credits.

12 WEEK: Feb. 18 - May 19
1180* TR 11 am-12:50 pm  Staff  MNB 071
*Section 1180 must be taken with MUS 191.

MUS 103

Music Appreciation

Study music history and literature from 1750 to the present, with emphasis on selected masterpieces. Prerequisite: ENG 82 or RENG 92. Three credits.

16 WEEK: Jan. 22 - May 19
1181 MW 11-11:50 am  Staff  MNB 071

8 WEEK- ACCELERATED I ONLINE HYBRID: Jan. 22 - March 17
1183 S 9-10:30 am  Staff  MNB 071

MUS 129

The BCCC Chorus

MUS 129 is part of a four course sequence concentrating on the study and performance of great choral music. The BCCC 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 (MUS 128; 129; 130 & 131) may be taken in sequence for a total of 4 credits. One credit.

12 WEEK: Feb. 18 - May 19
1178 T 1-2:50 pm  Staff  MNB 071

MUS 191

Ear Training I

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. One credit.

12 WEEK: Feb. 18 - May 19
1184* R 1-2:15 pm  Staff  MNB 071
*Section 1184 must be taken with MUS 101.

NURSING (Practical)

PNUR101

Adult Health Nursing I

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. Prerequisites: PRE 100, ENG 101, PST 101; minimum grades of “C” in BIO 201 (formerly BIO 111), BIO 202 (formerly BIO 112), BIO 212, NUR 111, NUR 112. Five credits.

8 WEEK ACCELERATED I: Jan. 22 - March 17
7133* TR 10 am-12:30 pm  Staff  NRS 300
*Requires lecture and lab.

PNUR101L

Adult Health Nursing I Lab

8 WEEK ACCELERATED I: Jan. 22 - March 17
7134 MW 7 am-1:30 pm  Staff  HOSP
7135 MW 7 am-1:30 pm  Staff  HOSP
7136 MW 7 am-1:30 pm  Staff  HOSP

PNUR105

Adult Health Nursing II

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. Prerequisites: PRE 100, ENG 101; PST 101; minimum grades of “C” in BIO 201 (formerly BIO 111), BIO 202 (formerly BIO 112); BIO 212; NUR 111, NUR 120; PNUR 101. Five credits.

8 WEEK- ACCELERATED II: March 18 - May 19
7243 MR 10 am-12:30 pm  Staff  NRS 103
*Requires lecture and lab. The course coordinator assigns the appropriate clinical. Students must have access to a computer; various assignments throughout the semester will be posted on Canvas.

PNUR105L

Adult Health Nursing II Lab

8 WEEK- ACCELERATED II: March 18 - May 19
7244 TW 7 am-3:30 pm  Staff  HOSP
7245 TW 7 am-3:30 pm  Staff  HOSP
7246 TW 7 am-3:30 pm  Staff  HOSP

NURSING (R.N.)

NUR 111

Calculation of Medications in Nursing

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.
Prerequisite: PRE 100; minimum grade of C in BIO 202, BIO 203, BIO 212. Corequisite: ENG 101; NUR 120; PSY 101. One credit.

16 WEEK: Jan. 22 - May 19

1711 M 1-3 pm Staff NRS 300
1712 R 1-3 pm Staff NRS 315
1713 R 1-3 pm Staff NRS 300

NUR 120
Introduction to Nursing Practice
This foundation course assists 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. Prerequisite: PRE 100; minimum grade of C in BIO 202, BIO 203, BIO 212, NUR 111. Corequisite: ENG 101; NUR 120; PSY 101. Eight credits.

16 WEEK: Jan. 22 - May 19
1723 MR 11:30 am-2 pm Staff NRS 201
*Requires lecture and lab; course coordinator assigns appropriate clinical. Students must have access to a computer; various assignments throughout the semester will be posted on Canvas.

NUR 120L
Introduction to Nursing Practice Lab
16 WEEK: Jan. 22 - May 19
1714* MR 8:30-11:30 am Staff NRS 201
*Requires lecture and lab. The course coordinator assigns the appropriate clinical. Students must have access to a computer; various assignments throughout the semester will be posted on Canvas.

NUR 122
Medical-Surgical Nursing of Adults I
8 WEEK ACCELERATED I: Jan. 22 - March 17
7152 TBA 7 am-3:30 pm Staff HOSP
7153 TBA 7 am-3:30 pm Staff HOSP
7238 TBA 7 am-3:30 pm Staff HOSP

8 WEEK ACCELERATED II: March 18 - May 19
7236 TBA 7 am-3:30 pm Staff HOSP
7237 TBA 7 am-3:30 pm Staff HOSP
7154 TBA 7 am-3:30 pm Staff HOSP

8 WEEK ACCELERATED I: Jan. 22 - March 17
7152 TBA 7 am-3:30 pm Staff HOSP
7153 TBA 7 am-3:30 pm Staff HOSP
7238 TBA 7 am-3:30 pm Staff HOSP

8 WEEK ACCELERATED II: March 18 - May 19
7236 TBA 7 am-3:30 pm Staff HOSP
7237 TBA 7 am-3:30 pm Staff HOSP
7154 TBA 7 am-3:30 pm Staff HOSP

NUR 218
Perspectives and Issues in Nursing
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. Prerequisites: PRE 100; ENG 101; PSY 101, PSY 104, SOC 101; minimum grade of C in BIO 202, BIO 203, BIO 212, NUR 111, NUR 120, NUR 122 or NUR 125, NUR 218, NUR 222, Corequisite: NUR 220. One credit.

12 WEEK ONLINE: Feb. 18 - May 19
7793 Staff

NUR 218L
Maternal and Child Health Nursing Lab
This course assists students in providing holistic, family-centered care to child-rearing and child-bearing families. Human development and 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. Prerequisites: PRE 100; ENG 101; PSY 101; PSY 104; SOC 101; minimum grade of C in BIO 211, BIO 212, BIO 215, NUR 120, NUR 122 or NUR 125. Corequisite: NUR 222. Six credits.

8 WEEK- ACCELERATED I: Jan. 22 - March 17
7151 MR 9 am-12:30 pm Staff NRS 315

8 WEEK- ACCELERATED II: March 18 - May 19
7235 MR 9 am-12:30 pm Staff NRS 315

NUR 218L
Maternal and Child Health Nursing Lab
8 WEEK ACCELERATED I: Jan. 22 - March 17
7152 TBA 7 am-3:30 pm Staff HOSP
7153 TBA 7 am-3:30 pm Staff HOSP
7238 TBA 7 am-3:30 pm Staff HOSP

8 WEEK ACCELERATED II: March 18 - May 19
7236 TBA 7 am-3:30 pm Staff HOSP
7237 TBA 7 am-3:30 pm Staff HOSP
7154 TBA 7 am-3:30 pm Staff HOSP

NUR 220
Medical-Surgical Nursing of Adults II
Nursing care for adult clients with health alterations of cardiovascular, hematological, respiratory, and neurosensory systems is examined. 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. Prerequisites: PRE 100; ENG 101; PSY 101; PSY 104; SOC 101; minimum grade of C in BIO 202, BIO 203, BIO 212, NUR 111, NUR 120, NUR 122 or NUR 125, NUR 218, NUR 222. Corequisite: NUR 216. Eight credits.

16 WEEK: Jan. 22 - May 19
1731* MR 8:30-10:50 am Staff NRS 101
*Requires lecture and lab; course coordinator assigns appropriate clinical.

NUR 220L
Medical-Surgical Nursing of Adults II Lab
16 WEEK: Jan. 22 - May 19
1732 TBA 7 am-3:30 pm Staff HOSP
1740 TBA 7 am-3:30 pm Staff HOSP
1769 TBA 7 am-3:30 pm Staff HOSP

Students taking online, hybrid and Z-courses must have internet access and be computer literate.
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 bio-physiological aspects of mental wellness, mental illness, and how these factors predispose one to psychopathological response and how they precipitate it. Prerequisites: PRE 100; ENG 101; PSY 101; PSY 104; SOC 101; minimum grade of C in BIO 202, BIO 203, BIO 212, NUR 111, NUR 120, NUR 122 or NUR 125. Corequisites: NUR 218. Four credits.

**8 WEEK ACCELERATED I: Jan. 22 - March 17**
7179* MR 9 am-12 pm Staff NRS 313

*Requires lecture and lab; course coordinator assigns appropriate clinical. Students must have access to a computer connected to the Internet. Various assignments throughout the semester will be posted on Canvas.

**8 WEEK ACCELERATED II: March 18 - May 19**
7252* MR 9 am-12 pm Staff NRS 313

*Requires lecture and lab; course coordinator assigns appropriate clinical. Students must have access to a computer connected to the Internet. Various assignments throughout the semester will be posted on Canvas.

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**NUR 222L**

**Care of the Client with Mental Health Problems Lab**

**8 WEEK ACCELERATED I: Jan. 22 - March 17**
7180 TBA 7 am-3:30 pm Staff HOSP
7181 TBA 7 am-3:30 pm Staff HOSP
7184 TBA 7 am-3:30 pm Staff HOSP

**8 WEEK ACCELERATED II: March 18 - May 19**
7253 TBA 7 am-3:30 pm Staff HOSP
7254 TBA 7 am-3:30 pm Staff HOSP
7255 TBA 7 am-3:30 pm Staff HOSP

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**OFFICE TECHNOLOGY**

**OFAD 100**

**Office Procedures**

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. Three credits.

**16 WEEK ONLINE: Jan. 22 - May 19**
7704 Staff

**OFAD 117**

**Records Management**

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. Three credits.

**16 WEEK: Jan. 22 - May 19**
1102 MWF 11-11:50 am Staff MNB 302

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**OFAD 123**

**Document Formatting I**

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. Three credits.

**16 WEEK: Jan. 22 - May 19**
1104 TR 9-10:50 am Staff MNB 302

**OFAD 215**

**Office Management**

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. Prerequisites: ENG 113, OFAD 119; OFAD 125. Three credits.

**16 WEEK: Jan. 22 - May 19**
1106 TR 3-4:15 pm Staff MNB 324

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**ORIENTATION**

**PRE 100**

**Preparation for Academic Achievement**

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. Students in the Dietetic Technician Program may substitute DNT 110: Orientation to Dietetics. One credit.

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**PHILOSOPHY**

**PHI 101**

**Introduction to Philosophy**

Students probe what is called human wisdom through an examination of representative philosophical problems and proposed alternatives in epistemology, metaphysics, axiology, politics, and religion. Prerequisites: ENG 82, RENG 92, or appropriate ACCUPLACER scores. Three credits.

**16 WEEK: Jan. 22 - May 19**
1325 TR 9-10:15 am Staff MNB 306
3104 R 6-8:30 pm Staff MNB 310

**16 WEEK ONLINE: Jan. 22 - May 19**
7724 Staff

**8 WEEK ACCELERATED II ONLINE: March 18 - May 19**
7831 Staff

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**8 WEEK ACCELERATED I Z-COURSE: Jan. 22 - March 17**
7158 T 12-1:50 pm Staff MNB 128
7159 W 10-11:50 am Staff MNB 124
7161 S 11 am-12:50 pm Staff MNB 124
7166 M 12-1:50 pm Staff MNB 118
7168 M 11 am-12:50 pm Staff MNB 258
7171 W 8-9:50 am Staff MNB 124
7172 T 8-9:50 am Staff MNB 114
7173 R 11:30 am-1:20 pm Staff MNB 128
7174 T 9-10:50 am Staff MNB 118
7183 F 6-7:50 pm Staff MNB 120
7185 M 6-7:50 pm Staff MNB 256
7192 F 1-2:50 pm Staff MNB 114

*Section 7173 is a course for Promise Academy students only. Students must contact Patricia Edwards in MNB 155 to register.

**8 WEEK ACCELERATED I ONLINE Z-COURSE: Jan. 22 - March 17**
7714 Staff
7715 Staff
7122 Staff
7837 Staff
7840 Staff

**8 WEEK ACCELERATED II Z-COURSE: March 18 - May 19**
7195 T 6-7:50 pm Staff MNB 114

**8 WEEK ACCELERATED II ONLINE Z-COURSE: March 18 - May 19**
7838 Staff
7767 Staff
7768 Staff
7271 Staff
Logic and Critical Thinking

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. Prerequisites: ENG 82, RENG 92, or appropriate Three credits.

16 WEEK: Jan. 22 - May 19
1330 TR 11 am-12:15 pm Staff MNB 304
12 WEEK ONLINE: Feb. 18 - May 19
7891 Staff

PHI 105
Introduction to Professional Ethics

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.

Prerequisites: ENG 82, RENG 92, or appropriate ACCUPLACER scores. Three credits

12 WEEK ONLINE: Feb. 18 - May 19
7832 Staff

PHYSICAL THERAPIST ASSISTANT

PTT 140
Medical Lectures

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.

Prerequisite: completion of all first-semester Physical Therapist Assistant Program courses. Corequisite: PTT 150. Four credits.

16 WEEK: Jan. 22 - May 19
1776 M 11 am-1pm Staff MNB 116
W 11 am-12:pm Staff MNB 116

PTT 150
Physical Therapist Assisting Procedures II

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. Prerequisite: completion of all first-semester Physical Therapist Assistant Program courses. Corequisite: PTT 140. Five credits

16 WEEK: Jan. 22 - May 19
1776 M 11 am-1 pm Staff MNB 116

PTT 150L
Physical Therapist Assisting Procedures II Lab

16 WEEK LAB: Jan. 22 - May 19
1774 TR 8:30-11:30 am Staff MNB 209
1778 TR 8:30-11:30 am Staff MNB 207

PTT 210
Physical Therapist Assisting Seminar

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.

Corequisite: PTT 250. Two credits.

16 WEEK: Jan. 22 - May 19
1779 T 8 am-5 pm Staff MNB 207

PTT 213
Clinical Education II

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. Prerequisites: PTT 210; PTT 250. Four credits.

12 WEEK: Feb. 18 - May 19
1780 MTWRF 8 am-5 pm Staff TBA

PHI 101
Fundamentals of Physics I

The course emphasizes measurement, optics, kinematics, dynamic equilibrium, and energy. Prerequisites: ENG 82, RENG 92, or appropriate ACCUPLACER scores; MAT 128. Four credits.

16 WEEK: Jan. 22 - May 19
7042* MW 2:30-3:20 pm Jones BIOP 206
*Section 7042 is offered at BioPark, 801 W. Baltimore Street, 2nd floor

PHI 102
Fundamentals of Physics II

The focus is on fluids, elasticity of matter, waves, electricity, magnetism, and modern physics. Prerequisites: ENG 82, RENG 92, or appropriate ACCUPLACER scores; MAT 128. Four credits.

16 WEEK: Jan. 22 - May 19
7007* MW 9-10:15 am Jones BIOP 206
*Section 7007 is offered at BioPark, 801 W. Baltimore Street, 2nd floor

PHYSICS
PHY 204
General Physics II
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. Prerequisite: MAT 141, PHY 203. Three credits.
16 WEEK: Jan. 22 - May 19
1498 MF 11:30 am-1:10 pm Liu LSB 402

PHY 204L
General Physics II Lab
16 WEEK: Jan. 22 - May 19
1499 F 1:30-4 pm Jones LSB 402

PHYSICAL SCIENCE
PHSC110
Physical Science
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. Prerequisites: MAT 82 or MAT 92; ENG 82 or RENG 92; or appropriate ACCUPLACER scores. Four credits.
16 WEEK: Jan. 22 - May 19
1475 T 6-8:45 pm Okehie LSB 402

PHSC110L
Physical Science Lab
16 WEEK: Jan. 22 - May 19
1476 R 6-8:45 pm Okehie LSB 402

POLITICAL SCIENCE
PSY 101
Introduction to Psychological Science
This course is designed to introduce students to the scientific study of behavior and a survey of the physiological, emotional, intellectual, and social forces that influence the development of human behavior. Prerequisites: ENG 82, RENG 92, or appropriate. Three credits.
16 WEEK: Jan. 21 - May 19
1336 MW 1-2:15 pm Staff MNB 310
1340 TR 1-2:15 pm Staff MNB 158
3123 T 6-8:30 pm Staff MNB 158
16 WEEK: Jan. 21 - May 19
7867 Staff

PSY 104
Developmental Psychology
This course deals with evolving growth and emerging behavior patterns from birth through old age. Films and observations are included. Prerequisite: PSY 101. Three credits.
16 WEEK: Jan. 22 - May 19
1347 TR 11 am-12:15 pm Staff MNB 114
1346 TR 4-5:15 pm Staff MNB 306
16 WEEK ONLINE: Jan. 22 - May 19
7874 MW 9-11:30 am Staff MNB 318
12 WEEK ONLINE: Feb. 18 - May 19
7742 Staff

PSY 201
Educational Psychology
Students examine psychological findings and concepts as they apply to educational situations. Techniques for measuring an individual’s capacity and achievement are studied. Prerequisite: PSY 101. Three credits.

16 WEEK: Jan. 22 - May 19
1884* MT 12:1-20 pm Staff MNB 213
*Students must register for both lecture and lab (RC 122) courses.

RC 122
Cardiorespiratory Equipment II

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, ventilation 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. Prerequisites: BIO 212; RC 111, RC 112, RC 113, RC 115. Corequisites: RC 121, RC 123, RC 125, RC 127. One credit.

16 WEEK: Jan. 22 - May 19
1875 M 2:3-50 pm Staff MNB 215
1876 T 2:3-50 pm Staff MNB 215

RC 123
Manifestations of Cardiorespiratory Disease

This is a course in cardioscopic 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. Prerequisites: BIO 212; RC 111, RC 112, RC 113, RC 115. Corequisites: RC 121, RC 122, RESP 113, RESP 115. Three credits.

16 WEEK: Jan. 22 - May 19
1883 MT 9:30-10:50 am Staff MNB 213

RC 125
Clinical Practicum II

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 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. Prerequisites: BIO 212; RC 111, RC 112, RC 113, RC 115. Corequisites: RC 121, RC 122, RC 123, RC 127. Four credits.

16 WEEK: Jan. 22 - May 19
1878 W 12:3-20 pm Staff MNB 215
*Students must register for the lecture and lab (RC 125L) courses.

RC 125L
Clinical Practicum II Lab

16 WEEK: Jan. 22 - May 19
1870 RF 6:30 am-3:30 pm Staff TBA
1871 RF 6:30 am-3:30 pm Staff TBA
1872 RF 6:30 am-3:30 pm Staff TBA

RC 127
Cardiorespiratory Pharmacology

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. Prerequisites: BIO 212; RC 111, RC 112, RESP 113, RESP 115. Corequisites: RC 121, RC 122, RC 123, RC 125. Three credits.

16 WEEK: Jan. 22 - May 19
1885 MT 8:9:20 am Staff MNB 213

RC 221
Respiratory Care Seminar

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) examinations. The student will take practice examinations to prepare for the NBRC's Therapist Multiple-Choice Examination and the NBRC's Clinical Simulation Examination. The student will take the NBRC's Secure Comprehensive Therapist Multiple-Choice Self-Assessment Examination and the Secure Comprehensive Clinical Simulation Self-Assessment Examination. The student must successfully complete the NBRC's Therapist Multiple-Choice Self-Assessment Examination and the NBRC's Clinical Self-Assessment Examination as a requirement for completing this course and graduating from the program. 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. One credit.

16 WEEK: Jan. 22 - May 19
1887 R 11:1-1:50 am Staff MNB 215

RC 223
Rehabilitation and Continuing Care

This course describes the cardiopulmonary care needs of chronically ill patients. Concepts of discharge planning, clinical assessment, medical management, patient-centered care, adult patient education, and the need for rehabilitation of the cardiopulmonary patient are explored. Written, 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 cardiopulmonary care and the special needs of the chronically ill are presented. Prerequisites: RC 211, RC 212, RESP 113, RESP 115, RESP 215. Corequisites: RC 225, RC 228; completion of all graduation requirements. Two credits.

16 WEEK: Jan. 22 - May 19
1888 R 12:1-5:0 pm Staff MNB 215

RC 225
Clinical Practicum V

In this three-part clinical practicum, students are 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. Students are 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. Prerequisites: RC 211, RC 212, RC 213, RC 214, RC 215. Corequisites: RC 221, RC 223; completion of all graduation requirements. Four credits.

16 WEEK: Jan. 22 - May 19
1893* R 8:11-3:30 am Staff MNB 213
*Students must register for the lecture and lab (RC 225L) courses.

RC 225L
Clinical Practicum V Lab

16 WEEK: Jan. 22 - May 19
1895 MT 6:30 am-3:30 pm Staff TBA
1896 MT 6:30 am-3:30 pm Staff TBA

ROBOTICS

RBT 101
Introduction to Robotics

Introduces students to basic robotics/mechatronics concepts through lectures and implementation of these concepts on 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 with the concepts of robotics/mechatronics. Three credits.

12 WEEK: Feb. 18 - May 19
1478 MW 9:30-11:50 am Staff LSB 418
SCIENCE
SCI 100
Elements of Earth Science
Students are introduced to the study of the earth, presenting basic concepts from astronomy, cartography, geology, meteorology, and climatology. Prerequisites: MAT 81 or MAT 91; ENG 82 or RENG 91, or appropriate ACCUPLACER scores. Three credits.
16 WEEK ONLINE: Jan. 22 - May 19
7971 Staff

SCI 106
Introductory Oceanography
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. Prerequisites: MAT 81 or MAT 91; ENG 82 or RENG 91, or appropriate ACCUPLACER scores. Three credits.
12 WEEK ONLINE: Feb. 18 - May 19
7701 Echo

SPECIAL EDUCATION
SED 220
Special Education: An Overview
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 exceptionalties 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. Prerequisites: ENG 101. Three credits.
12 WEEK: Feb. 18 - May 19
8234 TR 1-2:20 pm Staff MNB 304
8 WEEK ACCELERATED II ONLINE: March 18 - May 19
8724* Staff
*For students in the Teacher Pathway.

SOCIOLOGY
SOC 101
Introduction to Sociology
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. Note: Students completing SOC 101 should not take the four-credit introductory course, SOC 120. Prerequisites: ENG 82, RENG 92, or appropriate ACCUPLACER scores. Three credits.
16 WEEK: Jan. 22 - May 19
1227 TR 11 am-12:25 pm Staff MNB 160
1242* MW 11 am-12:15 pm Staff MNB 114
*Section 1242 is an Honors Granville T. Woods course. Permission is required for registration by the Honors Coordinator.
16 WEEK Z-COURSE: Jan. 22 - May 19
1231 TR 2:30-3:45 pm Staff MNB 310
1233 MW 9-10:15 am Staff MNB 118
16 WEEK ONLINE: Jan. 22 - May 19
7712 Staff
7744 Staff
8 WEEK ACCELERATED I ONLINE: Jan. 22 - March 17
7188 Staff
12 WEEK Z-COURSE: Feb. 18 - May 19
3090 TR 5-7:40 pm Staff MNB 120
12 WEEK ONLINE: Feb. 18 - May 19
7718 Staff

SOC 108
Anthropology
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. Prerequisites: ENG 82, RENG 92, or appropriate ACCUPLACER scores. Three credits.
8 WEEK ACCELERATED II ONLINE: March 18 - May 19
7202 Staff

SOC 150
Cultural Diversity in the Workplace
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. Prerequisites: ENG 82, RENG 92, or appropriate ACCUPLACER scores. Three credits.
12 WEEK ONLINE: Feb. 18 - May 19
7794 Staff
8 WEEK ACCELERATED II ONLINE: March 18 - May 19
7209 Staff

SPEECH
SP 101
Fundamentals of Speech Communication
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. Prerequisites: ENG 82, RENG 92, or appropriate ACCUPLACER scores. Three credits.
16 WEEK: Jan. 22 - May 19
1191 MW 9-10:15 am Staff MNB 128
1192 TR 9:10-10:15 am Staff MNB 154
1193 TR 1-2:15 pm Staff MNB 114
1214 TR 12:30-1:45 pm Staff MNB 160
1215 TR 3:45-4:45 pm Staff MNB 128
1217 TR 11-12:15 pm Staff MNB 154
1218 MW 9-10:15 am Staff MNB 128
1223 MW 9:10-10:15 am Staff MNB 114
1224 TR 6-7:15 pm Staff MNB 304
3080 R 6-7:45 pm Staff MNB 154
8025* MW 2-3:15 pm Staff MNB 158
*Section 8025 is a contract (Honors) course for Granville T. Woods students. Contact Associate Dean Brooks via email at mbrooks@bcc.edu prior to registering for this course.
16 WEEK ONLINE HYBRID: Jan. 21 - May 19
3194 T 6-7:45 pm Staff MNB 128
8 WEEK ACCELERATED I ONLINE: Jan. 22 - March 17
7877 Staff
8 WEEK ACCELERATED II ONLINE: March 18 - May 19
7893 Staff

SURGICAL TECHNOLOGY
SGT 103
Introduction of Surgical Technology
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. Prerequisites: AH 130; BIO 107; SGT 101; SGT 102; SOC 101. Corequisites: AH 230; SGT 104. Five credits.
16 WEEK ONLINE: Jan. 22 - May 19
1860 Staff
Students taking online, hybrid and Z-courses must have internet access and be computer literate.
DENTAL HYGIENE

DH 220
Concepts in Advanced Dental Hygiene
The course is designed to teach the student various concepts and techniques in the practice of dental hygiene. This will include management of pain control through administering local anesthetic agents. The physiologic and pharmacologic agents, indications and contraindications for use, and the treatment of complications and emergencies are stressed. Other modalities of pain control will be discussed. Upon completion of this course, the student will be able to consistently give infiltration injections of local anesthetic that are safe and effective with minimal discomfort. The course meets the Maryland State Board of Dental Examiners (MSBODE) requirements for certification in Administration and Monitoring of Local Infiltration in the Practice of Dental Hygiene. Prerequisites: DH 136; DH 151; DH 110. Two credits.

8 WEEK ACCELERATED II: March 18 - May 19
1060* MTWRF 8 am-12 pm Staff LSB 120
*Section 1060 students must be approved by the Dental Hygiene Program Director to take this course. Students may be required to purchase supplies for clinical applications.

DH 220L
Concepts in Advanced Dental Hygiene Lab
8 WEEK ACCELERATED II: March 18 - May 19
1061* MTWRF 1-5 pm Staff LSB 104
1062* MTWRF 1-5 pm Staff LSB 104
*Section 1061 and 1062 students are required to follow the Dental Hygiene Program policies and procedures as related to this course (DH Student Handbook and Clinical Manual).

EMERGENCY MEDICAL SERVICES

EMSP 116
Paramedic Clinical I
This course provides supervised hospital experience during which the Paramedic student will learn to assess patients of different ages and develop competency in intravenous therapy medication administration and advanced airway management. Two credits.

WF 8 am-12 pm Staff MNB 202
WF 8 am-12 pm Staff MNB 204

HEALTH AND LIFE FITNESS

HLF 210
Physical Fitness and Health
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. Two credits.

8 WEEK ACCELERATED II ONLINE: March 18 - May 19
7814 Staff

WINTER 2019 INTERSESSION CLASSES
January 2-20, 2019
Early Registration November 19, 2018 – December 17, 2018
General Registration December 18 – January 2, 2019

ORIENTATION

PRE 100
Preparation for Academic Achievement
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. Students in the Dietetic Technician Program may substitute DNT 110: Orientation to Dietetics. One credit.

8 WEEK ACCELERATED II ONLINE: March 18 - May 19
7707 Staff

COLLEGE LOCATIONS

Liberty Campus
2901 Liberty Heights Avenue
Baltimore, MD 21215-7893

Workforce Development and Continuing Education
710 E. Lombard Street
Baltimore, MD 21202-4073

BioPark Campus
801 W. Baltimore Street
Baltimore, MD, 21201

Reisterstown Plaza Center
6764 A Reisterstown Road
Baltimore, MD 21215
Please check box if your address has changed since your last semester of attendance.

2. NAME: 
   Last: ____________________________  First: ____________________________  MI: ____________________________

3. CURRENT ADDRESS: 
   Street Address: ____________________________
   City: ____________________________  State: ____________________________  Zip: ____________________________

4. HOME #: ____________________________  WORK #: ____________________________  ALTERNATIVE #: ____________________________

5. MAJOR: ____________________________

Dean of Student Development's Signature required for 19 or more credits (10 credits for winter/summer sessions) Signature: ____________________________ Date: ____________________________

### BALTIMORE CITY COMMUNITY COLLEGE
### CREDIT SCHEDULE OF CLASSES WINTER/SPRING 2019

#### REGISTER/ADD ONLY

<table>
<thead>
<tr>
<th>Index Number</th>
<th>Course Code</th>
<th>Campus Site</th>
<th>Credit Hours</th>
<th>Billable Hours</th>
<th>Days</th>
<th>Time From</th>
<th>Time To</th>
<th>Dean/Assoc. Dean Signature for Audit/Override/Other</th>
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Advisor Signature: ____________________________ Date: ____________________________

### DROP/WITHDRAWAL ONLY

4-Digit Index Number | COURSE CODE
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Please read and sign the following:

To the best of my knowledge, every statement I have made on this Form is correct. By my signature, I acknowledge my responsibility for payment of tuition and fees generated by this registration. I understand that I must make arrangements to pay my bill by the due date and that I am responsible for all charges unless I drop my classes by the end of the Add/Drop period for this semester/session. Failure to attend classes or submit registration changes in writing with the Registrar's Office does not relieve me of my financial obligations to Baltimore City Community College.

I realize that deliberately falsifying or omitting information could be grounds for dismissal from the college. I understand that it is my responsibility to notify the Records and Registration Office of any changes in this information. I accept and agree to abide by all policies and regulations of Baltimore City Community College including those concerning drug and alcohol abuse. I understand that the unlawful use of drugs or alcohol will subject me to the penalties contained in those policies and regulations.

Student Signature: ____________________________ Date: ____________________________
Records & Registration Office Signature: ____________________________ Date: ____________________________
**SENIOR CITIZEN PAYMENT AGREEMENT FORM**  
**WINTER/SPRING 2019**

**REGISTRATION PROCEDURES:**

1. Refer to the chart below for registration dates. Senior citizens can register two (2) days prior to the start of the semester. See an advisor to approve and check course availability.

2. The Senior Citizen Payment Agreement Form is available in the Records and Registration Office, Liberty Campus, Main Building, Room 08.

3. After meeting with an advisor, please take completed forms to:
   - a. Records and Registration Office, Liberty Campus (location above)
   - b. Registration, Workforce Development and Continuing Education, 710 E. Lombard Street, Room 4

**2019 SEMESTER/SESSION REGISTRATION DATES**

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<thead>
<tr>
<th>Session</th>
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<tr>
<td>Winter Session – 3 week</td>
<td>12/18</td>
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<tr>
<td>Spring Session – 16 week</td>
<td>1/17</td>
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<td>Spring Session – 8 week</td>
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<tr>
<td>Spring Session – 8-week</td>
<td>3/14</td>
<td>3/16</td>
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I certify that I am 60 years of age or older and eligible for the BCCC Senior Citizen Tuition Waiver. I understand that the BCCC Senior Citizen Tuition Waiver is available only for the dates listed above. If I choose to register early for a class, I agree to be responsible for payment of the full tuition for the course.

This is to certify that I have read and understand the Senior Citizen Payment Agreement form and that I am voluntarily executing this agreement.

<table>
<thead>
<tr>
<th>Student’s Signature</th>
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College Official Signature  
Date

*Senior Citizen Tuition Waivers: Senior citizens (60 years or older at the time of registration) are eligible to use Senior Citizen Tuition Waivers to register for credit classes, based on available seats, two (2) full business prior to the start of the semester.*