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**BALTIMORE CITY COMMUNITY COLLEGE SCHEDULE OF CLASSES**
# Academic Calendar

## Summer Sessions 2014

<table>
<thead>
<tr>
<th>Event</th>
<th>Summer I-5WK</th>
<th>Summer I-8WK</th>
<th>Summer II</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 26 - Memorial Day Holiday</td>
<td>College Closed</td>
<td>College Closed</td>
<td>College Closed</td>
</tr>
<tr>
<td>Last Day to Pay for Early Registration: In-person &amp; Online</td>
<td>5/31</td>
<td>5/31</td>
<td>7/7</td>
</tr>
<tr>
<td>General Registration (Students must pay at Registration)</td>
<td>6/2/14 – 6/6/14</td>
<td>6/2/14 – 6/6/14</td>
<td>7/8/14 – 7/12/14</td>
</tr>
<tr>
<td>Seniors Registration (Seniors age 60 and over)</td>
<td>6/5/14 - 6/6/14</td>
<td>6/5/14 - 6/6/14</td>
<td>7/11/14; 7/14/14</td>
</tr>
<tr>
<td>Last day to take ACCUPLACER Placement</td>
<td>6/6/14</td>
<td>6/6/14</td>
<td>7/14/14</td>
</tr>
<tr>
<td>Summer Session 2013 Classes Begin</td>
<td>6/9/14</td>
<td>6/9/14</td>
<td>7/15/14</td>
</tr>
<tr>
<td>Add/Drop Period</td>
<td>6/9/14 - 6/10/14</td>
<td>6/9/14 - 6/10/14</td>
<td>7/15/14 - 7/16/14</td>
</tr>
<tr>
<td>Last Day to Withdraw (without academic penalty)</td>
<td>6/28/14</td>
<td>7/19/14</td>
<td>8/2/14</td>
</tr>
<tr>
<td>July 4th - July 4th Holiday</td>
<td>College Closed</td>
<td>College Closed</td>
<td>College Closed</td>
</tr>
<tr>
<td>Last Day of Summer Session</td>
<td>7/1/14</td>
<td>8/4/14</td>
<td>8/18/14</td>
</tr>
<tr>
<td>Final Exams</td>
<td>Last Class Session</td>
<td>Last Class Session</td>
<td>Last Class Session</td>
</tr>
<tr>
<td>Portal Dates</td>
<td>8/15/14</td>
<td>8/15/14</td>
<td>8/15/14</td>
</tr>
<tr>
<td>Final Grades Due (NOON)</td>
<td>7/10/14 - 7/18/14</td>
<td>7/31/14 - 8/8/14</td>
<td>8/14/14 - 8/21/14</td>
</tr>
</tbody>
</table>

## Fall 2014

<table>
<thead>
<tr>
<th>Event</th>
<th>16 - WEEK</th>
<th>FALL I-8WK</th>
<th>12 - WEEK</th>
<th>FALL II-8 WK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Day to Pay for Early Registration: Walk-in, Online</td>
<td>8/4</td>
<td>8/4</td>
<td>8/4</td>
<td>8/4</td>
</tr>
<tr>
<td>General Registration (Students must pay at Registration)</td>
<td>8/4–8/23</td>
<td>8/4–8/23</td>
<td>9/15–9/20</td>
<td>10/16–10/22</td>
</tr>
<tr>
<td>August 14 - BCCC Community Forum</td>
<td></td>
<td>COLLEGE IS OPEN FROM 5-7PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>August 15 - Faculty Academy</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>August 16 - Adjunct Faculty Academy</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Seniors Registration (Seniors age 60 and over)</td>
<td>8/21 -8/22</td>
<td>8/21-8/22</td>
<td>9/18-9/19</td>
<td>10/21-10/22</td>
</tr>
<tr>
<td>Last day to take ACCUPLACER Placement</td>
<td>8/23</td>
<td>8/23</td>
<td>9/20</td>
<td>10/22</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>8/25</td>
<td>8/25</td>
<td>9/22</td>
<td>10/23</td>
</tr>
<tr>
<td>August 30 -31</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>September 2 Labor Day Holiday</td>
<td>College Closed</td>
<td>College Closed</td>
<td>College Closed</td>
<td>College Closed</td>
</tr>
<tr>
<td>September 17 - Convocation (No Classes 12-2 p.m.)</td>
<td>September 22</td>
<td>September 22</td>
<td>September 22</td>
<td>September 22</td>
</tr>
<tr>
<td>Winter / Spring Advisement Begins - Contact Advisor</td>
<td>September 22</td>
<td>September 22</td>
<td>September 22</td>
<td>September 22</td>
</tr>
<tr>
<td>Last Day to file for Commencement Participation</td>
<td>12/1</td>
<td>12/1</td>
<td>12/1</td>
<td>12/1</td>
</tr>
<tr>
<td>Last Day to Withdraw</td>
<td>11/15</td>
<td>10/4</td>
<td>11/22</td>
<td>12/3</td>
</tr>
<tr>
<td>November 27-28 Thanksgiving Holiday</td>
<td>College Closed</td>
<td>College Closed</td>
<td>College Closed</td>
<td>College Closed</td>
</tr>
<tr>
<td>November 29 -30</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Early Registration for Winter/Spring 2015</td>
<td>12/1-12/23</td>
<td>12/1-12/23</td>
<td>12/1-12/23</td>
<td>12/1-12/23</td>
</tr>
<tr>
<td>Last Day of Classes</td>
<td>12/7</td>
<td>10/12</td>
<td>12/7</td>
<td>12/7</td>
</tr>
<tr>
<td>Final Exams</td>
<td>12/8-12/14</td>
<td>Last Class Mtg</td>
<td>12/8-12/14</td>
<td>12/8-12/14</td>
</tr>
<tr>
<td>Last Day of Fall Semester</td>
<td>12/14</td>
<td>10/12</td>
<td>12/14</td>
<td>12/14</td>
</tr>
<tr>
<td>Final Grades Due - 12:00 Noon</td>
<td>12/14-12/16</td>
<td>10/13-10/19</td>
<td>12/4-12/16</td>
<td>12/4-12/16</td>
</tr>
<tr>
<td>December 24, 2014- January 1, 2015 Winter Recess</td>
<td>College Closed</td>
<td>College Closed</td>
<td>College Closed</td>
<td>College Closed</td>
</tr>
</tbody>
</table>

**NOTE:** THIS ACADEMIC CALENDAR IS SUBJECT TO PERIODIC REVIEW AND REVISION. PLEASE CHECK WITH THE COLLEGE REGISTRAR TO DETERMINE IF CHANGES HAVE BEEN MADE. LAST UPDATED APRIL 7, 2014.
IMPORTANT INFORMATION TO KNOW

General Information provides telephone assistance and directs questions and needs to the appropriate College offices Monday–Thursday, 8 a.m. - 7 p.m., Friday 8 a.m. - 5 p.m., and Saturday, 9 a.m. - 1 p.m. The MD toll-free number allows free calls to the College from anywhere in Maryland. The TTY number is available for hearing-impaired callers.

Toll-Free (from anywhere in MD) 1-888-203-1261
TTY for Hearing-Impaired Callers 410-462-8584

Admissions Office
Liberty, MNB 02, 410-462-8300
Hours: Monday, Thursday and Friday, 8:30 a.m.-5 p.m.
Tuesday and Wednesday, 8:30 a.m. - 7 p.m.
Saturday, 9 a.m. - 1 p.m.
Harbor, BCED, Room 04, 410-986-5421
Hours: Monday, Tuesday, Thursday, & Friday, 9 a.m.-6 p.m.
Wednesday, 9 a.m.-7 p.m.

Bookstore
Liberty, MNB 13, 410-462-8484
Hours: Monday and Thursday 8:30 a.m.-5 p.m.
Tuesday and Wednesday, 8:30 a.m.-7 p.m.
Friday, 8:30 a.m.-4:30 p.m.
Saturday, 9 a.m.-1 p.m.
(General Registration Only)

Career Development & Job Placement Services
Liberty, MNB 110, 410-462-8470
Monday-Friday 8 a.m.-5 p.m.
Saturday Scheduled workshops

Cashier’s Office
Liberty, MNB 51, 410-462-8472
Hours: Monday, Thursday and Friday, 8:30 a.m.-5 p.m.
Tuesday and Wednesday, 8:30 a.m.-7 p.m.
Saturday, 9 a.m.-1 p.m.
Harbor, BCED, Room 3, 410-986-3234
Hours: Monday, Tuesday, Thursday, Friday, 8:30 a.m.-5 p.m.
Wednesday, 8:30 a.m.-7 p.m.

Clarence W. Blount
Child Development Center
Liberty, Harper Hall 115, 410-462-7760
Preschool: ages 2–5
Hours: 7:30 a.m.-5:30 p.m.
Evening: ages 6-12
Hours: 5 p.m.-10 p.m.

Dental Hygiene Clinic
LSB 110, 410-462-7712
Hours: Monday, Tuesday, and Friday 10 a.m.-5 p.m.
Tuesday and Thursday 8 a.m.-12 p.m.

Disability Support Services Center (DSSC)
Liberty, MNB 23
410-462-8585 (Voice) 410-462-8584 (TTY)
Hours: Monday-Friday, 8 a.m.-5 p.m.

E-Learning Department
Liberty, Harper Hall 111, 410-462-8016

First Year Experience and College Honors
Liberty, MNB 20, 410-462-8338
Hours: Monday, Thursday, and Friday 8:30 a.m. - 5 p.m. and Tuesday and Wednesday 8:30 a.m. - 7 p.m.

Financial Aid
Liberty, MNB 24, 410-462-8500
Hours: Monday, Thursday and Friday 8:30 a.m.-5 p.m.
Tuesday and Wednesday, 8:30 a.m.-7 p.m.
Saturday, 9 a.m.-1 p.m.

International Student Services
Harbor, BCED, Room 16, 410-462-8319
(By Appointment Only)
Liberty, MNB 02, 410-462-8319
Hours: Monday-Thursday, 8 a.m.-7 p.m.
Friday, 8 a.m.-5 p.m.
Saturday, 9 a.m.-1 p.m.

Library
Liberty, Bard Library, 410-462-8400
Hours: Monday-Thursday, 7:45 a.m.-9 p.m.
Friday, 7:45 a.m.-6 p.m.
Saturday, 8 a.m. - 4:30 p.m.
Sunday, 1 p.m.-5 p.m.

Non-Credit Testing
PreGED & GED
Harbor, BCED, Room 61, 410-986-5444
Hours: Monday-Thursday, 8:30 a.m.-7 p.m.
Friday, 8:30 a.m.-5 p.m.

ELI - English Language Instruction (LOEP)
Harbor, BCED, Room 68, 410-986-5430
Hours: By Appointment Only
BELS - Community ESL
Harbor, BCED, Room 2, 410-986-5430
Hours: By Appointment Only

Off Campus Centers
RPC, 410-580-2750
Hours: Monday - Friday, 8 a.m. - 6 p.m.
Saturday, 9 a.m. - 1 p.m.
BioPark, 410-637-4835
Weatherization Center, 410-986-3200
Hours Vary

Public Safety
Liberty, MNB 51B, 410-462-7700
ID/Parking Services available
Hours: Monday, Thursday and Friday, 8:30 a.m.-5 p.m.
Tuesday and Wednesday, 8:30 a.m.-7 p.m.
Saturday, 9 a.m.-1 p.m.
(General Registration Only)

Records and Registration
Liberty, MNB 08, 410-462-7777
Hours: Monday, Thursday and Friday, 8:30 a.m.-5 p.m.
Tuesday and Wednesday, 8:30 a.m.-7 p.m.
Saturday, 9 a.m.-1 p.m.
Harbor, BCED, Room 04, 410-986-5421
Hours: Monday, Tuesday, Thursday, Friday, 9 a.m.-6 p.m.
Wednesday, 9 a.m.-7 p.m.

Shuttle Bus
410-462-8300

Student Accounting
Liberty, MNB 27, 410-462-8333
Hours: Monday, Thursday and Friday, 8:30 a.m.-5 p.m.
Tuesday and Wednesday, 8:30 a.m.-7 p.m.
Saturday, 9 a.m.-1 p.m.

The Office of Student Life
Liberty, MNB 09H, 410-462-8385
Hours: Monday-Thursday, 8 a.m.-7 p.m.
Friday, 8 a.m.-5 p.m.

Student Success Center
Liberty, MNB 20, 410-462-8555
Hours: Monday, Thursday and Friday, 8:30 a.m.-5 p.m.
Tuesday and Wednesday, 8:30 a.m.-7 p.m.
Saturday, 9 a.m.-1 p.m.

Test Center
Liberty, MNB 04, 410-462-7666
Hours: Monday-Thursday, 8:30 a.m.-7 p.m.
Friday, 8:30 a.m.-5 p.m.
Saturday, 9 a.m.-1 p.m.

TRIO: STAIRS Program
Liberty, MNB 23, 410-462-8396
Hours: Monday-Friday, 8 a.m.-5 p.m.
Evening hours by appointment only
No weekend hours

Veterans Affairs
Liberty, MNB 08, 410-462-8372
Hours: Monday-Thursday, 8 a.m.-7 p.m.
Friday, 8 a.m.-5 p.m.
Saturday, 9 a.m.-1 p.m.
(Second Saturdays)
Program Coordinator Contact Information

DEGREE AND DEGREE OPTION PROGRAMS

Accounting
Brian Lazarus
Liberty, Main 309
410-462-7468

Addiction Counseling
Albert Phillips, Liberty Main 231-B
(410) 462-7743

Allied Human Services
Albert Phillips, MNB 253C
443-415-5384

Art Option
(See Associate Dean, English Humanities Languages Visual & Performing Arts)
Liberty, Main 168
(410) 462-8558

Biotechnology
Dr. Kathleen Norris, BIOP 233-D
(410) 637-3805

Business Administration
Cortez Walker, Liberty Main 231E
(410) 462-7695

Business Management
Cortez Walker, Liberty Main 231E
(410) 462-7695

Business Marketing
Cortez Walker, Liberty Main 231E
(410) 462-7695

Computer-Aided Drafting and Design
Yohannes Weldegiorgis, Liberty, MNB 323A
(410) 462-8522

Computer Information Systems
Chima Ugah, Liberty, LSB 344
(410) 462-8542

Construction Supervision
Solomon Fakinlede, Liberty, MNB 163
(410) 462-8326

Correctional Administration
(See Associate Dean, Education, Social & Behavioral Sciences)
Liberty, Main 253J
(410) 462-7650

Dental Hygiene
Annette Russell, Liberty LSB 220
(410) 462-7718

Early Childhood Education
Darlene Godwin, Liberty Main 253 I
(410) 462-8521

Engineering Transfer
Michael Kaye, Liberty Life Sciences 207
(410) 462-8401
Yun Liu, Liberty Life Sciences 206
(410) 462-8324

Fashion Design
(See Associate Dean, Business and Technology Department)
Liberty, Main 309
(410)-462-7605

Fashion Retailing
(See Associate Dean, Business and Technology Department)
Liberty, Main 309
(410)-462-7605

General Studies Transfer
(See Associate Dean, Education, Social & Behavioral Sciences)
Liberty, Main 253J
(410) 462-7650

Health Information Technology
Jacqueline McNair, Liberty Nursing 302-K
(410) 462-7735

Law Enforcement
(See Associate Dean, Education, Social & Behavioral Sciences)
Liberty, Main 253J
(410) 462-7650

Legal Assistant
(See Associate Dean, Education, Social & Behavioral Sciences)
Liberty, Main 253J
(410) 462-7650

Mathematics
Scott Saunders, Liberty LSB 203
(410) 462-8242

Music Option
(See Associate Dean, English Humanities Languages Visual & Performing Arts)
Liberty, Main 168
(410) 462-8558

Nursing (AD)
Deirdre Stokes, Liberty Nursing 306
(410) 462-7778

Office Administration
Cynthia Webb, Liberty Main 323B
(410) 462-7728

Physical Therapist Assistant
Dr. James Dyett, Liberty, Main 117D
(410) 462-7723
Fabian Vega Liberty, Main 303C
(410) 462-7459

Respiratory Care
Ed Monaghan, Liberty Main 231-F
(410) 462-7746

Robotics
Dr. Ye Liu, Liberty LSB 208
(410) 462-7739

Science Transfer
Dr. Adewale Ladetona, Liberty LSB 335
(410) 462-7483

Surgical Technology
(See Department Associate Dean)

Theatre Option
(See Associate Dean,English Humanities Languages Visual & Performing Arts)
Liberty, Main 168  (410) 462-8558

CERTIFICATE AND CERTIFICATE TRACKS

Accounting
(See Associate Dean, Business and Technology Department) Liberty, Main 317A
410-462-7969

Addiction Counseling
George Andrews, Liberty Main 253-D
(410) 462-7743

Allied Human Services
Albert Phillips, Liberty, MNB 231B
(443) 415-5384

Biotechnology Lab Science
Kathleen Norris, Ph.D. UM BioPark, 233-D
(410) 637-3805

Coding Specialist
Jacqueline McNair, Liberty Nursing 302-K
(410) 462-7735

Computer-Aided Drafting and Design
Yohannes Weldegiorgis, Liberty, MNB 241-B
(410) 462-8522

Construction Supervision
Solomon Fakinlede, Liberty, MNB 244
(410) 462-8326

Early Childhood Administration
Darlene Godwin, Liberty Main 253 I
(410) 462-8521

Fashion Design
(See Associate Dean, Business and Technology Department)
Liberty, Main 309
(410)-462-7605

Lab Animal Science
Kathleen Norris, Ph.D. UM BioPark, 233-D
(410) 637-3805

Practical Nursing
Brenda Overton, Liberty, Nursing 304
(410) 462-7766

Special Education Assistant
(See Associate Dean, Education, Social & Behavioral Sciences)
Liberty, Main 253J
(410) 462-7650

Substitute Teacher
(See Associate Dean, Education, Social & Behavioral Sciences) Liberty, Main 253J
(410) 462-7650
CREDIT DEGREE PROGRAMS OF STUDY

ASSOCIATE OF ARTS
Arts and Sciences Transfer
General Studies Transfer
Teacher Education Transfer

ASSOCIATE OF ARTS TEACHING
Elementary Education (Spec Ed PK-12)

ASSOCIATE OF APPLIED SCIENCE
Accounting
Allied Human Services
Biotechnology
Business
Computer Information Systems
Computer Aided Drafting and Design
Construction Supervision
Dental Hygiene
Early Childhood Education
Fashion Design
Health Information Technology
Law Enforcement Administration
Legal Assistant
Mental Health Services
Office Administration
Physical Therapist Assistant
Respiratory Care
Robotics Technology
Surgical Technologist

ASSOCIATE OF SCIENCE
Business Administration Transfer
Engineering Transfer
Nursing

ASSOCIATE OF SCIENCE IN ENGINEERING
Electrical Engineering

CERTIFICATES
Accounting
Addiction Counseling
Allied Human Services
Biotechnology Lab Science
Coding Specialist
Constructions Supervision
Early Childhood Education
Fashion Design
Lab Animal Science
Practical Nursing
Special Education Assistant
Substitute Teacher
FIND YOUR COURSES ON THE BCCC WEBSITE!

Get the most up-to-date course information when you need it!
Access the BCCC schedule from any Internet-equipped computer!
Search for classes by course number, title, instructor or index number!
Help BCCC become a responsible global partner in paper conservation!

HOW TO ACCESS CREDIT CLASS SCHEDULES:

From the BCCC home page (www.bccc.edu) click the Student Portal link on the right side of the page. Under Credit Course Search, click on Course Search.

You are now at the online Credit Course Lookup section.

The steps below briefly explain how to search the credit course lookup for course information.

• First, click on the arrow of the Session box to select your choice of session.
• To select courses by Department, choose a department from the Course by Department drop down menu and click on Submit Lookup.
• To select courses by Course ID, click on the Course ID box and enter Course ID code (eg. ENG for English course). Tab to next box, enter course number (eg. 101 for 101 course), and click on Submit Lookup.
• To select courses by Index, click on box next to Index and enter the Index number (eg. 1022) and click on Submit Lookup.

Repeat above steps to check availability of other classes.

Note: If you want to check a specific course and you know the index number, select the session and then enter the index number in the space provided, and click on Submit Lookup.

HOW TO ACCESS NON-CREDIT CLASS SCHEDULES:

From the BCCC home page (www.bccc.edu) click the Non-Credit Course Search link on the right side of the page. Click on Continuing Education/Non-Credit Course Search.

You are now at the online Non-Credit Course Lookup section.

The steps below briefly explain how to search the non-credit course lookup for course information.

• First, click on the arrow of the Session box to select your choice of session. Next to Show Courses select Open or All Courses.
• To select courses by Department, choose a category from the Course by Department list and click on the Submit Lookup button.
• To select courses by Course ID, click on the Course ID box and enter the ID code (e.g., CEC or CI0). Tab to the next box, and enter the course number (e.g., 101), and click on the Submit Lookup button.
• To select courses by Index Number, click on the box next to Index and enter the index number (e.g., 1022), then click on the Submit Lookup button.

Repeat above steps to check availability of other classes.

Note: If you want to check a specific course and you know the index number, select the session and then enter the index number in the space provided, and click on Submit Lookup.
Deferred Payment Plan for Credit and Non-Credit Courses

**BCCC USES NELNET TO PROCESS DEFERRED PAYMENT PLANS**

If a student does not have access to a checking, savings account, or a credit card students can apply for an in-house payment plan. This requires approval from the Bursar. Students must be registered for at least 6 credits. Students are assessed a $20.00 deferment fee. Half of the total balance due plus the $20.00 is due upon registration.

For more information, students should:
- Visit us online at www.bccc.edu, click on current student, and then click on Student Accounting.
- Click on “How do I setup a payment plan?”

If you have questions or comments or for more information, contact Student Accounting at 410-462-8333 or studentaccounting@bccc.edu.
A GUIDE TO CREDIT COURSE SELECTION

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 |
| Addison Counseling | ADC |
| Allied Health | AH |
| Allied Human Services | AHS |
| Art | ART |
| Arts and Sciences | AAS |
| Biology | BIO |
| Biotechnology | BTC |
| Business Administration | BUAD |
| Business Computer Applications | BCAP |
| Business Computer Applications - Computer Graphics | BCGR |
| Business Computer Applications - Website Design | BCWB |
| Business Marketing | MKTG |
| Business Management | MGMT |
| Chemistry | CHE |
| Computer-Aided Drafting and Design | CADD |
| Computer Information Systems | CISS |
| Computer Literacy | CLT |
| Computer Science Transfer | CSC |
| Construction | CON |
| Cooperative Education | COP |
| Criminal Justice/Public Safety | CRJ |
| 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 |
| Health Information Technology/Coding Specialist | HIT |
| History | HIM |
| Hospitality Management | HUM |
| Humanities | IDS |
| Independent Study | ITSA |
| Information Technology Security and Assurance | ITDB |
| Information Technology Database | PLA |
| Legal Assistant | MAT |
| Mathematics | MH |
| Mental Health | MUS |
| Music | NWTC |
| National Weatherization Training Center | NUR |
| Nursing (AD) | OFAD |
| Office Administration/Technology | PRE |
| Orientation | PH |
| Philosophy | PHSC |
| Physical Science | T |
| Physical Therapist Assistant | PHY |
| Physics | PS |
| Political Science | PNUR |
| Practical Nursing | PSD |
| Psychology | RDG |
| Reading | RC |
| Respiratory Care | RBT |
| Robotics | SCI |
| Sciences | SOC |
| Sociology | SPA |
| Spanish | SED |
| Special Education | SP |
| Speech | SGT |
| Surgical Technology | TEL |
| Telecommunications | THEA |
| Theater | VPCA |
| Visual, Performing and Communication Arts | |
## BALTIMORE CITY COMMUNITY COLLEGE SCHEDULE OF CLASSES

### CREDIT COURSES

**SUMMER I 2014 CREDIT COURSES**

**NOTE:** The course listings in this document are current as of the date shown at the bottom of each page. Please use the online credit course lookup for current course information.

### ACCOUNTING

**ACCT 211 - Accounting Principles I** - The basic concepts of accounting with emphasis on accumulating and reporting financial results. 
**Prerequisite:** MAT 81, MAT 91 or satisfactory ACCUPLACER score. 
Three credits. 
8 WEEKS: June 9 - Aug. 8

**ACCT 212 - Accounting Principles II** - The corporate business form, earnings determination, internal accounting, and financial statement analysis. 
**Prerequisite:** ACCT 201 or ACCT 211. Three credits. 
8 WEEKS: June 9 - Aug. 8

### ALLIED HEALTH

**AH 130** - Medical Terminology - Students become acquainted with the language of medicine. 
**Prerequisite:** ENG 82, RENG 82. Three credits. 
8 WEEKS: June 9 - Aug. 8

**DISTANCE LEARNING SECTIONS** 
Students must have access to a computer connected to the Internet, must be computer literate and if taking an online course for the first time, must attend orientation. Visit www.bccc.edu>E-Learning for more information.

7841 STAFF WEB CRSE

### ART

**ART 225** - Introduction to Film - Viewing important films followed by writing/speaking about them. 
**Prerequisites:** ENG 82, RENG 92 or appropriate ACCUPLACER scores. Three credits. 
8 WEEKS: June 9 - Aug. 8

**DISTANCE LEARNING SECTIONS** 
Students must have access to a computer connected to the Internet, must be computer literate and if taking an online course for the first time, must attend orientation. Visit www.bccc.edu>E-Learning for more information.

7839 Mason WEB CRSE

### BIOLOGY

**BIO 101** - General Biology - Investigate the chemistry of life, cells, membrane transport, and cellular respiration, as well as major organ systems in humans. Transfer students and Business Administration majors should take a four-credit lab science course. 
**Prerequisites:** MAT 80; ENG 82; RENG 92; or appropriate ACCUPLACER scores. Three credits. 
8 WEEKS: June 9 - Aug. 8

**DISTANCE LEARNING SECTIONS** 
Students must have access to a computer connected to the Internet, must be computer literate and if taking an online course for the first time, must attend orientation. Visit www.bccc.edu>E-Learning for more information.

7713 STAFF WEB CRSE

**BIO 102** - Principles of Biology - Investigate biochemistry, cell biology, genetics, evolution, ecology, reproduction, and energetics in the plant and animal kingdoms. 
**Prerequisites:** MAT 81 and ENG 82; RENG 92 or appropriate ACCUPLACER scores. Four credits. 
8 WEEKS: June 9 - Aug. 8

**DISTANCE LEARNING SECTIONS** 
Students must have access to a computer connected to the Internet, must be computer literate and if taking an online course for the first time, must attend orientation. Visit www.bccc.edu>E-Learning for more information.

7727 STAFF WEB CRSE

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**BIO 102 L** - Principles of Biology Lab - Zero credits. 
8 WEEKS: June 9 - Aug. 8

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<thead>
<tr>
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<th>Day</th>
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<th>Instructor</th>
<th>Location</th>
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<td>1045</td>
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**DISTANCE LEARNING SECTIONS** 
Students must have access to a computer connected to the Internet, must be computer literate and if taking an online course for the first time, must attend orientation. Visit www.bccc.edu>E-Learning for more information.

7728 STAFF WEB CRSE

**BIO 111** - Anatomy and Physiology I - Study the human body with emphasis on the integumentary, skeletal, muscular, nervous, and endocrine systems. 
**Prerequisites:** BIO 101 or BIO 102. Four credits. 
15 WEEKS: Jan. 27 - May 25

**OFF-CAMPUS** 
**BIO 111 index 7032 is offered at BioPark, 801 W. Baltimore Street, 2nd floor.**

<table>
<thead>
<tr>
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<th>Day</th>
<th>Time</th>
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**OFF-CAMPUS** 
**BIO 111 index 7058 is offered at BioPark, 801 W. Baltimore Street, 2nd floor.**

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<td>TR</td>
<td>5:30-6:50pm</td>
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<td>BIOP 210</td>
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</table>

**BIO 111 L** - Anatomy and Physiology I Lab - Zero credits. 
15 WEEKS: Jan. 27 - May 25

**OFF-CAMPUS** 
**BIO 111 index 7033 is offered at BioPark, 801 W. Baltimore Street, 2nd floor.**

<table>
<thead>
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<td>1515</td>
<td>TR</td>
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<td>Okereke</td>
<td>LSB 415</td>
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<tr>
<td>1517</td>
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<td>11am-12:15pm</td>
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**OFF-CAMPUS** 
**BIO 111 index 7059 is offered at BioPark, 801 W. Baltimore Street, 2nd floor.**

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<td>7:8-20pm</td>
<td>Nwazue</td>
<td>BIOP 213</td>
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</table>

**BIO 112** - Anatomy and Physiology II - Learn up-to-date principles of the cardiovascular, lymphatic, respiratory, digestive, excretory and reproductive systems. 
**Prerequisites:** BIO 111. Four credits. 
15 WEEKS: Jan. 27 - May 25

**OFF-CAMPUS** 
**BIO 112 index 7082 is offered at BioPark, 801 W. Baltimore Street, 2nd floor.**

<table>
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<td>3528</td>
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<td>6:7:15pm</td>
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<td>LSB 241</td>
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**DISTANCE LEARNING SECTIONS** 
Students must have access to a computer connected to the Internet, must be computer literate and if taking an online course for the first time, must attend orientation. Visit www.bccc.edu>E-Learning for more information. 
Students must enroll in any microbiology lab.

7844 STAFF WEB CRSE
### CREDIT COURSES

**Summer / Fall 2014**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Time</th>
<th>Instructor</th>
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<tr>
<td>11038</td>
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<td>LSB 414</td>
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<tr>
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<td>TR 6-8:35pm</td>
<td>STAFF</td>
<td>LSB 414</td>
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</table>

**212 L* - Microbiology**
- Morphology, physiology, genetics, control, culture and identification of microorganisms. Immunology. **Prerequisites:** 6-8 credits in biology and/or chemistry. Four credits.
- 8 WEEKS: June 9 - Aug. 8
- 1036 MW 8-10:35am STAFF LSB 120
- BIO 212 L* - Microbiology Lab - BIO 212L requires lecture and lab. Zero credits.
- 8 WEEKS: June 9 - Aug. 8
- 1037 TR 8-10:35am STAFF LSB 413
- 1039 MW 11am-1:35pm STAFF LSB 413

**BUSINESS ADMINISTRATION**

**BUAD 100 L* - Introduction to Business**
- Gain a familiarity with business practices and terms. Students must have an inexpensive, small calculator. **Prerequisite:** ENG 82, RENG 82. Three credits.
- 8 WEEKS: June 9 - Aug. 8
- 1012 TR 9-11:25am STAFF MNB 324

**DISTANCE LEARNING SECTIONS**
- Students must have access to a computer connected to the Internet, must be computer literate and if taking an online course for the first time, must attend orientation. Visit www.bccc.edu/E-Learning for more information.
- 7800 STAFF WEB CRSE

**BUAD 112 L* - Computers for Business Management**
- Develop comfort using desktop, stand-alone computers and computer terminals for business applications. **Prerequisite:** ENG 82, RENG 82. Three credits.
- 8 WEEKS: June 9 - Aug. 8

**DISTANCE LEARNING SECTIONS**
- Students must have access to a computer connected to the Internet, must be computer literate and if taking an online course for the first time, must attend orientation. Visit www.bccc.edu/E-Learning for more information.
- 7832 STAFF WEB CRSE

**BUSINESS COMPUTER APPLICATIONS**

**BCAP 104 - Introduction to Operating Systems:**
- DOS/Windows - Explore the Disk Operating System (DOS), the Windows Operating Environment, and the UNIX Operating System. Three credits.
- 8 WEEKS: June 9 - Aug. 8

**DISTANCE LEARNING SECTIONS**
- Students must have access to a computer connected to the Internet, must be computer literate and if taking an online course for the first time, must attend orientation. Visit www.bccc.edu/E-Learning for more information.
- 7731 STAFF WEB CRSE

**CHEMISTRY**

**CHE 101 L* - General Chemistry I**
- Study matter and energy, the history of the atom, the periodic table, and more. **Prerequisite or Corequisite:** MAT 82, MAT 92 and ENG 82, RENG 92 or appropriate ACCUPLACER scores. Four credits.
- 8 WEEKS: June 9 - Aug. 8
- 1021 MW 8-10:35am STAFF LSB 306
- 3020 MW 6-8:35pm STAFF LSB 306

**DISTANCE LEARNING SECTIONS**
- Students must have access to a computer connected to the Internet, must be computer literate and if taking an online course for the first time, must attend orientation. Visit www.bccc.edu/E-Learning for more information.
- 7706 STAFF WEB CRSE

**CHE 101 L* - General Chemistry I Lab - 0 CR HRS**
- 8 WEEKS: June 9 - Aug. 8
- 1022 TR 8-10:35am STAFF LSB 405
- 1020 MW 3-5:35pm STAFF LSB 405
- 1024 MW 3-5:25pm STAFF LSB 401

**CHE 102 L* - General Chemistry II**
- Study nuclear chemistry, chemical bonding, solutions, reaction kinetics, acids and bases, qualitative inorganic analysis, organic chemistry. **Prerequisite or Corequisite:** CHE 101 or equivalent. Four credits.
- 8 WEEKS: June 9 - Aug. 8
- 1028 TR 8-10:35am Olojo LSB 304

**CHE 102 L* - General Chemistry II Lab - 0 CR HRS**
- 8 WEEKS: June 9 - Aug. 8
- 1029 TR 11am-1:45pm Olojo LSB 401

**CHE 103 L* - Allied Health Chemistry**
- The basic concepts of inorganic, organic, and elementary biochemistry are examined. **Prerequisite:** satisfactory score on mathematics placement test or MAT 81 and ENG 82, RENG92 or appropriate scores on the ACCUPLACER test. Four credits.
- 8 WEEKS: June 9 - Aug. 8
- 1023 TR 8-10:35am STAFF LSB 306
- 3016 MW 6-8:35pm STAFF LSB 304

**DISTANCE LEARNING SECTIONS**
- Students must have access to a computer connected to the Internet, must be computer literate and if taking an online course for the first time, must attend orientation. Visit www.bccc.edu/E-Learning for more information.
- Students are required to take the lab component on campus.
- 7712 STAFF WEB CRSE

**CHE 103 L* - Allied Health Chemistry Lab - Zero credits.**
- 8 WEEKS: June 9 - Aug. 8
- 1035 TR 11am-1:35pm STAFF LSB 405
- 1191 MW 12-2:35pm STAFF LSB 405
- 3017 TR 6-8:35pm STAFF LSB 405

**COMPUTER LITERACY**

**CLT 100 - Computer Literacy**
- 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.
- 8 WEEKS: June 9 - Aug. 8
- 1167 F 9am-12:15pm STAFF MNB 328
- 3018 S 9am-12:15pm STAFF MNB 328
- 1168 MW 10-11:40am STAFF MNB 328

**DISTANCE LEARNING SECTIONS**
- Students must have access to a computer connected to the Internet, must be computer literate and if taking an online course for the first time, must attend orientation. Visit www.bccc.edu/E-Learning for more information.
- 7808 STAFF WEB CRSE

**DIETETIC TECHNICIAN**

**DNT 200 L* - Nutrition for Health Sciences**
- Study the chemical and biological aspects of food and nutrition and application of nutritional principles for optimum health. **Prerequisite:** 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.
- 8 WEEKS: June 9 - Aug. 8
- 3006 MW 7-9:45pm STAFF MNB 211

**DISTANCE LEARNING SECTIONS**
- DNT 200 index 7819 is a reserved section. Students can enroll when index 7822 is full. Students must have access to a computer connected to the Internet, must be computer literate, and if taking an online course for the first time, must attend orientation. Visit www.bccc.edu/E-Learning for more information. Examinations for online courses will be given on campus.
- 7819 STAFF WEB CRSE
- 7822 STAFF WEB CRSE
EARLY CHILDHOOD EDUCATION

ECE 112 - Maryland State Child Day Care Training Certification: Child Growth and Development, Part I - Learn about normal child growth and development from birth to twelve years, with particular emphasis on the period from two-to-five years. Three credits.
8 WEEKS: June 9 - Aug. 8
DISTANCE LEARNING SECTIONS
Students must have access to a computer connected to the Internet, must be computer literate and if taking an online course for the first time, must attend orientation. Visit www.bccc.edu>E-Learning for more information.
7735 Godwin WEB CRSE

ECE 114 - Caring for Infants and Toddlers - Learn about the normal growth and development from birth to three years, with particular emphasis on the period from birth to two years. Three credits.
8 WEEKS: June 9 - Aug. 8
DISTANCE LEARNING SECTIONS
Students must have access to a computer connected to the Internet, must be computer literate and if taking an online course for the first time, must attend orientation. Visit www.bccc.edu>E-Learning for more information.
7733 Godwin WEB CRSE

ECONOMICS

ECO201* - THE AMERICAN ECONOMY I: MACROECONOMIC THEORY - Study the overall functioning of the American economy through an examination of unemployment, inflation, recession, and more. Prerequisites: ENG 82, RENG 92 or appropriate ACCUPLACER scores. Three credits.
8 WEEKS: June 9 - Aug. 8
DISTANCE LEARNING SECTIONS
Students must have access to a computer connected to the Internet, must be computer literate and if taking an online course for the first time, must attend orientation. Visit www.bccc.edu>E-Learning for more information.
7842 BLAKE WEB CRSE

ENGLISH

RENG 91 - Reading & English Skills I - Zero credits.
8 WEEKS: June 9 - Aug. 8
1102 MTWR 9-10:40am STAFF MNB 164
1103 MTWR 2:30-4:00pm STAFF MNB 122

RENG 92 - Reading & English Skills II - Zero credits.
8 WEEKS: June 9 - Aug. 8
1104 MTWR 9-10:40AM STAFF MNB 130
1136 MTWR 11AM-12:40PM STAFF MNB 125
1138 MTWR 2-3:40PM STAFF MNB 162

ENG 101* - English Writing - Learn to establish a clear purpose in writing, develop this purpose with pertinent evidence, and adapt the writing to a range of audiences. Prerequisite: ENG 82, RENG 92 or appropriate ACCUPLACER scores. Three credits.
8 WEEKS: June 9 - Aug. 8
1225 MTW 9-10:50am STAFF MNB 124
3010 TWR 5:30-7:20pm STAFF MNB 158

DISTANCE LEARNING SECTIONS
Students must have access to a computer connected to the Internet, must be computer literate and if taking an online course for the first time, must attend orientation. Visit www.bccc.edu>E-Learning for more information.
7803 STAFF WEB CRSE

ENG 102* - Introduction to the Term Paper and Research Methods - Topics include selection, note taking, planning, composing, and documentation for preparing research assignments. Prerequisite: ENG 101. Three credits.
8 WEEKS: June 9 - Aug. 8
1721 MTW 9-10:50am STAFF MNB 256
3049 TR 5:30-8:15pm STAFF MNB 128

DISTANCE LEARNING SECTIONS
Students must have access to a computer connected to the Internet, must be computer literate and if taking an online course for the first time, must attend orientation. Visit www.bccc.edu>E-Learning for more information.
7810 STAFF WEB CRSE

ENG 200* - Introduction to Literature - Study the four literary forms - poetry, drama, the short story, and the novel. Prerequisite: ENG 101. Three credits.
5 WEEKS: June 4 - July 9

DISTANCE LEARNING SECTIONS
Students must have access to a computer connected to the Internet, must be computer literate and if taking an online course for the first time, must attend orientation. Visit www.bccc.edu>E-Learning for more information.
7805 Staff WEB CRSE

ENVIRONMENTAL SCIENCE

ES 110 - Environmental Science - Study the ways in which water, food, and energy supplies, air quality, housing safety, pest control, and public sanitation affect environmental health. Three credits.
8 WEEKS: June 9 - Aug. 8
DISTANCE LEARNING SECTIONS
FASH 108 index 7733 is an online hybrid course. Students must have access to a computer connected to the Internet, must be computer literate and if taking an online course for the first time, must attend orientation. Visit www.bccc.edu>E-Learning for more information.
7719 Danforth WEB CRSE

HEALTH AND LIFE FITNESS

HLF 100 - Life Fitness: Weight Training, Jogging, and Fitness - Fitness through the use of aerobic exercise is emphasized. One credit.
5 WEEKS: June 4 - July 9
1058 MTW 9-10:50am Rhames PEC 122

HLF 135 - Beginning Tennis - Fundamental skills, rules, and “tennis talk” are emphasized. One credit.
8 WEEKS: June 9 - Aug. 8
3022 S 9-10:50AM STAFF PEC 124

HLF 181 - Aerobic Dance I - Designed for fun and fitness, dances are choreographed to be simple enough for the “nondancing” student yet challenging enough to be stimulating. One credit.
5 WEEKS: June 4 - July 9
1056 TWR 9-10:50am McCormick PEC 117

HLF 201 - Personal and Community Health - Topics include contemporary concerns in health science such as mental health, sexuality and reproduction, drugs and alcohol, and more. Three credits.
5 WEEKS: June 4 - July 9
DISTANCE LEARNING SECTIONS
Students must have access to a computer connected to the Internet, must be computer literate and if taking an online course for the first time, must attend orientation. Visit www.bccc.edu>E-Learning for more information.
7817 STAFF WEB CRSE

HLF 205 - Human Sexuality - Explore health-focused perspectives on sexuality based on psychological, physiological, and sociological concepts. Three credits.
5 WEEKS: June 4 - July 9
DISTANCE LEARNING SECTIONS
Students must have access to a computer connected to the Internet, must be computer literate and if taking an online course for the first time, must attend orientation. Visit www.bccc.edu>E-Learning for more information.
7705 STAFF WEB CRSE

HLF 210 - Physical Fitness and Health - Learn about the role of exercise and the wellness approach to health and fitness. Two credits.
5 WEEKS: June 9 - July 9
3025 MW 6-8:30pm COOMBS PEC 122

DISTANCE LEARNING SECTIONS
Students must have access to a computer connected to the Internet, must be computer literate and attend orientation. Visit www.bccc.edu
CREDIT COURSES

ACCUPLACER test score in Elementary Algebra

Students are charged five billable hours. Prerequisite: MAT 60 or MAT 80 or appropriate ACCUPLACER score. Zero credits.

DISTANCE LEARNING SECTIONS
Students must have access to a computer connected to the Internet, must be computer literate and if taking an online course for the first time, must attend orientation. Visit www.bccc.edu>E-Learning for more information.

HUMANITIES

HUM 202 *- Survey of Art, Literature, and Music - Learn about the interrelationships of art and music, including historical perspectives and African and Eastern influences. Prerequisites: ENG 82, RENG 92 or appropriate ACCUPLACER scores. Three credits.

MATHEMATICS

MAT 80 - Arithmetic: Concepts and Applications - Topics include fractions, decimals, ratios, proportions, and percentages, and basic concepts in geometry. Students are charged three billable hours. Prerequisite: ACCUPLACER test. Zero credits.

MAT 91 - ELEMENTARY ALGEBRA - Topics include the four operations on real numbers, evaluation and simplification of polynomials, and solutions to linear equations. Students are charged five billable hours. Prerequisite: MAT 60 or MAT 80 or appropriate ACCUPLACER score. Zero credits.

MAT 92 - INTERMEDIATE ALGEBRA - Topics include operations of algebraic expressions, rules of exponents, scientific notation, and variation. Students are charged four billable hours. Prerequisite: MAT 81, MAT 81C, or MAT 81S, or MAT 81V, MAT 91, MAT 91M, or appropriate ACCUPLACER score. Zero credits.

MAT 107 - Modern Elementary Statistics - Learn about descriptive statistics, probability distributions, hypothesis testing, and experimental design. Prerequisites: MAT 82 or appropriate ACCUPLACER score; ENG 82. Three credits.

MAT 125 *- Finite Mathematics - Topics useful to students in business and social sciences are covered, with an emphasis on application rather than theory. Prerequisites: MAT 82, MAT 92, or appropriate ACCUPLACER score; ENG 82, RENG 92 or appropriate ACCUPLACER scores. Three credits.

MAT 128 *- Precalculus I: College Algebra - Study more advanced topics in algebra including functions and their graphs, inverse functions, and systems of linear and non-linear equations. Prerequisites: MAT 82 or appropriate ACCUPLACER score; ENG 82 or appropriate ACCUPLACER scores. Four credits.

All tests and exams will be administered by the Testing Center or Math Department at Liberty Campus.

MAT 91 - ELEMENTARY ALGEBRA - Topics include the four operations on real numbers, evaluation and simplification of polynomials, and solutions to linear equations. Students are charged five billable hours. Prerequisite: MAT 60 or MAT 80 or appropriate ACCUPLACER score. Zero credits.

MAT 92 - INTERMEDIATE ALGEBRA - Topics include operations of algebraic expressions, rules of exponents, scientific notation, and variation. Students are charged four billable hours. Prerequisite: MAT 81, MAT 81C, or MAT 81S, or MAT 81V, MAT 91, MAT 91M, or appropriate ACCUPLACER score. Zero credits.

Students must have access to a computer connected to the Internet, must be computer literate and if taking an online course for the first time, must attend orientation. Visit www.bccc.edu>E-Learning for more information.

HISTORY

H 101 *- History of American Civilization I - Learn about the settlement of the American nation from the Age of Exploration to the conclusion of the Civil War. Prerequisites: ENG 82, RENG 92 or appropriate ACCUPLACER scores.

MAT 92 - INTERMEDIATE ALGEBRA - Topics include operations of algebraic expressions, rules of exponents, scientific notation, and variation. Students are charged four billable hours. Prerequisite: MAT 81, MAT 81C, or MAT 81S, or MAT 81V, MAT 91, MAT 91M, or appropriate ACCUPLACER score. Zero credits.

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### Distance Learning Sections

**Students must have access to a computer connected to the Internet, must be computer literate and if taking an online course for the first time, must attend orientation. Visit [www.bccc.edu/E-Learning](http://www.bccc.edu/E-Learning) for more information.**

**7725**

**MAT 140 - Calculus I** - Study differential calculus, including limits, continuity, the derivative, and differentials. **Prerequisite:** MAT 129 or appropriate ACCUPLACER score. Four credits.

8 WEEKS: June 9 - Aug. 8

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Time</th>
<th>Instructor</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>1196</td>
<td>MTW</td>
<td>8-10:15am</td>
<td>Salajegheh</td>
<td>LSB 255</td>
</tr>
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</table>

**MAT 141 - Calculus II** - Study integral calculus, including applications of the definite integral and techniques of integration. **Prerequisite:** MAT 140 or appropriate ACCUPLACER score. Four credits.

8 WEEKS: June 9 - Aug. 8

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Time</th>
<th>Instructor</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>1210</td>
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<td>Salajegheh</td>
<td>LSB 238</td>
</tr>
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</table>

### MENTAL HEALTH TECHNOLOGY

**MH 1099 - Individual Study in Mental Health** - Independent Study enables a student who meets certain criteria to earn credit independent of a classroom setting for a specific course in the Catalog. Six credits.

8 WEEKS: June 9 - Aug. 8

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Time</th>
<th>Instructor</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>1063</td>
<td>MTW</td>
<td>11am-12:50pm</td>
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<td>MNB 310</td>
</tr>
</tbody>
</table>

### 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 Orientation course. Students may substitute CSS 110: College Success Seminar for PRE 100. Students in the Dietetic Technician Program may substitute DNT 110: Orientation to Dietetics. One credit.

5 WEEKS: June 4 - July 9

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Time</th>
<th>Instructor</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>1941</td>
<td>R</td>
<td>10:30am-1pm</td>
<td>STAFF</td>
<td>MNB 158</td>
</tr>
<tr>
<td>1942</td>
<td>M</td>
<td>1-3:30pm</td>
<td>STAFF</td>
<td>MNB 128</td>
</tr>
<tr>
<td>3503</td>
<td>R</td>
<td>5:30-8pm</td>
<td>STAFF</td>
<td>MNB 124</td>
</tr>
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</table>

**DISTANCE LEARNING SECTIONS**

Students must have access to a computer connected to the Internet, must be computer literate and if taking an online course for the first time, must attend orientation. Visit [www.bccc.edu/E-Learning](http://www.bccc.edu/E-Learning) for more information.

<table>
<thead>
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<th>Course Code</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>7813</td>
<td>STAFF</td>
</tr>
</tbody>
</table>

### PHILOSOPHY

**PHI 101 - Introduction to Philosophy** - Probe what is called human wisdom through an examination of representative philosophical problems. **Prerequisites:** ENG 82 or appropriate ACCUPLACER scores. Three credits.

8 WEEKS: June 9 - Aug. 8

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Time</th>
<th>Instructor</th>
<th>Location</th>
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</thead>
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<tr>
<td>1943</td>
<td>R</td>
<td>10:30am-1pm</td>
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<td>1942</td>
<td>M</td>
<td>1-3:30pm</td>
<td>STAFF</td>
<td>MNB 128</td>
</tr>
<tr>
<td>3503</td>
<td>R</td>
<td>5:30-8pm</td>
<td>STAFF</td>
<td>MNB 124</td>
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<table>
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</thead>
<tbody>
<tr>
<td>7818</td>
<td>Tchamala</td>
</tr>
</tbody>
</table>

### PHYSICAL THERAPY ASSISTANT

**PTT 215 - Pediatric Procedures** - Learn about growth, development and skills used to treat neurologically impaired children and adults. **Corequisites:** PTT 240, PTT 260. Two credits.

5 WEEKS: June 4 - July 9

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Instructor</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>7750</td>
<td>Servio-Mariano</td>
<td>WEB CRSE</td>
</tr>
</tbody>
</table>

### RESPIRATORY CARE

**RC 135 - Clinical Practicum III** - This practicum emphasizes respiratory care of the adult in the sub-acute setting. **Prerequisites:** BIO 212; RC 111, RC 112, RC 113, RC 115. **Corequisites:** RC 121, RC 122, RC 123, RC 125, RC 127. Four credits.

5 WEEKS: June 9 - Aug. 8

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Time</th>
<th>Instructor</th>
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**RC 135 L* - Clinical Practicum III Lab** - Zero credits.

5 WEEKS: June 4 - July 9

<table>
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<th>Course Code</th>
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<th>Instructor</th>
<th>Location</th>
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<tr>
<td>1094</td>
<td>MTWRF</td>
<td>10am-12pm</td>
<td>STAFF</td>
<td>MNB 207</td>
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### SOCIOLOGY

**SOC 101 - Introduction to Sociology** - Study sociological concepts, methods, and theories about social structures and processes. **Prerequisites:** ENG 82, RENG 92 or appropriate ACCUPLACER scores. Three credits.

5 WEEKS: June 4 - July 9

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Time</th>
<th>Instructor</th>
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</table>

**SOC 210 - The Urban Community** - Examine the role of urbanization in the development of social systems, social change, stratification, and human and physical renewal. Three credits.

5 WEEKS: June 4 - July 9

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Time</th>
<th>Instructor</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>1113</td>
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<td>STAFF</td>
<td>CLIN</td>
</tr>
<tr>
<td>1114</td>
<td>WR</td>
<td>7am-3:30pm</td>
<td>STAFF</td>
<td>CLIN</td>
</tr>
<tr>
<td>1115</td>
<td>WR</td>
<td>7am-3:30pm</td>
<td>STAFF</td>
<td>CLIN</td>
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</table>

**DISTANCE LEARNING SECTIONS - HYBRID**

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<tbody>
<tr>
<td>7750</td>
<td>Servio-Mariano</td>
<td>WEB CRSE</td>
</tr>
</tbody>
</table>
SPEECH

SP 101 * - Fundamentals of Speech Communication - Topics include communication theory, interviewing, and informative and persuasive speaking. Prerequisite: ENG 82 or RENG 92. Three credits.
8 WEEKS: June 9 - Aug. 8
1227 M T W 10am-12:50pm Rigby MNB 158

SURGICAL TECHNOLOGY

SGT 105 * - Hospital Clinical I - Students are assigned to a clinical affiliation in an operating room five days a week, totaling 280 of the program's required clinical hours. Prerequisites: AH 230; BIO 112; SGT 103; SGT 104. Five credits.
8 WEEKS: June 9 - Aug. 8
OFF CAMPUS
1041 M T W R F 7am-3:30pm STAFF HOSP HOSP
1048 M T W R F 7am-3:30pm STAFF HOSP HOSP

SUMMER I 2014 CREDIT COURSES - OFF CAMPUS

NOTE: The course listings in this document are current as of the date shown at the bottom of each page. Please use the online credit course lookup for current course information.

BIOPARK (BIOP)
801 W. BALTIMORE STREET 21201

MAT 107 * - Modern Elementary Statistics - 3 credits
7001 TR 6-8:30pm WHITEHEAD BIOP 210
### SUMMER I CREDIT COURSES E-LEARNING DISTANCE LEARNING: BCCC ONLINE COURSES

**NOTE:** The course listings in this document are current as of the date shown at the bottom of each page. Please use the online credit course lookup for current course information.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Type</th>
<th>Credits</th>
<th>Instructor</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>AH 130</td>
<td>Medical Terminology</td>
<td>3 credits</td>
<td></td>
<td>TBA: TBA STAFF</td>
<td>WEB CRSE</td>
</tr>
<tr>
<td>BIO 101</td>
<td>General Biology</td>
<td>3 credits</td>
<td></td>
<td>Greenwood</td>
<td>WEB CRSE</td>
</tr>
<tr>
<td>BIO 102</td>
<td>Principles of Biology</td>
<td>4 credits</td>
<td></td>
<td>Radhakrishnan</td>
<td>WEB CRSE</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Writing</td>
<td>3 credits</td>
<td></td>
<td>STAFF</td>
<td>WEB CRSE</td>
</tr>
<tr>
<td>ENG 102</td>
<td>Introduction to Film</td>
<td>3 credits</td>
<td></td>
<td>Radhakrishnan</td>
<td>WEB CRSE</td>
</tr>
<tr>
<td>ENG 200</td>
<td>Introduction to Literature</td>
<td>3 credits</td>
<td></td>
<td>Vance</td>
<td>WEB CRSE</td>
</tr>
<tr>
<td>H 101</td>
<td>History of American Civilization I</td>
<td>3 credits</td>
<td></td>
<td>Omo-Osagie</td>
<td>WEB CRSE</td>
</tr>
<tr>
<td>H 151</td>
<td>World History I</td>
<td>3 credits</td>
<td></td>
<td>STAFF</td>
<td>WEB CRSE</td>
</tr>
<tr>
<td>MAT 80</td>
<td>Arithmetic: Concepts and Applications</td>
<td>0 credits</td>
<td></td>
<td>Kochesfahani</td>
<td>WEB CRSE</td>
</tr>
<tr>
<td>MAT 91</td>
<td>Elementary Algebra</td>
<td>0 credits</td>
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<td>MAT 92</td>
<td>Intermediate Algebra</td>
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<td>MAT 107</td>
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<td>MAT 125</td>
<td>Finite Mathematics</td>
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<td>Precalculus I: College Algebra</td>
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<tr>
<td>MAT 129</td>
<td>Precalculus II: College Algebra</td>
<td>4 credits</td>
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### CREDIT COURSES

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<td>BIO 102L</td>
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<td>BIO 111</td>
<td>Anatomy and Physiology I</td>
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<td>BUAD 100</td>
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<td>BUAD 112</td>
<td>Computers for Business Management</td>
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<td>BCAP 104</td>
<td>Introduction to Operating Systems: DOS/Windows</td>
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<td>CLT 100</td>
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<td>DNT 200</td>
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<td>ENG 101</td>
<td>English Writing</td>
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<td>HUM 202</td>
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<td>MAT 92</td>
<td>Intermediate Algebra</td>
<td>0 credits</td>
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<tr>
<td>MAT 107</td>
<td>Modern Elementary Statistics</td>
<td>3 credits</td>
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<td>Kaye</td>
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<tr>
<td>MAT 125</td>
<td>Finite Mathematics</td>
<td>4 credits</td>
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<tr>
<td>MAT 126</td>
<td>Precalculus I: College Algebra</td>
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<tr>
<td>MAT 129</td>
<td>Precalculus II: College Algebra</td>
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### ART

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<tr>
<td>ART 225</td>
<td>Introduction to Film</td>
<td>3 credits</td>
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### BUSINESS ADMINISTRATION

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<tr>
<td>BUAD 100</td>
<td>Introduction to Business</td>
<td>3 credits</td>
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<tr>
<td>BUAD 112</td>
<td>Computers for Business Management</td>
<td>3 credits</td>
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### BUSINESS COMPUTER APPLICATIONS

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<td>CHEM 101</td>
<td>General Chemistry I</td>
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<td>CLT 100</td>
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<td>DNT 200</td>
<td>Nutrition for Health Sciences</td>
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<td>ECE 112</td>
<td>Maryland State Child Day Care Training Certification: Child Growth and Development, Part I</td>
<td>3 credits</td>
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<tr>
<td>ECO 201**</td>
<td>The American Economy I: Macroeconomic Theory</td>
<td>3 credits</td>
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ORIENTATION
PRE 100 - Preparation for Academic Achievement - 1 credit  
7813 TBA TBA:TBA STAFF WEB CRSE

PHILOSOPHY
PHI 101 * - Introduction to Philosophy - 3 credits  
7818 TBA TBA:TBA Tchamala WEB CRSE

PSYCHOLOGY
PSY 101 * - Introductory Psychology - 3 credits

SUMMER 2014 CREDIT COURSES
ACCELERATED COURSES - SESSION I
NOTE: The course listings in this document are current as of the date shown at the bottom of each page. Please use the online credit course lookup for current course information.

BUSINESS COMPUTER APPLICATIONS
BCAP 126 * - Comprehensive Spreadsheets - Three credits.  
BCAP 126 index 8705 is a contract course for Year-Up students only. This course meets 6/9-7/14/14. Students must contact Dr. Bob Iweha at 410-462-7637 or Dr. Wayne Beckles at 410-462-8560.  
8705 MTWR 9-11am STAFF MNB 326
BCAP 126 index 8708 is a contract course for Year-Up students only. This course meets 6/9-7/14/14. Students must contact Dr. Bob Iweha at 410-462-7637 or Dr. Wayne Beckles at 410-462-8560.  
8708 MTW 11:30am-1:30pm STAFF MNB 326

HEALTH AND LIFE FITNESS
HLF 100 - Life Fitness: Weight Training, Jogging, and Fitness - One credit.  
1058 MTW 9-10:50am Rhames PEC 122
HLF 181 - Aerobic Dance I - One credit.  
1056 TWR 9-10:50am McCormick PEC 117
HLF 210 - Physical Fitness and Health - Two credits.  
3025 MW 6-8:30pm COOMBS PEC 122

ORIENTATION
PRE 100 - Preparation for Academic Achievement - One credit  
1941 R 10:30am-1pm STAFF MNB 158
1942 M 1:30pm-3pm STAFF MNB 128
3503 R 5:30pm-8pm STAFF MNB 124

PHYSICAL THERAPIST ASSISTANT
PTT 215 * - Pediatric Procedures - Two credits.  
PTT 215 and PTT 215L indexes 1092, 1093, and 1094 are held at Mount Washington Pediatric Center by qualified Physical Therapy staff. Occasionally, written exams or labs will take place at BCCC. The courses will start on May 28, 2014 and end on June 18, 2014. The responsible coordinator for the course is Dr. James Dyett, Jr.  
1092 MTWR 9-9:50am Branch-Johnson MNB 209

SOCIOLOGY
SOC 210 * - The Urban Community - 3 credits  
SOC 210, Index 7750 is an online Accelerated I hybrid course.  
7750 TBA TBA:TBA Servio-Mariano WEB CRSE

PSY 104 * - Developmental Psychology - 3 credits  
7826 TBA TBA:TBA STAFF WEB CRSE
SUMMER II 2014 CREDIT COURSES

NOTE: The course listings in this document are current as of the date shown at the bottom of each page. Please use the online credit course lookup for current course information.

EARLY CHILDHOOD EDUCATION

ECE 109* - An Introduction to School-Age Group Day Care
Gain an introduction to the field of school-age day care, with emphasis on the basic concepts of the development of six- to fourteen-year-old children. Four credits.
8 WEEKS: June 9 - Aug. 8

DISTANCE LEARNING SECTIONS
Students must have access to a computer connected to the Internet, must be computer literate and if taking an online course for the first time, must attend orientation. Visit www.bccc.edu>E-Learning for more information.

7733 STAFF WEB CRSE

ECE 113 - A Maryland State Child Day Care Training Certification: Programs and Activities, Part II
Learn about the child day care environment for the development of appropriate physical, psycho-social, and cognitive skills of children from birth to twelve years. Three credits.
8 WEEKS: June 9 - Aug. 8

DISTANCE LEARNING SECTIONS
Students must have access to a computer connected to the Internet, must be computer literate and if taking an online course for the first time, must attend orientation. Visit www.bccc.edu>E-Learning for more information.

7705 Godwin WEB CRSE

ECONOMICS

ECO 202* - The American Economy II: Macroeconomic Theory
Study the overall functioning of the American economy through an examination of unemployment, inflation, recession, and more. Prerequisites: ENG 82, RENG 92 or appropriate ACCUPLACER scores. Three credits.
5 WEEKS: June 9 - July 14

DISTANCE LEARNING SECTIONS
Students must have access to a computer connected to the Internet, must be computer literate and if taking an online course for the first time, must attend orientation. Visit www.bccc.edu>E-Learning for more information.

7792 Blake WEB CRSE

ENGLISH

RENG 92* - Reading & English Skills II
Zero credits.
5 WEEKS: June 9 - July 14

3027 MTWR 5:30-8:45PM STAFF MNB 125

ENG 101* - English Writing
Learn to establish a clear purpose in writing, develop this purpose with pertinent evidence, and adapt the writing to a range of audiences. Prerequisite: ENG 82, RENG 92 or appropriate ACCUPLACER scores. Three credits.
5 WEEKS: June 9 - July 14

DISTANCE LEARNING SECTIONS
Students must have access to a computer connected to the Internet, must be computer literate and if taking an online course for the first time, must attend orientation. Visit www.bccc.edu>E-Learning for more information.

1006 MWF 11am-12:40pm STAFF MNB 154

ENG 102* - Introduction to the Term Paper and Research Methods
Topics include selection, note taking, planning, composing, and documentation for preparing research assignments. Prerequisite: ENG 101. Three credits.
5 WEEKS: June 9 - July 14

DISTANCE LEARNING SECTIONS
Students must have access to a computer connected to the Internet, must be computer literate and if taking an online course for the first time, must attend orientation. Visit www.bccc.edu>E-Learning for more information.

7221 STAFF WEB CRSE

ENG 191* - Special Topics in English
This course is the umbrella course name for any custom-designed course in English contracted by an outside business or government agency. Two credits.
5 WEEKS: June 9 - July 14

1030 MTWR 9-11am STAFF MNB 160

ENG 200* - Introduction to Literature
Study the four literary forms – poetry, drama, the short story, and the novel. Prerequisite: ENG 101. Three credits.
5 WEEKS: June 9 - July 14

DISTANCE LEARNING SECTIONS
Students must have access to a computer connected to the Internet, must be computer literate and if taking an online course for the first time, must attend orientation. Visit www.bccc.edu>E-Learning for more information.

7718 STAFF WEB CRSE

HEALTH AND LIFE FITNESS

HLF 100 - Life Fitness: Weight Training, Jogging, and Health
Fitness - Fitness through the use of aerobic exercise is emphasized. One credit.
5 WEEKS: June 9 - July 14

1115 TWR 11am-12:50pm STAFF PEC 122

HLF 181 - Aerobic Dance I
Designed for fun and fitness, dances are choreographed to be simple enough for the "nondancing" student yet challenging enough to be stimulating. One credit.
5 WEEKS: June 9 - July 14

7800 Andrews WEB CRSE

HLF 201 - Personal and Community Health
Topics include contemporary concerns in health science such as mental health, sexuality and reproduction, drugs and alcohol, and more. Three credits.
5 WEEKS: June 9 - July 14

DISTANCE LEARNING SECTIONS
Students must have access to a computer connected to the Internet, must be computer literate and if taking an online course for the first time, must attend orientation. Visit www.bccc.edu>E-Learning for more information.

7701 STAFF WEB CRSE

HLF 205 - Human Sexuality
Explore health-focused perspectives on sexuality based on psychological, physiological, and sociological concepts. Three credits.
5 WEEKS: June 9 - July 14

DISTANCE LEARNING SECTIONS
Students must have access to a computer connected to the Internet, must be computer literate and if taking an online course for the first time, must attend orientation. Visit www.bccc.edu>E-Learning for more information.

7801 STAFF WEB CRSE

HLF 210 - Physical Fitness and Health
Learn about the role of exercise and the wellness approach to health and fitness. Two credits.
5 WEEKS: June 9 - July 14

DISTANCE LEARNING SECTIONS
Students must have access to a computer connected to the Internet, must be computer literate and attend orientation. Visit www.bccc.edu (click on Academics>Distance Learning).

7703 Andrews WEB CRSE

7800 Andrews WEB CRSE

HISTORY

H 102* - History of American Civilization II
Examine the emergence of the American nation as a major industrial and world power from the post-Civil War era to modern times. Prerequisites: ENG 82, RENG 92 or appropriate ACCUPLACER scores. Three credits.
5 WEEKS: June 9 - July 14

DISTANCE LEARNING SECTIONS
Students must have access to a computer connected to the Internet, must be computer literate and if taking an online course for the first time, must attend orientation. Visit www.bccc.edu>E-Learning for more information.
CREDIT COURSES

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.
5 WEEKS: June 9 - July 14

**DISTANCE LEARNING SECTIONS**
Students must have access to a computer connected to the Internet, must be computer literate and if taking an online course for the first time, must attend orientation. Visit www.bccc.edu>E-Learning for more information.

PSYCHOLOGY

**PSY 101 * - Introductory Psychology** - Learn about physiological, emotional, intellectual, and social forces that influence the development of human behavior. **Prerequisites:** ENG 82, RENG 92 or appropriate ACCUPLACER scores. Three credits.
Accelerated II: July 8 - Aug. 11

**DISTANCE LEARNING SECTIONS**
Students must have access to a computer connected to the Internet, must be computer literate and if taking an online course for the first time, must attend orientation. Visit www.bccc.edu>E-Learning for more information.

SOCIOMETRY

**SOC 101 * - Introduction to Sociology** - Study sociological concepts, methods, and theories about social structures and processes. **Prerequisites:** ENG 82, RENG 92 or appropriate ACCUPLACER scores. Three credits.
5 WEEKS: July 8 - Aug. 11

**DISTANCE LEARNING SECTIONS**
Students must have access to a computer connected to the Internet, must be computer literate and if taking an online course for the first time, must attend orientation. Visit www.bccc.edu>E-Learning for more information.
ORIENTATION

FOR STUDENTS
ENROLLED IN ONLINE OR HYBRID COURSES

In order to become familiar with course expectations and the learning management system (Blackboard), students who register for online and/or hybrid courses for the first time are required to attend an orientation prior to the start of the semester. The orientations may be done on-campus or through webinars conducted online in real time.

On-campus orientation sessions are usually held at the Liberty Campus, Nursing Building, Room 201, Gaare Auditorium. You do not need to sign up. Check the E-Learning page for date, time and location information for the orientation dates, or click on http://bccc.blackboard.com

Webinars can be done from home, but you must register for a session. To register, follow the directions provided on the Blackboard login page approximately three weeks prior to the semester start, or on the E-Learning page of the College’s website.

More information is available at the E-Learning Department, Liberty Campus, Harper Hall, Room 111, Telephone: 410-462-7719 or email at distancelearning@bccc.edu

What is an Online and/or Hybrid Courses?
Online courses are taught via the Internet. Students communicate with their instructors and one another asynchronously (not in real time). Course documents, papers and assignments are exchanged through Blackboard, the learning management system used at the College, http://bccc.blackboard.com. For certain courses, students may be required to come to campus for testing. Hybrid courses are taught partly online, partly in the classroom. Students enrolled in hybrid courses must attend specific on-campus sessions (see Course listings for specific dates, times, and locations), and complete the rest of the coursework through the Internet.

Do I Have the Hardware Requirements for Online or Hybrid Courses?
Students who wish to enroll in online courses must have access to a computer that is Pentium classed (PII, PIII, or PIV), has at least 32MB RAM, a 56 kbps modem, and is connected to the Internet. BCCC’s open lab computers can be used for online courses.

What Computer Skills or Requirements are Needed for Online or Hybrid Courses?
Students must have adequate computer skills in order to be able to complete online courses successfully. For a self-test of computer skills, students should access BCCC’s Website at http://www.bccc.edu, (click on E-Learning > Are Online Courses for You?).
FALL 2014 CREDIT COURSES

NOTE: The course listings in this document are current as of the date shown at the bottom of each page. Please use the online credit course lookup for current course information.

ACCOUNTING

ACCT 211 - Accounting Principles I - The basic concepts of accounting with emphasis on accumulating and reporting financial results. Prerequisites: MAT 81 or satisfactory ACCUPLACER score. Three credits.
15 WEEKS: Aug. 25 - Dec. 21
2011 TR 10:30-11:55am STAFF MNB 230
1014 MW 11am-12:25pm STAFF MNB 230

DISTANCE LEARNING SECTIONS
Students must have access to a computer connected to the Internet, must be computer literate and if taking an online course for the first time, must attend orientation. Visit www.bccc.edu>E-Learning for more information.
7822 STAFF WEB CRSE
12 WEEKS: Sept. 18 - Dec. 16
3008 T 9am-12:30pm STAFF MNB 230
ACCT 212* - Accounting Principles II - The corporate business form, earnings determination, internal accounting, and financial statement analysis. Prerequisite: ACCT 201 or ACCT 211. Three credits.
16 WEEKS: Aug. 25 - Dec. 21
2012 TR 9:10-10:25am STAFF MNB 230
4020 TR 5:25-6:40pm STAFF MNB 230
12 WEEKS: Sept. 18 - Dec. 16

DISTANCE LEARNING SECTIONS
Students must have access to a computer connected to the Internet, must be computer literate and if taking an online course for the first time, must attend orientation. Visit www.bccc.edu>E-Learning for more information.
7823 STAFF WEB CRSE

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 or ACCT 212. Three credits.
16 WEEKS: Aug. 25 - Dec. 21
4018 T 6:30-9:10pm STAFF MNB 230

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.
15 WEEKS: Aug. 25 - Dec. 21

DISTANCE LEARNING SECTIONS
Students must have access to a computer connected to the Internet, must be computer literate and if taking an online course for the first time, must attend orientation. Visit www.bccc.edu>E-Learning for more information.
7793 STAFF WEB CRSE

ACCT 235* - Cost Accounting - Various cost accounting methods used in manufacturing and service enterprises. Excel templates used. Prerequisite: ACCT 202 or ACCT 235. Three credits.
15 WEEKS: Aug. 25 - Dec. 21
4019 R 6:30-9:10pm STAFF MNB 230

ACCT 265* - Income Tax Accounting - Practice filing the Federal Income Tax using TurboTax software. Prerequisite: ACCT 201 or ACCT 212. Three credits.
12 WEEKS: Sept. 18 - Dec. 16

DISTANCE LEARNING SECTIONS
Students must have access to a computer connected to the Internet, must be computer literate and if taking an online course for the first time, must attend orientation. Visit www.bccc.edu>E-Learning for more information.
7717 STAFF WEB CRSE

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.
3043 W 6-8:25pm STAFF MNB 256

AD 106 - Fundamentals of Chemical Dependency Treatment - The foundation course for all addiction counselors. Three credits.
16 WEEKS: Aug. 25 - Dec. 21
1570 TR 8-9:15am STAFF MNB 256
3042 M 6-8:30pm STAFF MNB 256

DISTANCE LEARNING SECTIONS
Students must have access to a computer connected to the Internet, must be computer literate and if taking an online course for the first time, must attend orientation. Visit www.bccc.edu>E-Learning for more information.
7799 STAFF WEB CRSE

AH 135* - Allied Health Pharmacology - Learn trade, generic, and chemical names of medications, indications for giving medication, drug interactions, systems of measurement and more. Prerequisite: AH 130. Two credits.
15 WEEKS: Aug. 25 - Dec. 21

DISTANCE LEARNING SECTIONS
Students must have access to a computer connected to the Internet, must be computer literate and if taking an online course for the first time, must attend orientation. Visit www.bccc.edu>E-Learning for more information.
7788 STAFF WEB CRSE

AD 108 - Pharmacology of Chemical Dependency - Learn the pharmacological effects of alcohol, sedative/hypnotics, narcotics, hallucinogens, and stimulants. Three credits.
16 WEEKS: Aug. 25 - Dec. 21
1571 TR 9:30-10:45am STAFF MNB 304
3043 W 6-8:25pm STAFF MNB 256

AD 201* - Chemical Dependency Counseling Skills - Emphasis on establishing and maintaining a therapeutic relationship. Prerequisites: ADC 106; ADC 108. Three credits.
8 WEEKS-ACCELERATED I: Aug. 25 - Oct. 20

DISTANCE LEARNING SECTIONS
Students must have access to a computer connected to the Internet, must be computer literate and if taking an online course for the first time, must attend orientation. Visit www.bccc.edu>E-Learning for more information. Examinations for online classes will be given on campus.
7991 STAFF WEB CRSE

AD 202* - Assessment and Treatment Planning with Chemically Dependent Clients - Learn the core functions of screening, intake, orientation, assessment, and treatment planning. Prerequisites: ADC 106; ADC 108. Three credits.
8 WEEKS-ACCELERATED II: Oct. 23 - Dec. 21
### BALTIMORE CITY COMMUNITY COLLEGE SCHEDULE OF CLASSES

#### CREDIT COURSES

**ALLIED HUMAN SERVICES-AHS**

**AHS 100 - Introduction to Human Services** - Core concepts, values, and generic approaches to helping people, groups, and community are examined. Four credits.

- **Prerequisite:** AHS 100
- **16 WEEKS:** Aug. 25 - Dec. 21
- **1505 TR 11am-12:20pm STAFF MNB 128**
- **1507 TR 12:30-1:50pm STAFF MNB 258**
- **3039 T 6-8:30pm STAFF MNB 114**

### DISTANCE LEARNING SECTIONS

Students must have access to a computer connected to the Internet, must be computer literate and if taking an online course for the first time, must attend orientation. Visit [www.bccc.edu>E-Learning for more information.](http://www.bccc.edu)

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**AHS 101* - Clinical/Fieldwork I: Human Services**

- **Individual Counseling** - Examine the characteristics of an effective helper. Clinical/fieldwork offers experience with the realities of careers in human services. Four credits.
- **Prerequisite:** AHS 100
- **16 WEEKS:** Aug. 25 - Dec. 21
- **1509 TR 1-2:40pm STAFF LSB 237**
- **3072 R 6-9:20pm STAFF MNB 256**

**AHS 102* - Clinical/Fieldwork II: Human Services Group Counseling** - Explore group dynamics, assertiveness training, behavior modification, self-assessment, identifying resources, goal reorientation and more. Five credits.

- **Prerequisite:** AHS 101
- **16 WEEKS:** Aug. 25 - Dec. 21
- **1518 TR 11am-12:20pm STAFF MNB 258**

### DISTANCE LEARNING SECTIONS

Students must have access to a computer connected to the Internet, must be computer literate and if taking an online course for the first time, must attend orientation. Visit [www.bccc.edu>E-Learning for more information.](http://www.bccc.edu)

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**AHS 103 - Group Dynamics: Small Group Analysis** - Develop an understanding of group functions through role-play, psychodrama, sociodrama, and conflict management. Three credits.

- **16 WEEKS:** Aug. 25 - Dec. 21
- **1513 MWF 10-10:55am STAFF MNB 258**
- **1514 TR 12:30-1:50pm STAFF MNB 228**
- **3250 R 5:30-8:15pm STAFF MNB 128**
- **8 WEEKS-ACCELERATED I: Aug. 25 - Oct. 20**
- **7659 S 9am-1:45pm STAFF MNB 256**

**AHS 200* - Clinical/Fieldwork III: Human Services**

- **Multicultural Counseling** - Demonstrate the ability to function in day-to-day direct service with multicultural clients. Six credits.
- **Prerequisite:** AHS 102
- **16 WEEKS:** Aug. 25 - Dec. 21
- **1523 TR 11am-12:20pm STAFF LSB 120**
- **3028 T 5:30-8:20pm STAFF MNB 304**

**AHS 295* - Professional Ethics in the Human Services** - Survey the ethical, legal, and professional issues facing the human services worker. **Prerequisite:** AHS 101. Three credits.

- **15 WEEKS:** Aug. 25 - Dec. 21
- **1525 TR 2-3:20pm STAFF MNB 256**
- **8 WEEKS-ACCELERATED: Oct. 23 - Dec. 21**

### DISTANCE LEARNING SECTIONS

Students must have access to a computer connected to the Internet, must be computer literate and if taking an online course for the first time, must attend orientation. Visit [www.bccc.edu>E-Learning for more information.](http://www.bccc.edu)

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### ART

**ART 101 - Beginning Drawing** - Learn composition through still life, figure, and landscape themes using pencil, pastel, and ink. Three credits.

- **15 WEEKS:** Aug. 25 - Dec. 21
- **1359 TR 11am-12:20pm STAFF MNB 064A**

**ART 105 - Fundamentals of Design** - Use various media to explore line, color, texture, and shape, balance, rhythm, and contrast in graphic design, painting, and fashion design. Three credits.

- **15 WEEKS:** Aug. 25 - Dec. 21
- **1356 F 12:2-50pm STAFF MNB 062A**

**ART 106 * - Art in the Culture** - View visual arts in current Western culture including works created in Maryland by artists working within and outside the ethnic and racial mainstreams. **Prerequisite:** ENG 82. Three credits.

- **15 WEEKS:** Aug. 25 - Dec. 21
- **1008 TR 11am-12:35pm STAFF NRS 103**
- **12 WEEKS:** Sept. 18 - Dec. 16
- **1361 T 9am-12:20pm STAFF MNB 065A**
- **1301 R 5:30-8:55pm STAFF MNB 065A**

**ART 107 - Basic Photography** - Learn camera operations, principles of exposure, film development, and printing through lectures, demonstrations, and hands-on practice. Students must have access to a working 35 millimeter complete course assignments. Three credits.

- **15 WEEKS:** Aug. 25 - Dec. 21
- **1362 W 9-11:30am STAFF MNB 065A**

**ART 113* - History of Art I** - Slides, films, and printed materials present art from prehistoric times through the Middle Ages. **Prerequisites:** ENG 82. Three credits.

- **15 WEEKS:** Aug. 25 - Dec. 21
- **1309 R 5:30-8:15pm STAFF MNB 114**

**ART 114* - History of Art II** - Major artists and art movements from the Renaissance to modern times are examined, including contributions of minority groups. **Prerequisites:** ENG 82. Three credits.

- **12 WEEKS:** Sept. 18 - Dec. 16

### DISTANCE LEARNING SECTIONS

Students must have access to a computer connected to the Internet, must be computer literate and if taking an online course for the first time, must attend orientation. Visit [www.bccc.edu>E-Learning for more information.](http://www.bccc.edu)

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**ART 121 - Arts and Crafts** - Students explore creative possibilities with paper, wire, wood, leather, and other media. Three credits.

- **15 WEEKS:** Aug. 25 - Dec. 21
- **1366 M 11am-1:30pm STAFF MNB 062A**

**ART 122* - Introduction to African American Visual Arts** - Economic, political, and racial issues helped shape African American artistic creativity. Course includes lectures, discussion, gallery and museum visits. **Prerequisites:** ENG 82. Three credits.

- **15 WEEKS:** Aug. 25 - Dec. 21
- **1365 TR 11am-12:35pm STAFF MNB 065A**

**ART 207 - Basic Ceramics** - Learn the basic techniques of clay work, both hand-building and using the pottery wheel. Three credits.

- **15 WEEKS:** Aug. 25 - Dec. 21
- **1368 F 9-11:30am STAFF MNB 193**

**ART 225 * - Introduction to Film** - Viewing important films followed by writing/speaking about them. **Prerequisites:** ENG 82 or appropriate ACC-UPLACER scores. Three credits.

- **15 WEEKS:** Aug. 25 - Oct. 20

### DISTANCE LEARNING SECTIONS

Students must have access to a computer connected to the Internet, must be computer literate and if taking an online course for the first time, must attend orientation. Visit [www.bccc.edu>E-Learning for more information.](http://www.bccc.edu)

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### BIOLOGY

**BIO 101* - General Biology** - Investigate the chemistry of life, cells, membrane transport, and cellular respiration, as well as major organ systems in humans. Transfer students and Business Administration majors should take a four-credit lab science course. **Prerequisites:** MAT 80; ENG 82; or appropri-
15 WEEKS: Aug. 25 - Dec. 21

2018 
F 
9-11:45am
STAFF 
MNB 154
1737 
MW 
9:30-10:55am
STAFF 
MNB 236
1740 
MW 
10:30-11:55am
STAFF 
MNB 114
1741 
TR 
2-3:25pm
STAFF 
MNB 154
3867 
F 
5:30-8:15pm
STAFF 
MNB 310
3872 
M 
7-9:45pm
STAFF 
MNB 120
4615 
R 
7-9:45pm
STAFF 
MNB 258

DISTANCE LEARNING SECTIONS
Students must have access to a computer connected to the Internet, must be computer literate and if taking an online course for the first time, must attend orientation. Visit www.bccc.edu>E-Learning for more information.
7719 
STAFF 
WEBCRSE

BIO 102 * - Principles of Biology - Investigate biochemistry, cell biology, genetics, evolution, ecology, reproduction, and energetics in the plant and animal kingdoms. Prerequisites: MAT 81 and ENG 82; or appropriate ACCUPLACER scores. Four credits. 
7000 
MW 
9:30-10:55am
STAFF 
BIOP 228
7001 
TR 
11am-12:25pm
STAFF 
BIOP 228
3003 
F 
5:30-8:15pm
STAFF 
MNB 154
3870 
W 
7-9:45pm
STAFF 
MNB 234B
7013 
M 
5:30-8:15pm
STAFF 
BIOP 228

DISTANCE LEARNING SECTIONS
Students must have access to a computer connected to the Internet, must be computer literate and if taking an online course for the first time, must attend orientation. Visit www.bccc.edu>E-Learning for more information.
7757 
STAFF 
WEBCRSE
7862 
STAFF 
WEBCRSE
12 WEEKS: Sept. 18 - Dec. 16
3889 
W 
4:45-6:50pm
STAFF 
MNB 306

BIO 102 L* - Principles of Biology Lab - Zero credits. 
15 WEEKS: Aug. 25 - Dec. 21
BIO 102L class is located at BCCC South Pavilion - Conference C, 2600 Liberty Heights Ave, Baltimore, MD 21215
1016 
W 
1-3:35pm
LIBERTY
1743 
T 
1-3:35pm
LIBERTY
1759 
M 
1-3:45pm
LIBERTY
3874 
R 
7-9:45pm
LIBERTY

OFF CAMPUS
1731 
F 
8-10:45am
STAFF 
BIOP 205
3004 
S 
9-11:45am
STAFF 
BIOP 205
7002 
M 
11am-1:45pm
STAFF 
BIOP 205
7003 
W 
11am-1:35pm
STAFF 
BIOP 205
1745 
F 
1:30-4:25pm
STAFF 
BIOP 205
7014 
W 
5:30-8:05pm
STAFF 
BIOP 205

DISTANCE LEARNING SECTIONS
Students must have access to a computer connected to the Internet, must be computer literate and if taking an online course for the first time, must attend orientation. Visit www.bccc.edu>E-Learning for more information.
7758 
STAFF 
WEBCRSE
7871 
STAFF 
WEBCRSE
12 WEEKS: Sept. 18 - Dec. 16
The class is located at BCCC South Pavilion - Conference C, 2600 Liberty Heights Ave, Baltimore, MD 21215
3890 
T 
4:45-7:10pm
STAFF 
LIBERTY

BIO 107 * - Anatomy and Physiology - Study the human body from its biochemical and subcellular aspects through tissues and organ systems. Prerequisites: MAT 81; ENG 82; or appropriate ACCUPLACER scores; BIO 101 or BIO 102. Four credits. 
15 WEEKS: Aug. 25 - Dec. 21
1747 
TR 
8-9:25am
STAFF 
MNB 239
3000 
TR 
6-7:25pm
STAFF 
MNB 239

BIO 107 L* - Anatomy and Physiology Lab - Zero credits. 
15 WEEKS: Aug. 25 - Dec. 21
1748 
TR 
9:30-10:55am
STAFF 
MNB 239
3001 
TR 
7:30-8:55pm
STAFF 
MNB 239

BIO 111 * - Anatomy and Physiology I - Study the human body with emphasis on the integumentary, skeletal, muscular, nervous, and endocrine systems. Prerequisites: BIO 101 or BIO 102. Four credits. 
15 WEEKS: Aug. 25 - Dec. 21
1733 
MW 
9:30-10:55am
STAFF 
MNB 238
1758 
TR 
11am-12:25pm
STAFF 
MNB 256

OFF CAMPUS
7007 
TR 
9:30-10:55am
STAFF 
BIOP 228
3880 
TR 
5:30-6:55pm
STAFF 
MNB 238
3887 
F 
5:30-8:15pm
STAFF 
MNB 120
3862 
MW 
6-7:25pm
STAFF 
MNB 304

DISTANCE LEARNING SECTIONS
Students must have access to a computer connected to the Internet, must be computer literate and if taking an online course for the first time, must attend orientation. Visit www.bccc.edu>E-Learning for more information.
7828 
STAFF 
WEB CRSE
12 WEEKS: Sept. 18 - Dec. 16
3902 
S 
12:30-4pm
STAFF 
MNB 118
3895 
MW 
7:30-8:40pm
STAFF 
MNB 158

BIO 111 L* - Anatomy and Physiology I Lab - Zero credits. 
15 WEEKS: Aug. 25 - Dec. 21
1734 
MW 
8-9:25am
STAFF 
MNB 237A
3903 
S 
9-11:45am
STAFF 
MNB 237A
1763 
TR 
9:30-10:55am
STAFF 
MNB 237A
1762 
F 
11am-1:45pm
STAFF 
MNB 237A
1025 
TR 
1:30-2:55pm
STAFF 
MNB 237A
1770 
MW 
1:30-2:55pm
STAFF 
MNB 237A

OFF CAMPUS
7009 
TR 
11am-12:25pm
STAFF 
BIOP 213
1771 
MW 
4:30-5:55pm
STAFF 
MNB 237A
3881 
TR 
7-8:25pm
STAFF 
MNB 237A
3883 
MW 
7:30-8:55pm
STAFF 
MNB 237A
12 WEEKS: Sept. 18 - Dec. 16
3893 
TR 
9-10:45pm
STAFF 
MNB 237A
3896 
MW 
9-10:40pm
STAFF 
MNB 237A

BIO 112 * - Anatomy and Physiology II - Learn up-to-date principles of the cardiovascular, lymphatic, respiratory, digestive, excretory and reproductive systems. Prerequisites: BIO 111. Four credits. 
15 WEEKS: Aug. 25 - Dec. 21
1764 
MW 
9:30-10:55am
STAFF 
MNB 237B
1765 
TR 
9:30-10:55am
STAFF 
MNB 238

OFF CAMPUS
3899 
S 
12:30-3:15pm
STAFF 
BIOP 228
3884 
MW 
6-7:25pm
STAFF 
MNB 238
7010 
TR 
5:30-6:55pm
STAFF 
BIOP 228

BIO 112 L* - Anatomy and Physiology II Lab - Zero credits. 
15 WEEKS: Aug. 25 - Dec. 21
1735 
TR 
8-9:25am
STAFF 
MNB 237B
1018 
MW 
11am-12:25pm
STAFF 
MNB 237B
1769 
TR 
11am-12:25pm
STAFF 
MNB 237B
1736 
TR 
1:22-3:25pm
STAFF 
MNB 237B

OFF CAMPUS
3876 
S 
9-11:45am
STAFF 
BIOP 213
3891 
S 
4-6:45pm
STAFF 
BIOP 213
3111 
TR 
7:30-8:55pm
STAFF 
MNB 237B
3885 
MW 
7:30-8:55pm
STAFF 
MNB 237B
7011 
TR 
7-8:25pm
STAFF 
BIOP 213

BIO 199 - Individual Study in Biology - See IS -Individual Study. Contact the Biotechnology Program Coordinator. Four credits. 
15 WEEKS: Aug. 25 - Dec. 21
OFF CAMPUS
BIOTECHNOLOGY

BTC 101 - Special Topics in Biotechnology I - Explore basic research and development techniques, laboratory safety, and career awareness. Two credits. 15 WEEKS: Aug. 25 - Dec. 21 OFF CAMPUS

BTC 102 - Special Topics in Biotechnology II - Prepare for responsible positions in research in biotechnology labs. Two credits. 15 WEEKS: Aug. 25 - Dec. 21 OFF CAMPUS

BIOTECHNOLOGY

BIO 212* - Microbiology - Morphology, physiology, genetics, control, culture and identification of microorganisms. Immunology. Prerequisites: 6-8 credits in biology and/or chemistry. Four credits. 15 WEEKS: Aug. 25 - Dec. 21

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

BUAD 100* - Introduction to Business - Gain a familiarity with business practices and terms. Students must have an inexpensive, small calculator. Prerequisite: ENG 82, RENG 82. Three credits.

BUAD 112* - Computers for Business Management - Develop comfort using desktop, stand-alone computers and computer terminals for business applications. Prerequisite: ENG 82, RENG 82. Three credits. 15 WEEKS: Aug. 25 - Dec. 21

Prerequisite: ENG 101 and sophomore standing (30 credits or more). Three credits.

BCAP 104 - Introduction to Operating Systems: DOS/Windows - Explore the Disk Operating System (DOS), the Windows Operating Environment, and the UNIX Operating System. Three credits. 15 WEEKS: Aug. 25 - Dec. 21
BCAP 270 - Introduction to Help Desk Support - Explore technical and customer service issues related to Help Desk Support.
Prerequisite: BCA 104 and successful completion of a minimum 12 credit hours of BCA and/or CIS courses or permission of Coordinator. Three credits.
15 WEEKS: Aug. 25 - Dec. 21
4059 T 5:30-9:20pm STAFF MNB 222

CHEMISTRY

CHE 101 * - General Chemistry I - Study matter and energy, the history of the atom, the periodic table, and more. Prerequisite or Corequisite: MAT 82 and ENG 82 or appropriate ACCUPLACER scores. Four credits.
15 WEEKS: Aug. 25 - Dec. 21
1778 M 8:30-11:15am STAFF LSB 356
1780 TR 12-1:25pm STAFF MNB 238
1775 MW 2-3:25pm STAFF LSB 306

CHE 101 L* - General Chemistry I Lab - 0 cr hrs
15 WEEKS: Aug. 25 - Dec. 21
OFF CAMPUS
7031 M 9:30am-12:15pm STAFF BIOP 215
1782 T 11am-1:35pm STAFF BIOP 219
1788 T 12:30-3:05pm STAFF BIOP 215
1777 W 3:30-6:05pm STAFF BIOP 203
3851 R 6:30-9:05pm STAFF BIOP 215
7037 W 6:30-9:05pm STAFF BIOP 215
12 WEEKS: Sept. 18 - Dec. 16
3838 W 7-10:10pm STAFF LSB 401

CHE 102 * - General Chemistry II - Study nuclear chemistry, chemical bonding, solutions, reaction kinetics, acids and bases, qualitative inorganic analysis, organic chemistry. Prerequisite or Corequisite: CHE 101 or equivalent. Four credits.
15 WEEKS: Aug. 25 - Dec. 21
OFF CAMPUS
7034 MW 12:30-1:55pm STAFF BIOP 230
3857 M 7-9:45pm STAFF LSB 306

CHE 102 L* - General Chemistry II Lab - 0 cr hrs
15 WEEKS: Aug. 25 - Dec. 21
OFF CAMPUS
7035 W 9:30am-12:05pm STAFF BIOP 215
3858 W 7-9:35pm STAFF BIOP 203

CHE 103 * - Allied Health Chemistry - The basic concepts of inorganic, organic, and elementary biochemistry are examined. Prerequisite: satisfactory score on mathematics placement test or MAT 81 and ENG 82 or appropriate scores on the ACCUPLACER test. Four credits.
15 WEEKS: Aug. 25 - Dec. 21
1800 M 9-11:45am STAFF MNB 239
1788 F 11am-1:45pm STAFF MNB 310
1786 TR 12:30-1:55pm STAFF MNB 121
1783 MW 1:30-2:55pm STAFF MNB 162

DISTANCE LEARNING SECTIONS
Students must have access to a computer connected to the Internet, must be computer literate and if taking an online course for the first time, must attend orientation. Visit www.bcc.edu>E-Learning for more information.
7706 STAFF WEB CRSE
OFF CAMPUS

SUMMER / FALL 2014

CREDIT COURSES

4-20-14
### CREDIT COURSES

**CIS 116 *- Structured Design** - Systematically analyze computer problems using pseudo-code, data-flow diagrams, flow charts, algorithms, and walk-through. **Prerequisite:** completion of all required developmental courses. Three credits.

15 WEEKS: Aug. 25 - Dec. 21

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**CIS 118 *- Programming With VISUAL BASIC** - Create graphical user interface applications and the codes to control the graphics for the application. **Prerequisite:** completion of all required developmental courses, BCA 104, CIS 116. Three credits.

15 WEEKS: Aug. 25 - Dec. 21

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<tr>
<td>1118</td>
<td>L*</td>
<td>Programmed With VISUAL BASIC Lab</td>
<td>Zero credits.</td>
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**CIS 119 **- VISUAL BASIC Programming - Learn about sequential and random file access, error handling, debugging, graphics, multi-media, programming for the Internet. **Prerequisite:** CIS 118. Three credits.

15 WEEKS: Aug. 25 - Dec. 21

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**CIS 201 *- Systems Analysis and Design for Programmers** - Explore the role of the analyst in the development of an entire system. **Prerequisites:** CIS 109 and competence in a programming language. Three credits.

15 WEEKS: Aug. 25 - Dec. 21

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**CIS 228 **- Object-Oriented Programming for Business Applications in C++ - Learn Object-Oriented programming including data design, data types, structures, etc. **Prerequisites:** BCA 104; CIS 116. Three credits. 15 WEEKS: Aug. 25 - Dec. 21

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**CIS 228 L - Object-Oriented Programming for Business Applications in C++ Lab** - Zero credits.

15 WEEKS: Aug. 25 - Dec. 21

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### COMPUTER LITERACY

**CLT 100 - Computer Literacy** - Develop basic computer skills in Windows-based operating systems, word processing, spreadsheet, database management, and presentation graphics. Two credits.

15 WEEKS: Aug. 25 - Dec. 21

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**DISTANCE LEARNING SECTIONS**

Students must have access to a computer connected to the Internet, must be computer literate and if taking an online course for the first time, must attend orientation. Visit www.bccc.edu>E-Learning for more information.

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**OFF CAMPUS**

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<tr>
<td>7058</td>
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### COMPUTER AND INFORMATION SYSTEMS

**CIS 105 *- Introduction to UNIX: The Operating System** - This is a dual offering with CSC 105. Topics include file managing, text file utilities, text editing with vi and emacs, shell programming, electronic mail, and UNIX utilities. **Prerequisite:** completion of all required developmental courses. Three credits.

15 WEEKS: Aug. 25 - Dec. 21

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<td>T</td>
<td>5:30-9:20pm</td>
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**CIS 109 *- Principles of Computer Information Systems** - Study fundamental hardware, software, communication concepts, and the Web. **Prerequisite:** completion of all required developmental courses. Three credits.

15 WEEKS: Aug. 25 - Dec. 21

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**DISTANCE LEARNING SECTIONS**

CIS 109 index 7729 is a course for students enrolled in the 4A (Academic Acceleration for African American Males Program). Students must have access to a computer connected to the Internet, must be computer literate and if taking an online course for the first time, must attend orientation. Visit www.bccc.edu>E-Learning for more information.

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<tr>
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</table>

4-20-14

BALTIMORE CITY COMMUNITY COLLEGE SCHEDULE OF CLASSES

25
### Construction Supervision

**CON 101**: Introduction to Construction - This course explores the relationships/roles of participants in the construction process and the effect of construction management on manpower, equipment, material, time, and money. **Prerequisite**: ENG 82 or appropriate ACCUPLACER scores. **Corequisites**: CON 104; CON 107; ENG 101. Three credits.

12 WEEKS: Sept. 18 - Dec. 16

<table>
<thead>
<tr>
<th>CRN</th>
<th>Days</th>
<th>Time</th>
<th>Instructor</th>
<th>Location</th>
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**CON 104**: Construction Methods and Materials - Learn about materials used in the construction industry and how they are typically installed, with a lab portion to provide hands-on experience. **Prerequisite**: ENG 82 or appropriate ACCUPLACER scores. **Corequisites**: CON 101; CON 107; ENG 101. Three credits.

12 WEEKS: Sept. 18 - Dec. 16

<table>
<thead>
<tr>
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</table>

**CON 107**: Blueprint Reading - Gain an overview of architectural planning and blueprint reading in commercial and residential construction. **Prerequisites**: ENG 82 or appropriate ACCUPLACER scores. **Corequisites**: CON 101; CON 104; ENG 101. Three credits.

12 WEEKS: Sept. 18 - Dec. 16

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**CON 210**: Construction Estimating - Get an introduction to the estimating process for light and heavy construction, including the major components of labor, materials, equipment, overhead, and profit. **Prerequisites**: CON 101; CON 104; CON 107; ENG 101; MAT 128. Three credits.

12 WEEKS: Sept. 18 - Dec. 16

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<thead>
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**CON 250**: Construction Internship - 150 work experience hours. **Prerequisites**: Permission from the Construction Supervision Program Coordinator. Acquire hands-on work experience as interns with a contractor in the construction industry. Students with three (3) or more years of documented experience may receive credit under this course listing. Three credits.

12 WEEKS: Sept. 18 - Dec. 16

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<tr>
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### Distance Learning Sections

Students must have access to a computer connected to the Internet, must be computer literate and if taking an online course for the first time, must attend orientation. Visit www.bccc.edu>E-Learning for more information.

### Criminal Justice

**CRJ 101**: Introduction to Criminal Justice - Explore the field of criminal justice in the context of our social, cultural, political, and economic system. Three credits.

16 WEEKS: Aug. 25 - Dec. 21

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<td>LSB 240</td>
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**DISTANCE LEARNING SECTIONS**

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### Dental Hygiene

**DH 130**: Dental Materials - Topics include the scientific basis for the use of dental materials and their proper handling, with lab periods to provide understanding of the materials. **Prerequisite**: completion of all required first-year courses of the Dental Hygiene Program. Three credits.

15 WEEKS: Aug. 25 - Dec. 21

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<th>Instructor</th>
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<td>1481</td>
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<td>8-11am</td>
<td>STAFF</td>
<td>LSB 102</td>
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### General Education Courses

#### CRJ 102 - Report Writing for Criminal Justice Personnel - Criminal justice students are introduced to the various forms and reports they will encounter on the job. Three credits.

16 WEEKS: Aug. 25 - Dec. 21

<table>
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<th>CRN</th>
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**DISTANCE LEARNING SECTIONS**

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#### CRJ 104 - Fundamentals of Law Enforcement - Learn about the history and philosophy of public policing and the scope and function of the police, including organization, operations, professionalism, discretion, use of force, and ethical issues. Three credits.

15 WEEKS: Aug. 25 - Dec. 21

<table>
<thead>
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**DISTANCE LEARNING SECTIONS**

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### Distance Learning Sections

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for optimum health. Prerequisite: 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.

15 WEEKS: Aug. 25 - Dec. 21

3013 W 7-9:45pm STAFF MNB 128
DISTANCE LEARNING SECTIONS
Students must have access to a computer connected to the Internet, must be computer literate, and if taking an online course for the first time, must attend orientation. Visit www.bccc.edu>E-Learning for more information.

7702 STAFF WEB CRSE

EARLY CHILDHOOD EDUCATION

ECE 100 #: Introduction to Child Development - Gain an introduction to the field of child development by surveying its history, current practices, and career opportunities. Three credits.

16 WEEKS: Aug. 25 - Dec. 21

3706 M 6-8:30 pm STAFF MNB 116
7 WEEKS-ACCELERATED I: Aug. 25 - Oct. 20
DISTANCE LEARNING SECTIONS
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7826 STAFF WEB CRSE

ECE 101 #: Principles of Early Childhood Education - Study skills and competencies of teachers of young children, with emphasis on guiding children's educational, social, and emotional development. Students must complete 45 hours of fieldwork. Corequisite: ENG 101. Four credits.

15 WEEKS: Sept. 18 - Dec. 16

7831 TR 10-11:40 Am GODWIN MNB 172

ECE 102 #: Observing and Recording Children's Behavior - Students focus on observing, recording, and explaining the behavior of children. Prerequisite: ECE 100; ENG 101 Prerequisite or corequisite: ECE 101. Three credits.

7 WEEKS-ACCELERATED I: Aug. 25 - Oct. 20
DISTANCE LEARNING SECTIONS
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7830 GODWIN WEB CRSE

ECE 109 #: An Introduction to School-Age Group Day Care - Gain an introduction to the field of school-age day care, with emphasis on the basic concepts of the development of six- to fourteen-year-old children. Prerequisites: ECE 100; ECE 101. Four credits.

8 WEEKS-ACCELERATED I: Aug. 25 - Oct. 20
DISTANCE LEARNING SECTIONS
Students must have access to a computer connected to the Internet, must be computer literate and if taking an online course for the first time, must attend orientation. Visit www.bccc.edu>E-Learning for more information.

7866 GODWIN WEB CRSE

ECE 112 - Maryland State Child Day Care Training Certification: Child Growth and Development, Part I - Learn about normal child growth and development from birth to twelve years, with particular emphasis on the period from two-to-five years. Three credits.

15 WEEKS-ACCELERATED I: Aug. 25 - Oct. 20

1592 TR 12:2-2:25pm GODWIN MNB 160

ECE 200 #: Activities and Materials for Children - Study the development of optimum learning and creativity in young children through the use of play, small groups, and other activities. Prerequisites: ECE 101 and ECE 102 or permission of the Program Coordinator. Five credits.

12 WEEKS: Sept. 18 - Dec. 16

1599 TR 9-10:45 am BOYD MNB 256
ECONOMICS

ECO 201 * - The American Economy I: Macroeconomic Theory - Study the overall functioning of the American economy through an examination of unemployment, inflation, recession, and more. Prerequisites: ENG 82 or appropriate ACCUPLACER scores. Three credits.

EDUCATION

EDU 200 * - Introduction to Education - Examine the profession of teaching, with focus on the extensive requirements for success. Three credits.

ECONOMICS

ECO 202 * - The American Economy II: Macroeconomic Theory - Gain a more specialized analysis of the American economy and economic and market activities. Prerequisites: ENG 82 or appropriate ACCUPLACER scores. Three credits.

ENGINEERING

EGR 214 * - Architectural Design - Study the relationship of materials to design from the point of view of practical and economic limitations and building code requirements. Prerequisites: CADD 102. Three credits.

ENGINEERING TRANSFER

EGN 101 * - Engineering Graphics - The elements of graphic communication, visualization, and analysis are introduced. Prerequisites: MAT 128. Corequisite: MAT 129. Three credits.

ENGLISH

RENG 90 * - Integrated Reading & Writing - Zero credits.

ECO 201 * - The American Economy I: Macroeconomic Theory - Topics include pre- and post-birth nutrition, childhood diseases, and nutritional/safety needs of the growing child. Prerequisites: ECE 101 or permission of the instructor. Two credits.

DISTANCE LEARNING SECTIONS

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ECONOMICS

ECO 202 * - The American Economy II: Macroeconomic Theory - Gain a more specialized analysis of the American economy and economic and market activities. Prerequisites: ENG 82 or appropriate ACCUPLACER scores. Three credits.

EDUCATION

EDU 200 * - Introduction to Education - Examine the profession of teaching, with focus on the extensive requirements for success. Three credits.

ECONOMICS

ECO 202 * - The American Economy II: Macroeconomic Theory - Gain a more specialized analysis of the American economy and economic and market activities. Prerequisites: ENG 82 or appropriate ACCUPLACER scores. Three credits.

ENGINEERING

EGR 214 * - Architectural Design - Study the relationship of materials to design from the point of view of practical and economic limitations and building code requirements. Prerequisites: CADD 102. Three credits.

ENGINEERING TRANSFER

EGN 101 * - Engineering Graphics - The elements of graphic communication, visualization, and analysis are introduced. Prerequisites: MAT 128. Corequisite: MAT 129. Three credits.

ENGLISH

RENG 90 * - Integrated Reading & Writing - Zero credits.
Students must have access to a computer connected to the Internet, must be computer literate and if taking an online course for the first time, must attend orientation. Visit www.bccc.edu>E-Learning for more information.

### Summer / Fall 2014

<table>
<thead>
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<td>TR</td>
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<td>MNB 250</td>
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### Distance Learning Sections

Students must have access to a computer connected to the Internet, must be computer literate and if taking an online course for the first time, must attend orientation. Visit www.bccc.edu>E-Learning for more information.

#### 7 WEEKS-ACCELERATED I: Aug. 25 - Oct. 20

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### ENG 105 - English Writing

- Learn to establish a clear purpose in writing, develop this purpose with pertinent evidence, and adapt the writing to a range of audiences. 
- Prerequisite: ENG 82 or appropriate ACCUPLACER scores. 
- Three credits. 
- 15 WEEKS: Aug. 25 - Dec. 21

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### ENG 101 - English Writing (English as a Second Language)

- Permission of Coordinator is required. 
- 15 WEEKS: Aug. 25 - Dec. 21

<table>
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### Off Campus

- 12 WEEKS: Sept. 18 - Dec. 16

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### Distance Learning Sections

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<tr>
<td>7811</td>
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<td>1-2:50pm</td>
<td>STAFF</td>
<td>MNB 250</td>
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</table>
### CREDIT COURSES

#### ENG 113 * - Business Writing
- Learn how to compose business letters, memoranda, and reports in clear, straightforward language and formats appropriate to current business practices. **Prerequisite:** ENG 101. Three credits. 15 WEEKS: Aug. 25 - Dec. 21

#### ENG 200 * - Introduction to Literature
- Study the four literary forms – poetry, drama, the short story, and the novel. **Prerequisite:** ENG 101. Three credits. 15 WEEKS: Aug. 25 - Dec. 21

#### FASH 101 - Apparel Technology
- Create garments by hand and machine with technical perfection the goal. Students must have access to a sewing machine. Three credits. 15 WEEKS: Aug. 25 - Dec. 21

#### FASH 102 * - Historic Costume and Textile Development
- Through research and hands-on experience, students create costumes based on historical periods and contemporary events. **Corequisite:** AT 101, FASH101. Three credits. 15 WEEKS: Aug. 25 - Dec. 21

#### FASH 103 - Fashion Design Concepts
- Explore the elements and principles of fashion design - color, texture, line, shape, form, balance, proportion, and rhythm. Three credits. 15 WEEKS: Aug. 25 - Dec. 21

#### FASH 104 - Flat Pattern Design
- Use the master pattern for creating original garments. Learn advanced apparel construction. **Prerequisite:** AT 101, FASH101. Three credits. 15 WEEKS: Aug. 25 - Dec. 21

#### FASH 106 - Apparel Buying and Retailing
- Study career paths, customer demand, retail plans, buying techniques, advertising, and sales promotion. Three credits. 12 WEEKS: Sept. 18 - Dec. 16

#### FASH 201 - Technical Fashion Illustration
- Learn elements essential in drawing original designs for client presentation and apparel construction. Three credits. 15 WEEKS: Aug. 25 - Dec. 21

#### FASH 203 - Design by Draping I
- Learn basic methods of draping patterns on a form, plus advanced apparel construction. **Prerequisite:** AT 104, FASH204. Three credits. 12 WEEKS: Sept. 18 - Dec. 16

#### FASH 206 * - Fashion Entrepreneurship
- Learn how to start an apparel technology business and produce a professional fashion show. Three credits. 15 WEEKS: Aug. 25 - Dec. 21

#### ENVIRONMENTAL SCIENCE

#### ES 110 - Environmental Science
- Study the ways in which water, food, and energy supplies, air quality, housing safety, pest control, and public sanitation affect environmental health. Three credits. 12 WEEKS: Sept. 18 - Dec. 16

#### HEALTH

#### HEA 102 - FIRST AID AND SAFETY - 1 CR HRS
- This Red Cross Standard Safety and First Aid course allows students to become certified in CPR.
HEALTH AND LIFE FITNESS

HLF 100 - Life Fitness: Weight Training, Jogging, and Fitness - Fitness through the use of aerobic exercise is emphasized. One credit.

15 WEEKS: Aug. 25 - Dec. 21
1610 F 12:15-1:50pm STAFF PEC 122

HLF 142 - Weight Reduction - Topics include sound nutritional practice, physical fitness and aerobic exercises, and theories of behavior changes as they relate to weight control. Students must be at least 15 pounds overweight to register. See the program coordinator. Two credits.

12 WEEKS: Sept. 18 - Dec. 16
7135 T 8-10:50am STAFF PEC 122

HLF 143 - Beginning Modern Dance I - Exercise through the use of modern dance techniques is stressed. One credit.

15 WEEKS: Aug. 25 - Dec. 21
1617 MW 11-11:55am STAFF PEC 117

HLF 160 - Basketball - The basic skills and team play of basketball are introduced. One credit.

15 WEEKS: Aug. 25 - Dec. 21
3780 S 11am-12:45pm STAFF PEC 122

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

15 WEEKS: Aug. 25 - Dec. 21
3781 FR 12:30-2:15pm STAFF PEC 124

HLF 167 - Jogging - This course familiarizes students with the various styles and techniques of running. One credit.

15 WEEKS: Aug. 25 - Dec. 21
1621 M 12-12:45pm STAFF PEC 124

HLF 181 - Aerobic Dance I - Designed for fun and fitness, dances are choreographed to be simple enough for the “nondancing” student yet challenging enough to be stimulating. One credit.

15 WEEKS: Aug. 25 - Dec. 21
1047 MW 10-10:55am STAFF PEC 117

HLF 201 - Personal and Community Health - Topics include contemporary concerns in health science such as mental health, sexuality and reproduction, drugs and alcohol, and more. Three credits.

15 WEEKS: Aug. 25 - Dec. 21
1619 MW 9-9:55am STAFF PEC 124
1614 TR 9:30-10:50am STAFF PEC 122
1052 MW 10-10:55am STAFF MNB 256
1050 TR 12:30-1:50pm STAFF PEC 124

7 WEEKS-ACCELERATED I: Aug. 25 - Oct. 20

DISTANCE LEARNING SECTIONS

Students must have access to a computer connected to the Internet, must be computer literate and if taking an online course for the first time, must attend orientation. Visit www.bccc.edu>E-Learning for more information.

7775 STAFF WEB CRSE
7776 STAFF WEB CRSE
12 WEEKS: Sept. 18 - Dec. 16
1051 MW 9-10:40am STAFF MNB 228

HLF 205 - Human Sexuality - Explore health-focused perspectives on sexuality based on psychological, physiological, and sociological concepts. Three credits.

15 WEEKS: Aug. 25 - Dec. 21

DISTANCE LEARNING SECTIONS

Students must have access to a computer connected to the Internet, must be computer literate and if taking an online course for the first time, must attend orientation. Visit www.bccc.edu>E-Learning for more information.

7777 STAFF WEB CRSE

HEALTH INFORMATION TECHNOLOGY

HIT 120 - Health Information Systems - Learn about coding principles and practices, and gain laboratory experience in coding patient records. Four credits.

Prerequisites: AH 130; HIT 120; BIO 111; or permission of the instructor.

15 WEEKS: Aug. 25 - Dec. 21
1038 M 6-8:45pm STAFF NRS 100A

HIT 120 L - Health Information Systems Lab - Zero credits

15 WEEKS: Aug. 25 - Dec. 21
1039 W 6-8:45pm STAFF NRS 100A

HIT 132 - CPT-4 Coding Principles and RVUs/APGs - Ambulatory surgery, emergency room, clinics, and physician office use of CPT-4 coding principles are emphasized. Prerequisites: AH 130; BIO 111; HIT 120; or permission of instructor. Two credits.

15 WEEKS: Aug. 25 - Dec. 21
1037 R 4-5:50pm STAFF NRS 100A

HIT 226 - Coding Practicum II - Practice coding 180 medical records of inpatients as well as ambulatory surgery, emergency room, psychiatric, and long-term care patients. Prerequisite: HIT 123 Corequisites: HIT 132 and HIT 240 or permission of the instructor. Three credits.

15 WEEKS: Aug. 25 - Dec. 21
3509 T 6-7:50pm STAFF NRS 300

HIT 226 L - Coding Practicum II Lab - Three credits

15 WEEKS: Aug. 25 - Dec. 21
3510 R 6-7:50pm STAFF NRS 300

HIT 232 - Computer Applications in Healthcare - Topics include information systems, the computer-based record, and software packages. Prerequisites: HIT 120; BUAD 112 or permission of instructor. Two credits.

15 WEEKS: Aug. 25 - Dec. 21

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 Blackboard.

1562 M 4-5:50pm STAFF NRS 100A

HIT 251 *- HealthCare Management and Supervision - Laboratory practice includes case studies and role playing, conducting in-service training, writing job descriptions, equipment justifications, and more. Prerequisites: HIT 120 or permission of the instructor. Three credits. 15 WEEKS: Aug. 25 - Dec. 21

DISTANCE LEARNING SECTIONS
Students must have access to a computer connected to the Internet, must be computer literate and if taking an online course for the first time, must attend orientation. Visit www.bccc.edu>E-Learning for more information.

7863 STAFF WEB CSRE

HIT 251 L - HealthCare Management and Supervision Lab - Zero credits. 15 WEEKS: Aug. 25 - Dec. 21

DISTANCE LEARNING SECTIONS
Students must have access to a computer connected to the Internet, must be computer literate and if taking an online course for the first time, must attend orientation. Visit www.bccc.edu>E-Learning for more information.

7864 STAFF WEB CSRE

HIT 252 * - Clinical Quality Assurance and CQI - Learn concepts and methodologies of quality assurance, utilization review and risk management, and total management quality. Prerequisites: HIT 130 or permission of the instructor. Corequisite: HIT 262. Three credits. 15 WEEKS: Aug. 25 - Dec. 21

DISTANCE LEARNING SECTIONS
Students must have access to a computer connected to the Internet, must be computer literate and if taking an online course for the first time, must attend orientation. Visit www.bccc.edu>E-Learning for more information.

7783 STAFF WEB CSRE

HIT 252 L - Clinical Quality Assurance and CQI Lab - Zero credits. 15 WEEKS: Aug. 25 - Dec. 21

DISTANCE LEARNING SECTIONS
Students must have access to a computer connected to the Internet, must be computer literate and if taking an online course for the first time, must attend orientation. Visit www.bccc.edu>E-Learning for more information.

7782 STAFF WEB CSRE

HISTORY

H 101 * - History of American Civilization I - Learn about the settlement of the American nation from the Age of Exploration to the conclusion of the Civil War. Prerequisites: ENG 82 or appropriate ACCUPLACER scores. Three credits. 15 WEEKS: Aug. 25 - Dec. 21

1869 TR 8-9:15am Kondo MNB 312
1870 TR 9-10:15am Omo-Osagie MNB 241
3466 M 7-8:30pm Omo-Osagie MNB 258

DISTANCE LEARNING SECTIONS
Students must have access to a computer connected to the Internet, must be computer literate and if taking an online course for the first time, must attend orientation. Visit www.bccc.edu>E-Learning for more information.

7765 Omo-Osagie WEB CSRE

H 102 * - History of American Civilization II - Examine the emergence of the American nation as a major industrial and world power from the post-Civil War era to modern times. Prerequisites: ENG 82 or appropriate ACCUPLACER scores. Three credits. 8 WEEKS: Aug. 25 - Dec. 21

1851 TR 11am-12:15pm Kondo MNB 304

DISTANCE LEARNING SECTIONS
Students must have access to a computer connected to the Internet, must be computer literate and if taking an online course for the first time, must attend orientation. Visit www.bccc.edu>E-Learning for more information.

7766 STAFF WEB CSRE

8 WEEKS-ACCELERATED II: Oct. 23 - Dec. 21
7246 MW 4-6:45 pm STAFF MNB 114

DISTANCE LEARNING SECTIONS

H 110 * - History of African American Civilization I - Study the history of the African people from the anthropological origins of humankind to the mid-19th century. Prerequisites: ENG 82 or appropriate ACCUPLACER scores. Three credits. 15 WEEKS: Aug. 25 - Dec. 21

1874 TR 9:30-10:45am Kondo MNB 120

DISTANCE LEARNING SECTIONS
Students must have access to a computer connected to the Internet, must be computer literate and if taking an online course for the first time, must attend orientation. Visit www.bccc.edu>E-Learning for more information.

7747 STAFF WEB CSRE

8 WEEKS-ACCELERATED I: Aug. 25 - Oct. 20
1873 MW 1:30-2:45pm STAFF MNB 310

H 111 * - History of African American Civilization II - Study the African American historical experience from 1860 to the present. Prerequisites: ENG 82 or appropriate ACCUPLACER scores. Three credits. 7 WEEKS-ACCELERATED II: Oct. 23 - Dec. 21

7213 MW 1-2:45pm STAFF MNB 258

H 151 * - World History I - Study world culture from prehistoric times through the Renaissance. Prerequisites: ENG 82 or appropriate ACCUPLACER scores. Three credits. 16 WEEKS: Aug. 25 - Dec. 21

1885 MWF 11-11:55am STAFF MNB 306
2083 TR 1-2:15 pm STAFF MNB 318

DISTANCE LEARNING SECTIONS
Students must have access to a computer connected to the Internet, must be computer literate and if taking an online course for the first time, must attend orientation. Visit www.bccc.edu>E-Learning for more information.

7707 STAFF WEB CSRE

H 152 * - World History II - Learn about world development from the Protestant Reformation to modern times. Prerequisites: ENG 82 or appropriate ACCUPLACER scores. Three credits. 16 WEEKS: Aug. 25 - Dec. 21

1887 TR 2-3:20pm STAFF MNB 228

DISTANCE LEARNING SECTIONS
Students must have access to a computer connected to the Internet, must be computer literate and if taking an online course for the first time, must attend orientation. Visit www.bccc.edu>E-Learning for more information.

7709 STAFF WEB CSRE

HUMANITIES

HUM 202 * - Survey of Art, Literature, and Music - Learn about the interrelationships of art and music, including historical perspectives and African and Eastern influences. Prerequisites: ENG 101 or appropriate ACCUPLACER scores. Three credits. 15 WEEKS: Aug. 25 - Dec. 21

1866 MWF 8-8:55am STAFF MNB 120
1864 TR 9:30-11am STAFF MNB 154

DISTANCE LEARNING SECTIONS
Students must have access to a computer connected to the Internet, must be computer literate and if taking an online course for the first time, must attend orientation. Visit www.bccc.edu>E-Learning for more information.

7809 STAFF WEB CSRE

7 WEEKS-ACCELERATED II: Oct. 23 - Dec. 21
7840 STAFF WEB CSRE

HUM 205 * - Literature and Healing: Moral, Ethical and Legal Implications - Focus on works that address health-related ethical dilemmas. Prerequisites: ENG 101 or appropriate ACCUPLACER scores. Three credits.
### DISTANCE LEARNING SECTIONS

**MGMT 103** - Business Mathematics - Learn how to solve problems in interest and discount, negotiable instruments, payroll, and other business applications. **Prerequisite:** MAT 81 or satisfactory ACCUPLACER score. Three credits.
15 WEEKS: Aug. 25 - Dec. 21

**DISTANCE LEARNING SECTIONS**

**MGMT 103 index 7883** is an online hybrid course which meets every Monday from 9:00-9:55 am. Students must have access to a computer connected to the Internet, must be computer literate and if taking an online course for the first time, must attend orientation. Visit www.bccc.edu>E-Learning for more information.

### INFORMATION TECHNOLOGY: DATABASE

**ITDB 241** - Database Programming - Design, implement, and write application programs to meet the needs of business and industry using current database software. **Prerequisites:** BCA 104; BCA 136. Three credits.
15 WEEKS: Aug. 25 - Dec. 21

**ITDB 241 L** - Database Programming Lab - Zero credits
15 WEEKS: Aug. 25 - Dec. 21

### INFORMATION TECHNOLOGY: SECURITY ASSURANCE

**ITSA 255** - Information Systems Security - 3 CR HRS
Explore the approaches intruders use to gain access to the system and ways to combat them. **Prerequisite:** CIS 109 or permission of instructor. Three credits.
15 WEEKS: Aug. 25 - Dec. 21

### LEGAL ASSISTANT

**PLA 101** - General Law I - Study the content of common and statutory law and common legal terminology. **Corequisite:** ENG 101. Three credits.
16 WEEKS: Aug. 25 - Dec. 21

**PLA 106** - Legal Writing - Topics include preparation of court pleadings, operative documents, and office memorandum. **Prerequisites:** PLA 101 or LNC 111; PLA 102; ENG 101. Three credits.
16 WEEKS: Sept. 18 - Dec. 16

**PLA 248** - Torts - Topics include the law of imposed liability, intentional torts, negligence, defamation, and invasion of privacy. Three credits.
16 WEEKS: Aug. 25 - Dec. 21

**PLA 249** - Procedure for the Legal Assistant - Learn the procedures and forms necessary to assist an attorney in a criminal case. **Prerequisite:** PLA 107. Three credits.
15 WEEKS: Aug. 25 - Dec. 21

### MANAGEMENT

**MGMT 102** - Principles of Supervision - Topics include leadership skills, teamwork, and customer satisfaction. Three credits.
15 WEEKS: Aug. 25 - Dec. 21

**DISTANCE LEARNING SECTIONS**

**MGMT 102 index 7808** is an online hybrid course. **Prerequisite:** BUS 100 or permission of Coordinator. Three credits.
15 WEEKS: Aug. 25 - Dec. 21

**MARKETING**

**MKTG 223** - Marketing - Study marketing principles and strategies as they relate to the activities of product planning, pricing, promotion, and distribution. **Prerequisite:** BUAD 100. Three credits.
15 WEEKS: Aug. 25 - Dec. 21
MATHEMATICS

MAT 80 - Arithmetic: Concepts and Applications - Topics include fractions, decimals, ratios, proportions, and percentages, and basic concepts in geometry. Students are charged three billable hours. Prerequisite: ACCUPLACER test. Zero credits.
15 WEEKS: Aug. 25 - Dec. 21
1635 MWF 10-10:55am STAFF MNB 306
1643 TR 10-11:20am STAFF MNB 172
1675 TR 11am-12:20pm STAFF MNB 170
1654 TR 11:30am-12:50pm STAFF MNB 116
MAT 80 index 1635 is a Promise Academy course. Students must see Patricia Edwards in MNB 155 or Jillian Banks in MNB 153. Tuition, fees and books are paid for with scholarship. Students must place in ENG 80 (RENG 90) according to Accuplacer to qualify for the program.
1636 MWF 1-2:25pm STAFF MNB 306
1637 MWF 1:30-2:25pm STAFF MNB 230
1652 TR 2-3:50pm STAFF MNB 160
3114 MW 5:30-6:45pm STAFF MNB 230
MAT 80 index 3118 is a Promise Academy course. Students must see Patricia Edwards in MNB 155 or Jillian Banks in MNB 153. Tuition, fees and books are paid for with scholarship. Students must place in ENG 80 (RENG 90) according to Accuplacer to qualify for the program.
1648 TR 12:30-1:50pm STAFF MNB 312
1651 TR 1-2:25pm STAFF MNB 328
1714 MF 1-2:20pm STAFF MNB 306
1636 MWF 1:30-2:25pm STAFF MNB 230
1652 TR 2-3:50pm STAFF MNB 160
3114 MW 5:30-6:45pm STAFF MNB 230
MAT 80 index 3118 is a Promise Academy course. Students must see Patricia Edwards in MNB 155 or Jillian Banks in MNB 153. Tuition, fees and books are paid for with scholarship. Students must place in ENG 80 (RENG 90) according to Accuplacer to qualify for the program.
1648 TR 12:30-1:50pm STAFF MNB 312
1651 TR 1-2:25pm STAFF MNB 328
1714 MF 1-2:20pm STAFF MNB 306
1636 MWF 1:30-2:25pm STAFF MNB 230
1652 TR 2-3:50pm STAFF MNB 160
3114 MW 5:30-6:45pm STAFF MNB 230
DISTANCE LEARNING SECTIONS
MKTG 223 index 3017 is an online hybrid course which meets on the following Wednesdays: 9/10, 10/1, 10/22, 11/12, and 12/3/14. Students must have access to a computer connected to the Internet, must be computer literate and if taking an online course for the first time, must attend orientation. Visit www.bccc.edu>E-Learning for more information.
7705 STAFF WEB CRSE
MAT 87M - Integrated Elementary Algebra - Zero credits
15 WEEKS: Aug. 25 - Dec. 21
2205 TR 9-11:10am STAFF MNB 053
2209 MWF 12-1:30pm STAFF MNB 125
2207 TR 12:30-2:40pm STAFF MNB 324
2215 MW 1:30-3:40pm STAFF MNB 164
2211 MW 5:30-7:40pm STAFF MNB 125
2213 TR 5:30-7:40pm STAFF MNB 172
MAT 91 - ELEMENTARY ALGEBRA - Topics include the four operations on real numbers, evaluation and simplification of polynomials, and solutions to linear equations. Students are charged five billable hours. Prerequisite: MAT 60 or MAT 80 or appropriate ACCUPLACER score. Zero credits.
15 WEEKS: Aug. 25 - Dec. 21
1658 MWF 8-9:15am STAFF MNB 164
1660 TR 8-9:50am STAFF MNB 235
1656 MW 8:30-10:25am STAFF MNB 230
1806 TR 9-10:50am LIBERTY
3001 S 9am-12:35pm STAFF MNB 125
1659 MWF 9:30-10:45am STAFF MNB 164
1718 TR 9:30-10:45am STAFF MNB 224
1652 TR 10-11:50am STAFF MNB 234B
1723 MW 10:30am-12:25pm STAFF MNB 234B
1729 TR 10:30am-12:15pm STAFF MNB 121
1664 MF 11am-12:25pm STAFF MNB 224
1807 TR 12-1:50pm STAFF MNB 224
1668 TR 1:20-5:50pm STAFF MNB 234B
1660 MW 1:30-3:25pm STAFF MNB 252
1681 TR 1:30-2:55pm STAFF MNB 151
1657 TR 3:30-5:20pm STAFF MNB 122
3800 TR 5:30-7:20pm STAFF MNB 228
3810 MW 5:30-7:20pm STAFF MNB 122
3803 MW 6:30-8:20pm STAFF MNB 313
3126 MW 7-8:50pm STAFF MNB 154
3805 TR 7-8:50pm STAFF LSB 252
DISTANCE LEARNING SECTIONS
Students must have access to a computer connected to the Internet, must be computer literate and if taking an online course for the first time, must attend orientation. Visit www.bccc.edu>E-Learning for more information.
7701 STAFF WEB CRSE
7721 STAFF WEB CRSE
12 WEEKS: Sept. 18 - Dec. 16
1666 TR 10am-12:15pm STAFF LSB 246
1661 MWF 3:40pm STAFF MNB 230
1809 TR 3-5:15pm STAFF MNB 228
3118 MW 5:30-7:45pm STAFF MNB 164
3794 TR 7-9:15pm STAFF MNB 154
MAT 92 - INTERMEDIATE ALGEBRA - Topics include operations of algebraic expressions, rules of exponents, scientific notation, and variation. Students are charged four billable hours. Prerequisite: MAT 81, MAT 81C, or MAT 81S, or MAT 81V, or appropriate ACCUPLACER score. Zero credits.
15 WEEKS: Aug. 25 - Dec. 21
3118 TR 5:30-7:45pm STAFF MNB 164
3814 TR 5:30-7:15pm STAFF MNB 238
3816 TR 7-8:45pm STAFF MNB 164
3810 MW 5:30-7:20pm STAFF MNB 122
3817 MW 5:30-7:10pm STAFF MNB 151
3129 TR 6-7:45pm STAFF MNB 151
3131 MW 7-8:40pm STAFF MNB 224
3818 TR 7-8:45pm STAFF MNB 162
DISTANCE LEARNING SECTIONS
Students must have access to a computer connected to the Internet, must be computer literate and if taking an online course for the first time, must attend orientation. Visit www.bccc.edu>E-Learning for more information.
7722 STAFF WEB CRSE
7791 STAFF WEB CRSE
12 WEEKS: Sept. 18 - Dec. 16
1673 TR 10am-12:15pm STAFF MNB 228
1682 TR 10am-12:15pm STAFF LSB 263
1709 MWF 1:30-3pm STAFF MNB 130
1705 MWF 3-4:30pm STAFF MNB 151
3128 MW 5:30-7:35pm STAFF MNB 164
3816 MW 7:30-9:35pm STAFF MNB 302
OFF CAMPUS
7072 TR 5:30-7:35pm STAFF BIOP 229
MAT 92 M - MODULAR Intermediate Algebra - Topics include operations of algebraic expressions, rules of exponents, scientific notation, and variation. MAT 92M is a self-paced modular course. Students are charged four billable hours. Prerequisite: MAT 81, MAT 81C, or MAT 81S, or MAT 81V, or appropriate ACCUPLACER score. MAT 92M is being offered as a 15-week self-paced modular course. Students must have taken MAT 91 or MAT 91M or show appropriate Accuplacer score for MAT 92. Students are charged 4 billable hours. Zero credits.

MAT 107 *- Modern Elementary Statistics - Learn about descriptive statistics, probability distributions, hypothesis testing, and experimental design. Prerequisites: MAT 82 or appropriate ACCUPLACER score; ENG 82. Three credits.

DISTANCE LEARNING SECTIONS
Students must have access to a computer connected to the Internet, must be computer literate and if taking an online course for the first time, must attend orientation. Visit www.bccc.edu>E-Learning for more information.

MUSIC

MUS 100 - Introduction to Music Fundamentals - Learn how to read, write, and understand the basic elements of music. Three credits.

MAT 125 *- Finite Mathematics - Topics useful to students in business and social sciences are covered, with an emphasis on application rather than theory. Prerequisites: MAT 82 or appropriate ACCUPLACER score; ENG 82 or appropriate ACCUPLACER scores. Three credits.

MAT 128 *- Precalculus I: College Algebra - Study more advanced topics in algebra including functions and their graphs, inverse functions, and systems of linear and non-linear equations. Prerequisites: MAT 82 or appropriate ACCUPLACER score; ENG 82 or appropriate ACCUPLACER scores. Four credits.

NURSING (R.N.)

NUR 111 * - Calculation of Medications in Nursing - Develop proficiency and accuracy in the calculation of medications. Admission Requirement: Completion of developmental courses and admission to the Nursing
### CREDIT COURSES

#### OFF CAMPUS

**Zero credits.**

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<tr>
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<td>3080</td>
<td>T</td>
<td>6:30-8:30pm</td>
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</table>

**NUR 120 L* - Introduction to Nursing Practice Lab - Zero credits.**

**Corequisite:** NUR 111; NUR 120; NUR 122 or NUR 125; NUR 218; NUR 222. Eight credits.

15 WEEKS: Aug. 25 - Dec. 21

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**NUR 122 L* - Medical-Surgical Nursing of Adults I -** Focus on caring for adults with pathophysiology related to common nutritional problems and musculoskeletal disorders. **Prerequisite:** Pre 100; ENG 101; PSY 101; minimum grade of C in BIO 111, BIO 112, BIO 212, NUR 111, NUR 120. Eight credits.

15Weeks: Aug. 25 - Dec. 21

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**NUR 216 L* - Perspectives and Issues in Nursing -** Study historical forces that have shaped the profession as well as current healthcare, legal, and ethical issues related to nursing practice. **Prerequisite:** PRE 100; ENG 101; PSY 101; PSY 104; minimum grade of C in BIO 111, BIO 112, BIO 212, NUR 111, NUR 120, NUR 122 or NUR 125, NUR 218, NUR 222. Six credits.

15Weeks: Aug. 25 - Dec. 21

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**NUR 218 L* - Maternal and Child Health Nursing -** Learn how to provide holistic, family-centered nursing care to pregnant women, the newborn, and children through adolescence. **Prerequisite:** PRE 100; ENG 101; PSY 101; PSY 104; minimum grade of C in BIO 111, BIO 112, BIO 212, NUR 111, NUR 120, NUR 122 or NUR 125. Six credits.

15 WEEKS: Aug. 25 - Dec. 21

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**NUR 218 L* - Maternal and Child Health Nursing Lab -** Zero credits.

15 WEEKS: Aug. 25 - Dec. 21

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**NUR 220 L* - Medical-Surgical Nursing of Adults II -** Examine nursing care for adult clients with health alterations of cardiovascular, hematological, respiratory, and neurosensory systems. **Prerequisite:** PRE 100; ENG 101; PSY 101; PSY 104; minimum grade of C in BIO 111, BIO 112, BIO 212, NUR 111, NUR 120, NUR 122 or NUR 125, NUR 218, NUR 222. Eight credits.

15 WEEKS: Aug. 25 - Dec. 21

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**NUR 222 L* - Care of the Client with Mental Health Problems Lab -** Zero credits.

15 WEEKS: Aug. 25 - Dec. 21

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**NUR 222 - Care of the Client with Mental Health Problems -** Discuss the holistic view of humans as related to nursing care provided to the mentally ill or emotionally disturbed patient. **Prerequisites:** PRE 100; ENG 101; PSY 101; PSY 104; SOC 101; minimum grade of C in BIO 111, BIO 112, BIO 212, NUR 111, NUR 120, NUR 122 or NUR 125. Eight credits.

15 WEEKS: Aug. 25 - Dec. 21

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**NUR 222 L* - Care of the Client with Mental Health Problems Lab -** Zero credits.

15 WEEKS: Aug. 25 - Dec. 21

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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 Orientation course. Students may substitute CSS 110: College Success Seminar for PRE 100. Students in the Dietetic Technician Program may substitute DNT 110: Orientation to Dietetics. One credit.

7 WEEKS-ACCELERATED: Aug. 25 - Oct. 20

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### CREDIT COURSES

**Summer/Fall 2014**

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**Distance Learning Sections**

Weblink for more information: [www.bccc.edu>E-Learning](http://www.bccc.edu>E-Learning)

### PHYSICAL THERAPIST ASSISTANT

**PTT 112** - Introduction to Physical Therapist - Emphasis is on medical technology, achieving competence in written and oral communication skills, and the laws/ethics that govern the profession. **Prerequisites**: admission to the Physical Therapist Assistant Program; ENG 101; PSY 101; BIO 112; and MAT 107 or MAT 128. **Corequisite**: PTT 120. Two credits. 15 WEEKS: Aug 25 - Dec 21

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### PHILOSOPHY

**PHI 101** - Introduction to Philosophy - Probe what is called human wisdom through an examination of representative philosophical problems.
PHYSICS

PHY 101 -: Fundamentals of Physics I - Topics include measurement, waves, sounds, kinematics, dynamic equilibrium, and energy. Prerequisites: ENG 82 or appropriate ACCUPLACER scores; MAT 128. Four credits.
15 WEEKS: Aug. 25 - Dec. 21
OFF CAMPUS
7042 TR 10-11:20am Langley BIOP 206

PHY 101 l -: Fundamentals of Physics I Lab - Zero credits
15 WEEKS: Aug. 25 - Dec. 21
OFF CAMPUS
7043 T 12:30-3:05pm Langley BIOP 206

PHY 102: Fundamentals of Physics II - PHY 102 is an algebra based physics course. It is the second course in a two-semester college physics sequence: the focus is on mechanics, fluid mechanics, waves, sound, and thermodynamics. Prerequisites: MAT 128; ENG 82 or RENG 92 or appropriate course waivers or ACCUPLACER scores.
15 WEEKS: Aug. 25 - Dec. 21
PHY 102 index 7052 is offered at BioPark, 801 W. Baltimore Street, 2nd floor.
7052 TR 3:00-4:20 PM Langley BIOP 206

PHY 102L -: Fundamentals of Physics II Lab
7053 R 12:00-2:45 PM Langley BIOP 206
PHY 102L index 7053 is offered at BioPark, 801 W. Baltimore Street, 2nd floor.

PHY 203 -: General Physics I - This calculus-based physics course is intended for students majoring in mathematics, the natural sciences, computer science, and engineering. Prerequisite: MAT 140 - Calculus I Corequisite: MAT 141 - Calculus II. Five credits.
15 WEEKS: Aug. 25 - Dec. 21
1844 TR 10-11:45am STAFF MNB 175

PHY 203 L -: General Physics I Lab - Zero credits.
15 WEEKS: Aug. 25 - Dec. 21
1845 F 1:3-4:45p STAFF BIOP 206

POLITICAL SCIENCE

PSY 101 -: American Government - Study background in the theory, organization, politics, functions, and problems of the American Federal system of government. Prerequisites: ENG 82 or appropriate ACCUPLACER scores. Three credits.
15 WEEKS: Aug. 25 - Dec. 21
DISTANCE LEARNING SECTIONS
Students must have access to a computer connected to the Internet, must be computer literate and if taking an online course for the first time, must attend orientation. Visit www.bccc.edu>E-Learning for more information.

PSYCHOLOGY

PSY 101 -: Introductory Psychology - Learn about physiological, emotional, intellectual, and social forces that influence the development of human behavior. Prerequisites: ENG 82 or appropriate ACCUPLACER scores. Three credits.
15 WEEKS: Aug. 25 - Dec. 21

RESPIRATORY CARE

RC 111 -: Cardiorespiratory Science I - Learn about the concept of Acute Respiratory Care provided to the mechanically ventilated adult patient. Prerequisites: BIO 212; RC 111, RC 112, RC 113, RC 115 Corequisites: RC 122, RC 123, RC 125, RC 127. Two credits. 15 WEEKS: Aug. 25 - Dec. 21
1130 MT 10-10:50am STAFF MNB 213

RC 112 -: Cardiorespiratory Equipment I - Focus is on how equipment interacts in social situations, how they influence each other's judgments, task performance, and attitudes. Prerequisites: BIO 212; RC 111, RC 112, RC 113, RC 115 Corequisites: RC 121, RC 123, RC 125, RC 127. One credit.
15 WEEKS: Aug. 25 - Dec. 21
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## CREDIT COURSES

### SURGICAL TECHNOLOGY

**SGT 101 *- Instrumentation** - Instruction in the care, use, and handling of instrumentation are provided through hands-on application. **Prerequisites:**
- 2.5 GPA; PRE 100; ENG 101; MAT 128; SP 101
- **Corequisites:** AH 130; BIO 111; SGT 102; SOC 101. Lab fee. Three credits.
- **15 WEEKS:** Aug. 25 - Dec. 21

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**SGT 201 *- Hospital Clinical II** - Participate as a member of the surgical team in an operating room, totaling 240 of the program's required clinical hours. **Prerequisite:** SGT 105
- **Corequisites:** AH 133; BIO 212; SGT 205. Four credits.
- **15 WEEKS:** Aug. 25 - Dec. 21

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<td></td>
</tr>
<tr>
<td>1408</td>
<td>M 12-2:50pm</td>
<td>STAFF NRS 205</td>
<td></td>
</tr>
</tbody>
</table>

**SGT 205 L* - Advanced and Specialized Procedures Lab** - Zero credits.
- **15 WEEKS:** Aug. 25 - Dec. 21

### TELECOMMUNICATIONS

**TEL 100 *- Introduction to Business** - Study voice and data telecommunications technology. **Prerequisite:** BCA 104 or Equivalent. Three credits.
- **12 WEEKS:** Sept. 18 - Dec. 16

<table>
<thead>
<tr>
<th>Section</th>
<th>Time</th>
<th>Days</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>2225</td>
<td>F 1:30-5pm</td>
<td>STAFF MNB 175</td>
<td></td>
</tr>
<tr>
<td>4142</td>
<td>W 5:30-8:40pm</td>
<td>STAFF MNB 175</td>
<td></td>
</tr>
</tbody>
</table>

### SPEECH

**SP 101 *- Fundamentals of Speech Communication** - Topics include communication theory, interviewing, and informative and persuasive speaking. **Prerequisite:** ENG 82. Three credits.
- **15 WEEKS:** Aug. 25 - Dec. 21

<table>
<thead>
<tr>
<th>Section</th>
<th>Time</th>
<th>Days</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>1005</td>
<td>MW 9-10:15am</td>
<td>STAFF MNB 162</td>
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<tr>
<td>1268</td>
<td>TR 9-10:15am</td>
<td>STAFF MNB 114</td>
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<tr>
<td>1270</td>
<td>MW 10-11:30am</td>
<td>STAFF MNB 154</td>
<td></td>
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<tr>
<td>3246</td>
<td>S 10am-12:45pm</td>
<td>STAFF MNB 160</td>
<td></td>
</tr>
<tr>
<td>1271</td>
<td>MW 11:30am-12:45pm</td>
<td>STAFF MNB 154</td>
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</tr>
<tr>
<td>1274</td>
<td>TR 11:30am-12:50pm</td>
<td>STAFF MNB 158</td>
<td></td>
</tr>
<tr>
<td>1309</td>
<td>TR 1:30-2:50pm</td>
<td>STAFF MNB 158</td>
<td></td>
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<tr>
<td>1312</td>
<td>TR 3:30-4:50pm</td>
<td>STAFF MNB 158</td>
<td></td>
</tr>
<tr>
<td>1328</td>
<td>TR 5:30-6:50pm</td>
<td>STAFF MNB 124</td>
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<tr>
<td>3245</td>
<td>R 5:30-8:15pm</td>
<td>STAFF MNB 158</td>
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<tr>
<td>7101</td>
<td>MW 5:30-6:50pm</td>
<td>STAFF MNB 154</td>
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<tr>
<td>7233</td>
<td>TR 5:30-6:50pm</td>
<td>STAFF MNB 154</td>
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</table>

### DISTANCE LEARNING SECTIONS

Students must have access to a computer connected to the Internet, must be computer literate and if taking an online course for the first time, must attend orientation. Visit [www.bccc.edu>E-Learning for more information.](#)

## ATTEND ORIENTATION

Visit [www.bccc.edu>E-Learning for more information.](#)
### FALL 2014 CREDIT COURSES - OFF CAMPUS

**NOTE:** The course listings in this document are current as of the date shown at the bottom of each page. Please use the online credit course lookup for current course information.

#### BIO PARK (BIOP) - 801 W. Baltimore Street 21201

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Days</th>
<th>Time</th>
<th>Instructor</th>
<th>Department</th>
<th>Section No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 102 *</td>
<td>Principles of Biology - Four credits</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>BIO 228</td>
<td>7000</td>
</tr>
<tr>
<td>BIO 102L *</td>
<td>Principles of Biology Lab - Zero credits</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>BIO 228</td>
<td>7001</td>
</tr>
<tr>
<td>BIO 111 *</td>
<td>Anatomy and Physiology I - Four credits</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>BIO 228</td>
<td>7007</td>
</tr>
<tr>
<td>BIO 111L *</td>
<td>Anatomy and Physiology Lab - Zero credits</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>BIO 228</td>
<td>7009</td>
</tr>
<tr>
<td>BIO 112 *</td>
<td>Anatomy and Physiology II - Four credits</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>BIO 228</td>
<td>7010</td>
</tr>
<tr>
<td>BIO 112L *</td>
<td>Anatomy and Physiology II Lab - Zero credits</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>BIO 228</td>
<td>7011</td>
</tr>
<tr>
<td>BIO 199</td>
<td>Individual Study in Biology - Four credits</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>BIO 233D</td>
<td>7015</td>
</tr>
</tbody>
</table>

Students interested in BIO 199 must see the Biotechnology Program Coordinator at BioPark, 2nd floor, 801 W. Baltimore Street; BIOP 233D; 410-637-3805 before registering.

#### BUAD 100 * - Introduction to Business - Three credits

BUAD 100 index 7066 is a 12-week course which meets 9/22-12/21/14.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Days</th>
<th>Time</th>
<th>Instructor</th>
<th>Department</th>
<th>Section No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUAD 100 *</td>
<td>Introduction to Business - Three credits</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>BIO 222</td>
<td>7066</td>
</tr>
</tbody>
</table>

#### BUAD 112 * - Computers for Business Management - Three credits

BUAD 112 index 7080 is a 12-week course which meets 9/22-12/21/14.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Days</th>
<th>Time</th>
<th>Instructor</th>
<th>Department</th>
<th>Section No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUAD 112 *</td>
<td>Computers for Business Management - Three credits</td>
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<td></td>
<td></td>
<td></td>
<td>BIO 222</td>
<td>7080</td>
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</tbody>
</table>

#### CHE 101 * - General Chemistry I - Four credits

CHE 101 index 7952 is a 12-week course which meets 9/22-12/21/14.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Days</th>
<th>Time</th>
<th>Instructor</th>
<th>Department</th>
<th>Section No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHE 101 *</td>
<td>General Chemistry I - Four credits</td>
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<td></td>
<td></td>
<td></td>
<td>BIO 221</td>
<td>7090</td>
</tr>
</tbody>
</table>

#### CHE 101L * - General Chemistry Lab - Zero credits

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Days</th>
<th>Time</th>
<th>Instructor</th>
<th>Department</th>
<th>Section No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHE 101L *</td>
<td>General Chemistry Lab - Zero credits</td>
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<td></td>
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<td>BIO 221</td>
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</table>

#### MAT 107 * - Modern Elementary Statistics - Three credits

MAT 107 index 7952 is a 12-week course which meets 9/22-12/21/14.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Days</th>
<th>Time</th>
<th>Instructor</th>
<th>Department</th>
<th>Section No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 107</td>
<td>Modern Elementary Statistics - Three credits</td>
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<td></td>
<td>BIO 222</td>
<td>7072</td>
</tr>
</tbody>
</table>

#### PHY 101 * - Fundamentals of Physics I - Four credits

PHY 101 index 7952 is a 12-week course which meets 9/22-12/21/14.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Days</th>
<th>Time</th>
<th>Instructor</th>
<th>Department</th>
<th>Section No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHY 101 *</td>
<td>Fundamentals of Physics I - Four credits</td>
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<td>BIO 222</td>
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</table>

<table>
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<th>Course Code</th>
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<th>Days</th>
<th>Time</th>
<th>Instructor</th>
<th>Department</th>
<th>Section No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHY 101L *</td>
<td>Fundamentals of Physics Lab - Zero credits</td>
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<td></td>
<td></td>
<td>BIO 222</td>
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#### REISTERSTOWN PLAZA CENTER (RPC) - 6764A Reisterstown Road 21215

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Days</th>
<th>Time</th>
<th>Instructor</th>
<th>Department</th>
<th>Section No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 107</td>
<td>Modern Elementary Statistics - Three credits</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>BIO 222</td>
<td>7072</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Days</th>
<th>Time</th>
<th>Instructor</th>
<th>Department</th>
<th>Section No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 107</td>
<td>Modern Elementary Statistics - Three credits</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>BIO 222</td>
<td>7072</td>
</tr>
</tbody>
</table>
FALL 2014 CREDIT COURSES - ONLINE COURSES

NOTE: The course listings in this document are current as of the date shown at the bottom of each page. Please use the online credit course lookup for current course information.

ACCOUNTING
ACCT 211 - Accounting Principles I - Three credits
7862 STAFF WEB CRSE
ACCT 212* - Accounting Principles II - Three credits
ACCT 212 Index 7823 is a 12-week course which meets 9/22-12/21/14.
7823 STAFF WEB CRSE
ACCT 265* - Accounting Principles II - Three credits
ACCT 265 Index 7717 is a 12-week course which meets 9/22-12/21/14.
7717 STAFF WEB CRSE

ALLIED HEALTH
AH 110 * - Medical Jurisprudence and Ethics - Two credits
Examinations for online classes will be given on campus.
7767 STAFF WEB CRSE
AH 130 * - Medical Terminology - Three credits
7780 STAFF WEB CRSE
AH 135 * - Allied Health Pharmacology - Two credits
Students must have access to a computer for online classes will be given on campus.
7788 STAFF WEB CRSE

ALLIED HUMAN SERVICES - ADC
ADC 106 - Fundamentals of Chemical Dependency Treatment - Three credits
7839 Andrews WEB CRSE
ADC 201 * - Chemical Dependency Counseling Skills - Three credits
ADC 201, Index 7991 is an online Accelerated I course.
7991 Andrews WEB CRSE
ADC 202 * - Assessment and Treatment Planning with Chemically Dependent Clients - Three credits
ADC 202, Index 7838 is an online, Accelerated II course.
7838 Watson WEB CRSE

ALLIED HUMAN SERVICES - AHS
AHS 100 - Introduction to Human Services - Four credits
7712 Phillips WEB CRSE
AHS 295 * - Professional Ethics in the Human Services - Three credits
AHS 295, Index 7983 is an on-line, Accelerated II course.
7983 Phillips WEB CRSE

ART
ART 114 * - History of Art II - Three credits
ART 114, Index 7886 is an on line 12 week course.
7886 Mason WEB CRSE
ART 225 * - Introduction to Film - Three credits
ART 225, Index 7749 is an online Accelerated I course.
7749 Mason WEB CRSE

BIOLOGY
BIO 101 * - General Biology - Three credits
7719 Greenwood WEB CRSE
BIO 102 * - Principles of Biology - Four credits
BIO 102 Index 7862 is the lecture for students enrolled in BIO 102L index 7871.
7862 STAFF WEB CRSE
BIO 102 L* - Principles of Biology Lab - Zero credits
BIO 102L index 7871 is the lab for students enrolled in BIO 102 Index 7862.
7871 STAFF WEB CRSE
BIO 111 * - Anatomy and Physiology I - Four credits
7828 STAFF WEB CRSE
8001 STAFF WEB CRSE
BIO 112 * - Anatomy and Physiology II - Four credits
8003 STAFF WEB CRSE
BIO 212 * - Microbiology - Four credits
BIO 212 Index 7805 is an online lecture course. Students can enroll in any BIO 212L course.
7805 STAFF WEB CRSE

BUSINESS ADMINISTRATION
BUAD 100 * - Introduction to Business - Three credits
BUAD 100 Index 7770 is a 12-week course which meets 9/22-12/21/14.
7770 STAFF WEB CRSE
BUAD 112 * - Computers for Business Management - Three credits
For BUAD 112 Index 7800 and 7816, students must have access to an off-campus computer connected to the Internet, and also have Office 2007 and Windows XP software.
7800 STAFF WEB CRSE
BUAD 207 * - Business Law - Three credits
7718 STAFF WEB CRSE

BUSINESS COMPUTER APPLICATIONS
BCAP 104 * - Introduction to Operating Systems: DOS/Windows - Three credits
7897 STAFF WEB CRSE

CHEMISTRY
CHE 101 * - General Chemistry I - Four credits
7706 STAFF WEB CRSE
CHE 103 * - Allied Health Chemistry - Four credits
7708 STAFF WEB CRSE

COMPUTER AND INFORMATION SYSTEMS
CISS 109 * - Principles of Computer Information Systems - Three credits
CISS 109 index 7729 is an online course for students enrolled in the 4A (Academic Acceleration for African American Males Program).
7729 STAFF WEB CRSE

COMPUTER LITERACY
CLT 100 - Computer Literacy - Two credits
7735 STAFF WEB CRSE
CLT 100 Index 7736 is a 12-week course which meets 9/22-12/21/14.
7736 STAFF WEB CRSE
7736 STAFF WEB CRSE
CLT 100 Index 7784 is an Accelerated II course which meets 10/23-12/21/14.
7784 STAFF WEB CRSE
CLT 100 Index 7804 is an online Accelerated II course which meets 10/23-12/21/14.
7804 STAFF WEB CRSE
## CONSTRUCTION SUPERVISION

CON 250 - Construction Internship - Three credits  
CON 250 index 7724 is a 12-week online course which meets 9/22-12/21/14.  
7724 STAFF WEB CRSE

## CRIMINAL JUSTICE

CRJ 101 - Introduction to Criminal Justice - Three credits  
7842 STAFF WEB CRSE  
CRJ 102 - Report Writing for Criminal Justice Personnel - Three credits  
7741 STAFF WEB CRSE  
CRJ 104 - Fundamentals of Law Enforcement - Three credits  
7807 STAFF WEB CRSE  
CRJ 209 - Probation and Parole - Three credits  
7772 STAFF WEB CRSE

## DIETETIC TECHNICIAN

DNT 200 * - Nutrition for Health Sciences - Three credits  
7702 STAFF WEB CRSE

## EARLY CHILDHOOD EDUCATION

ECE 100 * - Introduction to Child Development - Three credits  
ECE 100, Index 7826 is a Accelerated I online course.  
7826 STAFF WEB CRSE  
ECE 102 * - Observing and Recording Children’s Behavior - Three credits  
7830 Godwin WEB CRSE  
ECE 109 * - An Introduction to School-Age Group Day Care - Four credits  
ECE 109, Index 7866 is an online Accelerated I course.  
7866 Godwin WEB CRSE  
ECE 201 * - Nutrition, Health, and Safety for Children - Two credits  
7974 STAFF WEB CRSE

## ECONOMICS

ECO 201 * - The American Economy I: Macroeconomic Theory - Three credits  
7846 POLUMAINE WEB CRSE  
ECO 202 * - The American Economy II: Macroeconomic Theory - Three credits  
ECO 202 index 7843 is a 12-week online course.  
7843 POLUMAINE WEB CRSE

## EDUCATION

EDU 225 - Effective Assessment and the Teaching of Reading - Three credits  
EDU 225, Index 8247 is an Accelerated I online course.  
8247 STAFF WEB CRSE  
EDU 240 * - Methods of Teaching Reading in Secondary Content Areas, Part II - Three credits  
7978 STAFF WEB CRSE

## ENGLISH

RENG 91 - Reading & English Skills I - Zero credits  
7851 STAFF WEB CRSE  
RENG 92 - Reading & English Skills II - Zero credits  
RENG 92, index 7752 is a 12 week online course.  
7752 STAFF WEB CRSE  
7736 STAFF WEB CRSE  
7774 STAFF WEB CRSE  
ENG 101 * - English Writing - Three credits  
ENG 101, Index 7849 is an Accelerated II online course.  
7849 STAFF WEB CRSE  
ENG 101, Index 8021 is an Accelerated II online course.  
8021 STAFF WEB CRSE  
ENG 102 * - Introduction to the Term Paper and Research Methods - Three credits  
7818 STAFF WEB CRSE  
7852 STAFF WEB CRSE  
ENG 102, Index 8022 is an online Accelerated II course.  
8022 STAFF WEB CRSE  
ENG 107 * - Creative Writing (Fiction) - Three credits  
ENG 107, Index 8010 is an online Accelerated II course.  
8010 STAFF WEB CRSE  
ENG 113 * - Business Writing - Three credits  
7848 STAFF WEB CRSE  
ENG 200 * - Introduction to Literature - Three credits  
ENG 200, Index 7824 is an Accelerated I course.  
7824 STAFF WEB CRSE  
ENG 200, Index 7825 is an Accelerated I course.  
7825 STAFF WEB CRSE  
ENG 210 * - African American Literature - Three credits  
ENG 210, Index 7735 is an online Accelerated II course.  
7735 STAFF WEB CRSE

## ENVIRONMENTAL SCIENCE

ES 110 * - Environmental Science - Three credits  
ES 110, Index 7740 is a 12-week online course which meets 9/22-12/21/14.  
7740 STAFF WEB CRSE

## FASHION DESIGN

FASH 206 * - Fashion Entrepreneurship - Three credits  
7837 STAFF WEB CRSE

## HEALTH AND LIFE FITNESS

HLF 201 * - Personal and Community Health - Three credits  
HLF 201 index 7775 is an online Accelerated I (8/25-10/20/14) course.  
7775 STAFF WEB CRSE  
HLF 201 index 7776 is an online Accelerated I (8/25-10/20/14) course.  
7776 STAFF WEB CRSE  
HLF 205 * - Human Sexuality - Three credits  
HLF 205 index 7785 is an online Accelerated II course, which meets 10/23-12/21/14.  
7785 STAFF WEB CRSE  
HLF 210 * - Physical Fitness and Health - Two credits  
HLF 210 index 7777 is an online Accelerated I (8/25-10/20/14) course.  
7777 STAFF WEB CRSE

## HEALTH INFORMATION TECHNOLOGY

HIT 251 * - Healthcare Management and Supervision - Three credits  
Students must be in the HIT Program and must be registered by the HIT
Program Coordinator.

HIT 251 L - Healthcare Management and Supervision Lab - Zero credits
Students must be in the HIT Program and must be registered by the HIT Program Coordinator.

HIT 252 - Clinical Quality Assurance and CQI - Three credits
Students must be in the HIT Program and must be registered by the HIT Program Coordinator.

HIT 252 L - Clinical Quality Assurance and CQI Lab - Zero credits
Students must be in the HIT Program and must be registered by the HIT Program Coordinator.

HISTORY

H 101 * - History of American Civilization I - Three credits

H 102 * - History of American Civilization II - Three credits
H 102, Index 7251 is an Accelerated II online course.

H 110 * - History of African American Civilization I - Three credits

H 151 * - World History I - Three credits

H 152 * - World History II - Three credits

HUMANITIES

HUM 202 * - Survey of Art, Literature, and Music - Three credits
HUM 202, Index 7809 is an Accelerated I online course.

HUM 205 * - Literature and Healing: Moral, Ethical, and Legal Implications - Three credits
HUM 205, Index 7856 is an Accelerated I course.

MANAGEMENT

MGMT 102 - Principles of Supervision - Three credits

MGMT 103* - Business Mathematics - Three credits
MGMT 103 index 7883 is an online hybrid course which meets every Monday from 9:00-11:45 am.

MGMT 170 - Small Business Management - Three credits
MMGMT 170 index 3016 is an online hybrid course which meets on the following Wednesdays: 9/3, 9/24, 10/15, 11/5, and 11/26/2014.

MGMT 219 * - Human Resource Management - Three credits

MGMT 222 * - Principles of Business Management - Three credits

MARKETING

MKTG 223 * - Marketing - Three credits
MKTG 223 index 3017 is an online hybrid course which meets on the following Wednesdays: 9/10, 10/1, 10/22, 11/12, and 12/3/14.

MATHEMATICS

MAT 80 - Arithmetic: Concepts and Applications - Zero credits

MAT 91 - Elementary Algebra - Zero credits
MAT 91 index 7721 is a 12-week course which meets 9/22-12/21/14.

MAT 92 - Intermediate Algebra - Zero credits

MAT 107 * - Modern Elementary Statistics - Three credits

MAT 125 * - Finite Mathematics - Three credits

MAT 128 * - Precalculus I: College Algebra - Four credits

MAT 129 * - Precalculus II: Trigonometry and Analytic Geometry - Four credits

MUSIC

MUS 100 - Introduction to Music Fundamentals - Three credits
MUS 100, index 7745 is a 12 wk online course.

MUS 103 * - Music Appreciation - Three credits
MUS 103 index 7746 is a 12 week online course.

ORIENTATION

PRE 100 - Preparation for Academic Achievement - One credit
PRE 100 index 7773 is an online Accelerated I course which meets 8/25-10/20/14.

PRE 100 index 7774 is an online Accelerated I course which meets 8/25-10/20/14. Students must have access to a computer connected to the Internet, must be computer literate, and if taking an online course for the first time, must attend orientation. Visit www.bccc.edu/E-Learning for more information.
PHILOSOPHY

PHI 101 * - Introduction to Philosophy - Three credits
7893 EZEANI WEB CRSE

PHI 104 * - Logic and Critical Thinking - Three credits
PHI 104 is an online course for students entering into an Allied Health Program only.
7854 Tchamala WEB CRSE

POLITICAL SCIENCE

PS 101 * - American Government - Three credits
7750 STAFF WEB CRSE

PSYCHOLOGY

PSY 101 * - Introductory Psychology - Three credits
7737 STAFF WEB CRSE
7813 STAFF WEB CRSE

PSY 104 * - Developmental Psychology - Three credits
PSY 104, Index 7738 is an Accelerated I online course.
7738 STAFF HYB CRSE
7814 STAFF HYB CRSE

PSY 204 * - Introduction to Abnormal Psychology - Three credits
7827 STAFF WEB CRSE

PSY 206 * - Social Psychology - Three credits
7855 STAFF WEB CRSE

SCIENCE

SCI 100 * - Elements of Earth Science - Three credits
7997 STAFF WEB CRSE

SCI 106 * - Introductory Oceanography - Three credits
7787 STAFF WEB CRSE

SPECIAL EDUCATION

SED 220 * - Special Education: An Overview - Three credits
7964 STAFF WEB CRSE

SOCIOLOGY

SOC 101 * - Introduction to Sociology - Three credits
7716 STAFF WEB CRSE
7739 STAFF WEB CRSE
SOC 101, Index 8020 is an Accelerated II online course.
8020 STAFF WEB CRSE

SOC 103 * - Marriage and the Family - Three credits
SOC 103, Index 7798 is an Accelerated II online course.
7798 STAFF WEB CRSE

SOC 108 * - Anthropology - Three credits
SOC 108 index 7731 is an Accelerated II course.
7731 STAFF WEB CRSE

SOC 150 * - Cultural Diversity in the Workplace - Three credits
7733 STAFF WEB CRSE
### FALL 2014 CREDIT COURSES

**ACCELERATED COURSES - SESSION I**

**NOTE:** The course listings in this document are current as of the date shown at the bottom of each page. Please use the online credit course lookup for current course information.

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#### ALLIED HUMAN SERVICES-AHS

<table>
<thead>
<tr>
<th>AHS 103 - Group Dynamics: Small Group Analysis  - Three credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>S  9am-1:45pm</td>
</tr>
</tbody>
</table>

#### EDUCATION

**EDU 200 *- Introduction to Education  - Three credits**

Students must have access to a computer connected to the Internet, must be computer literate and if taking an online course for the first time, must attend orientation. Visit www.bccc.edu>E-Learning for more information.

| 1106  | STAFF  | LIBERTY |

#### ENGLISH

<table>
<thead>
<tr>
<th>RENG 91 - Reading &amp; English Skills I  - Zero credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>7122</td>
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<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>8722</td>
</tr>
<tr>
<td>7125</td>
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<tr>
<td>7126</td>
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</table>

#### HEALTH AND LIFE FITNESS

<table>
<thead>
<tr>
<th>HLF 100 - Life Fitness: Weight Training, Jogging, and Fitness  - One credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>7107</td>
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</table>

<table>
<thead>
<tr>
<th>HLF 210 - Physical Fitness and Health  - Two credits.</th>
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</thead>
<tbody>
<tr>
<td>7189</td>
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<tr>
<td>7190</td>
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</table>

#### HISTORY

<table>
<thead>
<tr>
<th>H 102 *- History of American Civilization II  - Three credits</th>
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<tbody>
<tr>
<td>1851</td>
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<table>
<thead>
<tr>
<th>H 110 *- History of African American Civilization I  - Three credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1873</td>
</tr>
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</table>

#### MATHEMATICS

<table>
<thead>
<tr>
<th>MAT 92 - INTERMEDIATE ALGEBRA  - Zero credits</th>
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<tr>
<td>7100</td>
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#### ORIENTATION

<table>
<thead>
<tr>
<th>PRE 100 - Preparation for Academic Achievement  - One credit</th>
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<tbody>
<tr>
<td>7151</td>
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<tr>
<td>7154</td>
</tr>
<tr>
<td>7669</td>
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</tbody>
</table>

PRE 100 index 8745 is an Accelerated I course (8/25/14-10/20/14) for Promise Academy students only. Students must contact Ms. Patricia Edwards at 410-462-7406.

| 8745  | TR  | 8:30-9:50am  | STAFF  | MNB 118 |
| 7115  | S  | 9-10:50am  | STAFF  | MNB 124 |
| 7156  | T  | 9:30-11:15am  | STAFF  | NRS 315 |
| 7163  | T  | 9:30-11:15am  | STAFF  | NRS 300 |
**FALL 2014 CREDIT COURSES - 12 WEEK COURSES**

**ACCELERATED COURSES - SESSION I**

*NOTE: The course listings in this document are current as of the date shown at the bottom of each page. Please use the online credit course lookup for current course information.*

### ACCOUNTING

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT211</td>
<td>Accounting Principles I</td>
<td>3</td>
<td>S</td>
<td>9AM-12:30PM</td>
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### ART

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<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 106</td>
<td>Art in the Culture</td>
<td>3</td>
<td>T</td>
<td>9AM-12:20PM</td>
<td>STAFF</td>
<td>MNB 062A</td>
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<td></td>
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<td>5:30-8:55PM</td>
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<td>MNB 065A</td>
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### BIOLOGY

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<thead>
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<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 102</td>
<td>Principles of Biology</td>
<td>4</td>
<td>W</td>
<td>4-6:50PM</td>
<td>STAFF</td>
<td>MNB 306</td>
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<tr>
<td>BIO 102L</td>
<td>Principles of Biology Lab</td>
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<tr>
<td>BIO 111</td>
<td>Anatomy and Physiology I</td>
<td>4</td>
<td>S</td>
<td>12:30-4PM</td>
<td>STAFF</td>
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<tr>
<td>BIO 111L</td>
<td>Anatomy and Physiology I Lab</td>
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<td>9-10:45PM</td>
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### BUSINESS ADMINISTRATION

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<th>Time</th>
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<tbody>
<tr>
<td>BUAD100</td>
<td>Introduction to Business</td>
<td>3</td>
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<td>BUAD112</td>
<td>Computers for Business Management</td>
<td>3</td>
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### CHEMISTRY

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<th>Time</th>
<th>Location</th>
<th>Instructor</th>
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</thead>
<tbody>
<tr>
<td>CHE 101</td>
<td>General Chemistry I</td>
<td>4</td>
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<tr>
<td>CHE 101L</td>
<td>General Chemistry I Lab</td>
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### COMPUTER LITERACY

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<th>Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>CLT 100</td>
<td>Computer Literacy</td>
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### CONSTRUCTION SUPERVISION

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<th>Location</th>
<th>Instructor</th>
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</thead>
<tbody>
<tr>
<td>CON 101</td>
<td>Introduction to Construction</td>
<td>3</td>
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<tr>
<td>CON 104</td>
<td>Construction Methods and Materials</td>
<td>3</td>
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### CRIMINAL JUSTICE

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<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
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<tbody>
<tr>
<td>CRJ 101</td>
<td>Introduction to Criminal Justice</td>
<td>3</td>
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### ELECTRONICS TECHNOLOGY

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<th>Credits</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELC 120</td>
<td>DC Circuits Analysis</td>
<td>3</td>
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<tr>
<td>ELC 120L</td>
<td>DC Circuits Analysis Lab</td>
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### ENGLISH

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<th>Instructor</th>
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<tbody>
<tr>
<td>RENG 90</td>
<td>Integrated Reading &amp; Writing</td>
<td>0</td>
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<td>1-3:15PM</td>
<td>STAFF</td>
<td>MNB 252</td>
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<td>MNB 130</td>
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<td>RENG 91</td>
<td>Reading &amp; English Skills</td>
<td>0 cr</td>
<td>MWF</td>
<td>8-9:20AM</td>
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<td>MNB 125</td>
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<tr>
<td>RENG 91 Index 7890</td>
<td>12-week hybrid course.</td>
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### GENERAL COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
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</thead>
<tbody>
<tr>
<td>7878</td>
<td>12-week online hybrid course</td>
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<td>TR</td>
<td>10-11:50AM</td>
<td>STAFF</td>
<td>MNB 250</td>
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<tr>
<td>7890</td>
<td>12-week hybrid course</td>
<td></td>
<td>TR</td>
<td>10-11:50AM</td>
<td>STAFF</td>
<td>MNB 250</td>
</tr>
<tr>
<td>7891</td>
<td>12-week hybrid course</td>
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<td>TR</td>
<td>10-11:50AM</td>
<td>STAFF</td>
<td>MNB 250</td>
</tr>
<tr>
<td>7892</td>
<td>Reading &amp; Writing Skills II</td>
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<tr>
<td>7893</td>
<td>RENG 92 Index 7878</td>
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<tr>
<td>7894</td>
<td>RENG 92, index 7878</td>
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### INFORMATION TECHNOLOGY

<table>
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<th>Course Code</th>
<th>Course Name</th>
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<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
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</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>English Writing</td>
<td>3</td>
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### PHYSICS

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<th>Course Name</th>
<th>Credits</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHYS 101</td>
<td>General Physics</td>
<td>4</td>
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<td></td>
</tr>
<tr>
<td>PHYS 102</td>
<td>Physics I</td>
<td>4</td>
<td></td>
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### STATISTICS

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<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>STAT 201</td>
<td>Statistics</td>
<td>3</td>
<td>TR</td>
<td>1-3:15PM</td>
<td>STAFF</td>
<td>MNB 122</td>
</tr>
</tbody>
</table>

**BALTIMORE CITY COMMUNITY COLLEGE SCHEDULE OF CLASSES**

**4-20-14**
# Summer / Fall 2014

## Fashion Design

- **FASH106** - Apparel Buying and Retailing - 3 credits
  - 4003  F  5:30-8PM  STAFF  MNB 222
- **FASH201** - Technical Fashion Illustration - 3 credits
  - 4093  MW  5:30-9:15PM  STAFF  MNB 222
- **FASH203** - Design by Draping I - 3 credits
  - 4094  TR  5:30-9:25PM  STAFF  MNB 214

## Health and Life Fitness

- **HLF 142** - Weight Reduction - 2 credits
  - 3773  T  5:30-8PM  STAFF  PEC 122
- **HLF 201** - Personal and Community Health - 3 credits
  - 1051  MWF  9-10:40AM  STAFF  MNB 228
- **HLF 210** - Physical Fitness and Health - 2 credits
  - 3787  T  5-7:20PM  STAFF  MNB 120

## Legal Assistant

- **PLA 106** - Legal Writing - 3 credits
  - 3177  W  5:30-8:30PM  STAFF  MNB 160

## Mathematics

- **MAT 80** - Arithmetic: Concepts and Applications - 0 credits
  - 1654  MWF  10:30-11:35AM  STAFF  LSB 213
- **MAT 91** - Elementary Algebra - 0 credits
  - 1666  TR  10AM-12:20PM  STAFF  LSB 246
- **MAT 92** - Intermediate Algebra - 0 credits
  - 1673  TR  10AM-12:20PM  STAFF  LSB 323
  - 1682  MW  10AM-12:20PM  STAFF  LSB 246
- **MAT 92M** - Modular Intermediate Algebra - 0 credits
  - 2141  MW  9-10:40AM  STAFF  LSB 245

## Psychology

- **PSY 101** - Introductory Psychology - 3 credits
  - 1886  MW  10-11:35AM  STAFF  MNB 160
- **PSY 107** - Modern Elementary Statistics - 3 credits
  - 7952  MW  3-4:40PM  STAFF  RPC 142
- **PSY 108** - Modern Elementary Statistics - 3 credits
  - 3831  MW  5:30-7:15PM  STAFF  LSB 240

## Robotics

- **RBT 101** - Introduction to Robotics - 3 credits
  - 1065  TR  2:30-4:10PM  STAFF  MNB 175

## Speech

- **SP 101** - Fundamentals of Speech Communication - 3 credits
  - 1327  MW  1:30-3:05PM  STAFF  MNB 154

## Telecommunications

- **TEL 100** - Introduction to Business Telecommunications - 3 credits
  - 2225  F  1:30-5PM  STAFF  MNB 175
  - 4142  W  5:30-8:40PM  STAFF  MNB 175

## Nursing (R.N.)

- **NUR 122L** - Medical-Surgical Nursing of Adults I Lab - 0 credits
  - 1508  TW  7AM-3:30PM  STAFF  HOSP HOSP
### FALL 2014 CREDIT COURSES - ACCELERATED COURSES - SESSION II

**NOTE:** All classes held on Liberty Campus unless specified otherwise.

#### BUSINESS ADMINISTRATION

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Time</th>
<th>Instructor</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUAD112 *</td>
<td>M</td>
<td>5:30-10:15pm</td>
<td>STAFF</td>
<td>MNB 326</td>
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#### COMPUTER LITERACY

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Time</th>
<th>Instructor</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLT 100 - Computer Literacy</td>
<td>M</td>
<td>11:30am-2:40pm</td>
<td>STAFF</td>
<td>MNB 324</td>
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<td>S</td>
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<tr>
<td></td>
<td>W</td>
<td>5:30-8:40pm</td>
<td>STAFF</td>
<td>MNB 326</td>
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#### ENGLISH

**Accelerated courses - session II**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Time</th>
<th>Instructor</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>RENG 91 * - Reading &amp; English Skills</td>
<td>MTWR</td>
<td>2-3:40pm</td>
<td>STAFF</td>
<td>MNB 222</td>
</tr>
<tr>
<td>RENG 92 * - Reading &amp; Writing Skills</td>
<td>MTWR</td>
<td>2-3:40pm</td>
<td>STAFF</td>
<td>MNB 302</td>
</tr>
<tr>
<td>ENG 102 * - Introduction to the Term Paper and Research Methods</td>
<td>TR</td>
<td>1-3:30pm</td>
<td>STAFF</td>
<td>MNB 304</td>
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<tr>
<td>ENG 102 * - Introduction to the Term Paper and Research Methods</td>
<td>W</td>
<td>5:30-7:45pm</td>
<td>STAFF</td>
<td>MNB 118</td>
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#### HEALTH AND LIFE FITNESS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Time</th>
<th>Instructor</th>
<th>Location</th>
</tr>
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<tbody>
<tr>
<td>HLF 100 - Life Fitness: Weight Training/Jogging/fitness</td>
<td>S</td>
<td>8-10:50am</td>
<td>STAFF</td>
<td>PEC 122</td>
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<tr>
<td>HLF 205 - Human Sexuality</td>
<td>W</td>
<td>5:30-9:45pm</td>
<td>STAFF</td>
<td>MNB 116</td>
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<tr>
<td>HLF 210 - Physical Fitness and Health</td>
<td>S</td>
<td>11am-12:40pm</td>
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<td>MNB 116</td>
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#### HISTORY

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<th>Instructor</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>H 102 * - History of American Civilization II</td>
<td>MW</td>
<td>6-8:45pm</td>
<td>Johns-Hackett</td>
<td>MNB 114</td>
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<tr>
<td>H 111 * - History of African American Civilization II</td>
<td>MW</td>
<td>1-3:45pm</td>
<td>STAFF</td>
<td>MNB 258</td>
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</tbody>
</table>

#### MATHEMATICS

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<th>Days</th>
<th>Time</th>
<th>Instructor</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>MAT 92 * - Intermediate Algebra</td>
<td>MWF</td>
<td>5:30-7:55pm</td>
<td>STAFF</td>
<td>LSB 263</td>
</tr>
<tr>
<td>MAT 107 * - Modern Elementary Statistics</td>
<td>MWF</td>
<td>9-10:50am</td>
<td>STAFF</td>
<td>LSB 252</td>
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<tr>
<td></td>
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<td>10-11:50am</td>
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<tr>
<td></td>
<td>MWF</td>
<td>5:30-7:55pm</td>
<td>OFF CAMPUS</td>
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</table>

**Note:** To register, students must receive approval from the Math Department Chair or designee at 410-462-7631. MAT 107 index 7211 is an Accelerated II course which meets 10/23-12/21/14.
FALL 2014 CREDIT COURSES - SHADOW COURSES

NOTE: All classes held on Liberty Campus unless specified otherwise.

BIOLOGY

BIO 111 * - Anatomy and Physiology I - 4 credits
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<th>Days</th>
<th>Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>BIO 199</td>
<td>4</td>
<td></td>
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</table>

BIO 199 - Individual Study in Biology - 4 credits
Students interested in BIO 199 must see the Biotechnology Program Coordinator at BioPark, 2nd floor, 801 W. Baltimore Street; BIOP 233D; 410-637-3805 before registering.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Days</th>
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<tr>
<td>BTC 101</td>
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<td>3-4:45pm</td>
<td>BIOP 225</td>
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BIOTECHNOLOGY

BTC 101 - Special Topics in Biotechnology I - 2 credits
BTC 101 index 7045 is offered at BioPark, 801 W. Baltimore Street, 2nd floor.

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<tr>
<th>Course</th>
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MATHEMATICS

MAT 91 * - Elementary Algebra - 0 credits

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MAT 92 * - Intermediate Algebra - 0 credits

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HAVE YOU REACHED A MILESTONE?

MILESTONES are the completion of 15, 30, 45 and 60 academic credits toward graduating with a degree or certificate.

Once attained, students will have a stop code placed on their student inquiry. In order to remove the stop code, students must see their Assigned Academic Advisor for approval of next semester’s classes.

Be sure to plan ahead of time in meeting with your Advisor.

CONGRATULATIONS!
You are on your way to completion.
For more information, call 410-462-8300.
FREQUENTLY ASKED QUESTIONS (FAQS)

How do I know who my Academic Advisor is?
During your first semester at BCCC you will be assigned an advisor according to your major. You can find your advisor’s name on the Student Portal on your Student Inquiry OR on Black Board under ADV101. To find contact information for that advisor look under “Contact Us”, then “A-Z Faculty and Staff Directory”. If you do not have an academic advisor assigned, you should contact the Student Success Center.

What if I cannot reach my Academic Advisor?
You must make an effort to reach your assigned Academic Advisor by phone and/or email, if not 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 you cannot reach your advisor, try to seek advice through the Program Head.

I know what I want to take already. Do I need an Advisor’s Signature to register?
Even if you have decided what to take, you will need to contact your advisor so that you 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 you. You need an advisor’s signature or a Goal Attainment Plan (GAP) that authorizes you to register on-line or in person.

How do I know if I’m eligible for online registration?
The current eligibility requirements are summarized in the current Schedule of Classes, under the instructions for Online Registration.

I have taken courses at another college or university. How can I register for a class at BCCC that requires one of those courses as a prerequisite?
You must submit an official transcript (unopened) to the Admissions Office when you complete the BCCC application and prior to registration. An admissions officer will place the prerequisite transfer courses on your record. Most courses at BCCC require, at a minimum, that you are ready for college-level work in Math and English (either completing developmental Math, English, and Reading or placed out of these courses using the college’s Accuplacer Test).

Advising Milestone Project
BCCC has begun a new project to ensure that students remain on track toward a degree or certificate by requiring them to meet with an advisor once they have completed 15, 30, 45 and 60 credits. The advisor will be able to “lift” the Milestone block after discussing required courses and when it is best to take them. The advisor can also clear the way for the student to register on line by entering a GAP for you.

How does my Academic Standing affect my ability to register?
If you are “In Good Standing”, you are eligible to participate in Early and on-line registration. If you are in “Academic Warning” or “Academic Dismissal” and are currently taking classes, you will not be able to register for the next semester until your grades for the current semester are posted on your grade report. You will need to see your advisor in the Student Success Center, or your advisor in a special program such as DSS or TRIO/STAIRS, for further details.

I am trying to keep track of my progress in my curriculum. How do I know which version of the catalog to follow?
When you meet with your advisor, you will discuss the proper catalog that you should be using. As long as you do not miss two semesters in a row, you should follow the instructional program as described in the catalog “you came in on”. If you are about to graduate, you can also choose to follow requirements as listed in the catalog for the year you graduate. You will receive an Educational Plan from your advisor which is your outline of required courses for your program.

Can I have some old grades erased to help boost my GPA?
As a state institution, we cannot “erase” grades from your transcript, but 15 credits can be removed from your GPA through Academic
Renewal. If eligible, submit a Petition for Academic Renewal at the Records and Registration office with the signature of an academic advisor. The form is available in Records and Registration, and at the Student Success Center.

**What is the process to take a class for the third time?**

If you take a course more than twice, you will have to get approval in the Student Success Center. Financial Aid limits how many times they will pay for a class.

**When do I need special permission to take a class?**

There are several reasons you would need special permission to register for a class.

1. If the course description requires permission of a program head.
2. Permission to register for a Full course is 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 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, a multicultural environment, and how the college “system” works.

**Can I test out of any classes such as biology, math, chemistry, English, etc.?**

Yes, depending on the course. There is a CLEP test that you can take to show you don't need to take a particular course. These CLEP tests usually cover only common, entry-level courses, such as CHE 101, BIO 101, etc. Check with the Test Center or the appropriate department chair to see if you can test out of a course.

**How does withdrawing from classes impact my academic status?**

Withdrawing from a class does protect you from getting a low grade in a class, but too many withdrawals can affect you in several ways. If you take 6 credits or more in a semester, you must complete at least 50% of those credits with passing grades. If you withdraw from a class, or get an F or an Incomplete, these “grades” are considered as “did not complete”. Withdrawing or failing half of your current credits will change your academic status form Good Standing to Warning, and from Warning to Dismissal.

**What are co-requisites and prerequisites?**

A prerequisite is a course that you have to complete before taking another class. A co-requisite is a course you take the same semester as another course.
IMPORTANT PHONE NUMBERS FOR NON-CREDIT PROGRAMS

General Non-Credit Information: 410-986-3200

Business and Continuing Education Programs

Adult Basic Education
Michelle Jackson
Harbor, Rm 27 ............. 410-986-5449

Alternative High School Diploma Program (APEX)
Karen Allen-Curtis
Harbor, Rm 22 .......... 410-986-3241

Basic Literacy
Alyssa Elliott
Harbor, Rm 23 .......... 410-986-5414

Career Training Programs
Karen Mobley
RPC, Rm 103 .......... 410-580-2757

Child Care
Debra Vines
RPC, Rm 106 ............. 410-580-2758

Citizenship Preparation Program
Gail Mogol
RPC, Rm 114A .......... 410-580-2756

Community ESL
Douglas Weimer
Harbor, Rm 26 .......... 410-986-5426

Community Schools Initiative (CSI)
Alyssa Elliott
Harbor, Rm. 29 .......... 410-986-3227

Construction
Debra Vines
RPC, Rm106 ............. 410-580-2758

English Language Instruction
Betsy Mackey
Harbor, Rm 25 .......... 410-986-5433
Ewa Burton
Harbor, Rm 68 .......... 410-986-5434

English Language Services
Meintje Westerbeek
Harbor, Rm 18 .......... 410-986-5455

GED and Pre-GED Programs
Ori Shabazz,
Harbor, Rm 23 .......... 410-986-5437
Alyssa Elliott
Harbor, Rm 29 .......... 410-986-3227
Steve Thompson
Harbor, Rm 23 .......... 410-986-5466
Kumasi Johnson
Harbor, Rm 23 .......... 410-986-5438

Health Care
Reginald Hanna
Harbor, Rm 23A .......... 410-986-3207

Hospitality
Ida Sass
Harbor, Rm 24 .......... 410-986-5545

Personal and Life Enrichment
Karen Mobley
RPC ..................... 410-580-2757

Refugee Assistant Programs
Akalu Paulos
Harbor, Rm 17 .......... 410-986-5464

Refugee Youth Project
Kursten Pickup .......... 410-558-3194

Weatherization
Debra Vines
RPC, Rm106 ............. 410-580-2758

Workforce Development
Ida Sass
Harbor, Rm 24 .......... 410-986-5545
Jean Henry
RPC, Rm 110 ............. 410-580-2771

Enrollment Management and Student Services

Director of Operations
Dr. Daphne Snowden . . 410-986-3221

Admissions and Registration
Marie Anthony
Harbor, Rm 4 ............. 410-986-5421
Monique Reaves
Harbor, Rm 4 ............. 410-986-3214

Counselor, ESL Student Advisor
Dr. Shanta Rao ............. 410-986-5462

Counselor, GED Advisor
Joan Gwynn ............. 410-986-5435

Intake Assessment and Testing
Puspita Asmara ............. 410-986-5432
Kenneth Brown ............. 410-986-5432
Lilyana Guseynov (ESL) . 410-986-5431

LWIS Specialists
Loreen Harris ............. 410-986-3210
Christina Torrence ............. 410-986-3224

Student Services
Wendy Harris
(Consortium) ............. 410-986-3209

Transition Specialists
Karen Allen-Curtis ............. 410-986-3241
Emanuel Manu ............. 410-986-3212

Transportation
Debra Vines
RPC, Rm 106 ............. 410-580-2758

Tourism
Ida Sass
Harbor, Rm 24 ............. 410-986-5545

Court Reporting
Ida Sass
Harbor, Rm 24 ............. 410-986-5545
GLOSSARY OF TERMS FOR NON-CREDIT COURSES

- ABE - Adult Basic Education
- AOP - Alternative Options Program
- APEX - APEX Learning Accredited Online Private School
- BCCC - Baltimore City Community College
- BCED - Business and Continuing Education Division
- BELS - Basic English Language Skills
- BIO - Biotechnology
- CEC - Continuing Education Credit
- CASAS - Comprehensive Adult Student Assessment System
- CEU - Continuing Education Unit
- CE - Continuing Education
- CSI - Community Schools Initiative
- ESL - English as a Second Language
- ELI - English Language Instruction
- LOEP - Levels of English Proficiency
- MCCT - Maryland Center for Construction Technologies
- MOED - Maryland Office of Employment Development
- NWTC - National Weatherization Training Center
- GED - General Educational Development
- Pre-GED - Beginning level classes for GED
- Pre-ELI - Beginning level classes before ELI
- RAP - Refugee Assistance Program
- RYP - Refugee Youth Project
- RPC - Reisterstown Plaza Center
- TOEFL - Test of English as a Foreign Language
- WF - Workforce
- WIA - Workforce Investment Act

BUSINESS AND CONTINUING EDUCATION PROGRAMS

ADULT BASIC EDUCATION
The BCCC Adult Education Program provides quality education in Basic Skills and GED preparation at more than 40 locations throughout the Baltimore community. Adult Education classes are flexible, innovative and geared toward the changing needs of a diverse population.

HEALTH CARE
The U.S. Bureau of Labor Statistics ranks health care as the fastest growing job sector in the Nation. It is estimated that more than 1 million new jobs will be created in the health care field within the next 10 years. The Department offers training to address the challenge of a dramatically increasing demand for health care professionals. Training is offered in the high demand fields of direct patient care (Phlebotomy, Nursing Assistant and Patient Care Technician), health information technology certifications (Medical Billing/Coding and Unit Clerk), and support positions (Pharmacy Technician). If you think a career in health care is worth exploring, you may find health care training at BCCC is just right for you!

Education Specialist for Health Care
- Reginald Hanna 410-986-3207

TRANSPORTATION AND CONSTRUCTION
Baltimore City is one of the East Coast’s primary transportation hubs with easy access to most of the U.S. From the ports to the railways to the interstate system; we are at the center of it all. The Workforce Development and Community Education Services Department is partnering with the Manufacturing Skill Standards Council to provide certification training to become a Certified Logistics Associate or Certified Logistics Technician. The Department also offers training to address the labor shortages in the construction industry. In addition to training in the traditional construction trades of plumbing, carpentry and electric, the Department offers many courses in energy efficiency and renewable energy. Many of these courses take place in our state-of-the-art National Weatherization Training Center. If you like to work with your hands and are ready for a high-demand career, start your journey at BCCC!

Education Specialist for Transportation and Construction
- Debra Vines 410-580-2758

HOSPITALITY AND TOURISM
The US Census Bureau identified both the Retail and the Hospital & Tourism industries as high growth industries in the State of Maryland and in Baltimore in particular. The Workforce Development and Community Education Services Department offers career and certification training in food service industry careers such as Dietary Aide and Food Service Sanitation Management. The Department has also partnered with the American Hotel and Lodging Association to provide high-quality training for careers in the thriving Baltimore City hotel industry that result in industry certifications. Essential courses in Customer Service training are available for all those entering the Hospitality and Retail industries. BCCC has the career training that you need to excel in the Hospitality and Retail industries!

Associate Director of Workforce Development
- Ida Sass 410-986-5545

CAREER TRAINING PROGRAMS
The Department offers instruction and hands-on experience in specialized career fields identified as high growth by the Department of Labor to prepare participants to enter the job market. Many of the areas require a license or certification by an external agency. Areas include Court Reporting, Real Estate, and Child Care.

Education Specialist for Career Training
- Karen Mobley 410-580-2757
CUSTOMIZED CONTRACT TRAINING
provides customized training solutions to businesses of all sizes and industries to accommodate their training and education needs. Training is convenient, flexible, and affordable and can be held at a client's site or at a well-equipped BCCC facility throughout the region. BCCC provides high-caliber instruction blending the best of the academic and business worlds.

Director of Workforce Development
- Jean Henry 410-580-2771

CITIZENSHIP PREPARATION
Citizenship Preparation provides the civics knowledge and English language skills needed to pass the U.S. Citizenship and Immigration Services (USCIS) naturalization interview. Courses are available at all proficiency levels.

ENGLISH AS A SECOND LANGUAGE (ESL)
BCED's English Language Services offer a variety of English as a Second Language (ESL) curriculum to meet diverse language needs. Whether you are an immigrant, refugee, political asylee, foreign student, or person of another status wanting to improve your English, we can help. In addition, we offer workplace general language development and customized workplace ESL training, on location and at our facilities.

ENGLISH LANGUAGE INSTRUCTION (ELI)

English Language Instruction is a complete academic program for college-bound persons and others seeking language enrichment for GED Preparation (high school equivalency), preparation for job training, or personal reasons.

LIFELONG LEARNERS
Learning is a lifelong endeavor; consequently we strive to produce quality programs that are interesting as well as enjoyable. We offer a variety of courses for lifelong learners customized to fit various needs and schedules.

MARYLAND INTEGRATED BASIC EDUCATION SKILLS TRAINING (MI-BEST)
MI-BEST is an accelerated training program that integrates basic skills and technical skills training. Offering training opportunities that combines basic skills such as reading, writing, math, communication, orientation, advising, study skills, time management, tutoring; Job readiness preparation; English language instruction (for speakers of other languages) or GED preparation for students with no high school diploma); and Occupational skills training leading to industry-recognized, high-demand career certification or licensure.

REFUGEE ASSISTANCE PROGRAMS
The Refugee Programs provide intensive acculturation an English language instruction to newly arrived refugees and asylum seekers. Instruction focuses on English language skills for everyday communication.

NON-CREDIT INSTRUCTIONAL SUPPORT SERVICES

BCCC offers a range of facilities and personnel to help you attain your educational objectives. Labs and instructional support are located at the Business and Education Division, 710 East Lombard Street and available to all BCCC students.

COMPUTER LAB - (BCED, Room 65)
The Adult Education/English Language Computer Lab (room 65) is the main computer lab you use whether you are enrolled in ESL, Pre-GED or GED classes. The lab serves formal classes during scheduled times. Pre-GED and GED students utilize a free, self-paced tutorial software for practice in math, literature, writing, social studies and science. Plus, ESL students can use self-paced software for grammar, listening, and reading practice to improve their language skills.

Lab Hours (class registration is required).

MARYLAND INTEGRATED BASIC EDUCATION SKILLS TRAINING (MI-BEST)
MI-BEST is an accelerated training program that integrates basic skills and technical skills training. Offering training opportunities that combines basic skills such as reading, writing, math, communication, orientation, advising, study skills, time management, tutoring; Job readiness preparation; English language instruction (for speakers of other languages) or GED preparation for students with no high school diploma); and Occupational skills training leading to industry-recognized, high-demand career certification or licensure.

ESL LAB SUPPORT - (Harbor, Room 59)
Lab Support gives you the extra time and feedback needed to practice your English. Easy-to-use computer programs guide learners at all levels through lessons in vocabulary, grammar, listening, and reading. Work individually at your own pace; the lab instructor is always available to help. The lab is a great place to ask questions, work on homework, or just get more practice.

At the same time, you may be enrolled in English Language Institute or Community ESL courses, or you may choose ESL Lab Support as your first course at BCCC. The lab is equipped with listening and recording capabilities, the Internet, and software programs complementing Academic Track classes in the English Language Institute. There is no charge to register for Lab Support—it's free. The schedule is flexible. Register in the Language Lab during scheduled times.

Daytime: Wednesday and Thursday, 11:30am-1:30pm
Evenings: Thursday, 5:30pm-7:30pm

APEX LAB - (Harbor, Lab 63)
The APEX lab offers the convenience and flexibility of working from any computer that has Internet access. The coursework is available online 24 hours a day, seven days a week. Choose to work at BCCC’s Harbor Campus where there is a fully-staffed computer lab as an alternative to completing your coursework at home. The lab is open five days a week in the morning, afternoon, and evening.

Summer Hours
Weekdays: Monday-Thursday 9am-6pm; closed Fridays
Weekends: Saturday, 9am-1pm

Fall Hours
Weekdays: Monday-Thursday 9am-7pm; closed Fridays
Weekends: Saturday, 9am-3pm
ADULT BASIC EDUCATION OVERVIEW

The BCCC Adult Education Program provides quality education in Basic Skills and GED preparation at more than 40 locations throughout Baltimore. Classes are available mornings, afternoons, and evenings. Adult Education classes are flexible, innovative and geared toward the changing needs of a diverse population.

BASIC LITERACY

This program is designed to help students develop basic reading and writing skills. The Basic Literacy program employs the Wilson Reading Method to support individual and small group instruction.

GED

The intensive, 120-hour GED program provides students with instruction in reasoning through language arts, mathematical reasoning, social studies, and science in preparation for the new 2014 GED State Examination. GED classes meet four days a week, in the morning, afternoon, and evening.

PRE-GED (Basic Skills)

Pre-GED classes help students focus on areas in need of improvement prior to enrollment in the GED program. Academic emphasis is placed on reading, language arts, and basic mathematics. In addition to an academic emphasis, instructors emphasize life and work skill competencies.

ALTERNATIVE OPTIONS PROGRAMS

Since 2005, Alternatives Options Programs have significantly expanded the options for out-of-school and under-credited youth to earn original and remedial credits towards a Maryland State High School Diploma. Building upon the success of the Novel Diploma Program launched in 2005, the College has added specialized programs and built partnerships with the Baltimore City Public Schools (City Schools), Griggs International Academy, M & T Bank, and the Mayor’s Office of Employment and Development (MOED) to meet the diverse needs of participants.

The statistics regarding youth and adults in Baltimore City without a high school diploma demonstrates our challenges and the need for a creative response by educational institutions. BCCC’s Alternative Diploma Options Programs have responded to this need by developing a non-traditional track for learners to earn their high school diploma. The alternative program features on-line coursework, supplemental instruction and tutoring support, and life skills modules to help students transition into post-secondary education and the workforce.

APEX GRIFFS DIPLOMA PROGRAM

In partnership with Griggs International Academy, BCCC offers an Alternative Diploma Option Program for learners who are under-credited, to earn their Maryland State High School Diploma. After receiving a high school transcript review, learners begin using the online software, APEX Learning, to complete coursework, take exams and earn credits toward their high school diploma. Learners are able to access their courses from any computer with an Internet connection. This option is ideal for learners who are in need of only a few high school credits to earn their diploma. The Griggs Diploma requires 21 credits.

Upon completion of coursework and all requirements for the Maryland State High School Diploma (ex. community service hours), students receive a Griggs High School Diploma, which is accepted nationwide and is recognized by colleges and universities.

A Basic High School Diploma includes these 21 units:

- 4 units of English
- 3 units of Math
- 2 units of Science (includes Biology)
- 3 units of Social Studies (includes U.S. History)
- 1/2 unit of Health
- 1 unit of Applied Arts (Keyboarding/Word Processing)
- 1 unit of Fine Arts
- 6 1/2 units of Electives

Additional requirements:

- 20 hours of community service
- $200 diploma fee
- $100 per course

Interested participants must provide an official transcript from the last high school attended. Course selection will be determined by your high school transcript; however, all students earning a diploma through APEX Learning must take a minimum of three credits. All lessons, textbooks, and homework assignments are accessed online.

APEX LEARNING CREDIT RECOVERY PROGRAM

An option designed for high school students who have failed courses or who are in need of an alternative setting to recover credits. Upon successful completion of the course, grades are submitted to the student and guidance counselor. The credits transfer back to the student’s home school and enable them to matriculate with their classmates.

STEP AHEAD OPTION

An option designed for fast-paced, disciplined learners. The student must be enrolled in a high school and have permission from the high school guidance counselor to be enrolled in a course for original credit (verification form). Students are able to complete courses online through the APEX Learning software anywhere they have access to a computer with Internet capability. Upon successful completion of the course, grades are submitted to the student and guidance counselor. Tuition for each course is $90, plus a $10 technology fee, total $100 per course and must be paid prior to starting coursework.
BASIC LITERACY

Basic literacy classes assist students in developing fundamental reading skills. The Adult Education Literacy Program provides small group tutorial support by teachers specializing in literacy instruction.

BASIC LITERACY TRAINING

This course helps you with basic reading and spelling using the Wilson Reading System, a phonetic based reading and writing program for adults with basic literacy challenges. Math and life skills activities in the course help you better manage your personal and work lives.

BASIC LITERACY COURSES - HARBOR
(710 E Lombard Street)
June 30-August 12
Index # 6204 Course ID: CI 4116
Index # 6205 Course ID: CI 4116
Monday, Tuesday, Thursday, 9am-Noon
September 8-October 21
Index # 6210 Course ID: CI 4116
Index # 6212 Course ID: CI 4116
Monday, Tuesday, Thursday, 9am-Noon

BRIDGE
June 17-August 21
Index # 6201 Course ID: CI 4117
September 23-December 16
Index # 6209 Course ID: CI 4115
Tuesday and Thursday, 1-4pm
June 18-August 22
Index # 6203 Course ID: CI 4117
September 24-December 17
Index # 6208 Course ID: CI 4115
Wednesday and Friday, 9am-Noon
July 1-August 14
Index # 6202 Course ID# 4117
September 9-October 22
Index # 6236 Course ID# 4115
Tuesday, Wednesday, Thursday, 5:30pm-8:30pm

GED

GED classes are designed for students 16 years of age or older who have not earned their high school diploma and are not currently enrolled in a school program. Instruction helps students to prepare to take the Tests of General Educational Development (GED) administered by Pearson VUE Testing Center in order to receive their Maryland High School Diploma. Study is in four program areas: Reasoning through Language Arts, Mathematical Reasoning, Social Studies, and Science.

GED PROGRAM DESCRIPTION

Based on CASAS (Comprehensive Adult Student Assessment System), Reading 236 and Math 226, students will be advised to sign up for the next available GED class. Students must take the OPT (Official Practice Test) upon entering the GED class which enables the student and teacher to assess academic needs likely to affect the GED outcome. Near the end of 120 hours, students will be given another OPT to determine readiness for the state GED.

GED PROGRAM COMPONENTS:
- Classroom instruction: 120 hours
- OPT experience
- Test-taking strategies
- GED graduation ceremony

GED ORIENTATION

All new students are required to attend an orientation before attending class to maximize their success. Orientation will be held in the week prior to the start of class. Sessions are held from 9am to Noon at the Harbor, 710 E. Lombard Street, Room 65.

GED PLACEMENT AND REGISTRATION

Students will be tested before registration to determine their appropriate course placement. The assessment tool measures basic reading and mathematics skills and provide data for placement at the GED, Pre-GED, or Basic Literacy levels. Assessments are offered on a walk-in basis Monday-Friday.

MASS REGISTRATION

SUMMER: June 23-June 26
FALL: August 18-August 29

Assessment is ongoing the following days/times:
Harbor (BCED)
(710 E. Lombard Street)
Monday and Wednesday: 8am–5pm
Tuesday and Thursday: 8am–8:30pm
Friday: 8am–2pm

Reisterstown Plaza Center
(6764 A Reisterstown Road)
Wednesday: 3-7pm
(appointment only)
Friday: 9am–Noon

Students must register in person and bring identification. If a student is 16, 17, or 18 years old, they must have proof of school withdrawal. Please allow a minimum of 3 hours to complete testing.

GED TUITION AND FEES

$80 (includes classroom instruction, textbook, calculator, use of the computer lab, test taking strategies, and participation in transition activities).

RETURNING STUDENTS

The cost is $45 for students repeating the course within the last six months.

GED Test Registration

Students must register and schedule for computer-based GED testing at www.gedcomputer.com or call the Pearson VUE call center at 1-877-EXAM-GED (1-877-392-6433). If needed, BCCC’s GED Office will provide registration assistance.

GED COURSE LOCATIONS:

AFL-CIO Baltimore Works
(1100 N. Eutaw Street)
June 26-August 14
Index # 4000 Course ID: CI 3108
August 19-October 7
Index # 4001 Course ID: CI 3107
October 14-December 2
Index # 4002 Course ID: CI 3108
Tuesday and Thursday, 8:30am-12:30pm

BCED Harbor (710 E. Lombard Street)
June 4-August 14
Index # 4060 Course ID: CI 3107
Index # 4061 Course ID: CI 3108
Monday, Tuesday, Wednesday, Thursday, 9am-1pm
September 8-November 13
Index # 4064 Course ID: CI 3107
Index # 4065 Course ID: CI 3108
Monday, Tuesday, Wednesday, Thursday, 9am-1pm
September 8-November 13
Index #4068 Course ID: CI 3107
Index #4069 Course ID: CI 3108
Monday, Tuesday, Wednesday, Thursday, 5:15pm-9:15pm

Eastside Career Center
(3001 E. Madison Street)
June 16-July 17
Index # 4004 Course ID: CI 3107
July 21-August 14
Index # 4005 Course ID: CI 3108
August 18-September 22
Index # 4006 Course ID: CI 3107
September 23-October 27
Index # 4007 Course ID: CI 3108
October 28-December 2
Index # 4008 Course ID# 3108
Monday, Tuesday, Wednesday, Thursday, 1:15-4:15pm
(Students must register for both sections)

Liberty Campus
(2901 Liberty Heights Avenue)
June 30-July 23
Index # 4012 Course ID: CI 3107
July 28-August 20
Index # 4013 Course ID: CI 3108
August 25-September 18
Index # 4009 Course ID: CI 3107
September 22-October 15
Index # 4010 Course ID: CI 3108
October 20-November 12
Index # 4011 Course ID#3107
November 17-December 11
Index # 4020 Course ID# 3108
Monday, Tuesday, Wednesday, Thursday, 1-5 pm
(Students must register for both sections)

Northwest Career Center
(Mondawmin Mall)
June 30-July 23
Index # 4014 Course Code CI 3107
July 28-August 20
Index # 4015 Course Code CI 3108
August 25-September 18
Index # 4021 Course Code CI 3107
September 22-October 15
Index # 4022 Course Code CI 3108
October 20-November 12
Index # 4023 Course ID# 3107
November 17-December 11
Index # 4024 Course ID#3107
Monday, Tuesday, Wednesday, Thursday, 8:30am-12:30pm
(Students must register for both sections)

Reisterstown Plaza Center
(5675A Reisterstown Rd.)
June 9-August 14
Index #4062 Course ID: CI 3107
Index #4063 Course ID: CI3108
September 8-November 13
Index # 4070 Course ID# 3107
Index # 4071 Course ID# 3108
Monday, Tuesday, Wednesday, Thursday, 9am-1pm
(Students must register for both sections) GED Contact: (410) 986-5435

PRE-GED
Pre-GED classes provide instruction in the skill areas of reading and math for students who need to build their skills for a GED class. Pre-GED classes are held at the Harbor Campus, Reisterstown Plaza Center, and numerous convenient sites throughout the city during morning, afternoon, and evening hours. The program is supported by a grant from the Department of Labor, Licensing and Regulation provided through Baltimore City Community College. In addition, Math Only classes are offered.

PRE-GED FOR ESL
Pre-GED for ESL classes are for non-native English speakers who want a GED. Students who place at Pre-GED level on the GED placement test are eligible. Free classes are offered at the Harbor Campus and at Archbishop Borders School. For more information in English or Spanish, call (410) 986-5433.

REGISTRATION INFORMATION
Students are registered for Pre-GED classes at Harbor, RPC, or a community site. Pre-GED classes are free.

MASS REGISTRATION
June 23-June 26
August 18-August 29

PRE-GED COURSES AND LOCATIONS
Courses are typically offered in seven-week sessions. There will be various start dates from January 2 - June 9.

AFL-CIO Baltimore Works
(1100 N. Eutaw Street)

Bon Secours Community Works
(26 N. Fulton Avenue)

Alexander Hamilton Elementary
(800 Poplar Grove Street)

BCED Harbor (710 E. Lombard Street)

GED Contact: (410) 986-5435

PRE-GED FOR ESL
Pre-GED for ESL classes are for non-native English speakers who want a GED. Students who place at Pre-GED level on the GED placement test are eligible. Free classes are offered at the Harbor Campus and at Archbishop Borders School. For more information in English or Spanish, call (410) 986-5433.

REGISTRATION INFORMATION
Students are registered for Pre-GED classes at Harbor, RPC, or a community site. Pre-GED classes are free.

MASS REGISTRATION
June 23-June 26
August 18-August 29

PRE-GED COURSES AND LOCATIONS
Courses are typically offered in seven-week sessions. There will be various start dates from January 2 - June 9.

AFL-CIO Baltimore Works
(1100 N. Eutaw Street)
Monday, Tuesday, Wednesday, Thursday, 9am-Noon
September 8-October 16
Index # 6423 Course ID# CI 2921
Index # 6424 Course ID# CI 2921
Monday, Tuesday, Wednesday, Thursday, 1pm-4pm
October 20-November 20
Index # 6551 Course ID# CI 2921
Index # 6552 Course ID# CI 2921
Index # 6553 Course ID# CI 2921
Monday, Tuesday, Wednesday, Thursday, 9am-Noon
October 20-November 20
Index # 6554 Course ID# CI 2921
Index # 6555 Course ID# CI 2921
Monday, Tuesday, Wednesday, Thursday, 1pm-4pm
Center for Urban Families/Strive (CFuF)
(2201 N Monroe Street)
June 3-August 21
Index # 6512 Course ID: CI 2921
Index # 6513 Course ID: CI 2921
Index # 6514 Course ID: CI 2921
Tuesday and Thursday, 5:30pm-8:30pm
September 4-November 25
Index # 6512 Course ID: CI 2921
Index # 6513 Course ID: CI 2921
Index # 6514 Course ID: CI 2921
Tuesday and Thursday, 5:30pm-8:30pm
City Temple
(317 Dolphin Street)
July 9-August 22
September 10-October 24
Index # 6000 Course ID: CI 4154
October 29-December 15
Index # 6001 Course ID: CI 4154
Monday, Wednesday, Friday, 9am-Noon
Eastside Career Center
(3001 E. Madison Street)
June 16-July 17
Index # 6608 Course ID: CI 4154
July 21-August 14
Index # 6609 Course ID: CI 4154
August 18-September 22
Index # 6610 Course ID: CI 4154
September 23-October 27
Index # 6606 Course ID: CI 4154
October 28-December 2
Index # 6607 Course ID# CI 4154
Monday, Tuesday, Wednesday, Thursday, 1-4pm
(Students must register for both sections at the same time)
Leonard E. Hicks Community Center
(2781 W. North Avenue)
June 9-August 13
Index # 6636 Course ID: CI 4154
August 18-October 27
Index # 6637 Course ID: CI 4154
Tuesday and Thursday, 10am-1pm
Goodwill
(222 E. Redwood Street)
June 3-August 21
Index # 6526 Course ID: CI 2921
Tuesday and Thursday, 9am – Noon
September 4-November 25
Index # 6526 Course ID: CI 2921
Tuesday and Thursday, 9am – Noon
Liberty Campus
(2901 Liberty Heights Avenue)
July 22-September 11
Index # 6625 Course ID# CI 2921
Tuesday, Wednesday, Thursday, 9:30am-12:30pm
August 25-October 6
Index # 6622 Course ID# CI 2921
October 13-November 20
Index # 6623 Course ID# CI 2921
Monday, Tuesday, Wednesday, Thursday, 9:30am-12:30pm
September 16-October 22
Index # 6626 Course ID# CI 4154
October 28-December 10
Index # 6627 Course ID# CI 4154
Tuesday, Wednesday, Thursday, 9:30am-12:30pm
Pimlico Middle
(4849 Pimlico Road)
September 23-December 6
Index # 6218 Course ID: CI 2921
Tuesday and Thursday, 2:30-5:30pm
Reisterstown Plaza Center
(6764A Reisterstown Road)
July 9-August 22
September 24-November 7
Index # 6200 Course ID: CI 4154
Monday, Wednesday, Friday, 9am-Noon
July 10-August 27
September 9-October 22
Index # 6024 Course ID# CI 4118
October 28-December 11
Index # 6025 Course ID# CI 4154
September 22-December 10
Index # 6026 Course ID# CI 4154
October 14-December 1
Index # 6026 Course ID: CI 4154
Monday, Wednesday, Friday, 10am-1pm
Shiloh Christian Community Church
(825 Yale Avenue)
February 5-April 14
Index# 6011 Course ID: CI 4154
Monday and Wednesday, 6-9pm
St. Bernadines Head Start
(3814 Edmondson Avenue)
June 16-August 20
Index # 6224 Course ID: CI 4118
September 22-December 10
Index # 6202 Course ID# CI 2921
Index # 6203 Course ID# CI 2921
Monday and Wednesday, 6-9pm
Southeast Head Start  
(2811 Dillon Street)  
June 16-August 20  
Index # 6222 Course ID# 4114  
Index # 6223 Course ID# 4114  
September 22-December 10  
Index # 6204 Course ID# 2921  
Monday and Wednesday, 9:30am-12:30pm

Transforming Life Church  
(4801 Sipple Avenue)  
September 30-December 9  
Index # 6014 Course ID# 4154  
Tuesday, Thursday, 5:30pm-8:30pm

Village Learning Place  
(2521 St. Paul Street)  
September 22-December 10  
Index # 6205 Course ID: CI 2921  
Monday and Wednesday, 9am-12pm

William Paca Elementary  
(200 E. Lakewood Avenue)  
November 17-December 11  
Index # 6206 Course ID# 2921  
Monday, Wednesday, 5:30pm-8:30pm

Workforce Reception Center/MOED  
(100 W. 23rd Street)  
June 2-July 10  
Index # 6515 Course ID: CI 2921  
Monday, Tuesday, Wednesday, Thursday, 1-4pm  
September 8-October 16  
Index # 6414 Course ID: CI 2921  
Monday, Tuesday, Wednesday, Thursday, 1-4pm  
October 20-November 20  
Index #6550 Course ID#2921  
Monday, Tuesday, Wednesday, Thursday, 1pm-4pm

PRE-GED FOR ESL  
BCED Harbor (710 E. Lombard)  
PRE-GED for ESL/SUMMER  
Monday and Wednesday  
May 12-July 30  
9am-12pm, BCED 69  
Tuesday and Thursday  
May 13-July 31  
6pm-9pm, BCED 66

PRE-GED for ESL/FALL  
Tuesday and Thursday  
September 2-November 20  
8:30am-11:30am, BCED TBD  
Tuesday and Thursday  
September 2-November 20  
6pm-9pm, BCED 70

Archbishop Borders School  
3500 Foster Avenue  
February 11-May 1  
Index# 5164 Course ID# 4325  
Tuesday and Thursday, 6pm-9pm

PRE-GED COMPUTER LITERACY  
BCED Harbor (710 E. Lombard Street)  
June 17-July 24  
Index # 6225 Course ID: CI 3598  
September 2-October 23  
Index # 6249 Course ID: CI 3658  
Tuesday and Thursday, 1-4pm  
September 8-October 29  
Index # 6253 Course ID# 3658  
November 10-December 17  
Index # 6254 Course ID# 3658  
Monday, Wednesday, 5:30pm-8:30pm

READING AND WRITING  
BCED Harbor (710 E. Lombard Street)  
July 1-August 14  
Index # 6221 Course ID: CI 4179  
September 9-October 22  
Index # 6235 Course ID: CI 4179  
Tuesday, Wednesday, Thursday, 9am-Noon

PREP MATH  
BCED Harbor (710 E. Lombard Street)  
July 1-August 29  
Index # 6319 Course ID: CI 4119  
Friday, 9am-Noon  
September 12-October 31  
Index # 6245 Course ID: CI 4119  
Friday, 9am-Noon

ENGLISH AS A SECOND LANGUAGE (ESL)  
BCED's English Language Services offers a variety of English as Second
Language (ESL) curricula to meet diverse language needs. Community ESL classes help students with limited language proficiency or low literacy skills. Students with better English skills enroll in English Language Institute courses. The English Language Institute is a springboard for entry into BCCC’s academic and training programs. Courses are also available to help prepare foreign-born persons for the Test of English as a Foreign Language (TOEFL). Citizenship Preparation is a language and civics program accessible in Baltimore and adjacent counties. Depending on the ESL program you select, classes are either free or tuition-based.

CITIZENSHIP PREPARATION
Citizen Preparation provides free classes for immigrants seeking American citizenship. Instruction prepares students for the United States Citizenship and Immigration Services (USCIS) naturalization interview, including English language, dictation, and writing samples. Course length varies from six weeks to twelve months.

COMMUNITY ESL
Community ESL provides beginning and intermediate level courses to Maryland residents with limited English language and literacy skills. Free courses provide instruction and practice in conversation, grammar, listening, reading, writing, and life skills.

ENGLISH LANGUAGE INSTRUCTION
English Language Instruction (ELI) offers two distinct language study programs at 5 proficiency levels. Beginning levels are non-credit only. Credit ELI Academic Track courses at Intermediate (ELI 80), High Intermediate (ELI 81), and Advanced (ELI 82) levels prepare students to enter 2-year community college or 4-year college or university study programs in the U.S. Course content focuses on developing students’ academic reading, writing, and listening skills with vocabulary enrichment. Full-time or part-time study is possible. Financial Aid is available to eligible applicants. ELI Continuing Education non-credit courses (Levels 1-5) address the main language areas necessary for daily life and professional communication. Placement testing and registration for both programs are at BCCC’s Business and Continuing Education Division. Most classes are held at the same convenient Inner Harbor location.

PRE-GED FOR ESL
Pre-GED for ESL classes are for non-native English speakers who want a GED. Students who place at Pre-GED level on the GED placement test are eligible. Free classes are offered at the Harbor Campus and at Archbishop Borders School. For more information in English or Spanish, call (410) 986-5433.

REFUGEE ASSISTANCE PROGRAM
The Refugee Assistance program offers free English language training for persons 16 years of age or older who have refugee or political asylum status. Instructors help students develop the language proficiency necessary to obtain and retain meaningful employment.

REFUGEE YOUTH PROJECT
The Refugee Youth Project helps refugee youth develop the knowledge and skills required for academic success and positive acculturation. Offered in conjunction with the Baltimore City Public Schools, the program meets year-round after school, in the summer, and on weekends.

REFUGEE SKILLS TRAINING
Refugee Skills Training helps refugee learners upgrade or develop new job skills for better employment opportunities and career advancement. Occupational skills’ training is supported by English for Special Purposes instruction.

WORKPLACE ESL
Workplace ESL meets the employment language needs of refugees with limited English proficiency. BCCC contracts with employers to provide on–site language and cultural training via a workplace–specific curriculum.

CITIZENSHIP PREPARATION
Citizenship Preparation provides the civics knowledge and English language skills needed to pass the U.S. Citizenship and Immigration Services (USCIS) naturalization interview. Courses are available at all proficiency levels. Classes are offered at BCCC sites and locations throughout the state.

REGISTRATION INFORMATION
FREE! Registration is ongoing during class times at class locations. Students may also register at the Harbor (710 E. Lombard Street, BCED Room 2) or at Reisterstown Plaza Center (6764A Reisterstown Road) at any time.

A student must be a legal permanent resident for at least 4 years and 9 months or be married to a U.S. citizen for three years in order to apply for U.S. citizenship. Students may begin to study earlier - after four years (or two years, respectively). Copies of the Green Card and Social Security card are required for registration. Students should also have a copy of their citizenship application for classroom use.

BALTIMORE AREA LOCATIONS AND COURSES
BCED Harbor (710 E. Lombard Street)
Saturday: July 12-September 27
9am–12pm
Saturday: October 4-December 20
9am–12pm
CASA de Maryland
(2224 East Fayette Street)
Saturday: July 12-September 27
1pm–4pm
Saturday: October 4-December 20
1pm–4pm
Catonsville Library
(1100 Frederick Road)
Monday and Wednesday:
July 7-September 29, 9am–12pm
Monday and Wednesday:
October 1-December 22, 9am–12pm
Esperanza Center
(430 S. Broadway)
Tuesday and Thursday:
July 1-September 30, 6:30pm–8:30pm
Tuesday and Thursday:
October 7-December 9,
6:30pm–8:30pm
Summer / Fall 2014

BALTIMORE CITY COMMUNITY COLLEGE SCHEDULE OF CLASSES

Goodnow Community Center
(5311 Goodnow Road)
Tuesday and Thursday:
July 8-September 25, 9am – 12pm
Tuesday and Thursday:
October 7-December 9, 9am – 12pm

Greenmount Senior Center
(425 E. Federal Street)
Tuesday and Thursday:
July 8-September 25, 9am – 12pm
Tuesday and Thursday:
October 7-December 9, 9am – 12pm

Reisterstown Plaza Center
(6764A Reisterstown Road)
Monday and Wednesday:
July 7-September 29, 6-9pm
Monday and Wednesday:
October 1-December 22, 6-9pm
Saturday:
July 12-September 27, 9am-12pm
Saturday:
October 4-December 20, 9am-12pm

Montgomery County Locations and Courses

Charles W. Gilchrist Center for Cultural Diversity
Wheaton Library
(11701 Georgia Avenue)
Saturday:
July 12-September 27, 12pm-3pm
October 4-December 20, 12pm-3pm
Wednesday:
July 2-August 27, 6pm-8pm
October 1-November 26, 6pm-8pm

Charles W. Gilchrist Center for Cultural Diversity
Upcounty Regional (12900 Middlebrook Road, Germantown)
Tuesday:
July 8-September 23, 6pm–9pm
October 7-December 16, 6pm–9pm

Charles W. Gilchrist Center for Cultural Diversity
Midcounty Regional
(2424 Reede Drive, Wheaton)
Tuesday:
July 1-August 26, 3pm–5pm
October 7-December 2, 3pm–5pm

Holiday Park Senior Center
(3950 Ferrara Drive, Wheaton)
Monday and Tuesday:
July 7-September 29, 2pm-5pm, 9am-12pm (in Vietnamese)

Monday and Tuesday:
October 6-December 23, 2pm-5pm, 9am-12pm (in Vietnamese)
Tuesday and Thursday:
July 8-September 25, 12pm–3pm, 2pm–5pm
October 7-December 9, 12pm–3pm, 2pm–5pm

Long Branch Senior Center
(8900 Piney Branch Road, Silver Spring)
Wednesday and Friday:
October 1-December 20, 11am–2pm

Our Lady of Vietnam Church
(11814 New Hampshire Avenue, Silver Spring)
(For students who speak Vietnamese)
Sunday:
July 6-September 28, 1:30pm–4:30pm
October 5-December 21, 1:30pm–4:30pm

Rockville Senior Center
(1150 Carnation Drive, Rockville)
Monday and Wednesday:
October 6-December 3, 12:30pm-2:30pm

Citizenship Preparation Contacts:
Gail Mogol, Coordinator (410) 580-2756
Liliyana Guseynov, Bilingual Counselor (410) 986-5430

COMMUNITY ESL

The Community ESL program offers classes to help foreign born students develop basic English language proficiency in listening, speaking, reading, and writing. Emphasis is on literacy development. Classes are offered at locations throughout the city at no cost.

REGISTRATION AT HARBOR (BCED)
(710 East Lombard Street)
Thursday, September 4, 5pm-9pm
Saturday, September 6, 9am-12pm
Wednesday, September 10, 9am–12pm
Registration by appointment only:
Call 410-986-5430

REGISTRATION AT REISTERSTOWN PLAZA CENTER (RPC)
(6764A Reisterstown Road)
Thursday, August 28, 5pm-9pm
Registration available weekly starting in September. Visit the program website at http://www.bccc.edu/esl/bels for the up-to-date registration schedule.

COMMUNITY ESL COURSES AND LOCATIONS:

Harbor (BCED)
(710 East Lombard Street)
Beginning Levels:
July 9-September 3
September 17-December 10
Monday and Wednesday, 6pm–9pm

Intermediate Levels:
July 10-September 2
September 18-December 11
Tuesday and Thursday, 6pm–9pm

Education-Based Latino Outreach (EBLO) (606 S. Ann Street)
All Levels:
July 7-August 29
September 8-October 31
November 5-December 12
Monday, Wednesday, and Friday, 10am – 1pm

Evening Sessions (All Levels):
February 19-May 12
Monday and Wednesday, 6pm–9pm

Reisterstown Plaza Center
(6764A Reisterstown Road)
Day Classes (All Levels):
July 9-September 3
September 15-November 7
November 12-November 19
Monday, Wednesday, and Friday, 8:30am-11:30am

Evening Classes (Beginning Levels):
July 8-August 28
September 16-December 9
Tuesday and Thursday, 6pm-9pm

Evening Classes (Intermediate Levels):
July 7-August 27
September 15-December 8
Monday and Wednesday, 6pm-9pm

Archbishop Borders School
(3500 Foster Avenue)
All Levels:
September 23-December 16
Tuesday and Thursday, 6pm-9pm

Esperanza Center (430 S Broadway)
Schedule will be announced by June 2014. Visit the website for the updated schedule.
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 Business and Continuing Education Division (710 E. Lombard Street). The resulting placement recommendation indicates the student’s English proficiency level.

REGISTRATION INFORMATION

SUMMER REGISTRATION
Early Registration: April 28-June 6
General Registration: May 21-June 6

FALL REGISTRATION
Pre-Registration (New/Former/Current* Student): April 28-May 31
*Current Student Only:
Pre-Registration after consultation with Academic Advisor
Early Registration (by appointment):
August 12-August 13
General Registration (no appointment):
August 14-August 25

ELI ACADEMIC TRACK COURSES
This is the required course sequence for students pursuing a college degree or academic certificate. Initial placement is dependent upon placement test results. Passing Grammar, Reading, and Writing classes at the level is required to advance to the next level. Courses may be taken at the same time or in sequence. Successful completion of ELI 82G and 82W results in English 101 placement.

ELI 80
ELI 80W INTERMEDIATE GRAMMAR AND WRITING
Develop your ability to write sentences and paragraphs using correct grammar.

Tuesday and Thursday:
August 26-December 9
11:30am-2:15pm, BCED 74
6:30pm-9:15pm, BCED 66

ELI 80R INTERMEDIATE READING AND VOCABULARY
Improve your reading comprehension skills and learn to use an English-only dictionary.

Tuesday and Thursday:
June 10-August 7
11:30am-1:35pm, BCED 69
June 10-July 29
6:30pm-9:15pm, BCED 67
August 26-December 9,
8:30am-9:45am, BCED 75

Monday:
August 25-December 8,
6:30pm-9:15pm, BCED 66

ELI 80L INTERMEDIATE LISTENING AND PRESENTATION SKILLS
Improve your listening skills and make effective oral presentations.

Tuesday and Thursday:
June 10-August 7
9am-11:05am, BCED 67
August 26-December 9,
10am-11:15am, BCED 75

Friday: August 29-December 12,
6:30pm-9:15pm, BCED 67

ELI 81
ELI 81W HIGH INTERMEDIATE READING AND WRITING
Get exposure to college-level reading material across academic disciplines to develop critical reading skills. Readings form the basis of the essays students will produce.

Tuesday and Thursday:
August 26-December 9,
8:30am-11:15am, BCED 69
6:30pm-9:15pm, BCED 69

ELI 81G ADVANCED GRAMMAR
Extend your knowledge of English Grammar to improve your spoken and written communication.

Tuesday and Thursday:
June 10-August 7
9am-11:05am, BCED 69
August 26-December 9,
11:30am-12:45pm, BCED 69

Monday:
August 25-December 8,
6:30pm-9:15pm, BCED 69
ELI 82L ADVANCED ACADEMIC LISTENING AND NOTE-TAKING SKILLS
Take lecture notes and make oral presentations to prepare for educational and professional opportunities.
Tuesday and Thursday:
August 26-December 9, 1pm-2:15pm, BCED 69

ELI CONTINUING EDUCATION
English Language Instruction (ELI) offers a comprehensive series of non-credit English courses. These courses are for students who want to improve their language skills for personal or professional reasons but not to pursue an academic degree or certificate at this time. Students may enroll in all courses at the level or individual courses. No financial aid is available for these courses. To maintain their status, International Students (F-1 visa) not pursuing an academic degree are required to enroll in the full 18-hour per week program. New students take a placement test at BCCC’s Business and Continuing Education Division (710 E. Lombard Street). The resulting placement recommendation indicates the student’s proficiency level.

US CULTURE (Multi-Level)
Monday and Wednesday
Open enrollment:
Register every Monday in Room 59 4pm-6pm, BCED 59

LEVEL 1 (Beginning)
GRAMMAR 1
Friday: August 29-December 12, 8:30am-11:15am, BCED 66
WRITING 1
Tuesday and Thursday:
August 26-October 14, 8:30am-11:15am, BCED 66
READING 1
Tuesday and Thursday:
October 16-December 9 8:30am-11:15am, BCED 66
CONVERSATION 1
Tuesday: August 26-December 2 11:30am-2:15pm, BCED 70
LANGUAGE LAB 1
Friday: August 29-December 12 11:30am-2:15pm, BCED 59
ENGLISH EXPERIENCE 1
Thursday: August 28-December 11 11:30am-2:15pm, BCED 75

LEVEL 2 (High Beginning)
GRAMMAR 2
Monday and Wednesday:
June 9-August 6, 9am-11:05am, BCED 66
WRITING 2
Monday: June 9-August 6, 11:30am-1:35pm, BCED 66
Monday: August 25-December 8 11:30am-2:15pm
READING 2
Monday and Wednesday:
June 9-July 28 6:30pm-9:15pm, BCED 66
Wednesday: August 27-December 3, 8:30am-11:15am, BCED 69
CONVERSATION 2
Tuesday and Thursday:
June 10-July 29 6:30pm-9:15pm, BCED 69
Tuesday: August 27-December 3, 11:30am-2:15pm, BCED 66
LANGUAGE LAB 2
Thursday: August 28-December 11, 8:30am-11:15am, BCED 59
ENGLISH EXPERIENCE 2
Tuesday: January 30-May 15, 11:30am-2:15pm, BCED 75

LEVEL 3 (Intermediate)
GRAMMAR 3
Monday: August 25-December 8, 8:30am-11:15am, BCED 67
WRITING 3
Monday: August 25-December 8, 11:30am-2:15pm, BCED 75
READING 3
Wednesday: August 27-December 3, 8:30am-11:15am, BCED 67
CONVERSATION 3
Wednesday: August 27-December 3, 11:30am-2:15pm, BCED 67
LANGUAGE LAB 3
Thursday: August 28-December 11, 8:30am-11:15am, BCED 59

LEVEL 4 (High Intermediate)
GRAMMAR 4
Monday: August 25-December 8, 8:30am-11:15am, BCED 69
WRITING 4
Monday: August 25-December 8, 11:30am-2:15pm, BCED 69
READING 4
Wednesday: August 27-December 3, 8:30am-11:15am, BCED 69
LISTENING (Levels 4 and 5)
Thursday: August 28-December 11, 11:30am-2:15pm, BCED 78
PRONUNCIATION (Levels 4 and 5)
Tuesday: August 26-December 2, 11:30am-2:15pm, BCED 59
FLUENCY 2 (Levels 4 and 5)
Wednesday: August 27-December 3, 11:30am-2:15pm, BCED 69
iBT TOEFL PREPARATION:
WRITING AND SPEAKING (Levels 4 and 5)
Wednesday: August 27-December 3, 8:30am-11:15am, BCED 74
iBT TOEFL PREPARATION:
READING AND LISTENING (Levels 4 and 5)
Friday: August 29-December 12, 11:30am-2:15pm, BCED 66

LEVEL 5 (Advanced)
GRAMMAR 5
Monday: August 25-December 8, 8:30am-11:15am, BCED 74
WRITING 5
Monday: August 25-December 8, 11:30am-2:15pm, BCED 67
READING 5
Friday: August 29-December 12, 8:30am-11:15am, BCED 67
LISTENING (Levels 4 and 5)
Thursday: August 28-December 11, 11:30am-2:15pm, BCED 78
PRONUNCIATION (Levels 4 and 5)
Tuesday: August 26-December 2, 11:30am-2:15pm, BCED 59
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NON-CREDIT PROGRAMS AND COURSES

FLUENCY 2 (Levels 4 and 5)
Wednesday: August 27-December 3
11:30am-2:15pm, BCED 69

iBT TOEFL PREPARATION:
WRITING AND SPEAKING (Levels 4 and 5)
Wednesday: August 27-December 3
8:30am-11:15am, BCED 74

iBT TOEFL PREPARATION:
READING AND LISTENING (Levels 4 and 5)
Friday: August 29-December 12,
11:30am-2:15pm, BCED 66

English Language Instruction
Contact:
Betsy Mackey (410) 986-5433 or
Ewa Burton (410) 986-5434
General Information: (410) 986-3200

REFUGEE PROGRAMS
(RAP/RYP/RETP)
The Refugee Assistance Program (RAP), Refugee Youth Project (RYP), and Refugee Employment Training Program (RETP) provide intensive acculturation, job preparation and English language instruction to newly arrived refugees and asylees. Instruction focuses on English language skills for everyday communication. The programs offer a number of satellite classes throughout the Baltimore area, and work closely with refugee resettlement agencies and employment services to ensure high-quality program delivery.

The Refugee Assistance Program (RAP) is designed to improve the English-language ability of refugees and asylees 16 years of age or older. Free classes are held throughout the community. Classes focus on developing the skills necessary to find employment and function in an everyday English-language environment. Enrollment is ongoing. RAP classes provide a supportive classroom environment with teachers who are able to respond to individual students’ language needs. Flexible day and evening schedules allow students to arrange their study schedule around employment. To be admitted to the program, students must submit proof of refugee or political asylum status. To ensure placement at the proper level, students will be given a placement test at registration. The following courses are available only to refugees and asylees who have lived in the U.S. for five years or less.

BCED (710 E. Lombard Street)

Literacy
Monday, Wednesday, and Friday:
12pm–3pm
July 7-August 29
September 3-October 4
October 27-December 19

Pre-Beginning
Monday, Wednesday, and Friday:
8:30am-11:30am or 12pm-3pm
July 7-August 29
September 3-October 24
October 27-December 19

Low Beginning
Monday, Wednesday, and Friday:
12pm–3pm
July 7-August 29
September 3-October 24
October 27-December 19

High Beginning
Tuesday, Thursday, and Friday:
8:30am–11:30am or 12pm-3pm
July 7-August 29
September 2-October 23
October 27-December 18

Most Precious Blood Parish
(5010 Bowley’s Lane)

Literacy
Monday, Wednesday and Friday:
12pm–3pm
July 7-August 29
September 3-October 24

October 27-December 19

Pre-Beginning
Monday, Tuesday, and Thursday:
8:30am-11:30am or 12pm-3pm
July 7-August 29
September 2-October 23
October 27-December 18

Registration information:
Liliyana Guseynov (410) 986-5430
General Information: (410) 986-3200

ACCELERATED WORKFORCE TRAINING/CONTINUING EDUCATION
410-986-5413
www.bccc.edu/continuinged

The Workforce Development and Community Education Services Department at Baltimore City Community College partners with local business and industry to offer cost effective, state-of-the-art contract and customized training; occupational training; industry certifications; and lifelong learning opportunities. The Department’s primary focus is on engaging employers, community organizations and agencies to build a competitive workforce through collective partnering. The department’s programs contribute significantly to Baltimore’s economic and workforce development initiatives. Customized Training is Available for Employers.
Contact Information for Workforce Development: Jean Henry, Director  
410-580-2771 or JHenry@bcc.edu  
Ida Sass, Associate Director  
410-986-5545 or ISass@bcc.edu  

Please note that prices are subject to change. Please call to verify pricing.  
Textbooks and instructional materials for all classes are included in course fees!

NON-CREDIT COURSE OFFERINGS:

HEALTHCARE
- Medicine Aide  
- Medicine Aide Update  
- Patient Care Technician  
- Nursing Assistant  
- Medical Terminology  
- EKG Essentials  
- CPR at Healthcare Providers  
- Multi-Skilled Medical Technician  
- Advance Patient Care  
- Venipuncture Specimen  
- Collection Techniques  
- Pharmacy Calculations  
- Pharmacy Technician  

HOSPITALITY/TOURISM
- Food Service Sanitation Management Refresher  
- Hotel and Lodging START program  
- Hotel and Lodging TRAC program  
- Table Games Dealer Training  

TRANSPORTATION/CONSTRUCTION
- Weatherization Tactics  
- Solar PV Installer  
- RESNET HERS Rater  
- Certified Sustainability Manager  
- BPI Building Analyst  

OTHER CAREER TRAINING
- Courting Reporting  
- Customized Workforce Training  

FINANCIAL ASSISTANCE:
Workforce Creation Scholarship  
BCCC provides more than 80 Workforce Creation Scholarships annually—including tuition, fees and books—to high school graduates, non-traditional students, veterans, single parents and ex-offenders. The scholarships are available to students pursuing careers in the high-demand fields of construction, allied health/nursing, allied human services, bioscience and teaching. Students may apply by completing an application found at www.bccc.edu.  
Contact the BCCC Foundation Office for more information at 410-209-6006.  
Note: Because of limited funds, not all who apply will receive assistance.  

MAYOR’S OFFICE OF EMPLOYMENT DEVELOPMENT (MOED)
There may also be some financial help available at your local career center.  
Workforce Investment Act (WIA) Funding and Individual Training Accounts funding (ITAs) could be a call away:  
MOED Career Centers (www.oedworks.com)  
Northwest Career Center  
410-523-1060  
Eastside Career Center  
410-396-9045  
AFL-CIO Baltimore Works  
410-767-2148  

CENTRAL SCHOLARSHIP
This organization also has funding available for Baltimore City residents pursuing certificate training within Workforce Development at BCCC.  
Awards range from $500-$4,000.  
To apply please visit their website at central-scholarship.org or call 410-415-5558 for more information.  

SENIOR CITIZEN TUITION WAIVERS
Senior citizens (60 or older at the time of registration), are eligible to use Senior Citizen Tuition Waivers to register for classes tuition-free on a “seats available” basis.  

HEALTH CARE
If you think a career in health care is worth exploring, then Baltimore City Community College is a great place to start! With campuses conveniently located in downtown Baltimore City and at the centrally located Reisterstown Plaza Center, BCCC offers affordable, accelerated occupational training taught by industry professionals in state-of-the-art academic facilities that are metro accessible.  

According to the Bureau of Labor Statistics “employment in occupations related to Healthcare is projected to increase in coming years. Employment growth is expected to be driven by technological advances in patient care, which permit a greater number of health problems to be treated, and by an increasing emphasis on preventive care.”  
Additionally, “the health care occupations with the largest projected employment increases personal and home care aides, home health aides, nursing aides, orderlies, and attendants.” The Baltimore Alliance for Careers in Healthcare (BACH) confirms that Allied Health “is the nation’s largest industry providing more than 13.5 million jobs for people working in hospitals, medical offices, laboratories, nursing care facilities, pharmacies and in a variety of other settings.” The Alliance also notes that in Baltimore “healthcare is the city’s largest employment sector. However, like most urban centers throughout the country, there exists a critical shortage of qualified workers to fill Healthcare positions such as nursing assistant, nurse extender…and pharmacy technician.” Let BCCC help you launch your exciting Healthcare career!

Contact Information:
Education Specialist:
Reginald Hanna  
http://www.bccc.edu/Page/462  
healthcareinquiry@bccc.edu  
410-986-3207  

NON-CREDIT PROGRAMS AND COURSES  

Baltimore City Community College Schedule of Classes  
4-20-14  
67
SUMMER/FALL NON-CREDIT ACCELERATED CLASSES AND ACCELERATED TRAINING (HEALTHCARE)

Medicine Aide Theory* (Part I)

You must have prior departmental approval to register for this course.

Designed for Geriatric Nursing Assistants currently employed in long-term care facilities, this course teaches participants to recognize, safely prepare, and administer medications. The course consists of 36 hours of classroom instruction followed by 30 hours of clinical instruction.

Prerequisites:
Applicants must submit the following when registering:

• Proof of current employment as a Geriatric Nursing Assistant (GNA) in a comprehensive care facility or extended care facility and a letter of recommendation from the Director of Nursing at that facility.

Note: Employment by a health care employment agency does not qualify.

• Proof of at least one year of full-time experience or its equivalent as a nursing assistant in a comprehensive care facility or extended care facility in Maryland.

• Proof of experience in basic patient care procedures.

• Applicants must successfully pass a Math and Reading assessment test.

Cost: $354 ($269 tuition, $85 fees)

Dates and Times:
Saturday, June-July 9am-4pm
(6 sessions, 36 hours)
Saturday, September-October 9am-4pm
(6 sessions, 36 hours)

Medicine Aide Clinical (Part II)*

You must have prior departmental approval to register for this course.

A continuation of Medicine Aide (Part I), this course comprises the related clinical experience.

Prerequisite:
Completion of Medicine Aide (Part I) within the same semester. Students are required to attend a one-week clinical. The clinical will be assigned during the course of study. The clinical experience consists of five days (30 hours) using skills acquired in the classroom.

Note: Participants are required to wear a white uniform during this clinical course. Participants must present a negative Tuberculosis Skin Test (PPD) or clear chest x-ray if previous PPD results were positive. PPD results must be no more than 12 months old when beginning clinical rotation.

Cost: $218 ($108 tuition, $110 fees)

Dates and Times: TBA

*Medicine Aide is approved by the Maryland Board of Nursing.

Medicine Aide Update* You must have prior departmental approval to register for this course.

This eight hour course provides the training to satisfy recertification requirements for Medicine Aides. New medications, procedures, and protocols are covered. Participants take the certification exam as part of the course.

New Requirements: Effective October 2007 recertification applicants are required to provide proof of 100 hours of CMA practice in a licensed nursing home within the last two years. The Maryland Board of Nursing has established a 90-day window for recertification training. Medicine Aides must attend recertification class from 60 days before expiration of their license to 30 days after expiration. Training outside of this established window will not be recognized by the Maryland Board of Nursing.

Prerequisites: Applicants must present the following when registering:

• Proof of current Medicine Aide certification from the Maryland Board of Nursing.

• Verification (on letterhead) of required hours of practice in a licensed nursing home within the last two years.

• New Maryland Board of Nursing Requirement: The Maryland Board of Nursing requires the following statement on employer letters of verification:

“(INSERT APPLICANT NAME) has practiced for at least 16 hours as a CNA, 8 hours as a GNA, and 100 hours as a CMA in the last two years”.

Cost: $78 ($63 tuition, $15 fees)

Dates and Times:
Saturday, 9am-6pm
• June (1 session, 8 hours)
• July (1 session, 8 hours)
• August (1 session, 8 hours)
• September (1 session, 8 hours)
• October (1 session, 8 hours)
• November (1 session, 8 hours)
• December (1 session, 8 hours)

*Medicine Aide Update is approved by the Maryland Board of Nursing.

“Working at BCCC has been rewarding both personally and professionally. I’ve even grown in my nursing practice because of my experiences with my students. It is very rewarding to have former students return to us for their recertification.”

—Judy Seltzer, faculty, Medicine Aide, Medicine Aide update

Nursing Assistant Theory (Part I)*

You must have prior departmental approval to register for this course.

This course provides the knowledge and skills required of people seeking employment as Nursing Assistants in long-term and acute care facilities. The course combines the nursing assistant theory of health and disease across the life span, client care skills in a practice lab setting, and medical terminology. The course combines 96 hours of classroom instruction with 40 hours of instruction in a clinical setting using skills acquired in the classroom.
**Prerequisites:** Applicants must provide the following when registering:

- Successful completion of a Medical Terminology course
- The results of a Tuberculosis skin test (PPD) or clear chest X-ray if PPD results were previously positive. PPD results must be no more than 12 months old when beginning clinicals.
- Proof of measles, mumps, and rubella (MMR) immunizations or positive titre
- Proof of completion of Hepatitis B vaccination series or sign a waiver releasing the College and clinical site of any legal or medical responsibilities resulting from exposure to the Hepatitis virus.
- Proof of varicella immunization or positive titre
- Proof of influenza vaccination
- Applicants must successfully pass reading and arithmetic tests.
- Must be able to pass both a federal and state background check.

**Cost:** $703 ($463 tuition, $240 fees)

**Dates and Times:**
- Monday and Wednesday: June-August 5:30pm–9:45pm (24 sessions, 96 hours)
- Monday and Wednesday: October-January 5:30pm-9:45pm (24 session, 96 hours)

**Nursing Assistant Clinical (Part II)**

*You must have prior departmental approval to register for this course.*

A continuation of Nursing Assistant Theory (Part I), this course comprises the related clinical experience. The clinical experience consists of five days (40 hours) using skills acquired in the classroom.

Participants must be available for day clinicals only, Monday through Friday, 7am–4pm. 100% attendance is mandatory.

**Note:** Participants are required to wear a white uniform, a stethoscope, and a watch with a second hand for this clinical experience.

**Note:** Students are required to transfer a patient from a bed to a wheelchair. If you have a medical condition that limits your ability to lift, or you are pregnant, you must bring a written statement from your doctor attesting you can lift a patient under normal circumstances.

**Prerequisite:**
- Completion of Nursing Assistant Theory (Part I).

**Cost:** $487 ($417 tuition, $70 fees)

**Dates and Times:**
- Clinical rotation days, dates, and times will be scheduled during the theory portion of the class.

*“Nursing Assistant is approved by the Maryland Board of Nursing.*

“The instructors were outstanding. What stands out in my mind is that they were very patient with me.”—Thomas Davis, alumnus, Nursing Assistant

**Medical Terminology**

Gain a critical foundation for understanding medical terms commonly used in health care. Participants learn to effectively communicate, write, and interpret medical terms in the workplace. Topics include origins of terms, explanations of medical terms with descriptions of basic anatomy and physiology, and pronunciation of terms.

**Cost:** $244 ($172 tuition, $72 fees)

**Dates and Times:**
- Monday and Wednesday: September-October 6pm–9pm (8 sessions, 24 hours)
- Monday and Wednesday: November-December 6pm–9pm (8 sessions, 24 hours)

“I enjoy the diversity of the ages and experiences of the Workforce development students. The most rewarding aspect of my job is when my students become gainfully employed in Healthcare.”

—Angel Sanders, faculty, Medical Terminology, EKG Essentials

**CPR for Health Care Providers**

Designed for health care professionals, this 8-hour course includes 1-rescuer and 2-rescuer CPR, pediatric resuscitation, and foreign body airway obstruction management in adults, children and infants. Upon successful completion, participants receive an American Heart Association CPR card valid for 2 years.

**Cost:** $70 ($50 tuition, $20 fees)

**Dates and Times:**
- June (1 session, 8 hours)
- July (1 session, 8 hours)
- August (1 session, 8 hours)
- September (1 session, 8 hours)
- October (1 session, 8 hours)
Multi-Skilled Medical Technician*  
You must have prior departmental approval to register for this course.

The Multi-Skilled Medical Technician training series provides participants key skills to broaden their employment prospects. The training consists of 260 hours of classroom instruction and 120 hours of instruction in a clinical setting.  

The following modules are included:

- **MSMT: Nursing Assistant Theory Module**
- **MSMT: Nursing Assistant Clinical Module**
- **MSMT: Venipuncture and Specimen Collection Theory Module**
- **MSMT: Venipuncture Clinical Module**
- **MSMT: Medical Terminology Module**
- **MSMT: EKG Essentials Module**

**Note:** Participants are required to wear a white uniform, a stethoscope, and a watch with a second hand for this clinical experience.

**Note:** Students are required to transfer a patient from a bed to a wheelchair. If you have a medical condition that limits your ability to lift, or you are pregnant, you must bring a written statement from your doctor attesting you can lift a patient under normal circumstances.

**Prerequisites:**
- Successful completion of a Medical Terminology course
- The results of a Tuberculosis skin test (PPD) or clear chest X-ray if PPD results were previously positive. PPD results must be no more than 12 months old when beginning clinicals.
- Proof of measles, mumps, and rubella (MMR) immunizations or positive titre
- Proof of influenza vaccination
- Must be able to pass both a federal and state background check.

**Cost:** The total cost for this six-module training is $2,406 (tuition $1,495, fees $911).

**Note:** You save 10% over the individual course costs!

**Dates and Times:**
Classes are scheduled Monday through Thursday evenings from 5:30pm–9:45pm and Saturday from 8am–5pm. (excluding Venipuncture and Nursing Assistant Clinical assignments)

*Nursing Assistant is approved by the Maryland Board of Nursing.

“This program has really helped me move my life in a better direction as far as starting my career. Thanks!"

—Garen Little, Multi-Skilled Medical Technician graduate.

**Venipuncture and Specimen Collection Techniques Theory (Part I)**

You must have prior departmental approval to register for this course.

This two-part course covers how to collect blood and other specimens such as urine and stool samples and throat cultures and how to prepare samples for testing as a phlebotomist. Included is an overview of the anatomy and physiology of the systems requiring specimen collection. Proper documentation of each skill and correct use of Universal and Standard Precautions are emphasized. This course prepares students to take the National Center for Certification Testing (NCCT) phlebotomy exam. More information about the NCCT exam can be found at the following link: http://www.nccitinc.com/documents/NCPT.pdf.

**Note:** Phlebotomists are not currently required to be registered with a State board in Maryland; however, many employers prefer applicants that are nationally certified.

**Prerequisites:**
- Proof of current Health Care Provider CPR Certification
- The results of a Tuberculosis skin test (PPD) or clear chest X-ray if PPD results were previously positive. PPD results must be no more than 12 months old when beginning clinicals.
- Proof of measles, mumps, and rubella (MMR) immunizations or positive titre
- Proof of completion of Hepatitis B vaccination series or sign a waiver releasing the College and clinical site of any legal or medical responsibilities resulting from exposure to the Hepatitis virus.
- Proof of varicella immunization or positive titre
- Proof of influenza vaccination
- Applicants must successfully pass a reading assessment
- Must be able to pass both a federal and state background check.

**Cost:** $664 ($430 tuition, $234 fees)

**Dates and Times:**
Monday and Wednesday: June-August 6:00pm–9:45pm  
(24 sessions, 84 hours)
Monday and Wednesday: October-January 6:00pm–9:45pm  
(24 session, 84 hours)

**Venipuncture and Specimen Collection Techniques Clinical (Part II)**

You must have prior departmental approval to register for this course.

This course is designed to supplement the training provided in Venipuncture and Specimen Collection Techniques Theory. Participants will gain practical experience in a clinical setting. Each student must perform a minimum of 100 venipunctures.

**Prerequisite:**
Applicants must present the following when registering:

- Completion of Venipuncture and Specimen Collection (Part I), within the same semester.
- Proof of current Health Care Provider CPR certification.
- Clinical placement may be dependent on the results of a background check and drug screening.

Cost: $255 ($30 tuition, $225 fees)

Dates and Times:
Individual Assignments
Monday–Friday: Dates/Times-TBA
(10 sessions, 80 hours) Off Campus Location–TBA

Venipuncture clinical dates and times to be determined on an individual basis.

Pharmacy Calculations
The ability to perform pharmaceutical calculations using basic math is an important part of a Pharmacy Technician career. This pre-requisite course will develop the foundation you need to apply math calculation skills in a pharmacy. The course provides a stepped approached to pharmacy calculations by laying a foundation of number sense building to more complex calculations related to medications. The course covers decimals, fractions, ratios, percentages, and proportions as well as applying metric measurements and the basics of dosage calculation.

Cost: $239 ($179 Tuition, $60 Fees)

Dates and Times:
TBD, (8 sessions, 24 hours)

Pharmacy Technician Theory (Part I)*
You must have prior departmental approval to register for this course.

This comprehensive course prepares students to enter the pharmacy field in hospitals, home infusion- and community pharmacies working under the supervision of a registered pharmacist. Course content includes medical terminology specific to pharmacies, reading and interpreting prescriptions, and defining drugs by generic and brand names. Students will learn dosage calculations, I.V. flow rates, drug compounding, and dose conversions. Dispensing of prescriptions, inventory control, and billing and reimbursement will also be discussed.

Prerequisites:
Applicants must present the following when registering:
- High School diploma or GED
- Successful completion of a Pharmacy Calculations
- Proof of current Health Care Provider CPR certification
- A negative Tuberculosis skin test (PPD) or clear chest x-ray if PPD results were previously positive. PPD results must be no more than 12 months old when beginning clinical rotation.
- Applicants must pass Math and Reading assessment tests administered at the time of registration.
- Clinical placement is dependent on the results of the background check and drug screening.

Note: Fees for both the background check and drug screen are included in course cost.

Cost: $799 ($469 Tuition, $330 fees)

Dates and Times:
Monday and Wednesday, 5:30pm–9:45pm (20 sessions, 80 hours)

Pharmacy Technician Clinical (Part II)
You must have prior departmental approval to register for this course.

These courses are designed to supplement the training provided in the Pharmacy Technician Part I course. Participants will gain practical experience in a clinical setting.

Module 1: Retail Pharmacy
Monday–Friday: Dates/Times-TBA
(10 sessions, 80 hours)

Module 2: Hospital Pharmacy
Monday–Friday: Dates/Times-TBA
(10 sessions, 80 hours)

Prerequisite:
Completion of Pharmacy Technician Theory (Part I)

Cost: $255 ($30 tuition, $225 fees)

Dates and Times:
The start date, time, and clinical sites for this clinical placement are arranged individually. Clinical rotations will be scheduled in both retail and hospital settings.

*This program has been approved by the Maryland Board of Pharmacy and meets the criteria required for registration as a pharmacy technician in Maryland. More information can be found at the following link: http://dhmh.state.md.us/pharmacyboard/license/tech/index.htm

This course also prepares participants to take the national Pharmacy Technician Certification Board (PTCB) examination. Applicants for the optional, national PTCB exam apply directly to the Pharmacy Technician Certification Board. More information can be found at the following link: https://www.ptcb.org

Coming in Summer 2014!
Patient Care Technician New!
Are you currently a Certified Nursing Assistant with at least one year’s experience looking to advance your career? BCCC is proud to announce this exciting training opportunity. This 3-module course will provide training for tasks that are beyond the scope of a nursing assistant in the following areas:

- Venipuncture and Specimen Collection/IV Therapy
- Electrocardiograph Technician
- Advanced Patient Care

To be eligible candidates must meet the following requirements:

- Provide proof of certification from the Maryland State Board of Nursing as a Nursing Assistant
- Candidates must have a High School diploma or GED at the time of registration
- Provide proof of current Health Care Provider CPR Certification
- Have at least one year’s experience working as a Certified Nursing Assistant
For more information please contact: Reginald Hanna, 410-986-3207

**Coming in Summer 2014!**

**Advanced Patient Care New!**

This two-part course provides the knowledge and skills required to perform tasks to assist nursing staff in a variety of health care settings. These are required skills for someone seeking employment as a nurse extender, nursing support tech or patient care technician and include a clinical component. The course will cover: Foley Catheter Care; Ostomy Care; Tracheotomy Care; Point of Care/Glucometer; Palliative Care. To be eligible candidates must meet the following requirements:

- Provide proof of certification from the Maryland State Board of Nursing as a Nursing Assistant
- Candidates must have a High School diploma or GED a the time of registration
- Provide proof of current Health Care Provider CPR Certification
- Have at least one year’s experience working as a Certified Nursing Assistant

For more information please contact us at: [http://www.bccc.edu/Page/462](http://www.bccc.edu/Page/462) healthcaireinquiry@bccc.edu 410-986-3207

**HOSPITALITY & TOURISM**

The US Census Bureau identified both the Retail and the Hospital & Tourism industries as high growth industries in the State of Maryland and in Baltimore in particular. In fact, 1 in every 10 jobs in Maryland is in this industry. The Workforce Development and Community Education Services Department offers career and certification training in food service industry careers such as Dietary Aide and Food Service Sanitation Management. The Department has also partnered with the American Hotel and Lodging Association to provide high-quality training for careers in the thriving Baltimore City hotel industry that result in industry certifications.

Essential courses in Customer Service training are available for all those entering the Hospitality and Retail industries. BCCC has the career training that you need to excel in the Hospitality and Retail industries!

Exciting News! Baltimore City Community College is partnering with Horseshoe Baltimore to provide Table Games Dealer Training for the new Caesar’s Horseshoe Casino opening in Baltimore in Fall, 2014.

**Jobs Outlook**

Baltimore’s Workforce Investment Board has projected 551 vacancies in the hospitality/tourism industry in the next two years. From March 2012 to March 2013, job vacancies in the hospitality industry rose 5.2% in Baltimore City. Currently, Horseshoe Baltimore expects to fill 1700 vacancies in various gaming and hospitality occupations by Fall, 2014.

**Contact Information:**
Associate Director, Workforce Development: Ida Sass
isass@bccc.edu
410-986-5545

**SUMMER/FALL NON-CREDIT ACCELERATED CLASSES AND ACCELERATED TRAINING (HOSPITALITY, GAMING, & TOURISM)**

In today’s workplace, employers are looking for qualified staff that possesses the ability to anticipate and exceed their customers’ needs and deliver quality service. The demand for professional training in the increasingly complex hospitality industry is rising. To satisfy this demand, BCCC offers courses for effective and profitable hotel and restaurant operation.

**Food Service Sanitation Management (ServSafe)**

This course is offered to food service personnel who wish to become eligible for national certification in food service sanitation. Basic food service sanitation and safety standards are stressed for prevention of food-borne illness and injury. Participants also become familiar with developing good sanitation standards and government regulations for food service establishments. The accrediting agency for ServSafe is the National Restaurant Association.

**Note:** The certification exam and course materials are included in course fees.

**Cost:** $215 ($120 tuition, $95 fees)

**Index# [1150] Course ID [CEC 117]**
Saturday, June 21, 28, 9am-6pm (2 sessions, 16 hours), BCED

**Index# [1151] Course ID [CEC 117]**
Saturday, July 19, 26, 9am-6pm (2 sessions, 16 hours), BCED

**Index# [1152] Course ID [CEC 117]**
Saturday, August 16, 23, 9am-6pm (2 sessions, 16 hours), BCED

**Index# [1153] Course ID [CEC 117]**
Saturday, September 20, 27, 9am-6pm (2 sessions, 16 hours), BCED

**Index# [1154] Course ID [CEC 117]**
Saturday, October 18, 25, 9am-6pm (2 sessions, 16 hours), BCED

**Index# [1155] Course ID [CEC 117]**
Saturday, November 15, 22, 9am-6pm (2 sessions, 16 hours), BCED

**Food Service Sanitation Management Refresher**

Every three years, food service personnel need to renew their national certification in food service sanitation. Basic food service sanitation and safety standards are stressed for prevention of food-borne illness and injury. Other topics covered include developing good sanitation standards and government regulations for food service establishments. The accrediting agency for ServSafe is the National Restaurant Association.

**Note:** The certification exam and course materials are included in course fees.
You must have prior departmental approval to register for this course.

Contact an Education Specialist at 410-986-5545 for more information.

Cost: $100 ($55 tuition, $45 fees)

Index # [1114] Course ID [CEC 909]

Saturday, July 12, 9am-6pm
(1 session, 8 hours), BCED

Saturday, September 13, 9am-6pm
(1 session, 8 hours), BCED

Saturday, November 8, 9am-6pm
(1 session, 8 hours), BCED

**Coming in Summer 2014!**

**American Hotel & Lodging Education Institute - New!**
BCCC is partnering with the American Hotel & Lodging Education Institute to offer entry level certification training in the hotel industry.

The START program will introduce participants to entry level positions including guest services, front desk, bell services, guestroom services, maintenance and laundry services and banquet services. Successful participants are issued an industry-recognized certification upon completion.

The TRAC program is designed for entry level workers who seek a professional certification designation in one of the following areas:

- Guestroom Attendant
- Front Desk Representative
- Restaurant Server
- Maintenance Employee

This program is also open to successful graduates of the START program.

**Coming in Fall 2014!**

**Table Games Dealer Training - New!**
BCCC is partnering with Horseshoe Baltimore to offer Table Games Dealer Training. Contact us to find out more!

**TRANSPORTATION AND CONSTRUCTION**

Baltimore City is one of the East Coast’s primary transportation hubs with easy access to most of the U.S. From the ports to the railways to the interstate system; we are at the center of it all. The Workforce Development and Community Education Services Department is partnering with the Manufacturing Skill Standards Council to provide certification training to become a Certified Logistics Associate or Certified Logistics Technician.

The Department also offers training to address the labor shortages in the construction industry. In addition to training in the traditional construction trades of plumbing, carpentry and electric, the Department offers many courses in energy efficiency and renewable energy. Many of these courses take place in our state-of-the-art National Weatherization Training Center. If you like to work with your hands and are ready for a high-demand career, start your journey at BCCC!

**SUMMER/FALL NON-CREDIT ACCELERATED CLASSES AND ACCELERATED TRAINING (TRANSPORTATION & CONSTRUCTION)**

**Transportation Courses Coming Soon!**

Certified Logistics Technician (CLT)
This course addresses the core technical competencies of higher-skilled, frontline material handling workers in all supply chain facilities and results in industry-recognized certification. BCCC has partnered with the Manufacturing Skill Standards Council to award both the foundational-level Certified Logistics Associate (CLA) certificate and the mid-level Certified Logistics Technician (CLT) certificate. CLA certification is the prerequisite for the CLT certification.

Please check our website as we add more transportation courses or contact Debra Vines, Education Specialist for Transportation and Construction at 410-580-2758 or DVines@bccc.edu.

**Construction**
Construction includes the whole building envelope including weatherization and maintenance. BCCC will be offering exciting new programs in Construction Pre-Apprenticeship, Energy Efficiency, Renewable Energy, and Apartment Maintenance!

**Construction Pre-Apprenticeship**
Upon completion of this course, you will have the skills needed for an entry-level or semi-skilled job within the building industry. Students gain the skills and hands-on experience they need to build careers in construction and related fields. BCCC has partnered with the Home Builders Institute (HBI) to award their Pre-Apprenticeship Certificate Training (PACT) that results in student PACT certification. With an 80 percent job placement rate for graduates, HBI training programs consistently benefit students and the communities in which they live and work in our nation.

**SUMMER/FALL NON-CREDIT ACCELERATED CLASSES AND ACCELERATED TRAINING (OTHER CAREER TRAINING)**

**Court Reporting**
Court reporters provide an essential service to the legal community by capturing a verbatim transcript of legal proceedings. This program provides participants with the skills to practice, and the practical insight into the profession to become reporters in the legal environment or to pursue careers in CART (Communication Access Real-time Translation) and captioning.

Classes are held at the offices of Gore Brothers, 20 S. Charles Street, Suite 901,
Baltimore, MD 21201. For more information call (410) 837-3027.
Prerequisite: Applicants must have a high school diploma or GED, and be proficient in English, grammar and punctuation.

Note: This three-part training begins in the fall semester with Theory I followed in the Spring semester with Theory II. Successful participants of both Theory I and II are then eligible to enroll in Speed Development which is held in the Spring, Summer and Fall semesters.

For more information about current or upcoming training contact:
Karen Mobley
Education Specialist
410-580-2750

Theory I
Conflict-free, Realtime Theory will be taught using the StenEd Realtime Theory Textbook, Volume I. Students will master the StenEd keyboard and become familiar with finger strokes and how to write on the StenEd machine. The course will cover Lessons 1 through 25 in the StenEd Realtime textbook. Students will demonstrate their understanding of the StenEd theory taught in Theory I by being able to accurately and proficiently complete the exercises, transcribe classroom dictation and read back in class.

Cost: $450 ($440 tuition, $10 fees)

Index # [1250] Course ID [CI 3914]
Mon/Thurs: September, 2014, 7pm-9pm (30 sessions, 60 hours)

Speed Development I, II and III

Speed I: Participants will apply the knowledge and skills gained in the theory portion of the course to build a writing speed of 40, 60 and 80 wpm. Students will be required to pass three tests in each of the three speeds at 97 percent accuracy. Upon completion of three tests at each speed, Students will then immediately move on to Speed II.

Medical and legal terminology will be introduced as well. Students will begin creating a personal dictionary.

Speed II: The focus of this course will be Literary, Question and Answer (Q&A), and Jury Charge. This course will involve learning how to write at 100, 200 and 140 wpm. Students will practice with briefs and classroom dictation in an attempt to increase their speeds. Students will be required to pass two tests in each category at 97 percent accuracy. Upon completion of two tests in each category, at each speed, Students will immediately move on to Speed III. Drills will be given to work on correct punctuation of transcripts. Students will continue to build their personal dictionary.

Speed III: The focus of this course will be Literary, Q&A, and Jury Charge. This course will involve learning how to write 160, 180, 200, and 225 wpm. Students will continue with learning briefs and practice dictation in an attempt to increase their speed. Students will be required to pass two tests in each of these three categories at 97 percent this class everyone should be using stenograph machine that is computer ready and have student translation software. All students must have a laptop to bring to class to work on dictionary development and realtime translation. After passing the second 200 Q&A test, an internship will be developed to prepare the student for in the field. Upon completion of two tests in each category, at each speed, Students will be ready to begin their career as Court Reporters.

Note: Students will be placed in Speed I, II, or III based on the assessment of the instructor.

Cost: $450 ($440 tuition, $10 fees)

Index # [1109] Course ID [CI 3915]
Tues/Thurs: June, 2014 7pm–9pm (30 sessions, 60 hours)

Index # [1110] Course ID [CI 3915]
Tues/Thurs: September, 2014
7pm–9pm (30 sessions, 60 hours)

CUSTOMIZED WORKFORCE TRAINING FOR BUSINESSES

BCCC offers training staff development training that can be customized to fit the specific needs of your employees. Training can be offered at any of BCCC’s campus or satellite locations or on site at a location of your choice. The following list is just a sample of training opportunities offered by BCCC.

Please contact Ida Sass at 410-986-5545 or isass@bccc.edu for additional information or to schedule training for your employees.

Sample Courses:
• Workplace Safety
• Sales Training
• Leadership
• Process Management
• Problem Solving
• Project Management
• Business Planning
• Meetings and Events
• Emotional Intelligence
• Human Resources
• Administrative Essentials
• Talent Management
• Communications
• Team Building
• Marketing
• Finance
• Writing
• Career Development
• Conflict Resolution
• Train the Trainer
• Supervisors and Managers
• Internet marketing
• Job Search Skills
• Public Speaking
• Negotiation Skill
• Business Etiquette
• Customer Service

Offered in Spring, 2015

Theory II:
Conflict-free, Realtime Theory will be taught using the StenEd Realtime Theory Textbook, Volume I. This course is a continuation of Theory I. Students must pass Theory I before they can take Theory II. This course will cover Lessons 26-40. Students will possess the knowledge and ability to write at a minimum of 30 to 40 wpm at the end of the course and be ready to move on to Speed I.

Cost: $450 ($440 tuition, $10 fees)
Schedule Your Exams

ONLINE

www.bccc.edu

All students interested in taking an exam in the Test Center at BCCC must schedule an appointment online by visiting the BCCC website. Please select a date and time that will be convenient for you.

_rescheduling appointments will not be permitted._

Testing appointment times are:
Monday-Thursday, 10 am; 1 pm and 5 pm;
Friday, 10 am and 1 pm;
Saturday 10 am.

_first time users_ will need to set up an account to use the system.

You will be required to bring your confirmation and any other requested document with you to the Test Center on your test date.

If you have problems registering please email info@registerblast.com.
For special circumstances ONLY, contact the Test Center at 410-462-7666.
The Disability Support Services Center (DSSC) supports the success of every BCCC student with a disability. Qualified students with documented disabilities are provided with reasonable assistance to meet all essential academic standards. By talking to students one-on-one, we are available to help students assess their academic progress, learn strategies for successfully navigating the demands of college, and discover their academic strengths and weaknesses.

**DISABILITY SUPPORT SERVICES CENTER**

Liberty Campus, Main Building, Room 023 • 410-462-8585 Phone • 410-462-8584 TTY

The Disability Support Services Center (DSSC) supports the success of every BCCC student with a disability. Qualified students with documented disabilities are provided with reasonable assistance to meet all essential academic standards. By talking to students one-on-one, we are available to help students assess their academic progress, learn strategies for successfully navigating the demands of college, and discover their academic strengths and weaknesses.

**HOW TO REGISTER WITH DSSC**

While students with disabilities are not required to register with DSSC, it is highly recommended that they do so.

- Visit the DSSC and obtain the Disability Verification Form.
- Have the form completed by a qualified professional.
- Submit the form to the DSSC.

The DSSC counselor will review the Disability Verification Form and supporting documents to certify your eligibility for services. Then the counselor will meet with you for an intake interview to determine academic adjustments and/or accommodations you will need.

**SERVICES OFFERED TO DSSC REGISTERED STUDENTS**

**Personal, Academic and Career Counseling:** DSSC provides support for academic planning and encourages students to develop strong self-advocacy skills.

**Note Takers:** Note takers are provided to students who are unable to take notes.

**Testing Accommodations:** Testing accommodations are changes in the standard administration of a test including testing procedures and/or formats.

**Alternate Formats for Written Materials:** Tapes, large print, and electronic format materials are provided. 8-weeks advance notice is necessary for textbooks.

**Interpreters:** Sign language and oral interpreters are provided with advance notice.

**Accommodation Letters:** DSSC provides letters for students to take to their instructors as one method of communicating their needs to their instructors.

**Diagnostic Testing:** DSSC offers psycho-educational assessment to evaluate overall intellectual functioning, cognitive aptitude, and academic achievement.

**Tutoring:** Peer tutors are provided for DSSC students enrolled in developmental studies courses.

**Student Success Workshops:** Workshops and assistance regarding study strategies, test-taking, time management, note taking, and test anxiety are provided each semester.

**Readers and Scribes:** Readers and scribes will be provided for testing purposes. Readers will also be supplied in cases where textbooks are not available or to access library information.

**Adaptive and Assistive Technology Lab:** The Assistive Technology Lab offers adaptive equipment and software.

**Disability Retirement Tuition Waiver**

Maryland law allows a waiver of tuition at community colleges for any resident of the state who is retired from the work force by reason of total and permanent disability and who enrolls in a class that has at least 10 regularly enrolled students. In order to receive this exemption, an individual shall obtain certification from the Social Security Administration or the Railroad Retirement Board that the individual receives disability and retirement benefits under the Social Security Act or the Railroad Retirement Act. [Annotated Code of Maryland, Educational Article, Section 16-106c]. This waiver is for tuition only; the student is responsible for all other costs associated with enrollment at BCCC. The Disability Retirement Tuition Waiver Certification Form, is available at the DSSC.
BCCC BOOKSTORE
Conveniently Located in MNB, Student Affairs Atrium

**We offer:**
- New and Used Textbooks
- Trade books
- Apparel
- Software
- Electronics and More by Special Order

*All students must present a valid BCCC class schedule and picture ID.*

**NOW PURCHASE TEXTBOOKS ONLINE:**

*Access the BCCC Online Bookstore via www.bccc.edu Bookstore tab is on the right hand side of the web page.

<table>
<thead>
<tr>
<th>REGULAR HOURS</th>
<th>RUSH HOURS</th>
<th>SUMMER HOURS</th>
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<tr>
<td>Monday, Thursday</td>
<td>Monday-Thursday</td>
<td>Monday, Tuesday, Thursday</td>
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<td>9:00 a.m.-5:00 p.m.</td>
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<td>9:00 a.m.-6:00 p.m.</td>
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<tr>
<td>Friday</td>
<td>Saturday</td>
<td>Friday</td>
</tr>
<tr>
<td>8:30 a.m.-4:00 p.m.</td>
<td>9:00 a.m.-1:00 p.m.</td>
<td>9:00 a.m.-3:00 p.m.</td>
</tr>
</tbody>
</table>

**BOOKSTORE RETURNS POLICY**

- All returns must be in resalable condition and accompanied by a receipt. Materials with highlighting, writing, marks, stamps, or labels will not be accepted.
- With a valid BCCC receipt, textbook returns during the first TWO WEEKS of the current fall and spring semesters, and during the FIRST WEEK of all 16 weeks or less sessions. Textbooks bought after the 1st two weeks of the semester will receive a 48 HOUR return privilege. Books are not returnable during the week of final exams. NO EXCEPTIONS.
- Custom packaged and shrink wrapped books MUST be returned in their original (unopened) packing.
- Study guides, software, lab manual, supplies, electronics, food items, and custom materials cannot be returned.
- General merchandise in perfect condition may be returned within 10 BUSINESS DAYS of purchase.
- Cash and check transactions will be refunded in cash. Credit card and financial aid 3rd party transactions will be refunded back to the account.
- All sales are FINAL on clearance merchandise.
- Students whose course has been cancelled may return their books within 2 BUSINESS DAYS after the course has been cancelled with documentation.
- The BCCC bookstore reserves the right to determine the salability of all merchandise.
- BOOK BUYBACKS are held at the end of every semester during FINALS. Inquire within for upcoming dates.
- Phone Number: 410-462-8484  •  Fax Number: 410-462-7496
Public Safety
AND
PARKING

PUBLIC SAFETY INFORMATION CENTER
The Public Safety Information Center is located in Room 051B on the ground floor of the Main Building, next to the Cashier’s Office.
Hours: Monday, Tuesday, Thursday and Friday, 8:30 a.m. to 5 p.m. and Wednesday, 10:30 a.m. to 7 p.m.

PARKING POLICY
All students parking on the Liberty Campus must display a valid BCCC parking hangtag. Students may obtain a BCCC Parking Permit Hangtag by registering with the Public Safety Office. A current College ID and valid vehicle registration are required to purchase a hangtag. Parking with the hangtag is offered on a first-come, first-served basis. Due to limited parking spaces, regulations are strictly enforced by the Public Safety Department. Anyone parking on the Liberty Campus lot without the proper BCCC hangtag will receive a ticket.

DISABILITY PARKING
Designated Disability Parking is available for vehicles that have the MVA issued disability registration plates or disability placard and the BCCC Parking Permit Hangtag. Disability parking is not available in zones where stopping, standing, or parking is prohibited to all vehicles, and in those spaces reserved for special types of vehicles.

PARKING HANGTAGS PRICES
Full-time students will pay $25 each session (Fall, Spring and Summer) or $50 for 1 year.
Part-time students will pay $15 each session (Fall, Spring and Summer) or $30 for 1 year.

PARKING TICKETS
Tickets are payable to the BCCC Cashier. Anyone requesting an appeal for a ticket must do so in writing to the Chief of Public Safety. Ticket prices vary according to the violation. Tickets are also issued for parking in a marked fire lane, reserved handicap parking, or any other designated reserved parking space (designated only by signage). Failure to pay a parking ticket in the allotted time frame shall cause your vehicle registration to be reported to the Maryland motor vehicle flagging program.

IDENTIFICATION CARDS
All students are required to have a valid Baltimore City Community College picture identification card. There is no initial charge for the ID card; however, replacement cards cost $5. ID cards may be obtained from the Public Safety Information Center.
Maintaining access to higher education is Baltimore City Community College's primary objective, along with offering academic programs of high quality to support career preparation and college transfer. Although fiscal considerations may require changes in tuition and fee rates, BCCC continues to strive to keep its tuition and fees affordable and remains one of Maryland's most affordable higher education institutions.

### Tuition and Fees: Credit

The following fees must be paid by all students, as applicable:

- Registration Fee: $20 non-refundable per semester to students registering for credit courses
- Application Fee: $10 non-refundable, one time only
- Transcript Fee: $5 per request
- Deferred Payment Fee: $20
- Returned Check Fee: $25
- Credit by Examination Fee/College Level Examination Program (CLEP): $60
- Parking Fees at $25/Semester full time, $15/Semester part time; and, $25 for full time or part time for Summer enrollment
- Late Payment Fees by which there will be a 17 percent collection fee added to debts outstanding for more than 90 days when referred to the State Central Collection Unit
- Various additional fees including ID/ Hang Tag/ Diploma Replacements, etc.
- The Consolidated Fee is fully refundable prior to the start of the instructional session.
- Facilities Capital Fee: $11 per semester

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

### Tuition Per Credit

<table>
<thead>
<tr>
<th>CREDIT HOURS</th>
<th>IN-STATE</th>
<th>OUT-OF-STATE / INTERNATIONAL STUDENTS*</th>
<th>CONSOLIDATED FEES</th>
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<tr>
<td>1</td>
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</table>

* Effective Fall 2014, the tuition for out-of-state and international students will increase to $225 per credit.*
STUDENT ACCOUNTING

For information on student accounting policies for both credit and non-credit courses, please refer to the specific information below.

Tuition and Fees for Non-Credit Courses
Payment for courses must be made in full when registering.
The total price of the course includes tuition and fee charges. Fee charges include text and supply materials, if applicable, and a $10 technology fee.

You must be 16 or older to register for community education courses. Adults 60 and over pay a $10 administrative fee and course fees. Tuition is not charged for senior citizens, except for exempt courses (as noted). The senior citizen discount form at the end of this book. Please complete the form and bring it with you, along with documentation, when you register.

The College reserves the right to change tuition and fees, revise course content, cancel classes, and change instructor assignments without prior notice.

Course Confirmation – Non-Credit
You are automatically registered when the College receives your Registration Form and payment, unless the course is already filled or has been cancelled. You will not receive a written confirmation.

Course Cancellations – Non-Credit
The College may cancel any course with insufficient enrollment three business days before it is scheduled to begin. When a course is canceled, every effort is made to promptly notify all registered students. A full refund is processed automatically unless the student elects to transfer to another course or section. Students may help avoid cancellations by registering at least two weeks before the starting date.

Withdrawal and Refund Policies - Non-Credit
You may withdraw from a class before it begins by following one of these procedures:

1. Mail a written request to:
   Baltimore City Community College
   Continuing Education Division
   710 E. Lombard Street, Baltimore, MD 21202.

2. Fax a written request to Continuing Education Division at 410-986-3242.
   NOTE: Your written request must be received by the Continuing Education Division at least one day before the first class session.

3. Visit the College Registrar at the Liberty or Harbor Campus. This process should take no more than five minutes.
   • Provide your name, Social Security number, course number, and index number. Inform the Registrar that you want to drop the class.
   • The Registrar will have you complete an Add/Drop Form.
   • Complete the Drop Form and return it to the Registrar who will enter your information. Ask for a copy of the registration information showing you have been dropped from the course.

Refund Policy: To avoid being held financially liable for a course, a student must formally withdraw before the first class meeting. No refund will be given after a class has started, even if you did not attend.
Note: Refunds may take six to eight weeks to process.

Deferred Payments – Credit
The Student Accounting Office and the Harbor Cashier’s Office have deferment applications available for eligible students who are enrolled in at least six credit hours. Students are assessed a $20 fee and are required to pay a minimum of one-third of their total obligation on the date indicated in the deferment schedule. Two subsequent payments are due the fourth and eighth week of the semester. The deferred payment plan is not available during the summer or accelerated sessions.

Tuition Waivers – Credit
Baltimore City Community College waives 50% of the tuition rate for credit courses for members of the Maryland National Guard, provided 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.

Returned Check Policy - Credit
Any person writing a bad check will be assessed a $15 fee and will not be allowed to pay that debt with a personal check. A certified check, money order, or cash must be used. No payment by personal check will be accepted for six months. Any person writing a second bad check will not be allowed to write personal checks to BCCC. (Non-Payment of all debts outstanding for more than 90 days will be referred to the State Central Collection Unit, and a 17% collection fee added.)
Withdrawal and Refund Policies - Credit
Students dropping or withdrawing from a credit course may be eligible for tuition refund. Refund information appears on each student’s bill. Students dropping or withdrawing from courses must complete a Withdrawal/Add / Drop Form and return it to the Registrar’s Office, Student Services Office. Withdrawal/ADD/DROP Form filed any time before classes begin will receive a 100% tuition refund. All fees are non-refundable on the first day of session or semester. Failure to file the Withdrawal/ADD/DROP Form will result in F grades and a bill for the course(s).

Stopping payment on a check, failure to pay the semester bill, or failure to attend classes does not constitute withdrawal. The amount of refund is determined by the date on which the Withdrawal/ADD/DROP Form is received in the Registrar’s Office according to the schedule for fall and spring regular semesters as follows: 1st week of the semester 100% refund; 2nd week 50% refund; 3rd week 25% refund. No refunds are made after the third week of the semester.

The refund schedule for sessions shorter than the regular 15-week semester (Summer and Accelerated Session I and II) are as follows: 2nd day 100%; 3rd day 50%; 4th day 25%. No refunds after the 4th day.

NOTE: Financial Aid recipients are bound by the federal refund and attendance policies that are discussed on pages 82 and 83.

NOTE: Faculty are not authorized to withdraw students from classes.

Student Account Adjustment Request
A student’s account may be adjusted for extraordinary circumstances. An Appeal Request for such exceptions must be submitted up to 30 days beyond the semester in question. Forms may be obtained from the Student Accounting Office.

Social Security Number
Your Social Security number is requested on the registration form for use as a student identification number to help avoid duplicating records and mailings. It is for internal office use only.

Third-Party Payments
Students receiving third-party payment must present the proper forms and letters to the Student Accounting Office at Liberty Campus or the Harbor Cashier’s Office. Students who decide not to attend classes in the current semester must officially withdraw from or drop their courses.

FINANCIAL AID
What is Financial Aid?
Financial aid is any grant, scholarship, loan, benefit, or employment opportunity provided to help students pay for their educational expenses. Financial aid is usually provided by federal and state governments, private foundations, and by colleges and universities.

How Do I Apply For Financial Aid?
The fastest and safest method of applying is to complete the online FAFSA at www.FAFSA.gov. Be sure to have your PIN ready to electronically sign the FAFSA.

If you do not have a Personal Identification Number or PIN, you may apply for one at www.pin.ed.gov. Parents of dependent students may also apply for a PIN. When students and parents sign into FAFSA using a PIN, they are not required to submit the signature page.

If you wish to apply for financial aid for summer 2014 session, you must complete the 2013-2014 FAFSA using information from your 2012 Federal Tax Return. Remember that you may have to provide parent tax information on your FAFSA.

If you wish to apply for financial aid for fall 2014 session, you must complete the 2014-2015 FAFSA using information from your 2013 Federal Tax Return. Remember that you may have to provide parent tax information on your FAFSA.

When you have completed the online FAFSA be sure you print the confirmation page before selecting SUBMIT to send your FAFSA to the processor. Keep this confirmation page for your records. The FAFSA confirmation page is not an award, it is an estimate of what you could receive.

If you provide an email address on the FAFSA you will receive an electronic notice from the processor when your application has been processed.

RESPOND IMMEDIATELY TO ALL REQUESTS FROM THE BCCC OFFICE OF STUDENT FINANCIAL AID TO ENSURE YOUR APPLICATION IS PROCESSED QUICKLY.

Paper applications for the FAFSA are no longer available from the College. Students that must complete a paper FAFSA have 2 options.
1. You may call 1-800-433-3243 and request a paper FAFSA be mailed to you OR;
2. You may print out a PDF formatted FAFSA at www.FederalStudentAid.ed.gov and select Filing Options under the Announcement heading. This PDF
IMPORTANT INFORMATION

Summer / Fall 2014

FAFSA can be printed, completed and mailed OR it is screen fillable online and then can be printed, signed and mailed.

Priority Processing Date
To ensure that you have financial aid funds to pay your tuition and fees by the fee payment deadlines, you must complete the FAFSA and submit all the required documentation to the Office of Financial Aid by the following priority deadlines:

Fall semester - June 1st
Spring semester - November 1st
Summer semester - April 1st

What Are The Financial Aid Programs?
Federal Programs:
Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work-Study (FWS). The College does not participate in federal loan programs.

State Programs (partial list)
Guaranteed Access Grant
Part-Time State Grant
Senatorial Scholarship
House of Delegates Scholarship
Maryland State Nursing Scholarship
Educational Assistance Grant

Institutional Programs (partial list)
Baltimore City Community College Scholarship
Councilmanic/Mayoral Scholarship
Book Award
Early Enrollment Scholarship
Reginald F. Lewis Scholarship
Granville T. Woods Scholarship
Athletic Excellence
William Donald Schaefer Honors Scholarship
Workforce Creation Scholarship

Federal and most state financial aid programs are based on need. Students must reapply each year for most of these programs. The Office of Student Financial Aid awards campus-based aid (FWS and FSEOG), as well as most institutional scholarships on a first-come, first-served need basis. The amounts and types of financial aid are determined by federal, state and institutional guidelines. Students and parents are expected to make a reasonable contribution toward college costs, based on the family’s financial ability to contribute toward educational expenses.

What Should I Know About My Financial Aid Award?

1. The financial aid award that you receive is an estimated award until the aid is applied to your account. Financial Aid is applied to your account after your attendance in all of your classes has been verified. Attendance verification takes place after 20% of the term has passed. Once your attendance is verified in all of your classes, aid is disbursed to your account. Only students who have a credit balance on their account after tuition, fees, books and other charges have been deducted from their awards are entitled to a refund. Refund checks are mailed, by the state of Maryland. It is very important that your correct address is on file at the college.

2. All awards are estimated based on full-time status.

3. Some aid that you have been awarded could be cancelled or reduced if you decrease the number of credits you are taking, or if your eligibility changes. In addition, if you register for a class and fail to attend, your instructor could report a “never attend” to the Registrar. The Office of Student Financial Aid cannot use your award to pay for classes you did not attend; therefore, you would be responsible for these costs. Never attending a class does not relieve you of a financial obligation.

4. If you withdraw from all classes, drop all your classes or quit attending all your classes you will be responsible to repay all or part of your financial aid awarded for that semester. This is a requirement of the federal government and cannot be waived by the college. If you register for classes and are unable to attend it is your responsibility to officially withdraw using the required college process. This will not eliminate your liability but will let the Financial Aid Office know your status. You will also be responsible for repaying any financial aid for classes that you never attend.

5. The award you receive for an academic year will not carry over to the next academic year. You must re-apply for financial aid. The best time to apply is January or February prior to the fall semester of the academic year in which you plan to enroll. To be considered for state aid, you must apply before March 1.

6. You may use any remaining PELL grant eligibility for summer enrollment. To have remaining PELL eligibility you must not have attended full-time for the previous fall and spring semesters at BCCC or any other institutions and you are maintaining satisfactory academic progress. You will be responsible for any costs not covered by a summer PELL award.

7. You must maintain satisfactory academic progress to continue receiving financial assistance. Details about the Satisfactory Academic Progress and Standing...
Policy should be corrected leaving out the Standing Policy.

8. The financial aid that you receive will only pay for courses that are required for your declared major. If you take courses that are not required for your major, you will be liable for repaying the college for those courses.

9. Students who graduate at the end of the fall or spring semester are no longer eligible to receive financial aid.

Return to Title IV (R2T4) (Revised)

As part of the Higher Education Act of 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 register, the student is still required to earn the aid by attending classes up to the point that 60% of the semester has passed. When the student attends classes after 60% 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 60% 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. 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 Attended Class</th>
<th># Days in Semester</th>
<th>% Completed</th>
<th>% of Refund to Government</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/23</td>
<td>1</td>
<td>110</td>
<td>1%</td>
<td>99%</td>
</tr>
<tr>
<td>9/8</td>
<td>22</td>
<td>110</td>
<td>20%</td>
<td>80%</td>
</tr>
<tr>
<td>10/13</td>
<td>57</td>
<td>110</td>
<td>52%</td>
<td>48%</td>
</tr>
<tr>
<td>10/22</td>
<td>66</td>
<td>110</td>
<td>60%</td>
<td>40%</td>
</tr>
</tbody>
</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. In addition, a copy of the policy is available in the Financial Aid Office.

Financial Assistance for Non-Credit Courses

Students taking non-credit courses cannot receive financial aid. If you are having difficulty paying for your non-credit training program, there may be some financial help available in the form of a BCCC Workforce Foundation Scholarship. Training funds are also available at your local career center. Workforce Investment Act (WIA) Funding and Individual Training Accounts funding (ITAs) could be a call away!

Workforce Creation Scholarship

BCCC provides more than 80 Workforce Creation Scholarships annually—including tuition, fees and books—to high school graduates, non-traditional students, veterans, single parents and ex-offenders. The scholarships are available to students pursuing careers in the high-demand fields of construction, allied health/nursing, allied human services, bioscience and teaching. Students may apply by completing an application found at www.bccc.edu.

Eligibility Criteria for the BCCC Foundation Workforce Scholarship

NOTE: Because of limited funds, not all who apply will receive assistance.
- Students currently working at least 20 hours a week are eligible
- Complete the Foundation Workforce Scholarship Application
- Contact the BCCC Foundation Office at 410-209-6006

MOED Career Centers for Financial Assistance

WIA Funding and ITAs

Northwest Career Center - - - - - - - - - 410-523-1060
Eastside Career Center - - - - - - - - - - 410-396-9045
AFL-CIO Baltimore Works - - - - - - - - 410-767-2148
COLLEGE POLICIES

NOTE: Students are urged to read the Academic Information section of the Catalog for a more complete listing of College policies.

Auditing Courses
Students who want to attend a credit class without earning credit may audit a course on a space-available basis if they have met the necessary prerequisites and have written approval of the Department Chair. 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 for a course for credit. Financial Aid does not cover audited courses. See the Catalog for info.

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

1. By taking one of the computer courses listed below and passing the course with a “C” or better.
2. By passing the College’s Computer Literacy Test with a grade of 70.

Courses that satisfy the Computer Literacy Requirement
- AT 202: Computer-Aided Pattern Design
- BUAD 112: Computers for Business Management
- BCAP 104: Introduction to Operating Systems
- BCAP 155: Word Processing for Business Applications
- CADD 101: Introduction to CADD
- CLT 100: Computer Literacy
- CSC108: Programming in C
- HIT 232: Computer Applications in Healthcare
- HIT 251: Healthcare Management and Supervision
- OFAD 119: Word Processing Applications I

Grade Corrections
Corrections to grade reports must be brought to the attention of the Records and Registration Office within one year from the date the class was completed.

Course Substitutions
Substitutions for courses required in instructional programs are permitted only in exceptional cases and must have written approval of the Program Coordinator, the Department Chair, and the Vice President for Academic Affairs. Waivers of program requirements are not possible. See the Catalog for details.

Developmental Courses
Developmental courses are offered to prepare students for college-level work. These courses are RENG 80, RENG 81, RENG 82, MAT 80, MAT 91, MAT 92. Students are placed in these courses based on their ACCUPLACER scores. Grade of C or better is needed to move to the next level of coursework.

For more information, call the testing center at 410-462-7666.
For more information about the RENG courses, contact Associate Dean Melvin Brooks at 410-462-8558.
For more information about the MAT courses, contact Associate Dean Scott Saunders at 410-462-7631.

General Education Requirements
In addition to the requirements of any specific Instructional Program, every student wishing to earn an associate’s degree must complete the College’s General Education Requirements. Students should consult the General Education Requirements and Instructional Programs section of the Catalog. All requirements must be completed within 10 years of initial enrollment. Reentering students who have been away for two or more consecutive semesters (excluding summers) must meet General Education and Instructional Program requirements outlined in the Catalog in effect at the time of re-entering.

Graduation Policy
In order to ensure the integrity of Baltimore City Community College, only students who have completed the degree or certificate requirements - including a GPA of 2.0 or higher and no billing obligations by the end of the fall/spring semester preceding commencement - will be permitted to participate in the College’s annual commencement exercise. The College’s policy on graduation will be enforced.

Health and Life Fitness Requirement
In addition to Program, General Education, and other requirements, the College also requires two credits of Health and Life Fitness courses.
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 1090
- WJLA TV 7
- WBJC 91.5 FM
- AM 1090
- WJZ TV 13
- WSMJ 104.3 FM
- WTOP 107.7 FM
- www.baltimoresun.com
- www.wbal.com
- www.wtopnews.com

Messages will also be posted on the College website at www.bccc.edu and on the information line: 410-462-8300. Announcements for evening classes start as soon as possible or by 3 p.m.

Emergency Text Messaging Service

BCCC has an emergency notification service, E2Campus, that enables the college to send important campus information to you via:
- Mobile Phone (via SMS)
- Web Page
- RSS
- PDA
- Email
- Text Pager
- Google, AOL or My Yahoo Page

To receive alerts, you must sign up, you must register through E2Campus:
- Go to www.e2campus.com/my/bccc
- Create a username that you can remember
- Insert your first name and last name in the designated boxes
- Create a password that you can remember and verify it by typing it in again
- Type in your cell phone number
- In the drop down box, click on your cell phone carrier
- Be sure to click on the agree to terms of service. It is a required field and you will not be able to create an account without checking it.
- Click on the create account

Independent Study

Students may apply under certain conditions to take a required course as an Independent Study. Approval of both the Department Chair and the Vice President for Academic Affairs is required. For full details, read the section on Independent Study in the Catalog.

Independent Study Policy

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

1. The Student is in his or 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 first approved by the Department Chair and then by the Dean on the Independent Study Form

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

Orientation Course Requirement

All first-time full- and part-time degree- and certificate-seeking students are required to complete PRE 100: Preparation for Academic Achievement, the College’s one-credit orientation course. Transfer and readmitted students who have completed 15 or more credits toward their degree or certificate can be exempted from this requirement.

Repeating Courses

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

It shall be the policy of Baltimore City Community College to restrict students from continuously repeating
courses for which they have received financial aid for payment of tuition and fees and for which they have received a grade of “C” or better. Therefore, students who receive a grade less than a “C” are permitted to repeat that course one time only and continue to receive financial aid. 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.

Students with Undeclared ‘Major’

Students who are undecided about their Instructional Program (“major”) or who have not declared a major are encouraged to explore, through the Academic Advisement process, various careers and programs. As part of this process, students are encouraged to declare a major before completing 15 credits. Those who do not are assigned to the General Studies Transfer program (code 008) and to an academic advisor.

Transfer Credit to BCCC

General Transfer Policy

Baltimore City Community College defines a transfer student as any student who has previously matriculated as a degree candidate at another institution and has earned or is earning credit. It is the policy of Baltimore City Community College to permit students who have successfully completed courses at a college or university that is regionally accredited by the commission on education, articulation agreement and college approved standardized test (ACT, SAT, CLEP and AP) to receive credit toward an associate degree, certificate or to be exempted from a placement test. The total number of allowable credits toward an associate degree is 45 or half the credits required for a certificate. Only credits that apply to the chosen program may count toward graduation. Students can earn up to 30 of these transfer hours through transfer of nontraditional credit. Such credits must be evaluated and approved for transfer credit by the appropriate associate dean of Academic Affairs and the Office of Admissions.

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

Note: Credit may be accepted from institutions that are candidates for regional accreditation or for courses taken while an institution was not regionally accredited on a course by course bases.
2. BCCC has an articulation agreement with a high school, business or industry. Articulation agreements specify 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 college credits is awarded.
4. The institution is legally authorized to grant standard college degrees and accredited by an accrediting 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)
   • American Association of College Registrars and Admissions Officers (AACRAO)
Apply 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.

Academic Grievances

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

1. Attempt to resolve the matter with the instructor in a face-to-face meeting.

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

3. The Coordinator of Judicial Affairs (CJA) will review both the student's documentation and the explanation of the instructor. If the CJA feels there is sufficient evidence to warrant a grievance, the paperwork will be forwarded to the Department Chairperson, typically within five (5) business days. The Department Chairperson will attempt to mediate a resolution between the instructor and the student. If a resolution is reached that warrants a grade change, the instructor will submit a grade change form to the Office of Records and Registration within five (5) business days after the decision to change the grade has been made.

4. If no resolution is reached from the meeting with the Department Chair, the student may request the matter be taken to the appropriate Academic Dean, typically within five (5) business days. The Academic Dean will attempt to mediate a resolution between the instructor and the student. If a resolution is reached that warrants a grade change, the instructor will submit a grade change form to the Office of Records and Registration within five (5) business days after the decision to change the grade has been made.

Grievance Form (Form A) will be returned to the Office of Judicial Affairs for further processing. At this point, the Coordinator of Judicial Affairs will assist the student with submitting a Student Grade Grievance Form (Form B), requesting a review by the Grade Grievance Review Committee (GGRC). The GGRC is made up of two (2) faculty and two (2) students. The two (2) faculty members are selected by the Senate Executive Committee (Faculty Senate) President. The two (2) students will be recommended by the President of the Student Governance Board (SGB).

5. If no resolution is accomplished with the Academic Dean, the Student Grade Grievance Form (Form A) will be returned to the Office of Judicial Affairs for further processing. At this point, the Coordinator of Judicial Affairs will assist the student with submitting a Student Grade Grievance Form (Form B), requesting a review by the Grade Grievance Review Committee (GGRC). The GGRC is made up of two (2) faculty and two (2) students. The two (2) faculty members are selected by the Senate Executive Committee (Faculty Senate) President. The two (2) students will be recommended by the President of the Student Governance Board (SGB).

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

7. If a student's grievance is rejected by the Grade Grievance Review Committee, the student will receive written justification for the decision from the Committee chair within five (5) business days. The decision rendered by the Committee represents the final disposition of this process.
8. The Vice President of Student Affairs will be the College official designated to resolve and decide student grievances concerning academic and curricular issues.

**ACCREDITATIONS**

Baltimore City Community College is accredited by the Middle States Commission on Higher Education, meets the standards set by the Commission on Maryland Higher Education, and is authorized to grant the associate’s degree. BCCC is nationally accredited by the Association of Collegiate Business Schools and Programs (ACBSP) for the offering of the following degree programs: Accounting, Business Administration/Management/Marketing, Computer Information Systems, Administrative Assistant, Legal Administrative Assistant, and Medical Administrative Assistant. The Dental Hygiene Program is accredited by the American Dental Association Commission on Dental Accreditation. The Dietetic Technician Program is approved by the American Dietetic Association (ADA). The Dietary Manager Program is approved by the Dietary Managers Association (DMA). The Health Information Technology Program is accredited by the American Health Information Management Association (AHIMA) within the Commission on Accreditation of Allied Health Education Programs (CAAHEP). The Nursing Program is on the list of approved schools of nursing published by the Board of Nursing. Full accreditation by the National League for Nursing is maintained. The Physical Therapist Assistant Program is approved by The Commission on Accreditation in Physical Therapy Education/American Physical Therapy Association (CAPTE/APTA). The Respiratory Care Program has achieved Provisional Accreditation status as defined for new programs by the accreditation procedures of the Committee on Accreditation for Respiratory Care (CoARC). The Surgical Technology Program is approved by the Accreditation Review Committee on Education in Surgical Technology (ARC-ST) and accredited by the Commission on Accreditation of Allied Health Programs (CAAHEP), The American College of Surgeons, and The Association of Surgical Technologists. The National Association of Radio and Telecommunication Engineers (NARTE) recognizes BCCC as an “Electronics and Telecommunications Technology Institution.” Graduates of associate’s degree programs in Electronics Technology and in Telecommunications Technology are eligible-without-testing for Technician Class III Certification.
ANNUAL FERPA NOTIFICATION FOR 2013-2014 ACADEMIC YEAR

The Family Educational Rights and Privacy Act (FERPA) affords students in “attendance” at Baltimore City Community College certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student’s education records within 45 days of the day the College receives a request for access.
   • A student should submit to the registrar, a written request that identifies the record(s) the student wishes to inspect. The registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.
   • A student who wishes to ask the College to amend a record should write to the registrar, clearly identify the part of the record the student wants changed, and specify why it should be changed.
   • If the College decides not to amend the record as requested, the College will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the College discloses personally identifiable information from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.
   • The College may disclose education records without a student’s prior written consent under several FERPA exceptions including:
     • disclosure to school officials with legitimate educational interests
       o A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted as its agent to provide a service instead of using College employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
       o A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College.
     • the student’s application for financial aid
     • submitting proof of dependency
     • response to a judicial order or subpoena
     • a bona fide health or safety emergency
     • information requested by other schools in which the student seeks or intends to enroll
     • As of January, 2012, The U.S. Dept. of Education’s FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records—including your SSN, grades, or other private information – may be accessed without your consent.
       o First, the U.S. Comptroller General, The U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities (“Federal and State Authorities”) may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal or state-supported education program. The evaluation may relate to any program that is “principally engaged in the provision of education,” such as early childhood education and job training, as well as any program that is administered by an education agency or institution.
       o Second, Federal and State Authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when we object or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that are authorized to receive your PII, but the Authorities need not maintain direct control over such entities.
       o In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.
       • The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, designates certain information related to a student as “Directory Information.” FERPA gives the College the right to disclose such information to anyone inquiring without having to ask a student for permission, unless the student specifically requests in writing that all such information not be made public without written consent, except by the National Student Clearinghouse to loan guarantors.
     • Baltimore City Community College has designated the following as “Student Directory Information”:
       • Name
       • Local address and telephone number
       • Permanent address
       • E-mail address
       • Date and place of birth
       • College
       • Curriculum
• Enrollment status (full/part-time)
• Dates of attendance at BCCC
• Awards and academic honors
• Degrees and dates awarded
• Most recent previous educational institution attended
• Participation in officially recognized activities and athletic teams

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

   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, SW
   Washington, DC 20202-5901
   ferpa@ed.gov

Questions concerning FERPA should be referred to the Office of Records and Registration, Attention Registrar, Baltimore City Community College, 2901 Liberty Heights Avenue, Baltimore, Maryland 21215 or call 410-462-7777.
Senior Citizens Registration Procedure and Dates

Students should follow these procedures for registration:

1. Refer to the chart below for registration dates. Senior citizens can register two days prior to the start of the semester/session. See an advisor to approve and check availability of class(es).

2. The Senior Citizen Payment Agreement Form is only available in the Schedule of Classes Booklet.

3. After seeing an advisor, students should take the registration forms to one of the following offices:
   - Records and Registration Office (Liberty-MNB 08)
   - BCED, 710 E. Lombard Street

   Payment can be made at Liberty or BCED.

<table>
<thead>
<tr>
<th>2014 SEMESTER/SESSION</th>
<th>REGISTRATION DATES</th>
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<tbody>
<tr>
<td>☐ Summer Session - 5 Week</td>
<td>6/5 – 6/6</td>
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<tr>
<td>☐ Summer Session - 8 Week</td>
<td>6/5 – 6/6</td>
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<tr>
<td>☐ Summer Session II</td>
<td>7/11; 7/14</td>
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<tr>
<td>☐ Fall 16 Week</td>
<td>8/21 – 8/22</td>
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<tr>
<td>☐ Fall Accelerated I – 8 Week</td>
<td>8/21 – 8/22</td>
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<tr>
<td>☐ Fall 12 Week</td>
<td>9/18 – 9/19</td>
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<tr>
<td>☐ Fall Accelerated II – 8 Week</td>
<td>10/21 – 10/22</td>
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Senior Citizen Tuition Waivers

Senior citizens (60 or older at the time of registration), are eligible to use Senior Citizen Tuition Waivers to register for credit classes tuition-free on a “seats available” basis, two full business days prior to the start of the semester.
Office of Records and Registration
Senior Citizen Payment Agreement Form
Year: 2014

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<tr>
<th>2014 SEMESTER/SESSION</th>
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<tr>
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<tr>
<th>Index Number</th>
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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 courses in which space is available. If space is not available, at the time registration closes, the Waiver does not apply. If I choose to register early for a class, I agree to be responsible for payment of the full tuition for the course in the event that the class is full by the close of registration.

This is to certify that I have read and understand the Senior Citizen Payment Agreement Form and that I am voluntarily executing this agreement.

_____________________________________________  _____________________________________________
Student’s Signature  Social Security Number

_____________________________________________  _____________________________________________
College Official Signature  Date
**Withdrawal of course(s) may reduce financial aid award and may result in a financial obligation to the College.**  
Financial Aid Office Signature: ____________________________ Date: ____________________________

**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 any fee by the due date and that I am responsible for all changes before I drop any classes by the end of the Add/Drop period for this semester/session (see back). Failure to attend classes or win-sent registration changes in writing with the Registrar's Office does not release 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 consent 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 these policies and regulations.

Student Signature: ____________________________ Date: ____________________________  
Records & Registration Office Signature: ____________________________ Date: ____________________________

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<tr>
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<th>Course Name</th>
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<th>To Time</th>
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</thead>
<tbody>
<tr>
<td>PRE 100</td>
<td>PRE 100</td>
<td>3</td>
<td>1</td>
<td>M T W</td>
<td>0930</td>
<td>1015</td>
<td></td>
</tr>
<tr>
<td>Course Code</td>
<td>Index #</td>
<td>Room #</td>
<td>Day(s)</td>
<td>Time</td>
<td>Campus</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-------------</td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Monday**
- **Tuesday**
- **Wednesday**
- **Thursday**
- **Friday**
- **Saturday**

**Use this worksheet to plan your schedule.**
**Meet with your advisor.**
**Keep for your records.**
# BALTIMORE CITY COMMUNITY COLLEGE SCHEDULE OF CLASSES

## Summer / Fall 2014

### Baltimore City Community College
Business and Continuing Education Division
710 E. Lombard Street
Baltimore, MD 21222

### Non-Credit
Registration & Add/Drop Form
Phone: 410.986.3200 * FAX: 410.986.3240

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To register for non-credit courses, you must be 16 years old or older.
The mail-in form cannot be used for ABE, GED, ESL and certain Healthcare courses.

<table>
<thead>
<tr>
<th>Method of Payment</th>
<th>Cash</th>
<th>Check</th>
<th>Credit Card</th>
<th>Contract</th>
<th>Voucher</th>
<th>Total Paid: $</th>
<th>Cashier's Signature:</th>
<th>Date:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Third Party Payment: Company/Agency Code:</th>
<th>Company/Agency Name:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Semester Code:</th>
<th>Fall</th>
<th>Winter</th>
<th>Spring</th>
<th>Summer</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Social Security/ID Number</th>
<th>Last Name</th>
<th>First Name</th>
<th>M.I.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Date of Birth</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Ethnicity/ Race</th>
</tr>
</thead>
</table>

Are you of Hispanic or Latino origin? □ Yes □ No

<table>
<thead>
<tr>
<th>What is your race? Select one or more of the following categories:</th>
</tr>
</thead>
</table>

- Male
- Female
- African American or Black (1)
- American Indian or Alaska Native (2)
- Asian (3)
- White (5)
- Native Hawaiian or Other Pacific Islander (7)

<table>
<thead>
<tr>
<th>Home Phone</th>
<th>Work Phone</th>
<th>Cell Phone</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Street Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
<th>E-mail Address</th>
</tr>
</thead>
</table>

### Residence

- Baltimore City (01)
- Maryland County (02)
- Out-of-State (03)
- Foreign (04)

<table>
<thead>
<tr>
<th>Citizenship Status</th>
</tr>
</thead>
</table>

- U.S. Citizen (01)
- Refugee/Permanent Resident (02)
- Student Visa (03)
- Other immigration status: (94)

### Residency Statement:

- I have been a Maryland resident for at least 3 months.
- I consider Maryland to be my permanent home, where my possessions are maintained and where I intend to remain indefinitely.
- I am 60 years of age or older. (Applicable for tuition waiver for Maryland state residents only on a space-available basis).

---

### Registration Add

<table>
<thead>
<tr>
<th>INDEX NUMBER</th>
<th>COURSE CODE</th>
<th>COURSE TITLE</th>
<th>BEGIN DATE</th>
<th>END DATE</th>
<th>TIME</th>
<th>LOCATION</th>
<th>TUITION</th>
<th>FEES</th>
<th>BILLING CODE</th>
</tr>
</thead>
</table>

### Drop/Withdraw

<table>
<thead>
<tr>
<th>INDEX NUMBER</th>
<th>COURSE CODE</th>
<th>COURSE TITLE</th>
<th>BEGIN DATE</th>
<th>END DATE</th>
<th>TIME</th>
<th>LOCATION</th>
<th>TUITION</th>
<th>FEES</th>
<th>BILLING CODE</th>
</tr>
</thead>
</table>

---

I have read the Schedule of Non-Credit Courses and accept full responsibility for the course(s) I have selected. I understand that this non-credit registration does not constitute application or acceptance into the credit degree programs of the college. By my signature I acknowledge my responsibility for payment of tuition and fees generated by this registration not covered by a 3rd party. Failure to attend classes does not relieve me of my financial obligation. If I formally withdraw from the course(s) prior to the first class meeting or if BCED cancels the course(s), I will receive a 100% refund. I understand that refunds will not be granted for classes that are either not officially dropped or dropped after the start date. I certify that the information on this form is correct to the best of my knowledge. I accept and agree to abide by all policies and regulations of BCCC, including those concerning drug and alcohol abuse. I understand that unlawful drugs or alcohol will subject me to the penalties contained in those policies and regulations.

Student's Signature: __________________________ Date: ____________

Registration Advisor Signature: __________________________ Date: ____________

Registration Entered By: __________________________ Date: ____________

---
### Change of Major Form

<table>
<thead>
<tr>
<th>Printed Name</th>
<th>Student SS No/ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone Number</td>
<td>Email Address</td>
</tr>
<tr>
<td>Current Major Name (See list below)</td>
<td>New Major Name (See list below)</td>
</tr>
<tr>
<td>Current Major Code (See list below)</td>
<td>New Major Code (See list below)</td>
</tr>
</tbody>
</table>

IF YOU WISH TO ADD A SECOND MAJOR, DO SO IN THE SPACES PROVIDED.

Student Signature _____________________________ Date ____________________

Advisor Signature _____________________________ Catalog Edition

Submit this signed form in MNB 20 (Liberty Campus), Monday, Thursday, Friday, 8:30 a.m. to 5:00 p.m.; Tuesday and Wednesday 8:30 a.m. to 7:00 p.m.; or Saturday, 9:00 a.m. to 1:00 p.m. If you are declaring a new major and have previously submitted a college transcript to BCCC, you now need to notify the Admissions Office staff in MNB 02 or telephone 410-462-0313 so that your transcript can be re-evaluated. If you are on F1 Visa status, request and complete a Student Information Change Form in the Admissions Office, MNB 02, and submit it to the International Student Advisor.

<table>
<thead>
<tr>
<th>MAJOR NAME</th>
<th>DEGREE/CERTIFICATE MAJOR CODE</th>
<th>MAJOR NAME</th>
<th>DEGREE/CERTIFICATE MAJOR CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALLIED HEALTH DEGREE/CERTIFICATE PROGRAMS</td>
<td></td>
<td>DEGREE/CERTIFICATE PROGRAMS</td>
<td></td>
</tr>
<tr>
<td>General Studies—Interest in Dental Hygiene*</td>
<td>100 AAS</td>
<td>Correctional Administration</td>
<td>081 AAS</td>
</tr>
<tr>
<td>General Studies—Interest in Health Information Technology/Coding Specialist Certificate**</td>
<td>119 AAS/ CERT</td>
<td>Early Childhood Education</td>
<td>051 AAS</td>
</tr>
<tr>
<td>General Studies—Interest in Nursing*</td>
<td>104 AS</td>
<td>Electrical Engineering Transfer**</td>
<td>271 AS</td>
</tr>
<tr>
<td>General Studies—Interest in Practical Nursing Certificate*</td>
<td>217 CERT</td>
<td>Engineering Transfer**</td>
<td>023 AS</td>
</tr>
<tr>
<td>General Studies—Interest in Physical Therapist Assistant*</td>
<td>106 AAS</td>
<td>Environmental Science</td>
<td>402 AAS</td>
</tr>
<tr>
<td>General Studies—Interest in Respiratory Care*</td>
<td>219 AAS</td>
<td>Fashion Design</td>
<td>185 AAS</td>
</tr>
<tr>
<td>General Studies—Interest in Surgical Technologist*</td>
<td>129 AAS</td>
<td>Fashion Design Certificate</td>
<td>186 CERT</td>
</tr>
<tr>
<td>DEGREE/CERTIFICATE PROGRAMS</td>
<td></td>
<td>Fashion Design—Fashion Retailing</td>
<td>187 AAS</td>
</tr>
<tr>
<td>Accounting</td>
<td>001 AAS</td>
<td>General Studies Transfer</td>
<td>008 AA</td>
</tr>
<tr>
<td>Accounting Certificate</td>
<td>211 CERT</td>
<td>Lab Animal Science Certificate**</td>
<td>205 CERT</td>
</tr>
<tr>
<td>Allied Human Services</td>
<td>125 AAS</td>
<td>Law Enforcement</td>
<td>022 AAS</td>
</tr>
<tr>
<td>Allied Human Services—Addiction Counseling</td>
<td>127 AAS</td>
<td>Legal Assistant**</td>
<td>067 AAS</td>
</tr>
<tr>
<td>Allied Human Services—Addiction Counseling Certificate</td>
<td>128 CERT</td>
<td>Non-Degree/Certificate Seeking***</td>
<td>624 N/A</td>
</tr>
<tr>
<td>Allied Human Services—Human Services Certificate</td>
<td>048 CERT</td>
<td>Office Administration—Administrative Assistant</td>
<td>259 AAS</td>
</tr>
<tr>
<td>Allied Human Services—Mental Health Services**</td>
<td>031 AAS</td>
<td>Robotics Technology</td>
<td>307 AAS</td>
</tr>
<tr>
<td>Arts And Sciences Transfer—Art</td>
<td>170 AA</td>
<td>Special Education Assistant Certificate</td>
<td>116 CERT</td>
</tr>
<tr>
<td>Arts and Sciences Transfer—Mathematics</td>
<td>503 AS</td>
<td>Substitute Teacher Certificate</td>
<td>260 CERT</td>
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<tr>
<td>Arts and Sciences Transfer—Music</td>
<td>603 AA</td>
<td>Teacher Education—Elementary</td>
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</tr>
<tr>
<td>Arts and sciences Transfer—Science</td>
<td>504 AS</td>
<td>Education/Generic special Education (PreK-12)**</td>
<td>256 AAT</td>
</tr>
<tr>
<td>Arts and Sciences Transfer—Theater</td>
<td>606 AA</td>
<td>Teacher Education Transfer—Math/Science</td>
<td>141 AS</td>
</tr>
<tr>
<td>Biotechnology</td>
<td>145 AAS</td>
<td>Teacher Education Transfer</td>
<td>019 AA</td>
</tr>
<tr>
<td>Biotechnology Lab Science Certificate</td>
<td>405 CERT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business Administration Transfer</td>
<td>004 AS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business Management</td>
<td>013 AAS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business Marketing</td>
<td>055 AAS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer-Aided Drafting and Design</td>
<td>180 AAS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer Information Systems</td>
<td>021 AAS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Construction Supervision</td>
<td>400 AAS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Construction Supervision Certificate</td>
<td>401 CERT</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Students must meet with the Allied Health Admissions Staff person before enrolling in the program.

**Students must meet with the program coordinator before enrolling in the program.

***Students enrolled in the NON-DEGREE/CERTIFICATE SEEKING program will not qualify for Financial Aid.

FOR OFFICE USE ONLY

Initials _____________________________ Date Changed _____________
**Liberty Campus**

**By MTA:** Metro to Mondawmin Mall, Busses 52, 22 and 97 (Shuttle Bug).

**From I 695:** Take Lochearn (exit 18) which exits onto Liberty Rd. south. Travel for about 4.5 miles. Liberty Rd. becomes Liberty Heights Ave. At Druid Park Dr. turn right onto the BCCC campus. **From I 95:** Take Caton Ave. north (exit 50). Past Wilkins Ave., bear left onto Hilton St. and travel about 4 miles. Turn right onto Liberty Heights Ave. and travel south for .5 miles. Turn right into the BCCC campus at Druid Park Dr. Parking: There is reserved parking around the campus buildings and across the street in the “Palladium” lot. There is limited on-street parking.

**From Liberty Campus to BCED Campus:** From the main entrance at Liberty, cross Liberty Heights Ave. onto Druid Park Dr. At the next stoplight, turn right onto Reisterstown Rd. After 1/4 mile turn left onto Druid Park Lake Dr. Take I 83 south until it ends in the city and becomes President St. Cross Fayette St. and move into the right lane. Turn right on Lombard St. and go one block. BCCC and BCED are on your right.

**Business and Continuing Education Center**

**By MTA:** Metro to Shot Tower/Market Place. Busses 7, 10 and 19. From I 83: Take I 83 south until it ends in the city and becomes President St. Cross Fayette St. and move into the right lane. Turn right on Lombard St. and go one block. BCCC and BCED are on your right. **From I 95:** Follow signs to downtown (I 395). Turn right onto Conway St. Go two blocks and turn left onto Charles St. Go two blocks and turn right onto Pratt St. Go seven blocks and turn left onto Market Place and go one block. BCCC is on your left and BCED on your right. **From I 295:** Take the Russell St. exit past Camden Yards and turn right onto Pratt St. Go 11 blocks and turn left onto Market Place and go one block. BCCC is on your left and BCED on your right.

**Parking:** Harbor Park pay garage has entrances on both Lombard and Market Place.

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**Reisterstown Plaza Center**

**By MTA:** Metro to Reisterstown Plaza, Busses 44, 59 or 53. From I 83: Take Northern Parkway west about 3 miles. Turn right onto Reisterstown Rd. and travel approx. 1.5 miles. to Reisterstown Plaza. Turn left at Patterson Ave. Turn right at the third entrance to Reisterstown Plaza and follow the road behind the buildings until you come to BCCC at 6764 A.

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

**Parking:** There is ample free parking in the Plaza parking lot.

For more information, call BCCC at (410) 462-8300. For additional MTA information, call (410) 539-5000.
Liberty Campus Map

BCCC - Liberty Campus
2901 Liberty Heights Ave.

PEC  Physical Education Center
LSB  Life Sciences Building
LB   Bard Library
MNB  Main Building
    • Fine Arts
    • Admissions
    • Records and Registration
    • Bookstore
    • Administration
    • First Year Experience and College Honors
    • Student Success Center
    • Financial Aid
HH   Harper Hall
    • Clarence Blount Child Care Center
    • Distance Learning Center
NRS  Nursing Building
Parking Lots A, B, C, and E
    Student Parking
    Faculty/Staff

NOTE: Disability Parking is available on each lot.
Hangtags are required for all parking at the Liberty Campus.
Off-Campus Sites

Reisterstown Plaza Center (RPC)
6764A Reisterstown Road • Baltimore, MD 21215

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

BCCC National Weatherization Training Center
1819 East Preston Street • Baltimore, Maryland 21213