BALTIMORE CITY COMMUNITY COLLEGE
OneBook - Combined Credit and Non-Credit Course Schedule
SUMMER - FALL 2012
Non-Discrimination Policy:
Baltimore City Community College is committed to a policy of eliminating unlawful discrimination on grounds of race, color, creed, gender, sexual orientation, marital status, age, ancestry or national origin, or disability, in the administration of any of its educational programs, services or activities or with respect to employment.

Disclaimer
While this Schedule of Courses Booklet was prepared on the basis of the best information available at the time, Baltimore City Community College reserves the right to change any information, including statement of fees, course offerings and admission and graduation requirements, without notice or obligation, in keeping with the policies of the Board of Trustees and in conformance with the laws of the state of Maryland. This Schedule of Courses Booklet is not a legal document and does not constitute a contract between Baltimore City Community College and the user.
The BCCC One Book is All You Need to Get There!

I am pleased to share this Summer-Fall 2012 One Book, the College's combined schedule of credit and non-credit classes. Inside you'll find courses of study leading to a certificate or associate degree; short-term workforce training programs; affordable options for retraining; professional certification and licensure; and fun, lifelong learning and enrichment opportunities. It's everything you need to succeed—in One Book!

I think you’re going to have a wonderful summer-fall season here at the College because together we are making possible the highest quality academic education, college transfer and high-demand workforce preparation opportunities in Baltimore City. From the faculty and staff of Baltimore City Community College to you, the student, we're joining hands to get YOU to the graduation line. We're raising our expectations and requiring YOU to raise yours—your commitment to the completion of your college education and associate degree!

BCCC is and has always been a beacon of hope for people who dreamed of a better life through education. Your decision to come to college is the first step to achieving your dream by acquiring the skills and judgment you need to get there—and beyond!

To that end, I call on you to Commit, Act and Graduate—not only for yourself, but for your country! Critical shortages exist in the high-growth fields of science, technology, engineering and math. The U.S. has fallen from first to twelfth place in the percentage of college graduates we produce. We need knowledgeable and well-educated graduates to keep our workforce among the most competitive in the world.

I’m fond of reminding people that what we focus on, we magnify. That’s why I commend President Obama for making the Completion Agenda—your pledge to Commit, Act and Graduate—a national focus. The College supports his American Graduation Initiative, with its national goal of achieving five million new community college graduates by 2020!

Community colleges have never been more important to our nation’s success. In fact, your success is the most important determinant of the College’s success! For 64 years, BCCC has served as a gateway to higher education—just ask our more than 30,000 graduates! As the only community college in the city of Baltimore and the only State-sponsored community college in Maryland, we are proud to enroll more Baltimore City residents as undergraduates than any other college or university in Maryland.

If you have questions, feel free to contact call 410-462-8300 or visit our website at www.bccc.edu.

Sincerely,

Carolane Williams, Ph.D.
President

Carolane Williams, Ph.D.
President
# ACADEMIC CALENDAR

## SUMMER 2012

<table>
<thead>
<tr>
<th>Early Bird On-Line Registration</th>
<th>SUMMER I (5-WEEK)</th>
<th>SUMMER I (8-WEEK)</th>
<th>SUMMER II</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>May28 - Memorial Day</strong></td>
<td></td>
<td></td>
<td><strong>College Closed</strong></td>
</tr>
<tr>
<td>Seniors Registration (Seniors age 60 and over)</td>
<td>6/1 – 6/2</td>
<td>6/1 – 6/2</td>
<td>7/7/7 – 7/9</td>
</tr>
<tr>
<td>Last day to take ACCUPLACER Placement</td>
<td>6/2</td>
<td>6/2</td>
<td>7/9</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>6/4</td>
<td>6/4</td>
<td>7/10</td>
</tr>
<tr>
<td>Last Day to Withdraw</td>
<td>6/30</td>
<td>7/16</td>
<td></td>
</tr>
<tr>
<td><strong>July 4 - July 4th Holiday</strong></td>
<td></td>
<td></td>
<td><strong>College Closed</strong></td>
</tr>
<tr>
<td>Last Day of Classes</td>
<td>7/9</td>
<td>7/30</td>
<td>8/13</td>
</tr>
<tr>
<td>Final Exams</td>
<td>Last Class Meeting</td>
<td>Last Class Meeting</td>
<td>Last Class Meeting</td>
</tr>
<tr>
<td>Last Day of Summer Session</td>
<td>7/11</td>
<td>7/30</td>
<td>8/13</td>
</tr>
<tr>
<td><strong>Final Grades Due (10:00 P.M.)</strong></td>
<td>7/8 – 7/14</td>
<td>7/28 – 8/3</td>
<td>8/11 – 8/16</td>
</tr>
</tbody>
</table>

## FALL 2012

<table>
<thead>
<tr>
<th>Regular Fall</th>
<th>Accelerated I</th>
<th>12-Week</th>
<th>Accelerated II</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Day to Pay for Early Registration: Walk-In, Online</td>
<td>8/4/12</td>
<td>8/4/12</td>
<td>8/4/12</td>
</tr>
<tr>
<td>General Registration (Students must pay at Registration)</td>
<td>8/6 – 8/25</td>
<td>8/6 – 8/25</td>
<td>8/6 – 9/17</td>
</tr>
<tr>
<td><strong>August 17 - College-Wide Town Hall Mtg.</strong></td>
<td><strong>College Closed</strong></td>
<td><strong>College Closed</strong></td>
<td><strong>College Closed</strong></td>
</tr>
<tr>
<td>Last day to take ACCUPLACER Placement</td>
<td>8/25</td>
<td>8/25</td>
<td>9/17</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>8/27</td>
<td>8/27</td>
<td>9/18</td>
</tr>
<tr>
<td><strong>September 1–3 - Labor Day Weekend</strong></td>
<td><strong>College Closed</strong></td>
<td><strong>College Closed</strong></td>
<td><strong>College Closed</strong></td>
</tr>
<tr>
<td>September 19 - Convocation</td>
<td><strong>College Closed</strong></td>
<td><strong>College Closed</strong></td>
<td><strong>College Closed</strong></td>
</tr>
<tr>
<td>Winter/Spring Advisement Begins - Contact Advisor</td>
<td>9/27</td>
<td>9/27</td>
<td>9/27</td>
</tr>
<tr>
<td><strong>November 6 - Presidential Election</strong></td>
<td><strong>College Closed</strong></td>
<td><strong>College Closed</strong></td>
<td><strong>College Closed</strong></td>
</tr>
<tr>
<td>Last Day to Withdraw</td>
<td>11/12</td>
<td>11/17</td>
<td>11/26</td>
</tr>
<tr>
<td>Last day to file for Graduation</td>
<td>12/1</td>
<td>12/1</td>
<td>12/1</td>
</tr>
<tr>
<td><strong>November 22 – 23</strong></td>
<td><strong>College Closed</strong></td>
<td><strong>College Closed</strong></td>
<td><strong>College Closed</strong></td>
</tr>
<tr>
<td><strong>November 24 – 25 - Thanksgiving Holiday</strong></td>
<td>No Academic Classes in Session</td>
<td>No Academic Classes in Session</td>
<td>No Academic Classes in Session</td>
</tr>
<tr>
<td>Last Day of Classes</td>
<td>12/9</td>
<td>12/9</td>
<td>12/9</td>
</tr>
<tr>
<td>Final Exams</td>
<td>12/10 – 12/16</td>
<td>Last Class Meeting</td>
<td>12/10 – 12/16</td>
</tr>
<tr>
<td>Last Day of Fall Semester</td>
<td>12/16</td>
<td>10/15</td>
<td>12/16</td>
</tr>
<tr>
<td><strong>Final Grades Due (10:00 P.M.)</strong></td>
<td>12/13 – 12/18</td>
<td>10/15 – 10/18</td>
<td>12/13 – 12/18</td>
</tr>
<tr>
<td>December 24 – January 1, 2013 - Winter Recess</td>
<td></td>
<td></td>
<td></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.
IMPORTANT INFORMATION

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.

IMPORTANT PHONE NUMBERS
Admissions Office/Call Center .................. 410-462-8300
BCCC Website ........................................... www.bccc.edu
Financial Aid Office .............................. 410-462-8500
Registration Office ................................. 410-462-7777
Test Center ............................................. 410-462-7666
Toll-Free (from anywhere in MD) ................. 1-888-203-1261
TTY for Hearing-Impaired Callers .......... 410-462-8584

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CAMPUSSERVICES

NOTE: Read the BCCC Catalog for information on college policies, course requirements, student services, accreditation, and more.

Admissions Office
Liberty, MNB 02, 410-462-8300
Hours: Monday-Thursday 8 a.m.-7 p.m.
Saturday, 9 a.m.-1 p.m.
*Harbor, BCED, Room 04, 410-986-5421
Hours: Monday-Thursday, 9 a.m.-7 p.m.
Saturday, 9 a.m.-5 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 p.m.

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

Cashier’s Office
Liberty, MNB 51, 410-462-8472
*Harbor, BCED, Room 3, 410-986-3200
Hours: Monday-Thursday, 8 a.m.-8 p.m.
Friday, 8:30 a.m.-4 p.m.
Saturday, 8:30 a.m.-1 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, 8 a.m.-7 p.m.,
Friday, 8 a.m.-5 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.

E.LI - 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
MCCT, 410-534-7053 or 7050
Hours Vary
Weatherization Center, 410-986-3200
Hours Vary

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.

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

Test Center
Liberty, MNB 04, 410-462-7666
Hours: Monday - Thursday, 8 a.m.-7 p.m.
Friday, 8 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
No weekend hours

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

Shuttle Bus
410-462-8300

TRI: TASTER Program
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.

Public Safety
Liberty, MNB 51B, 410-462-7700
Hours: ID/Parking Services available
Monday, Tuesday, Thursday and
Friday, 8:30 a.m.-5 p.m.
Wednesday, 10:30 a.m.-7 p.m.
DEGREE AND DEGREE OPTION PROGRAMS

**Accounting**  
(See Associate Dean, Business and Technology Department) Liberty, Main 317A  
(410) 462-7696

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

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

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

**Business Administration**  
Cortez Walker, Liberty Main 317C  
(410) 462-7695

**Business Management**  
Cortez Walker, Liberty, Main 317C  
(410) 462-7695

**Business Marketing**  
Cortez Walker, Liberty, Main 317C  
(410) 462-7695

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

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

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

**Correctional Administration**  
Edward Jackson, MNB 305F  
(410) 462-7675

**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 347  
(410) 462-8401  
Yun Liu, Liberty Life Sciences 206  
(410) 462-8324

**Fashion Design**  
Dyanne Marte, Liberty, NUR 104A  
(410) - 462-8404

**Fashion Retailing**  
Dyanne Marte, Liberty, NUR 104A  
(410) - 462-8404

**General Studies Transfer**  
Fabian Yega, Liberty Main 303C  
(410)-462-7459

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

**Law Enforcement**  
Edward Jackson, MNB 305-F  
(410) 462-7675

**Legal Assistant**  
Michael Butler, Liberty Main 121-J  
(410) 462-7606

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

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

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

**Physical Therapist Assistant**  
(See Department Chair)

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

**Robotics**  
Dr. Yun Liu, Liberty LSB 206  
(410) 462-8324

**Science Transfer**  
Dr. Enyinnaya Iweha, Liberty LSB 211  
(410) 462-7637

**Surgical Technology**  
(See Department Associate Dean)
CERTIFICATE AND CERTIFICATE TRACKS

Accounting
(See Associate Dean, Business and Technology Department) Liberty, Main 317A
410-462-7696

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
Dyanne Marte, Liberty, NURS 104A
(410) 462-8404

Lab Animal Science
Frederick Paraskevoudakis
Liberty, LSB 339
(410) 462-7654

Legal Assistant
Michael Butler, Liberty Main 121J
(410) 462-7606

Special Education Assistant
Patricia Woodward, Liberty Main 253 E
(410) 462-7742

Substitute Teacher
Patricia Woodward, Liberty Main 253 E
(410) 462-7742
CREDIT DEGREE
PROGRAMS OF STUDY

ASSOCIATE OF ARTS
Arts and Sciences Transfer
*Art
*Music
*Psychology
*Theatre
General Studies
Teacher Education
  *Math/Science

ASSOCIATE OF SCIENCE
Arts and Sciences Transfer
  *Mathematics
  *Science
Business Administration
Engineering
Nursing

ASSOCIATE OF ARTS
TEACHING
Elementary Education
  *Special Education

ASSOCIATE OF APPLIED
SCIENCE
Accounting
Allied Human Services
  *Addiction Counseling
Biotechnology
Business Management
Business Marketing

Computer Information Systems
Computer Aided Drafting and Design
Construction Supervision
Correctional Administration
Dental Hygiene
Early Childhood Education
Fashion Design
Fashion Design Retailing
Health Information Technology
Law Enforcement
Legal Assistant
Mental Health Services
Office Administration
Physical Therapist Assistant
Respiratory Care
Robotics Technology
Surgical Technologist

CERTIFICATES
Accounting
Addiction Counseling
Allied Human Services
Biotechnology Lab Science
Coding Specialist
Computer Aided Drafting and Design
Constructions Supervision
Early Childhood Administration
Fashion Design
Lab Animal Science
Practical Nursing
Special Education Assistant
Substitute Teacher

*Areas of concentration
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 Credit Course Search link on the lower right side of the page.

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 lower right side of the page.

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.
• 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.
DEFINITIONS

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

COURSE ABBREVIATIONS

Accounting ACCT
Addiction Counseling ADC
Allied Health AH
Allied Human Services AHS
Art ART
Arts and Sciences AAS
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
College Success Seminar CSS
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 H
Hospitality Management HIM
Humanities HUM
Independent Study IDS
Information Technology Security and Assurance ITSA
Information Technology Database ITDB
Legal Assistant PLA
Mathematics MAT
Mental Health MH
Music MUS
National Weatherization Training Center NWTC
Nursing (AD) NUR
Office Administration/Technology OFAD
Orientation PRE
Philosophy PH
Physical Science PHSC
Physical Therapist Assistant T
Physics PHY
Political Science PS
Practical Nursing PNUR
Psychology PSY
Reading RDG
Respiratory Care RBT
Robotics SCI
Sciences SOC
Sociology SPA
Spanish SED
Speech SP
Surgical Technology SGT
Telecommunications TEL
Theater THEA
Visual, Performing and Communication Arts VPCA

LOCATIONS AND CAMPUS BUILDING ABBREVIATIONS

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

HARBOR CAMPUS
BCED Business and Continuing Education Division

OFF CAMPUS
BIOP Biopark
801 W. Baltimore Street
(Life Sciences @ UMBio)
MILT 901 N. Milton Avenue
(MCCT)
NWTC National Weatherization Training Center
1819 E. Preston Street
PATT Patterson High School
RPC Reisterstown Plaza Center
TGM Thurgood Marshall High School

DAY ABBREVIATIONS

M=Monday
T=Tuesday
W=Wednesday
R=Thursday
F=Friday
S=Saturday
N=Sunday
TBA=To Be Arranged
SUMMER I CREDIT COURSES
NOTE: All classes held on Liberty Campus unless specified otherwise.

ACCOUNTING

ACCT 211 * - FINANCIAL ACCOUNTING - 3 CR HRS
The basic concepts of accounting with emphasis on accumulating and reporting financial results. Prerequisite: MAT 81 or satisfactory ACCUPLACER score.
8 WEEKS: June 4 - July 30
4000 TR 9:11:25am 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.
7717 WEB CRSE

ACCT 212 * - MANAGERIAL ACCOUNTING - 3 CR HRS
Prerequisite: ACCT 201
8 WEEKS: June 4 - July 30
2002 TR 1:30-3:55pm 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.
7836 WEB CRSE

ALLIED HEALTH

AH 130 * - MEDICAL TERMINOLOGY - 3 CR HRS
Students become acquainted with the language of medicine. Prerequisite: ENG 82
8 WEEKS: June 4 - July 30
1047 TR 10am-12pm Constantine-Fr NRS 315
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. Final Exam - 7/23/12.
7841 McNair WEB CRSE
7844 McNair WEB CRSE

AH 230 * - STUDY OF DISEASE PROCESS - 3 CR HRS
Learn about diseases according to organ and body system, manifestations and pathological processes, frequency and significance of diagnostic and therapeutic approach. Prerequisite: AH 130; BIO 111 Corequisite: BIO 112
8 WEEKS: June 4 - July 30
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. Final Exam - 7/23/12.
7816 Constantine-Fr WEB CRSE

ALLIED HUMAN SERVICES-AHS

AHS 103 - GROUP DYNAMICS: SMALL GROUP ANALYSIS - 3 CR HRS
Develop an understanding of group functions through role-play, psychodrama, sociodrama, and conflict management.
8 WEEKS: June 4 - July 30
3002 MW 5:30-9:20pm STAFF MNB 237B

AHS 295 * - PROFESSIONAL ETHICS IN THE HUMAN SERVICES - 3 CR HRS
Survey the ethical, legal, and professional issues facing the human services worker. Prerequisites: AHS 101
8 WEEKS: June 4 - July 30
DISTANCE LEARNING SECTIONS
AHS 295, Index 7730 is an 8 week, online 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.
7730 WEB CRSE

ART

ART 106 * - ART IN THE CULTURE - 3 CR HRS
View visual arts in current Western culture including works created in Maryland by artists working within and outside the ethnic and racial mainstreams. Prerequisites: ENG 82
8 WEEKS: June 4 - July 30
3003 MW 5:30-8:15pm G. Mclemore MNB 065A

ART 225 * - INTRODUCTION TO FILM - 3 CR HRS
Viewing important films followed by writing/speaking about them. Prerequisites: ENG 82 or appropriate ACCUPLACER scores
8 WEEKS: June 4 - July 30
DISTANCE LEARNING SECTIONS
Students must have access to a computer connected to the Internet, must be computer literate and attend Distance Learning orientation. Visit www.bccc.edu (click on Academics>Distance Learning).
7839 V. Mason WEB CRSE

BIOLOGY

BIO 101 * - GENERAL BIOLOGY - 3 CR HRS
Investigate the chemistry of life, cells, membrane transport, and cellular respiration, as well as major organ systems in humans. Prerequisites: MAT 80; ENG 82; or appropriate ACCUPLACER scores
8 WEEKS: June 4 - July 30
1027 MW 8-10:30am STAFF LSB 304
1089 TR 10am-12:30pm STAFF LSB 120
1028 MW 11am-1:30pm STAFF LSB 304
3078 TR 6-8:30pm STAFF LSB 304
DISTANCE LEARNING SECTIONS
Students must have access to a computer connected to the Internet, must be computer literate and attend Distance Learning orientation. Visit www.bccc.edu (click on Academics>Distance Learning).
7713 WEB CRSE

BIO 102 * - PRINCIPLES OF BIOLOGY - 4 CR HRS
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
8 WEEKS: June 4 - July 30
1025 MW 8-10:30am STAFF MNB 154
1044 TR 11am-1:45pm STAFF LSB 323
3007 MW 6-8:30pm STAFF LSB 306
5 WEEKS: June 4 - July 9
BIO 102 index 3005 is a contract course for students enrolled in the QUEST Program. Students must contact Professor Vance at 410-462-7745, Professor Brooks at 410-462-8558, or Ms. Kathy Styles at 410-462-8365.
3005 MW 5-7:30pm STAFF LSB 255

BIO 102 L* - PRINCIPLES OF BIOLOGY LAB - 0 CR HRS
8 WEEKS: June 4 - July 30
1005 S 8am-1pm STAFF LSB 356
1026 TR 8-10:30am STAFF LSB 356

7844
BIO 107 * - ANATOMY AND PHYSIOLOGY I - 4 CR HRS
Study the human body with emphasis on the integumentary, skeletal, muscular, nervous, and endocrine systems. Prerequisites: BIO 101 or BIO 102
8 WEEKS: June 4 - July 30
1031 TR 8-10:30am STAFF LS 241
1032 MW 11am-1:30pm STAFF LS 120
1049 MW 2-4:30pm STAFF LS 120
3079 MW 6-8:30pm STAFF LS 419
3077 TR 6-8:30pm STAFF LS 419

BIO 111L * - ANATOMY AND PHYSIOLOGY I LAB - 0 CR HRS
8 WEEKS: June 4 - July 30
1001 S 8am-1pm STAFF LS 415
1046 TR 8-10:30am STAFF LS 415
3086 N 9:30am-12:30pm STAFF LS 415
1033 TR 11am-1:30pm STAFF LS 415
1050 TR 2:30-5pm STAFF LS 415
1068 TR 2:30-5pm STAFF LS 419
3080 TR 6-8:30pm STAFF LS 415
3083 S 9am-1:45pm STAFF LS 241
1000 MW 9:30am-12pm STAFF LS 241
3081 MW 6-8:30pm STAFF LS 241

BIO 112L * - ANATOMY AND PHYSIOLOGY II LAB - 0 CR HRS
8 WEEKS: June 4 - July 30
1002 S 8am-1pm STAFF LS 414
1038 TR 8-10:30am STAFF LS 414
1004 TR 11am-1:30pm STAFF LS 414
1003 TR 2:430pm STAFF LS 414
3085 N 2-7pm STAFF LS 414
1006 S 2:30-7:30pm STAFF LS 414
3082 TR 6-8:30pm STAFF LS 414

BIO 212L * - MICROBIOLOGY LAB - 0 CR HRS
8 WEEKS: June 4 - July 30
1036 MW 8-10:30am STAFF LS 120

BIO 212L * - MICROBIOLOGY - 4 CR HRS
Learn up-to-date principles of the cardiovascular, lymphatic, respiratory, digestive, excretory and reproductive systems. Prerequisites: BIO 111
8 WEEKS: June 4 - July 30

BUSINESS ADMINISTRATION

BUAD 100 * - INTRODUCTION TO BUSINESS - 3 CR HRS
Gain a familiarity with business practices and terms. Prerequisite: ENG 82
8 WEEKS: June 4 - July 30
### 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.](#)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
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### COMPUTER AND INFORMATION SYSTEMS

**CISS 109 - PRINCIPLES OF COMPUTER INFORMATION SYSTEMS - 3 CR HRS**

Study fundamental hardware, software, communication concepts, and the Web. **Prerequisite:** completion of all required developmental courses

8 WEEKS: June 4 - July 30

<table>
<thead>
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<th>Course Code</th>
<th>Days</th>
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<td>3017</td>
<td>TR</td>
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</table>

### COMPUTER LITERACY

**CLT 100 - COMPUTER LITERACY - 2 CR HRS**

Develop basic computer skills in Windows-based operating systems, word processing, spreadsheet, database management, and presentation graphics.

8 WEEKS: June 4 - July 30

<table>
<thead>
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<th>Course Code</th>
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<td>1169</td>
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<td>4007</td>
<td>F</td>
<td>6-9:45pm</td>
<td>STAFF</td>
<td>MNB 252</td>
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### DIETETIC TECHNICIAN

**DNT 200 * - NUTRITION FOR HEALTH SCIENCES - 3 CR HRS**

Study the chemical and biological aspects of food and nutrition and applications of nutritional principles for optimum health. **Prerequisites:** CHE 103 or equivalent or BIO 107 or BIO 111 or BIO 112 or permission of instructor or concurrent with one of the above

8 WEEKS: June 4 - July 30

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<tr>
<th>Course Code</th>
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<td>3006</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.](#)

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<thead>
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<tr>
<td>7822</td>
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5 WEEKS: June 4 - July 9

**DNT 200 index 3004 is a reserved section. Students can enroll when index 3006 is full.**

<table>
<thead>
<tr>
<th>Course Code</th>
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<td>3004</td>
<td>TR</td>
<td>7-9:45pm</td>
<td>STAFF</td>
<td>MNB 114</td>
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**DISTANCE LEARNING SECTIONS**

DNT 200 index 7819 is a reserved section. Students can enroll when index 7822 is full. Examinations for online courses will be given on campus.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Time</th>
<th>Instructor</th>
<th>Location</th>
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<tr>
<td>7842</td>
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<td>WEB</td>
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**ECONOMICS**

**ECO 201 * - THE AMERICAN ECONOMY I: MACROECONOMIC THEORY - 3 CR HRS**

Study the overall functioning of the American economy through an examination of unemployment, inflation, recession, and more. **Prerequisites:** ENG 82 or appropriate ACCUPLACER scores

8 WEEKS: June 4 - July 30

<table>
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<tr>
<th>Course Code</th>
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<tr>
<td>1009</td>
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<td>MNB 318</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.](#)

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**EARLY CHILDHOOD EDUCATION**

**ECE 109 * - AN INTRODUCTION TO SCHOOL-AGE GROUP DAY CARE - 4 CR HRS**

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

5 WEEKS: June 4 - July 9

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<th>Course Code</th>
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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.](#)

**ECE 112 - MARYLAND STATE CHILD DAY CARE TRAINING CERTIFICATION: CHILD GROWTH AND DEVELOPMENT, PART I - 3 CR HRS**

Learn about normal child growth and development from birth to twelve years, with particular emphasis on the period from two-to-five years.

5 WEEKS: June 4 - July 9

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<th>Course Code</th>
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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.](#)

**ECE 114 * - CARING FOR INFANTS AND TODDLERS - 3 CR HRS**

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.

5 WEEKS: June 4 - July 9

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<th>Course Code</th>
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<td>7714</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.](#)

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</table>
ECO 202 * - THE AMERICAN ECONOMY II: MACROECONOMIC THEORY - 3 CR HRS
Gain a more specialized analysis of the American economy and economic market activities. Prerequisites: ENG 82 or appropriate ACCUPLACER scores.
8 WEEKS: June 4 - July 30
1107 MTWR 8-9:45am Staff MNB 151
1108 MTWR 10-11:45am Staff MNB 164
1109 MTWR 12-1:45pm Staff MNB 177
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.
3058 MW 10-11:45am Staff MNB 151

EMSP 130 - EMERGENCY CARE OF BEHAVIORAL AND PSYCHIATRIC DISORDERS - 1 CR HRS
This 135-hour basic pre-hospital care provider course meets Maryland State requirements leading to eligibility for certification as an Emergency Medical Technician-Basic. Prerequisites: 18 years of age (16 with parental permission) prior to start of class.
8 WEEKS: June 4 - July 30
EMSP 130 index 1107 meets from 6/4-6/12/12.
1107 T 9am-1pm Staff MNB 224

EMSP 131 * - INTERMEDIATE FIELD INTERNSHIP - 3 CR HRS
During this field internship the MET-Intermediate student will gain experience providing patient care in the pre-hospital environment under the supervision of an experienced preceptor. During the laboratory section of the course the student is provided with a comprehensive review of the knowledge and skills required for completion of the examination for certification as an EMT-Intermediate by the National Registry of Emergency Medical Technicians. Prerequisites: EMSP 120, EMSP 121, EMSP 122, EMSP 128; Currently Maryland certified EMT-Basic; Permission of the EMS Program Coordinator Corequisite: EMSP 130.
8 WEEKS: June 4 - July 30
EMSP 131 index 1108 9am-1pm meets on campus on Mondays and Tuesdays from 6/18-8/14/12.
1108 MT 9am-1pm Staff MNB 202
1109 MT 9am-1pm Staff MNB 204

ENGLISH

ENG 81 - COMPOSITION SKILLS I - 0 CR HRS
The second in a three-tiered sequence of developmental writing courses, focuses on paragraph composition and expository essays. Students are charged four billable hours.
8 WEEKS: June 4 - July 30
1121 MTWR 8-9:45am Kimara MNB 151
1124 MTWR 9-10:45am Staff MNB 152
1213 MW 10-11:45am Kimara MNB 152
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.
7700 Shewaneh WEB CRSE

ENG 82 * - COMPOSITION SKILLS II - 0 CR HRS
The third in a three-tiered sequence of developmental writing courses, focuses on expository and persuasive essays and on research project techniques. Students are charged four billable hours.
5 WEEKS: June 4 - July 9
ENG 82, Index 7877 is an online, Accelerated II class. Students must contact Professors Vance or Brooks at 410-462-7745 or Kathy Styles at 410-462-6365.
1212 MTWR 8-9:45am Kimara MNB 164
1214 MTWR 9-10:45am Staff MNB 162
1213 MTWR 10-11:45am Kimara MNB 125

ENG 81, Index 7875 is an online, Accelerated I class. 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.
7877 T 5:30-7:30pm Brooks MNB 162

ENG 82, Index 7875 is an online hybrid class meeting from 11:30 PM to 12:45 AM on Mondays and Wednesdays. Students will work online on the rest of the week. 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.
7875 MW 11:30pm-12:45am Staff MNB 151

ENG 82, Index 7877 is an online, Accelerated II class. Students must contact Professors Vance or Brooks at 410-462-7745 or Kathy Styles at 410-462-6365.
7877 T 5:30-7:30pm Brooks MNB 162
7875 MW 11:30pm-12:45am Staff MNB 151

EDC 202 * - THE AMERICAN ECONOMY II: MACROECONOMIC THEORY - 3 CR HRS
Gain a more specialized analysis of the American economy and economic market activities. Prerequisites: ENG 82 or appropriate ACCUPLACER scores.
8 WEEKS: June 4 - July 30
1131 MTWR 10-11:45am Rhodes MNB 151
1215 MTWR 11am-12:45pm Rhodes MNB 164
3009 MTWR 5-6:45pm Staff MNB 130
4006 MTWR 6-7:35pm Staff MNB 122

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.
7802 Shewaneh WEB CRSE

ENG 101 * - ENGLISH WRITING - 3 CR HRS
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.
5 WEEKS: June 4 - July 9
DISTANCE LEARNING SECTIONS
ENG 101, Index 7719 is an online, Accelerated I 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 Jones WEB CRSE

ENG 102 * - INTRODUCTION TO THE TERM PAPER AND RESEARCH METHODS - 3 CR HRS
Topics include selection, note taking, planning, composing, and documentation for preparing research assignments. 5 WEEKS: June 4 - July 9
DISTANCE LEARNING SECTIONS
ENG 102, Index 7719 is an online, Accelerated I 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.
7720 Jones WEB CRSE

ENG 106 * - CREATIVE WRITING (POETRY) - 3 CR HRS
Get practice and constructive criticism in poetry composition through class discussion, individual conferences, and class review of student manuscripts. Prerequisite: ENG 101
5 WEEKS: June 4 - July 9
DISTANCE LEARNING SECTIONS
ENG 106, Index 7720 is an online, Accelerated II 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.
7810 Long WEB CRSE

ENG 113 * - BUSINESS WRITING - 3 CR HRS
Learn how to compose business letters, memoranda, and reports in clear, straightforward language and formats appropriate to current business practices. Prerequisite: ENG 101
8 WEEKS: June 4 - July 30
DISTANCE LEARNING SECTIONS
ENG 113, Index 7810 is an online, Accelerated II course. Students must have access to a computer connected to the Internet, must be computer literate and attend Distance Learning orientation. Visit www.bccc.edu>click on Academics>Distance Learning.
7812 Quine WEB CRSE

Baltimore City Community College Schedule of Classes

Summer/Fall 2012
ENG 175 - WRITING FOR TEACHERS - 3 CR HRS
Teachers and other school employees gain a thorough review of grammar and practice in the kinds of writing they are likely to encounter on the job.
8 WEEKS: June 4 - July 30

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.
7796 Qnue WEB CRSE

ENG 200 * - INTRODUCTION TO LITERATURE - 3 CR HRS
Study the four literary forms – poetry, drama, the short story, and the novel.
Prerequisite: ENG 101
5 WEEKS: June 4 - July 9
7108 MTWR 10am-12pm Tsubaki 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.
7780 Vance WEB CRSE

ENG 210 * - AFRICAN AMERICAN LITERATURE - 3 CR HRS
Study African American literature from slavery to the 1980s, with emphasis on the self-image of African Americans as expressed in their writings.
Prerequisite: ENG 101
5 WEEKS: June 4 - July 9
1018 MTWR 11am-1pm Monroe MNB 160
8 WEEKS: June 4 - July 30

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.
7704 Long WEB CRSE

ENVIRONMENTAL SCIENCE
ES 110 - ENVIRONMENTAL SCIENCE - 3 CR HRS
Study the ways in which water, food, and energy supplies, air quality, housing safety, pest control, and public sanitation affect environmental health.
5 WEEKS: June 4 - July 9

DISTANCE LEARNING SECTIONS
ES 110 index 7702 is an online contract course for students enrolled in the QUEST Program. Students must contact Professor Vance at 410-462-7745, Professor Brooks at 410-462-8558, or Ms. Kathy Styles at 410-462-8365. 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 Long WEB CRSE

FASHION DESIGN
FASH 101 - APPAREL TECHNOLOGY - 3 CR HRS
Create garments by hand and machine with technical perfection the goal. Students must have access to a sewing machine.
8 WEEKS: June 4 - July 30
1129 MTWR 9:30am-12:15pm Nathlich NRS 101

FASH 104 - FLAT PATTERN DESIGN - 3 CR HRS
Use the master pattern for creating original garments. Learn advanced apparel construction. Prerequisites: AT 101, FASH101
8 WEEKS: June 4 - July 30
1231 MTWR 9:30am-12:15pm STAFF NRS 100B

FASH 108 - SURVEY OF TEXTILES - 3 CR HRS
Gain an overview of textiles with an emphasis on the factors that produce successful garments.
8 WEEKS: June 4 - July 30

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.
7724 Nathlich WEB CRSE

FASH 203 - DESIGN BY DRAPING I - 3 CR HRS
Learn basic methods of draping patterns on a form, plus advanced apparel construction.
8 WEEKS: June 4 - July 30
3123 MTR 5:30-8:15p Douglas NRS 100B

HEALTH AND LIFE FITNESS
HLF 135 - BEGINNING TENNIS - 1 CR HRS
Fundamental skills, rules, and “tennis talk” are emphasized.
8 WEEKS: June 4 - July 30
3022 S 9-10:50am STAFF PEC 124

HLF 142 - WEIGHT REDUCTION - 2 CR HRS
Topics include sound nutritional practice, physical fitness and aerobic exercises, and theories of behavior changes as they relate to weight control.
5 WEEKS: June 4 - July 9
1042 TR 9-11:30am STAFF PEC 124

HLF 166 - WEIGHT TRAINING - 1 CR HRS
The basic skills of weight training and their effects on the body are taught.
5 WEEKS: June 4 - July 9
1301 TWR 9-10:40am STAFF PEC 122

HLF 201 - PERSONAL AND COMMUNITY HEALTH - 3 CR HRS
Topics include contemporary concerns in health science such as mental health, sexuality and reproduction, drugs and alcohol, and more.
5 WEEKS: June 4 - July 9

DISTANCE LEARNING SECTIONS
HLF 201 index 7817 is an Accelerated I (6/4-7/9/12) online 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.
7817 WEB CRSE

HLF 205 - HUMAN SEXUALITY - 3 CR HRS
Explore health-focused perspectives on sexuality based on psychological, physiological, and sociological concepts.
8 WEEKS: June 4 - July 30

DISTANCE LEARNING SECTIONS
HLF 205 index 7811 is an Accelerated I (6/4-7/9/12) online 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.
7811 WEB CRSE

HLF 210 - PHYSICAL FITNESS AND HEALTH - 2 CR HRS
Learn about the role of exercise and the wellness approach to health and fitness.
5 WEEKS: June 4 - July 9

DISTANCE LEARNING SECTIONS
HLF 210 index 7811 is an Accelerated I (6/4-7/9/12) online 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.
7804 WEB CRSE
7829 WEB CRSE

8 WEEKS: June 4 - July 30
3136 TR 12:2-3:30pm STAFF PEC 117
5 WEEKS: June 4 - July 9

HLF 210 index 7316 is an Accelerated I (6/4-7/9/12) contract course for students enrolled in the QUEST Program. Students must contact Professor Vance at 410-462-7745, Professor Brooks at 410-462-8558, or Ms. Kathy Styles at 410-462-8365. Students must have access to a computer connected to
HEALTH AND INFORMATION TECH.

hit 132 * - CPT-4 CODING PRINCIPLES AND RVUS/APGS -
2 CR HRS
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
8 WEEKS: June 4 - July 30
3038 TR 6:45pm Constantine-Fr NRS 100A

HISTORY

H 101 * - HISTORY OF AMERICAN CIVILIZATION I - 3 CR HRS
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
8 WEEKS: June 4 - July 30
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.
7831 WEB CRSE
7860 WEB CRSE
5 WEEKS: June 4 - July 9
H 101, Index 7130 is an Accelerated I contract course for Quest Program only. Students must contact Professor Vance or Brooks at 410-462-7745 or Kathy Styles at 410-462-8365.
7130 TR 5:30-10pm STAFF MNB 312

H 102 * - HISTORY OF AMERICAN CIVILIZATION II - 3 CR HRS
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
8 WEEKS: June 4 - July 30
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.
7835 WEB CRSE
7836 WEB CRSE
5 WEEKS: June 4 - July 9
H 102, Index 7135 is an Accelerated I contract course for Quest Program only. Students must contact Professor Vance or Brooks at 410-462-7745 or Kathy Styles at 410-462-8365.
7135 TR 5:30-10pm STAFF MNB 312

H 151 * - WORLD HISTORY I - 3 CR HRS
Study world culture from prehistoric times through the Renaissance. Prerequisites: ENG 82 or appropriate ACCUPLACER scores
5 WEEKS: June 4 - July 9
3021 TR 5:30-9:30PM STAFF MNB 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.
7845 WEB CRSE
7846 WEB CRSE
5 WEEKS: June 4 - July 9
H 152 * - WORLD HISTORY II - 3 CR HRS
Learn about world development from the Protestant Reformation to modern times. Prerequisites: ENG 82 or appropriate ACCUPLACER scores
8 WEEKS: June 4 - July 30
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.
7847 WEB CRSE
7848 WEB CRSE

MATHEMATICS

MAT 80  * - ARITHMETIC: CONCEPTS AND APPLICATIONS -
0 CR HRS
Topics include fractions, decimals, ratios, proportions, and percentages, and basic concepts in geometry. Students are charged three billable hours. Prerequisite: ACCUPLACER test
8 WEEKS: June 4 - July 30
1257 MTW 8-9:35am Kochesfahani LSB 263
1254 MTW 10-11:35am Kochesfahani LSB 263
3040 MTW 6-7:35pm Bayton LSB 246
3041 MTW 6-7:40pm Nakht LSB 237

MAT 91  - ELEMENTARY ALGEBRA - 0 CR HRS
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
8 WEEKS: June 4 - July 30
1255 MWF 8-8:10:15am STAFF LSB 238
1259 MTW 8-10:15am STAFF LSB 323
1260 MTW 10:30am-12:45pm Asregedew LSB 238
1262 MTW 10:30am-12:45pm Kerzher LSB 244
1075 MTW 1-3:15pm Grell LSB 244
3107 MTW 6-8:15pm ZELEKE LSB 323

LEGAL ASSISTANT

PLA 248  * - TORTS - 3 CR HRS
Topics include the law of imposed liability, intentional torts, negligence, defamation, invasion of privacy. Prerequisites: PLA 107
8 WEEKS: June 4 - July 30
3192 MW 5:30-8:30PM STAFF MNB 160

MARKETING

MKTG 223  * - MARKETING - 3 CR HRS
Study marketing principles and strategies as they relate to the activities of product planning, pricing, promotion, and distribution. Prerequisites: BUAD 100
5 WEEKS: June 4 - July 9
DISTANCE LEARNING SECTIONS
MKTG 223 index 7830 is an online/hybrid course which meets on the following Tuesdays: 6/5, 6/19, 7/3, 7/17 and 7/24/12. 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.
7830 T 6-8:45pm MNB 324

SUMMER / FALL 2012
MAT 92 - INTERMEDIATE ALGEBRA - 0 CR HRS
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, or appropriate ACCUPLACER score
8 WEEKS: June 4 - July 30

5 WEEKS: June 4 - July 9
MAT 92 index 3044 is a contract course for students enrolled in the QUEST Program. Students must contact Professor Vance at 410-462-7745, Professor Brooks at 410-462-8558, or Ms. Kathy Styles at 410-462-8365.

MAT 107 *- MODERN ELEMENTARY STATISTICS - 3 CR HRS
Learn about descriptive statistics, probability distributions, hypothesis testing, and experimental design. **Prerequisite:** MAT 82, MAT 92 or appropriate ACCUPLACER score; ENG 82
8 WEEKS: June 4 - July 30

8 WEEKS: June 4 - July 30
Students must have access to a computer connected to the Internet, and if taking an online course for the first time, must attend orientation. Visit www.bccc.edu>E-Learning for more information.

MAT 128 *- PRECALCULUS I: COLLEGE ALGEBRA - 4 CR HRS
Study more advanced topics in algebra including functions and their graphs, inverse functions, and systems of linear and non-linear equations. **Prerequisite:** MAT 82 or appropriate ACCUPLACER score; ENG 82 or appropriate ACCUPLACER score
8 WEEKS: June 4 - July 30

8 WEEKS: June 4 - July 30
Students must have access to a computer connected to the Internet, and if taking an online course for the first time, must attend orientation. Visit www.bccc.edu>E-Learning for more information.

MAT 129 *- PRECALCULUS II: TRIGONOMETRY AND ANALYTIC GEOMETRY - 4 CR HRS
This course is intended for students who are on a calculus track and focuses on trigonometry and analytic geometry. **Prerequisite:** MAT 128 or appropriate ACCUPLACER score
8 WEEKS: June 4 - July 30

5 WEEKS: June 4 - July 9
MAT 129 index 3045 is a contract course for students enrolled in the QUEST Program. Students must contact Professor Vance at 410-462-7745, Professor Brooks at 410-462-8558, or Ms. Kathy Styles at 410-462-8365.

MAT 131 *- INTRODUCTION TO PHILOSOPHY - 3 CR HRS
Study differential calculus, including limits, continuity, the derivative, and differentials. **Prerequisite:** MAT 129 or appropriate ACCUPLACER score
8 WEEKS: June 4 - July 30

PHILOSOPHY
## BALTIMORE CITY COMMUNITY COLLEGE SCHEDULE OF CLASSES

### PHYSICAL THERAPY ASSISTANT

**PTT 215 * - PEDIATRIC PROCEDURES - 2 CR HRS**  
Learn about growth, development and skills used to treat neurologically impaired children and adults.  
**Corequisites:** PTT 240; PTT 260  
5 WEEKS: June 4 - July 9  
PTT 215 classes (indexes 1092, 1093 and 1094) are held at Mount Washington Pediatric Center by qualified Physical Therapy  
1092 MTWRF 8-9:50am Branch-Johnson MNB 209  
1093 MTWR 10am-12pm STAFF MNB 209  
8 WEEKS: June 4 - July 30  
1094 MTWRF 10am-12pm STAFF MNB 207

### PHYSICS

**PHY 101 * - FUNDAMENTALS OF PHYSICS I - 4 CR HRS**  
Topics include measurement, waves, sounds, kinematics, dynamic equilibrium, and energy.  
**Prerequisites:** ENG 82 or appropriate ACCUPLACER scores; MAT 128  
8 WEEKS: June 4 - July 30  
1055 MW 9-11:45am STAFF LSB 402  
1056 MW 12:30-2:30pm STAFF LSB 402

### RESPIRATORY CARE

**RC 135 * - CLINICAL PRACTICUM III - 3 CR HRS**  
This course is the third practicum, with emphasis on adult critical care.  
**Prerequisites:** RC 121, RC 122, RC 123, RC 125, RC 127  
**Corequisites:** Entry-Level Self-Assessment Exam with a score of 75 or better completed by the 6th week  
8 WEEKS: June 4 - July 30  
1098 MT 8-10:20am Monaghan MNB 213

### SCIENCE

**SCI 106 * - INTRODUCTORY OCEANOGRAPHY - 3 CR HRS**  
Study the life of the sea in terms of its interactions with the rest of the environment.  
**Prerequisites:** MAT 81, MAT 91; ENG 82; or appropriate ACCUPLACER scores  
8 WEEKS: June 4 - July 30

### SOCIOLGY

**SOC 101 * - INTRODUCTION TO SOCIOLOGY - 3 CR HRS**  
Study sociological concepts, methods, and theories about social structures and processes.  
**Prerequisites:** ENG 82 or appropriate ACCUPLACER scores  
5 WEEKS: June 4 - July 9  
1053 MTWR 8-10:25am STAFF MNB 310  
8 WEEKS: June 4 - July 30  
3027 TR 6-8:45pm STAFF MNB 310  
3036 MW 8-10:25am STAFF MNB 310  
**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.
summer / fall 2012

BALTIMORE CITY COMMUNITY COLLEGE
SCHEDULE OF CLASSES

computer literate and if taking an online course for the first time, must attend orientation. Visit www.bccc.edu/E-Learning for more information.

7806 WEB CRSE

SOC 150 * - CULTURAL DIVERSITY IN THE WORKPLACE -
3 CR HRS
Focus is on interpersonal and organizational relations that maximize resources and empower employees from a variety of cultural backgrounds.
Prerequisites: ENG 82 or appropriate ACCUPLACER scores
8 WEEKS: June 4 - July 30

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.

7837 WEB CRSE

SPEECH

SP 101 * - FUNDAMENTALS OF SPEECH COMMUNICATION -
3 CR HRS
Topics include communication theory, interviewing, and informative and persuasive speaking. Prerequisite: ENG 82
5 WEEKS: June 4 - July 9

7261 MTWR 5:30-7:30pm Kerr-Jackson MNB 154

SURGICAL TECHNOLOGY

SGT 105 * - HOSPITAL CLINICAL I - 5 CR HRS
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
8 WEEKS: June 4 - July 30

OFF CAMPUS
1041 MTWR 7am-3:30pm STAFF OFFSITE
1048 MTWR 7am-3:30pm STAFF OFFSITE
SUMMER II CREDIT COURSES

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

ART

ART 106  *- ART IN THE CULTURE - 3 CR HRS
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
5 WEEKS: July 10 - Aug. 13
1051 MTWR 9-11am Mezensky MNB 128

EARLY CHILDHOOD EDUCATION

ECE 113  - MARYLAND STATE CHILD DAY CARE TRAINING CERTIFICATION: PROGRAMS AND ACTIVITIES, PART II - 3 CR HRS
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.
5 WEEKS: July 10 - Aug. 13
DISTANCE LEARNING SECTIONS
ECE 113, Index 3119 is an online, Accelerated II course. Students must take ECE 112 and 113. 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.
3119  Woodward WEB CRSE

ENGLISH

ENG 82  *- MARYLAND STATE CHILD DAY CARE TRAINING CERTIFICATION: PROGRAMS AND ACTIVITIES, PART II - 0 CR HRS
The third in a three-tiered sequence of developmental writing courses, focuses on expository and persuasive essays and on research project techniques. Students are charged four billable hours.
5 WEEKS: July 10 - Aug. 13
DISTANCE LEARNING SECTIONS
ENG 82, Index 7877 is a Hybrid, Accelerated II course. Meeting dates to be announced on blackboard. 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.
7877  Quine WEB CRSE

ENG 101  *- ENGLISH WRITING - 3 CR HRS
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
5 WEEKS: July 10 - Aug. 13
1006 MTWR 11am-1pm Terrill MNB 154
DISTANCE LEARNING SECTIONS
ENG 101, Index 7883 is a Hybrid, Accelerated II course. Students must contact Professor Vance at 410-462-7745, Professor Brooks at 410-462-8558 or Ms. Kathy Styles at 410-462-8365. 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.
7883  WEB CRSE

ENG 102  *- INTRODUCTION TO THE TERM PAPER AND RESEARCH METHODS - 3 CR HRS
Topics include selection, note taking, planning, composing, and documentation for preparing research assignments.
5 WEEKS: July 10 - Aug. 13
1135 MTWR 1-3pm Rhodes MNB 124
DISTANCE LEARNING SECTIONS
ENG 102, Index 7721 is an online, Accelerated II 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.
7721  Coleman WEB CRSE

ENG 106  *- CREATIVE WRITING (POETRY) - 3 CR HRS
Get practice and constructive criticism in poetry composition through class discussion, individual conferences, and class review of student manuscripts. Prerequisite: ENG 101
5 WEEKS: July 10 - Aug. 13
1025 MTWR 1-3:10pm Terrill MNB 160

ENG 114  *- TECHNICAL WRITING - 3 CR HRS
The course emphasizes the composition of specific technical reports in clear, straightforward language and formats appropriate to modern technical writing standards. Prerequisite: ENG 101
5 WEEKS: July 10 - Aug. 13
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  Marling WEB CRSE

GERMAN

GER 102  *- GERMAN ELEMENTS II - 3 CR HRS
Emphasis is on extending skills in spoken German within the context of real-life situations. Prerequisite: GER 101
5 WEEKS: July 10 - Aug. 13
Students must contact Professor Vance at 410-462-7745, Professor Brooks 410-462-8558 or Ms. Kathy Styles at 410-462-8365.
7224 MW 5:30-10pm STAFF MNB 158

HEALTH AND LIFE FITNESS

HLF 100  - LIFE FITNESS:WEIGHT TRAINING/JOGGING/FITNESS - 1 CR HRS
Fitness through the use of aerobic exercise is emphasized.
5 WEEKS: July 10 - Aug. 13
1115 TWR 11am-12:50pm STAFF PEC 122

HLF 201  - PERSONAL AND COMMUNITY HEALTH - 3 CR HRS
Topics include contemporary concerns in health science such as mental health, sexuality and reproduction, drugs and alcohol, and more.
5 WEEKS: July 10 - Aug. 13
1117 MTWR 10:30am-12:20pm STAFF MNB 116

HLF 205  - HUMAN SEXUALITY - 3 CR HRS
Explore health-focused perspectives on sexuality based on psychological, physiological, and sociological concepts.
5 WEEKS: July 10 - Aug. 13
**PSYCHOLOGY**

**PSY 101 *- INTRODUCTORY PSYCHOLOGY - 3 CR HRS**
Learn about physiological, emotional, intellectual, and social forces that influence the development of human behavior. **Prerequisites:** ENG 82 or appropriate ACCUPLACER scores
5 WEEKS: July 10 - Aug. 13
1042 MTWR 10:30am-12:55pm STAFF MNB 312

**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 WEB CRSE

**PSY 104 *- DEVELOPMENTAL PSYCHOLOGY - 3 CR HRS**
Learn about evolving growth and emerging behavior patterns from birth through old age. **Prerequisite:** PSY 101
5 WEEKS: July 10 - Aug. 13

**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.

7806 WEB CRSE

**SPANISH**

**SPA 101 - SPANISH ELEMENTS I - 3 CR HRS**
Emphasis is on pronunciation, vocabulary development, and grammatical patterns.
5 WEEKS: July 10 - Aug. 13
1138 MTWR 12-2pm STAFF MNB 128

**SOCIOLoGY**

**SOC 101 *- INTRODUCTION TO SOCIOLOGY - 3 CR HRS**
Study sociological concepts, methods, and theories about social structures and processes. **Prerequisite:** ENG 82 or appropriate ACCUPLACER scores
5 WEEKS: July 10 - Aug. 13
1043 MTWR 8-10:25am STAFF MNB 304

**SOC 101, Index 7254 is an Accelerated II contact course for Quest Program only. Students must contact Professor Vance or Brooks at 410-462-7745 or Kathy Styles at 410-462-8365.**

7254 MW 5:30-10pm STAFF MNB 116

**SPEECH**

**SP 101 *- FUNDAMENTALS OF SPEECH COMMUNICATION - 3 CR HRS**
Topics include communication theory, interviewing, and informative and persuasive speaking. **Prerequisite:** ENG 82
5 WEEKS: July 10 - Aug. 13

7262 MTWR 10:30am-12:45pm Rogers MNB 158
7260 MTWR 1-3pm Rogers MNB 114

**SP 101, Index 7885 is an Accelerated II course that begins 07/31/12 and ends 08/15/12. Students must contact Professor Vance at 410-462-7745, Professor Brooks at 410-462-8558 or Kathy Styles at 410-462-8365.**

7885 MW 5:30-10:20pm STAFF MNB 238
DISTANCE LEARNING ORIENTATION

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. Always check the BCCC website or Blackboard for up to date information.

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 electronically through Blackboard, the learning management system used at the College http://blackboard.bccc.edu). 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 Distance Learning).

Orientation – Summer and Fall 2012
Please check the BCCC website at www.bccc.edu and click on the E-Learning link or check the BCCC Blackboard site at http://bcc.blackboard.com for the upcoming dates, times and locations Distance Learning Orientation.
SUMMER
DISTANCE LEARNING - ONLINE COURSES

EARLY CHILDHOOD EDUCATION
ECE 113 - MARYLAND STATE CHILD DAY CARE TRAINING
CERTIFICATION: PROGRAMS AND ACTIVITIES, PART II - 3 CR HRS
ECE 113, Index 3119 is an online, Accelerated II course. Students must take ECE 112 and 113.

EDUCATION
EDU 215 *- DEVELOPMENTAL PROCESS AND THE ACQUISITION OF READING COMPETENCY - 3 CR HRS
EDU 215, Index 8201 is an online, Accelerated II course for BCPS paraprofessionals/Cohort taking courses at BTU.

ENGLISH
ENG 82 *- COMPOSITION SKILLS II - 0 CR HRS
ENG 82, Index 7877 is a Hybrid, Accelerated II course. Meeting dates to be announced on blackboard.

HEALTH AND LIFE FITNESS
HLF 205 - HUMAN SEXUALITY - 3 CR HRS
HLF 210 - PHYSICAL FITNESS AND HEALTH - 2 CR HRS

PSYCHOLOGY
PSY 101 *- INTRODUCTORY PSYCHOLOGY - 3 CR HRS
PSY 104 *- DEVELOPMENTAL PSYCHOLOGY - 3 CR HRS
### SUMMER ACCELERATED COURSES - SESSION I

#### ENGLISH

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Days</th>
<th>Start Time</th>
<th>End Time</th>
<th>Instructor</th>
<th>Room</th>
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<tbody>
<tr>
<td>ENG 82 *</td>
<td>COMPOSITION SKILLS II - 0 CR HRS</td>
<td></td>
<td>MTWR</td>
<td>1:25pm</td>
<td>2:50pm</td>
<td>STAFF</td>
<td>MNB 125</td>
</tr>
<tr>
<td>ENG 102 *</td>
<td>INTRODUCTION TO THE TERM PAPER AND RESEARCH METHODS - 3 CR HRS</td>
<td></td>
<td>MTWR</td>
<td>10am-12pm</td>
<td></td>
<td>STAFF</td>
<td>MNB 128</td>
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<tr>
<td>ENG 200 *</td>
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#### HEALTH AND LIFE FITNESS

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<td>H 151 *</td>
<td>WORLD HISTORY I - 3 CR HRS</td>
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#### OFFICE TECHNOLOGY

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<td>OFAD 116</td>
<td>KEYBOARDING - 2 CR HRS</td>
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#### ORIENTATION

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<td>PRE 100</td>
<td>PREPARATION FOR ACADEMIC ACHIEVEMENT - 1 CR HRS</td>
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#### PHILOSOPHY

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<tr>
<td>PHI 101 *</td>
<td>INTRODUCTION TO PHILOSOPHY - 3 CR HRS</td>
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#### SPECIAL EDUCATION

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#### SOCIOLOGY

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#### SPEECH

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

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FALL 2012 CREDIT COURSES

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

ACCOUNTING

ACCT 211 - FINANCIAL ACCOUNTING - 3 CR HRS
The basic concepts of accounting with emphasis on accumulating and reporting financial results. Prerequisite: MAT 81 or satisfactory ACCUPLACER score.
15 WEEKS: Aug. 27 - Dec. 16
1014 M W 11am-12:15pm STAFF MNB 230
2011 T R 11am-12:20pm STAFF MNB 230
7600 S 1-3:25pm STAFF MNB 230
1011 M W 3-4:15pm STAFF MNB 230
3007 M W 6-7:15pm 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 S 9am-12:25pm STAFF MNB 328
ACCT 212* - MANAGERIAL ACCOUNTING - 3 CR HRS
The corporate business form, earnings determination, internal accounting, and financial statement analysis. Prerequisite: ACCT 201 or ACCT 211
15 WEEKS: Aug. 27 - Dec. 16
2012 T R 9-10:20am STAFF MNB 230
2019 M W 9-10:20am STAFF MNB 230
4020 T R 5-6:20pm 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.
7823 STAFF WEB CRSE
ACCT 230* - INTERMEDIATE ACCOUNTING I - 3 CR HRS
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
15 WEEKS: Aug. 27 - Dec. 16
4018 T 6:30-9:15pm STAFF MNB 230
ACCT 235* - COST ACCOUNTING - 3 CR HRS
Various cost accounting methods used in manufacturing and service enterprises. Excel templates used. Prerequisite: ACCT 202 or ACCT 235
15 WEEKS: Aug. 27 - Dec. 16
4019 R 6:30-9:15pm STAFF MNB 230
ACCT 241* - AUDITING CONCEPTS - 3 CR HRS
The philosophy and environment of auditing Special emphasis is on the Statement of Auditing Standards. Prerequisite: ACCT 202 or ACCT 212; ACCT 230
15 WEEKS: Aug. 27 - Dec. 16
1033 F 2-4:54pm STAFF MNB 230
ACCT 265* - INCOME TAX ACCOUNTING - 3 CR HRS
Practice filing the Federal Income Tax using Turbo Tax software. Prerequisite: ACCT 201 or ACCT 212
15 WEEKS: Aug. 27 - 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 - 2 CR HRS
Legal and ethical aspects of healthcare delivery including confidentiality, records, medical evidence, release of information, malpractice, negligence, and licensure.
15 WEEKS: Aug. 27 - 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.
7991 STAFF WEB CRSE
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.

7707 STAFF WEB CRSE
AH 130* - MEDICAL TERMINOLOGY - 3 CR HRS
Students become acquainted with the language of medicine. Prerequisite: ENG 82
15 WEEKS: Aug. 27 - Dec. 16
1021 T R 9:30-10:50am STAFF LSB 304
1459 T R 2:30-3:50pm STAFF MNB 258
3423 W 6-8:50pm STAFF NRS 315
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.
7780 STAFF WEB CRSE
7859 STAFF WEB CRSE
AH 135* - ALLIED HEALTH PHARMACOLOGY - 2 CR HRS
Learn trade, generic, and chemical names of medications, indications for giving medication, drug interactions, systems of measurement and more. Prerequisite: AH 130
15 WEEKS: Aug. 27 - 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. Examinations for online classes will be given on campus.
7788 STAFF WEB CRSE
ALLIED HUMAN SERVICES-ADC

ADC 106 - FUNDAMENTALS OF CHEMICAL DEPENDENCY TREATMENT - 3 CR HRS
The foundation course for all addiction counselors. Prerequisites: ADC 106; ADC 108
15 WEEKS: Aug. 27 - Dec. 16
1570 T R 8-9:25am STAFF MNB 256
3042 M 5:30-8:15pm 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.
7839 STAFF WEB CRSE
ADC 108 - PHARMACOLOGY OF CHEMICAL DEPENDENCY - 3 CR HRS
Learn the pharmacological effects of alcohol, sedative/hypnotics, narcotics, hallucinogens, and stimulants. Prerequisites: ADC 106; ADC 108
15 WEEKS: Aug. 27 - Dec. 16
1571 T R 9:30-10:55am STAFF MNB 256
3043 W 5:30-8:15pm STAFF MNB 256
ADC 201* - CHEMICAL DEPENDENCY COUNSELING SKILLS - 3 CR HRS
Emphasis on establishing and maintaining a therapeutic relationship. Prerequisites: ADC 106; ADC 108
7 WEEKS-ACCELERATED I: Aug. 27 - Oct. 15
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.
7991 STAFF WEB CRSE
12 WEEKS: Sept. 18 - Dec. 16
Prerequisites: ADC 106; ADC 108

15 WEEKS: Aug. 27 - Dec. 16

AHS 100 - INTRODUCTION TO HUMAN SERVICES - 4 CR HRS
Core concepts, values, and generic approaches to helping people, groups, and community are examined.
15 WEEKS: Aug. 27 - Dec. 16
1505 TR 11am-12:20pm STAFF LSB 323
3039 T 5:30-6:30pm STAFF MNB 239

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.
7712 STAFF WEB CRSE

AHS 101* - CLINICAL/FIELDWORK I: HUMAN SERVICES INDIVIDUAL COUNSELING - 4 CR HRS
Examine the characteristics of an effective helper. Clinical/fieldwork offers experience with the realities of careers in human services.
Prerequisite: AHS 100
15 WEEKS: Aug. 27 - Dec. 16
1509 TR 11am-12:20pm 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.
7781 STAFF WEB CRSE
12 WEEKS: Sept. 18 - Dec. 16
3672 T 11am-12:20pm STAFF LSB 256

AHS 102* - CLINICAL/FIELDWORK II: HUMAN SERVICES GROUP COUNSELING - 5 CR HRS
Explore group dynamics, assertiveness training, behavior modification, self-assessment, identifying resources, goal reorientation and more.
Prerequisite: AHS 101
15 WEEKS: Aug. 27 - Dec. 16
1518 TR 11am-12:20pm STAFF MNB 237A
3679 T 5:30-6:20pm STAFF MNB 237B

AHS 103* - GROUP DYNAMICS: SMALL GROUP ANALYSIS - 3 CR HRS
Develop an understanding of group functions through role-play, psychodrama, sociodrama, and conflict management.
15 WEEKS: Aug. 27 - Dec. 16
1513 MWF 10-10:55am STAFF MNB 258
1514 TR 12:30-1:45pm STAFF MNB 228
3250 R 5:30-6:15pm STAFF MNB 128
7 WEEKS-ACCELERATED I: Aug. 27 - Oct. 15
7659 S 9am-2:55pm STAFF MNB 256

AHS 200* - CLINICAL/FIELDWORK III: HUMAN SERVICES MULTICULTURAL COUNSELING - 6 CR HRS
Demonstrate the ability to function in day-to-day direct service with multicultural clients.
Prerequisite: AHS 102
15 WEEKS: Aug. 27 - Dec. 16
3028 R 5:30-6:15pm STAFF MNB 220

AHS 295* - PROFESSIONAL ETHICS IN THE HUMAN SERVICES - 3 CR HRS
Survey the ethical, legal, and professional issues facing the human services worker. Prerequisite: AHS 101

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.
7983 STAFF WEB CRSE

ART

ART 101 - BEGINNING DRAWING - 3 CR HRS
Learn composition through still life, figure, and landscape themes using pencil, pastel, and ink.
15 WEEKS: Aug. 27 - Dec. 16
3104 S 9am-12:10pm McLemore MNB 172
1359 TR 11am-12:20pm C. Marsh MNB 062
12 WEEKS: Sept. 18 - Dec. 16
3103 M 6-9:30pm McLemore MNB 062A

ART 102 - BEGINNING PAINTING - 3 CR HRS
Work both in the studio and outdoors using various media such as pastels, acrylics, and oils.
15 WEEKS: Aug. 27 - Dec. 16
1364 F 12:30-3:55pm STAFF MNB 062A

ART 103* - GRAPHIC DESIGN MATERIALS AND METHODS - 3 CR HRS
Learn the tools (including computers), materials, and methods used in advertising design. Begin a portfolio. Prerequisite: ART 101.
12 WEEKS: Sept. 18 - Dec. 16
3005 MW 9:30-10:50am Marsh MNB 154

ART 105 - FUNDAMENTALS OF DESIGN - 3 CR HRS
Use various media to explore line, color, texture, and shape, balance, rhythm, and contrast in graphic design, painting, and fashion design.
15 WEEKS: Aug. 27 - 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.
7744 Fall WEB CRSE

ART 106* - ART IN THE CULTURE - 3 CR HRS
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
15 WEEKS: Aug. 27 - Dec. 16
1008 TR 11am-12:20pm Leverette MNB 172
12 WEEKS: Sept. 18 - Dec. 16
3101 TR 6:30-8:20pm Margiotta MNB 62

ART 107 - BASIC PHOTOGRAPHY - 3 CR HRS
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.
15 WEEKS: Aug. 27 - Dec. 16
1362 W 9am-12:10pm Mezensky MNB 065A

ART 113* - HISTORY OF ART I - 3 CR HRS
Slides, films, and printed materials present art from prehistoric times through the Middle Ages. Prerequisite: ENG 82
15 WEEKS: Aug. 27 - Dec. 16
1363 TR 9:30-10:50am Fall MNB 172

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.
7886 Fall WEB CRSE

ART 114* - HISTORY OF ART II - 3 CR HRS
Major artists and art movements from the Renaissance to modern times are examined, including contributions of minority groups. Prerequisites: ENG 82
12 WEEKS: Sept. 18 - Dec. 16
7887 Fall WEB CRSE
ART 121* - ARTS AND CRAFTS - 3 CR HRS
Students explore creative possibilities with paper, wire, wood, leather, and other media.
15 WEEKS: Aug. 27 - Dec. 16
1366 M 11am-2:10pm Leverette MNB 062A

ART 122* - INTRODUCTION TO AFRICAN AMERICAN VISUAL ARTS - 3 CR HRS
Economic, political, and racial issues helped shape African American artistic creativity. Course includes lectures, discussion, gallery and museum visits.
Prerequisites: ENG 82
15 WEEKS: Aug. 27 - Dec. 16
1365 TR 9:30-10:50am Leverette MNB 62

ART 205 - SCULPTURE - 3 CR HRS
Modeling, carving, and construction are studied using clay, plaster, wood, tin, paper, and fiber.
15 WEEKS: Aug. 27 - Dec. 16
1371 W 9am-12:15pm STAFF MNB 062A

ART 207 - BASIC CERAMICS - 3 CR HRS
Learn the basic techniques of clay work, both hand-building and using the pottery wheel.
15 WEEKS: Aug. 27 - Dec. 16
1368 F 9am-12:25pm STAFF MNB 193
3006 W 5:30-8:45pm STAFF MNB 193

ART 225* - INTRODUCTION TO FILM - 3 CR HRS
Viewing important films followed by writing/speaking about them.
Prerequisites: ENG 82 or appropriate ACCUPLACER scores
15 WEEKS: Aug. 27 - Dec. 16
1370 TR 11am-12:35pm STAFF MNB 160
7 WEEKS-ACCELERATED I: Aug. 27 - Oct. 15
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.
7749 STAFF WEB CRSE

BIOLOGY

BIO 101* - GENERAL BIOLOGY - 3 CR HRS
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 appropriate ACCUPLACER scores
15 WEEKS: Aug. 27 - Dec. 16
2018 F 9:11-50am STAFF LSB 304
1737 MW 9:30:10:45am STAFF LSB 304
3869 S 9:30am-12:20pm STAFF LSB 306
1740 MW 10:30-11:45am STAFF LSB 323
1739 MW 2:3-15pm STAFF LSB 304
1741 TR 2:30-2:30pm STAFF LSB 306
3867 F 5:30-8:30pm STAFF LSB 241
3872 M 7:9:45pm STAFF LSB 304
3875 W 7:9:45pm STAFF LSB 306
4615 R 7:9:45pm STAFF LSB 255
12 WEEKS: Sept. 18 - Dec. 16
OFF CAMPUS
7006 MW 10am-12:20pm STAFF BIOP 211

BIO 102* - PRINCIPLES OF BIOLOGY - 4 CR HRS
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
15 WEEKS: Aug. 27 - Dec. 16
1742 TR 8:9:20am STAFF LSB 306
1751 MW 10:30-11:50am STAFF LSB 306
1012 TR 11am-12:20pm STAFF LSB 356
1013 TR 11am-12:20pm STAFF LSB 306
7618 F 5:30-8:15pm STAFF LSB 306
3870 W 7:9:30pm STAFF LSB 356
OFF CAMPUS

SUMMER/FALL 2012

7000 MW 9:30-10:45am STAFF BIOP 228
7001 TR 11am-12:20pm STAFF BIOP 228
BIO 102 index 7013 is offered at BioPark, 801 W. Baltimore Street, 2nd floor.
7013 M 5:30-8pm 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 WEB CRSE
BIO 102 index 7862 is the lecture for students enrolled in BIO 102L index 7871.
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.

7862 STAFF WEB CRSE
7 WEEKS-ACCELERATED I: Aug. 27 - Oct. 15
BIO 102 index 7137 is an Accelerated I (8/27-10/15/12) contract course for students enrolled in the QUEST Program. Students must contact Professor Vance at 410-462-7745, Professor Brooks at 410-462-8558, or Ms. Kathy Styles at 410-462-8365.

7137 MW 5:30-8pm STAFF LSB 323
12 WEEKS: Sept. 18 - Dec. 16
3889 W 4-7:10pm STAFF LSB 260

BIO 102L* - PRINCIPLES OF BIOLOGY LAB - 0 CR HRS
15 WEEKS: Aug. 27 - Dec. 16
1731 F 8:10-50am STAFF LSB 354
7617 S 9-11:50am STAFF LSB 354
1016 W 1:3-50pm STAFF LSB 354
1743 T 1:3-50pm STAFF LSB 354
1745 F 1:3-50pm STAFF LSB 354
1759 M 1:3-50pm STAFF LSB 354
1744 R 2-4:50pm STAFF LSB 354
3874 R 7-9:50pm STAFF LSB 354

OFF CAMPUS
7027 F 10:30am-1:20pm STAFF BIOP 205
7002 M 11am-1:50pm STAFF BIOP 205
7003 W 11am-1:50pm STAFF BIOP 205

BIO 102L index 7014 is offered at BioPark, 801 W. Baltimore Street, 2nd floor.

7014 TR 5:30-8:20pm STAFF BIOP 205
BIO 102 index 7138 is an Accelerated I (8/27-10/15/12) contract course for students enrolled in the QUEST Program. Students must contact Professor Vance at 410-462-7745, Professor Brooks at 410-462-8558, or Ms. Kathy Styles at 410-462-8365.

7138 MW 8:35-11pm STAFF LSB 354

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 WEB CRSE
7871 STAFF WEB CRSE

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.
3890 T 4:6:50pm STAFF LSB 354

BIO 107* - ANATOMY AND PHYSIOLOGY - 4 CR HRS
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
15 WEEKS: Aug. 27 - Dec. 16
1747 TR 9:30-10:50am STAFF LSB 306
3000 TR 6:7-20pm STAFF LSB 419

BIO 107 L* - ANATOMY AND PHYSIOLOGY LAB - 0 CR HRS
15 WEEKS: Aug. 27 - Dec. 16
1748 TR 8-9:20am STAFF LSB 419
3001 TR 7:30-8:20pm STAFF LSB 419

BIO 111* - ANATOMY AND PHYSIOLOGY I - 4 CR HRS
Study the human body with emphasis on the integumentary, skeletal, muscular, nervous, and endocrine systems. Prerequisites: BIO 101 or BIO 102
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**BIOTECNOLOGY**

**BTC 101 - SPECIAL TOPICS IN BIOTECHNOLOGY I - 2 CR HRS**
Explore basic research and development techniques, laboratory safety, and career awareness.

**BTC 102 - SPECIAL TOPICS IN BIOTECHNOLOGY II - 2 CR HRS**
Prepare for responsible positions in research in biotechnology labs.
BUSINESS ADMINISTRATION

BUAD 100 * - INTRODUCTION TO BUSINESS - 3 CR HRS
Gain a familiarity with business practices and terms. Students must have an inexpensive, small calculator. **Prerequisite:** ENG 82

<table>
<thead>
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<th>Days</th>
<th>Time</th>
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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.

<table>
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BUSINESS COMPUTER APPLICATIONS

BCAP 104 * - INTRODUCTION TO OPERATING SYSTEMS: DOS/WINDOWS - 3 CR HRS
Explore the Disk Operating System (DOS), the Windows Operating Environment, and the UNIX Operating System.

<table>
<thead>
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<th>Days</th>
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BCAP 136 * - DATABASE MANAGEMENT SYSTEMS - 3 CR HRS
Using Microsoft Access 2000, create databases, forms and reports, charts and PivotTables. **Prerequisite or Corequisite:** BCA 104 or permission of the PC Applications Specialist Program Coordinator.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Time</th>
<th>Instructor</th>
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**DISTANCE LEARNING SECTIONS**
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. 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.

<table>
<thead>
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<th>Course Code</th>
<th>Days</th>
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SUMMER/FALL 2012

15 WEEKS: Aug. 27 - Dec. 16

OFF CAMPUS

<table>
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<th>Course Code</th>
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| **BTC 105 * - TECHNIQUES OF INSTRUMENTATION FOR BIOTECHNOLOGY - 4 CR HRS**

Practice with instruments commonly used in biotechnology for chromatography, electrophoresis, fluorescence, microscopy, tissue culture, PCR.

**Prerequisites:** CHE 101; BTC 101; BIO 102

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| **BTC 105 L* - TECHNIQUES OF INSTRUMENTATION FOR BIOTECHNOLOGY LAB - 0 CR HRS**

15 WEEKS: Aug. 27 - Dec. 16

OFF CAMPUS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
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**BUSINESS ADMINISTRATION**

BUAD 112 index 7135 is an Accelerated I (8/27-10/15/12) contract course for students enrolled in the QUEST Program. Students must contact Professor Vance at 410-462-7745, Professor Brooks at 410-462-8585, or Ms. Kathy Styles at 410-462-8365.

<table>
<thead>
<tr>
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<td>5:30-10:45pm</td>
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<td>MNB 324</td>
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</table>
| **BUAD 207 * - BUSINESS LAW - 3 CR HRS**

How the law regulates business activity. **Prerequisite:** ENG 101 and sophomore standing (30 credits or more).

15 WEEKS: Aug. 27 - Dec. 16

<table>
<thead>
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**DISTANCE LEARNING SECTIONS**
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**BUSINESS COMPUTER APPLICATIONS**

BCAP 136 * - DATABASE MANAGEMENT SYSTEMS - 3 CR HRS
Using Microsoft Access 2000, create databases, forms and reports, charts and PivotTables. **Prerequisite or Corequisite:** BCA 104 or permission of the PC Applications Specialist Program Coordinator.

15 WEEKS: Aug. 27 - Dec. 16

<table>
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**DISTANCE LEARNING SECTIONS**
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. 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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<td>5:30-10:45pm</td>
<td>MFume</td>
<td>MNB 328</td>
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</table>
BCAP 270 * - INTRODUCTION TO HELP DESK SUPPORT - 3 CR HRS
Explore technical and customer service issues related to Help Desk Support. **Prerequisites:** BCA 104 and successful completion of a minimum of 12 credit hours of BCA and/or CIS courses or permission of Coordinator. 15 WEEKS: Aug. 27 - Dec. 16
4059 F 5:30-9:20pm STAFF MNB 324

BUSINESS COMPUTER APPLICATIONS: WEBSITE DESIGN
BCWB 250 - INTERNET APPLICATIONS FOR BUSINESS - 3 CR HRS
Surf the Internet, design web pages using HTML, JavaScript and Java applets. **Prerequisite:** A working knowledge of current version of windows. 15 WEEKS: Aug. 27 - Dec. 16
4068 T 5:30-9:20pm STAFF MNB 252
BCWB 252* - INTRODUCTION TO JAVA SCRIPT - 3 CR HRS
Prerequisite: BCWB 250 or permission of Coordinator. 15 WEEKS: Aug. 27 - Dec. 16
4069 M 5:30-9:20pm STAFF MNB 252
BCWB 260* - INTRODUCTION TO WEB PAGE DESIGN - 3 CR HRS
Web page design using Microsoft FrontPage, where What-You-See-Is-What-You-Get. **Prerequisites:** BCWB 104 and BCA 250 or permission of PC Applications Specialist Coordinator. 15 WEEKS: Aug. 27 - Dec. 16
4065 R 5:30-9:20pm STAFF LSB 311
BCWB 265* - WEB SITE DESIGN AND DEVELOPMENT FOR E-COMMERCE - 3 CR HRS
Develop skills needed to build and maintain successful e-commerce Web sites. **Prerequisites:** BCWB 104, BCA 250, and CIS 118 or permission of PC Applications Specialist Program Coordinator. **Prerequisites or Corequisite:** CIS 231 or permission of PC Applications Specialist Coordinator. 15 WEEKS: Aug. 27 - Dec. 16
4066 W 5:30-9:20pm STAFF LSB 246

CHEMISTRY
CHE 101 * - GENERAL CHEMISTRY I - 4 CR HRS
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. 15 WEEKS: Aug. 27 - Dec. 16
1788 M 8:30-11am STAFF LSB 356
1780 TR 12:1-20pm STAFF LSB 304
1775 MW 2-3:15pm STAFF LSB 306
3085 V T 7-9:30pm STAFF LSB 304
OFF CAMPUS
7029 MW 8-9:20am STAFF BOC 230
7030 TR 11am-12:20pm STAFF BOC 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. 7706 STAFF WEB CRSE
12 WEEKS: Sept. 18 - Dec. 16
3837 TR 7:30-9:50pm STAFF LSB 306

CHE 101 L* - GENERAL CHEMISTRY I LAB - 0 CR HRS
15 WEEKS: Aug. 27 - Dec. 16
1782 T 11am-1:50pm STAFF LSB 401
1777 W 3:30-6:20pm STAFF LSB 405
3851 R 6:30-9:50pm STAFF LSB 405
OFF CAMPUS
7031 M 9:30am-12:20pm STAFF BOC 215
7028 T 12:30-3:20pm STAFF BOC 215

CHE 101L index 7037 is offered at BioPark, 801 W. Baltimore Street, 2nd floor.
3837 W 6:30-9:20pm STAFF BOC 215
12 WEEKS: Sept. 18 - Dec. 16
3838 W 7-9:50pm STAFF LSB 401

CHE 102 * - GENERAL CHEMISTRY II - 4 CR HRS
Study nuclear chemistry, chemical bonding, solutions, reaction kinetics, acids and bases, qualitative inorganic analysis, organic chemistry. **Prerequisite or Corequisite:** CHE 101 or equivalent. 15 WEEKS: Aug. 27 - Dec. 16
3857 M 7-9:30pm STAFF LSB 306
OFF CAMPUS
7034 MW 12:30-1:45pm STAFF BOC 230

CHE 102 L* - GENERAL CHEMISTRY II LAB - 0 CR HRS
15 WEEKS: Aug. 27 - Dec. 16
3858 W 7-9:50pm STAFF LSB 405
OFF CAMPUS
7035 W 9:30-12:20pm STAFF BOC 215

CHE 103 * - ALLIED HEALTH CHEMISTRY - 4 CR HRS
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. 15 WEEKS: Aug. 27 - Dec. 16
1800 M 9-11:30am STAFF MNB 234B
3854 S 9:30am-12:15pm STAFF LSB 238
1788 F 11am-1:45pm STAFF LSB 241
1786 TR 12:30-1:50pm STAFF LSB 306
1783 MW 1:30-2:45pm STAFF LSB 238
1785 MW 2-3:15pm STAFF LSB 241
3852 W 6:30-9pm 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. 7708 STAFF WEB CRSE
12 WEEKS: Sept. 18 - Dec. 16

CHE 103 L* - ALLIED HEALTH CHEMISTRY LAB - 0 CR HRS
This course is primarily for students in the Dental Hygiene Program. **Prerequisite:** CHE 103 or equivalent 15 WEEKS: Aug. 27 - Dec. 16
1795 W 10-11:40am STAFF NRS 315
38655 R 6-7:50pm STAFF LSB 304

CHE 203 * - ORGANIC CHEMISTRY I - 5 CR HRS
A formal study of carbon compounds with emphasis on the correlation of structure and chemical reactivity. 45 lecture hours; 90 lab hours; Fall - day; Spring - even
**Prerequisite:** CHE 101; CHE 102 recommended 15 WEEKS: Aug. 27 - Dec. 16
1796 TR 12:30-1:50pm STAFF LSB 241
OFF CAMPUS
7038 MW 2-3:15pm STAFF BOC 230

CHE 203 L* - ORGANIC CHEMISTRY I LAB - 0 CR HRS
15 WEEKS: Aug. 27 - Dec. 16
1798 MW 9-11:50am STAFF LSB 401
OFF CAMPUS
7039 MW 3:30-5:50pm STAFF BOC 215
Che 204 * - Organic Chemistry II - 5 CR HRS
The second of a two-semester sequence for biotechnology, pre-medical, pre-pharmacy, pre-dental, biology, chemistry, biochemistry, and pre-chemical engineering students. **Prerequisite:** CHE 203 or equivalent
15 WEEKS: Aug. 27 - Dec. 16
7049 TR 9:30-10:50am STAFF BIOP 230

Che 204 L* - Organic Chemistry II Lab - 0 CR HRS
15 WEEKS: Aug. 27 - Dec. 16
7050 TR 3:30-5:50pm STAFF BIOP 215

**Computer-AidedDrafting and Design**

**CADD 101 - INTRODUCTION TO CADD - 3 CR HRS**
Use AutoCAD software to construct simple two-dimensional objects found in engineering and architecture. **Prerequisite:** permission of the Computer-Aided Drafting and Design Programs Coordinator
15 WEEKS: Aug. 27 - Dec. 16
2025 M 12:30-2:20pm STAFF MNB 053
4079 R 6-7:50pm STAFF MNB 053

**CADD 101 L - INTRODUCTION TO CADD LAB - 0 CR HRS**
15 WEEKS: Aug. 27 - Dec. 16
2029 M 2:30-4:20pm STAFF MNB 053
4080 R 8-9:50pm STAFF MNB 053

**CADD 111 - CADD APPLICATIONS - 3 CR HRS**
Use MicroStation software and commands to create mechanical, electronic, architectural, and civil drawings. **Prerequisite:** permission of the Computer-Aided Drafting and Design Programs Coordinator
15 WEEKS: Aug. 27 - Dec. 16
4086 M 6-7:50pm STAFF MNB 053

**CADD 111 L - CADD APPLICATIONS LAB - 0 CR HRS**
15 WEEKS: Aug. 27 - Dec. 16
4087 M 8-9:50pm STAFF MNB 053

**CADD 140 - CADD 3D MODELING - 3 CR HRS**
15 WEEKS: Aug. 27 - Dec. 16
2085 T 12:30-2:20pm STAFF MNB 053

**CADD 140 L - CADD 3D MODELING LAB - 0 CR HRS**
15 WEEKS: Aug. 27 - Dec. 16
2086 T 2:30-4:20pm STAFF MNB 053

**CADD 151 - CADD TECHNICAL GRAPHICS - 3 CR HRS**
Use 3D Studio Max software to produce presentations for business, engineering, architectural, technical, and sales purposes. **Prerequisite:** CADD 101
15 WEEKS: Aug. 27 - Dec. 16
4165 T 5:30-7:20pm STAFF MNB 053

**CADD 151 L - CADD TECHNICAL GRAPHICS LAB - 0 CR HRS**
15 WEEKS: Aug. 27 - Dec. 16
4166 T 7:30-9:20pm STAFF MNB 053

**CADD 200 - GEOGRAPHIC INFORMATION SYSTEMS APPLICATIONS - 3 CR HRS**
15 WEEKS: Aug. 27 - Dec. 16
2092 R 12:30-2:20pm STAFF MNB 053

**CADD 200 L - GEOGRAPHIC INFORMATION SYSTEMS APPLICATIONS LAB - 0 CR HRS**
15 WEEKS: Aug. 27 - Dec. 16
2093 R 2:30-4:20pm STAFF MNB 053

**CADD 205 - CADD ENGINEERING DRAWING I - 3 CR HRS**
15 WEEKS: Aug. 27 - Dec. 16
2090 F 12:30-2:20pm STAFF MNB 053

**CADD 205 L - CADD ENGINEERING DRAWING I LAB - 0 CR HRS**
15 WEEKS: Aug. 27 - Dec. 16
2091 F 2:30-4:20pm STAFF MNB 053

**CADD 222 - CADD ARCHITECTURAL APPLICATIONS II - 3 CR HRS**
This advanced course is a survey of architectural related CADD applications. This course is designed to aid the architect, designer, and drafter through all phases of construction document creation. **Prerequisite:** CADD 112 or permission of CADD Program Coordinator
15 WEEKS: Aug. 27 - Dec. 16
3354 F 6-7:50pm STAFF MNB 053

**CADD 222 L - CADD ARCHITECTURAL APPLICATIONS II LAB - 0 CR HRS**
15 WEEKS: Aug. 27 - Dec. 16
3355 F 8-9:50pm STAFF MNB 053

**Computer and Information Systems**

**CiSS 105 *- INTRODUCTION TO UNIX: THE OPERATING SYSTEM - 3 CR HRS**
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
15 WEEKS: Aug. 27 - Dec. 16
2055 MW 9-10:50am STAFF MNB 327
4103 T 5:30-9:20pm STAFF MNB 324

**CiSS 109 - PRINCIPLES OF COMPUTER INFORMATION SYSTEMS - 3 CR HRS**
Study fundamental hardware, software, communication concepts, and the Web. **Prerequisite:** completion of all required developmental courses
15 WEEKS: Aug. 27 - Dec. 16
2054 TR 9-10:50am 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.
7729 STAFF WEB CRSE

**CiSS 116 *- STRUCTURED DESIGN - 3 CR HRS**
Systematically analyze computer problems using pseudo-code, data-flow diagrams, flow charts, algorithms, and walk-through. **Prerequisite:** completion of all required developmental courses
15 WEEKS: Aug. 27 - Dec. 16
1129 TR 11am-12:50pm STAFF MNB 326

**CiSS 118 *- PROGRAMMING WITH VISUAL BASIC - 3 CR HRS**
Create graphical user interface applications and the codes to control the graphics for the application. **Prerequisite:** completion of all required developmental courses, BCA 104, CiSS 116
15 WEEKS: Aug. 27 - Dec. 16
2052 M 9-10:50am STAFF MNB 324
7638 M 5:30-7:20pm STAFF MNB 327

**CiSS 118 L* - PROGRAMMING WITH VISUAL BASIC LAB - 0 CR HRS**
15 WEEKS: Aug. 27 - Dec. 16
2051 W 9-10:50am STAFF MNB 324
7639 M 7:30-9:20pm STAFF MNB 327

**CiSS 119 *- ADVANCED VISUAL BASIC PROGRAMMING - 3 CR HRS**
Learn about sequential and random file access, error handling, debugging, graphics, multi-media, programming for the Internet. **Prerequisite:** CiSS 118
15 WEEKS: Aug. 27 - Dec. 16
2060 T 9-10:50am STAFF MNB 326

**CiSS 119 L* - ADVANCED VISUAL BASIC PROGRAMMING LAB - 0 CR HRS**
15 WEEKS: Aug. 27 - Dec. 16
2061 R 9-10:50am STAFF MNB 302

**CiSS 201 *- SYSTEMS ANALYSIS AND DESIGN FOR PROGRAMMERS - 3 CR HRS**
Explore the role of the analyst in the development of an entire system. **Prerequisites:** CiSS 109 and competence in a programming language
15 WEEKS: Aug. 27 - Dec. 16
**SUMMER / FALL 2012**

**CIS 228 * - OBJECT-ORIENTED PROGRAMMING FOR BUSINESS APPLICATIONS IN C++ - 3 CR HRS**
Learn Object-Oriented programming including data design, data types, structures, etc.  
**Prerequisite:** BCA 104; CIS 116
15 WEEKS: Aug. 27 - Dec. 16

**CIS 228 L - OBJECT-ORIENTED PROGRAMMING FOR BUSINESS APPLICATIONS IN C++ LAB - 0 CR HRS**
15 WEEKS: Aug. 27 - Dec. 16

**COMPUTER LITERACY**

**CLT 100 - COMPUTER LITERACY - 2 CR HRS**
Develop basic computer skills in Windows-based operating systems, word processing, spreadsheet, database management, and presentation graphics.
15 WEEKS: Aug. 27 - Dec. 16

1022  R  8-9:50am  STAFF  MNB 326
2033  T  8-9:50am  STAFF  MNB 252
2037  M  8-9:50am  STAFF  MNB 252
4081  S  9-10:50am  STAFF  MNB 252
2035  M  10-11:50am  STAFF  MNB 252
2036  F  10-11:50am  STAFF  MNB 252
7670  N  10-11:50am  STAFF  MNB 328
1020  M  11am-12:50pm  STAFF  MNB 326
3052  S  12:30-2:20pm  STAFF  MNB 252
4082  S  12:30-2:20pm  STAFF  MNB 252
2038  F  1:30-3:20pm  STAFF  MNB 252
1031  F  2:30-4:20pm  STAFF  MNB 326
3055  T  5:30-7:20pm  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.

7735  STAFF  WEB CRSE
7810  STAFF  WEB CRSE
7858  STAFF  WEB CRSE
7877  STAFF  WEB CRSE

12 WEEKS: Sept. 18 - Dec. 16

4083  N  12-2:20pm  STAFF  MNB 324
3053  R  5:30-7:50pm  STAFF  LSB 246
3058  W  5:30-7:50pm  STAFF  MNB 328
3059  T  5:30-7:50pm  STAFF  MNB 224

**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.

7736  STAFF  WEB CRSE
7769  STAFF  WEB CRSE

**CONSTRUCTION SUPERVISION**

**CON 101 * - INTRODUCTION TO CONSTRUCTION - 3 CR HRS**
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 ACCUPALCER scores  
**Corequisites:** CON 104; CON 107, ENG 101
12 WEEKS: Sept. 18 - Dec. 16

2098  M  5:30-9:30pm  STAFF  MNB 238

**CON 104 * - METHODS AND MATERIALS - 3 CR HRS**
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 ACCUPALCER scores  
**Corequisites:** CON 101; CON 107, ENG 101
12 WEEKS: Sept. 18 - Dec. 16

4227  R  5:30-9:05pm  STAFF  MNB 238

**CON 107 * - BLUEPRINT READING - 3 CR HRS**
Gain an overview of architectural planning and blueprint reading in commercial and residential construction.  
**Prerequisite:** ENG 82 or appropriate ACCUPALCER scores  
**Corequisites:** CON 101; CON 104, ENG 101
12 WEEKS: Sept. 18 - Dec. 16

4226  T  5:30-9:05pm  STAFF  MNB 238

**CON 250 - CONSTRUCTION INTERNSHIP - 3 CR HRS**
Acquire hands-on work experience as interns with a contractor in the construction industry. Students with three (3) or more years of documented work experience may receive credit under this course listing. 150 work experience hours.  
**Prerequisite:** Permission from the Construction Supervision Program Coordinator
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.

7724  STAFF  WEB CRSE

**CRIMINAL JUSTICE**

**CRJ 101 - INTRODUCTION TO CRIMINAL JUSTICE - 3 CR HRS**
Explore the field of criminal justice in the context of our social, cultural, political, and economic system.  
15 WEEKS: Aug. 27 - Dec. 16

2761  TR  9:30-10:50am  STAFF  MNB 312
4562  R  7:30-9:45pm  STAFF  MNB 124

**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  STAFF  WEB CRSE

12 WEEKS: Sept. 18 - Dec. 16

1567  MW  1-2:50pm  STAFF  MNB 116
7 WEEKS-ACCELERATED II: Oct. 23 - Dec. 16

7263  T  5:30-10:45pm  STAFF  MNB 228
7272  T  5:30-10:45pm  STAFF  MNB 258

**CRJ 102 - REPORT WRITING FOR CRIMINAL JUSTICE PERSONNEL - 3 CR HRS**
Criminal justice students are introduced to the various forms and reports they will encounter on the job.  
15 WEEKS: Aug. 27 - Dec. 16

2040  TR  11am-12:20pm  STAFF  MNB 116

**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.

7741  STAFF  WEB CRSE
CRJ 104 - FUNDAMENTALS OF LAW ENFORCEMENT - 3 CR HRS
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.
15 WEEKS: Aug. 27 - 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.
7807 STAFF WEB CRSE
CRJ 106 - FUNDAMENTALS OF CORRECTIONS - 3 CR HRS
Learn about corrections and correctional administration, including the history of incarceration and theories of sentencing and rehabilitation.
15 WEEKS: Aug. 27 - 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.
7742 STAFF WEB CRSE
CRJ 108 - JUVENILE DELINQUENCY - 3 CR HRS
15 WEEKS: Aug. 27 - 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.
7768 STAFF WEB CRSE
CRJ 201 - MANAGEMENT CONCEPTS - 3 CR HRS
Learn about the principles, theories, functions, and concepts of management as they relate to law enforcement and public safety.
15 WEEKS: Aug. 27 - Dec. 16
4566 R 7-9:45pm STAFF PEC 122
CRJ 209 - PROBATION AND PAROLE - 3 CR HRS
Learn about the history and theories of probation and parole, including the organization, policies, procedures, and practices of Federal, State, and local parole and probation systems.
15 WEEKS: Aug. 27 - 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.
7772 STAFF WEB CRSE
CRJ 213 - CRIMINAL SUBSTANTIVE LAW - 3 CR HRS
Learn about the origins, sources, and structure of criminal substantive law.
Prerequisite: CRJ 101
15 WEEKS: Aug. 27 - Dec. 16
4563 T 7-9:45pm STAFF MNB 256
CRJ 220 - CRIMINALISTICS - 3 CR HRS
Learn about careful crime scene processing, physical and trace evidence, and collection, preservation, and analysis of physical evidence.
Prerequisite: CRJ 210
15 WEEKS: Aug. 27 - Dec. 16
4570 M 7-9:45am STAFF MNB 120
CRJ 292 - CRIMINAL JUSTICE INTERNSHIP - 3 CR HRS
Students are assigned to an agency by the academic adviser and the fieldwork coordinator, and a weekly seminar supplements fieldwork.
Prerequisites: sophomore status (30 credits or more) and permission of the Criminal Justice/Public Safety Programs Coordinator
15 WEEKS: Aug. 27 - Dec. 16
4573 T 5-6:50pm STAFF MNB 256

DENTAL HYGIENE
DH 130 * - DENTAL MATERIALS - 3 CR HRS
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-semester courses of the Dental Hygiene Program
15 WEEKS: Aug. 27 - Dec. 16
DH 130 requires lecture and lab. Students required to purchase all lab supplies.
1480 F 8-10am Street-Jones LSB 237
DH 130 L* - DENTAL MATERIALS LAB - 0 CR HRS
15 WEEKS: Aug. 27 - Dec. 16
1481 R 8-11am Chester LSB 102
1482 T 8-11am Gilden LSB 102
DH 142 - HISTOLOGY AND EMBRYOLOGY - 2 CR HRS
Study the structural and functional units of living tissue at the microscopic level.
Prerequisite: admission to the Dental Hygiene Program
15 WEEKS: Aug. 27 - Dec. 16
1483 T 2:30-4:30pm Gilden LSB 255
DH 143 - FUNDAMENTALS OF GENERAL AND ORAL PATHOLOGY - 1 CR HRS
Learn about the concept of disease, including discussion of tissue reaction to various injuries. Prerequisite: admission to the Dental Hygiene Program
15 WEEKS: Aug. 27 - Dec. 16
DH 150 requires lecture and lab. Students required to purchase all clinical instruments and supplies.
1484 R 2:30-3:30pm Chester LSB 255
DH 150* - PRE-CLINICAL DENTAL HYGIENE - 4 CR HRS
An introduction to dental hygiene care with laboratory instruction in instrumentation techniques, and an introduction to the clinical experience.
Prerequisite: admission to the Dental Hygiene Program and completion of all required first-semester courses of the Dental Hygiene Program
15 WEEKS: Aug. 27 - Dec. 16
DH 150 requires lecture and lab. Students required to purchase all clinical instruments and supplies.
1485 MF 11-11:55am Russell LSB 237
DH 150 L* - PRE-CLINICAL DENTAL HYGIENE LAB - 0 CR HRS
15 WEEKS: Aug. 27 - Dec. 16
1487 M 9-10:50am Russell LSB 104
1488 W 8-9:50am Russell LSB 104
1486 M 9-10:50am Russell LSB 104
1485 W 9-9:50am Chester LSB 104
DH 230 - ORAL PATHOLOGY - 3 CR HRS
Learn about diseases of the teeth and supporting tissues, and how to recognize abnormal conditions of the mouth. Prerequisite: completion of all required first-semester courses of the Dental Hygiene Program
15 WEEKS: Aug. 27 - Dec. 16
1488 M 8-11am Street-Jones LSB 237
DH 231 - PHARMACOLOGY - 2 CR HRS
Learn about drugs and their use in the treatment, diagnosis, and prevention of disease as related to dental hygiene.
Prerequisite: completion of all first-year courses of the Dental Hygiene Program
15 WEEKS: Aug. 27 - Dec. 16
1490 W 8-10am Russell LSB 237
DH 242 - DENTAL PUBLIC HEALTH - 3 CR HRS
Study the history and philosophy of dental public health practice and administration. Prerequisite: completion of all required first-year courses of the Dental Hygiene Program
15 WEEKS: Aug. 27 - Dec. 16
1491 MWF 11-11:50am Chester LSB 256
DH 250 * - CLINICAL DENTAL HYGIENE II - 4 CR HRS
Advanced lectures and demonstrations in dental hygiene clinical practice, with emphasis on preventive care are patients with special needs. Prerequisite: completion of all required first-year courses of the Dental Hygiene Program
15 WEEKS: Aug. 27 - Dec. 16
DH 250 requires lecture and lab. Students required to purchase all instruments and clinical supplies.
1492 W 1-2pm Gilden LSB 255
DENTAL SCIENCE

DS 100 L*- ORAL ANATOMY AND PHYSIOLOGY - 3 CR HRS
A detailed study of the morphology and function of human teeth and their surrounding structures is provided. Prerequisite: admission to the Dental Hygiene Program

DS 100 L*- ORAL ANATOMY AND PHYSIOLOGY LAB - 0 CR HRS

EARLY CHILDHOOD EDUCATION

ECE 100 *- INTRODUCTION TO CHILD DEVELOPMENT - 3 CR HRS
Gain an introduction to the field of child development by surveying its history, current practices, and career opportunities.

ECE 100 *- INTRODUCTION TO CHILD DEVELOPMENT - 4 CR HRS
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

ECE 101 *- PRINCIPLES OF EARLY CHILDHOOD EDUCATION - 4 CR HRS
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

ECE 102 *- OBSERVING AND RECORDING CHILDREN’S BEHAVIOR - 3 CR HRS
Students focus on observing, recording, and explaining the behavior of children. Prerequisite: ECE 100; ENG 101 Prerequisite or corequisite: ECE 101

ECE 109 *- AN INTRODUCTION TO SCHOOL-AGE GROUP DAY CARE - 4 CR HRS
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

ECE 112 - MARYLAND STATE CHILD DAY CARE TRAINING CERTIFICATION: CHILD GROWTH AND DEVELOPMENT, PART I - 3 CR HRS
Learn about normal child growth and development from birth to twelve years, with particular emphasis on the period from two-to-five years.

ECE 113 - MARYLAND STATE CHILD DAY CARE TRAINING CERTIFICATION: PROGRAMS AND ACTIVITIES, PART II - 3 CR HRS
Learn about the child care environment for the development of appropriate physical, psycho-social, and cognitive skills of children from birth to twelve years.

ECE 201 *- NUTRITION, HEALTH, AND SAFETY FOR CHILDREN - 2 CR HRS
Study the development of optimum learning and creativity in young children through the use of play, small groups, and other activities. Prerequisites: ECE 101 or permission of the instructor

ECE 202 *- THE CHILD AS A LEARNER - 5 CR HRS
Examine the effects of environmental, cultural, and developmental factors on learning. Prerequisites: ECE 200; PSY 205

ECE 203 *- PARENT, CHILD, SCHOOL, AND COMMUNITY RELATIONSHIPS - 3 CR HRS
Topics include regulation of early childhood education and child-rearing practices among different groups. Prerequisites: PSY 205; ECE 100 Corequisite: ECE 200 or permission of the Program Coordinator
SUMMER / FALL 2012

EDUCATION

EDU 200* - INTRODUCTION TO EDUCATION - 3 CR HRS
Examine the profession of teaching, with focus on the extensive requirements for success.
12 WEEKS: Sept. 18 - Dec. 16
EDU 200 index 1106 is a 12 week Hybrid course that will meet once a month on Thursday from 11:00 am to 12:30 pm., classroom TBD.
1106

EDU 220 - INSTRUCTION OF READING COMPETENCY - 3 CR HRS
Learn the various theories, research, and methodologies of teaching reading and how to apply them.
7 WEEKS-ACCELERATED II: Oct. 23 - Dec. 16

ECONOMICS

ECO 201 *- THE AMERICAN ECONOMY I: MACROECONOMIC THEORY - 3 CR HRS
Study the overall functioning of the American economy through an examination of unemployment, inflation, recession, and more.
Prerequisites: ENG 82 or appropriate ACCUPLACER scores
15 WEEKS: Aug. 27 - Dec. 16

2815 TR 9:30-10:55am STAFF LSB 120
1858 MF 1:30-2:50pm STAFF MNB 304
3910 W 6-9pm 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.
7850 STAFF WEB CRSE

ECO 202 *- THE AMERICAN ECONOMY II: MACROECONOMIC THEORY - 3 CR HRS
Gain a more specialized analysis of the American economy and economic and market activities.
Prerequisites: ENG 82 or appropriate ACCUPLACER scores
15 WEEKS: Aug. 27 - Dec. 16

1859 TR 11am-12:20pm STAFF MNB 256
4200 F 6-9pm 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.
7771 STAFF WEB CRSE

EDUCATION

EDU 235* - METHODS OF TEACHING READING IN SECONDARY CONTENT AREAS, PART I - 3 CR HRS
Learn how to assess reading skills and then provide appropriate motivational reading activities to improve student performance in content areas.
7 WEEKS-ACCELERATED II: Oct. 23 - 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.
7890 STAFF WEB CRSE

EDU 240 - METH METHODS OF TEACHING READING IN SECONDARY CONTENT AREAS, PART II - 3 CR HRS
Students focus on types of reading, skills of reading, and writing and instruction in a content area.
7 WEEKS-ACCELERATED II: Oct. 23 - 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.
7978 STAFF WEB CRSE

EDU 255* - EDUCATIONAL ASSESSMENT - 3 CR HRS
Learn about the principles, issues, and appropriate utilization of standardized test data to provide useful information about students' abilities.
7 WEEKS-ACCELERATED II: Oct. 23 - 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.
7981 STAFF WEB CRSE

ELECTRONICS TECHNOLOGY

ELC 101 *- MATHEMATICS FOR ELECTRONICS I - 3 CR HRS
This application-based electronics mathematics course emphasizes the significant technical operations faced by electrical and telecommunication technicians. Corequisite: MAT 82 or MAT 92
12 WEEKS: Sept. 18 - Dec. 16

2100 R 9:30am-1:05pm STAFF MNB 238

ELC 111 *- AC/DC FUNDAMENTALS - 3 CR HRS
Topics include basic AC/DC electrical theory, schematic reading, soldering techniques, and more.
Prerequisite: MAT 82 or satisfactory ACCUPLACER scores
12 WEEKS: Sept. 18 - Dec. 16

2103 M 9-11:20am STAFF MNB 175

ELC 111 L*- AC/DC FUNDAMENTALS LAB - 0 CR HRS
12 WEEKS: Sept. 18 - Dec. 16

2104 W 9am-12:30pm STAFF MNB 175

ELC 120 *- DC CIRCUITS ANALYSIS - 3 CR HRS
Topics include voltage and current divider rules, methods of analysis, bridge networks, and transients in capacitive and inductive networks.
Prerequisites: ELC 111; MAT 82; or permission of the Electronics Technology Program Coordinator Corequisite: ELC 101
12 WEEKS: Sept. 18 - Dec. 16

2087 T 9-11:20pm STAFF MNB 238

ELC 120 L*- DC CIRCUITS ANALYSIS LAB - 0 CR HRS
12 WEEKS: Sept. 18 - Dec. 16

4123 T 5:30-9pm STAFF MNB 175

ELC 121 *- AC CIRCUITS ANALYSIS - 3 CR HRS
Students expand application skills in the use of the VOMs and DMMs, while learning to utilize the signal generator and oscilloscope.
Prerequisite: ELC 120 or equivalent
### Engineering Courses

#### Electrical Engineering

- **EGR 129**: AC Circuits Analysis Lab - 0 CR HRS (12 WEEKS: Sept. 18 - Dec. 16)
  - **Time**: MWF 2:30-3:25pm
  - **Location**: MNB 120

- **EGR 136**: Digital Fundamentals - 3 CR HRS (12 WEEKS: Sept. 18 - Dec. 16)
  - **Time**: M 5:30-9pm
  - **Location**: MNB 175

- **EGR 137**: Digital Fundamentals Lab - 0 CR HRS (12 WEEKS: Sept. 18 - Dec. 16)
  - **Time**: W 5:30-9pm
  - **Location**: MNB 175

### English Courses

- **ENG 101**: English Writing - 3 CR HRS (15 WEEKS: Aug. 27 - Dec. 16)
  - **Time**: TR 9-9:55am
  - **Location**: MNB 237B

### Engineering Transfer Courses

- **EGN 101**: Engineering Graphics - 3 CR HRS (15 WEEKS: Aug. 27 - Dec. 16)
  - **Time**: TR 12:30-2pm
  - **Location**: LSB 243

#### Engineering Transfer Laboratories

- **ELC 151**: Engineering Graphics Lab - 0 CR HRS (15 WEEKS: Aug. 27 - Dec. 16)
  - **Time**: MWF 11-11:55am
  - **Location**: MNB 160

### Distance Learning Sections

- **ENG 101**: Index 7300 is a honor course for Granville T. Woods Scholars (12 WEEKS: Sept. 18 - Dec. 16)
  - **Time**: W 4-7pm
  - **Location**: MNB 151

- **ENG 101**: Index 7145 is an Accelerated I contract course for students enrolled in the Quest Program (7 WEEKS-ACCELERATED I: Oct. 23 - Dec. 16)
  - **Time**: T 5:30-10:45pm
  - **Location**: MNB 118

- **ENG 101**: Index 7400 is a Hybrid course (12 WEEKS: Sept. 18 - Dec. 16)
  - **Time**: W 4-7pm
  - **Location**: MNB 151

- **ENG 101**: Index 7400 is a 12 week online course (12 WEEKS: Sept. 18 - Dec. 16)
  - **Time**: W 4-7pm
  - **Location**: MNB 151

- **ENG 101**: Index 1266 is reserved for students whose first language is not English (English as a second language) (12 WEEKS: Sept. 18 - Dec. 16)
  - **Time**: MWF 2:30-3:25pm
  - **Location**: MNB 120

### Distance Learning Sections

- **ENG 101**: Index 7762 is a 12 week online 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. (12 WEEKS: Sept. 18 - Dec. 16)
  - **Time**: M 8-10:55am
  - **Location**: MNB 118

- **ENG 101**: Index 7765 is a 12 week online 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. (12 WEEKS: Sept. 18 - Dec. 16)
  - **Time**: M 8-10:55am
  - **Location**: MNB 118

### Distance Learning Sections

- **ENG 101**: Index 7849 is a 12 week online 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. (12 WEEKS: Sept. 18 - Dec. 16)
  - **Time**: M 8-10:55am
  - **Location**: MNB 118

### Distance Learning Sections

- **ENG 101**: Index 7818 is a 12 week online 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. (12 WEEKS: Sept. 18 - Dec. 16)
  - **Time**: M 8-10:55am
  - **Location**: MNB 118

### Distance Learning Sections

- **ENG 101**: Index 7865 is a 12 week online 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. (12 WEEKS: Sept. 18 - Dec. 16)
  - **Time**: M 8-10:55am
  - **Location**: MNB 118

### Distance Learning Sections

- **ENG 101**: Index 7918 is a 12 week online 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. (12 WEEKS: Sept. 18 - Dec. 16)
  - **Time**: M 8-10:55am
  - **Location**: MNB 118

### Distance Learning Sections

- **ENG 101**: Index 7952 is a 12 week online 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. (12 WEEKS: Sept. 18 - Dec. 16)
  - **Time**: M 8-10:55am
  - **Location**: MNB 118

### Distance Learning Sections

- **ENG 101**: Index 7981 is a 12 week online 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. (12 WEEKS: Sept. 18 - Dec. 16)
  - **Time**: M 8-10:55am
  - **Location**: MNB 118

### Distance Learning Sections

- **ENG 101**: Index 7984 is a 12 week online 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. (12 WEEKS: Sept. 18 - Dec. 16)
  - **Time**: M 8-10:55am
  - **Location**: MNB 118

### Distance Learning Sections

- **ENG 101**: Index 7989 is a 12 week online 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. (12 WEEKS: Sept. 18 - Dec. 16)
  - **Time**: M 8-10:55am
  - **Location**: MNB 118
ENG 102, Index 7229 is an Accelerated II contract course for students enrolled in the Quest Program. Students must contact Professors Vance or Brooks at 410-462-7745 or Kathy Styles at 410-462-8365.

ENG 106 *- CREATIVE WRITING (POETRY) - 3 CR HRS
Get practice and constructive criticism in poetry composition through class discussion, individual conferences, and class review of student manuscripts.
Prerequisite: ENG 101
15 WEEKS: Aug. 27 - 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.
7860 STAFF WEB CRSE
7 WEEKS-ACCELERATED II: Oct. 23 - Dec. 16
ENG 106, Index 3044 is an Accelerated II 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.
3044 T 5:30-7:30pm STAFF MNB 118
ENG 113 *- BUSINESS WRITING - 3 CR HRS
Learn how to compose business letters, memoranda, and reports in clear, straightforward language and formats appropriate to current business practices.
Prerequisite: ENG 101
15 WEEKS: Aug. 27 - 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.
7848 STAFF WEB CRSE
7 WEEKS-ACCELERATED I: Aug. 27 - Oct. 15
ENG 114 *- TECHNICAL WRITING - 3 CR HRS
The course emphasizes the composition of specific technical reports in clear, straightforward language and formats appropriate to modern technical writing standards.
7 WEEKS-ACCELERATED II: Oct. 23 - 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.
1294 STAFF WEB CRSE
ENG 200 *- INTRODUCTION TO LITERATURE - 3 CR HRS
Study the four literary forms - poetry, drama, the short story, and the novel.
Prerequisite: ENG 101
15 WEEKS: Aug. 27 - Dec. 16
3256 S 9-12pm Kerr MNB 128
1296 TR 9:30-10:55am STAFF MNB 116
1348 TR 12:30-1:55pm Kerr MNB 124
1295 MW 1:30-2:55pm STAFF MNB 158
3045 T 5:30-8:30pm STAFF MNB 312
3258 W 5:30-8:30pm 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.
7817 STAFF WEB CRSE
ENG 200 Index 7825 is an online Accelerated I contract course for Quest students only. Students must contact Professors Vance or Brooks at 410-462-7745 or Kathy Styles at 410-462-8365.
7825 STAFF
7 WEEKS-ACCELERATED I: Aug. 27 - Oct. 15

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.
7831 STAFF WEB CRSE
ENG 203 *- MASTERPIECES WORLD LITERATURE - 3 CR HRS
15 WEEKS: Aug. 27 - Dec. 16
DISTANCE LEARNING SECTIONS
ENG 203 Index 7861 is an online Accelerated I course for students in the Quest Program. Students must contact Professors Vance or Brooks at 410-462-7745 or Kathy Styles at 410-462-8365. 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.
7861 STAFF WEB CRSE
ENG 210 *- AFRICAN AMERICAN LITERATURE - 3 CR HRS
Study African American literature from slavery to the 1980s, with emphasis on the self-image of African Americans as expressed in their writings.
Prerequisite: ENG 101
15 WEEKS: Aug. 27 - Dec. 16
1333 TR 11am-12:25pm STAFF MNB 120
3242 R 5:30-8:30pm STAFF MNB 160
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.
7811 STAFF WEB CRSE
7835 STAFF WEB CRSE

ENVIRONMENTAL SCIENCE
ES 110 *- ENVIRONMENTAL SCIENCE - 3 CR HRS
Study the ways in which water, food, and energy supplies, air quality, housing safety, pest control, and public sanitation affect environmental health.
15 WEEKS: Aug. 27 - Dec. 16
OFF CAMPUS
ES 110 index 7906 will meet at the Reisterstown Road Plaza Center.
7906 R 6-8:55pm STAFF RPC 135
DISTANCE LEARNING SECTIONS
ES 110 Index 7241 is an Accelerated II (10/23-12/16/12) contract course for students in the Quest Program. Students must contact Professors Vance or Brooks at 410-462-7745 or Kathy Styles at 410-462-8365. 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.
7241 DANFORTH WEB CRSE
ES 111 - ENVIRONMENTAL SCIENCE - 4 CR HRS
15 WEEKS: Aug. 27 - 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.
7795 STAFF WEB CRSE
ES 111 L *- ENVIRONMENTAL SCIENCE LAB - 0 CR HRS
15 WEEKS: Aug. 27 - Dec. 16
OFF CAMPUS
7047 R 9:30am-12:20pm STAFF BIOP 203

FASHION DESIGN
FASH 101 - APPAREL TECHNOLOGY - 3 CR HRS
Create garments by hand and machine with technical perfection the goal. Students must have access to a sewing machine.
15 WEEKS: Aug. 27 - Dec. 16
2501 MW 9-11:55am Nathlich NRS 101
4099 S 9am-2:55pm Schaan-Cazer NRS 101
2502 TR 1-3:55pm Howard NRS 101
FASH 102 - HISTORIC COSTUME AND TEXTILE DEVELOPMENT - 3 CR HRS
Through research and hands-on experience, students create costumes based on historical periods and contemporary events. Prerequisite: AT 101, FASH101
15 WEEKS: Aug. 27 - Dec. 16
2404 F 9am-2:55pm Page NRS 100B
3992 MW 5:30-8:25pm STAFF NRS 100B
FASH 103 - FASHION DESIGN CONCEPTS - 3 CR HRS
Explore the elements and principles of fashion design - color, texture, line, shape, form, balance, proportion, and rhythm.
15 WEEKS: Aug. 27 - Dec. 16
4051 S 9-11:55am JAMES NRS 103
2503 R 9:30am-12:25pm JAMES NRS 103
FASH 104 - FLAT PATTERN DESIGN - 3 CR HRS
Use the master pattern for creating original garments. Learn advanced apparel construction. Prerequisite: AT 101, FASH101
15 WEEKS: Aug. 27 - Dec. 16
2512 TR 9:30am-12:25pm Nathlich NRS 100B
FASH 106 - APPAREL BUYING AND RETAILING - 3 CR HRS
Study career paths, customer demand, retail plans, buying techniques, advertising, and sales promotion.
15 WEEKS: Aug. 27 - Dec. 16
4003 F 5:30-8:25pm Bracken NRS 103
FASH 108 - SURVEY OF TEXTILES - 3 CR HRS
Gain an overview of textiles with an emphasis on the factors that produce successful garments.
12 WEEKS: Sept. 18 - Dec. 16
2514 M 10am-12:55pm Anderson NRS 103
FASH 201 - TECHNICAL FASHION ILLUSTRATION - 3 CR HRS
Learn elements essential in drawing original designs for client presentation and apparel construction.
15 WEEKS: Aug. 27 - Dec. 16
2509 MW 1-3:55pm Marte NRS 103
12 WEEKS: Sept. 18 - Dec. 16
4093 MW 5:30-9:15pm Marte NRS 103
FASH 202 - COMPUTER-AIDED PATTERN DESIGN - 3 CR HRS
Topics include digitizing, grading, pattern editing, layout, output, and individual pattern development. Prerequisite: AT 104, FASH104
15 WEEKS: Aug. 27 - Dec. 16
2000 TR 5:30-8:25pm STAFF MNB 222
FASH 203 - DESIGN BY DRAPE I - 3 CR HRS
Learn basic methods of draping patterns on a form, plus advanced apparel construction. Prerequisite: AT 104, FASH104
15 WEEKS: Aug. 27 - Dec. 16
4094 TR 5:30-9:25pm Douglas NRS 100B
FASH 206 - FASHION ENTREPRENEURSHIP - 3 CR HRS
Learn how to start an apparel technology business and produce a professional fashion show.
15 WEEKS: Aug. 27 - Dec. 16
2518 T 9-11:55am STAFF NRS 103
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>Learning for more information.
7837 STAFF WEB CRSE
GERMAN
GER 101 - GERMAN ELEMENTS I - 3 CR HRS
Listening, comprehension, and basic speaking skills are emphasized.
15 WEEKS: Aug. 27 - Dec. 16
GER 101, Index 7132 is an Accelerated I course for Quest Program Students only. Students must contact Professor Vance at 410-462-7745, Professor Brooks at 410-462-8558 or Ms. Kathy Styles at 410-462-8365.
7132 M 5:30-10:45pm STAFF MNB 234B
GER 102* - GERMAN ELEMENTS II - 3 CR HRS
Emphasis is on extending skills in spoken German within the context of real-life situations. Prerequisite: GER 101
15 WEEKS: Aug. 27 - Dec. 16
GER 102, Index 7242 is an Accelerated II course for Quest Program Students only. Students must contact Professor Vance at 410-462-7745, Professor Brooks at 410-462-8558 or Ms. Kathy Styles at 410-462-8365.
7242 M 5:30-10:45pm STAFF MNB 234B
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.
15 WEEKS: Aug. 27 - Dec. 16
These classes are capped at 10 per Red Cross Regulations.
1609 M 12-1:30pm STAFF PEC 122
HEALTH AND LIFE FITNESS
HLF 100 - LIFE FITNESS: WEIGHT TRAINING, JOGGING, AND FITNESS - 1 CR HRS
Fitness through the use of aerobic exercise is emphasized.
15 WEEKS: Aug. 27 - Dec. 16
1618 MW 11-11:55am STAFF PEC 129
7 WEEKS ACCELERATED I: Aug. 27 - Oct. 15
7107 S 8-9:50am STAFF PEC 124
HLF 142 - WEIGHT REDUCTION - 2 CR HRS
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.
15 WEEKS: Aug. 27 - Dec. 16
1604 MWF 11-11:55am STAFF PEC 124
1611 TR 11am-12:20pm STAFF PEC 124
3774 W 5:30-7:20pm STAFF PEC 124
12 WEEKS: Sept. 18 - Dec. 16
3773 T 5:30-8pm STAFF PEC 122
HLF 143 - BEGINNING MODERN DANCE I - 1 CR HRS
Exercise through the use of modern dance techniques is stressed.
15 WEEKS: Aug. 27 - Dec. 16
1617 MW 11-11:55am STAFF PEC 117
HLF 160 - BASKETBALL - 1 CR HRS
The basic skills and team play of basketball are introduced.
15 WEEKS: Aug. 27 - Dec. 16
3780 S 11am-12:45pm STAFF PEC 122
HLF 166 - WEIGHT TRAINING - 1 CR HRS
The basic skills of weight training and their effects on the body are taught.
15 WEEKS: Aug. 27 - Dec. 16
1613 MW 8-8:55am STAFF PEC 124
3781 TR 5:30-6:25pm STAFF PEC 124
HLF 167 - JOGGING - 1 CR HRS
This course familiarizes students with the various styles and techniques of running.
15 WEEKS: Aug. 27 - Dec. 16
1621 M 12-1:45pm STAFF PEC 124
HLF 181 - AEROBIC DANCE I - 1 CR HRS
Designed for fun and fitness, dances are choreographed to be simple enough for the “nondancing” student yet challenging enough to be stimulating.
15 WEEKS: Aug. 27 - Dec. 16
1608 MW 9-9:55am STAFF PEC 117
1047 MW 10-10:55am STAFF PEC 117
HLF 201 - PERSONAL AND COMMUNITY HEALTH - 3 CR HRS
Topics include contemporary concerns in health science such as mental health, sexuality and reproduction, drugs and alcohol, and more.
15 WEEKS: Aug. 27 - Dec. 16
1614 TR 9:30-10:50am STAFF PEC 122

BALTIMORE CITY COMMUNITY COLLEGE SCHEDULE OF CLASSES

CREDIT COURSES

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SUMMER / FALL 2012
1052  MWF  10-10:55am  STAFF  MNB 256
1042  TR   11am-12:25pm  STAFF  PEC 122
1050  TR   12:30-1:50pm  STAFF  PEC 124

7 WEEKS-ACCELERATED I: Aug. 27 - Oct. 15

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  MWF  9-10:40am  STAFF  MNB 228

HLF 205 - HUMAN SEXUALITY - 3 CR HRS
Explore health-focused perspectives on sexuality based on psychological, physiological, and sociological concepts.
15 WEEKS: Aug. 27 - Dec. 16
1624  MWF  10-10:55am  STAFF  PEC 122
1053  MWF  11-11:55am  STAFF  PEC 122

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.

7723  STAFF  WEB CRSE
7803  STAFF  WEB CRSE

7 WEEKS-ACCELERATED I: Aug. 27 - Oct. 15
HLF 205 index 7140 is an Accelerated I (8/27-10/15/12) contract course for students enrolled in the QUEST Program. Students must contact Professor Vance at 410-462-7745, Professor Brooks at 410-462-8585, or Ms. Kathy Styles at 410-462-8365.
7140  W  5:30-10:45pm  STAFF  PEC 122

7 WEEKS-ACCELERATED II: Oct. 23 - Dec. 16
HLF 205 index 7205 & 7266 are Accelerated II (10/23-12/16/12) contract courses for students enrolled in the QUEST Program. Students must contact Professor Vance at 410-462-7745, Professor Brooks at 410-462-8585, or Ms. Kathy Styles at 410-462-8365.
7205  R  5:30-10:45pm  STAFF  PEC 117
7266  W  5:30-10:45pm  STAFF  PEC 122

HLF 210 - PHYSICAL FITNESS AND HEALTH - 2 CR HRS
Learn about the role of exercise and the wellness approach to health and fitness.
15 WEEKS: Aug. 27 - Dec. 16
1629  TR   8-8:55am  STAFF  PEC 124
1056  MW   9-9:55am  STAFF  PEC 124
1630  TR   9-9:55am  STAFF  PEC 124
1055  TR   11-11:55am  STAFF  MNB 172
1628  T   3-5:20pm  STAFF  PEC 124
3788  R   5:30-7:50pm  STAFF  PEC 117
4100  M   7-8:40pm  STAFF  PEC 124
4101  T   7-8:40pm  STAFF  PEC 124

HLF 210 index 7267 is an Accelerated II (10/23-12/16/12) contract course for students enrolled in the QUEST Program. Students must contact Professor Vance at 410-462-7745, Professor Brooks at 410-462-8585, or Ms. Kathy Styles at 410-462-8365.
7267  T  7:45-10:45pm  STAFF  PEC 124

7 WEEKS-ACCELERATED I: Aug. 27 - Oct. 15
7267  T  7:45-10:45pm  STAFF  PEC 124
7268  S  11am-12:40pm  STAFF  MNB 116

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
7778  STAFF  WEB CRSE

12 WEEKS: Sept. 18 - Dec. 16
3787  T   5-7:20pm  STAFF  MNB 220

SUMMER / FALL 2012

CREDIT COURSES

7 WEEKS-ACCELERATED II: Oct. 23 - Dec. 16
7268  S  11am-12:40pm  STAFF  MNB 116

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.

7779  STAFF  WEB CRSE

HEALTH INFORMATION TECHNOLOGY

HIT 120 - HEALTH INFORMATION SYSTEMS - 4 CR HRS
Learn about coding principles and practices, and gain laboratory experience in coding patient records. Prerequisites: AH 130; HIT 120; BIO 111; or permission of the instructor
15 WEEKS: Aug. 27 - Dec. 16
HIT 120 requires lecture and lab. Students must be in the HIT Program and must be registered by the HIT Program Coordinator.
1038  M  6-8:45pm  STAFF  NRS 100A

HIT 120 L*- HEALTH INFORMATION SYSTEMS LAB - 0 CR HRS
15 WEEKS:Aug. 27 - Dec. 16
Students must be in the HIT Program must be registered by HIT faculty.
Students must have computer access connected to internet. Various assignments throughout the semester will be posted on blackboard.
1039  W  6-8:45pm  STAFF  HOSP

HIT 130 *- HEALTH INFORMATION PRACTICUM I - 2 CR HRS
Prerequisites: HIT 120; BAUD 112
Apply skills gained in HIT 120 and acquire additional competence in health record analysis, completion, and maintenance.
15 WEEKS: Aug. 27 - Dec. 16
Students must be in HIT Program and must be registered by HIT faculty.
1560  W  10am-2pm  STAFF  HOSP

HIT 132 *- CODING PRINCIPLES AND RVUS/APGS - 2 CR HRS
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
15 WEEKS: Aug. 27 - Dec. 16
Students must be in HIT Program and must be registered by HIT faculty.
3509  T  6-7:50pm  STAFF  NRS 300

HIT 226 L*- CODING PRACTICUM II LAB - 0 CR HRS
15 WEEKS: Aug. 27 - Dec. 16
3510  R  6-7:50pm  STAFF  NRS 300

HIT 232 *- COMPUTER APPLICATIONS IN HEALTHCARE - 2 CR HRS
Topics include information systems, the computer-based record, and software packages. Prerequisites: HIT 120; BAUD 112 or permission of instructor
15 WEEKS: Aug. 27 - Dec. 16
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. Final Exam - 12/10/12.
1562  M  4-5:50pm  McNair  NRS 100A

HIT 251 *- HEALTHCARE MANAGEMENT AND SUPERVISION - 3 CR HRS
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
15 WEEKS: Aug. 27 - Dec. 16
3512  T  1-3pm  STAFF  NRS 300

Baltimore City Community College schedule of classes
DISTANCE LEARNING SECTIONS
Students must be in the HIT Program and must be registered by the HIT Program Coordinator. 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 CRSE

HIT 251 L - HEALTHCARE MANAGEMENT AND SUPERVISION LAB - 0 CR HRS
15 WEEKS: Aug. 27 - 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.

7864 STAFF WEB CRSE

HIT 252 *- CLINICAL QUALITY ASSURANCE AND CQI - 3 CR HRS
Learn concepts and methodologies of quality assurance, utilization review and management projects.
Prerequisites: HIT 130 or permission of the instructor
Corequisite: HIT 262
15 WEEKS: Aug. 27 - 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.

7783 STAFF WEB CRSE

HIT 252 L*- CLINICAL QUALITY ASSURANCE AND CQI LAB - 0 CR HRS
15 WEEKS: Aug. 27 - 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.

7782 STAFF WEB CRSE

HIT 262 *- HEALTH INFORMATION PRACTICUM IV - 2 CR HRS
This course focuses on risk management, oncology and/or trauma registries, and management projects.
Corequisite: HIT 251 and HIT 252
15 WEEKS: Aug. 27 - 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.

7993 STAFF WEB CRSE

HISTORY

H 101 *- HISTORY OF AMERICAN CIVILIZATION I - 3 CR HRS
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
15 WEEKS: Aug. 27 - Dec. 16
1869 TR 8-9:20am STAFF MNB 312
1870 TR 9:30-10:45am STAFF MNB 312
3466 M 7-8:15pm STAFF MNB 310
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 STAFF WEB CRSE

H 102 *- HISTORY OF AMERICAN CIVILIZATION II - 3 CR HRS
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
15 WEEKS: Aug. 27 - Dec. 16
1851 TR 11am-12:20pm STAFF MNB 304

HIT 256 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.

7756 STAFF WEB CRSE

H 102 - HISTORY OF AMERICAN CIVILIZATION II - 3 CR HRS
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
15 WEEKS: Aug. 27 - Dec. 16
1890 MWF 8-9:50am STAFF MNB 312
1887 TR 2-3:20pm STAFF MNB 312
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 CRSE

H 110 *- HISTORY OF AFRICAN AMERICAN CIVILIZATION I - 3 CR HRS
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
15 WEEKS: Aug. 27 - Dec. 16
1874 TR 9:30-10:45am STAFF MNB 236
1873 MW 1:30-2:45pm STAFF MNB 310
3469 M 5:30-6:45pm STAFF MNB 312
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 CRSE

H 111 - HISTORY OF AFRICAN AMERICAN CIVILIZATION II - 3 CR HRS
Study the African American historical experience from 1860 to the present.
Prerequisites: ENG 82 or appropriate ACCUPLACER scores
15 WEEKS: Aug. 27 - Dec. 16
3909 TR 5:30-6:45pm STAFF MNB 310
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.

7748 STAFF WEB CRSE

H 151 *- WORLD HISTORY I - 3 CR HRS
Study world culture from prehistoric times through the Renaissance.
Prerequisites: ENG 82 or appropriate ACCUPLACER scores
15 WEEKS: Aug. 27 - Dec. 16
1885 MWF 11-12:50am STAFF MNB 306
2083 TR 12:30-1:45pm 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 CRSE

H 152 *- WORLD HISTORY II - 3 CR HRS
Learn about world development from the Protestant Reformation to modern times.
Prerequisites: ENG 82 or appropriate ACCUPLACER scores
15 WEEKS: Aug. 27 - Dec. 16
1850 MWF 8-9:50am STAFF MNB 312
1887 TR 2-3:20pm STAFF MNB 312
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.
HOSPITALITY MANAGEMENT

HIM 100 - INTRODUCTION TO THE HOSPITALITY INDUSTRY - 3 CR HRS
Emphasis is on the history and development of the hospitality industry, and current trends in restaurants and hotels with onsite food preparation.
12 WEEKS: Sept. 18 - Dec. 16
2075  TR  11:30am-1pm  STAFF  MNB 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.
7832  STAFF  WEB CRSE

HIM 196 - HOSPITALITY INDUSTRY INTERNSHIP - 3 CR HRS
15 WEEKS: Aug. 27 - 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.
7728  STAFF  WEB CRSE

HIM 295 - HOTEL FRONT OFFICE MANAGEMENT - 3 CR HRS
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.
7754  STAFF  WEB CRSE

HIM 297 - HOSPITALITY LAW - 3 CR HRS
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.
7759  STAFF  WEB CRSE

HUMANITIES

HUM 202 *- SURVEY OF ART, LITERATURE, AND MUSIC - 3 CR HRS
Learn about the interrelationships of art and music, including historical perspectives and African and Eastern influences. Prerequisites: ENG 101 or appropriate ACCUPLACER scores
15 WEEKS: Aug. 27 - Dec. 16
1864  TR  9:30-10:55am  STAFF  MNB 120
7 WEEKS-ACCELERATED II: Aug. 27 - Oct. 15
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.
7840  STAFF  WEB CRSE

HUM 205 *- LITERATURE AND HEALING: MORAL, ETHICAL AND LEGAL IMPLICATIONS - 3 CR HRS
Focus on works that address health-related ethical dilemmas. Prerequisites: ENG 101 or appropriate ACCUPLACER scores
15 WEEKS: Aug. 27 - Dec. 16
3085  T  5:30-8:30pm  STAFF  MNB 120
7 WEEKS-ACCELERATED II: Aug. 27 - Oct. 15
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.
7891  STAFF  WEB CRSE
7891  STAFF  WEB CRSE

INFORMATION TECHNOLOGY: DATABASE

ITDB 246 *- ORACLE DATABASE ADMINISTRATION - 3 CR HRS
Working with multi-user platform such as Oracle, learn database design, SQL, and PL/SQL. Prerequisites: BCA 104; BCA 136
15 WEEKS: Aug. 27 - Dec. 16
4038  M  5:30-7:20pm  STAFF  LSB 311

ITDB 246 L - ORACLE DATABASE ADMINISTRATION LAB - 0 CR HRS
15 WEEKS: Aug. 27 - Dec. 16
4039  M  7:30-9:20pm  STAFF  LSB 311

ITDB 247 *- ORACLE DATABASE DEVELOPER & PRG - 3 CR HRS
Learn DBMS systems architectures, create Oracle Forms using blocks, graphics, and GUI objects, maintain data security, and improve user response time.
15 WEEKS: Aug. 27 - Dec. 16
4042  W  5:30-7:20pm  STAFF  LSB 311

ITDB 247 L - ORACLE DATABASE DEV & PROG LAB - 0 CR HRS
15 WEEKS: Aug. 27 - Dec. 16
4043  W  7:30-9:20pm  STAFF  LSB 311

INFORMATION TECHNOLOGY: NETWORKING

ITNT 265 - WINDOW SYSTEMS ADMINISTRATION - 3 CR HRS
Become a network or server manager able to install and manage any Windows systems server product on a local area network. Prerequisites: BCA 104, BCAP 104; CIS 109, CISS 109
15 WEEKS: Aug. 27 - Dec. 16
4040  T  5:30-7:20pm  STAFF  LSB 311

ITNT 265 L - WINDOW SYSTEMS ADMINISTRATION LAB - 0 CR HRS
15 WEEKS: Aug. 27 - Dec. 16
4041  T  7:30-9:20pm  STAFF  LSB 311

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
15 WEEKS: Aug. 27 - Dec. 16
4121  M  5:30-8:30pm  STAFF

LEGAL ASSISTANT

PLA 101 *- GENERAL LAW I - 3 CR HRS
Study the content of common and statutory law and common legal terminology. Corequisite: ENG 101
12 WEEKS: Sept. 18 - Dec. 16
4577  M  5:30-8:15pm  STAFF  MNB 220

PLA 102 *- LEGAL RESEARCH AND BIBLIOGRAPHY - 3 CR HRS
Learn the basic techniques of legal research, including proper citation forms, “briefing” of cases, and memo preparation. Corequisite: PLA 101 or PLA 111; PLA 102; PLA 106; PLA 107
Summer/Fall 2012

CREDIT COURSES

12 WEEKS: Sept. 18 - Dec. 16
4578 R 5:30-8:15pm STAFF MNB 172

PLA 106 *- LEGAL WRITING - 3 CR HRS
Topics include preparation of court pleadings, operative documents, and office memorandums. Prerequisites: PLA 101 or LNC 111; PLA 102; ENG 101

12 WEEKS: Sept. 18 - Dec. 16
4574 T 7-9:45pm STAFF MNB 304

PLA 107 - OFFICE PRACTICE AND ETHICS - 3 CR HRS
Learn about different legal structures used by law firms and standard procedures used in law offices, including accounting methods, time keeping, and billing. Prerequisites: PLA 106

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.

7820 STAFF WEB CRSE

PLA 194 *- SPECIAL TOPIC: CONSTITUTIONAL LAW - 2 CR HRS
12 WEEKS: Sept. 18 - Dec. 16
4582 S 12:30-3pm STAFF MNB 310

PLA 196 *- EMPLOYMENT LAW - 2 CR HRS
Study procedural and substantive employment-related law at the State and Federal levels. Prerequisites: PLA 101 or LNC 111; PLA 102; PLA 106; PLA 107. Corequisites to be set by Legal Assistant Program Coordinator

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.

7899 STAFF WEB CRSE

PLA 203 *- PRACTICUM - 3 CR HRS
Spend six hours per week in areas where law-related activities are being conducted. Prerequisites: PLA 107 or permission of the Legal Assistant Program Coordinator

12 WEEKS: Sept. 18 - Dec. 16
PLA 203, Index 1210 is a weekend course, that meets every 3 weeks.

1210 S 9-11:45am STAFF MNB 120

PLA 249 *- CRIMINAL PROCEDURE FOR THE LEGAL ASSISTANT - 3 CR HRS
Learn the procedures and forms necessary to assist an attorney in a criminal case. Prerequisites: PLA 107

15 WEEKS: Aug. 27 - Dec. 16
3165 W 7-9:45pm STAFF MNB 114

PLA 265 *- COMPUTER-ASSISTED LEGAL RESEARCH - 3 CR HRS
Learn the basic techniques of computer-assisted legal research (CALR) using both LEXIS and WESTLAW. Prerequisite: PLA 106

12 WEEKS: Sept. 18 - Dec. 16
3171 M 7-9:45pm STAFF MNB 162

MANAGEMENT

MGMT 102 - PRINCIPLES OF SUPERVISION - 3 CR HRS
Topics include leadership skills, teamwork, and customer satisfaction.

15 WEEKS: Aug. 27 - Dec. 16
1024 MF 12-1:25pm 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.

7801 STAFF WEB CRSE

MGMT 103 *- BUSINESS MATHEMATICS - 3 CR HRS
Learn how to solve problems in interest and discount, negotiable instruments, payroll, and other business applications. Prerequisite: MAT 81 or satisfactory ACCUPLACER score

15 WEEKS: Aug. 27 - Dec. 16

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.

7803 M 9-9:55am STAFF MNB 312

MGMT 170 - SMALL BUSINESS MANAGEMENT - 3 CR HRS
Learn about entrepreneurship, management of a business, launching a new venture, and preparation of a business plan.

15 WEEKS: Aug. 27 - Dec. 16

DISTANCE LEARNING SECTIONS
MGMT 170 index 3016 is an online hybrid course which meets 8/29, 9/19, 10/10, 10/31, and 11/21/12. 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.

3016 W 6-9pm STAFF MNB 256

MGMT 180 *- PERSONAL FINANCIAL MANAGEMENT - 3 CR HRS
Learn the principles of financial planning and the resources necessary to achieve financial success. Prerequisite: MAT 82

15 WEEKS: Aug. 27 - 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.

7853 STAFF WEB CRSE

MGMT 219 *- HUMAN RESOURCE MANAGEMENT - 3 CR HRS
Analyze the techniques used to successfully manage Human Resources Departments. Prerequisite: MGMT 222 or permission of the instructor

15 WEEKS: Aug. 27 - 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.

7875 STAFF WEB CRSE

MGMT 222 *- PRINCIPLES OF BUSINESS MANAGEMENT - 3 CR HRS
Areas studied include planning, organizing, leading, controlling, principles of quality, employee relations and continuous improvement.

Prerequisite: BUAD 100 or permission of instructor

15 WEEKS: Aug. 27 - 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.

7806 STAFF WEB CRSE

MGMT 229 *- PRINCIPLES OF LEADERSHIP - 3 CR HRS
Examine leadership as an art that can be learned and the relationship between management and leadership.

Prerequisite: MGMT 222 or permission of the Instructor

15 WEEKS: Aug. 27 - Dec. 16

DISTANCE LEARNING SECTIONS
MGMT 229 index 7885 is an online hybrid course which meets every Wednesday: 9/12, 12/3, 12/24, 1/14, and 2/5/12. 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.

7885 W 6-9pm STAFF MNB 318

MARKETING

MKTG 223 *- MARKETING - 3 CR HRS
Study marketing principles and strategies as they relate to the activities of product planning, pricing, promotion, and distribution.

Prerequisite: BUAD 100
MATHEMATICS

MAT 80 - ARITHMETIC: CONCEPTS AND APPLICATIONS - 0 CR HRS
Topics include fractions, decimals, ratios, proportions, and percentages, and basic concepts in geometry. Students are charged three billable hours.
Prerequisite: ACCUPLACER test
15 WEEKS: Aug. 27 - Dec. 16
1631 TR 8-9:20am STAFF LSB 243
1633 MW 8:55am STAFF LSB 323
1645 TR 8-9:20am STAFF LSB 323
7886 SN 8-10:20am STAFF LSB 244
1649 TR 8:30-9:50am STAFF LSB 260
1634 MW 9:55am STAFF LSB 323
3113 S 9-11:50am STAFF LSB 243
1647 TR 9:30-10:50am STAFF LSB 323
1635 MW 10-10:50am STAFF LSB 323
1643 TR 10-11:20am STAFF MNB 158
1675 TR 11am-12:20pm STAFF LSB 255
1638 MF 11:30am-12:50pm STAFF LSB 238
1654 TR 11:30am-12:50pm STAFF LSB 261
1648 TR 12:30-1:50pm STAFF LSB 323
1651 TR 1-2:20pm STAFF LSB 255
1714 MF 1-2:20pm STAFF LSB 255
1636 MWF 1:30-2:25pm STAFF LSB 323
1715 TR 2-3:20pm STAFF LSB 323
1652 TR 2:30-3:40pm STAFF LSB 345
3118 TR 5-6:20pm STAFF LSB 252
3114 MW 5:30-6:50pm STAFF LSB 323
3121 MW 5:30-6:50pm STAFF LSB 323
3115 MW 7-8:20pm STAFF LSB 252
3119 TR 7-8:20pm STAFF LSB 323
3122 TR 7-8:20pm STAFF LSB 252
OFF CAMPUS
7065 TR 9:30-10:50am STAFF BiOP 210

MAT 91 - ELEMENTARY ALGEBRA - 0 CR HRS
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
15 WEEKS: Aug. 27 - Dec. 16
1658 MW 8-9:25am STAFF LSB 244
1680 TR 8-10:05am STAFF LSB 244
1724 MW 8-9:25am STAFF LSB 252
1656 MW 8:30-9:55am STAFF LSB 255
1806 TR 9-11:05am STAFF LSB 252
3301 SN 9-11:05am STAFF LSB 245
1659 MW 9:30-10:55am STAFF LSB 244
1718 TR 9:30-11:35am STAFF LSB 213
1632 TR 10am-12:05pm STAFF LSB 243
1723 MW 10:15-11:25am STAFF LSB 252
1729 TR 10:30am-12:35pm STAFF LSB 244
1664 MF 11am-12:45pm STAFF LSB 213
W 11-11:55am STAFF LSB 213
1721 MF 11am-12:45pm STAFF LSB 244
W 11-11:55am STAFF LSB 244
1807 TR 12-2:05pm STAFF LSB 213
1688 TR 1-3:05pm STAFF LSB 213
1681 TR 1-3:05pm STAFF LSB 244
1660 MW 1:30-2:55pm STAFF LSB 244
1663 MWF 1:30-2:55pm STAFF LSB 213
1657 TR 3:30-5:35pm STAFF LSB 244
3800 TR 5-7:05pm STAFF LSB 306
3810 MW 5-7:05pm STAFF LSB 213
3811 TR 5-7:05pm STAFF LSB 213
3036 TR 6:30-8:35pm STAFF LSB 244
3803 MW 6:30-8:35pm STAFF LSB 244
3805 TR 7-9:10pm STAFF LSB 252
3807 TR 7:30-9:40pm STAFF LSB 213
3812 MW 7:30-9:40pm STAFF LSB 213
OFF CAMPUS
7064 TR 12:30-2:40pm STAFF BiOP 210
12 WEEKS: Sept. 18 - Dec. 16
1665 MW 8-9:45am STAFF LSB 238
1666 TR 10am-12:40pm STAFF MNB 118
1661 MW 3:45pm STAFF LSB 244
1662 MW 3:45pm STAFF LSB 213
1717 MW 3:45pm STAFF LSB 252
3125 TR 5-7:40pm STAFF LSB 253
3126 MW 7-9:40pm STAFF LSB 263
3794 TR 7-9:40pm STAFF LSB 263
7065 MW 7-9:40pm STAFF BiOP 230

MAT 91M - MODULAR ELEMENTARY ALGEBRA - 0 CR HRS
Topics include the four operations on real numbers, evaluation and simplification of polynomials, and solutions to linear equations. MAT 91M is a self-paced modular course. Students are charged five billable hours.
Prerequisite: MAT 60 or MAT 80 or appropriate ACCUPLACER score
15 WEEKS: Aug. 27 - Dec. 16
2131 MW 9-11:05am STAFF LSB 245
2135 TR 9-11:05am STAFF LSB 245
2137 TR 12:30-2:35pm STAFF LSB 246
2133 MW 1:30-3:35pm STAFF LSB 246
7 WEEKS-ACCELERATED I: Aug. 27 - Oct. 15
7181 MW 9-11:30am STAFF LSB 243

MAT 92 - INTERMEDIATE ALGEBRA - 0 CR HRS
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
15 WEEKS: Aug. 27 - Dec. 16
1874 TR 8-9:40am STAFF LSB 240
1678 MWF 8-9:10am STAFF LSB 240
1820 TR 8-9:40am STAFF LSB 253
1703 MW 9:30-10:40am STAFF LSB 240
1683 MW 10-11:10am STAFF LSB 255
1704 TR 10-11:40am STAFF LSB 263
1706 TR 10-11:40am STAFF LSB 240
1702 MF 11am-12:20pm STAFF LSB 240
W 11-11:55am STAFF LSB 240
1687 TR 12:1-1:40pm STAFF LSB 252
1707 TR 12-1:40pm STAFF LSB 240
1701 MW 1:30-2:40pm STAFF LSB 240
1710 TR 1:30-3:10pm STAFF LSB 238
1676 TR 2-3:40pm STAFF LSB 237
1698 TR 2-3:40pm STAFF LSB 252
3127 TR 5-6:40pm STAFF LSB 241
3814 MW 5-6:40pm STAFF LSB 245
3817 MW 5-6:40pm STAFF LSB 245
3813 MW 5:30-7:10pm STAFF LSB 240
3129 TR 6-7:40pm STAFF LSB 240
3131 MW 7-8:40pm STAFF LSB 245
3818 TR 7-8:40pm STAFF LSB 240
3819 TR 7-8:40pm STAFF LSB 237

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.
7796 STAFF WEB CRSE
MAT 92 M - MODULAR INTERMEDIATE ALGEBRA - 0 CR HRS
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
15 WEEKS: Aug. 27 - Dec. 16
2141 MW 9:15-10:30am STAFF LSB 246
2145 TR 9:15-10:30am STAFF LSB 246
2143 TR 12:30-1:35pm STAFF LSB 245
2139 MW 1:30-3:25pm STAFF LSB 245
7 WEEKS-ACCELERATED I: Aug. 27 - Oct. 15
7183 MW 12:30-3pm STAFF LSB 243
2161 MW 1:30-4pm STAFF LSB 240
7 WEEKS-ACCELERATED II: Oct. 23 - Dec. 16
7234 MWF 9:15-10:30am STAFF LSB 243

MAT 107 * - MODERN ELEMENTARY STATISTICS - 3 CR HRS
Learn about descriptive statistics, probability distributions, hypothesis testing, and experimental design. Prerequisite: MAT 82 or appropriate ACCUPLACER score; ENG 82
15 WEEKS: Aug. 27 - Dec. 16
1686 TR 8:20-9:45am STAFF LSB 237
1685 TR 9:30-10:55am STAFF LSB 237
1684 TR 11am-12:20pm STAFF LSB 237
1693 TR 12:30-1:50pm STAFF LSB 237
1641 MW 1:30-2:30pm STAFF LSB 245
1615 TR 4:30-5:50pm STAFF LSB 240
3825 MW 5:30-6:50pm STAFF LSB 237
MAT 107 index 7473 is a Shadow Course.
7473 TR 5:30-6:50pm STAFF LSB 240
MAT 107 index 7621 is a weekend course which meets 8/27-12/16/12.
7621 F 5:30-8:20pm STAFF LSB 240
3559 MW 7:30-10pm STAFF LSB 240
OFF CAMPUS
7071 TR 11am-12:45pm STAFF LSB 237

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.
7753 STAFF WEB CRSE
12 WEEKS: Sept. 18 - Dec. 16
3831 MW 5:30-6:35pm STAFF LSB 304
OFF CAMPUS- This course meets at the Reisterstown Road Plaza Center.
7952 MW 5:30-6:35pm STAFF LSB 237

MAT 125 * - FINITE MATHEMATICS - 3 CR HRS
Topics useful to students in business and social sciences are covered, with an emphasis on application rather than theory. Prerequisite: MAT 82 or appropriate ACCUPLACER score; ENG 82 or appropriate ACCUPLACER scores
15 WEEKS: Aug. 27 - Dec. 16
1821 TR 10:10-11:20am STAFF LSB 238
7622 MW 5:30-6:45pm STAFF LSB 240

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.
7760 STAFF WEB CRSE

MAT 128 * - PRECALCULUS I: COLLEGE ALGEBRA - 4 CR HRS
Study more advanced topics in algebra including functions and their graphs, inverse functions, and systems of linear and non-linear equations. Prerequisite: MAT 82 or appropriate ACCUPLACER score; ENG 82 or appropriate ACCUPLACER scores
15 WEEKS: Aug. 27 - Dec. 16
1518 TR 8:20-9:45am STAFF LSB 238
1517 TR 9:45-11am STAFF LSB 240
3824 TR 5:30-7:15pm STAFF LSB 240
3826 MW 5:30-7:10pm STAFF LSB 240
OFF CAMPUS
7071 TR 11am-12:45pm STAFF LSB 237

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.
7789 STAFF WEB CRSE
7792 STAFF WEB CRSE

7 WEEKS-ACCELERATED II: Oct. 23 - Dec. 16
MAT 128 index 7468 is a Shadow course.
7468 TR 8:20-9:45am STAFF LSB 238
1518 TR 8:20-9:45am STAFF LSB 238
3824 TR 5:30-7:15pm STAFF LSB 240
3826 MW 5:30-7:10pm STAFF LSB 240
OFF CAMPUS
7071 TR 11am-12:45pm STAFF LSB 237

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.
7753 STAFF WEB CRSE
12 WEEKS: Sept. 18 - Dec. 16
3831 MW 5:30-6:35pm STAFF LSB 304
OFF CAMPUS- This course meets at the Reisterstown Road Plaza Center.
7952 MW 5:30-6:35pm STAFF LSB 237

MAT 129 * - PRECALCULUS II: TRIGONOMETRY AND ANALYTIC GEOMETRY - 4 CR HRS
This course is intended for students who are on a calculus track and focuses on trigonometry and analytic geometry. Prerequisite: MAT 128 or appropriate ACCUPLACER score
15 WEEKS: Aug. 27 - Dec. 16
1696 MWF 8:20-9:20am STAFF LSB 256
1690 MWF 10:30-11:40am STAFF LSB 260
3132 TR 7:30-9:15pm STAFF LSB 240

MAT 140 * - CALCULUS I - 4 CR HRS
Study differential calculus, including limits, continuity, the derivative, and differentials. Prerequisite: MAT 129 or appropriate ACCUPLACER score
15 WEEKS: Aug. 27 - Dec. 16
1691 MWF 9:45-10:55am STAFF LSB 238
### MUS 100 - INTRODUCTION TO MUSIC FUNDAMENTALS - 3 CR HRS
Learn how to read, write, and understand the basic elements of music.
15 WEEKS: Aug. 27 - Dec. 16
3821 TR 5:30-7:15pm STAFF LSB 243

### MUS 101 - THEORY OF MUSIC I - 3 CR HRS
12 WEEKS: Sept. 18 - Dec. 16
1386 TR 9:10-10:55am STAFF MNB 071

### MUS 103 * - MUSIC APPRECIATION - 3 CR HRS
Study music history and literature from 1750 to the present, with emphasis on selected masterpieces. Prerequisite: ENG 82
15 WEEKS: Aug. 27 - Dec. 16
1383 MWF 11-11:55am STAFF MNB 071
3340 W 5:30-8:45pm STAFF MNB 220
7 WEEKS-ACCELERATED II: Oct. 23 - Dec. 16
7 WKS: MWF 9-11:55am STAFF MNB 071
7 WEEKS-ACCELERATED I: Aug. 27 - Oct. 15
7 WKS: MWF 11-11:55am STAFF MNB 071

### 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.
7745 STAFF WEB CRSE

### MUS 104 - THEORY OF MUSIC II - 3 CR HRS
15 WEEKS: Aug. 27 - Dec. 16
1387 TR 11am-12:25pm STAFF MNB 071

### MUS 106 * - AN INTRODUCTION TO AFRICAN AND AFRICAN AMERICAN MUSIC - 3 CR HRS
This course traces traditional African music to the music of Europe and America. Prerequisite: ENG 82
15 WEEKS: Aug. 27 - Dec. 16
1387 TR 11am-12:25pm STAFF MNB 071

### MUS 117 - VOICE CLASS I - 2 CR HRS
Emphasis is on beginning vocal technique, music reading, and performance.
12 WEEKS: Sept. 18 - Dec. 16
1391 MW 3:40-4:30pm STAFF MNB 071

### MUS 123 - PIANO CLASS I - 2 CR HRS
Emphasis is on beginning piano technique, music reading, and performance.
15 WEEKS: Aug. 27 - Dec. 16
1384 MW 2:52pm STAFF MNB 071

### MUS 128 - THE BCCC CHOIR - 2 CR HRS
This is a four-course sequence in the study and performance of great choral literature, open to all students subject to approval of the Director.
12 WEEKS: Sept. 18 - Dec. 16
3327 M 7:06pm STAFF MNB 071

### MUS 130 - THE BCCC CHOIR - 2 CR HRS
This is a four-course sequence in the study and performance of great choral literature, open to all students subject to approval of the Director.
15 WEEKS: Aug. 27 - Dec. 16
3321 W 7-9pm STAFF MNB 071

### MUS 136 * - PIANO CLASS II - 2 CR HRS
This course provides continuing class instruction in beginning piano and basic keyboard harmony for students who have successfully completed MUS 123. Prerequisite: MUS 123 with a minimum grade of B or permission of the instructor
12 WEEKS: Sept. 18 - Dec. 16
3323 MW 4:15pm STAFF MNB 071

### MUS 140 * - APPLIED MUSIC I - 2 CR HRS
12 WEEKS: Sept. 18 - Dec. 16
This is a required course for Music Performance Majors. The focus will be on Applied Vocals or Piano. This is a required course for Music Instruments.
1375 STAFF MNB 071

### MUS 151 - VOICE I - 2 CR HRS
15 WEEKS: Aug. 27 - Dec. 16
This is a required course for Music Performance Majors. The focus will be on Applied Vocals or Piano. This is a required course for Music Instruments.
1375 STAFF MNB 071

### MUS 191 - EAR TRAINING I - 2 CR HRS
12 WEEKS: Sept. 18 - Dec. 16
1398 TR 11am-12pm STAFF MNB 071

### MUS 292 * - APPLIED MUSIC III - 2 CR HRS
12 WEEKS: Sept. 18 - Dec. 16
3326 STAFF MNB 071

### MUS 296 * - APPLIED MUSIC IV - 2 CR HRS
12 WEEKS: Sept. 18 - Dec. 16
3329 STAFF MNB 071

### NURSING (R.N.)

#### NUR 111 - CALCULATION OF MEDICATIONS IN NURSING - 1 CR HRS
Develop proficiency and accuracy in the calculation of medications. Admission Requirement: Completion of developmental courses and admission to the Nursing Program Prerequisite: PRE 100; minimum grade of C in BIO 111, BIO 112, BIO 212 Corequisite: ENG 101; NUR 120; PSY 101
15 WEEKS: Aug. 27 - Dec. 16
1415 R 1-3pm Carter NRS 313
1416 M 1-3pm McEntee NRS 315
1417 R 1-3pm McEntee NRS 315

#### NUR 120 * - INTRODUCTION TO NURSING PRACTICE - 8 CR HRS
This foundation course helps beginning nursing students develop the intellectual, interpersonal, and technical skills for effective client care. Admission Requirement: Completion of developmental courses and admission to the Nursing Program Prerequisite: PRE 100; minimum grade of C in BIO 111, BIO 112, BIO 212 Corequisite: ENG 101; NUR 111; PSY 101
15 WEEKS: Aug. 27 - Dec. 16
1420 MR 8:30-11:30am Carter NRS 201
NUR 120 L* - INTRODUCTION TO NURSING PRACTICE LAB - 0 CR HRS
15 WEEKS: Aug. 27 - Dec. 16
OFF CAMPUS
1421 TW 7am-3:30pm STAFF HOSP
1422 TW 7am-3:30pm STAFF HOSP
1423 TW 7am-3:30pm STAFF HOSP
1424 TW 7am-3:30pm STAFF HOSP
1425 TW 7am-3:30pm STAFF HOSP
1446 TW 7am-3:30pm STAFF HOSP
1447 TW 7am-3:30pm STAFF HOSP
1448 TW 7am-3:30pm STAFF HOSP
1455 TW 7am-3:30pm STAFF HOSP
1456 TW 7am-3:30pm STAFF HOSP

NUR 122 L* - MEDICAL-SURGICAL NURSING OF ADULTS I - 8 CR HRS
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
Corequisite: NUR 100; SOC 101
15 WEEKS: Aug. 27 - Dec. 16
1426 MR 11:30am-2pm Hetrick NRS 201

NUR 120 L* - MEDICAL-SURGICAL NURSING OF ADULTS I LAB - 0 CR HRS
15 WEEKS: Aug. 27 - Dec. 16
OFF CAMPUS
1430 TW 7am-3:30pm STAFF HOSP
1433 TW 7am-3:30pm STAFF HOSP
1434 TW 7am-3:30pm STAFF HOSP
1435 TW 7am-3:30pm STAFF HOSP
1436 TW 7am-3:30pm STAFF HOSP
1437 TW 7am-3:30pm STAFF HOSP
1449 SM 7am-3:30pm STAFF HOSP
1457 TW 7am-3:30pm STAFF HOSP
1501 TW 7am-3:30pm STAFF HOSP

NUR 216 L* - PERSPECTIVES AND ISSUES IN NURSING - 1 CR HRS
Study historical forces that have shaped the profession as well as current health-care, legal, and ethical issues relating to nursing practice. Prerequisite: 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, NUR 218, NUR 222
Corequisite: NUR 220
15 WEEKS: Aug. 27 - Dec. 16
1444 R 11am-1pm STAFF NRS 315

NUR 218 L* - MATERNAL AND CHILD HEALTH NURSING - 6 CR HRS
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; SOC 101; minimum grade of C in BIO 111, BIO 112, BIO 212, NUR 111, NUR 120, NUR 122 or NUR 125
Corequisite: NUR 222
15 WEEKS: Aug. 27 - Dec. 16
1460 R 9am-12:30pm STAFF NRS 300
1461 R 9am-12:30pm STAFF NRS 313

NUR 218 L* - MATERNAL AND CHILD HEALTH NURSING LAB - 0 CR HRS
15 WEEKS: Aug. 27 - Dec. 16
OFF CAMPUS
1458 W 7am-3:30pm STAFF HOSP
1462 T 7am-3:30pm STAFF HOSP
1463 W 7am-3:30pm STAFF HOSP
1465 T 7am-3:30pm STAFF HOSP
1466 W 7am-3:30pm STAFF HOSP
1467 M 7am-3:30pm STAFF HOSP
1468 W 7am-3:30pm STAFF HOSP
1502 TW 7am-3:30pm STAFF HOSP
1464 M 12:30-5pm STAFF HOSP

NUR 220 L* - MEDICAL-SURGICAL NURSING OF ADULTS II - 8 CR HRS
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; SOC 101; minimum grade of C in BIO 111, BIO 112, BIO 212, NUR 111, NUR 120, NUR 122 or NUR 125, NUR 218, NUR 222
Corequisite: NUR 216
15 WEEKS: Aug. 27 - Dec. 16
1473 MR 8-11am McNeal NRS 315

NUR 220 L* - MEDICAL-SURGICAL NURSING OF ADULTS II LAB - 0 CR HRS
15 WEEKS: Aug. 27 - Dec. 16
OFF CAMPUS
1474 TW 7am-3:30pm McNeal HOSP
1475 TW 7am-3:30pm STAFF HOSP
1476 TW 7am-3:30pm STAFF HOSP
1477 TW 7am-3:30pm STAFF HOSP
1478 TW 7am-3:30pm STAFF HOSP
1479 TW 7am-3:30pm STAFF HOSP
1503 TW 7am-3:30pm STAFF HOSP

NUR 222 L* - CARE OF THE CLIENT WITH MENTAL HEALTH PROBLEMS - 4 CR HRS
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
Corequisite: NUR 218
15 WEEKS: Aug. 27 - Dec. 16
1427 M 9-11:30am STAFF NRS 300

NUR 222 L* - CARE OF THE CLIENT WITH MENTAL HEALTH PROBLEMS LAB - 0 CR HRS
15 WEEKS: Aug. 27 - Dec. 16
OFF CAMPUS
1431 T 7am-3:30pm Arvin HOSP
1432 W 7am-3:30pm Arvin HOSP
1469 T 7am-3:30pm Arvin HOSP
1470 W 7am-3:30pm Arvin HOSP
1471 TW 7am-3:30pm Arvin HOSP
1472 TW 7am-3:30pm Arvin HOSP

OFFICE TECHNOLOGY
OFAD 100 - OFFICE PROCEDURES - 3 CR HRS
Become familiar with changes and challenges office workers may encounter in the 21st century workplace.
15 WEEKS: Aug. 27 - Dec. 16
1957 TR 11am-12:50pm Webb MNB 222
1953 TR 2-3:20pm STAFF MNB 327

OFAD 116 - OFFICE PROCEDURES - 2 CR HRS
Develop and strengthen keyboarding skills by “touch,” to input data or text at relatively fast speeds.
15 WEEKS: Aug. 27 - Dec. 16
1952 W 9-11:30am 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.
7725 STAFF WEB CRSE
12 WEEKS: Sept. 18 - Dec. 16
4072 R 5:30-8:50pm STAFF MNB 327

OFAD 117 - RECORDS MANAGEMENT - 3 CR HRS
This course introduces students to principles and practices of effective records management for manual and computerized records systems.
Prerequisite: ENG 82
15 WEEKS: Aug. 27 - Dec. 16
1958 TR 9-10:50am Webb 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.bcc.edu/E-Learning for more information.

7726                              STAFF    WEB CRSE

OFAD 119 *- WORD PROCESSING APPLICATIONS I - 3 CR HRS
Get hands-on instruction in the use of Microsoft Word.
Prerequisite: OFAD 123 or keyboarding speed of 35 wpm
15 WEEKS: Aug. 27 - Dec. 16
1954 MW 11am-12:50pm STAFF MNB 324

OFAD 121 *- WORD PROCESSING APPLICATIONS II - 3 CR HRS
Learn advanced features of Microsoft Word, including the integration of spreadsheets, charts, and multimedia presentations.
Prerequisite: OFAD 119 or equivalent; minimum keyboarding speed of 40 wpm
15 WEEKS: Aug. 27 - Dec. 16
1955 MW 11am-12:50pm STAFF MNB 327

OFAD 123 - DOCUMENT FORMATTING I - 3 CR HRS
Build speed and accuracy, with emphasis on developing touch control of the keyboard and proper keyboarding techniques.
15 WEEKS: Aug. 27 - Dec. 16
1951 TR 11am-12:50pm STAFF MNB 328

OFAD 124 *- DOCUMENT FORMATTING II - 3 CR HRS
Emphasis is using word processing software to format business correspondence, reports, and tabulations from unarranged and rough-draft sources.
Prerequisite: OFAD 123
15 WEEKS: Aug. 27 - Dec. 16
1959 TR 11am-12:50pm Lane MNB 324

OFAD 210 - TYPING SPEED AND ACCURACY - 2 CR HRS
Increase and improve typing speed and accuracy at an accelerated rate.
Prerequisite: Keyboarding/typewriting experience
15 WEEKS: Aug. 27 - Dec. 16
7732                              STAFF    WEB CRSE

ORIENTATION
PRE 100 - PREPARATION FOR ACADEMIC ACHIEVEMENT - 1 CR HRS
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.
7 WEEKS-ACCELERATED I: Aug. 27 - Oct. 15
7044 W 8:9:50am STAFF BIOP 229
7 WEEKS-ACCELERATED II: Oct. 23 - Dec. 16
7209 T 8:9:50am STAFF MNB 118
7212 W 8:9:50am STAFF MNB 306

PHILOSOPHY
PHI 101 *- INTRODUCTION TO PHILOSOPHY - 3 CR HRS
Probe what is called human wisdom through an examination of representative philosophical problems.
Prerequisites: ENG 82 or appropriate ACCUPLACER scores
15 WEEKS: Aug. 27 - Dec. 16
1882 MWF 9:9:50am STAFF MNB 310
1880 MWF 11:11:50am STAFF MNB 302
1883 TR 11am-12:20pm STAFF MNB 312
2819 TR 12:30-1:45pm STAFF MNB 256
3024 W 5:30-6:15pm STAFF MNB 310
4719 R 7:7:35pm STAFF MNB 310

7893                              STAFF    WEB CRSE
7 WEEKS-ACCELERATED I: Aug. 27 - Oct. 15
PHI 101, Index 7143 is an accelerated I contract course for students enrolled in the Quest Program. Students must contact Professor Vance at 410-462-7745, Professor Brooks at 410-462-8558, or Ms. Kathy Styles at 410-462-8365.

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PHI 104 *- LOGIC AND CRITICAL THINKING - 3 CR HRS
Study the principles of reasoning and reflective thinking.
Prerequisites: ENG 82 or appropriate ACCUPLACER scores
15 WEEKS: Aug. 27 - 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.

PHYSICAL THERAPIST ASSISTANT

PTT 112 *- INTRODUCTION TO PHYSICAL THERAPY PLACEMENT
- 2 CR HRS
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
15 WEEKS: Aug. 27 - Dec. 16

PTT 120 *- PHYSICAL THERAPY ASSISTING PROCEDURES I - 5 CR HRS
This course is the first of a four-part sequence of physical therapy functions, and topics include exercise, basic aseptic techniques, and bandaging.
Prerequisites: ENG 82 or appropriate ACCUPLACER scores
15 WEEKS: Aug. 27 - Dec. 16

PTT 240 *- PHYSICAL THERAPY ASSISTING PROCEDURES III - 5 CR HRS
Topics include musculoskeletal and neuro-muscular systems and principles of normal movement and human locomotion.
Prerequisites: completion of all first-year Physical Therapist Assistant Program courses; BIO 112; ENG 101; ENG 112 Corequisite: PTT 260
15 WEEKS: Aug. 27 - Dec. 16

PTT 260 *- CLINICAL EDUCATION I - 3 CR HRS
This course combines lecture and a clinical component, which provides experience in patient care. Prerequisites: PTT 120; PTT 140; PTT 150 Corequisites: PTT 240; passing a comprehensive written and practical examination administered in late August
15 WEEKS: Aug. 27 - Dec. 16

PHYSICS

PHY 101 *- FUNDAMENTALS OF PHYSICS I - 4 CR HRS
Topics include measurement, waves, sounds, kinematics, dynamic equilibrium, and energy.
Prerequisites: ENG 82 or appropriate ACCUPLACER scores; MAT 128
15 WEEKS: Aug. 27 - Dec. 16

PHY 102 *- FUNDAMENTALS OF PHYSICS II - 4 CR HRS
Topics include heat, thermodynamics, fluids, kinematics, elasticity of matter, and waves.
Prerequisites: ENG 82 or appropriate ACCUPLACER scores; MAT 128
15 WEEKS: Aug. 27 - Dec. 16

PHYSICAL SCIENCE

PHSC 110 *- PHYSICAL SCIENCE - 4 CR HRS
Integration of chemistry with other science disciplines and mathematics is stressed. Prerequisites: MAT 82; ENG 82; or appropriate ACCUPLACER scores
15 WEEKS: Aug. 27 - Dec. 16

POLITICAL SCIENCE

PS 101 *- AMERICAN GOVERNMENT - 3 CR HRS
Study background in the theory, organization, politics, functions, and problems of the American Federal system of government.
PSYCHOLOGY

PSY 101 *- INTRODUCTORY PSYCHOLOGY - 3 CR HRS
Learn about physiological, emotional, intellectual, and social forces that influence the development of human behavior.
Prerequisites: ENG 82 or appropriate ACCUPLACER scores
15 WEEKS: Aug. 27 - Dec. 16
1896 TR 8-9:20am STAFF MNB 318
3470 S 9-11:45am STAFF MNB 310
1902 TR 9:30-10:45am STAFF MNB 318
7307 TR 12:30-1:45pm STAFF MNB 306
1891 TR 2-3:20pm STAFF MNB 310
3478 R 5:30-8:15pm STAFF MNB 306
3515 MW 5:30-6:55pm STAFF MNB 310
3471 M 7-9:45pm STAFF MNB 304
3514 T 7-9:45pm STAFF MNB 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.
7737 STAFF WEB CRSE
7813 STAFF WEB CRSE
7872 STAFF WEB CRSE
7 WEEKS-ACCELERATED I: Aug. 27 - Oct. 15
OFF CAMPUS
PSY 101, Index 7187 is an A1 hybrid course. Classroom number to be posted on Blackboard.
7187 STAFF WEB CRSE
DISTANCE LEARNING SECTIONS
This is an A1 course for students applying into an Allied Health 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.
7812 STAFF WEB CRSE
12 WEEKS: Sept. 18 - Dec. 16
1905 TR 11am-12:20pm STAFF MNB 237B
1321 MW 11am-12:20pm STAFF MNB 256
3492 R 5:30-8:15pm STAFF MNB 312
3473 T 7-9:45pm STAFF MNB 310
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.
7814 STAFF WEB CRSE
PSY 201 * - EDUCATIONAL PSYCHOLOGY - 3 CR HRS
Examine psychological findings and concepts as they apply to educational situations. Prerequisite: PSY 101
12 WEEKS: Sept. 18 - Dec. 16
1898 TR 9:30-10:45am STAFF LSB 256
3495 R 5:30-8:15pm STAFF MNB 236
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.
7827 STAFF WEB CRSE
PSY 205 * - PSYCHOLOGY OF EARLY CHILDHOOD - 3 CR HRS
Study the mental, emotional, and social life of the preschool child. Prerequisite: PSY 101 or permission of the instructor
15 WEEKS: Aug. 27 - Dec. 16
1902 TR 8-9:20am STAFF MNB 306
1904 MW 9-10:20am STAFF MNB 238
3474 S 9-11:45am STAFF MNB 318
1905 TR 11am-12:20pm STAFF MNB 237B
1321 MW 11am-12:20pm STAFF MNB 256
3492 R 5:30-8:15pm STAFF MNB 312
3473 T 7-9:45pm STAFF MNB 310
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.
7814 STAFF WEB CRSE
PSY 206 * - SOCIAL PSYCHOLOGY - 3 CR HRS
Focus is on how people interact in social situations, how they influence each other's judgments, task performance, and attitudes. Prerequisite: PSY 101 or permission of the instructor
15 WEEKS: Aug. 27 - Dec. 16
7738 STAFF WEB CRSE
RESPIRATORY CARE

RC 111 * - CARDIOPULMONARY SCIENCE I - 2 CR HRS
Learn about the healthcare delivery system, the hospital environment, and the organization and history of the Respiratory Care profession.
Prerequisite: admission to the Respiratory Care Program
Corequisites: RC 111, RC 113, RC 115; BIO 115, BIO 212; completion of the Allied Health Aptitude Test by the 4th week of the semester
15 WEEKS: Aug. 27 - Dec. 16
1146 R 1-2:20pm MURPHY MNB 215
1145 R 11am-12:20pm MURPHY MNB 215
1146 F 2:30-3:50pm MURPHY MNB 215
1145 F 12:30-1:50pm MURPHY MNB 215

RC 215 * - CLINICAL PRACTICUM IV - 4 CR HRS
Emphasis is on the integration of patient assessment and critical thinking techniques required in the advanced respiratory care plan.
Prerequisite: Grade of "C" or better in RC 111, RC 112, RC 113, RC 115, RC 135
15 WEEKS: Aug. 27 - Dec. 16
1155 W 8-9:50am Monaghan MNB 213

RC 215 L* - CLINICAL PRACTICUM IV LAB - 0 CR HRS
15 WEEKS: Aug. 27 - Dec. 16
OFF CAMPUS

ROBOTICS

RBT 101 - INTRODUCTION TO ROBOTICS - 3 CR HRS
12 WEEKS: Sept. 18 - Dec. 16
1065 TR 2:30-4:05pm STAFF LSB 418

RBT 201 - COMPUTER ASSIST MANUFACTURING - 3 CR HRS
15 WEEKS: Aug. 27 - Dec. 16
1066 TR 12:30-2pm STAFF LSB 418

SCIENCE

SCI 100 * - ELEMENTS OF EARTH SCIENCE - 3 CR HRS
Topics include astronomy, cartography, geology, meteorology, and climatology.
Prerequisite: MAT 81, ENG 82, or appropriate ACCUPLACER scores
15 WEEKS: Aug. 27 - 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.
7997 STAFF WEB CRSE

SCI 106 * - INTRODUCTORY OCEANOGRAPHY - 3 CR HRS
Study the life of the sea in terms of its interactions with the rest of the environment.
Prerequisite: MAT 81, ENG 82, or appropriate ACCUPLACER scores
15 WEEKS: Aug. 27 - 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.
7787 STAFF WEB CRSE

SPANISH

SPA 101 - SPANISH ELEMENTS I - 3 CR HRS
Emphasis is on pronunciation, vocabulary development, and grammatical patterns.
15 WEEKS: Aug. 27 - Dec. 16
1336 MWF 9-9:55am STAFF MNB 160
7 WEEKS-ACCELERATED I: Aug. 27 - Oct. 15
7100 S 8am-1:55pm STAFF MNB 228
12 WEEKS: Sept. 18 - Dec. 16
3252 T 5:30-8:30PM STAFF MNB 160
SPA 102 * - SPANISH ELEMENTS II - 3 CR HRS
Emphasis is on advanced grammatical patterns, pronunciation, and vocabulary development.
Prerequisite: SPA 101
7 WEEKS-ACCELERATED II: Oct. 23 - Dec. 16
7244 S 9am-3pm STAFF MNB 256
SPECIAL EDUCATION

SED 220 *- SPECIAL EDUCATION: AN OVERVIEW - 3 CR HRS
Learn about the field of special education and the population it serves.
Prerequisites: ECE 100; PST 101
12 WEEKS: Sept. 18 - Dec. 16
3208 TR 12:30-2:15pm STAFF MNB 120
7 WEEKS-ACCELERATED II: Oct. 23 - 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.
7984 STAFF MNB 120

SED 230 *- CURR & ELEM MTHDS FOR CHILDREN - 3 CR HRS
7 WEEKS-ACCELERATED II: Oct. 23 - 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.
7988 STAFF MNB 120

SOCIOL OGY

SOC 101 *- INTRODUCTION TO SOCIOLOGY - 3 CR HRS
Study sociological concepts, methods, and theories about social structures and processes. Prerequisites: ENG 82 or appropriate ACCUPLACER scores
15 WEEKS: Aug. 27 - Dec. 16
1912 MWF 8-8:55am STAFF MNB 318
1914 TR 8-9:25am STAFF MNB 304
1908 MWF 9-9:55am STAFF MNB 318
3482 S 9-11:45am STAFF MNB 304
1916 TR 9:30-10:55am STAFF MNB 306
1911 MWF 10-10:50am STAFF MNB 304
1909 MWF 11-11:55am STAFF MNB 158
1917 TR 11am-12:25pm STAFF MNB 306
1910 TR 12:30-1:55pm STAFF MNB 310
1927 MWF 12:30-1:25pm STAFF MNB 312
1928 TR 2-3:15pm STAFF MNB 304
1915 TR 3:30-4:55pm STAFF MNB 304
3493 M 5:30-8:15pm STAFF MNB 306
3494 W 5:30-8:15pm STAFF MNB 306
7628 F 5:30-8:15pm STAFF MNB 228
3481 R 7-9:45pm STAFF 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.
7716 STAFF WEB CRSE
7739 STAFF WEB CRSE
7743 STAFF WEB CRSE
12 WEEKS: Sept. 18 - Dec. 16
1913 TR 2-3:35pm STAFF MNB 256
7 WEEKS-ACCELERATED II: Oct. 23 - Dec. 16
SOC 101, Index 7206 & 7214 are accelerated II contract courses for students enrolled in the Quest Program. Students must contact Professors Vance or Brooks at 410-462-7745 or Kathy Styles at 410-462-8365.
7206 R 5:30-10:45pm STAFF MNB 116
7214 R 5:30-10:45pm STAFF MNB 118

SOC 102 *- SOCIAL PROBLEMS - 3 CR HRS
Analyze the social causes, effects, and possible treatments of major social problems. Prerequisites: ENG 82 or appropriate ACCUPLACER scores
15 WEEKS: Aug. 27 - 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.
7989 PHILLIPS WEB CRSE

SOC 150 *- CULTURAL DIVERSITY IN THE WORKPLACE - 3 CR HRS
Focus is on interpersonal and organizational relationships that maximize resources and empower employees from a variety of cultural backgrounds.
Prerequisites: ENG 82 or appropriate ACCUPLACER scores
15 WEEKS: Aug. 27 - Dec. 16
1949 MW 12:1-1:15pm 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.
7733 STAFF WEB CRSE

SPEECH

SP 101 *- FUNDAMENTALS OF SPEECH COMMUNICATION - 3 CR HRS
Topics include communication theory, interviewing, and informative and persuasive speaking. Prerequisite: ENG 82
15 WEEKS: Aug. 27 - Dec. 16
1307 MWF 8-8:50am STAFF MNB 124
1005 W 9-11:55am STAFF MNB 234
1268 MWF 9-9:50am STAFF MNB 158
1310 TR 9:30-10:50am STAFF MNB 124
1279 TR 9:30-10:50am STAFF MNB 160
1270 MWF 10-10:50am STAFF MNB 158
3246 S 10am-12:50pm STAFF MNB 160
1269 TR 11:30am-12:50pm STAFF MNB 258
1271 TR 11:30am-12:50pm STAFF MNB 154
1274 TR 11:30am-12:50pm STAFF MNB 158
1309 TR 1:30-2:50pm STAFF MNB 158
1312 TR 3:30-4:50pm STAFF MNB 158
1315 MW 3:30-4:50pm STAFF MNB 158
3179 M 5:30-8:20pm STAFF MNB 158
3181 W 5:30-8:20pm STAFF MNB 158
3245 R 5:30-8:20pm STAFF MNB 158
3248 T 5:30-8:20pm STAFF MNB 158
3247 T 7-10:25pm STAFF MNB 234B
OFF CAMPUS
SP 101, Index 7896 is an online, Hybrid course for Honors and Granville T. Woods Scholars. Permission of Honors Coordinator is required. Students must have access to a computer connected to the Internet and must be computer literate. Visit www.bccc.edu (click on Academics>Distance Learning).
7896 STAFF

DISTANCE LEARNING SECTIONS
SP 101 index# 7703 is an online/Hybrid course. Students will meet with the instructor. In person speeches are mandatory. 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.
7703 W 6-6:45pm STAFF WEB CRSE
7 WEEKS-ACCELERATED I: Aug. 27 - Oct. 15
OFF CAMPUS
SP 101, Index 7101 is an accelerated I contract course for students enrolled in the Quest Program. Students must call Professors Vance and Brooks at 410-462-7745 or Kathy Styles 410-462-8365.
7101 M 5:30-10:45pm STAFF MNB 234B

SP 101 index# 7841 is an online/Hybrid Accelerated I that meets on the following Tuesdays: Sept 13, 20, 27, and Oct 4, 11. In person speech presentations are mandatory. 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).
7841 STAFF WEB CRSE

12 WEEKS: Sept. 18 - Dec. 16
SP 101 index# 7845 is a 12-week Online/Hybrid course. The class meets from 9/18-12/16/12. Students will meet with the instructor. Dates and times will be determined. In person speech presentations are mandatory. 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).
7845 STAFF WEB CRSE
7 WEEKS-ACCELERATED II: Oct. 23 - Dec. 16

7286  MW  1:30-4:05pm  STAFF  MNB 160
SP 101, Index 7230 is an Accelerated II, online/ hybrid course, for Quest students, that will meet every Wednesday on campus. 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).

7230  STAFF  WEB CRSE
SP 101, Index 7233 is an accelerated II contract course for students enrolled in the Quest Program. Students must contact Professors Vance or Brooks at 410-462-7745 or Kathy Styles at 410-462-8365.

7233  T  5:30-10:45pm  STAFF  MNB 116

SURGICAL TECHNOLOGY

SGT 101 *- INSTRUMENTATION - 3 CR HRS
Instruction in the care, use, and handling of instrumentation are provided through hands-on application. Lab fee
Prerequisites: 2.5 GPA; PRE 100; ENG 101; MAT 128; SP 101
Corequisites:  AH 130; BIO 111; SGT 102; SOC 101
15 WEEKS: Aug. 27 - Dec. 16
SGT 101 requires lecture and lab

1410  T  1-2:50pm  STAFF  NRS 205

SGT 101 L*- INSTRUMENTATION LAB - 0 CR HRS
15 WEEKS: Aug. 27 - Dec. 16

1411  T  9-11:50am  STAFF  NRS 205

SGT 201 *- HOSPITAL CLINICAL II - 4 CR HRS
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 135; BIO 212; SGT 205
15 WEEKS: Aug. 27 - Dec. 16
OFF CAMPUS

1406  TR  7am-3:30pm  STAFF  HOSP
1407  TR  7am-3:30pm  STAFF  HOSP

SGT 205 *- MORE ADVANCED SURGICAL PROCEDURES - 3 CR HRS
Topics include more advanced surgical procedures, new concepts in surgical intervention, more complicated types of instrumentation.
Prerequisite: SGT 105
Corequisites: AH 135; BIO 212; SGT 201
15 WEEKS: Aug. 27 - Dec. 16

1036  M  9-10:50am  STAFF  NRS 205

SGT 205 L*- MORE ADVANCED SURGICAL PROCEDURES LAB - 0 CR HRS
15 WEEKS: Aug. 27 - Dec. 16

1408  M  12-2:50pm  STAFF  NRS 205

TELECOMMUNICATIONS

TEL 100 *- INTRODUCTION TO BUSINESS - 3 CR HRS
Study voice and data telecommunications technology.
Prerequisite: BCA 104 or Equivalent
12 WEEKS: Sept. 18 - Dec. 16

2225  F  1:30-5pm  STAFF  MNB 175
4142  W  5:30-9pm  STAFF  MNB 175

TEL 140 *- PC LOCAL AREA NETWORKS - 3 CR HRS
Learn how to build a network from computer components, install an operating system, and use the network.
Prerequisite: BCA 104; ELC 101; ELC 111 or equivalent
12 WEEKS: Sept. 18 - Dec. 16

4144  T  5:30-7:50pm  STAFF  MNB 175

TEL 140 L*- PC LOCAL AREA NETWORKS LAB - 0 CR HRS
12 WEEKS: Sept. 18 - Dec. 16

4145  R  5:30-9pm  STAFF  MNB 175
BIO PARK (BIOP)
801 W. Baltimore Street 21201

BUAD 100 - INTRODUCTION TO BUSINESS - 3 CR HRS
BUAD 100 index 7066 is a 12-week course which meets 9/18-12/16/12.
7066 MF 11:30am-12:55pm STAFF BIOP 231

BUAD 112 - COMPUTERS FOR BUSINESS MANAGEMENT - 3 CR HRS
7080 MW 9:30-11:15am STAFF BIOP 222
7056 F 2-5:30pm STAFF BIOP 222

BIO 101 - GENERAL BIOLOGY - 3 CR HRS
BIO 101 index 7006 is a 12-week course which meets 9/18-12/16/12.
7006 MW 10am-12:20pm STAFF BIOP 211

BIO 102 - PRINCIPLES OF BIOLOGY - 4 CR HRS
7000 MW 9:30-10:45am STAFF BIOP 228
7001 TR 11am-12:20pm STAFF BIOP 228
7013 M 5:30-8pm STAFF BIOP 228

BIO 102L - PRINCIPLES OF BIOLOGY LAB - 0 CR HRS
7002 M 11am-1:50pm STAFF BIOP 205
7003 W 11am-1:50pm STAFF BIOP 205
7014 W 5:30-8:20pm STAFF BIOP 205

BIO 111 - ANATOMY AND PHYSIOLOGY I - 4 CR HRS
7007 TR 9:30-10:50am STAFF BIOP 228

BIO 111L - ANATOMY AND PHYSIOLOGY I LAB - 0 CR HRS
7008 TR 8-9:20am STAFF BIOP 213
7009 TR 11am-12:20pm STAFF BIOP 213

BIO 112 - ANATOMY AND PHYSIOLOGY II - 4 CR HRS
7100 TR 5:30-6:50pm STAFF BIOP 228

BIO 112L - ANATOMY AND PHYSIOLOGY II LAB - 0 CR HRS
7101 TR 7-8:20pm STAFF BIOP 213

BIO 199 - INDIVIDUAL STUDY IN BIOLOGY - 4 CR HRS
7105 TBA TBA TBA BIOP
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.
7016 TBA TBA STAFF BIOP

BIO 212 - MICROBIOLOGY - 4 CR HRS
7018 MW 8-9:15am STAFF BIOP 228
7021 MW 5:30-6:45pm STAFF BIOP 231

BIO 212L - MICROBIOLOGY LAB - 0 CR HRS
7019 M 9:30am-12:20pm STAFF BIOP 221
7020 W 9:30am-12:20pm STAFF BIOP 221
7022 M 7-9:30pm STAFF BIOP 221

BCT 101 - SPECIAL TOPICS IN BIOTECHNOLOGY I - 2 CR HRS
7023 T 12:30-2:20pm STAFF BIOP 225
7045 T 3-4:40pm STAFF BIOP 225

BCT 102 - SPECIAL TOPICS IN BIOTECHNOLOGY II - 2 CR HRS
7024 R 12:30-2:20pm STAFF BIOP 225

BCT 105 - TECHNIQUES OF INSTRUMENTATION FOR BIOTECHNOLOGY - 4 CR HRS
7025 T 8:10:30am STAFF BIOP 225

BCT 105L - TECHNIQUES OF INSTRUMENTATION FOR BIOTECHNOLOGY LAB - 0 CR HRS
7026 R 8-10:50am STAFF BIOP 225

BUAD 100 - INTRODUCTION TO BUSINESS - 3 CR HRS
BUAD 100 index 7066 is a 12-week course which meets 9/18-12/16/12.
7066 MF 11:30am-12:55pm STAFF BIOP 231

BUAD 112 - COMPUTERS FOR BUSINESS MANAGEMENT - 3 CR HRS
7080 MW 9:30-11:15am STAFF BIOP 222
7056 F 2-5:30pm STAFF BIOP 222

CHE 101 - GENERAL CHEMISTRY I - 4 CR HRS
7029 MW 8-9:15am STAFF BIOP 230
7030 TR 11am-12:20pm STAFF BIOP 230

CHE 101L - GENERAL CHEMISTRY I LAB - 0 CR HRS
7031 M 9:30am-12:20pm STAFF BIOP 215
7028 T 12:30-3:20pm STAFF BIOP 215
7037 W 6:30-9:20pm STAFF BIOP 215

CHE 102 - GENERAL CHEMISTRY II - 4 CR HRS
7034 MW 12:30-1:45pm STAFF BIOP 230

CHE 102L - GENERAL CHEMISTRY II LAB - 0 CR HRS
7035 W 9:30am-12:20pm STAFF BIOP 230

CHE 203 - ORGANIC CHEMISTRY I - 5 CR HRS
7038 MW 2-3:15pm STAFF BIOP 230

CHE 203L - ORGANIC CHEMISTRY I LAB - 0 CR HRS
7039 MW 3:30-5:50pm STAFF BIOP 215

CHE 204 - ORGANIC CHEMISTRY II - 5 CR HRS
7049 TR 9:30-10:50am STAFF BIOP 230

CHE 204L - ORGANIC CHEMISTRY II LAB - 0 CR HRS
7050 TR 3:30-5:50pm STAFF BIOP 215

CLT 100 - COMPUTER LITERACY - 2 CR HRS
7059 R 11am-12:50pm STAFF BIOP 222
7058 T 1:30-3:20pm STAFF BIOP 222

ENG 101 - ENGLISH WRITING - 3 CR HRS
7074 F 11am-1:50pm MONROE BIOP 211

ENG 102 - INTRODUCTION TO THE TERM PAPER AND RESEARCH METHODS - 3 CR HRS
7077 F 11am-1:50pm MONROE BIOP 229

ES 111L - ENVIRONMENTAL SCIENCE LAB - 0 CR HRS
7047 R 9:30am-12:20pm STAFF BIOP 222

MAT 80 - ARITHMETIC: CONCEPTS AND APPLICATIONS - 0 CR HRS
7065 TR 9:30-10:50am STAFF BIOP 210

MAT 91 - ELEMENTARY ALGEBRA - 0 CR HRS
7064 TR 12:30-2:40pm STAFF BIOP 212

MAT 91 index 7605 is a 12-week course which meets 9/18-12/16/12.
7605 MW 5-7:40pm STAFF BIOP 230

MAT 107 - MODERN ELEMENTARY STATISTICS - 3 CR HRS
7067 TR 8-9:20am STAFF BIOP 212
7068 TR 11am-12:20pm STAFF BIOP 210

MAT 128 - PRECALCULUS I: COLLEGE ALGEBRA - 4 CR HRS
7071 TR 11am-12:45pm STAFF BIOP 211

PHY 101 - FUNDAMENTALS OF PHYSICS I - 4 CR HRS
7042 M 12:30-3:30pm STAFF BIOP 206

PHY 101L - FUNDAMENTALS OF PHYSICS I LAB - 0 CR HRS
7043 W 12:30-3pm STAFF BIOP 206

PHY 102 - FUNDAMENTALS OF PHYSICS II - 4 CR HRS
7052 M 5-7:30pm STAFF BIOP 206

PHY 102L - FUNDAMENTALS OF PHYSICS II LAB - 0 CR HRS
7053 W 5-7:30pm STAFF BIOP 206

BIO 101 index 7081 is a 12-week course which meets 9/18-12/16/12.
7081 T 5:30-8:45pm STAFF BIOP 222

CHE 101 index 7029 is a 12-week course which meets 9/18-12/16/12.
PRE 100 - PREPARATION FOR ACADEMIC ACHIEVEMENT -
1 CR HRS
PRE 100 index 7044 is an Accelerated I course which meets 8/27-10/15/12.
7044 W 8-9:50am STAFF BIOP 229

REISTERSTOWN PLAZA CENTER (RPC)
6764A Reisterstown Road 21215

BCAP 104 - INTRODUCTION TO OPERATING SYSTEMS: DOS/
WINDOWS - 3 CR HRS
7909 T 5:30-9:20pm STAFF RPC 134

CLT 100 - COMPUTER LITERACY - 2 CR HRS
CLT 100 index 7905 is a 12-week course which meets 9/18-12/16/12.
7905 W 10am-12:20pm STAFF RPC 134
7904 F 5:30-7:20pm STAFF RPC 134

ES 110 - ENVIRONMENTAL SCIENCE - 3 CR HRS
7906 R 6-8:55pm STAFF RPC 135

MAT 107 *- MODERN ELEMENTARY STATISTICS - 3 CR HRS
MAT 107 index 7952 is a 12-week course which meets 9/18-12/16/12.
7952 MW 3-4:35pm STAFF RPC 142
# FALL 2012 CREDIT COURSES - DISTANCE LEARNING

## BCCC ONLINE COURSES

### ACCOUNTING

<table>
<thead>
<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>ACCT 211</td>
<td>Accounting Principles I - 3 CR HRS</td>
<td>7822</td>
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<tr>
<td>ACCT 212</td>
<td>Accounting Principles II - 3 CR HRS</td>
<td>7823</td>
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<tr>
<td>ACCT 265</td>
<td>Income Tax Accounting - 3 CR HRS</td>
<td>7717</td>
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### ALLIED HEALTH

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<tbody>
<tr>
<td>AH 130</td>
<td>Medical Terminology - 3 CR HRS</td>
<td>7780</td>
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<tr>
<td>AH 201</td>
<td>Chemical Dependency Counseling Skills - 3 CR HRS</td>
<td>7828</td>
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### ALLIED HUMAN SERVICES - ADC

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<tr>
<td>AD 106</td>
<td>Fundamentals of Chemical Dependency Treatment - 3 CR HRS</td>
<td>7839</td>
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<td>AD 201</td>
<td>Chemical Dependency Counseling Skills - 3 CR HRS</td>
<td>7801</td>
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### ALLIED HUMAN SERVICES - AHS

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<tbody>
<tr>
<td>AH 100</td>
<td>Introduction to Human Services - 4 CR HRS</td>
<td>7712</td>
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<tr>
<td>AH 101</td>
<td>Clinical/Fieldwork I: Human Services Individual Counseling - 4 CR HRS</td>
<td>7781</td>
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<tr>
<td>AH 295</td>
<td>Professional Ethics in the Human Services - 3 CR HRS</td>
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### ART

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<tr>
<td>ART 113</td>
<td>History of Art I - 3 CR HRS</td>
<td>7887</td>
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<tr>
<td>ART 114</td>
<td>History of Art II - 3 CR HRS</td>
<td>7886</td>
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<td>ART 225</td>
<td>Introduction to Film - 3 CR HRS</td>
<td>7749</td>
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<td>ART 226</td>
<td>Introduction to Art - 3 CR HRS</td>
<td>8005</td>
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### BIOLOGY

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<tr>
<td>BIO 102</td>
<td>Principles of Biology - 4 CR HRS</td>
<td>7757</td>
<td>STAFF</td>
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<tr>
<td>BIO 102L</td>
<td>Principles of Biology Lab - 0 CR HRS</td>
<td>7758</td>
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### BUSINESS ADMINISTRATION

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<tbody>
<tr>
<td>BUAD 100</td>
<td>Introduction to Business - 3 CR HRS</td>
<td>7770</td>
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<tr>
<td>BUAD 112</td>
<td>Computers for Business Management - 3 CR HRS</td>
<td>7800</td>
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### BUSINESS COMPUTER APPLICATIONS

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<tr>
<td>BCAP 104</td>
<td>Introduction to Operating Systems: DOS/Windows - 3 CR HRS</td>
<td>7897</td>
<td>STAFF</td>
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<tr>
<td>BCAP 245</td>
<td>Introduction to Multimedia Presentations - 3 CR HRS</td>
<td>7710</td>
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### CHEMISTRY

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<tr>
<td>CHEM 101</td>
<td>General Chemistry I - 4 CR HRS</td>
<td>7706</td>
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<tr>
<td>CHEM 103</td>
<td>Allied Health Chemistry - 4 CR HRS</td>
<td>7708</td>
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### COMPUTER AND INFORMATION SYSTEMS

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<tr>
<td>CISS 109</td>
<td>Principles of Computer Information Systems - 3 CR HRS</td>
<td>7729</td>
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### COMPUTER LITERACY

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<td>CLT 100</td>
<td>Computer Literacy - 2 CR HRS</td>
<td>7735</td>
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<tr>
<td>CLT 100</td>
<td>Computer Literacy - 2 CR HRS</td>
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*ALSO AVAILABLE ONLINE:

- BCCC Online Courses

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*SUMMER/FALL 2012*
### CONSTRUCTION SUPERVISION

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### CRIMINAL JUSTICE

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<td>FUNDAMENTALS OF CORRECTIONS</td>
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<td>JUVENILE DELINQUENCY</td>
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### EARLY CHILDHOOD EDUCATION

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### ECONOMICS

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<td>DEVELOPMENTAL PROCESS AND THE ACQUISITION OF READING COMPETENCY</td>
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<td>EFFECTIVE ASSESSMENT AND THE TEACHING OF READING</td>
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<td>SELECTION, EVALUATION, AND UTILIZATION OF MATERIALS AND TECHNOLOGY TO TEACH READING COMPETENCY</td>
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### ECONOMICS

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### ENG 107, Index 8010
- Index 8010 is an online Accelerated II course.
- WEB CRSE

### ENG 113 *
- Index 1294 is an online Accelerated I course.
- STAFF
- WEB CRSE

### ENG 114 *
- Index 7763 is an online, Accelerated II course.
- STAFF
- WEB CRSE

### ENG 200 *
- Index 7825 is an online Accelerated I course for Quest students only.
- Students must contact Professors Vance or Brooks at 410-462-7745 or Kathy Styles at 410-462-8365.
- WEB CRSE

### ENG 210 *
- Index 7811 is an online Accelerated I course for students enrolled in the QUEST Program.
- WEB CRSE

### ENVIRONMENTAL SCIENCE
#### ES 110 - ENVIRONMENTAL SCIENCE - 3 CR HRS
- Index 7241 is an Accelerated II (10/23-12/16/12) contract course for students enrolled in the QUEST Program.
- Students must contact Professor Vance at 410-462-7745, Professor Brooks at 410-462-8558, or Ms. Kathy Styles at 410-462-8365.
- WEB CRSE

### FASHION DESIGN
#### FASH 206 - FASHION ENTREPRENEURSHIP - 3 CR HRS
- FASH 206, Index 7837 is an online course.
- WEB CRSE

### HEALTH AND LIFE FITNESS
#### HLF 201 - PERSONAL AND COMMUNITY HEALTH - 3 CR HRS
- HLF 201 index 7775 is an online Accelerated I (8/27-10/15/12) course.
- WEB CRSE

### HEALTH INFORMATION TECHNOLOGY
#### HIT 251 *
- Index 7863 is a 12-week online course which meets 9/18-12/16/12.
- WEB CRSE

#### HIT 251L
- Index 7864 is a 12-week online course which meets 9/18-12/16/12.
- WEB CRSE

#### HIT 252 *
- Index 7783 is an online Accelerated I course for Quest students only.
- Students must contact Professors Vance or Brooks at 410-462-7745 or Kathy Styles at 410-462-8365.
- WEB CRSE

### HISTORY
#### H 101 *
- Index 7765 is an online Accelerated I course.
- WEB CRSE

#### H 102 *
- Index 7251 is an online Accelerated I course.
- WEB CRSE

#### H 110 *
- Index 7747 is an online Accelerated I course.
- WEB CRSE

#### H 111 *
- Index 7748 is an online Accelerated I course.
- WEB CRSE

### HUMANITIES
#### HUM 202 *
- Index 7809 is an online Accelerated I course.
- WEB CRSE
### SUMMER / FALL 2012

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<td>Literature and Healing: Moral, Ethical, and Legal Implications - 3 CR HRS</td>
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**Note:** Please check the course catalog for the most current information and course details.
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**SPEECH**

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**SPECIAL EDUCATION**

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<tr>
<td>SOC 102 *</td>
<td>SOCIAL PROBLEMS - 3 CR HRS</td>
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<td>SOC 150 *</td>
<td>CULTURAL DIVERSITY IN THE WORKPLACE - 3 CR HRS</td>
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**ALLIED HUMAN SERVICES - AHS**

AHS 103 - GROUP DYNAMICS: SMALL GROUP ANALYSIS - 3 CR HRS
7659  S  9am-2:55pm  STAFF  MNB 256

**EARLY CHILDHOOD EDUCATION**

ECE 112 * - MARYLAND STATE CHILD DAY CARE TRAINING CERTIFICATION: CHILD GROWTH AND DEVELOPMENT, PART I - 3 CR HRS
Students must register for both ECE 112 and ECE 113 for the same day/time/campus. ECE 112 meets the first 7-1/2 weeks and ECE 113 meets the second 7-1/2 weeks of the semester.
1592  MW  11am-2:10pm  WOODWARD LS256 OFF CMPS
7119    
ECE 114 * - CARING FOR INFANTS AND TODDLERS - 3 CR HRS
7118  MW  5:30-7:45pm  Lee-Green OFF CMPS

**HEALTH AND LIFE FITNESS**

HLF 100 - LIFE FITNESS:WEIGHT TRAINING/JOGGING/FITNESS - 1 CR HRS
7107  S  8-9:50am  STAFF  PEC 124

HLF 210 - PHYSICAL FITNESS AND HEALTH - 2 CR HRS
7169  S  10-11:40am  STAFF  MNB 116

**MATHEMATICS**

MAT 91 * - ELEMENTARY ALGEBRA - 0 CR HRS
MAT 91 index 8204 is reserved for Para to Teacher Education students only.
8204  MTW  4:30-6:45pm  STAFF

MAT 91 M* - MODULAR ELEMENTARY ALGEBRA - 0 CR HRS
7181  MWF  9-11:30am  STAFF  LSB 243

MAT 92 * - INTERMEDIATE ALGEBRA - 0 CR HRS
7111  MF  9am-12:15pm  STAFF  LSB 263

MAT 92 M* - MODULAR INTERMEDIATE ALGEBRA - 0 CR HRS
MAT 92M index 7183 is being offered as an 8-week Accelerated I self-paced modular course which meets 8/27-10/15/12. Students must have taken MAT 91 or MAT 91M or show appropriate Accuplacer score for MAT 92. Students are charged 4 billable hours.
7183  MF  12:30-3pm  STAFF  LSB 243

**SPANISH**

SPA 101 - SPANISH ELEMENTS I - 3 CR HRS
7100  S  8am-1:55pm  STAFF  MNB 228

**ORIENTATION**

PRE 100 - PREPARATION FOR ACADEMIC ACHIEVEMENT - 1 CR HRS
7044  W  8-9:50am  STAFF  BIOP 229
7151  W  8-9:50am  STAFF  MNB 306
7154  T  8-9:50am  STAFF  MNB 234B
7669  M  8-9:50am  STAFF  MNB 306
7115  S  9-10:50am  STAFF  MNB 124
7156  T  9:30-11:15am  STAFF  MNB 315
7163  T  9:30-11:15am  STAFF  MNB 258
7157  T  10-11:50am  STAFF  MNB 313
7158  W  10-11:50am  STAFF  MNB 237
7168  F  10-11:50am  STAFF  MNB 313
7171  M  10-11:50am  STAFF  MNB 250
PRE 100 index 7185 is reserved for Coppin Project Focus.
7185  W  10-11:50am  STAFF  MNB 120
## Fall 2012 Credit Courses - 12 Week Courses

**ACCOUNTING**

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>ACCT 211</td>
<td>Accounting Principles I</td>
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<td>MNB 328</td>
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<td>ART 101</td>
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<td>3</td>
<td>T</td>
<td>6:30-9:45pm</td>
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**BIOLOGY**

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<td>BIO 102</td>
<td>Principles of Biology</td>
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<td>Anatomy and Physiology I</td>
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<td>LSB 304</td>
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**CONSTRUCTION SUPERVISION**

<table>
<thead>
<tr>
<th>Course Code</th>
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</tr>
</thead>
<tbody>
<tr>
<td>CON 101</td>
<td>Introduction to Construction</td>
<td>3</td>
<td>M</td>
<td>5:30-9pm</td>
<td>MNB 238</td>
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**CHEMISTRY**

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<thead>
<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>CHE 101</td>
<td>General Chemistry I</td>
<td>4</td>
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**COMPUTER LITERACY**

<table>
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</thead>
<tbody>
<tr>
<td>CLT 100</td>
<td>Computer Literacy</td>
<td>2</td>
<td>W</td>
<td>10am-12:20pm</td>
<td>RPC 134</td>
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<tbody>
<tr>
<td>CON 104</td>
<td>Construction Methods and Materials</td>
<td>3</td>
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<td>5:30-9:05pm</td>
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**CRIMINAL JUSTICE**

<table>
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<tr>
<th>Course Code</th>
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</thead>
<tbody>
<tr>
<td>CRJ 101</td>
<td>Introduction to Criminal Justice</td>
<td>3</td>
<td>M</td>
<td>1-2:50pm</td>
<td>MNB 116</td>
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**EARLY CHILDHOOD EDUCATION**

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<tbody>
<tr>
<td>ECE 100</td>
<td>Introduction to Child Development</td>
<td>3</td>
<td>TR</td>
<td>9:30-11:45am</td>
<td>WOODWARD</td>
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<tr>
<td>ECE 101</td>
<td>Principles of Early Childhood Education</td>
<td>4</td>
<td>TR</td>
<td>11am-12:35pm</td>
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**BUSINESS ADMINISTRATION**

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<tbody>
<tr>
<td>BUAD 100</td>
<td>Introduction to Business</td>
<td>3</td>
<td>MF</td>
<td>11:30am-12:55pm</td>
<td>BIOP 231</td>
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**Note:** All classes held on Liberty Campus unless specified otherwise.

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### ECONOMICS

**ECO 201** - *THE AMERICAN ECONOMY I: MACROECONOMIC THEORY* - 3 CR HRS  
ECO 201 index 8439 is a 12-week course which meets 9/18-12/16 at 901 N. Milton Avenue.  
**6439** TR 12:30-2:10pm STAFF MILT 200D

**ECO 201** - *THE AMERICAN ECONOMY I: MACROECONOMIC THEORY* - 3 CR HRS  
**8439** tr 12:30-2:10pm Staff MILT 200D

### ELECTRONICS TECHNOLOGY

**ELC 101** - *MATHEMATICS FOR ELECTRONICS I* - 3 CR HRS  
**2100** R 9:30am-1:05pm STAFF MNB 238

**ELC 111** - *AC/DC FUNDAMENTALS* - 3 CR HRS  
**2103** M 9-11:20am STAFF MNB 175

**ELC 120** - *DC CIRCUITS ANALYSIS* - 3 CR HRS  
**2087** t 9-11:20am STAFF MNB 238

### FASHION DESIGN

**FASH 108** - *SURVEY OF TEXTILES* - 3 CR HRS  
**2514** M 10am-12:55pm Anderson NRS 103

**FASH 201** - *TECHNICAL FASHION ILLUSTRATION* - 3 CR HRS  
**4093** MW 5:30-9:15pm MARTE NRS 103

### HEALTH AND LIFE FITNESS

**HLF 142** - *WEIGHT REDUCTION* - 2 CR HRS  
**3773** T 5:30-8pm STAFF PEC 122

**HLF 201** - *PERSONAL AND COMMUNITY HEALTH* - 3 CR HRS  
**1051** MW 9-10:40am STAFF MNB 228

**HLF 210** - *PHYSICAL FITNESS AND HEALTH* - 2 CR HRS  
**3787** T 5-7:20pm STAFF MNB 220

### HOSPITALITY MANAGEMENT

**HIM 100** - *INTRODUCTION TO THE HOSPITALITY INDUSTRY* - 3 CR HRS  
**2075** TR 11:30am-1pm STAFF MNB 252

### LEGAL ASSISTANT

**PLA 101** - *GENERAL LAW I* - 3 CR HRS  
**4577** M 5:30-8:15pm STAFF MNB 220

**PLA 102** - *LEGAL RESEARCH AND BIBLIOGRAPHY* - 3 CR HRS  
**4578** R 5:30-8:15pm STAFF MNB 172

**PLA 106** - *LEGAL WRITING* - 3 CR HRS  
**4574** T 7-9:45pm STAFF MNB 304

**PLA 194** - *SPECIAL TOPIC: CONSTITUTIONAL LAW* - 2 CR HRS  
**4582** S 12:30-3pm STAFF MNB 310

**PLA 203** - *PRACTICUM* - 3 CR HRS  
PLA 203, Index 1210 is a weekend course, that meets every 3 weeks.  
**1210** S 9-11:45am STAFF MNB 120

**PLA 265** - *COMPUTER-ASSISTED LEGAL RESEARCH* - 3 CR HRS  
**3171** M 7-9:45pm STAFF MNB 162

### MATHEMATICS

**MAT 91** - *ELEMENTARY ALGEBRA* - 0 CR HRS  
**1665** MWF 8-9:45am STAFF LSB 238

**MAT 107** - *MODERN ELEMENTARY STATISTICS* - 3 CR HRS  
This course meets at the Reisterstown Road Plaza Center.  
**7952** MW 3-4:35pm STAFF RPC 142

**MAT 102** - *INTERMEDIATE ALGEBRA* - 0 CR HRS  
**1672** S 9am-1:35pm STAFF LSB 240

**MAT 117** - *VOICE CLASS I* - 2 CR HRS  
**1391** MW 3-4:03pm STAFF MNB 071

**MAT 128** - *THE BCCC CHORUS* - 2 CR HRS  
**3327** M 7-9:06pm STAFF MNB 071

**MAT 136** - *PIANO CLASS II* - 2 CR HRS  
**3323** MW 4-5:15pm STAFF MNB 071A

**MAT 140** - *APPLIED MUSIC I* - 2 CR HRS  
This is a required course for Music Performance Majors. The focus will be on Applied Vocals, Piano, or This is a required course for Music Instruments.  
**1375** TR 9-10:55am STAFF MNB 071

**MAT 191** - *EAR TRAINING I* - 2 CR HRS  
**1398** TR 11am-12pm STAFF MNB 071A

**MAT 292** - *APPLIED MUSIC III* - 2 CR HRS  
**3326** STAFF MNB 071

**MAT 296** - *APPLIED MUSIC IV* - 2 CR HRS  
**3329** STAFF MNB 071

### MUSIC

**MUS 101** - *THEORY OF MUSIC I* - 3 CR HRS  
**1386** TR 9-10:55am STAFF MNB 071

**MUS 117** - *VOICE CLASS I* - 2 CR HRS  
**1391** MW 3-4:03pm STAFF MNB 071

**MUS 128** - *THE BCCC CHORUS* - 2 CR HRS  
**3327** M 7-9:06pm STAFF MNB 071

**MUS 136** - *PIANO CLASS II* - 2 CR HRS  
**3323** MW 4-5:15pm STAFF MNB 071A

**MUS 140** - *APPLIED MUSIC I* - 2 CR HRS  
This is a required course for Music Performance Majors. The focus will be on Applied Vocals, Piano, or This is a required course for Music Instruments.  
**1375** TR 9-10:55am STAFF MNB 071

**MUS 191** - *EAR TRAINING I* - 2 CR HRS  
**1398** TR 11am-12pm STAFF MNB 071A

**MUS 292** - *APPLIED MUSIC III* - 2 CR HRS  
**3326** STAFF MNB 071

**MUS 296** - *APPLIED MUSIC IV* - 2 CR HRS  
**3329** STAFF MNB 071

### OFFICE TECHNOLOGY

**OFAD 116** - *KEYBOARDING* - 2 CR HRS  
**4072** R 5:30-8:50pm STAFF MNB 327

---

**SUMMER / FALL 2012**

**BALTIMORE CITY COMMUNITY COLLEGE SCHEDULE OF CLASSES**

[62]
<table>
<thead>
<tr>
<th>Subject</th>
<th>Course Name</th>
<th>Credits</th>
<th>Days</th>
<th>Time</th>
<th>Instructor</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHYSICS</td>
<td>PHY 203 L* - GENERAL PHYSICS I LAB - 0 CR HRS</td>
<td>0</td>
<td>F</td>
<td>10am-12:30pm</td>
<td>STAFF</td>
<td>LSB 402</td>
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<tr>
<td>PSYCHOLOGY</td>
<td>PSY 101 * - INTRODUCTORY PSYCHOLOGY - 3 CR HRS</td>
<td>3</td>
<td>TR, TR, M</td>
<td>2-3:20pm, 3:30-5pm, 5:30-8:15pm</td>
<td>STAFF, STAFF, STAFF</td>
<td>MNB 124, MNB 124, MNB 318</td>
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<tr>
<td></td>
<td>PSY 201 * - EDUCATIONAL PSYCHOLOGY - 3 CR HRS</td>
<td>3</td>
<td>W</td>
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<td>MNB 236</td>
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<tr>
<td>ROBOTICS</td>
<td>RBT 101 * - INTRODUCTION TO ROBOTICS - 3 CR HRS</td>
<td>3</td>
<td>TR</td>
<td>2:30-4:05pm</td>
<td>STAFF</td>
<td>LSB 418</td>
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<tr>
<td>SPANISH</td>
<td>SPA 101 - SPANISH ELEMENTS I - 3 CR HRS</td>
<td>3</td>
<td>T</td>
<td>5:30-8:30pm</td>
<td>STAFF</td>
<td>MNB 160</td>
</tr>
<tr>
<td>SPECIAL EDUCATION</td>
<td>SED 220 * - SPECIAL EDUCATION: AN OVERVIEW - 3 CR HRS</td>
<td>3</td>
<td>TR, TR</td>
<td>12:30-2:15pm</td>
<td>STAFF</td>
<td>MNB 120</td>
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<tr>
<td>SOCIOLOGY</td>
<td>SOC 101 * - INTRODUCTION TO SOCIOLOGY - 3 CR HRS</td>
<td>3</td>
<td>TR</td>
<td>2-3:35pm</td>
<td>STAFF</td>
<td>MNB 256</td>
</tr>
<tr>
<td>TELECOMMUNICATIONS</td>
<td>TEL 100 * - INTRODUCTION TO BUSINESS TELECOMMUNICATIONS</td>
<td>3</td>
<td>F, W</td>
<td>1:30-5pm, 5:30-9pm</td>
<td>STAFF, STAFF</td>
<td>MNB 175, MNB 175</td>
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<tr>
<td></td>
<td>TEL 140 * - PC LOCAL AREA NETWORKS - 3 CR HRS</td>
<td>3</td>
<td>T</td>
<td>5:30-7:50pm</td>
<td>STAFF</td>
<td>MNB 175</td>
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<td>TEL 140 L* - PC LOCAL AREA NETWORKS LAB - 0 CR HRS</td>
<td>0</td>
<td>R</td>
<td>5:30-9pm</td>
<td>STAFF</td>
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</table>
## FALL 2012 CREDIT COURSES

### ACCELERATED COURSES - SESSION II

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

### BIOLOGY

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 111L *</td>
<td>ANATOMY AND PHYSIOLOGY I LAB</td>
<td>0</td>
<td>S</td>
<td>4:30-6:50pm</td>
<td>STAFF</td>
</tr>
<tr>
<td>BIO 112 *</td>
<td>ANATOMY AND PHYSIOLOGY II</td>
<td>4</td>
<td>MW</td>
<td>5:30-8pm</td>
<td>STAFF</td>
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<tr>
<td>BIO 112 L*</td>
<td>ANATOMY AND PHYSIOLOGY II LAB</td>
<td>0</td>
<td>S</td>
<td>4:30-6:50pm</td>
<td>STAFF</td>
</tr>
<tr>
<td>BIO 115 *</td>
<td>PRINCIPLES OF ECOLOGY</td>
<td>3</td>
<td>F</td>
<td>10:30am-3:15pm</td>
<td>STAFF</td>
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<tr>
<td>BIO 199</td>
<td>INDIVIDUAL STUDY IN BIOLOGY</td>
<td>4</td>
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<td>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.</td>
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### COMPUTER LITERACY

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<tbody>
<tr>
<td>CLT 100</td>
<td>COMPUTER LITERACY</td>
<td>2</td>
<td>N</td>
<td>10am-1:35pm</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>M</td>
<td>11:30am-3pm</td>
<td>STAFF</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>S</td>
<td>11:30am-2:55pm</td>
<td>STAFF</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>W</td>
<td>5:30-8:55pm</td>
<td>STAFF</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>R</td>
<td>5:30-9:05pm</td>
<td>STAFF</td>
</tr>
<tr>
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<td></td>
<td>R</td>
<td>5:30-9:05pm</td>
<td>STAFF</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>T</td>
<td>5:30-8:50pm</td>
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</table>

### CRIMINAL JUSTICE

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>CRJ 101</td>
<td>INTRODUCTION TO CRIMINAL JUSTICE</td>
<td>3</td>
<td>T</td>
<td>5:30-10:45pm</td>
<td>STAFF</td>
</tr>
<tr>
<td>CRJ 102</td>
<td>REPORT WRITING FOR CRIMINAL JUSTICE PERSONNEL</td>
<td>3</td>
<td>T</td>
<td>5:30-10:45pm</td>
<td>STAFF</td>
</tr>
<tr>
<td>CRJ 106</td>
<td>FUNDAMENTALS OF CORRECTIONS</td>
<td>3</td>
<td>W</td>
<td>5:30-10:45pm</td>
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<td></td>
<td></td>
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<td>S</td>
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### EARLY CHILDHOOD EDUCATION

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<tbody>
<tr>
<td>ECE 113</td>
<td>MARYLAND STATE CHILD DAYCARE TRAINING CERTIFICATION: PROGRAMS AND ACTIVITIES, PART II</td>
<td>3</td>
<td>T</td>
<td>11:30am-2:20pm</td>
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### ENGLISH

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<th>Location</th>
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<tbody>
<tr>
<td>ENG 101 *</td>
<td>ENGLISH WRITING</td>
<td>3</td>
<td>MTW</td>
<td>2-3:35pm</td>
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<tr>
<td>ENG 102 *</td>
<td>INTRODUCTION TO THE TERM PAPER AND RESEARCH METHODS</td>
<td>3</td>
<td>TR</td>
<td>1:3-2:25pm</td>
<td>STAFF</td>
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<tr>
<td>ENG 106 *</td>
<td>CREATIVE WRITING (POETRY)</td>
<td>3</td>
<td>T</td>
<td>5:30-7:30pm</td>
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### HEALTH AND LIFE FITNESS

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<tr>
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<tbody>
<tr>
<td>HLF 210</td>
<td>PHYSICAL FITNESS AND HEALTH</td>
<td>2</td>
<td>S</td>
<td>11am-12:40pm</td>
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### HISTORY

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<th>Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>H 102 *</td>
<td>HISTORY OF AMERICAN CIVILIZATION II</td>
<td>3</td>
<td>S</td>
<td>8am-2:05pm</td>
<td>STAFF</td>
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<tr>
<td>H 111 *</td>
<td>HISTORY OF AFRICAN AMERICAN CIVILIZATION II</td>
<td>3</td>
<td>MW</td>
<td>1:30-4:55pm</td>
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### MATHEMATICS

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<thead>
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<td>MAT 92</td>
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<td>INDEX 8205 is reserved for Para to Teacher Education students only.</td>
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<td>8205</td>
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<td>7225</td>
<td>MWF 8-11:05am</td>
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<td>MAT 92 M</td>
<td>MODULAR INTERMEDIATE ALGEBRA</td>
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<td>7234</td>
<td>MWF 9-11:30am</td>
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<tr>
<td>MAT 107 *</td>
<td>MODERN ELEMENTARY STATISTICS</td>
<td>3</td>
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<tr>
<td>7211</td>
<td>MWF 9-11:20am</td>
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<td>LSB 261</td>
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<tr>
<td>MAT 128 *</td>
<td>PRECALCULUS I: COLLEGE ALGEBRA</td>
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### ORIENTATION

<table>
<thead>
<tr>
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<th>Credits</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>PRE 100</td>
<td>PREPARATION FOR ACADEMIC ACHIEVEMENT</td>
<td>1</td>
<td>T</td>
<td>8-9:50am</td>
<td>STAFF</td>
</tr>
<tr>
<td>7209</td>
<td>T 8-9:50am</td>
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<td>MNB 306</td>
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<td>PRE 100 index nos. 7253 and 7226 focus on Criminal Justice/Public Safety and Legal Assistant. These courses are open to all students.</td>
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<tr>
<td>7253</td>
<td>R 9-10:50am</td>
<td>STAFF</td>
<td></td>
<td></td>
<td>MNB 239</td>
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<tr>
<td>7255</td>
<td>R 10-11:50am</td>
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<td>MNB 234B</td>
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<td>7256</td>
<td>F 10-11:50am</td>
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<td>MNB 114</td>
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<tr>
<td>7216</td>
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<td>MNB 124</td>
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<tr>
<td>7258</td>
<td>T 2-3:50pm</td>
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<td>NRS 313</td>
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<tr>
<td>7259</td>
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<td>PRE 100 index nos. 7226 and 7253 focus on Criminal Justice/Public Safety and Legal Assistant. These courses are open to all students.</td>
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<td>7257</td>
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### PSYCHOLOGY

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<th>Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>PSY 101 *</td>
<td>INTRODUCTORY PSYCHOLOGY</td>
<td>3</td>
<td>R</td>
<td>5-10:50pm</td>
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### SPANISH

<table>
<thead>
<tr>
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<th>Credits</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
</tr>
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<tbody>
<tr>
<td>SPA 102 *</td>
<td>SPANISH ELEMENTS II</td>
<td>3</td>
<td>S</td>
<td>9am-3pm</td>
<td>STAFF</td>
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### SPEECH

<table>
<thead>
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<th>Credits</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>SP 101 *</td>
<td>FUNDAMENTALS OF SPEECH COMMUNICATION</td>
<td>3</td>
<td>MW</td>
<td>1:30-4:05pm</td>
<td>STAFF</td>
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</table>
FALL 2012 CREDIT COURSES - SHADOW COURSES

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

**MATHEMATICS**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>CRN</th>
<th>Days</th>
<th>Time</th>
<th>Instructor</th>
<th>Room</th>
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<tbody>
<tr>
<td>MAT 107 * - MAT 107</td>
<td>MODERN ELEMENTARY STATISTICS</td>
<td>3</td>
<td>7473</td>
<td>TR</td>
<td>5:30-6:50pm</td>
<td>STAFF</td>
<td>LSB 237</td>
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<tr>
<td></td>
<td>- 3 CR HRS</td>
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<td></td>
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</tr>
<tr>
<td>MAT 128 * - MAT 128</td>
<td>PRECALCULUS I: COLLEGE ALGEBRA</td>
<td>4</td>
<td>7468</td>
<td>TR</td>
<td>8-9:45am</td>
<td>STAFF</td>
<td>LSB 238</td>
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<tr>
<td></td>
<td>- 4 CR HRS</td>
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</tbody>
</table>
MILESTONES are the completion of 15, 30, 45 and 60 academic credits toward graduating with a degree or certificate. Once attained, students must see their Program Advisor for approval of next semester’s classes.

CONGRATULATIONS!
You are on your way to completion.
For more information, call 410-462-8300.

Baltimore City Community College

Changing Lives...Building Communities
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.

The 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 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).

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.

Some students must be fulltime (international students, or students receiving scholarships that require full time attendance, but note that the PELL grant does not require a full time course load). A full time course load is 12 to up to 18 credits. Each credit represents one hour in class and 2-3 hours outside class for homework, etc. So for a 12-hour course load, you can expect to be in class for about 12 hours per week and studying for another 24-36 hours per week. You should be able to commit to that schedule for the entire semester. If you cannot, please consider taking 6 or 9 hours.

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.

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.
IMPORTANT PHONE NUMBERS FOR NON-CREDIT PROGRAMS

General Non-Credit Information: 410-986-3200

Business and Continuing Education Programs

Alternative High School Diploma Program (APEX)
Karen Allen-Curtis, Harbor, Rm 29 ................. 410-986-5468

Basic Literacy
Nathee Tarver, Harbor, Rm 23 ........................ 410-986-5414

Career Training Programs
Debra Vines, Harbor, Rm 24 ........................... 410-986-5424

Child Care
Debra Vines, Harbor, Rm 23 ........................... 410-986-5424

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

Community ESL
Douglas Weimer, Harbor, Rm 20 ................. 410-580-2750

Community Schools Initiative (CSI)
Nathee Tarver-Boone, Harbor, Rm 23 ........... 410-986-5414

Construction
Debra Vines, Harbor, Rm 23A ....................... 410-986-5424

Distance Learning
Karen Mobley, RPC .................................. 410-580-2757

Ed2Go
Karen Mobley, RPC .................................. 410-580-2757

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 29 ......................... 410-986-5437
Nathee Tarver, Harbor, Rm 23 ..................... 410-986-5414
Michael Franklin, Harbor, Rm 23 .................. 410-986-5438
Kumasi Johnson, RPC .................................. 410-580-2761

Health Care
Courtney Mansouri, Harbor, Rm 24 .......... 410-986-3207

Home Improvement Contracting
Debra Vines, Harbor, Rm 23 ........................... 410-986-5424

Hospitality
Debra Vines, Harbor, Rm 23 ......................... 410-986-5423A

Notary Public
Debra Vines, Harbor, Rm 23A ......................... 410-986-5424

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

Real Estate
Courtney Mansouri, Harbor, Rm 23A .......... 410-986-3207

Refugee Assistant Programs
Kevin Meadowcroft, Harbor, Rm 17 .......... 410-986-5464

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

Seniors Program
Karen Mobley, RPC .................................. 410-580-2757

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

Weatherization
Debra Vines, Harbor, Rm 23A ....................... 410-986-5424

Website Development
Debra Vines, Harbor, Rm 23A ....................... 410-986-5545

Workforce Development
Marcellus Jackson, Harbor, Rm 34 .......... 410-986-3226

Enrollment Management and Student Services

Director of Operations
Dr. Daphne Snowden ............................... 410-580-2771

Admissions, Harbor
Shayla Hunter ................................. 410-580-2754
Marie Anthony ..................................... 410-986-5421

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

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

Intake Assessment and Testing
David Hase (ABE) ................................. 410-986-5459
Steve Thompson (ABE) ......................... 410-986-5432
Lilyana Guseynov (ESL) ....................... 410-986-5431

LIWS Specialist
Loreen Harris .................................. 410-986-3210
Christina Torrence ......................... 410-986-3224
Regis Patterson .................................. 410-986-5452

Registrations, Harbor
Marie Anthony ................................. (Day) 410-986-5421
Monique Reaves ...................... (Evening) 410-986-3214

Student Services
Wendy Harris (Harbor) ......................... 410-986-3209
Terrence Foster (RPC) ....................... 410-580-2774

Transition Specialists
Karen Allen-Curtis ......................... 410-986-3241
Emanuel Manu .................................. 410-986-3212
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 over 60 locations throughout the Baltimore community. Adult Education classes are flexible, innovative and geared toward the changing needs of a diverse population.

CAREER TRAINING
Career training at BCCC, as opposed to traditional academic education, provides instruction and hand-on experience in specialized career fields so students can enter the job market. Achieving certification in your field of study is an additional benefit to the training we provide.

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.

CONSTRUCTION TRADES
Baltimore City Community College (BCED) offers courses in construction trades at the College's Maryland Center for Construction Technology (MCCT) located in East Baltimore at 1819 E. Preston Street, Baltimore, Maryland 21213. Students will obtain basic carpentry, plumbing and electrical classroom and hands-on instruction. These basic construction trade skills are valuable tools for weatherization employers with ensuring building energy efficiency with structural repairs.

DISTANCE LEARNING
If you have a difficult time attending classes because your schedule is full or changes constantly, consider enrolling in one of our online courses. Go online to www.ed2go.com/baltccc for complete course descriptions and hardware and software requirements.

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)
The English Language Institute 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.

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.
SENIOR ACADEMY
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.

WEATHERIZATION
Baltimore City Community College has been designated as a National Weatherization Training Center with its new Weatherization Hub at 1819 E. Preston St. The federal Green Jobs Act of 2007 authorized the U.S. Department of Labor to establish national and state job training programs to help address job shortages in green industries such as construction and retrofitting to make buildings energy efficient. Accordingly, with approximately two million new green jobs (renewable energy, sustainable agriculture and green buildings) projected over the next 10 years, the BCCE Business and Continuing Education Division's energy and green collar skills training program provides unique opportunities for Baltimore City residents to obtain job skills and competencies in the emerging green economy.

BCCC targets its weatherization and energy efficiency offerings to provide:
- multiteried career pathways in the energy retrofit and weatherization fields, in line with U.S. Department of Energy Weatherization Assistance Program core competencies and relevant state and local weatherization protocols;
- training opportunities to low income, unemployed, and underemployed city residents to ensure they are able to take advantage of jobs being created as Baltimore residential properties are retrofitted;
- continuing education and recertification in order to maintain and/or upgrade skills and competencies for the energy efficiency workforce.

WORKFORCE DEVELOPMENT
BCCE customizes as well as applies corporate training products to CEOs and decision-makers at all levels seeking more enhanced management methods and industry best practices. This training can be scheduled at your convenience – at one of our training locations or onsite.

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).
Mondays: 10am-1pm
Wednesdays: 11:30am-1:30pm
Thursdays: 11:30am-1:30pm, 4:30-7:30pm

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 LABS - (Harbor, Lab 63)
APEX labs offer 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: Saturdays, 9am-1pm

Fall Hours
Weekdays: Monday-Thursday, 9am-7pm; closed Fridays
Weekends: Saturdays, 9am-3pm

ADULT BASIC EDUCATION OVERVIEW
The BCCC Adult Education Program provides quality education in Basic Skills and GED preparation at over 60 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.
NON-CREDIT PROGRAMS AND COURSES

GED
The intensive, 120-hour GED program provides students with instruction in reading, writing, mathematics, social studies, and science in preparation for the GED 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, Baltimore City Community College’s (BCCC) Adult and Continuing Education Division (BCED) has 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 Program has 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 Griggs 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 staring 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)
July 5-August 20
Index # 6200 Course ID: CI 4116
July 5-August 20
Index # 6201 Course ID: CI 4116
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 the Department of Labor Licensing and Regulation in order to receive their Maryland High School Diploma. Study is in five program areas: Writing, Social Studies, Science, Literature, and Mathematics.

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 exam.

GED Program Components:
• Classroom instruction: 120 hours
• OPT experience
• Test-taking strategies
• GED graduation ceremony

GED Orientation
All new students are invited to attend an orientation before attending class to maximize their success. Orientation takes place every Friday from 9–12pm at the Harbor, 710 East Lombard Street, Room 65.

GED Placement and Registration
Students will be tested before registration to determine their appropriate course placement. The tests serve as an assessment tool to measure basic reading and mathematics skills and provide data for placement at the GED, Pre-GED, or Basic Literacy levels. Testing is offered on a walk-in basis Monday–Friday.

Mass Registration
August 13-August 30

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

Reisterstown Plaza Center (6764 A Reisterstown Road)
Wednesday: 4-7pm (by appointment only)

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
$100 (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. Students may repeat the course until they have successfully passed.

GED Scholarships
Students who successfully complete GED classes at BCCC and acquire their high school diploma, are eligible to apply for the Patricia V. McAlister GED Scholarship. This scholarship provides funding to pursue a degree at BCCC. GED graduates also qualify for BCCC scholarships. For additional information call 410-986-5435.

GED Test Registration
Students must register to take the GED test by the 15th of the month to be able to take the test on the next available test date. BCCC’s GED Office provides a GED Test Application to students who have scored 2400 points or above.

GED Course Locations:
AFL-CIO Baltimore Works (1100 N. Eutaw Street)
July 17-September 4
Index# 4004 Course ID: CI 3108
September 25-November 13
Index# 4001 Course ID: CI 3107
December 4-January 31
Index# 4002 Course ID: CI 3108
Tuesday and Thursday, 8:30am–12:30pm

BCED Harbor (710 E. Lombard Street)
May 7-June 25, 9am-1pm
Index# 4090 Course ID: CI 3107
May 7-June 25, 9am-1pm
Index# 4092 Course ID: CI 3107
May 7-June 25, 1:30-5:30pm
Index# 4094 Course ID: CI 3107
Courses are typically offered in seven week sessions.
There will be various start dates from June 1-December 22.

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 the College. In addition, Math Only classes are offered.

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

Mass Registration
August 13-August 30
Pre-GED Courses
Courses are typically offered in seven-week sessions.
There will be various start dates from January 9-June 27.

AFL-CIO Baltimore Works (1100 N. Eutaw Street)
June 12-August 23
Index # 6604 Course ID: CI 4154
September 11-November 15
Index # 6605 Course ID: CI 4154
December 4-February 19
Index # 6604 Course ID: CI 4154
Tuesday and Thursday, 1–4pm

Alexander Hamilton Elementary (800 Poplar Grove Street)
September 25-November 30
Index # 6200 Course ID: CI 2921
Tuesday and Thursday, 9am–12pm

Beth-El Temple Church (3910 W. Rogers Avenue)
September 27-November 30
Index # 6201 Course ID: CI 2921
Thursday and Friday, 5:30-8:30pm

BCED Harbor (710 E. Lombard Street)
July 9-August 22, 1-4pm
Index # 6214 Course ID: CI 4114
July 9-August 22, 1-4pm
Index # 6218 Course ID: CI 4118
July 9-August 22, 5:30-8:30pm
Index # 6210 Course ID: CI 4118
July 9-August 22, 5:30-8:30pm
Index # 6212 Course ID: CI 4118
August 27-November 19, 5:30-8:30pm
Index # 6249 Course ID: CI 2921
August 27-November 19, 5:30-8:30pm
Index # 6251 Course ID: CI 2921
November 21-December 21, 5:30-8:30pm
Index # 6250 Course ID: CI 2926
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<th>Course ID</th>
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<tr>
<td>CI 2926</td>
<td>Non-Credit Program</td>
<td>Monday and Wednesday</td>
<td>1–4pm or 5:30–8:30pm</td>
<td>July 5–August 21</td>
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<td>CI 4114</td>
<td>Non-Credit Program</td>
<td>Monday, Wednesday, and Friday</td>
<td>9am–12pm, 1–4pm, or 5:30–8:30pm</td>
<td>July 5–August 21</td>
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<td>CI 4154</td>
<td>Non-Credit Program</td>
<td>Monday, Wednesday, and Friday</td>
<td>1-4pm</td>
<td>October 11–November 28</td>
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<td>CI 2921</td>
<td>Non-Credit Program</td>
<td>Monday and Wednesday</td>
<td>9am-12pm</td>
<td>July 6–August 20</td>
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<tr>
<td>CI 4113</td>
<td>Non-Credit Program</td>
<td>Tuesday and Thursday</td>
<td>5:30-8:30pm</td>
<td>July 6–August 20</td>
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**Reisterstown Plaza Center (6764A Reisterstown Road)**

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<th>Course ID</th>
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<td>CI 2921</td>
<td>Non-Credit Program</td>
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<td>CI 4114</td>
<td>Non-Credit Program</td>
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<td>CI 4114</td>
<td>Non-Credit Program</td>
<td>Monday, Wednesday, and Friday</td>
<td>1-4pm</td>
<td>October 22–December 3</td>
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<td>CI 4114</td>
<td>Non-Credit Program</td>
<td>Monday, Wednesday, and Friday</td>
<td>5:30-8:30pm</td>
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<td>CI 2921</td>
<td>Non-Credit Program</td>
<td>Monday and Wednesday</td>
<td>9am-12pm</td>
<td>July 6–August 20</td>
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<td>CI 4113</td>
<td>Non-Credit Program</td>
<td>Tuesday and Thursday</td>
<td>9am–12pm, 1–4pm, 5:30–8:30pm</td>
<td>October 29–December 14</td>
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**SUMMER/FALL 2012**
### Non-Credit Programs and Courses

<table>
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<tr>
<th>Location</th>
<th>Dates</th>
<th>Course ID</th>
<th>Days and Times</th>
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<td><strong>Church of the Redeemed</strong> (4321 Old York Road)</td>
<td>July 5-August 21</td>
<td>CI 2921</td>
<td>Tuesday, Wednesday, and Thursday: 5:30-8:30pm</td>
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<tr>
<td><strong>City Temple</strong> (317 Dolphin Street 21217)</td>
<td>July 6-August 22</td>
<td>CI 2921</td>
<td>Tuesday and Thursday: 10am–1pm</td>
</tr>
<tr>
<td><strong>Eastside Career Center</strong> (3001 E. Madison Street)</td>
<td>August 6-October 15</td>
<td>CI 4154</td>
<td>Monday–Thursday, 1pm–4pm</td>
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<tr>
<td><strong>Mt. Zion Baptist Church</strong> (2000 E. Belvedere Avenue)</td>
<td>September 18-November 29</td>
<td>CI 2921</td>
<td>Tuesday and Thursday: 5:30–8:30pm</td>
</tr>
<tr>
<td><strong>Northwest Career Center</strong> (2401 Liberty Heights Avenue)</td>
<td>September 10-November 15</td>
<td>CI 4154</td>
<td>Monday–Thursday, 1–4pm</td>
</tr>
<tr>
<td><strong>Patterson Park Charter</strong> (27 N. Lakewood Avenue)</td>
<td>September 25-November 29</td>
<td>CI 2921</td>
<td>Tuesday and Thursday: 5:30–8:30pm</td>
</tr>
<tr>
<td><strong>Pimlico Middle</strong> (4849 Pimlico Road)</td>
<td>September 25-December 13</td>
<td>CI 4154</td>
<td>Tuesday and Thursday: 2:30-5:30pm</td>
</tr>
<tr>
<td><strong>Shiloh Christian Community Church</strong> (825 Yale Avenue)</td>
<td>September 10-November 14</td>
<td>CI 2921</td>
<td>Monday and Wednesday: 6–9pm</td>
</tr>
</tbody>
</table>
St. Bernadines Head Start (3814 Edmondson Avenue)
July 9-August 22
Index # 6226 Course ID: CI 3110
5:30-8:30pm
July 9-August 22
Index # 6227 Course ID: CI 3110
5:30-8:30pm
September 24-December 12
Index # 6218-6219 Course ID: CI 2921
6-9pm
Monday and Wednesday:
5:30-8:30pm or 6-9pm

Southeast Head Start (2811 Dillon Street)
July 9-August 22
Index # 6228 Course ID: CI 4114
September 24-December 12
Index # 6220 Course ID: CI 2921
Monday and Wednesday: 9:30am-12:30pm

Umoja Head Start (1500 Harlem Avenue)
September 25-November 29
Index # 6221 Course ID: CI 4154
Tuesday and Thursday: 9am–12pm

Village Learning Place (2521 St. Paul Street)
September 24-November 28
Index # 6222-6223 Course ID: CI 4154
Monday and Wednesday: 9am–12pm

WEB DuBois High School (2201 Pinewood Avenue)
September 24-November 28
Index # 6224-6225 Course ID: CI 2921
Monday and Wednesday: 5:30-8:30pm

William Paca Elementary/Middle (200 E. Lakewood Avenue)
September 24-November 28
Index # 6226 Course ID: CI 2921
Monday and Wednesday: 3-6pm

PRE-GED COMPUTER LITERACY

Druid Heights (2140 McCullough Street)
September 24-November 28
Index # 6278 Course ID: CI 3597
Monday and Wednesday: 6–9pm

Leonard E. Hicks Community Center (2781 W. North Avenue)
September 24-November 28
Index # 6282 Course ID: CI 3597
Monday and Wednesday, 10am-1pm

Patterson Park Charter (27 N. Lakewood Avenue)
September 24-November 28
Index # 6289 Course ID: CI 3597
Monday and Wednesday: 5:30pm–8:30pm

Patterson Park Charter (27 N. Lakewood Avenue)
Spanish Classes
September 24-October 24
Index # 6308-6310 Course ID: CI 3428
Monday and Wednesday, 5:30-8:30pm
September 25-October 25
Index # 6307-6309 Course ID: CI 3428
Tuesday and Thursday, 5:30-8:30pm

Southeast Early Head Start (2811 Dillon Street)
September 28-December 14
Index # 6288 Course ID: CI 3597
Friday, 10am-1pm

GRAPHIC DESIGN/FILM/ MUSIC/ ART CLASSES

BCED Harbor
September 10-October 10
Index # 6299 Course ID: CI 3811
Monday and Wednesday, 2-5pm

Leonard E. Hicks Community Center (2781 W. North Avenue)
October 23-November 22
Index # 6301 Course ID: CI 3811
Tuesday and Thursday, 2-5pm

(Film and Production)
October 23-November 22
Index # 6303 Course ID: CI 4181
Monday and Wednesday, 9am-12pm

(Music and Production)
October 23-November 22
Index # 6304 Course ID: CI 4182
Monday and Wednesday, 9am-12pm

(Art)
October 23-November 22
Index # 6305-6306 Course ID: CI 3810
Tuesday and Thursday, 2-5pm

READING AND WRITING (BCED)
August 27-October 8
Index # 6261 Course ID: CI 4179
October 9-November 19
Index # 6262 Course ID: CI 4179
Monday-Thursday: 1-4pm
August 27-October 8
Index # 6259 Course ID: CI 4179
October 9-November 19
Index # 6260 Course ID: CI 4179
Monday-Thursday: 5-8pm
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.

ENGLISH LIFE SKILLS

English Life Skills serves elderly refugees, focusing on developing English skills for everyday life. Courses are offered at senior centers throughout the community.

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 7-September 29, 9am–12pm
Saturday: October 6-December 22, 9am–12pm

CASA de Maryland (2444 East Fayette Street)
Saturday: July 7-September 29, 1pm–4pm
Saturday: October 6-December 22, 1pm–4pm

Esperanza Center (430 S. Broadway)
Thursday: July 12-September 6, 6:30pm–8:30pm
Thursday: October 4-December 6, 6:30pm–8:30pm

Reisterstown Plaza Center (6764A Reisterstown Road)
Monday and Wednesday: July 2-September 26, 9am–12pm
Monday and Wednesday: October 1-December 19, 9am–12pm
Monday and Wednesday: July 2-September 26, 6pm–9pm
Monday and Wednesday: October 1-December 19, 6pm–9pm
Saturday: July 7-September 29, 9am-12pm
Saturday: October 1-December 22, 9am-12pm
MONTGOMERY COUNTY LOCATIONS AND COURSES

Registration is reserved for students age 55 or older. Please call for schedule details.

Charles W. Gilchrist Center for Cultural Diversity
Wheaton Library (11701 Georgia Avenue)
Saturday: July 7-September 8, 12pm–2pm
Saturday: October 6-December 8, 12pm–2pm
Saturday: July 7-September 29, 2pm–5pm
Saturday: October 6-December 22, 2pm–5pm

Charles W. Gilchrist Center for Cultural Diversity
Upcounty Regional (12900 Middlebrook Road, Germantown)
Tuesday: July 3-September 18, 6:30–8:30pm
Tuesday: October 2-December 18, 6:30–8:30pm

Charles W. Gilchrist Center for Cultural Diversity
Midcounty Regional (2424 Reedyke Drive, Wheaton)
Tuesday: July 3-August 28, 3pm-5pm (In Amharic)
Tuesday: October 2-November 27 3pm-5pm (In Amharic)

Germantown Community Center
(18095 Kingsview Road, Germantown)
Friday: July 6-August 31, 1pm–3pm
Friday: October 5-December 8, 1pm–3pm

Holiday Park Senior Center (3950 Ferrara Drive, Wheaton)
Tuesday and Thursday:
July 3-September 20
October 2-December 4, 9am-12pm (in Vietnamese)

Housing Opportunities Commission
(3502 Morningwood Drive, Olney)
Monday: July 2-September 24, 11:30am-2:30pm
Monday: October 1-December 17, 11:30am-2:30pm

Long Branch Senior Center
(8900 Piney Branch Road, Silver Spring)
Wednesday and Friday: October 3-December 5, 11am-1pm

Our Lady of Vietnam Church
(11814 New Hampshire Avenue, Silver Spring)
(For students who speak Vietnamese)
Sunday: July 1-September 23, 10am–1pm
October 7-November 18, 10am-1pm
Sunday: July 1-September 23, 1:30pm-4:30pm
October 7-November 18, 1:30pm-4:30pm

Rockville Senior Center (1150 Carnation Drive, Rockville)
Monday and Wednesday:
October 1-November 28, 12:30pm-2:30pm

CARROLL COUNTY LOCATIONS AND COURSES

Carroll Community College, BERC Center
(224 N. Center Street, Westminster)
Tuesday: July 12-September 6, 6:30-8:30pm
Tuesday: October 4-December 6, 6:30-8:30pm

FREDERICK COUNTY LOCATIONS AND COURSES

Life and Discovery (629 N. Market Street, Frederick)
Monday: July 2-August 27, 6:30pm-8:30pm
Monday: October 1-November 26, 6:30-8:30pm

Trinity United Methodist Church,
(703 Patrick Street, Frederick)
Friday: July 6-August 31, 6:30pm-8:30pm
Friday: October 5-December 7, 6:30pm-8:30pm

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)
Registration by appointment only: Call 410-986-5430

Registration at Reisterstown Plaza Center (RPC)
(6764A Reisterstown Road)
Every Monday at 5:00 pm

Community ESL Courses:
Harbor (BCED) (710 East Lombard Street)
July 9-August 29
Monday and Wednesday, 6pm–9pm
July 10-August 30
Tuesday and Thursday, 6pm–9 pm

Education-Based Latino Outreach (EBLO) (606 St. Ann Street)
July 16-September 10
Monday, Wednesday and Friday, 10 am-1 pm

Reisterstown Plaza Center (6764A Reisterstown Road)
July 9-August 29
Monday and Wednesday, 6pm–9pm
July 9-August 31
Monday, Wednesday and Friday, 8:30am-11:30 am

Community ESL Program Contact:
Douglas Weimer, Coordinator (410) 986-5426
Liliyana Guseynov, Bilingual Counselor (410) 986-5430

General Information: (410) 986-3200

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
Early Registration (by appointment only):
For new students:
April 23-May 4
For general registration:
May 21-June 1
August 14-16
General Registration:
May 21-June 1
August 18-24

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 both courses 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 80 WRITING WORKSHOP/ SUPPORT
Friday: August 31-December 14, 8:30-11:15am, BCED 67

ELI 80
ELI 80W INTERMEDIATE GRAMMAR AND WRITING
Students develop their ability to write sentences and paragraphs using correct grammar.
Tuesday and Thursday:
August 28-December 11, 8:30am-11:15am, BCED 66
August 28-December 11, 11:30am-2:15pm, BCED 74
August 28-December 11, 6:30pm-9:15pm, BCED 66

ELI 80R INTERMEDIATE READING AND VOCABULARY
Students will improve their reading comprehension skills and learn to use an English-only dictionary to determine the meanings of unfamiliar words.
Tuesday and Thursday:
August 28-December 11, 8:30am-9:45am, BCED 74
Monday:
August 27-December 10, 6:30pm-9:15pm, BCED 66

ELI 80L INTERMEDIATE LISTENING AND PRESENTATION SKILLS
Tuesday and Thursday:
June 5-July 24, 9-11:45am, BCED 66
August 28-December 11, 10am-11:15am, BCED 74
Friday: August 31-December 14, 6:30pm-9:15pm, BCED 67

ELI 81
ELI 81G HIGH INTERMEDIATE GRAMMAR
Participate in reading comprehension, analysis, and interpretation of general and academic readings. Produce logical, well-developed paragraphs and expository essays.
Tuesday and Thursday:
June 5-July 24, 9-11:45am, BCED 67
August 28-December 11, 11:30am-11:45am, BCED 67
Friday: August 31-December 14, 8:30am-11:15am, BCED 66
Monday: August 27-December 10, 6:30pm-9:15pm, BCED 67
Monday and Thursday: June 4-July 25, 6:30-9:15pm, BCED 67

ELI 81W HIGH INTERMEDIATE READING AND WRITING
Practice writing compound and complex sentences, using gerunds and infinitives, and using verb tenses correctly to improve oral and written language fluency.
Tuesday and Thursday:
August 28-December 14, 8:30am-11:15am, BCED 67
August 28-December 14, 6:30pm-9:15pm, BCED 67
Tuesday and Friday: August 28-December 11, 11:30am-2:15pm,
Tuesday: BCED 75
Friday: BCED 66

ELI 81L HIGH INTERMEDIATE ORAL COMMUNICATION
Tuesday and Thursday:
August 28-December 11, 1pm-2:15pm, BCED 67
Wednesday: August 29-December 12, 6:30pm-9:15pm, BCED 67

ELI 82G ADVANCED GRAMMAR
Tuesday and Thursday:
August 28-December 11, 11:30am-12:45pm, BCED 66
Monday: August 27-December 10, 6:30pm-9:15pm, BCED 69
Monday and Thursday: June 4-July 25, 6:30-9:15pm, BCED 69
Tuesday and Thursday:
August 28-December 11, 11am-12:15pm, BIOPARK 229

ELI 82
ELI 82W ADVANCED 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 28-December 11, 8:30am-11:15am, BCED 67
August 28-December 11, 6:30pm-9:15pm, BCED 69
Tuesday and Thursday:
August 28-December 11, 8am-10:45am, BIOPARK 229
(ELI Fast-track to Healthcare Careers)

ELI 82L ACADEMIC LISTENING AND NOTE- TAKING SKILLS
Tuesday and Thursday:
June 5-July 24, 12-2:45pm, BCED 69
August 28-December 11, 1pm-2:15pm, BCED 69

ELI CONTINUING EDUCATION
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. These non-credit courses are offered for students who want to improve their language skills for personal or professional reasons but have no intention of pursuing an academic degree or certificate at this time. Students may select enrollment in all courses at the level or individual courses. No financial aid is available for these courses. To maintain their status, International Students on F-1 visa who do not want to earn an academic degree are required to enroll in the full 18-hour per week program.

LEVEL 1 (Low Beginning)

<table>
<thead>
<tr>
<th>Course</th>
<th>Days/Time/Location</th>
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<tbody>
<tr>
<td>Grammar 1</td>
<td>Tuesday and Thursday: June 5-August 2, 11:30am-1:35pm, BCED 70</td>
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<tr>
<td></td>
<td>Friday: August 31-December 14, 8:30am-11:15am, BCED 69</td>
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<tr>
<td>Writing 1</td>
<td>Monday and Wednesday: June 4-August 6, 11:30am-1:35pm, BCED 67</td>
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<tr>
<td></td>
<td>Tuesday and Thursday: August 28-December 13, 10am-11:15am, BCED 60</td>
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LEVEL 2 (Low Beginning)

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<th>Course</th>
<th>Days/Time/Location</th>
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<tbody>
<tr>
<td>Grammar 1</td>
<td>Wednesday: August 29-December 12, 11:30am-2:15pm, BCED 69</td>
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<tr>
<td>Writing 1</td>
<td>Thursday: August 30-December 13, 8:30am-11:15am, BCED 78</td>
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LEVEL 2 (High Beginning)

<table>
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<tr>
<th>Course</th>
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<tr>
<td>Grammar 2</td>
<td>Monday: August 27-December 10, 8:30am-11:15am, BCED 66</td>
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<tr>
<td></td>
<td>Tuesday: August 28-December 11, September 18-December 12, 6pm-9:10pm, BCED 70</td>
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<td></td>
<td>Tuesday and Thursday: June 5-July 24, 6:30-9:15pm, BCED 66</td>
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<tr>
<td>Writing 2</td>
<td>Monday: August 27-December 10, 11:30am-2:15pm, BCED 66</td>
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<tr>
<td></td>
<td>Thursday: September 20-December 13, 6pm-9:10pm, BCED TBA</td>
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<td></td>
<td>Monday and Wednesday: June 4-July 25, 6:30-9:15pm, BCED 66</td>
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<tr>
<td>Reading 2</td>
<td>Wednesday: August 29-December 12, 8:30am-11:15am, BCED 69</td>
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<tr>
<td>Conversation 2</td>
<td>Monday and Wednesday: June 4-August 6, 9-11:05am, BCED 66</td>
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LEVEL 3 (Intermediate)

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<tr>
<td>Grammar 3</td>
<td>Monday: August 27-December 10, 8:30am-11:15am, BCED 67</td>
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<tr>
<td>Writing 3</td>
<td>Monday: August 27-December 10, 11:30am-2:15pm, BCED 67</td>
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<td>Monday and Wednesday: June 4-August 6, 9-11:05am, BCED 67</td>
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LEVEL 4 (High Intermediate)

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<th>Course</th>
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<tbody>
<tr>
<td>Grammar 4</td>
<td>Monday: August 27-December 10, 8:30am-11:15am, BCED 69</td>
</tr>
<tr>
<td></td>
<td>Monday and Wednesday: June 4-August 6, 9-11:05am, BCED 69</td>
</tr>
<tr>
<td>Writing 4</td>
<td>Monday: August 27-December 10, 11:30am-2:15pm, BCED 69</td>
</tr>
<tr>
<td>Pronunciation 4/5</td>
<td>Monday and Wednesday: June 4-August 6, 11:30am-1:35pm, BCED 69</td>
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<td></td>
<td>Tuesday: August 28-December 11, 11:30am-2:15pm, BCED 59</td>
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<tr>
<td>Reading 4</td>
<td>Wednesday: August 29-December 12, 8:30am-11:15am, BCED 69</td>
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<tr>
<td>Fluency 1</td>
<td>Wednesday: August 29-December 12, 11:30am-2:15pm, BCED 69</td>
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<tr>
<td>Pronunciation 4/5</td>
<td>Monday and Wednesday: June 4-August 6, 11:30am-1:35pm, BCED 69</td>
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<tr>
<td>Listening 4/5</td>
<td>Thursday: August 30-December 13, 11:30am-2:15pm, BCED 78</td>
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LEVEL 5 (Advanced)
GRAMMAR 5
Monday: August 27-December 10, 8:30am-11:15am, BCED 74

WRITING 5
Monday: August 27-December 10, 11:30am-2:15pm, BCED 75

PRONUNCIATION 5/4
Monday and Wednesday: June 4-August 6, 11:30am-1:35pm, BCED 69
Tuesday: August 28-December 11, 11:30am-2:15pm, BCED 59

READING 5
Friday: August 31-December 14, 8:30am-11:15am, BCED 59

TOEFL PREPARATION: Listening and Reading
Wednesday: August 29-December 12, 6pm-9:10pm, BCED 66
Tuesday and Thursday: June 5-July 24, 6:30-9:15pm, BCED 69

FLUENCY 2
Thursday: August 30-December 13, 8:30am-11:15am, BCED 78

LISTENING 5/4
Thursday: August 30-December 13, 11:30am-2:15pm, BCED 78

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) and Refugee Youth Project (RYP) provide intensive acculturation and English language instruction to newly arrived refugees and asylum seekers. 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.
Pre-Beginning
Monday, Wednesday, and Friday: 8:30-11:30am
June 4-July 27
July 30-September 21
October 1-November 21
November 26-February 1

Refugee Assistance Program Contact:
Kevin Meadowcroft (410) 986-5464
Registration information: Lilyana Guseynov (410) 986-5430
General Information: (410) 986-3200

CAREER TRAINING
Have you considered a new career? Are you looking for ways to update your skills? Are you in need of certification to open doors to your career success? Today's workforce is changing. Three out of four jobs now require a technical or business skill. Career training, as opposed to traditional academic education, provides instruction and hands-on experience in specialized career fields so students can enter the job market. Achieving certification in your field of study is an additional benefit to the training we provide.

HEALTH CARE CAREERS
- Bloodborne and Airborne Pathogens Awareness
- CPR for Health Care Providers
- EKG Essentials
- IV Insertion
- Medical Terminology
- Medicine Aide (Part I-II)
- Medicine Aide Update
- Multi-Skilled Medical Technician
- Nursing Assistant
- Pharmacy Technician
- Venipuncture and Specimen Collection
- Medical Billing
- Medical Coding
- Medical Support Office (Unit Clerk)

TELECOMMUNICATIONS
- Copper and Coaxial Cabling Installation
- Fiber Optic Cabling Installation

INFORMATION TECHNOLOGY
- Adobe Photoshop, Basics
- Computer Technician A+ Series
- CISCO Certified Network Associate (CCNA)
- CISCO Certified Network Professional (CCNP)
- Microsoft Access
- Microsoft Excel
- Microsoft Office Certification
- Microsoft PowerPoint
- Microsoft PowerPoint for Teachers
- Microsoft Project
- Microsoft Publisher
- Microsoft Visio
- Microsoft Word
- Network +

WEBSITE DEVELOPMENT
- XHTML, CSS, HTML

HOSPITALITY
- Banquet Server Training
- Food Service Sanitation (ServSafe)

PROFESSIONAL CERTIFICATION AND LICENSURE
- Child Care
- Court Reporting
- Home Improvement Contractor Exam Prep
- Notary Public
- Real Estate (Salesperson)

WEATHERIZATION/CONSTRUCTION
- Construction
- Envelope Professional
- Home Energy Analysis
- Lead Paint Renovation, Repairs and Painting
- Trades for Building Efficiency
- Weatherization Crew Chief
- Weatherization Tactics

Career Training Programs Contact:
General Information: (410) 986-3200

HEALTH CARE CAREERS
Did you know the U.S. Bureau of Labor Statistics ranks health care as the fastest growing job sector? It is estimated that more than 1 million new jobs will be created in the health care field within the next 10 years. If you think a career in health care is worth exploring, you may find health care training at BCCC is just right for you!

Bloodborne and Airborne Pathogens Awareness
Awareness of bloodborne and airborne pathogens is critical for first responders, dentists and dental hygienists, lab workers, police, EMTs and paramedics, tattoo artists and piercers, and individuals in other professions that face significant health risks from exposure to bloodborne pathogens in blood and other potentially infectious material (OPIM). Bloodborne pathogens commonly found in the U.S. include hepatitis B virus (HBV), hepatitis C virus (HCV) and human immunodeficiency virus (HIV). The National Safety Council’s course helps reduce those risks by focusing on how to protect oneself from blood and airborne pathogens and what to do if an exposure occurs. This course is designed for health care workers, emergency service providers, dental professionals and other professionals who provide direct patient care and/or have potential contact with blood and body fluid. Topics include bloodborne pathogen identification, spread, and protective measures as well as OSHA standards, universal precautions, and personal protective equipment.

Note: All texts and materials are included in course fees.

Cost: $54 ($29 tuition, $25 fees)
Index#: [1000] Course ID: [CI 0391]
Saturday, September 15, 10am-2:15pm (1 session, 4 hours) BCED
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 by mail an American Heart Association CPR card valid for 2 years.

Cost: $70 ($50 tuition, $20 fees)
Index # [1001] Course ID [CEC 134]
Saturday, June 16, 9am-6pm (1 session, 8 hours) BCED
Index # [1002] Course ID [CEC 134]
Saturday, July 21, 9am-6pm (1 session, 8 hours) RPC
Index # [1003] Course ID [CEC 134]
Saturday, August 18, 9am-6pm (1 session, 8 hours) BCED
Index # [1004] Course ID [CEC 134]
Saturday, September 22, 9am-6pm (1 session, 8 hours) RPC
Index # [1005] Course ID [CED 134]
Saturday, October 20, 9am-6pm (1 session, 8 hours) BCED
Index # [1006] Course ID [CEC 134]
Saturday, November 17, 9am-6pm (1 session, 8 hours) BCED

CPR Renewal for Health Care Providers
You must have prior departmental approval to register for this course. Contact a Health Care Specialist at 410-986-3207 for more information.

This course is designed to provide renewal for health care providers who have current CPR for Health Care Providers cards and do not require the entire 8-hour course to prove their competency. Topics include 1-rescuer and 2-rescuer CPR, pediatric resuscitation, and foreign body airway obstruction management in adults, children, and infants. Upon successful completion, participants receive by mail an American Heart Association CPR card valid for 2 years.

Note: All materials are included in course fees.
Prerequisite: Applicants must present a copy of a current Health Care Provider CPR card when registering.
Cost: $60 ($35 tuition, $25 fees)
Saturday, September 29, 9am–1:15pm (1 session, 4 hours) BCED

IV Insertion
You must have prior departmental approval to register for this course. Contact a Health Care Specialist at 410-986-3207 for more information.

This course focuses on IV therapy skills for the licensed nurse or phlebotomist including an overview of the Integumentary System, vascular system review, and the principles of fluid functions. Specific attentions given to IV insertion principles, techniques and the skills necessary to perform a successful peripheral IV line insertion.

Cost: $189 ($129 tuition, $60 fees)
Index # [1012] Course ID [CI 3205]
Monday and Wednesday: June 11-July 9 6pm–9pm (8 sessions, 24 hours) BioPark

EKG Essentials
A course designed for the person who has little or no knowledge of basic electrophysiology and arrhythmia identification. The course focuses on the identification of normal and abnormal EKG rhythms, atrial/ventricular arrhythmias, heart block, and pacemakers. Participants are able to relate cardiac rhythms to physiologic occurrences and interpret their degree of clinical significance. This course also prepares participants to operate an EKG (electrocardiogram) machine in a variety of work settings. Topics include basic arrhythmia identification, patient preparation, various leads, and basic EKG interpretation.

Note: All texts and materials are included in course fees.
To complete the training, you must complete both Medicine Aide I and II. Full attendance is required to successfully complete this course. 

**Note:** All texts and instructional materials are included in course fees.

**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.
- Valid Maryland Board of Nursing GNA and CNA cards.
- Applicants must successfully pass a Math and Reading assessment test.

**Cost:** $354 ($269 tuition, $85 fees)
Saturday, June 23-July 28
9am-4pm (6 sessions, 36 hours) RPC

**Medicine Aide Clinical**

**You must have prior departmental approval to register for this course. Contact a Health Care Specialist at 410-986-3207 for more information.**

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.

**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)

**Medicine Aide Update**

**You must have prior departmental approval to register for this course. Contact a Health Care Specialist at 410-986-3207 for more information.**

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. *Endorsed by the Maryland Board of Nursing.

**Note:** All texts and materials are included in course fees.

**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 the 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)
Saturday, June 23, 9am-6pm (1 session, 8 hours) RPC
Saturday, July 21, 9am-6pm (1 session, 8 hours) RPC
Saturday, August 18, 9am-6pm (1 session, 8 hours) RPC
Saturday, September 22, 9am-6pm (1 session, 8 hours) RPC
Saturday, October 20, 9am-6pm (1 session, 8 hours) RPC
Saturday, November 17, 9am-6pm (1 session, 8 hours) RPC
Saturday, December 15, 9am-6pm (1 session, 8 hours) RPC

**Multi-Skilled Medical Technician**

**You must have prior departmental approval to register for this course. Contact a Health Care Specialist at 410-986-3207 for more information.**

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 140 hours of instruction in a clinical setting. The following modules are included: Nursing Assistant, Medical Terminology, Venipuncture and Specimen Collection, and EKG Essentials. The nursing Assistant module is approved by the Maryland Board of Nursing. Please note that this is a two-semester course. Venipuncture clinical rotations are scheduled during the semester immediately following the completion of the theory portion of the courses.

**Note:** All texts and instructional materials are included in course fees.

**Cost:** The total cost for this six-module training is $2,406 (tuition $1,495, fees $911). You save 10% over the individual course costs. See below for course listings.

**Prerequisites:** Applicants must present the following when registering:
- 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 clinical rotation.
- Proof of measles, mumps, and rubella (MMR) immunizations.
- If you do not have records of your childhood MMR immunizations, you can either be re-immunized for the
NON-CREDIT PROGRAMS AND COURSES

NURSING ASSISTANT

You must have prior departmental approval to register for this course. Contact a Health Care Specialist at 410-986-3207 for more information.

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. Participants must be available for day clinicals Monday through Friday, 7am–4pm. Clinical sites and schedules will be determined at a later date. The course is approved by the Maryland Board of Nursing, 410-585-1990.

Note: All texts and instructional materials are included in course fees.

Participants who successfully complete Nursing Assistant training are eligible to be placed on the Maryland Board of Nursing Registry. A $20 application fee must be paid by the student to the Board of Nursing. Participants who successfully complete this course will be scheduled to take the National Nurse Aide Assessment Program (NNAAP) examination. Those who pass the exam are eligible to work in long-term care facilities. BCCC sponsors participants for the exam. Exam fees are included in course fees; however, participants are responsible for paying the $20 application fee for placement on the State GNA Registry. MD Contact the GNA Testing Service at 1-866-257-6470.

Prerequisites: Applicants must provide the following when registering:

• Successful completion of a Medical Terminology course.
• 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. If you do not have records of your childhood MMR immunizations, you can either be re-immunized for the MMR or have a blood sample tested for the presence of antibodies for the diseases.
• 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.
• Applicants must successfully pass reading and arithmetic tests.
• Must be able to pass both a federal and state background check.

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.

Nursing Assistant (Part I) Theory

Cost: $703 ($463 tuition, $240 fees)
Tuesday and Thursday: July 3-September 20
Saturday: July 7-September 29

Nursing Assistant (Part II) Clinical

You must have prior departmental approval to register for this course. Contact a Health Care Specialist at 410-986-3207 for more information.

MSMT: Nursing Assistant Theory Module

MSMT: Nursing Assistant Clinical Module

MSMT: Venipuncture and Specimen Collection Theory Module

MSMT: Venipuncture Clinical Module

Individual Assignments
Monday–Friday: Dates TBA (10 sessions, 80 hours)

Venipuncture clinical dates and times to be determined on an individual basis.

MSMT: Medical Terminology Module

MSMT: EKG Essentials Module

Note: Students are required to wear scrubs in Nursing Assistant and Venipuncture Lab classes.

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.

Cost: $2,406 ($1495 tuition, $911 fees)
June 5-December 21
August 24, 2012–March 21, 2013
Classes are scheduled Monday through Thursday evenings from 5:30pm–9:45pm and Saturday from 8am–5pm.
(excluding Venipuncture Clinical)

Nurse Aide Assessment Program (NNAAP) examination. Those who pass the exam are eligible to work in long-term care facilities. BCCC sponsors participants for the exam. Exam fees are included in course fees; however, participants are responsible for paying the $20 application fee for placement on the State GNA Registry. MD Contact the GNA Testing Service at 1-866-257-6470.

Prerequisites: Applicants must provide the following when registering:

• Successful completion of a Medical Terminology course.
• Proof of current Health Care Provider CPR Certification
• 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.
• Applicants must successfully pass reading and arithmetic tests.
• Must be able to pass both a federal and state background check.

Note: Students are required to wear scrubs in Nursing Assistant and Venipuncture Lab classes.

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.

Cost: $2,406 ($1495 tuition, $911 fees)
June 5-December 21
August 24, 2012–March 21, 2013
Classes are scheduled Monday through Thursday evenings from 5:30pm–9:45pm and Saturday from 8am–5pm.
(excluding Venipuncture Clinical)

MSMT: Nursing Assistant Theory Module

MSMT: Nursing Assistant Clinical Module

MSMT: Venipuncture and Specimen Collection Theory Module

MSMT: Venipuncture Clinical Module

Individual Assignments
Monday–Friday: Dates TBA (10 sessions, 80 hours)

Venipuncture clinical dates and times to be determined on an individual basis.

MSMT: Medical Terminology Module

MSMT: EKG Essentials Module

Note: Students are required to wear scrubs in Nursing Assistant and Venipuncture Lab classes.

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: Completion of Certified Nursing Assistant (Part I), within the same semester.

Cost: $487 ($417 tuition, $70 fees)
Clinical rotation days, dates, and times will be scheduled during the theory portion of the class.

PHARMACY TECHNICIAN
Pharmacy Technicians are required to be registered with the Maryland Board of Pharmacy. To qualify, applicants must meet one of three criteria:
- Hold a national pharmacy technician certification
- Be certified in another state
- Having completed 160 hours of work experience, having graduated from a board approved program and having taken the Maryland State Board examination.

This course 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

Pharmacy Technician Theory
You must have prior departmental approval to register for this course. Contact a Health Care specialist at 410-986-3207 for more information.

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.

Note: All texts and materials are included in course fees.

Prerequisites: Must present the following when registering:
- High School diploma or GED
- 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)
Monday and Wednesday: October 8-December 12
5:30pm–9:45pm (20 sessions, 80 hours), RPC

Pharmacy Technician Clinical
You must have prior departmental approval to register for this course. Contact a Health Care specialist at 410-986-3207 for more information.

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. 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. Students are required to complete both clinical rotations to be eligible for licensing in Maryland. Pharmacy Technician clinical dates and times to be determined on an individual basis.

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
Cost: $255 ($30 tuition, $225 fees)

VENIPUNCTURE
Phlebotomists are not currently required to be registered with a State board in Maryland; however, many employers prefer applicants that are nationally certified. This Venipuncture 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. Please note that this is a two-semester course. Venipuncture clinical rotations are scheduled during the semester immediately following the completion of the theory portion of the courses.

Venipuncture and Specimen Collection Techniques (Part I) - Theory
You must have prior departmental approval to register for this course. Contact a Health Care specialist at 410-986-3207 for more information.

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. The training consists of 59 hours of lecture and 25 hours of simulated lab. Students must be available for day clinicals Monday through Friday, 7am–4pm, for a two and half week (100-hour) period (see Venipuncture Clinical). 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.

Note: All texts and instructional materials are included in course fees.

Prerequisites: Must present the following when registering:
- 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 clinicals.
Health Information Management Careers

There is a growing need for accurate and accessible health information. Health information management is the process of acquiring, maintaining, and protecting digital and traditional medical information essential to patient care. Health information management describes both a process and a career choice in that people who are hired to manage health information are employed in a wide variety of health and health-related settings.

Prerequisites for all Health Information Management Career Specialty Courses:

- Introduction to Word or equivalent knowledge
- Introduction to Excel or equivalent knowledge
- Math for Health Care Professionals or equivalent knowledge
- Medical Terminology (45 hour course)
- Anatomy and Physiology

Note: All texts and materials are included in course fees.

Medical Terminology

This course provides the necessary 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: $394 ($291 Tuition, $103 Fees)
Index # [1047] Course ID [CI 3719]
Tuesday and Thursday: August 28-October 16
6–9pm (13 sessions, 45 hours) RPC

Anatomy and Physiology

This course provides information on the organization of the human body including cells and tissues. Participants gain an understanding of the structure of the human body, the function of major body systems and the location and function of organs.

Cost: $394 ($291 Tuition, $103 Fees)
Index [1048] Course ID [CI 3720]
Tuesday and Thursday: October 18-December 13
6–9pm (15 sessions, 45 hours) RPC

Medical Billing and Coding Specialists

Medical billers and coders communicate between doctors’ offices, hospitals and health insurance companies to facilitate the payment of patient bills by assigning a series of letters and numbers to procedures, diseases, injuries, and conditions.

Prerequisites for Medical Billing and Medical Coding Specialist Courses:

- Introduction to Word or equivalent knowledge
- Introduction to Excel or equivalent knowledge
- Math for Health Care Professionals or equivalent knowledge
- Medical Terminology (45 hour course)
- Anatomy and Physiology
- ICD Coding
- CPT Coding
MEDICAL BILLING AND CODING SPECIALTY COURSES

Medical billing and coding is the process of submitting and following up on claims to insurance companies in order to receive payment for services rendered by a healthcare provider. The same process is used for most insurance companies, whether they are private companies or government-owned. Medical Billing and Coding classes will be offered in the Summer 2012 semester.

Medical Billing Specialist

Medical billers are strongly encouraged, but not required by law to become certified by taking an exam such as the Certified Medical Reimbursement Specialist Exam (CMRS) through the American Medical Billing Association. More information about this certification can be found at http://www.ambanet.net/AMBA.htm. This 60 hour course teaches participants to process insurance billing in physicians’ offices as well as both hospital inpatient and outpatient settings. Topics include manually filing claims (using CPT and ICD manuals), completing insurance forms, tracing delinquent claims, appealing denied claims, and streamlining billing procedures.

Cost: $599 ($429 tuition, $170 fees)
Index# [1049] Course ID [CI 4180]
Monday and Wednesday: June 11-August 20
6pm-9pm (20 sessions, 60 hours) RPC

Medical Coding Specialist

Medical coders are strongly encouraged, but not required by law to become certified by taking an exam such as the Certified Professional Coder (CPC®) through American Association for Professional Coders. More information about this certification can be found at http://www.aapc.com/. This 45 hour course teaches participants to find the services and codes used in physicians’ offices, hospital inpatient and outpatient settings using billing and coding manuals (CPT, ICD, and HCPCS). Students apply ICD-10-CM instructional notations, conventions, rules, and official coding guidelines when assigning ICD-10-CM codes to case studies and actual medical records documentation.

Cost: $489 ($339 tuition, $150 fees)
Index# [1050] Course ID [CI 4183]
Monday and Wednesday: August 22-October 15
6pm-9pm (15 sessions, 45 hours) RPC

Health Care Education Specialist: (410) 986-3207

TELECOMMUNICATIONS

Telecommunications is one of the fastest growing industries in the world. Prepare for one of the many jobs advertised weekly in the Baltimore-Washington region. This series of courses will prepare participants for entry-level positions as network cabling technicians, field service technicians, or installation technicians installing fiber optic, copper, and coaxial cabling.

Copper and Coaxial Cabling Installation

This course, the first in a series of two, prepares you to install, splice, terminate, and test copper and coaxial cabling in the telecommunications industry. Topics include use of copper vs. fiber cabling, proper copper splicing techniques, termination and cabling standards, and power and grounding. Learn how to install and maintain building cable, outside plant cable, residential cable, cable TV, and alarm system cable.

Note: All texts and materials are included in course fees. Fees include both C-Tech certification testing and membership.

Cost: $670 ($527 tuition, $133 fees)
Index # [1100] Course ID [CI 3409]
Monday, Wednesday, Thursday: September 10-October 8
5:30pm–9:45pm (13 sessions, 51 hours) BCED 58
*Last session is a 3 hour certification exam

Fiber Optic Cabling Installation

Building on the concepts of the first course, Fiber Optic Cabling Installation provides instruction on the installation, splicing, termination, and testing of fiber optic cabling in the telecommunications industry. Upon completion of the course, students will have practice installing and testing fiber connectors and mechanical and fusion splices. Students with little or no experience in telecommunications cabling receive a comprehensive education. Topics include basics of fiber optics, design and installation of fiber optic networks, cabling standards, installation safety, and proper techniques for terminating and installing fiber cables, connectors, splices, hardware, and tools.

Note: All texts and materials are included in course fees. Fees include both FOA certification testing and membership.

Cost: $795 ($497 tuition, $298 fees)
Index # [1101] Course ID [CI 3410]
Monday, Wednesday, Thursday: October 9-November 5
5:30pm–9:45pm (12 sessions, 48 hours) BCED 58

Telecommunications Contact: Ida Sass (410) 986-5545

INFORMATION TECHNOLOGY

Information technology courses are designed to meet the needs of personal computer novices as well as current users of computer technologies. Courses are offered in software applications and in hardware use. More advanced software application courses may require some prerequisite computer knowledge.

COMPUTER TECHNICIAN TRAINING (A+) SERIES

Gain a high level of marketable hands-on skill in PC troubleshooting and computer repair for a position in an expanding and dynamic field. This updated core offering fits most job settings although some require validation of a different set of skills. In recognition of the evolution of the entry-level IT professional, the updated CompTIA A+ now offers alternative validation paths for specific job scenarios. Computer Technician Training is designed to cover all of the A+ objectives recognized by the Computer Technology Industry Association (CompTIA). Students who are relatively new to PC support should take advantage of the 140-hour course series that includes an
NON-CREDIT PROGRAMS AND COURSES

SUMMER / FALL 2012

Introduction to PC Hardware and PC Operating Systems. This training prepares participants for the A+ certification exam. The A+ certification, awarded by CompTIA, consists of two tests; both include hardware and operating system concepts along with additional domains such as security, safety and environmental issues, and communication and professionalism. Candidates who pass both CompTIA A+ Essentials and CompTIA Practical Applications (Exam 220-702) will be CompTIA A+ certified with the IT Technician designation. For the most current information, participants are recommended to contact CompTIA at 1-800-776-4276 or www.certification.comptia.org for current fee and testing locations.

Note: All text and materials are included in course fees. You must enroll in A+ Essentials and then in A+ Practical Applications.

Prerequisite: Introduction to Personal Computers or equivalent knowledge.

A+ Essentials
This A+ Essentials course validates knowledge of basic computer hardware and operating systems, covering skills such as installation, building, upgrading, repairing, configuring, troubleshooting, optimizing, diagnosing and preventive maintenance, with additional elements of security and soft skills. The Essentials Exam validates the basic skills needed by an entry-level service technician regardless of job environment.

Note: All texts and materials are included in course fees.

Cost: $1130 ($630 tuition, $500 fees)

Index # [1102] Course ID [CI 3589]
Tuesday, Thursday and alternating Saturdays*:
September 11-October 25, 6–9:45pm
(Saturday hours: 8am–4pm)
(17 sessions, 70 hours) RPC 113

A+ Practical Applications
This A+ Practical Applications course is an extension of the knowledge and skills identified in CompTIA A+ Essentials, with more of a “hands-on” orientation focused on scenarios in which troubleshooting and tools must be applied to resolve problems. Ideally, just prior to taking this class, participants have taken the A+ Essentials class.

Note: All texts and materials are included in course fees.

Prerequisite: A+ Essentials

Cost: $830 ($630 tuition, $200 fees)

Index # [1103] Course ID [CI 3590]
Tuesday, Thursday and alternating Saturdays*:
October 30–December 20, 6pm–9:45pm
(Saturday hours 8am–4pm) (17 session, 70 hours), RPC 113

CISCO NETWORKING
Baltimore City Community College has been designated as an authorized Cisco Networking Academy. As the world of networking grows more complex and dynamic, the need for highly skilled internet working professionals multiplies. Organizations look to Cisco, the worldwide leader in internet working technology, for guidance and support in meeting this demand. Cisco responded to this challenge with its Cisco Network Academy Program (CNAP). The CNAP provides terms of learning that include both Cisco Certified Network Administrator (CCNA) and Cisco Network Professional (CCNP) designations.

CISCO CERTIFIED NETWORK ADMINISTRATOR (CCNA)
The CCNA designation requires completion of the first four terms of the program. These prepare learners for industry certification and entry-level employment as network administrators. CCNA/CCNA classes are offered on demand.

Contact an Education Specialist at 410-986-3207 for more information.

CCNA 1 - Cisco Networking Basics
Module 1 is the first in a series of four courses that provide instruction in Cisco Networking. Topics in the module include identifying the functions of the ISO/OSI communications model, focusing on the physical, data-link, and network layers. Learn data encapsulation, IP addressing, subnet creation and the TC/IP protocols.

All text and materials are included in course fees.

CCNA 2 - Cisco Networking Basics
Module 2 is the second in a series of four courses that provide instruction in Cisco Networking. Topics in the module include identifying the function of the ISO/OSI communications model, focusing on the physical, data-link, and network layers. Learn data encapsulation, IP addressing, subnet creation and the TC/IP protocols.

All text and materials are included in course fees.

CCNA 3 - Cisco Networking Basics
Module 3 is the third in a series of four courses that provide instruction in Cisco Networking. Topics in the module include designing, building and maintaining small to medium-sized networks. Participants learn variable length subnet masking, intermediate routing protocols, Ethernet switching and Spanning Tree Protocol (STP).

CCNA 4 - Cisco Networking Basics
Module 4 is the last in a series of four courses that provide instruction in Cisco Networking. Topics in the module include Dynamic Host Configuration Protocol (DHCP), WAN technology, Point-to-Point protocol, and Integrated Service Digital Network (ISDN).

CISCO Networking Classes are offered on demand. Courses are scheduled when interest reaches the required minimum, typically six to seven participants. For detailed information, contact an Education Specialist at (410) 986-3207 for more information.

Note: All text and materials are included in course fees.
COMPUTERS—HOME AND WORK

Introduction to Keyboarding
Participants learn the fundamentals of typing using a personal computer. No previous knowledge of typing or computers is required. Keyboarding skills are taught using the touch method with the goal of memorizing the keyboard and developing techniques to improve speed and accuracy. This class is appropriate for beginners.

Note: All materials are included in course fees.

Cost: $155 ($85 tuition, $70 fees)

Index # [1300] Course ID [CI 3421]
Tuesday and Thursday: September 11-September 27
6–9pm (6 sessions, 18 hours) BCED

Index # [1301] Course ID [CI 3421]
Saturday: August 18-September 22
9am–12pm (6 sessions, 18 hours) RPC

Index # [1302] Course ID [CI 3421]
Saturday: July 14-August 18

Introduction to Personal Computers
This introductory course assumes no previous experience with computers and provides an overview of PC hardware and terminology, and skills development in using the PC and its housekeeping software. The course focuses on key software environments such as word processing, spreadsheets, and database programs.

Note: All texts and materials are included in course fees.

Prerequisite: Introduction to Keyboarding or equivalent knowledge.

Cost: $185 ($126 tuition, $59 fees)

Index # [1303] Course ID [CI 3628]
Tuesday and Thursday: October 2-October 11
6–9pm (6 sessions, 18 hours) BCED 61

Index # [1304] Course ID [CI 3628]
Saturday: August 25-September 29
9am–12pm (6 sessions, 18 hours) RPC 134

MICROSOFT WORD

Introduction to Microsoft Word
Become a true communicator with your most powerful tool for written expression: Word for Windows! Learn to create, open and edit a document, navigate in Word, use Help Basics, edit and format text, create tabs and tables, and insert files and graphics.

Note: All texts and materials are included in course fees.

Prerequisite: Introduction to Windows or equivalent knowledge.

Cost: $115 ($66 tuition, $49 fees)

Index # [1306] Course ID [CEC 885]
Monday and Wednesday: 6–9:45pm (2 sessions, 7 hours)
October 29 & 31

Intermediate Microsoft Word
Building upon skills previously learned in Introduction to Word, participants learn to use AutoText, apply styles, create, modify, and protect templates, and create macros, columns, and tables.

Note: All texts and materials are included in course fees.

Prerequisite: Introduction to Word or equivalent knowledge.

Cost: $105 ($66 tuition, $39 fees)

Index # [1307] Course ID [CEC 885]
Saturday: 9am-12pm (2 sessions, 7 hours)
September 22 & 29

Index # [1308] Course ID [CEC 885]
Saturday: 9am-12pm (2 sessions, 7 hours)
July 7 & 14

Intermediate Microsoft Excel
Building upon skills previously learned in Introduction to Excel, participants learn to create, modify, and format charts; use graphic objects; and work with database functions.
Note: All texts and materials are included in course fees.

Prerequisite: Introduction to Excel or equivalent knowledge.

Index # [1317] Course ID [CEC 671]
Wednesday and Friday: 6pm–9:45pm (4 sessions, 14 hours)
September 12-September 21

Index # [1318] Course ID [CEC 671]
Saturday: 9am-12pm,
October 6-October 27

Index # [1319] Course ID [CEC 671]
Saturday: 9am-12pm
June 2-June 23

MICROSOFT ACCESS
Introduction to Microsoft Access
Participants learn fundamental database techniques in Access: objects, tables, queries, forms, reports, and databases. Topics include an overview of Access objects, creating and modifying a table, using select queries, using calculations in queries, creating and using forms, creating and using reports, creating a database, and copying objects.

Note: All texts and materials are included in course fees.

Prerequisite: Introduction to Windows or equivalent knowledge.

Cost: $185 ($136 tuition, $49 fees)

Index # [1320] Course ID [CI 4128]
Tuesday and Thursday: 6–9:45pm (4 sessions, 14 hours)
September 11-September 20

Intermediate Microsoft Access
Building upon skills previously learned in Introduction to Access, participants learn the principles of table design and table relationships, customizing reports, the chart wizard, and working with SQL statements.

Note: All texts and materials are included in course fees.

Prerequisite: Introduction to Access or equivalent knowledge.

Cost: $185 ($136 tuition, $49 fees)

Index # [1321] Course ID [CI 4129]
Tuesday and Thursday: 6–9:45pm (4 sessions, 14 hours)
September 25-October 4, BCED

MICROSOFT POWERPOINT
Introduction to Microsoft PowerPoint
In this course, participants learn the basics of working with a graphical program to produce presentations. Topics include using clip art and WordArt, creating graphs, graphic slides and organizational charts, and using the PowerPoint Help system.

Note: All texts and materials are included in course fees.

Learn to create and format spreadsheets, and analyze and share information! Create dynamic and high-impact presentations for business, teaching and personal use. Learn how to create professional imagery using the top photo editing tool on the market! Learn to use this powerful authoring program that gives you the ability to create and share documents!

Prerequisite: Windows or equivalent knowledge and an understanding of project management concepts.

Cost: $304 ($195 tuition, $109 fees)

Index # [1324] Course ID [CI 2665]
Friday: 5:30–9:45pm (6 sessions, 24 hours)
September 7-October 12, BCED

Microsoft PowerPoint for Teachers
PowerPoint is a powerful tool in the classroom. Learn to create age- and topic-appropriate presentations of interest to your students using sound, animation, pictures, hyperlinks, media clips and other techniques. Each participant will create an individualized presentation and games similar to Jeopardy and Bingo to use in their classroom.

Note: All texts and materials are included in course fees.

Prerequisite: Introduction to Windows or equivalent knowledge.

Cost: $115 ($66 tuition, $49 fees)

Index # [1323] Course ID [CI 4147]
Tuesday and Thursday: 6–9:45pm (2 sessions, 7 hours)
September 25 & 27, BCED

MICROSOFT PROJECT
Project 2007 helps project managers, business managers, and planners manage schedules and resources. Project can help you set up jobs quickly, communicate project data, and track and analyze all phases of the work. Learn the critical skills necessary to create and modify a project plan file containing tasks, resources, and resource assignment.

Introduction to Microsoft Project
In this introductory course, participants learn the basic skills necessary to start and update a project file by creating project plans efficiently, assigning resources, tracking version changes in project plans, evaluating changes and tracking performance.

Prerequisite: Windows or equivalent knowledge.

Cost: $135 ($86 tuition, $49 fees)

Index # [1325] Course ID [CI 4125]
Wednesday and Friday: 6–9:45pm (2 sessions, 7 hours)
September 26 & 28, BCED

MICROSOFT VISIO
Visio 2007 is a diagramming program that can help you create business and technical diagrams to document and organize complex ideas, processes, and systems. Diagrams created in Visio 2007 enable you to visualize and communicate information clearly, concisely, and effectively in ways text and numbers cannot. Visio 2007 also automates data visualization by synchronizing directly with data sources to provide up-to-date diagrams. It can be customized to meet the needs of your organization.

Introduction to Microsoft Visio
Use Visio to create business and technical diagrams to think through, organize, and better understand complex ideas,
processes, and systems. Topics include creating diagrams by
dragging shapes; generating common diagram types from
existing data; accessing context sensitive Help and task-specific
templates; using the research task pane; troubleshooting
damaged drawings and using tools for business and technical
diagramming.

Prerequisite: Windows or equivalent knowledge.

Cost: $135 ($86 tuition, $49 fees)

Index # [1326] Course ID [CI 4126]
Wednesday and Friday: 6–9:45pm (2 sessions, 7 hours)
October 31 - November 2, BCED

Advanced Microsoft Visio
Building on the skills developed in Introduction to Visio,
participants learn to track reviewers' comments, change shapes,
publish and share diagrams with improved Save as Web Page
functionality. Advanced topics include discussions related to
the integration of business processes and systems by importing
Visio diagrams to other Microsoft applications as well as
importing/exporting diagrams in Scalable Vector Graphics
(SVG) format.

Cost: $135 ($86 tuition, $49 fees)

Index # [1327] Course ID [CI 4123]
Wednesday and Friday: 6–9:45pm (2 sessions, 7 hours)
November 7 & 9, BCED

MICROSOFT PUBLISHER
Communicating with customers is essential for any business.
A complete business publishing and marketing materials
solution, Publisher 2007 can help you reach out to customers.
With Publisher 2007 it's easier than ever to design, create, and
publish professional marketing and communications in-house.
Publisher 2007 is a comprehensive platform for creating
and producing publications via desktop publishing or at a
commercial printer, or for e-mail distribution or viewing on
the Web. Printed publications include brochures, newsletters,
postcards, CD or DVD labels, and other publications. Start from
professionally designed templates you can customize with color
schemes, font schemes, layouts, and your own design sense or
start from blank publications and get creative with sophisticated
typography and page layout tools.

Cost: $135 ($86 tuition, $49 fees)

Index # [1328] Course ID [CI 4124]
Monday and Wednesday: 6-9:45pm (2 sessions, 7 hours)
October 29 & 31

Index # [1329] Course ID [CI 2832]
Monday and Wednesday: 6-9:45pm (2 sessions, 7 hours) RPC
November 19 & 21

For more information or to register, contact:
Debra Vines, Education Specialist (410) 986-5424 or
dvines@bccc.edu

General Information: (410) 986-3200

WEBSITE DEVELOPMENT
Websites provide information to millions of people every day.
How do you make your website stand out against the others?
Learn the basics of web design - decide what information to
include, how to organize it, and how to make sure it is complete
and up to date. Baltimore City Community College offers
courses that teach not only the technical software, but also how
to create functional sites that adhere to web standards and are
useful for your target audience.

The following courses are offered on demand. Courses are
scheduled when interest reaches the required minimum,
typically six to seven participants. For detailed information,
call Debra Vines, Education Specialist at (410) 986-5424 or
dvines@bccc.edu

WEB DESIGN WITH XHTML, HTML, AND CSS
XHTML, HTML, and CSS: Level 1
In this course, you will examine the basics of foundational
web technology and create your own functional web pages
using markup languages such as Hypertext Markup Language
(HTML), Extensible Hypertext Markup Language (XHTML),
and Cascading Style Sheets (CSS). You will create and design
web pages with text, graphics, and data tables. You will then
link web pages to enable navigation between these web pages.
Prerequisites: You should be familiar with using personal
computers with a mouse and keyboard and possess basic typing
skills. You should be comfortable in the Windows environment
and be able to use Windows to manage information on your
computer. Specifically, you should be able to launch and close
programs; navigate to information stored on the computer; and
manage files and folders. Familiarity with Internet Explorer 7
and Firefox would be an advantage.

Cost: $239 ($194 tuition, $45 fees)

Hardware Requirements:
- An Intel® Pentium®4, Intel Centrino® Intel Xeon® or
  Intel Core ™ Duo (or compatible) processor.
- 256 MB of RAM (512 MB recommended).
- 1.8 GB of available hard-disk space (additional free space
  required during installation).
- A color monitor with a 16-bit or greater video card.
- A monitor with 1024 x 768 monitor resolution.
- CD-ROM drive
- Internet connection

Platform Requirement:
- Microsoft® Windows® XP Professional with Service Pack 2.
- Software Requirements
- Microsoft®Internet Explorer® 7.0
- Mozilla Firefox 2.0 or above
- Notepad++ 4.6 or above

Index# [1330] Course ID [CI 3733]
Saturday: 9pm–6pm (1 session, 8 hours)
August 25

Index # [1331] Course ID [CI 3733]
September 29
NON-CREDIT PROGRAMS AND COURSES

HOSPITALITY
In today’s workplace, employers are looking for qualified staff that possess 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# [1115] Course ID [CEC 117]
Saturday, June 9 & 16, 9am-6pm (2 sessions, 16 hours), RPC
Index# [1105] Course ID [CEC 117]
Saturday, July 7 & 14, 9am-6pm (2 sessions, 16 hours), RPC
Index# [1106] Course ID [CEC 117]
Saturday, August 8 & 11, 9am-6pm (2 sessions, 16 hours), BCED
Index# [1107] Course ID [CEC 117]
Saturday, September 8 & 15, 9am-6pm (2 sessions, 16 hours), RPC
Index# [1108] Course ID [CEC 117]
Saturday, October 6 & 13, 9am-6pm (2 sessions, 16 hours), BCED
Index# [1109] Course ID [CEC 117]
Saturday, November 3 & 10, 9am-6pm (2 sessions, 16 hours), BCED
Index# [1110] Course ID [CEC 117]
Saturday, December 1 & 8, 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 410-986-3207 for more information.

Cost: $100 ($55 tuition, $45 fees)
Saturday, September 29, 9am-6pm (1 session, 8 hours), RPC

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 Realtime 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.

Theory II
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. 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 posses 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. Students will demonstrate their understanding of the StenEd theory taught in Theory I by being able to accurately and proficiency complete the exercises, transcribe classroom dictation and read back in class.

Cost: $450 ($440 tuition, $10 fees)
Index # [1250] Course ID [CI 3914]
Monday and Thursday: September 6-December 20
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 accuracy. In 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.

**Cost:** $450 ($440 tuition, $10 fees)

**Index # [1251] Course ID [CI 3915]**

Tuesday and Thursday: May 3-August 14
7pm–9pm (30 sessions, 60 hours)

**Index # [1251] Course ID [CI 3915]**

Tuesday and Thursday: September 6-December 18
7pm-9pm (30 sessions, 60 hours)

**Note:** Students will be placed in Speed I, II, or III based on the assessment of the instructor.

**REAL ESTATE**

**Real Estate Licensure—Salesperson**

**Real Estate Principles and Practices**

Effective October 1, 1998, the Maryland General Assembly reduced the number of hours required for an initial real estate salesperson's license. You now need 60 clock-hours or four credit hours of education to receive an initial real estate salesperson's license. CI2 033 meets that requirement.

**Note:** All texts and materials are included in course fees. You may not register after the first session. Certification requires full attendance and passing course exams to sit for the State licensing exam. For more information about obtaining a Maryland real estate license, contact the Maryland Real Estate License Commission at 410-333-6230 or visit www.dllr.state.md.us.

**Cost:** $315 ($205 Tuition, $110 Fees)

**Index # [1112] Course ID [CI 2033]**

Saturday: August 4-December 15
9am-12:45pm (18 sessions, 63 hours) BCED

**CHILD CARE**

The Continuing Education Division offers a variety of child care related courses to the community. Child care training courses meet the minimum standards for licensing or certification in the profession. Classes are conveniently scheduled during evening and weekend hours to meet the needs of working adults. All licenses must attend all hours of these Maryland Child Care Administration-approved courses.

The Maryland Department of Labor, Licensing and Regulation has made changes to the Child Care Certification. Effective July 1, 2008 an additional 9 hours of “Approved pre-employment training in communicating with staff, parents, and the public” is required. For further information see .25 Requirements for Child Care Teachers in Preschool Centers; COMAR 13a.14.02 Child Care Licensing at http://www.maryland public schools.org or call the Maryland Department of Human Resources, Child Care Administration at 410-767-7852.

**99-Hour Child Care Certification**

You must complete both Child Care Part 1 and Child Care Part 2 as well as a 9-hour communication course to meet the 99-hour child care certification requirements for directors and senior staff as stated in the regulations COMAR 07.04.02, State Department of Human Resources, Office of Child Care Licensing and Regulation.

**Maryland State Child Day Care Training Certification: Child Growth and Development (Part 1)**

Students are provided a broad overview of normal child growth and development from birth to 12 years with particular emphasis on the period from two to five years. Developmental delays and disturbances are described. Also discussed are basics in terms of guiding the learning of the young child in order to promote optimum development both at home and in a group. Topics include setting limits, building self-esteem, helping children handle emotions, and learning through play. This course fulfills one-half of the Maryland State Department of Education minimum training requirements for child day care senior staff certification.

**Note:** All texts and materials are included in course fees.

**Cost:** $304 ($214 Tuition, $90 Fees)

**Index # [1113] Course ID [CI 0059]**

Monday and Wednesday: August 29-October 22
7pm–10pm (15 sessions, 45 hours) RPC

**Maryland State Child Day Care Training Certification: Programs and Activities (Part II)**

A broad overview is provided of the child day care environment for the development of appropriate physical, psychosocial, and cognitive skills of children from birth to 12 years. Key program components such as indoor and outdoor play, transitions, parent involvement, and program scheduling are covered. Philosophical bases of developmentally appropriate curricula in both home and group settings are examined. Students are given opportunities to demonstrate beginning-level competence in planning and implementing activities for children. This course fulfills one half of the Maryland State Department of Education training requirements for child day care senior staff certification.

**Note:** All texts and materials are included in course fees.

**Prerequisite:** Completion of Maryland State Child Day Care Training Certification, Part I (CI0 059)
NON-CREDIT PROGRAMS AND COURSES

School-Age Child Day Care (Part-II) (45 hours) Activities and Materials
This course provides the student with activities and materials for the school-age child. Emphasis is placed on the basic concepts of development of the child from 6-12 years of age. This includes the effects of environmental factors, the influence of normal and exceptional developmental patterns on growth, behavior, and guiding the learning of the child in order to promote optimum development both at home and in a group setting. Course fulfills one-half of the Maryland State Department of Human Resources requirements for School-Age Child Day Care senior staff certification. Discussion topics will include the following:
• Classroom management,
• Guiding children's behavior,
• Creating and managing a safe and hygienic environment,
• Program development using age appropriate activities,
• Physical and emotional development and
• Effective communication skills.
Cost: $389 ($294 Tuition and $95 Fees)

Index # [1333] Course ID [CI 3683]
Saturday: September 8-November 3
9am–3pm (9 sessions, 45 hours) RPC

Index # [1334] Course ID [CI 3683]
Saturday: June 30-August 25
9am–3pm (9 sessions, 45 hours) RPC

9-Hour Communication Class for Center Staff (Pre-School and School-Age)
The course fulfills the Maryland State Department of Education 9 hours of communications credit for Center preschool and school age staff. This course includes the following topics:
• Effective communication with parents, co-workers and families,
• How positive communication influences child development,
• How positive family communication supports relationships with parents and staff,
• The effect of positive communication on classroom atmosphere,
• How to improve communication between co-workers and administrators.

Cost: $59 ($34 tuition, $25 fees)

Index # [1339] Course ID [CI 3672]
Tuesday and Thursday: 6–9pm (2 sessions, 6 hours) RPC
October 2 & 4

Creating a Secure Environment for Children (Content Area: Child Development/Health)
This course will assist in establishing an environment in which young children will feel secure. Topics include safety, health, flexibility, movement, family child and group care, learning and development centers.
Cost: $59 ($34 tuition, $25 fees)

Index # [1340] Course ID [CI 3673]
Tuesday: 6–9pm (1 session, 3 hours) RPC
October 9

Project Security Blanket – Emergency Preparedness Training for Child Care Providers—NEW!
Maryland licensing regulations require the basic implements of emergency care at all sites conducting child care. This training is designed for child care center staff, family, child care providers and informal providers. Course material will cover information for a range of ages. Participants will have the opportunity to create a plan for their center and have it reviewed by the

Health Issues in Child Care
Fulfills the requirement (COMAR 07.04.04) for family child care training. This course discusses contagious diseases, precautions for children and adults, and how to handle emergency situations in child care. This course does not fulfill the requirement for CPR.
Cost: $389 ($286 tuition, $95 fees)

Index # [1335] Course ID [CI 3674]
Saturday: November 10-December 1
9am–12pm (3 sessions, 9 hours) RPC

Index # [1336] Course ID [CI 3674]
Saturday: July 14-July 28
9am–12pm (3 sessions, 45 hours) RPC
coordinator. Classes are held monthly at Reisterstown Plaza Center. Please call Debra Vines 410-986-5424 or email her at dvines@bccc.edu for details.

PLEASE NOTE: Registration and payment must be completed in advance at 710 E. Lombard Street, Baltimore, Maryland or Liberty Campus, 2901 Liberty Heights Avenue, Baltimore, Maryland, Main Building, 1st floor.

Cost: $15 (10 Tuition, $5 Fees)
Index # [1343] Course ID [3388]
July 14

Medication Administration for Childcare Facilities
Gain skills to administer medications safely to children in child care centers and family child care homes. This state-approved curriculum provides 6 clock hours of MSDE Core of Knowledge: Health, Safety and Nutrition and addresses NAEYC standards for program accreditation. Topics include practices and procedures for administering over-the-counter and prescription medications in accordance with state child care licensing requirements; instruction provided in class.

Core of Knowledge: 6 clock hours. HSN .6CEUs
Cost: $69 ($44 tuition, $25 fees)
Index # [1344] Course ID [CI 3809]
Saturday: July 28
9am–4pm (1 session 6 hours) RPC

Index # [1345] Course ID [CI 3809]
Saturday: August 25
9am–4pm (1 session 6 hours) RPC

Index # [1346] Course ID [CI 3809]
Saturday: September 29
9am–4pm (1 session 6 hours) RPC

Index # [1347] Course ID [CI 3809]
Saturday: September 29
9am–4pm (1 session 6 hours) RPC

Index # [1348] Course ID [CI 3809]
Saturday: November 17
9am–4pm (1 session 6 hours) RPC

For more information or to register contact:
Debra Vines, Education Specialist (410) 986-5424 or dvines@bccc.edu.

CONSTRUCTION TRADES
Baltimore City Community College now offers courses in construction trades. Construction Trade courses are conducted at Baltimore City Community College’s Maryland Center for Construction Technology (MCCT) located in East Baltimore at 901 N. Milton Avenue, Baltimore, Maryland 21213.

Construction Trades Electrical
This continuing education course is designed to provide participants with classroom and hands-on training to prepare them for entry-level employment in electrical trades. Students receive an introduction to the construction trades with special focus on electrical. Basic math, job readiness, and construction safety are also covered.

Note: All texts and materials are included in course fees.
Cost: $2,210 ($2,000 tuition, $210 fees)
Index # [1351] Course ID [CI 3581]
Monday and Wednesday: August 27-December 10
6-9pm (30 sessions, 90 hours) MCCT

Construction Trades Plumbing
This continuing education course is designed to provide participants with classroom and hands-on training to prepare them for employment in the construction and building trades industry. Students receive an introduction to the construction trades with special focus on plumbing. Basic math, job readiness, and construction safety are also covered.

Note: All texts and materials are included in course fees.
Cost: $2,210 ($2,000 tuition, $210 fees)
Index # [1353] Course ID [CI 4121]
Wednesday and Friday: June 27-October 3
6–9pm (30 sessions, 90 hours) MCCT

Pre-Apprenticeship
This course is designed to provide participants with classroom and hands-on training to prepare them for employment in the construction and building trades industry. Students receive an introduction to the trades with a special focus on carpentry. Basic math, job readiness and construction safety are also covered.

Note: All texts and materials are included in course fees.
Cost: $2,210 ($2,000 tuition, $210 fees)

Home Improvement Contractor Exam Prep
Prepare for the Maryland Home Improvement licensing exam with an intensive review of topics covered in the Contractors Manual including home inspection law, the Door-to-Door Sales Act and various business and employee laws covered in the exam.

Note: All texts and materials are included in course fees.
Cost: $150 ($90 tuition, $60 fees)
TBA
BALTIMORE CITY COMMUNITY COLLEGE GOES GREEN!

The Green Jobs Act of 2007 authorized the U.S. Department of Labor to establish national and state job training programs to help address job shortages in green industries, such as energy efficient buildings and construction. Approximately 2 million new green jobs (renewable energy, sustainable agriculture and green building) are projected in the next 10 years. The BCCC Business and Continuing Education Division’s “Energy and Green Collar” occupational skills training provides unique opportunities for Baltimore City residents to gain theoretical and practical knowledge key to satisfying employer competencies for green jobs. Obtaining job skills training in program areas related to green jobs, such as those listed below will provide good job opportunities for Baltimore residents. These courses and program offerings provide relevant training aimed at job placement in various green occupations.

- Green Construction Trades
- Weatherization Certification
- Solar P.V. Certified
- Solar Thermal Certification
- Apprenticeship
- Pre-Apprenticeship
- Lead Paint - Renovate, Repair, and Paint

Weatherization

Baltimore City Community College has been designated as the training provider for Baltimore City and has opened a National Weatherization Hub Training Center at 1819 E. Preston Street. Weatherization in the broadest sense is the practice of protecting a building – exterior and interior – from the elements. In the green economy, weatherization means modifying a building to reduce energy consumption and optimize energy efficiency to create an environment that is safe, comfortable, and cost efficient. These continuing education courses can help you enter or advance in careers in green efficiency.

Weatherization Tactics

This 35-hour course prepares participants for entry-level employment in the green economy as part of a Weatherization Crew, or for advancement to Crew Chief. Topics include installation of energy efficiency measures such as insulation, caulk, and heater blankets; basic knowledge of building science, weatherization materials, and ventilation rates; and calculation of area and volume. Safety procedures for both workers and residents will be stressed.

Cost: $1,395 ($525 tuition, $870 fees)

Index # [1358] Course ID [CI 3759]
Monday–Friday: June 4–June 8
8:30am–4:30pm (5 sessions, 40 hours) 1819 E. Preston Street

Index # [1359] Course ID [CI 3759]
Monday–Friday: July 9–July 13
8:30am–4:30pm (5 sessions, 40 hours) 1819 E. Preston Street

Index # [1360] Course ID [CI 3759]
Monday–Friday: August 6–August 10
8:30am–4:30pm (5 sessions, 35 hours) 1819 E. Preston Street

Index # [1361] Course ID [CI 3759]
Monday–Friday: September 10–September 14
8:30am–4:30pm (5 sessions, 35 hours) 1819 E. Preston Street

Index # [1362] Course ID [CI 3759]
Monday–Friday: October 8–October 12
8:30am–4:30pm (5 sessions, 35 hours) 1819 E. Preston Street

Index # [1363] Course ID [CI 3759]
Monday–Friday: November 12–November 16
8:30am–4:30pm (5 sessions, 35 hours) 1819 E. Preston Street

Index # [1364] Course ID [CI 3759]
Monday–Friday: December 3–December 7
8:30am–4:30pm (5 sessions, 35 hours) 1819 E. Preston Street

Lead Paint - Renovate, Repair and Paint

This course is designed for people who work in lead paint environments. Common renovation activities like sanding, cutting, and demolition can create hazardous lead dust and chips by disturbing lead-based paint, which can be harmful to adults and children. Topics to be covered include basic lead-based paint information, regulations and requirement. Students will practice proper techniques and actions required by EPA regulations.

Cost: $209 ($55 Tuition, $154 fees)

Index # [1371] Course ID # [CI3845]
Friday: July 27
9am–6pm (1 session, 8 hours) 1819 E. Preston Street

Index # [1372] Course ID [CI 3845]
Friday: August 31
9am–6pm (1 session, 8 hours) 1819 E. Preston Street

Index # [1373] Course ID [CI 3845]
Saturday: September 28
9am–6pm (1 session, 8 hours) 1819 E. Preston Street

Index # [1374] Course ID [CI 3845]
Friday: October 26
9am–6pm (1 session, 8 hours) 1819 E. Preston Street

Index # [1375] Course ID [CI 3845]
Saturday: November 3
9am–6pm (1 session, 8 hours) 1819 E. Preston Street

Index # [1376] Course ID [CI 3845]
9am–6pm (1 session, 8 hours) 1819 E. Preston Street

Home Energy Analysis

This 35-hour course puts participants on the pathway to careers as Energy Analyst Technicians, Weatherization Crew Chiefs, Energy auditors, and other building performance workers. Topics include elements of an energy analysis (audit) for a single-family home; building science, safety, and calculations of space and volume; use of measuring and/or diagnostic equipment; customer relations, and analytic report preparation. Experience in construction recommended.
Baltimore City Community College Schedule of Classes

Summer/Fall 2012

Non-Credit Programs and Courses

Cost: $1,395 ($525 tuition, $870 fees)

Index # [1377] Course ID [CI 3716]
Monday-Friday July 23-27
8:30am-4:30pm 1819 E. Preston Street

Index # [1378] Course ID [CI 3716]
Monday - Friday August 27-31
8:30am-4:30pm 1819 E. Preston Street

Index # [1379] Course ID [CI 3716]
Monday - Friday October 8-12
8:30am-4:30pm 1819 E. Preston Street

Index # [1380] Course ID [CI 3716]
Monday - Friday November 12-16
8:30am-4:30pm 1819 E. Preston Street

BPI Review
This training course will prepare participants to take the Building Performance Institute (BPI) Building Analyst Certification Exam. Topics include performing comprehensive, whole-home assessments, identifying problems at the root cause and prescribing and prioritizing solutions based on building science. It is aligned with Building BPI Building Analyst Professional standards for energy auditing and provides instruction for energy efficiency analysis using the house-as-a-system approach.

Index # [1383] Course ID [CI 4158]
Monday & Tuesday July 30-31
8:30am-5:00pm 1819 E. Preston Street

Index # [1384] Course ID [CI 4158]
Monday & Tuesday September 10-11
8:30am-5:00pm 1819 E. Preston Street

Index # [1385] Course ID [CI 4158]
Monday & Tuesday October 15-16
8:30am-5:00pm 1819 E. Preston Street

Index # [1386] Course ID [CI 4158]
Monday & Tuesday November 19-20
8:30am-5:00pm 1819 E. Preston Street

Index # [1387] Course ID [CI 4158]
Monday & Tuesday December 10-11
8:30am-5:00pm 1819 E. Preston Street

OSHA 10
This continuing education course, designed for individuals pursuing professional development in the construction industry, provides instruction on OSHA regulations and standards. Topics include the recognition, avoidance and prevention of unsafe and unhealthy working conditions and the requirements for safe working conditions in the construction industry according to OSHA standards.

Index # [1388] Course ID [CI 4083]
Thursday and Friday July 26-27
8:00am - 1:00pm 1819 E. Preston Street

Index # [1389] Course ID [CI 4083]
Thursday and Friday August 30-31
8:00am - 1:00pm 1819 E. Preston Street

Index # [1390] Course ID [CI 4083]
Thursday and Friday September 27-28
8:00am - 1:00pm 1819 E. Preston Street

Index # [1391] Course ID [CI 4083]
Thursday and Friday October 25-26
8:00am - 1:00pm 1819 E. Preston Street

Index # [1392] Course ID [CI 4083]
Thursday and Friday November 29-30
8:00am - 1:00pm 1819 E. Preston Street

Weatherization Crew Chief
This course is designed to prepare participants to manage a weatherization retrofit crew and give them the tools needed to perform quality, timely work. Topics include management techniques, materials tracking, building/safety codes, warehousing materials, work order interpretation and quality control concepts for single family dwellings.

Class details to be announced. Please contact 410-986-5424 for more information about Weatherization Crew Chief.

For more information, contact:
Debra Vines, Education Specialist (410) 986-5424 or dvines@bccc.edu
Please visit the BCCC website at www.bccc.edu for new Green Training Opportunities.

Personal Enrichment

Personal Enrichment Courses Offered:
Language
- Command Spanish
- Spanish for International Travelers
- Conversation Spanish
- Practical Spanish
- Spanish For International Travelers

Intermediate Digital Photography
This course is for students who are serious photographers or who intend to pursue a career involving photography. It will
develop composition skills, switching from automatic settings to some manual settings, how’s and why’s of manual settings, photo editing, artistic intention and special shooting techniques.

**Class Requirement:** Must have a point and shoot with manual settings, or a DSLR.

**Cost:** $99 ($59 tuition, $40 fees)

**Note:** All texts and materials are included in course fees.

**Index # [1500] Course ID [4010]**

Friday: 10am–12pm
July 6-August 10

**Index # [1500] Course ID [4010]**

Friday: 10am–12pm
October 5-November 9

**Digital Photography**

This course is designed to provide basic information in digital photography. Topics included are: types of cameras, features, and performance. Learn how to download photo files into a computer and prepare images for e-mail and printing. Also covered are field techniques, various camera attachments and accessories to enhance digital photos.

**Note:** All texts and materials are included in course fees.

**Prerequisite:** Computer literacy required. Introduction to personal computer course or equivalent knowledge required.

**Cost:** $99 ($59 tuition, $40 fees)

Monday: 6:30-8:30pm

**Index # [1501] Course ID [3560]**

August 17-September 2

**Index # [1502] Course ID [3560]**

November 12-December 17

**Arabic I**

In this introductory course, students learn to identify sounds, letters, words and expressions through listening, pronouncing, writing and reading. Students become familiar with Arabic script and sound system, develop a working vocabulary, learn basic grammatical concepts, and practice meaningful expressions and dialogue. Students also are introduced to Arabic culture.

**Cost:** $180 ($150 tuition, $30 fees)

**Note:** All texts and material are included in course fees.

**Index # [1502] Course ID [4008]**

Monday and Wednesday: July 9-August 29
6–9pm

**Arabic II**

In the beginning level II course, students begin to recognize complex sounds, words, and expressions through listening, speaking, writing and reading. Students become more familiar with the Arabic script and sound system, develop a literary vocabulary, learn higher grammatical concepts, and practice meaningful and useful expressions and dialogue. Students also are introduced to Arabic culture.

**Cost:** $180 ($150 tuition, $30 fees)

**Note:** All texts and material are included in course fees.

**Index # [1508] Course ID [4009]**

Monday and Wednesday: September 17-November 7
6–9pm

**Introduction to Beading**

Put your creativity to work by learning the basic techniques of stringing beads, making earrings and bracelets. This includes learning about the various types of beads, the tools and how to use them. No previous experience is needed. You will need to purchase tools and supplies approximate cost $30.

**Cost:** $60 ($45 tuition, $15 fees)

**Index # [1503] Course ID [4015]**

Monday and Wednesday: July 16-August 1
2-4pm

**Index # [1503] Course ID [4015]**

Monday and Wednesday: September 10-September 26

**Index # [1504] Course ID [4015]**

Monday and Wednesday: November 12-November 28
2-4pm

**Beginning Zumba- High Impact**

Zumba is a fitness class format offered through zumba fitness that combines Latin dancing with interval and resistance training for a full-body, rhythmic workout. Practiced in the aerobics studio as well as the pool, Zumba focuses on creating a party-like workout environment. It is currently taught in more than 75 countries around the world.

**Cost:** $50 ($50 fees)

**Index # [1504] Course ID [4078]**

Saturday:July 21-September 22
11am-12pm

**Learn to Buy and Sell on EBay**

This continuing education course provides instruction on conducting online auctions to match buyers with sellers in a global marketplace for almost any item.

**Index # [1505] Course ID [3772]**

Saturday: 10-11:30am
July 21-August 18

**Personal Finance**

This course is designed to provide an overview of personal financial planning, emphasizing needs of a senior. It covers budgeting, fundamental planning techniques, personal risk evaluation, and implementing a plan.

**Cost:** $60 ($40 tuition, $20 fees)

**Index # [1506] Course ID [2645]**

Monday: 5:30-7:30pm
August 6-October 8

**Command Spanish for Schools**

This continuing education course is designed to provide functional Spanish language skills for school personnel who have occasional contact with Spanish-speaking students and visitors.
Topics include pronunciation in work-specific areas, including the nurse’s office, classroom management, and instructional management.

Cost: $100 ($80 tuition, $20 fees)
Index # [1505] Course ID [3824]
Friday: 5:30-7:30pm
September 7-November 9

**Become Optimally Healthy**
There are preventive measures and even CURES for pandemics such as diabetes, high blood pressure, obesity, cancer, high cholesterol, etc. We will discuss things that are said to help us prevent or improve our level of health, no matter what state it's in.

This course is designed to instruct students on how to modify their behavior by taking the responsibility to make changes and choices to improve quality and longevity of their lives. Areas covered will be physical and mental.

Cost: $60 ($40 tuition, $20 fees)
Index # [1508] Course ID [4188]
Tuesday: 3-4:30pm
August 3-September 7

**Index # [1506] Course ID [4188]**
Tuesday: 3-4:30pm
October 5-November 9

**LANGUAGE**

Today’s workplace is more linguistically diverse than ever and employees are increasingly looking for staff with some basic knowledge of other languages. Understanding other cultures and languages is a vital skill that enables corporations and individuals to take part in the worldwide community. Baltimore City Community College is the exclusive provider of Command Spanish® in Baltimore City. These classes are designed to help English-speaking staff better interact with Spanish-speaking staff.

For more information, contact Karen Mobley at (410) 580-2757 or kmobley@bccc.edu

**PRACTICAL SPANISH I**

This course is an introduction with a focus on basic pronunciation, vocabulary, grammar and listening and spelling skills development in the context of everyday life situations.

Cost: $180 ($150 tuition, $30 fees)
Index # [1509] Course ID [CI 3428]
Monday and Wednesday: July 6-August 2

**PRACTICAL SPANISH II**

This course builds on Practical Spanish I. the course is designed for individuals who possess a mastery of introductory Spanish communication.

Cost: $180 ($150 tuition, $30 fees)
Index # [1507] Course ID [3429]
Monday and Wednesday: August 27-October 3

**WORKFORCE DEVELOPMENT SERVICES**

The Business and Continuing Education Division customizes as well as applies corporate training products such as Leadership Development, Lean Sigma, and Scenario-Based Training to CEOs and decision-makers at all levels seeking more enhanced management methods and industry best practices. This training can be scheduled at your convenience—at one of our training locations, or onsite. The following courses can be provided for 10 or more participants.

**CERTIFICATION TRAINING**
- CPR
- Certified Nursing Assistant
- Fiber Optics Technician (Fiber Optics Association)
- Medicine Aide
- Patient Care Technician
- Venipuncture and Specimen Collection

**PROFESSIONAL DEVELOPMENT**
- Blogging
- Command Spanish for Occupations
- Create a Small Business Web-Site
- Introduction to Green Building
- Managing Multiple Priorities
- Microsoft Office Applications
- Mastering Meetings
- Presentation Skills with Confidence
- Professionalism in the Workplace
- Project 2007
- Project Management
- Providing Excellent Customer Service
- Sanitation and Safety
- Sexual Harassment
- Stress Management
- Technology Applications in the Hospitality Industry
- Turbo Charge your Market Effectiveness
- Writing Skills for Business Applications

**LEADERSHIP DEVELOPMENT**
- Collaborate Outcomes Teams and Teamwork
- Communication Skills and Interpersonal Interactions
- Conflict Resolution
- Counseling and Coaching
- Dealing with Difficult People
- Defining the Supervisory Role
- Developing Leaders
- Effective Communication
- Effective Delegation
- Improving Productivity
• Leadership from the Bottom
• Leadership Skills for Non Supervisors
• Lean Sigma
• Managing Change
• Managing Team Performance
• Performance Appraisals
• Respect Based Communication
• Social Mode
• Succession Planning
• Teambuilding

Workforce Development Services Contact:
Ida Sass, Associate Director: (410) 986-5545
General Information: (410) 986-3200

SENIOR ACADEMY
At BCCC we believe learning is a lifelong endeavor; consequently we strive to produce quality programs that are interesting as well as enjoyable. We offer a variety of courses for lifelong learners customized to fit various needs and schedules.

Registration for Senior Academy Courses
• Fees: $20 seniors (age 60+)
• All classes are held at Reisterstown Plaza Center,
  6764A Reisterstown Road, Baltimore, MD 21215
These courses are offered on–demand. Courses are scheduled when interest reaches the required minimum, typically six–to–seven participants. For detailed information, call 410-580-2757.

COMPUTERS
Introduction to Personal Computers
This course provides instruction on personal computer (PC) hardware and terminology and develops skills in using PC software. Topics include word processing, spreadsheets, and database programs.

Index # [2107] Course ID [0330]
Wednesday and Friday: 12:30pm–2:30pm
June 20-August 15

Index # [2107] Course ID [0330]
Wednesday and Friday: 12:30-2:30pm
September 5-October 26

Keyboarding
Participants learn the fundamentals of typing using a personal computer. No previous knowledge of typing or computers is required. Keyboarding skills are taught using the touch method with the goal of memorizing the keyboard and developing techniques to improve speed and accuracy.

Index # [2108] Course ID [3701]
Wednesday and Friday: 3-5pm
June 20-August 15

Index #[2108] Course ID [3701]
Wednesday and Friday: 3-5pm
September 5-October 26

Microsoft Publisher
Learn the desktop publishing program Microsoft Publisher! Topics include working with text, graphics, tables, creating a newsletter, designing basic Web sites, publishing Web sites, creating brochures, working with commercial printing services, and using design sets.

Index # [2112] Course ID [3665]
Tuesday and Thursday: 9:30-11:30am
June 20-August 15

Index # [2115] Course ID [3665]
Wednesday and Friday: 9:30-11:30am
September 5-October 26

Introduction to the Internet
Connect to and navigate the World Wide Web! Students will explore the basics of the Internet: its history, structure, resources, function, addressing schemes, and connection requirements.

Index # [2104] Course ID [2247]
Tuesday and Thursday: 11:30am–1:30pm
June 19-August 9
September 6-October 25

Introduction to MS Word
This course orients participants to Word for Windows. Participants learn to create, open and edit a document, navigate in Word, use help basics, edit format text, create tabs and tables, and insert files and graphics.

Index # [2105] Course ID [3666]
Tuesday and Thursday: 9–11am
June 19-August 9
September 6-October 25

Creative Writing
This course focuses on how to discover and express one’s creative self through writing. Students will learn techniques to break through writer’s block and discover avenues to awaken the imagination. Molding inspiration into effective written stories will be developed through writing refinement techniques.

Index # [2101] Course ID [3769]
Tuesday and Thursday: 10am–1pm
June 19-August 7

Improving Your Memory: Part 1
A course designed to enable the student to learn the principles of memory improvement and techniques to improve long and short term memory. Topics to be covered include memory exercise, long and short term memory, and memory principle. Learning styles, steps for memory retention and techniques for improving memory.

Index # [2102] Course ID [3668]
Monday and Wednesday: 11:30am–1:30pm
June 18-August 13
Improving Your Memory: Part 2
An extended course to enable the student to explore and understand particular strategies and techniques of how memory changes with normal aging. To be able to identify any factors that may be affecting the memory, and explore the purpose of the brain and its functions.

Introduction to Poetry
This course will present the history and terminology of poetry. Topics will include the vocabulary of poetry, social and political themes selected in poetry and how to write poetry. Through selected readings, lecture and class discussion, the student will explore form and theme. Students will compose and present their own poetic works as a class project.

Spanish I
This course provides instruction on the Spanish language for those who have no previous exposure. It provides an introduction to Spanish with an emphasis on the development of basic verbal and reading skills.

BIBLE
The Bible as Literature
This course provides instruction on understanding the Biblical text through literary, historical, and archaeological discoveries, and as a literary work.

The History of Gospel Music
This course will present the history of gospel music. Topics include the change and struggle in African American life that comprises one of the many great stories in American history, art, music, poetry, science, politics, and interventions.

Leadership Skills
Upon completion of this course, the student will have a better understanding of the experience and knowledge of how to take risks and make wise decisions. You will apply concepts of leadership skills and self-management to every area of personal and professional life.

Seniors the Invisible Race
This course will show that an alarming number of retired seniors have returned to the workforce due to the economy, prefer to work for themselves, but most of all because they are still able and experienced to contribute to society.

Safety and Crime Prevention for Seniors
This course will provide important methods of feeling safe in your home as well as safe positive changes when traveling at home and abroad. Topics included are safety in the streets and the ability to make choices that will affect your life with a feeling of accomplishment.
PHOTOGRAPHY

Discover Digital Photography
This continuing education course provides instruction in the basics of digital photography. Topics include: equipment use, software applications, the digital darkroom, printing, internet, e-mail and commercial and personal applications.

Prerequisite: Computer literacy required. Introduction to personal computer course.

Intermediate Digital Photography
This course is for students who are serious photographers or who intend to pursue a career involving photography. It will develop composition skills, switching from automatic settings to some manual settings, how's and why's of manual settings, photo editing, artistic intention and special shooting techniques.

Prerequisite: Computer literacy required. Introduction to personal computer course.

Class Requirement: Must have a point and shoot.

Textile Art Design (Knitting Basics)
This course will help you explore and express your creative and fun side. Knitting is one of the many forms of art that is created by using just yarn, a needle, and a little imagination. You could also create fashion pieces such as hats, scarves, leg warmers, and mittens. Your imagination is endless when it comes to art.

DISTANCE LEARNING
NON-CREDIT

If you have a difficult time attending classes because your schedule is full or changes constantly, consider enrolling in one of our online courses. You’ll be able to study a lesson, complete assignments, and ask questions from the convenience of your home or office. Our online self-paced continuing education courses are offered in six-week formats. Go online at www.ed2go.com/baltccc for complete course descriptions and hardware and software requirements.

Note: Some courses may require you to purchase specific software.

Computer Programming and Database Management
• Introduction to Database Development
• Introduction to SQL
• Introduction to Oracle
• Intermediate Oracle
• Introduction to the Game Industry
• C++ for the Absolute Beginner
• Introduction to Perl Programming
• Introduction to BVA
• Introduction to Visual Basic.NET
• Intermediate Visual Basic.NET
• Introduction to Visual Basic 6.0

Certification Preparation
• Basic A+ Certification Preparation
• Intermediate A+ Certification Preparation
• Advanced A+ Certification Preparation
• PMP Certification Preparation 1
• PMP Certification Preparation 2
• Network+ Certification Preparation

Digital Photography and Digital Video
• Photoshop Elements Projects
• Mastering Digital Photography: Photographing People

Languages
• Speed Spanish
• Beginning Conversational French

Business Management
• Administrative Assistant Fundamentals
• Six Sigma: Total Quality Applications
• Personal Finance
• Introduction to Stock Options
• Customer Service Fundamentals
• Hire Smart

Writing
• Fundamentals of Technical Writing
• Beginners Guide to Getting Published
• Travel Writing
• Write Your Life Story
• Keys to Effective Editing
• Grammar Refresher
• Research Methods for Writers
• Crafting Your Short Fiction
• Writeriffic: Creativity Training for Writers
• Writeriffic 2: Creative Training for Writers
• Pleasure of Poetry
• Resume Writing Workshop
• Business Marketing Writing
• Introduction to Journaling
• Marketing Your Nonprofit
• Writing Effective Grant Proposals

**Business Planning and Entrepreneurial Personal Finance**
• Creating a Successful Business Plan
• Business Planning for the Retired
• Start and Operate a Home-Based Business
• Secrets of the Caterer
• Growing Plants
• Start Your Own Consulting Practice
• Accounting Fundamentals

**Personal Enrichment**
• Genealogy Basics
• Wine Appreciation for Beginners
• Creating a Healthier Home
• Handling Medical Emergencies
• Assisting Aging Patients
• Parenting—The First Five Years
• Understanding Adolescents
• Solving Discipline Problems at Home
• Guiding Kids on the Internet
• Film Literacy for Everyone
• Interpersonal Communication
• History of Women Writers

**SAT Preparation (NEW!)**
Prepare for college with an SAT/ACT preparation class! This two-part course will prepare you to excel in all sections of the undergraduate college entrance exams and provide you with the means to achieve your best potential score. You will also learn techniques that can help you relieve test-taking anxiety!

**Online ED2GO Contact:**
Karen Mobley, Education Specialist: (410) 580-2757 or kmobley@bccc.edu
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.
Follow these easy steps to schedule your exam:

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.

FINANCIAL AID RECIPIENTS

BOOKSTORE CHARGE ACCOUNT OPENING AND CLOSING DATES

Summer I and II
Opening Date: May 21, 2012
Closing Date: July 20, 2012

Fall Semester
Regular Fall Semester, 12 Week Session and Accelerated I and II Session.
Opening Date: August 13, 2012
Closing Date: October 5, 2012

Students taking Accelerated II Classes only, and have not purchased books by October 5, 2012, will need to go to the Financial Aid office to have your bookstore charge account re-opened.

Bus Passes
Last day to purchase bus passes is October 5, 2012.
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
• Music CDs
• 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>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, Thursday</td>
<td>Monday-Thursday</td>
</tr>
<tr>
<td>8:00 a.m.-5:00 p.m.</td>
<td>8:00 a.m.-7:30 p.m.</td>
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<tr>
<td>Tuesday, Wednesday</td>
<td>Friday</td>
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<tr>
<td>8:00 a.m.-7:00 p.m.</td>
<td>8:00 a.m.-4:00 p.m.</td>
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<tr>
<td>Friday</td>
<td>Saturday</td>
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<tr>
<td>8:00 a.m.-4:00 p.m.</td>
<td>10:00 a.m.-2:00 p.m.</td>
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</tbody>
</table>

Bookstore Returns Policy
• All returns must be in resalable condition and accompanied by a receipt. Materials with dogged-ears, highlighting, writing, marks, stamps, or labels will not be accepted.
• With a valid BCCC receipt, textbook returns will be accepted during the first TWO WEEKS of the fall and spring semesters, and during the FIRST WEEK of all other 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, magazines, opened software and custom materials cannot be returned.
• General merchandise in perfect condition may be returned within TWO WEEKS of purchase.
• Cash and check transactions will be refunded in cash. Credit card and financial aid transactions will be refunded back to the account.
• After the return deadline, textbooks will be refunded at the current buyback value.
• BCCC Bookstores reserve 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.
PUBLICATION 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.
Tuition and Fees: Credit

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

### 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>
<th>REGISTRATION FEE</th>
<th>FACILITIES CAPITAL FEE</th>
<th>IN-STATE</th>
<th>OUT-OF-STATE / INTERNATIONAL STUDENTS</th>
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**NOTE:** Foreign students with a student or non-immigrant visa are classified as out-of-State. Out-of-State students and Foreign Non-Immigrant Residents must pay $210 per credit hour.

### Fees

- **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.
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 $5 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: Students who are subject to the Federal formula (pro-rata) refund calculation will have different withdrawal percentages. Details are available in the Financial Aid Office.

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 2012 session, you must complete the 2011-2012 FAFSA using information from your 2010 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 2012 session, you must complete the 2012-2013 FAFSA using information from your 2011 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.
3. under the Announcement heading. This PDF FAFSA can be printed, completed and mailed OR it is screen fillable online and then can be printed, signed and mailed.

APPLY EARLY TO AVOID WAITING IN LINE!

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 re-apply 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 the third week of classes. 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, to students’ home addresses approximately 60 days into the semester. 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 by March 1.

6. You may use any remaining PELL grant eligibility for summer enrollment. To have remaining PELL eligibility you must 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 and good academic standing to continue receiving financial assistance. Details about the Satisfactory Academic Progress and Standing Policy are on the College’s Web site and in the Office of Student 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. Academic Competitiveness Grant (ACG)
3. FSEOG

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

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

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<th># DAYS IN SEMESTER</th>
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<th>% OF REFUND TO STUDENT</th>
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<td>10/22</td>
<td>66</td>
<td>110</td>
<td>60%</td>
<td>40%</td>
</tr>
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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

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 410-986-5450 or 410-986-5423

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
• BCA 104: Introduction to Operating Systems
• BCA 155: Word Processing for Business Applications
• CADD 101: Introduction to CADD
• CIS 109: Principles of Computer Information Systems
• 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

The College’s Computer Literacy test can be taken only two times.
The test is scheduled Monday through Thursday at 10 a.m., 1 p.m., and 5 p.m., Friday at 10 a.m. and 1 p.m., and Saturdays at 10 a.m. The test is given in the Test Center, Liberty Campus Main Building, Room 04B. For additional information, call or visit the Test Center, 410-462-7666.

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 ENG 80, ENG 81, ENG 82, MAT 80, MAT 81, MAT 82, RDG 80, and RDG 81. 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 ENG and RDG courses, contact Dr. Melvin Brooks the Department Chair at 410-462-8558. For more information about the MAT courses, contact Dr. Fekadu Folle the Department Chair 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  WBJC 91.5 FM
WBAL TV11  WJLA TV 7  WBAL 1090 AM
WJZ TV 13  WSMJ 104.3 FM  WTOP 1500
AMWGMS 103.5  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 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.

**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.
NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student’s education records within 45 days of the day the College receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student’s education records that the student believes is inaccurate. Students may ask the College to amend a record that they believe is inaccurate. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:
   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue S.W.
   Washington, DC 20202-5901

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 (NARE) 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.
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 will be available in the Student Success Center, Reisterstown Plaza Center, Records and Registration Office (Liberty-MNB 08), BCED, and Academic Affairs Division offices.

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>SEMESTER/SESSION</th>
<th>REGISTRATION DATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Summer I Session 2012</td>
<td>6/1 – 6/2</td>
</tr>
<tr>
<td>☐ Summer II Session</td>
<td>7/7; 7/9</td>
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<tr>
<td>☐ Regular Fall</td>
<td>8/24 – 8/25</td>
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<tr>
<td>☐ Fall Accelerated I</td>
<td>8/24 – 8/25</td>
</tr>
<tr>
<td>☐ Fall 12 Week</td>
<td>9/15; 9/17</td>
</tr>
<tr>
<td>☐ Fall Accelerated II</td>
<td>10/22 – 10/23</td>
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</table>

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.
**Senior Citizen Payment Agreement Form**

**Year: 2012**

<table>
<thead>
<tr>
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<th>REGISTRATION DATES</th>
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<td>☐ Summer I Session 2012</td>
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<td>☐ Fall Accelerated II</td>
<td>10/22 – 10/23</td>
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</table>

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
**SCHEDULE WORKSHEET**

Use this worksheet to plan your schedule.
Meet with your adviser.
Keep for your records.

<table>
<thead>
<tr>
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<th>Course #</th>
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</tbody>
</table>

**MONDAY**

**TUESDAY**

**WEDNESDAY**

**THURSDAY**

**FRIDAY**

**SATURDAY**
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.

Method of Payment:  
- Cash  
- Check  
- Credit Card  
- Contract  
- Voucher  
- Total Paid: $  
- Cashier's Signature:  
- Date:  

Third Party Payment: Company/Agency Code:  
Company/Agency Name:  

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<th>Semester Code</th>
<th>Social Security/ID Number</th>
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<td>Spring</td>
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<tr>
<td>Summer</td>
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</tbody>
</table>

Date of Birth:  
- African American (1)  
- Hispanic (4)  
- Native Hawaiian/Other Pacific Islander (7)  
- American Indian (2)  
- Caucasian (5)  
- Two or more races (8)  
- Asian (3)  
- Other (6)  
- Race/Ethnicity Unknown (9)  

Gender:  
- Male  
- Female  

Home Phone  
Work Phone  
Cell Phone  

Residence:  
- Baltimore City (01)  
- Maryland County (02)  
- Out-of-State (03)  
- Foreign (04)  

Citizenship Status:  
- U.S. Citizen (01)  
- Refugee/Permanent Resident (02)  
- Student Visa (03)  
- Other immigration status:  

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).  

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. 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 the unlawful use of 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:  

Baltimore City Community College
Business and Continuing Education Division
710 E. Lombard Street
Baltimore, MD 21202

Non-Credit/Credit Shared
REGISTRATION & ADD/DROP FORM
Phone: 410.986.3200 * FAX: 410.986.3240

Baltimore City Community College Schedule of Classes 123
Please submit this signed form in MNB 020 (Liberty Campus) Monday-Thursday, 8 a.m. to 7 p.m.; Friday, 8 a.m. to 5 p.m.; or Saturday, 9 a.m. to 1 p.m.

If you declare a new major and have previously submitted a college transcript to BCCC, you now need to notify the Admissions Office in MNB 002 or telephone 410-462-8309 so that your transcript can be re-evaluated.

**Student Affairs Division**
**Student Success Center**
**Change of Major Form**

**Printed Name**
**Home Address**
**City, State, zip code**
**Current Major Name**
**Current Major Code**

**If you wish to add a second major, do so in the spaces provided.**

**Student Signature**
**Date**

**Advisor Signature**
**Catalog Edition**

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**SUMMER / FALL 2012**

**BALTIMORE CITY COMMUNITY COLLEGE**

**Liberty Campus**

2901 Liberty Heights Avenue
Baltimore, MD 21215-7893

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<table>
<thead>
<tr>
<th>MAJOR NAME</th>
<th>MAJOR CODE</th>
<th>DEGREE/CERTIFICATE</th>
<th>ALLIED HEALTH DEGREE/CERTIFICATE PROGRAMS</th>
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<td>Fire Science Technology**</td>
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<td>CERT</td>
<td>Unix Systems Administration Certificate</td>
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<tr>
<td>Correctional Administration</td>
<td>081</td>
<td>AAS</td>
<td>Web Site Development Certificate</td>
</tr>
<tr>
<td>Correctional Administration</td>
<td>188</td>
<td>CERT</td>
<td>Word and Information Processing</td>
</tr>
<tr>
<td>Database Systems Administration Certificate</td>
<td>228</td>
<td>CERT</td>
<td>Word and Information Processing</td>
</tr>
<tr>
<td>Dietary Management</td>
<td>079</td>
<td>CERT</td>
<td>Dietetics Technology</td>
</tr>
<tr>
<td>Early Childhood Education</td>
<td>051</td>
<td>AAS</td>
<td>Early Childhood Administration Certificate</td>
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<tr>
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<td>281</td>
<td>CERT</td>
<td>Electronics Technology</td>
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<tr>
<td>Electronics Technology</td>
<td>007</td>
<td>AAS</td>
<td>**</td>
</tr>
</tbody>
</table>

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* Students must meet with selective admissions counselor before enrolling in program.

** Major code will be changed when prerequisites are met and confirmed.

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FOR OFFICE USE ONLY

**Initials**
**Date Changed**
Directions

Liberty Campus
2901 Liberty Heights Avenue
Baltimore, MD 21215-7893

Business and Continuing Education Division
710 E. Lombard Street
Baltimore, MD 21202-4073

Reisterstown Plaza Center
6764A Reisterstown Road
Baltimore, MD 21215-9936

Liberty Campus

By MTA: Metro to Mondawmin Mall, Shuttlebug to BCCC. Busses M1 and 22.

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 1 835: 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 1 295: 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.

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

Reisterstown Plaza Center

By MTA: Metro to Reisterstown Plaza, Busses M9, M10 and 44. 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

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

The Maryland Center for Construction Technologies (MCCT)
901 West Milton Avenue • Baltimore, MD 21215

BCCC National Weatherization Training Center
1819 East Preston Street • Baltimore, Maryland 21213
LIBERTY CAMPUS
2901 Liberty Heights Avenue
Baltimore, MD 21215-7807
and
2600 Liberty Heights Avenue
Baltimore, MD 21215-7804

HARBOR BUSINESS AND CONTINUING EDUCATION CENTER
710 East Lombard Street
Baltimore, MD 21202-4047

REISTERSTOWN PLAZA CENTER
6764A Reisterstown Road
Baltimore, MD 21215-2306

THE MARYLAND CENTER FOR CONSTRUCTION TECHNOLOGIES
901 North Milton Street
Baltimore, MD 21205-1316

THE LIFE SCIENCES INSTITUTE AT THE UNIVERSITY OF MARYLAND BIOPARK
801 West Baltimore Street
Baltimore, MD 21201-1109

THE NATIONAL WEATHERIZATION TRAINING CENTER
1819 E. Preston Street
Baltimore, MD 21213-3131

410-462-8300
www.bccc.edu