Information in this catalog applies to the 2005-2006 academic year. The publication is designed to provide accurate information about Harford Community College at the time of publication. The College reserves the right to change, at any time, any of the provisions contained herein. The College will make efforts to notify students of changes through class schedules, the HCC website, the student newspaper and updated program brochures. Students are encouraged to consult with advisors to verify curriculum information before registering each semester.

Harford Community College actively encourages the enrollment of all interested students, and supports the employment of all qualified persons, regardless of race, color, religion, sex, sexual orientation, national origin, age, disability or any other characteristic protected by law or policies and practices of Harford Community College. Administrators, faculty and staff of HCC are committed to fully implementing enrollment and employment as required by specific acts of Congress and by federal and state regulations. Inquiries regarding compliance may be directed to the Office of Human Resources.

Individuals with disabilities who request academic accommodations for courses must register with Disability Support Services and must provide a copy of current documentation of the disability. A minimum notice of two weeks may be needed to provide some accommodations. Appointments can be made and questions answered by calling Disability Support Services, 410-836-4402 or 410-836-4414.

Harford Community College is accredited by the Middle States Association Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104; the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 8410 West Bryn Mawr Avenue, Suite 670, Chicago, IL 60631; and the National League for Nursing (NLN), 61 Broadway, 33rd Floor, New York, NY 10006. The College is approved by the American Bar Association (ABA), 750 North Lake Shore Drive, Chicago, IL 60611.

The College appreciates photography work submitted for consideration by College staff, Veronica Smith-Haasoo, Rob Kandlarch, Darla Eggert; Leo Hippins and Billy Wrobel, graduates, and the current students in photography, painting, sculpture, ceramics.

Published March 2005
Printed on 50% recycled, 30% PCW paper.
Standing (from left): H. McComas, L. McDaniel, R. Streett, D. Wright, F. Simmons  
Seated: B. Stover, B. Barnes, J. Sawyer  
Not Pictured: V. Twanmoh

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Interim President/Secretary-Treasurer
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<td>Psychology (Option in the Arts and Sciences) *</td>
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<td></td>
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<td>AA</td>
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| BUSINESS                        |                           |                     |
|---------------------------------|---------------------------|---------------------|------|
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| Business Administration         | AS                        |                     | 70   |
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<td>Computer Information Systems</td>
<td>AAS</td>
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<td>Computer Information Systems Programming</td>
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<td>Computer Information Systems Software</td>
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<td>Computer Information Systems UNIX</td>
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<td>Computer Science</td>
<td>AS</td>
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<td>Information Systems Management (Option in Business Administration)</td>
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<td>Early Childhood Education</td>
<td>AAS</td>
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<td>Teacher Education Transfer</td>
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<tr>
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<tr>
<td>Early Childhood Education Option</td>
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<tr>
<td>Elementary Education Option</td>
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<tr>
<td>Secondary Education Option</td>
<td>AA X+++</td>
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<td>General Studies</td>
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<td>Technical/Professional Studies</td>
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<tr>
<td>English (Option in the Arts and Sciences)*</td>
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<td>Philosophy (Option in Arts and Sciences)*</td>
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<td>Biology (Option in the Arts and Sciences)*</td>
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<td>Chemistry (Option in the Arts and Sciences)*</td>
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<tr>
<td>Environmental Technology</td>
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<td>Horticulture***</td>
<td>AAS</td>
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<td>Mathematics (Option in the Arts and Sciences)*</td>
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<td>Physics (Option in the Arts and Sciences)*</td>
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<td>Science Laboratory Technology</td>
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<td>Production/Announcing in the Electronic Media Option</td>
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<tr>
<td>Music (Option in the Arts and Sciences)*</td>
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<td>X</td>
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<tr>
<td>Visual Communications Foundations</td>
<td>X</td>
<td>130</td>
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</table>

* Programs noted as “Option in the Arts and Sciences” lead to either an AA or an AS degree in the Arts and Sciences with an emphasis on the discipline specified.

** Statewide program (see Cooperative Degree Programs in this Catalog)

*** Articulated program with another community college (see Cooperative Degree Programs in this Catalog)

+ Requires admission into the Nursing AS Degree Program

++ Associate or Bachelor’s degree required to enter certificate program

+++ Bachelor's degree required to enter certificate program

▲ Designated Statewide/Health Manpower Shortage Program

Application for Enrollment on pages 204-205 of this Catalog.
Message From The President

Dear Students, Colleagues and Friends,

Harford County is very fortunate to have Harford Community College as its local institution of higher education. For 48 years the College has been serving a diverse population of students through a wide variety of courses, programs and special events.

The College has grown considerably since it opened its doors as Harford Junior College at Bel Air High School in 1957. I have been fortunate to witness much of this growth during the 34 years I have worked at the College. In 1957, the College enrolled fewer than two hundred students. Today, we enroll more than 7,000 credit students and approximately 15,000 noncredit students. In addition, thousands of other visitors come to our campus to enjoy cultural events, attend meetings or listen to speakers on a variety of topics.

When the College opened, the typical student was relatively young and a recent high school graduate. Over time, however, the student body has become quite diverse. Women tend to outnumber men, and the “average” student is older than in 1957. Students still take courses to transfer to a four-year college or university, but many students complete a career-oriented degree or a non-degree certificate program. Other students take individual courses for job skill improvement or personal interest. Whatever a person’s motivation for attending the College, it is wonderful that individuals have such a great local resource to further their education.

It’s never too late to learn, no matter what your age. I hope you will learn more about the College’s offerings and take advantage of our many opportunities for lifelong learning.

Please join us!

James F. LaCalle, Ed.D.
Interim President
# Academic Calendar 2005-2006

**August 2005**
1. Deadline for December 2005 Graduation Application
5. Summer Sessions End

**September 2005**
5. College Closed
6. Fall Semester Begins

**November 2005**
23. No Classes – College Open
24. College Closed (November 24 - 25); Library Open (November 26 - 27)

**December 2005**
1. Deadline for May 2006 Graduation Application
13. Fall Final Exams Begin (December 13 - 19)
19. Fall Semester Ends
24. College Closed (December 24 - January 2)

**January 2006**
3. College Reopens
16. College Closed
23. Spring Semester Begins

**March 2006**
19. No Classes (March 19 - 26)
22. College Closed (March 22 - 26)

**April 2006**
16. College Closed

**May 2006**
1. Deadline for August 2006 Graduation Application
8. Spring Final Exams Begin (May 8 - 13)
13. Spring Semester Ends
20. Annual Commencement Ceremony
29. College Closed
30. Summer Sessions Begin

**July 2006**
4. College Closed

**August 2006**
1. Deadline for December 2006 Graduation Application
4. Summer Sessions End

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<th><strong>August 2005</strong></th>
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<td>25 26 27 28 29</td>
<td>30 31</td>
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- **Important Date**
- **College Open - No Classes**
- **College Closed**
- **College Closed; Library Open**
Harford Community College . . . founded in 1957 as a public community college, occupies 331 acres on Thomas Run Road, three miles east of Bel Air, Maryland.

MISSION

Harford Community College (HCC) provides high quality, accessible and affordable educational opportunities and services – including university transfer, career, developmental and continuing education programs – that promote professional competence, economic development and improve the quality of life in a multicultural community. The College supports the 2000 Maryland State Plan for Postsecondary Education and is committed to expanding undergraduate degree opportunities to fulfill state workforce shortages in areas of teacher preparation, health care and technology and to advance degree attainment for minorities particularly in relation to Title VI of the Civil Rights Acts [of 1964]. The College expects to increase educational attainment for individuals as well as to prepare and to sustain an educated workforce for area residents, develop technology for program and service delivery, be accountable for the efficient and effective use of resources, be the primary resource for and coordinator of higher education in the community, and serve as the center for recreation, wellness and the cultural arts.

VISION

The vision of Harford Community College is a vibrant, innovative learning organization committed to providing students with access to education, training, and services as well as to improving the quality of life for all residents, by enhancing the social and economic development of the county. HCC embraces its mission to increase educational attainment as well as prepare and sustain an educated workforce for county residents, develop technology for program and service delivery, and be accountable for the efficient and effective use of resources. Governed by the State and focused on the community, HCC is an agile and responsive higher education enterprise where student learning is first, where business partnerships are developed, where the community is enriched, and where quality lifelong education is the ultimate goal.

The College maintains a campus conducive to excellence in learning and teaching by providing transfer, career, developmental and continuing education programs to challenge and support students who can benefit from its programs and services. Community colleges hold the key to preparing their communities and citizens for the 21st century and the challenges and opportunities of a global economy by providing a non-partisan venue for the discussion and resolution of social, economic and related issues.
OBJECTIVES

HCC will be recognized as a valued resource and leader in academic quality, cultural enrichment and economic development characterized by continuous improvement, innovation and community development. To fulfill the mission and vision, HCC is committed to diversity and integrity, to achieve institutional objectives as it builds trust, respect and confidence among and between trustees, colleagues, students and community members. HCC supports a full commitment to (1) address the four-fold elements of the comprehensive community college, (2) address the recommendations of Middle States accreditation, (3) expect the campus community to share the accountability for excellence in learning in all areas of instruction and services, and (4) comply fully with Maryland Higher Education Commission (MHEC) regulations.

The College strives to make a positive difference in people’s lives and to create synergy through accessible and excellent educational programs and services by

- providing excellent teaching and support services such as academic advice, career counseling and financial aid.
- reaching out to those who have limited income or who encounter other barriers to academic success.
- enabling people to progress in their academic and career pursuits; making every effort to help learners achieve success.
- working in partnership with the communities the College serves.
- providing a supportive campus climate with services, leadership and opportunities that educate the whole person and fulfill learning and development requirements for students, faculty and staff.
- effecting cultural, ethnic, racial, social and gender diversity in the faculty, staff and student body, supported by practices and programs intended primarily for adult learners that embody the idea of an open, participatory and global society.
- using technology to advance educational purposes, including instructional technology, student support services and distance education.
- establishing collaborative relationships with other state institutions, state agencies, local schools and technical institutes, and business and industry, sharing physical, human, information and other resources to expand and enhance programs and services available to the citizens of Maryland that are in the best interest of current and future HCC students.
- recognizing and developing the primary role and responsibility of the student in the educational process while embracing teaching and learning as its central purpose.
- respecting differences in people and in perspectives.
- seeking the best possible ways to conduct the College’s work with prudent use of available resources, including the synergistic use of human resources, improved energy conservation and environmental protection (ecodemia).
- effecting leadership at all levels of the campus community that (1) is future-oriented, (2) applies fairness and integrity to decisions, and (3) promotes learning with a student focus and equitable services for nontraditional delivery systems and program schedules.

- fostering and enhancing a climate of mutual respect, civil discourse and intellectual inquiry that expects collaborations, supports diversity and encourages global awareness, planning and working together with respect, trust and honesty within the College and among and between the communities we serve.
- seeking opportunities for internal constituents to offer creative solutions and/or innovative alternatives for programs and services.

EXPECTATIONS

HCC supports a full commitment to (1) address the four-fold elements of the comprehensive community college, (2) address the recommendations of Middle States accreditation report, (3) expect the campus community to share the accountability for excellence in learning in all areas of instruction and services, and (4) comply fully with Maryland Higher Education Commission (MHEC) regulations.

HCC is recognized as an exemplary learning and teaching community that fosters service and promotes success for students in undergraduate education. The College is a valued resource and leader in academic quality, cultural enrichment and economic development characterized by continuous improvement, innovation, and community development. To fulfill the mission and vision, HCC is strongly committed to diversity, integrity, academic excellence and achievement of individual and institutional goals. The College administration, faculty and staff are dedicated to building trust, respect and confidence among colleagues, students and community members.

COLLEGE ASSEMBLY

The Harford Community College Assembly provides communication, advice, and service to the college community. The focus of the College Assembly is to facilitate collaborative leadership and ensure that students and employees have an equal voice through assembly representation. The Assembly elects representatives and is composed of three students, three faculty, three administrators and three staff.

ACCREDITATION
Harford Community College is accredited by the Middle States Association Commission on Higher Education (3624 Market Street, Philadelphia, PA 19104). The Associate of Science Degree Nursing Program is accredited by the National League for Nursing Accrediting Commission. The Histotechnology Program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences. The Paralegal Studies Program is approved by the American Bar Association. The College holds memberships in numerous national, regional, state and local professional associations.

EDUCATIONAL PROGRAMS AND SERVICES
To meet the educational needs of the community, Harford Community College offers programs with six specific additional functions: general education, college or university transfer programs, career education, continuing education/community service, transitional studies/developmental education, and student development services.

- The general education program provides all students with the writing, speaking, reading, thinking and computing skills and knowledge to function as educated citizens in a complex world.

- College and university transfer programs prepare students for further learning by providing courses in specific disciplines and general education that parallel the first two years at a four-year college.

- The career education program prepares students for immediate employment or career mobility in a variety of fields and allows students some opportunities to continue studies at four-year institutions.

- Continuing education/community services provide non-credit courses and activities which allow individuals to upgrade their abilities, prepare for state licensure, retrain for new occupations, enrich cultural backgrounds and develop specialized interests. It also focuses on selected community problems and provides contract training for government, business and industry.

- The Transitional Studies program helps developmental students to overcome identified weaknesses in basic skills and self-direction, which provide a necessary foundation for success in college.

- Student development offices provide a variety of resources and services, including academic advising, academic skills assessment, financial aid, career development, individual and group tutoring, disability services, student activities, recreation, intercollegiate athletics, and human development, wellness and physical education courses.

HIGHER EDUCATION AND APPLIED TECHNOLOGY (HEAT) CENTER
The Higher Education and Applied Technology (HEAT) Center provides expanded higher education access to the citizens of northeastern Maryland. The HEAT Center is located at the juncture of I-95 and Route 22, adjacent to the Aberdeen Park ‘n Ride.

Baccalaureate and graduate programs are offered by colleges and universities in support of the educational needs of the region. In some cases, programs are selected to articulate with Associate degrees offered by Harford and Cecil Community Colleges.

HEAT Center academic partners include the College of Notre Dame of Maryland, Johns Hopkins University Whiting School of Engineering, Johns Hopkins University Zanvyl Kreiger School of Arts & Sciences, Towson University, University of Maryland College Park, and University of Phoenix.

Harford Community College coordinates the academic programs and maintains the facility. Partner institutions provide faculty, establish the requirements of their individual programs, and set tuition rates. Students enroll directly with the HEAT Center partner institutions that collect all tuition and fees and confer all degrees.

Training is offered at the HEAT Center for local business and industry, for County government and to foster economic development. Call the HEAT Center Office, 410-638-2500, for additional information. Visit our website at www.heatcenter.com.

INTERNATIONAL EDUCATION
Harford Community College is engaged in international and globalization initiatives designed to link the College, its students and employees, to the world community of peoples, cultures, and nations. International education contributes tangibly and intangibly to the local community, to the College, and to its multiple constituents. International Education expands the vision of a community college to include assisting constituents to gain a better understanding and appreciation of, and sensitivity to other cultures. Through enhanced personal understanding, partnerships, and friendships, international education contributes to world peace and democracy.

By establishing contacts with business, industry, government and other organizations, it contributes to economic development as potential revenue-producing partners for the College and the community are established. International relationships help us to see multi or bilingualism as a community and social asset, rather than as a deficit. Further, transcultural experiences provide an opportunity for us to see ourselves through the eyes of others and help others to see the people of the United States in their ordinary humanness. Research shows that students are responsive to international education and that communities benefit greatly. The Institute of International Education through its Open Doors 2002-03 Report states that the number of U.S. students studying abroad is 586,323. Additionally, international education contributes more than
$12 billion annually to the U.S. economy through tuition and cost-of-living expenses. (Source: www.opendoorsweb.org) Harford Community College’s goals are to create an international network of staff, faculty, students and institutions with interests in the exchange of ideas within a transcultural learning community. As the College remains aware of and responsive to local needs, it does so knowing that all will benefit from the perspectives gained through transcultural experiences in higher education in an increasingly interdependent world.

CULTURAL PLURALISM

Harford Community College expects to sustain an atmosphere of cultural pluralism where individuals and groups can maintain a sense of cultural identity while supporting a strong, integrated campus community. The College considers multiculturalism as a process rather than an event. The campus community accepts, appreciates and actively unifies diversity into the cultural quilt that makes up world society.

CAMPUS CLIMATE

The College is committed to a work and learning environment that is respectful, courteous and free of discrimination and unlawful harassment. Equal employment and advancement opportunities at the College are based on merit qualifications and abilities.

The College is committed to maintaining an environment in which the free exchange of ideas is encouraged, equal opportunity to speak is protected, academic freedom is ensured, and the individual is accorded respect. While the College is committed to upholding each individual’s freedom of speech, it is also committed to protecting the individual from speech which causes harm to any member of the College community and which has no value as an expression of ideas.

To ensure a work and study place free of discrimination and harassment, periodic workshops and meetings are scheduled with employees and students. These gatherings provide opportunities to engage in study sessions and collegial dialogue regarding human relations, public laws and College policy, and to address concerns appropriate to the campus environment. Additionally, students should be familiar with the College’s Code for Student Rights, Responsibilities and Conduct, published in both the Student Handbook and the College Catalog.

STUDENT BEHAVIOR EXPECTATIONS

All students are expected to exhibit and to practice professional student behavior when participating in class, when observing or attending field experiences, internships, athletic and cultural events, co-op assignments or any other related college endeavor. Such behavior includes but is not limited to speech, dress, oral and written remarks/statements and general conduct, per rules and regulations of the campus or off-campus site. Students’ behavior reflects on Harford, and it is expected that all students will conduct themselves in a manner and style to bring honor to the College.

Unprofessional behavior on or off campus will result in disciplinary action which may result in suspension, failure of a course regardless of grades earned, and/or dismissal.

FREEDOM OF EXPRESSION AND INQUIRY

Because the community college bears the responsibility for creating, nurturing and maintaining an environment conducive to the free exchange of ideas, and because the way in which a college deals with controversy in art, theater, speech, and/or with exhibits, presentations, lectures and/or performances reveals the relative status of the fine and performing arts, the sciences, humanities and related fields of academic inquiry within the college, and the attitude of the neighboring community toward the role of the college as a forum for public discourse (Lyons, 1991), HCC will provide a forum for public dialogue when controversy erupts over an exhibition, performance or presentation of material intrinsic to higher education learning.

The public should be encouraged to think of the College as a laboratory in which varying intellectual and cultural perspectives can interact. The College will strive to foster an environment for critical dialogue concerning the above while maintaining an open relationship to the different cultural, intellectual and religious values characteristic of our pluralistic society. When learning is permitted to function in this way, it can best serve the mission of the College and the community at large (Lyons, 1991); further, campus leaders can best protect the freedom of expression for all constituencies by siding with none.

If an exhibition (or other activity) becomes the focus of public controversy, the most appropriate response an academic institution can take is not to censor or attach disclaimers but to provide a forum for public dialogue about the exhibition/activity.

When the argument is asserted regarding public funding for artistic or related presentations and performances, it does not diminish (and indeed may heighten) the responsibility of the college community to ensure academic freedom and of the public to respect the integrity of academic institutions (Fanton, 1990).


• Committed through its mission to providing a powerful and contemporary liberal education to all students whatever their major, the Association of American Colleges and Universities (AAC&U) believes that higher education can do its best work when it embraces the diversity of ideas and experiences that characterize the social, cultural, and intellectual world. AAC&U has also long been committed to fair and equal access to higher education as part of our contribution to democracy’s promise of equal opportunity.
• Given these commitments, AAC&U has worked vigorously for many decades to identify and remove barriers to full participation whether for students, faculty, or administrators, with special concern for groups historically excluded from the material and educational benefits of higher education. The Association applauds the fact that through affirmative action policies and other creative strategies, colleges today are more diverse than ever in our nation’s history. We believe inclusive communities are good for higher education, good for the quality of students’ liberal learning, and good for our democracy.

• Recognizing also that many parts of the United States society still remain underserved by higher education, AAC&U and its Board of Directors wish to reaffirm our commitment to affirmative action as the major strategy for achieving equal opportunity. Affirmative outreach has proven an effective means for creating the diversity of students, faculty, administrators, and staff— from all backgrounds and economic circumstances— so necessary to educational excellence. AAC&U also recognizes that in their commitment to eliminating the legacies of societal discrimination, colleges and universities must be granted latitude and creativity as they devise the most productive ways to generate diversity on their own particular campuses.

• The AAC&U Board of Directors views it as a matter of principle to state explicitly the association’s continuing commitment to incorporating diversity as a central component of AAC&U’s own educational mission. To this end, AAC&U will maintain and strengthen programs and publications that support diversity, while also ensuring that there is a diverse staff to implement the association’s initiatives. AAC&U also commits itself to being a powerful public voice holding our country to its stated principles of equal opportunity and justice for all.

• Persuasive research indicates that for all students, engaging diversity on campus and in the curriculum promotes intellectual development, enhances critical thinking, reduces prejudice, improves intergroup relations, and contributes to student academic success and satisfaction. Exploring diversity also produces graduates more likely to engage as informed citizens in remediating unsolved social problems.

• Recognizing the high value of this learning, AAC&U will continue to commit resources to helping colleges and universities offer such rigorous, vibrant educational opportunities for all students. AAC&U also will continue to serve higher education by sponsoring research, organizing initiatives, and producing publications that examine, articulate, and strengthen the role diversity plays in fulfilling the academy’s educational and civic mission.

NONDISCRIMINATION

Harford Community College as an institution of higher learning believes in equal opportunity in education and in employment and actively encourages the enrollment and employment of all interested persons, regardless of age (for students age 16+), color, disability, national origin, race, religion, sex, sexual orientation or any other characteristic protected by law or policies and practices of HCC. The College’s commitment to equal opportunity also extends to include participation in academic, social, cultural and athletic activities and events. The College is totally committed to a policy of nondiscrimination in employment, job assignment, promotion, and provision of employee benefits.

While every student, employee and visitor retains the right to file an external complaint when he or she believes unfair practices occurred, Harford Community College provides an internal procedure for addressing such grievances.

Students who have been subjected to discriminatory actions as part of the educational process may discuss it with (1) the appropriate faculty division dean; (2) the Vice President for Student Development and Institutional Effectiveness at 410-836-4233, or (3) the Vice President for College Relations at 410-836-4409.

SEXUAL HARASSMENT STATEMENT

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication of a sexual nature which has the purpose or effect of unreasonably interfering with an individual’s academic or work performance, or which creates an intimidating, hostile or offensive learning or working environment. Such conduct is illegal and will not be tolerated at Harford Community College. The College will promptly investigate complaints of sexual harassment and, when necessary, will institute disciplinary proceedings against the offending individual.

Students who believe they have been subjected to sexual harassment as part of the educational process may discuss it with (1) the appropriate faculty division dean; (2) the Vice President for Student Development and Institutional Effectiveness at 410-836-4233; or (3) the Vice President for College and Community Relations at 410-836-4409. Problems of this nature will be treated in as confidential a manner as possible.

CAMPUS RESTRICTIONS ON TOBACCO USE

The use of any type of tobacco product is prohibited in all buildings and areas of the campus except in designated smoking areas, parking lots, and personal vehicles. Designated outdoor tobacco use areas are marked. Use of cigarette waste receptacles is required.

Every student and employee is empowered with the social responsibility to support compliance with and enforcement of these tobacco use restrictions. Employees who observe others violating the tobacco use restrictions are expected to inform
the violator of the policy and/or contact the Security office. Students and visitors are encouraged to do the same.

Education and treatment are the preferred intervention for violators, but violators may also be subject to a fine or disciplinary action up to and including expulsion from the College for students, and termination of employment for employees.

The College works with the Harford County Health Department and the Harford County Cancer and Tobacco Community Coalition to assist smokers in quitting and to discourage others from starting through smoking cessation classes and health and wellness programs and publications. Contact the College Life and Wellness Office (410-836-4140) for more information on wellness assistance.

**PUBLIC HEALTH GUIDELINES**
The College complies with all guidelines and procedures established by Harford County and the State of Maryland Health Departments with regard to public health issues affecting the College community.

**ANIMALS ON CAMPUS**
The College restricts animals from all campus buildings, offices, laboratories and open spaces. No animals, except assist animals and those used as bona fide instructional aids, should be on the premises, tethered outside or left to wander the grounds at any time (day, evening or weekends).

**DRUG AND ALCOHOL POLICY**

*Compliance Statement*

*Standards of Conduct*
All faculty, staff and student employees are expected to report to work free of the influence of alcohol or illicit drugs, and refrain from the use of alcohol or illicit drugs during the performance of their work. All faculty, staff and student employees are required to notify the appropriate senior College official of any criminal conviction related to his or her own drug activity in the workplace within 5 days of the conviction. If the individual is supported by a federal grant or contract, the College will notify the supporting government agency within 10 days after receiving notice. The sale, distribution, use or possession of illegal drugs is a violation of federal and state laws and is prohibited at all times. Violators will be subject to arrest and prosecution. In addition, students, faculty and staff who are convicted of violating the law by selling, distributing, using or possessing illegal drugs on College property, or while on College business, will be subject to disciplinary action up to and including expulsion and/or termination. The standard penalty for drug distribution or sale will be expulsion or termination, while penalties for use or possession may include drug education and referral to the Harford County Drug and Alcohol Abuse Center or other treatment programs in lieu of dismissal or termination.

Employees on physician-prescribed medication should notify a designated College official if there is a likelihood that such medication could affect job performance or safety.

Harford Community College prohibits the possession, consumption, sale and serving of alcoholic beverages to or by students at on- or off-campus activities. Student Activities funds may not be used to purchase any alcoholic beverages. Public events sponsored by any department, faculty or staff at which alcohol will be served require approval of the appropriate Vice President and President. The serving of beer and/or wine at these events is subject to county, state and federal regulations.

**CODE FOR STUDENT RIGHTS, RESPONSIBILITIES AND CONDUCT**

I. Introduction
Harford Community College is an academic community and all members and visitors share the duty and responsibility of securing and maintaining the freedom to learn within that academic college community. Freedom carries responsibilities; chief among these is the respect for rights and values of others. In order to provide and preserve this freedom on the HCC campus and at College-sponsored and College-supervised functions, the Student Code was developed by a committee of students, faculty, staff, and administrators.

Within the College community, individuals are accorded respect in a learning environment that is free of discrimination on the basis of race, color, religion, sex, sexual orientation, national origin, age (for students age 16+), disability or any other characteristic protected by law or by the policies and practices of HCC. All students are expected to exhibit and practice professional behavior when participating in instructional settings, including field experiences, internships, athletic and cultural events, co-op assignments or any other related college endeavor. Such behavior includes but is not limited to dress, oral and written remarks/statements and general conduct, per rules and regulations of the College or off-campus site.

The College faculty and staff recognize their role in developing this sense of responsibility through example and guidance. Additionally, every student is presumed to have sufficient maturity, intelligence, and concern for the rights and values of others to preserve the standards of the academic community. This code enumerates clear expectations of students as members of the College community, the kind of unacceptable behavior that may result in disciplinary action, and sanctions and disciplinary proceedings utilized when the code is not observed. While on College property, all persons, including guests of students, are required to abide by all College policies, procedures, practices, and related rules and regulations.
II. Definitions
When used in this Code:

A. The term “College” means Harford Community College and, collectively, those responsible for its control and operation;

B. The term “student” includes all persons registered for credit and noncredit courses on a full-time or part-time basis. An individual who is not officially enrolled for a particular semester/term but who has a continuing relationship with the College is considered a “student”;

C. The term “instructor” means any person hired by the College to conduct educational activities. In certain situations, a person may be both “student” and “instructor” and is subject to the rights and responsibilities of both;

D. The term “College official” pertains to all College employees;

E. The term “College community” includes students and all employees;

F. The term “organization” means a number of persons who have complied with the formal requirements of College recognition;

G. The term “shall” is mandatory;

H. The term “may” is discretionary;

I. The term “working days” means Monday through Friday of each week when the College is open.

III. Rights and Responsibilities
The following enumeration of rights and responsibilities shall not be construed to deny or disparage others retained by or ascribed to students in their capacity as members of the student body or as citizens of the community at large.

A. The College guarantees to students the rights to free inquiry, expression, and assembly while on campus or while attending institution-sponsored or institution-supervised activities, subject to requirements of this Code and those governing the use of College facilities and grounds. Advocacy of any cause and peaceful protest and demonstration are permitted within the College subject to the following regulations:

1. order and safety of individuals and property must be maintained;

2. instruction and other normal operations of the College must not be interrupted;

3. movement and passage of persons and vehicles must not be interrupted;

4. activities may not be of a violent, threatening, or hazardous nature;

5. reservations of facilities and/or grounds may be made through the College Life and Wellness Office located in the Student Center.

B. Students are free to pursue their educational goals. Appropriate opportunities for learning in an instructional setting and through on- and off-campus experiences shall be provided by the institution. The College also recognizes that in the learning process there are two parties, the instructor and the student, and that the learning process requires active participation on the part of both parties. In matters of disputes having to do with the learning process, the instructor, by virtue of training, education, and experience, is the leader and manager of that process;

C. In instructional settings, students shall have the right to express any views pertinent to the subject matter of the course in which they are enrolled; however, the instructor shall always be the sole judge of the relevancy of subject matter and shall always have authority over the conduct of the instructional session. Students are responsible for meeting the standards of any course for which they are enrolled;

D. Student groups and organizations may be charged with violations of this Code. A student group or organization and its officers may be held collectively and individually responsible when violations of this Code, by those associated with the group or organization, have received the consent or encouragement of the group or organization or of the group’s or organization’s leaders or officers;

E. Recognized student organizations may invite speakers to campus after the requirements for use of the institutional facilities have been met and if the event is compatible with the policies of the institution, and upon prior approval of the Coordinator of College Life and Wellness and the organization’s advisor. It should be made clear to the academic and larger community that sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed either by the sponsoring group or the institution.

F. Throughout the disciplinary process, students must be notified in writing about meetings and conferences they are required to attend at least two (2) working days prior to the scheduled meeting. No formal disciplinary actions may be imposed upon any student without written notice to the respondent of the nature and cause of the charges. Failure to respond to such notice may be treated as a failure to comply with the directions of a college official. The disciplinary process will proceed even if the student does not respond to the notice.

G. Any member of the College community may file complaints against any student for violation of the Student Code. The complaint should be submitted in writing to the Associate Vice President for Student Development (AVPSD) within ten (10) working days of the incident.
H. The Student Code and all College policies, procedures, practices or related rules and regulations apply on- and off-campus at all College-sponsored and all College-supervised functions.

IV. Prohibited Conduct
Generally, College discipline shall be limited to conduct which adversely affects the College community’s pursuit of its educational objectives. The following misconduct, which is not all-inclusive, is subject to disciplinary action:

A. Failure to possess HCC student identification or comparable photo identification or failure to furnish the identification upon the request of a College official.

B. Intentionally providing false information on any College application, transcription, or written document;

C. Intentionally making false material statements to the College;

D. Academic dishonesty, such as:
   1. Cheating, which means knowingly using or attempting to use unauthorized materials, equipment devices, information or study aids, as defined by the instructor;
   2. Fabrication, which means intentional and unauthorized falsification or invention of any information or citation in an academic exercise;
   3. Facilitating academic dishonesty, which means knowingly helping or attempting to help another to commit an act of academic dishonesty; or
   4. Plagiarism, which means knowingly representing the work of another as one’s own.

E. Forgery, alteration, or misuse of any College documents, records, equipment, or identification;

F. Obstructing or acting in a manner disruptive or disturbing to the normal educational functions of the College, administration of the College, disciplinary procedures, or other College activities;

G. All forms of violence, threatening behavior, verbal/ non-verbal harassment, physical abuse, verbal abuse, stalking, coercion, and/or other conduct that threatens or endangers the health or safety of any persons;

H. Obstructing or restraining the movement and passage of persons and/or vehicles;

I. Stealing, concealing, defacing, or damaging College property or the property of a member of the College community or campus visitor;

J. Unauthorized entry to or use of College and off-campus properties, including the failure to leave any of the buildings or grounds after being requested to do so by an authorized employee of the College;

K. Attending an instructional session without properly registering or without the express permission of the instructor, or bringing unregistered visitors, including children, to class;

L. Leaving a child for whom you are responsible (ages 12 and under) unattended at anytime;

M. Possession, consumption, sale, or serving of alcoholic beverages except as expressly permitted in writing by the College;

N. Sale, distribution, use, or possession of illegal drugs or controlled dangerous substances as defined by Maryland law except as expressly permitted by law;

O. Being under the influence of alcohol or illegal drugs;

P. Gambling, disorderly conduct, or lewd or obscene conduct or expression;

Q. Possession or use of firearms, explosives, or any other dangerous or deadly weapons, except as expressly permitted in writing by the College. An instrument designed to look like a weapon, which is used by a student to cause reasonable apprehension or harm, is expressly included within the definition of weapon;

R. Tobacco use inside all College facilities or in any other area where tobacco use is prohibited;

S. Use of any sound amplification equipment, system, or device, except as provided for by College regulations or expressly permitted by the College;

T. Failure to comply with the College’s Computer Use Guidelines which are available at the Library, the College Life and Wellness Office, and the HCC website, including utilizing any electronic device for the purpose of engaging in any form of academic misconduct or illegal activity;

U. Failure to comply with lawful directions of College officials acting in performance of their duties;

V. Violations of the Student Code or of other College policies or regulations, including those concerning the registration of student organizations, the use of College property, or the time, place, and manner of public expression;

V. Sanctions
A. The following formal disciplinary actions may be imposed upon students:

Minor Sanctions:

1. WARNING: Notice, orally or in writing, that continuation or repetition of conduct found wrong-ful, within a period of time stated in the warning,
may be cause for more severe disciplinary action.

2. **EDUCATIONAL PROJECT**: This sanction requires a student to complete a specific educational assignment as determined by the AVPSD or his/her designee.

3. **CAMPUS AND/OR COMMUNITY SERVICE**: This sanction requires a student to perform a specified number of service hours. The Associate Vice President for Student Development (AVPSD) or his/her designee determines the specific assignment.

4. **RESTITUTION**: Reimbursement for damage to or misappropriation of property.

5. **FINES**: Previously established and published fines may be imposed.

6. **DISCIPLINARY PROBATION**: Written notice that continuation or repetition of conduct found wrongful, during a designated period of time not exceeding one year, will be cause for more severe disciplinary action such as suspension or expulsion.

7. **DISCIPLINARY PROBATION WITH REVOKED PRIVILEGES**: Written notice that continuation or repetition of conduct found wrongful, during a designated period of time not exceeding one year, will be cause for more severe disciplinary action such as suspension or expulsion and during the probationary time period, the student is excluded from participation in privileged or extracurricular institutional activities.

8. **SUSPENSION FROM COURSE(S)**: Exclusion from participation in particular course(s) for a period of time not to exceed one semester.

**Major Sanctions**:

9. **SUSPENSION FROM THE COLLEGE**: Exclusion from courses and other privileges or activities as set forth in the notice for a defined period of time not to exceed two years. Whether or not a student may make up missed academic work due to the suspension will be determined as part of this sanction.

10. **EXPULSION FROM THE COLLEGE**: Termination of student status for an indefinite period of time. The conditions for readmission, if any, shall be stated in the order of expulsion.

**B. In cases of expulsion, all documents related to the violation shall be maintained permanently. For all other sanctions, all documents relating to acts of student misconduct shall be maintained in the student’s disciplinary file for a period of three years from the date of the incident. Thereafter, the student’s disciplinary file shall be purged of all disciplinary documents.**

C. More than one of the sanctions above may be imposed for any single violation.

**D. Interim Suspension**

In cases where there is evidence that the continued presence of the student poses a substantial and immediate threat to him/herself or to others, or to the continuance of normal College functions, the Vice President for Student Development may suspend a student from the College on an interim basis pending disciplinary proceedings or medical evaluation. A student placed on interim suspension who is unable to complete course work for the semester in which the interim suspension was issued will be given “W” grades.

**VI. Procedures in Disciplinary Proceedings**

**A. Academic Dishonesty**

The administration and faculty take a firm stand and maintain a united commitment in eliminating and preventing academic dishonesty among students. Each instructor must state in writing the consequences of academic dishonesty and students should have prior knowledge of the nature of penalties. Before penalties are imposed, there should be clear evidence of cheating. The instructor is required to notify the Division supervisor of the violation in writing. If the penalty represents failure in the course or seriously jeopardizes the student’s attainment of a passing grade, the Division supervisor and instructor must concur on the penalty and the student shall be notified in writing and given the option of appealing the decision to the Vice President for Instruction, whose decision is final. At any point, the faculty member or the Division supervisor should consult with the AVPSD on the case. At minimum, the AVPSD shall be informed if the student is found to have committed this violation in order to support College-wide record keeping.

**B. Conduct Issues**

1. **Disruptive Behavior During Instructional Time**.

An instructor has the prerogative to temporarily suspend a student from the instructional setting when in his/her judgment such action is warranted in the best and immediate interest of instruction. If the student refuses to leave the instructional setting, Campus Security shall be notified. If the student does not comply with Campus Security, law enforcement authorities may be notified. The instructor shall discuss the suspension with the Division supervisor as soon as possible after the action occurs in an attempt to resolve the issues prior to the next instructional session. If the instructor and Division supervisor concur that the student should not be permitted to continue participating in the instructional activity, the Division supervisor shall involve the AVPSD and proceed with a Student Code violation complaint against the student. The faculty member, Division supervisor, and AVPSD will work collaboratively to conduct a thorough investigation and an
administrative conference as described below to reach resolution.

2. Other Types of Student Code Violations. Alleged Student Code violations should be presented to the AVPSD, or the Campus Security Office in writing. Any charges should be submitted as soon as possible after the event takes place, preferably within ten (10) working days. The AVPSD will investigate the charges through interviews and documentation and will either dismiss the case or conduct an administrative conference with the student. If the case is dismissed after investigation, all parties will be informed in writing. If the case is not dismissed, then the AVPSD will proceed with an administrative conference.

Administrative Conference – After investigation and with at least two (2) working days prior notice to the student, the AVPSD conducts an administrative conference with the student and determines the appropriate sanction. If the student fails to respond or attend the administrative conference, the student code process will proceed without the student’s input.

a. Minor Sanctions (see description under SANCTIONS) – The AVPSD will impose such and will also notify the student of the sanction in writing. Minor sanctions may be appealed in writing within ten (10) working days to the Vice President for Student Development and Institutional Effectiveness whose decision is final.

b. Major Sanctions (see description under SANCTIONS) – If a major sanction is indicated, the AVPSD will refer the case to the Student Conduct Review Board for deliberation and will notify the student of the referral in writing.

C. Discrimination or Harassment

If an allegation poses possible discrimination or harassment issues, the AVPSD will inform and involve the Vice President for College and Community Relations.

D. Violation of Law and College Discipline

1. The College reserves the right to restrict the presence of any person who may present a threat to any student.

2. College authorities may report possible violations of the law to appropriate legal authorities. The College may advise off-campus authorities of the existence of the Student Code and how such matters will be handled internally within the College community. The College will cooperate fully with the law enforcement authorities and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators.

3. Federal legislation authorizes the College to disclose records of disciplinary actions concerning violations of state, federal, or local laws governing the use or possession of alcohol or controlled substances, which involve dependent students who are under the age of 21. Disclosure of these types of disciplinary violations may be made to a parent or guardian.

4. The College may report general discipline information to parents or legal guardians of dependent students if the Code of Conduct violation constitutes a felony under state or federal law or if the student has been involved, or has involved others, in a potentially life-threatening situation.

5. College disciplinary proceedings may be instituted against a student charged with violation of law, which is also a violation of this Student Code. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.

VII. Student Conduct Review Board (SCRB)

The Student Conduct Review Board (SCRB) is convened to review and take action on cases referred by the AVPSD related to student conduct violations. The SCRB shall be composed of five (5) voting members: one (1) full-time instructional faculty, two (2) full-time students, one (1) administrator, and one (1) staff person. The SCRB shall elect its own Chairperson who must be a college employee. The Coordinator of College Life and Wellness serves in an ex-officio capacity as the administrative coordinator and record-keeper of the SCRB. The SCRB must have five (5) members in attendance to take formal action.

Disciplinary Hearing Process

A. Within five (5) working days of the Administrative Conference, the AVPSD refers the case in writing to the SCRB for review and action.

B. The hearing shall be held within twenty (20) working days after the AVPSD’s referral to the SCRB. The parties shall receive written notice of the date at least five (5) working days in advance of the hearing.

C. A schedule of the hearings in disciplinary proceedings shall be fixed by the SCRB Chairperson. The College and the respondent shall have discretion to alter the schedule for good cause.

D. Hearings shall be conducted in such a manner as to afford due process and shall be private unless the respondent requests a public hearing or the meeting is required to be open under State Law. In hearings involving more than one individual, severance shall be allowed upon request. An accused individual has the right to be assisted by counsel or an advisor who may come from within or outside of the College.
E. Both the complainant and the respondent are responsible for presenting his or her own case and, therefore, neither counsel nor advisors are permitted to speak or to participate directly in any hearing before the SCRB.

F. The complainant, the respondent, and the SCRB shall have the privilege of presenting witnesses. Production of records and other exhibits may be required.

G. There shall be a single verbatim record, such as a tape recording, of all hearings before the SCRB. The record shall be the property of the College.

H. All procedural questions are subject to the final decision of the Coordinator for College Life and Wellness.

I. After the hearing, the SCRB shall determine (by majority vote) whether the student has violated each section of the Student Code that the student is charged with violating. This determination shall be made on the basis of whether it is more likely than not that the respondent violated the Student Code. If the SCRB determines the student violated the Student Code, the SCRB will (by majority vote) choose one of the following actions: (1) dismiss the case, (2) refer the case back to the AVPSD for assignment of a minor sanction, (3) assign the major sanction of suspension, or (4) assign the major sanction of expulsion. The SCRB's decision may be stated at the conclusion of the hearing and shall be submitted in writing within ten (10) working days from the conclusion of the hearing.

J. No imposition of sanctions may be made solely upon the failure of the respondent to answer the charges or appear at the hearings. In such a case, the evidence in support of the charges shall be presented and considered.

K. An appeal of a SCRB decision by either party may be made to the Vice President for Student Development and Institutional Effectiveness in writing within ten (10) working days of the decision. An appeal shall be limited to a review of the full report of the SCRB for the purpose of determining whether its decision was supported by the evidence and was not arbitrary. An appeal may not result in a more severe sanction for the respondent. The Vice President shall take one of the following actions: (1) uphold, (2) revise, or (3) dismiss, the sanction imposed by the SCRB. The decision of the Vice President shall be final.

**Procedural Safeguards**

The College's disciplinary proceedings are designed to be fundamentally fair. An individual charged with a violation of the Student Code has the right to receive written notification of the time, date and place of the hearing, a written statement of the charges and their source, and access to the records of charges and other pertinent papers available to the SCRB. In addition, the respondent:

- may elect not to appear, but the hearing will be held in his/her absence,
- may have an individual of his/her choice to advise him or her,
- may remain silent,
- will speak for himself/herself and/or may present witness(es),
- will receive written notification of the SCRB's decision,
- may appeal the SCRB's decision to the Vice President for Student Development and Institutional Effectiveness.

The burden of proof will rest upon the person(s) filing the complaint and the AVPSD. All decisions will be based only on evidence presented before the SCRB.

**VIII. Interpretation and Review**

A. Any question of interpretation regarding the Student Code shall be referred to the AVPSD or his or her designee for final determination.

B. Any recommendations for modifications shall be given to the Student Association and AVPSD and shall go through the normal channels for approval before being put into effect.
Letter to a Poet

Are you Nobody? Is that you?
Are we alike – me and you?
Hiding – all of our secrets –
All of what we do

But isn’t it dreary
Being a Ghost,
Nothing to show –
Nothing to boast

Should we tell It –
Let everything get out?
A howl in the night
Our pack’s voices – let us shout!

Hold not your secrets
Ms. Amherst – let us hear
The passion held within
That will stun every ear

As public as Birds
We all should be –
Chirping—Chattering
Among our Tree

---

Letter to The Moon

Letters To The Moon

First Correspondence

They’re having us memorize the phases:
First Quarter, Waxing Gibbous, et cetera.
I imagine a shoulder rolling free of a gown
slowly, over many nights. All its stages of undress:
the introduction of flesh, the hem receding
to stark opalescence. As with all things,
there is a ceiling to ascent – a place where gravity
regains its composure – forms rain. It lingered like that,
then replaced the silk calmly, darkly –
like the thought of a lover drawn out before sleep,
like a metaphor locked in the murk of a book.

Michael E. Palmer
Creative Writing IV

---

Effigies At Westminster Abbey

The floor of the cathedral is littered
with stone bodies.
Their chests, grey hills
of interrupted breath.
Their arms folded
over swords and scepters
like useless moth wings.
A boy touches the rigid chin
of a queen and leans down
as if he will hear her whisper
We are cold. Outside,
it is raining in the courtyard.
The sky split and moving
like muscles. A moment of silence
and sweat inside my mouth.
The curling of purple lips,
the slip of a tongue
over teeth. These bones
have their own quiet language.

Megan Scharmann
Creative Writing V
# COLLEGE READING LIST

The academic community compiled a reading list (presented alphabetically by category) and will adjust it periodically. This list is offered to aid students and prospective students who seek reading suggestions. The College does not endorse any theory or position taken by any author or editor. Students should choose according to their interests. Entries are categorized by reading levels, noted with each title: Moderately Challenging (MC), Challenging (C), Very Challenging (VC).

## FICTION AND DRAMA

<table>
<thead>
<tr>
<th>Author</th>
<th>Title</th>
<th>Difficulty</th>
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</thead>
<tbody>
<tr>
<td>Baldwin, James</td>
<td>Go Tell it on the Mountain</td>
<td>(C)</td>
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<tr>
<td>Bellow, Saul</td>
<td>Henderson the King</td>
<td>(C)</td>
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<tr>
<td>Bradbury, Ray</td>
<td>Fahrenheit 451</td>
<td>(C)</td>
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<tr>
<td>Brant, Beth</td>
<td>A Gathering of Spirit: A Collection by North American Indian Women</td>
<td>(C)</td>
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<tr>
<td>Bronte, Charlotte</td>
<td>Jane Eyre</td>
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<td>The Stranger</td>
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<td>Capote, Truman</td>
<td>Other Voices, Other Rooms</td>
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<td>The Later Novels</td>
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<td>Crichton, Michael</td>
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<td>Davis, Rebecca Harding</td>
<td>Life in the Iron Mills, and Other Stories</td>
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<tr>
<td>De Maurier, Daphne</td>
<td>Rebecca (MC)</td>
<td>(MC)</td>
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<tr>
<td>Dickens, Charles</td>
<td>A Christmas Carol</td>
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<td>Dickens, Charles</td>
<td>Oliver Twist</td>
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<td>Dillard, Annie</td>
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<td>Dinesen, Isak</td>
<td>Out of Africa</td>
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<td>Eliot, George</td>
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<td>Ellison, Ralph Waldo</td>
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<td>Euripides</td>
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<td>Fielding, Henry</td>
<td>Tom Jones (C)</td>
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<td>Fisher, M. F. K.</td>
<td>Sister Age</td>
<td>(C)</td>
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<tr>
<td>Fitzgerald, F. Scott</td>
<td>The Great Gatsby</td>
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<td>Forster, E. M.</td>
<td>Howards End</td>
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<td>Galsworthy, John</td>
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<td>Gao, Xingjian</td>
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<td>Garcia, Christina</td>
<td>Dreaming in Cuban</td>
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<td>Garcia Marquez, Gabriel</td>
<td>One Hundred Years of Solitude</td>
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<td>Geok-Lim, Tsutakawa,</td>
<td>The Forbidden Stitch: Asian American Women’s Anthology</td>
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<td>Goldman, William</td>
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<td>Gordimer, Nadine</td>
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<td>Graham, Kenneth</td>
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<td>Heller, Joseph</td>
<td>Catch-22 (MC)</td>
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<td>Hemingway, Ernest</td>
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<td>Siddhartha</td>
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<td>Hurston, Zora Neale</td>
<td>Their Eyes Were Watching God</td>
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<td>Ibieta, Gabriella</td>
<td>Latin American Writers: Thirty Stories</td>
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<td>Ibsen, Henrik</td>
<td>Peer Gynt</td>
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<td>Jen, Gish</td>
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<td>Jhabvala, Ruth Prawer</td>
<td>Out of India: Selected Stories</td>
<td>(C)</td>
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<tr>
<td>Johnson, Charles</td>
<td>Middle Passage (VC)</td>
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</tr>
</tbody>
</table>

## COLLEGE READING LIST (CONTINUED)

- Achebe, Chinua
  - Civil Peace (C)
- Achebe, Chinua
  - Things Fall Apart (C)
- Adams, Richard
  - Watership Down (MC)
- Alcott, Louisa May
  - Little Women (MC)
- Alexie, Sherman
  - The Lone Ranger and Tonto Fistfight in Heaven (MC)
- Allen, Paula Gunn
  - Spider Woman’s Granddaughters (C)
- Allende, Isabel
  - Of Love and Shadows (C)
- Anaya, Rudolfo
  - Bless Me, Ultima (C)
- Anderson, Sherwood
  - Winesburg, Ohio (MC)
- Angelou, Maya
  - I Know Why the Caged Bird Sings (MC)
- Augenbraum, Harold
  - Growing up Latino: Memoirs and Stories (C)
- Austen, Jane
  - Pride and Prejudice (C)
- Bellow, Saul
  - Henderson the King (C)
- Bradbury, Ray
  - Fahrenheit 451 (C)
- Brant, Beth
  - A Gathering of Spirit: A Collection by North American Indian Women (C)
- Bronte, Charlotte
  - Jane Eyre (C)
- Bronte, Emily
  - Wuthering Heights (C)
- Brown, Dee Alexander
  - Bury My Heart at Wounded Knee (C)
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  - The Stranger (C)
- Capote, Truman
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  - The Later Novels (C)
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  - The Brothers Karamozov (VC)
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  - Crime and Punishment (C)
- Doyle, Sir Arthur Conan
  - The Complete Sherlock Holmes (MC)
- Dreiser, Theodore
  - Sister Carrie (C)
- Eliot, George
  - Middlemarch (C)
- Ellison, Ralph Waldo
  - The Invisible Man (C)
- Euripides
  - Medea (VC)
- Faulkner, William
  - As I Lay Dying (VC)
- Faulkner, William
  - The Sound and the Fury (VC)
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- Fitzgerald, F. Scott
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  - Howards End (C)
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  - The Forsyte Saga (C)
- Gao, Xingjian
  - Soul Mountain (VC)
- Garcia, Christina
  - Dreaming in Cuban (C)
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  - Siddhartha (C)
- Hurston, Zora Neale
  - Their Eyes Were Watching God (C)
- Ibieta, Gabriella
  - Latin American Writers: Thirty Stories (C)
- Ibsen, Henrik
  - Peer Gynt (C)
- Jen, Gish
  - Typical American (C)
- Jhabvala, Ruth Prawer
  - Out of India: Selected Stories (C)
- Johnson, Charles
  - Middle Passage (VC)
General Information

Reading List

Jong, Erica
Fear of Flying (C)

Joyce, James
Dubliners (CVC)

Joyce, James
A Portrait of the Artist as a Young Man (VC)

Kafka, Franz
The Metamorphosis (C)

Kafka, Franz
The Penal Colony (VC)

Katz, Jane
Messengers of the Wind: Native American Women Tell Their Life Stories (C)

Kaufman, Moises
The Laramie Project (MC)

Keller, Gary
Zapata Rose in 1992 and Other Tales (C)

Kingsolver, Barbara
The Poisonwood Bible (MC)

Kingston, Maxine Hong
The Woman Warrior: Memoirs of a Girlhood Among Ghosts (C)

Lawrence, D. H.
Lady Chatterly's Lover (C)

Lawrence, D. H.
Sons and Lovers (C)

Lee, Gus
China Boy (C)

Lee, Harper
To Kill A Mockingbird (MC)

Mahfouz, Naquib
Miramar (C)

Malamud, Bernard
The Fixer (C)

Marshall, Paule
Praisesong for the Widow (C)

Maugham, W. Somerset
Of Human Bondage (C)

McCullers, Carson
The Heart is a Lonely Hunter (C)

McMillan, Terry
Breaking Ice (C)

McMillan, Terry
Mama (C)

McMurtry, Larry
Lonesome Dove (MC)

Miller, Arthur
The Crucible (C)

Miller, Arthur
Death of a Salesman (C)

Minatoya, Lydia
Talking to High Monks in the Snow: An Asian American Odyssey (C)

Momaday, N. Scott
The Way to Rainy Mountain (C)

Momaday, N. Scott
House Made of Dawn (C)

Morrison, Toni
Beloved (VC)

Naipaul, V. S.
House for Mr. Biswas (C)

Naylor, Gloria
Children of the Night: Best Short Stories by Black Writers (C)

Naylor, Gloria
Mama Day (C)

O’Brien, Tim
Going After Cacciato (MC)

O’Neill, Eugene
The Iceman Cometh (VC)

Ortiz, Simon
Earth Power Coming: Short Fiction in Native American Literature (C)

Ortiz, Simon
Woven Stone (C)

Orwell, George
Animal Farm (C)

Orwell, George
1984 (C)

Plath, Sylvia
The Bell Jar (C)

Pym, Barbara
A Few Green Leaves (C)

Quinn, Daniel
Ishmael (MC)

Rand, Ayn
Fountainhead (C)

Remarque, Erich Maria
All Quiet on the Western Front (MC)

Rhys, Jean
Wide Sargasso Sea (C)

Rowling, J. K.
Harry Potter and the Sorcerer's Stone (MC)

Saint-Exupery, Antoine de
The Little Prince (MC)

Salinger, J. D.
The Catcher in the Rye (C)

Shakespeare, William
Hamlet (VC)

Shakespeare, William
King Lear (VC)

Shakespeare, William
Macbeth (VC)

Shakespeare, William
Romeo and Juliet (VC)

Shelley, Mary
Frankenstein (C)

Shikibu, Murasaki
The Tale of Genji (C)

Shorris, Earl
Latinos (C)

Silko, Leslie Marmon
Ceremony (C)

Silko, Leslie Marmon
The Graywolf Annual Five: Latinos (C)

Six Poets of Racial Uplift
Battle, Elfie, et al
Seven Arrows (C)

Stowe, Harriet Beecher
Uncle Tom's Cabin, or Life Among the Lowly (MC)

Styron, William
Sophie's Choice (VC)

Thoreau, Henry David
Walden (VC)

Tolstoy, Leo
Anna Karenina (C)

Tolstoy, Leo
War and Peace (C)

Twain, Mark
Huckleberry Finn (C)

Twain, Mark
Pudd’nhead Wilson (C)

Twain, Mark
Tom Sawyer (C)

Tyler, Anne
Saint Maybe (MC)

Vonnegut, Kurt
Slaughterhouse Five (MC)

Walker, Alice
The Color Purple (C)

Walker, Margaret
Jubilee (C)

Walters, Anna Lee
Ghost Singer (C)

Warren, Robert Penn
All the Kings Men (C)

Watanabe, Sylvia
Talking to the Dead (C)

Waugh, Evelyn
The Loved One (MC)

Wharton, Edith
The Age of Innocence (C)

Wiesel, Elie
Night, Dawn, Day (MC)

Williams, Tennessee
The Glass Menagerie (C)

Woolf, Virginia
To the Lighthouse (C)

Wright, Austin Tappan
Islandia (VC)

Wright, Richard
Native Son (C)

Poetry

Unknown
Beowulf (VC)

Battle, Elfie, et al
Six Poets of Racial Uplift (CVC)

Brooks, Gwendolyn
A Street in Bronzeville (C)

Cullen, Countee
Incident (MC)

Eliot, T. S.
The Collected Poems and Plays (VC)
Ginsberg, Alan  
_Fog_ (C)

Ginsberg, Alan  
_Howl_ (C)

Giovanni, Nikki  
_The Selected Poems of Nikki Giovanni, 1968-95_ (MC)

Hopkins, Gerard Manley  
_The Poems of Gerard Manley Hopkins, 4th edition_ (VC)

Hughes, Langston, edited  
_New Negro Poets USA_ (C)

Masters, Edgar Lee  
_Spoon River Anthology_ (MC)

Whitman, Walt  
_Leaves of Grass_ (C)

**Collections By Any of the Following:**

- Bishop, Elizabeth (C)
- Browning, Elizabeth Barrett (MC)
- Browning, Robert (C)
- Coleridge, Samuel T. (VC)
- Cummings, E. E. (C)
- Dickinson, Emily (VC)
- Frost, Robert (MC)
- Keats, John (VC)
- Larkin, Philip (C)
- Lowell, Robert (C)
- Moore, Marianne (C)
- Poe, Edgar Allan (C)
- Rich, Adrienne (C)
- Robinson, Edwin Arlington (C)
- Roethke, Theodore (C)
- Sexton, Anne (VC)
- Walker, Alice (C)
- Wordsworth, William (VC)
- Yeats, William Butler (C)

**SCIENCE AND NATURE**

- Asimov, Isaac  
_The Ascent of Man_ (C)

- Benton, Michael  
_Vertebrate Paleontology_ (VC)

- Boslough, John  
_Stephen Hawking's Universe_ (C)

- Bronowski, Jacob  
_The Ascent of Man_ (C)

- Brown, Lester R.  
_Eco-Economy_ (C)

- Carson, Rachel  
_Silent Spring_ (C)

- Cousins, Norman  
_Anatomy of an Illness as Perceived by the Patient: Reflections on Healing and Regeneration_ (C)

- Cromer, Alan  
_Uncommon Sense: The Heretical Nature of Science_ (C)

- Darwin, Charles  
_Origin of Species_ (VC)

- Diamond, Jared  
_Guns, Germs, and Steel: The Fates of Human Societies_ (C)

- Eiseley, Loren  
_The Immense Journey_ (C)

- Ehrlich, Paul R.  
_Coming of Age in the Milky Way_ (C)

- Gardner, Martin  
_Relativity Explosion: Relativity Simply Explained_ (C/MC)

- Jaffe, Bernard  
_Crucibles: The Story of Chemistry_ (C)

- Jaynes, Julian  
_The Origin of Consciousness in the Breakdown of the Bicameral Mind_ (C)

- Judson, Horace Freeland  
_The Eighth Day of Creation: Makers of the Revolution in Biology_ (C)

- Keniry, Julian  
_Ecodoim_ (C)

- Krakauer, Jon  
_Into Thin Air: A Personal Account of the Mount Everest Disaster_ (MC)

- Leopold, Aldo  
_A Sand County Almanac_ (MC)

- McDonough, William and Braungart, Michael  
_Cradle to Cradle_ (MC)

- McKibben, Bill  
_The End of Nature_ (MC)

- Orr, David W.  
_Earth in Mind: On Education, Environment, and the Human Prospect_ (MC)

- Rhodes, Richard  
_The Making of the Atomic Bomb_ (C)

- Rifkin, Jeremy  
_The Hydrogen Economy_ (C)

- Sagan, Carl  
_Cosmos_ (MC)

- Sagan, Carl  
_The Dragons of Eden: Speculations on the Evolution of Human Intelligence_ (C)

- Selzer, Richard  
_Mortal Lessons_ (C)

- Sontag, Susan  
_Illess As Metaphor_ (C)

- Talbot, Michael  
_The Holographic Universe_ (VC)

- Thomas, Lewis  
_Late Night Thoughts on Listening to Mahler's Ninth Symphony_ (C)

- Thomas, Lewis  
_The Lives of a Cell: Notes of a Biology Watcher_ (C)

- Thorne, Kip S.  
_Black Holes and Time Warps: Einstein's Outrageous Legacy_ (C)

- Watson, James D.  
_Double Helix_ (VC)

- Weiner, Jonathan  
_The Beak of the Finch: A Story of Evolution in Real Time_ (C)

**SOCIAL SCIENCES**

- Bettleheim, Bruno  
_The Uses of Enchantment: The Meaning and Importance of Fairy Tales_ (C)

- Boorstin, Daniel J.  
_The Discoverers: A History of Man's Search to Know His World and Himself_ (C)

- Briggs, Katherine M.  
_A Dictionary Of Fairies, Hobgoblins, Brownies, Bogies, and Other Supernatural Creatures_ (MC)

- Campbell, Joseph  
_The Power of Myth_ (C)

- Cheek, William  
_Black Resistance Before the Civil War_ (C)

- Clark, Kenneth  
_Civilization: A Personal View_ (C)

- Collins, Patricia Hill  
_Black Feminist Thought: Knowledge, Consciousness, and the Politics of Empowerment_ (C)

- De Voto, Bernard (editor)  
_The Journals of Lewis and Clark_ (C)

- Diamond, Jared  
_Guns, Germs and Steel: The Fates of Human Societies_ (MC)

- Drinnon, Richard  
_Keeper of Concentration Camps: Dillon S. Myer and American Racism_ (C)

- Ehrenreich, Barbara  
_Nickel and Dimed: On (Not) Getting By in America_ (MC)

- Elkind, David  
_Ties That Stress: the New Family Imbalance_ (MC)

- Faung, Joann and Lee, Jean  
_American Racism: Camps: Dillon S. Myer and Keeper of Concentration_ (C)

- Drinnon, Richard  
_The Journals of Lewis and Clark_ (C)

- Elkind, David  
_Ties That Stress: the New Family Imbalance_ (MC)

- Gates, Henry Louis  
_The Power of Myth_ (C)

- Freud, Sigmund  
_Beyond the Pleasure Principle_ (VC)

- Gates, Henry Louis  
_The Classic Slave Narratives_ (MC)
Genovese, Eugene
Roll, Jordan, Roll: The World the Slaves Made (C)

Hacker, Andrew
Two Nations: Black and White (C)

Hamilton, Edith
Mythology (MC)

Harris, Marvin
Patterns of Race in the Americas (C)

Harris, Middleton
The Black Book (C)

Hersey, John
Hiroshima (MC)

Hofstadter, Douglas
Godel, Esher, and Bach: An Eternal Gold Braid (C)

Jaimes, Annette
The State of Native America: Genocide, Colonization, and Resistance (C)

Jones, Jacqueline
Labor of Love, Labor of Sorrow: Black Women, Work and the Family from Slavery to the Present (C)

Kammer, Jerry
The Second Long Walk: The Navajo-Hope Land Dispute (C)

Karenga, Maulana
Introduction to Black Studies (C)

Kotlowitz, Alex
There Are No Children here: The Story of Two Boys Growing Up In the Other America (MC)

Lopez, Alfredo
Dona Licha’s Island: Modern Colonialism in Puerto Rico (C)

Lorde, Audre
Sister Outsider: Essays and Speeches by Audre Lorde (C)

MacHamer, Gene
Hispanic American Profiles (MC)

McPhee, John
The John McPhee Reader (C)

Mead, Margaret
Male and Female (C)

Miller, Lee
From the Heart: Voices of the American Indian (MC)

Nabokov, Peter
Native American Testimony: A Chronicle of Indian-White Relations from Prophecy to the Present, 1942-1992. (C)

Naisbitt, John
Megatrends 2000 (MC)

Peck, M. Scott
Further Along the Road Less Traveled: the Unending Journey Toward Spiritual Growth (MC)

Plato
The Great Dialogues of Plato (VC)

Rose, Peter I.
They and We: Racial and Ethnic Relations in the U. S. (C)

Rothenberg, Paula S.
Race, Class, and Gender in the United States (C)

Schlosser, Eric
Fast Food Nation: The Dark Side of the All-American Meal (MC)

Shuffleton, Frank
A Mixed Race: Ethnicity in Early America (C)

Smith, Barbara
Home Girls: A Black Feminist Anthology (C)

Stamp, Kenneth M.
The Peculiar Institution: Slavery in the Ante-Bellum South (C)

Sundquist, Eric
The Oxford W. E. B. Du Bois Reader (C)

Syngle, John M.
The Aran Islands (C)

Tannen, Deborah
That’s Not What I Meant! (MC)

Tannen, Deborah
You Just Don’t Understand (MC)

Van Sertima, Ivan
They Came Before Columbus (C)

Von Arnim, Elizabeth
Elizabeth and Her Garden (C)

Washington, Booker T.
Up From Slavery (C)

West, Cornel
Race Matters (C)

Wiesenthal, Simon
The Sunflower: On the Possibilities and Limits of Forgiveness (VC)

Wood, Forrest G.
The Arrogance of Faith: Christianity and Race in America from the Colonial Era to the Twentieth Century (C)

Woodward, Bob and Bernstein, Carl
All the President’s Men (C)

Woodward, Bob and Bernstein, Carl
The Final Days (C)

Woodward, Vann
The Strange Career of Jim Crow: A Brief Account of Segregation (C)

X, Malcolm and Haley, Alex
The Autobiography of Malcolm X (C)

Yamamoto, Hisaye
Seventeen Syllables (C)

Yancey, Phillip
The Jesus I Never Knew (C)

Zinn, Howard
A People’s History of the United States (C)

Eggers, Dave
A Heartbreaking Work of Staggering Genius (C)

Hammarskjold, Dag
Markings (CMC)

Lewis, C. S.
Surprised by Joy: The Shape of My Early Life (C)

Markham, Beryl
West With the Night (C)

Mathabane, Mark
Kaffir Boy (MC)

McCourt, Frank
Angela’s Ashes (C)

Merton, Thomas
The Seven Storey Mountain (C)

Nasar, Sylvia
A Beautiful Mind (C)

Pirsig, Robert
Zen and the Art of Motorcycle Maintenance (C)

Rollin, Betty
Last Wish (MC)

Sandburg, Carl
Abraham Lincoln (C)

Sobel, Dava
Galileo’s Daughter: A Historical Memoir of Science, Faith and Love (C)

Thompson, E. P.
William Morris: Romantic to Revolutionary (C)
ACADEMIC OUTCOME GOALS

Definition and Philosophy of Academic Outcomes

Academic outcomes represent the skills, knowledge, and abilities that students develop through their course work and other educational experiences at HCC. Some courses will address all of these outcomes while others will not. Academic outcomes are effected through course objectives. Harford Community College’s total program increases each student’s ability in the following areas:

1. Communication – Use standard English to express and receive information using oral and non-verbal cues as well as standard written English.
2. Critical Thinking – Judge the plausibility of specific assertions, weigh evidence, assess the logical soundness of inferences, construct alternative hypotheses and render critical judgments.
3. Science and Technology – Demonstrate an understanding of science and technology, their impact on society, daily life and the environment.
4. Computational Skills – Apply computational skills in reasoning, estimation, problem-solving and analysis.
5. Information Literacy – Recognize when information is needed and have the ability to locate, evaluate, and use effectively the needed information from a variety of sources and formats.
7. Interpersonal Skills – Develop the ability to work cooperatively and effectively with others. Maintain positive relations with others and participate actively to reach common goals.
8. Culture and Society – Use an interdisciplinary perspective to recognize cultural and societal diversity. Identify how cultural differences impact and influence assumptions, perceptions, and personal values. Acknowledge the contributions of individuals and groups in a global society.

DEGREES OFFERED

Harford Community College awards the Associate of Arts (AA), Associate of Sciences (AS), Associate of Applied Sciences (AAS), and the Associate of Arts in Teaching (AAT) degrees and certificates.

The Associate of Arts (AA) degree recognizes a curricular focus on the liberal arts (humanities, social sciences and similar subjects) and fine arts. The Associate of Arts degree not only transfers to appropriate baccalaureate programs, but also provides for career exploration and skills upgrading.

The Associate of Sciences (AS) degree recognizes a curricular focus on science, mathematics, engineering and technology. The Associate of Sciences degree not only transfers to appropriate baccalaureate programs, but also provides for career exploration and skills upgrading.

The Associate of Applied Sciences (AAS) degree recognizes a curricular focus in a specific occupational area. The Associate of Applied Sciences degree is intended primarily for immediate employment or career mobility; it also provides some opportunities for transfer to baccalaureate programs.

The Associate of Arts in Teaching (AAT) degree transfers to baccalaureate degree teacher education programs. It is outcomes based and requires field experience. Students must maintain a 2.75 GPA with no grade lower than C and pass PRAXIS, the first part of the National Teacher Examination to receive this degree. Upon completion, students transfer to complete the baccalaureate program for teacher certification.

Each Associate degree includes three groups of courses:

1. The General Education core requirements introduce students to the broad areas of knowledge in the behavioral/social sciences, English, arts/humanities, mathematics, biological/physical sciences, and interdisciplinary and emerging issues.

2. General electives enable students to choose courses which permit them to tailor their program for career/transfer purposes or personal interest. Students can take electives in any discipline.

3. The major courses provide the academic emphasis of each program and allow students to study a particular discipline in depth, e.g. accounting, nursing, psychology or biology.

CERTIFICATE PROGRAMS

Certificate programs offer training in skills that are specific to an occupation; they are available in several occupational fields. Certificates can be completed in six months to two years and include from 12 to 42 credits of course work.
DISTANCE LEARNING
The College participates in Maryland Online for distance learning. Each semester courses available by Internet, email, videotape, voicemail, and interactive video are listed in the Schedule of Classes. These courses provide students with the opportunity to take classes with students and faculty throughout the state and region without leaving Harford County. Two Associate degrees are offered through distance learning formats: General Studies and Business Administration. See the current Schedule of Credit Classes for more details.

WEEKEND COURSES
The College offers a variety of courses on weekends. Class schedules vary, but may involve attendance on Friday evening, Saturday, and Sunday. Weekend courses are scheduled over the regular 15-week semester and in condensed formats, meeting for only four to seven weekends. See the current Schedule of Credit Classes for more details.

INDEPENDENT STUDY COURSES
Independent Study courses (courses numbered 191-194; worth 1-4 credits) enable students to delve into areas of special interest. An independent study course is designed by a student in cooperation with a faculty member. The project must be approved by the faculty member and the appropriate division dean. Only six credits (total) per student will be awarded for independent study. Students who have completed fifteen hours of college-level course work are eligible for Independent Study courses.

Independent Study courses must have the appropriate approval and be registered in the Registration and Records Office by the third week of classes of a semester in which credit is to be granted.

SPECIAL TOPICS COURSES
Special Topics courses (1-9 credits) are intended to meet the needs of students, business and the community and will vary each semester depending on identified needs. The topic for study and course description will appear in the current Schedule of Credit Classes.

STUDENT RESPONSIBILITY
Students are responsible for following their program and meeting graduation and transfer requirements. Students are encouraged to seek assistance from the advising staff if they have questions. However, meeting graduation and transfer requirements is ultimately the responsibility of the student.

GENERAL EDUCATION
General Education is the portion of the College’s curriculum devoted to the development of the skills, knowledge and abilities essential for all students, regardless of chosen majors.

These goals are the common thread which bind educated people together.

Goals:
1. To introduce students to the fundamental principles, concepts and methods essential for the acquisition of knowledge basic to mathematics, the physical and natural sciences, the social and behavioral sciences, the arts and humanities, and English composition.
2. To develop in students an ability to connect knowledge across disciplines.
3. To foster in students qualities of open minded inquiry and rational assessment of data.
4. To develop in students the ability to think and express themselves analytically, critically and creatively.
5. To provide the opportunity for students to apply their knowledge and skills in solving complex problems.
6. To provide the knowledge needed to apply ethical principles to inquiry.
7. To prepare students to adapt to the increasing integration of information technology in all fields of knowledge.
8. To develop in students the ability to read with comprehension, to communicate effectively in oral and written English, and to perform numerical analysis at a college level.
9. To provide students with an understanding of their physical and psychological well-being in the context of their social, aesthetic, political and physical environment.
10. To develop in students an understanding of cultural and social diversity and unity.
GENERAL EDUCATION REQUIREMENTS COMPLETED AT OTHER INSTITUTIONS

The College recognizes General Education discipline requirements completed at one’s home institution as equivalent to comparable General Education discipline requirements at HCC. Courses that fulfill English, arts/humanities, mathematics, science (including laboratory science), behavioral and social science, and interdisciplinary and emerging issues core requirements at the sending institution may be used to satisfy General Education requirements at Harford, the receiving institution, so that there is no loss of credit in transfer.

In this catalog, see the Maryland Higher Education Commission Student Transfer Policies for the procedure to complete general education requirements at other institutions after enrolling at Harford Community College.

GENERAL EDUCATION COURSE CODES

The following codes are used to identify elective courses that satisfy the General Education core requirements:

<table>
<thead>
<tr>
<th>Code</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>GB</td>
<td>Behavioral/Social Science</td>
</tr>
<tr>
<td>GE</td>
<td>English Composition</td>
</tr>
<tr>
<td>GH</td>
<td>Arts/Humanities</td>
</tr>
<tr>
<td>GI</td>
<td>Interdisciplinary and Emerging Issues</td>
</tr>
<tr>
<td>GL</td>
<td>Biological/Physical Laboratory Science</td>
</tr>
<tr>
<td>GM</td>
<td>Mathematics</td>
</tr>
<tr>
<td>GS</td>
<td>Biological/Physical Science</td>
</tr>
</tbody>
</table>

Only courses listed on pages 22-23 satisfy requirements identified by the General Education course codes.

GENERAL EDUCATION AA, AS, AND AAT CORE REQUIREMENTS

All students must meet specific General Education requirements within their Associate degree programs. To be eligible for the Associate of Arts (AA) degree, the Associate of Science (AS) degree, or the Associate of Arts in Teaching (AAT) degree, students must complete a minimum of 62 credits of college-level work. Of the 62 credits, a minimum of 30 credits must fulfill the College’s General Education core requirements. The approved General Education courses appear on pages 22-23. The distribution of the 30 General Education credits must meet the following specifications:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Description</th>
<th>Credits Req’d</th>
</tr>
</thead>
<tbody>
<tr>
<td>GB</td>
<td>Behavioral/Social Science</td>
<td>6</td>
</tr>
<tr>
<td>GE</td>
<td>ENG 101 — English Composition</td>
<td>3</td>
</tr>
<tr>
<td>GH</td>
<td>Arts/Humanities</td>
<td>6</td>
</tr>
<tr>
<td>GL</td>
<td>Biological/Physical Laboratory Science</td>
<td>7</td>
</tr>
<tr>
<td>GS</td>
<td>Students must complete:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• one 4-credit science laboratory course [GL]</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• one 3-credit science course [GS]</td>
<td></td>
</tr>
<tr>
<td>GM</td>
<td>Mathematics</td>
<td>3-4</td>
</tr>
<tr>
<td>GI</td>
<td>Students may choose, according to the</td>
<td></td>
</tr>
<tr>
<td></td>
<td>requirements specified by their particular</td>
<td></td>
</tr>
<tr>
<td></td>
<td>program of study.</td>
<td></td>
</tr>
<tr>
<td>GS</td>
<td>General Education Electives</td>
<td>4-11</td>
</tr>
</tbody>
</table>

Total 30 - 36 credits
GENERAL EDUCATION

AAS CORE REQUIREMENTS

To be eligible for the Associate of Applied Sciences (AAS) degree, students must complete a minimum of 62 credits of college-level work. Of the 62 credits, a minimum of 20 credits must fulfill the College’s General Education core requirements. The approved General Education courses appear on pages 28 and 29 of this catalog. The distribution of the 20+ General Education core credits must include at least one course from each of the following categories: **GB**, **GE**, **GH**, **GL**, **GM**, **GB**, **GE**, **GH**, **GL**, **GM**. The remainder of the required General Education core credits may be selected from any of the approved General Education courses, except where specified by the student’s particular program requirements.

Course Code | Description | Credits | Req’d
--- | --- | --- | ---
**GB** Behavioral/Social Science | Students must complete 3 credits according to the specific requirements of their program of study. | 3 |
**GE** ENG 101 - English Composition | This requirement must be completed by all students within the first 17 credit hours of study. | 3 |
**GH** Arts/Humanities | Students must complete one 3-credit course according to the specific requirements of their program of study. | 3 |
**GL** Biological/Physical Laboratory Science | Students must complete one 4-credit course according to the specific requirements of their program of study. | 4 |
**GM** Mathematics | Students must complete one 3-4 credit course according to the specific requirements of their program of study. | 3-4 |

General Education Electives | Students may choose, according to the requirements specified by their particular program of study, any courses from **GB** or **GM** on the approved General Education course list to meet this requirement. A maximum of 8 credits from **GI** Interdisciplinary and Emerging Issues may be used to fulfill General Education Elective credit. | 3-20 |

Total 20 - 36 credits

** Denotes Diversity Course.

For more information see page 24.

GENERAL EDUCATION APPROVED COURSE LIST

The following courses can be used to fulfill the General Education requirement for the AA, AS, AAT, and AAS degree.

**GB** BEHAVIORAL/SOCIAL SCIENCE ELECTIVES

Note: Courses must be chosen from two different disciplines for the AA, AS, and AAT degrees.

ANTH 101 .....Introduction to Physical Anthropology and Archaeology | 3
ANTH 102 .....Introduction to Cultural Anthropology | 3
ECON 101 .....Macroeconomics | 3
ECON 102 .....Microeconomics | 3
ECON 105 .....United States Economic History | 3
ECON 106 .....Consumer Economics and Personal Finance | 3
ECON 107 .....Introduction to Economics | 3
GEOG 101 .....Physical Geography | 3
GEOG 102 .....Human Geography | 3
GEOG 103 .....World Regional Geography | 3
GEOG 201 .....Geography of the United States | 3
HIST 101 .....History of Western Civilization I | 3
HIST 102 .....History of Western Civilization II | 3
HIST 103 .....History of the United States I | 3
HIST 104 .....History of the United States II | 3
HIST 105 .....History of Science and Technology To 1750* | 3
HIST 106 .....History of Science and Technology Since 1750* | 3
HIST 112 .....History of Science from Plato to NATO* | 3
HIST 202 .....The Twentieth Century World | 3
HIST 207 .....African-American History | 3
HIST 208 .....American Ethnic History | 3
PL 101 .....Introduction to Law | 3
PS 101 .....American National Government | 3
PS 102 .....State and Local Government | 3
PS 106 .....Introduction to Law | 3
PS 201 .....Introduction to International Relations | 3
PSY 101 .....General Psychology | 3
PSY 102 .....Human Development Across the Life Span | 3
PSY 205 .....Psychology of Women | 3
PSY 209 .....Social Psychology | 3
SOC 101 .....Introduction to Sociology | 3
SOC 102 .....Social Problems | 3
SOC 201 .....Marriage and the Family | 3

* Students completing HIST 105 and/or HIST 106 cannot earn graduation or General Education credit for HIST 112.

** Students completing ECON 101 and/or ECON 102 cannot earn graduation or General Education credit for ECON 107.

*** Students completing GEOG 101 and/or GEOG 102 cannot earn graduation or General Education credit for GEOG 103.
6H ARTS/HUMANITIES ELECTIVES

Note: Courses must be chosen from two different disciplines for the AA and AS degrees.

ART 201 ......Survey of Art History I .................3
ART 202 ......Survey of Art History II ...............3
ART 203 ......American Art and Architecture ..........3
DRAM 203 ......Survey of World Drama ..............3
DRAM 204 ......Survey of Modern Drama .............3
ENG 201 ......World Literature: 800 B.C. to 1600 A.D. 3
ENG 202 ......World Literature: 1600 A.D. to the Present 3
ENG 203 ......English Literature: Survey of English Literature I 3
ENG 204 ......English Literature: Survey of English Literature II 3
ENG 205 ......American Literature: Colonial Through the Civil War 3
ENG 206 ......American Literature: Late 19th and 20th Centuries 3
ENG 207 ......Perspectives in Humanities 3
ENG 208 ......Contemporary Humanities: The 20th Century 3
ENG 214 ......Great Writers: Lives and Works 3
ENG 215 ......Multicultural Literature: The 20th Century 3
ENG 219 ......American Women Writers 3
ENG 233 ......African-American Literature 3
ENG 234 ......Ethnic American Literature 3
MC 206 ......History of Film 3
MUS 201 ......The Art of Listening I ..................3
MUS 202 ......The Art of Listening II ..................3
MUS 216 ......World Music 3
MUS 222 ......Popular Music of the U.S. 3
MUS 223 ......Evolution of Jazz 3
PHIL 101 ......Intro to Philosophy 3
PHIL 200 ......Principles of Logic 3
PHIL 205 ......Ethics* 3
PHIL 220 ......Bioethics* 3
PHIL 221 ......Business Ethics* 3
PHOT 209 ......History of Photography ................3
REL 207 ......Literature and Religious Thought of the Old Testament ................3
REL 208 ......Literature and Religious Thought of the New Testament ................3
REL 210 ......Comparative Religion 3
SPAN 203 ......Survey of Spanish Literature 3
SPAN 204 ......Survey of Spanish Literature 3
VPA 201 ......Visual and Performing Arts 3
* Only one 3-credit ethics course (PHIL 205, 220 or 221) may be used as an Arts/Humanities General Education elective. Additional ethics courses taken will count as general elective credit.

6I INTERDISCIPLINARY AND EMERGING ISSUES ELECTIVES

ART 108 ......Introduction to Digital Media .............3
CIS 102 ......Introduction to Information Sciences ....3
CMST 105 ......Interpersonal Communication ..........3
HLTH 101 ......Contemporary Health Issues ............3
HLTH 103 ......Wellness Theory and Applications .......3
HLTH 104 ......Environmental Health ..................3
IDS 201 ......Peace and Conflict: An Interdisciplinary Look 3
SOC 206 ......Introduction to Sociology of Mass Media 3
SPCH 101 ......Speech Fundamentals ...................3

6L BIOLOGICAL/PHYSICAL LABORATORY SCIENCE ELECTIVES

ASTR 151 ......Introduction to Astronomy* ...............3
ASTR 152 ......Sky and Telescope Laboratory* ..........1
BIO 100 ......Fundamentals of Biology ..................4
BIO 103 ......Anatomy & Physiology I ..................4
BIO 104 ......Anatomy & Physiology II ..................4
BIO 106 ......General Botany .............................4
BIO 107 ......General Zoology ............................4
BIO 120 ......General Biology I ..........................4
BIO 121 ......General Biology II ..........................4
BIO 205 ......Microbiology ..................................4
CHEM 100 ......Chemistry for Changing Times ..........4
CHEM 111 ......General Chemistry I ....................4
CHEM 112 ......General Chemistry II ...................4
CHEM 114 ......General Chemistry IB ........................4
ES 105 ......Earth Science* .............................3
ES 106 ......Earth Science Laboratory* .................1
SCI 105 ......Physical Science I* ........................3
SCI 106 ......Physical Science Course Observations and Investigations: Matter* ...........1
SCI 107 ......Physical Science II* .........................3
SCI 108 ......Physical Science Course Observations and Investigations: Energy* ...........1
PHYS 101 ......Introductory Physics I ....................4
PHYS 102 ......Introductory Physics II ...................4
PHYS 204 ......General Physics: Vibrations, Waves, Heat, Electricity and Magnetism ........4
PHYS 205 ......General Physics: Electrodynamics, Light, Relativity and Modern Physics ....4
* To fulfill the laboratory requirements, both ASTR 151 and 152, or SCI 105 and 106, or SCI 107 and 108, or ES 105 and 106 must be completed.

6M MATHEMATICS ELECTIVES

MATH 101 ......College Algebra ...........................3
MATH 102 ......Contemporary Mathematics ..........3
MATH 103 ......Trigonometry ............................3
MATH 109 ......Precalculus Mathematics ...............4
MATH 111 ......Introduction to Finite Mathematics ....3
MATH 132 ......Concepts in Mathematics II ..........3
MATH 203 ......Calculus I ...............................4
MATH 204 ......Calculus II ................................4
MATH 207 ......Calculus for Business and Economics ....4
MATH 211 ......Elements of Geometry ..................4
MATH 216 ......Introduction to Statistics ................4

6N BIOLOGICAL/PHYSICAL SCIENCE ELECTIVES

ASTR 151 ......Introduction to Astronomy ................3
BIO 108 ......Human Body in Health & Disease .......3
BIO 109 ......Human Genetics ............................3
BIO 210 ......Nutrition .................................3
ENV 111 ......Human Ecology ............................3
ES 105 ......Earth Science ..............................3
FS 100 ......Basic Forensic Science .....................3
PHYS 100 ......Physics Today ............................3
PHYS 203 ......General Physics: Mechanics and Particle Dynamics ................3
SCI 105 ......Physical Science I ..........................3
SCI 107 ......Physical Science II ..........................3
DIVERSITY COURSE GRADUATION REQUIREMENT

To be eligible for an associate degree, new and readmitted students for fall 2004 must complete one 3-credit diversity course. Continuing students are not required to meet this graduation requirement. Approved Diversity Courses are denoted with a "D" icon. The diversity course requirement enables students to explore, in depth, cultural differences based on age, ethnicity, gender, race, religion, sexual orientation, or social class. To complete this requirement, in most programs, students should select one of the 3-credit Arts/Humanities, Behavioral/Social Sciences, or Interdisciplinary/Emerging Issues General Education electives that also appears on the approved list of Diversity Courses.

D DIVERSITY APPROVED COURSE LIST

ANTH 101 ...... Intro to Physical Anthropology & Archaeology
ANTH 102 ...... Intro to Cultural Anthropology & Archaeology
ART 201 .......... Survey of Art History I
ART 202 .......... Survey of Art History II
CMST 103 ...... Interpersonal Communication
DRAM 203 ...... Survey of World Drama
DRAM 204 ...... Survey of Modern Drama
ENG 201 ............ World Literature: 800 B.C. to 1600 A.D.
ENG 202 ............ World Literature: 1600 A.D. to the Present
ENG 205 ............ Survey of American Literature I
ENG 206 ............ Survey of American Literature II
ENG 207 ............ Perspectives in Humanities
ENG 208 ............ Contemporary Humanities
ENG 215 ............ Multicultural Literature
ENG 219 ............ American Women Writers
ENG 233 ............ African-American Literature
ENG 234 ............ Ethnic American Literature
GEOG 102 ...... Human Geography
GEOG 103 ...... Regional Geography
HIST 101 .......... History of Western Civilization I
HIST 102 .......... History of Western Civilization II
HIST 103 .......... History of the United States I
HIST 104 .......... History of the United States II
HIST 202 ...... The Twentieth Century World
HIST 207 .......... African-American History
HIST 208 .......... American Ethnic History
HIST 211 .......... History of Africa
IDS 201 .......... Peace & Conflict: An Interdisciplinary Look
MUS 201 .......... The Art of Listening I
MUS 202 .......... The Art of Listening II
MUS 216 .......... World Music
MUS 222 .......... Popular Music of the United States
MUS 223 .......... Evolution of Jazz
PSY 205 .......... Psychology of Women
PSY 209 .......... Social Psychology
RELG 210 .......... Comparative Religion
SOC 101 .......... Intro to Sociology
SOC 102 .......... Social Problems
SOC 201 .......... Marriage and the Family
SOC 206 .......... Intro to Sociology of the Mass Media
SOC 209 .......... Gender Images and Issues

PHYSICAL EDUCATION GRADUATION REQUIREMENTS

Harford Community College has a two-credit physical education requirement for all students for graduation from all degree programs. At least one credit of the two-credit physical education requirement must be a fitness-related course. Fitness-related courses include:

- PE 136 ... Fitness Maintenance I
- PE 137 ... Fitness Maintenance II
- PE 169 ... Aerobic Swimming
- PE 171 ... Aqua Run
- PE 228 ... Weight Training
- PE 229 ... Advanced Weight Training
- PE 230 ... Fitness Walking

Courses which fulfill the additional credit are listed in the “Course Description” section of the College Catalog under Physical Education. Students must still meet the minimum number of credits in their program to graduate.

MARYLAND HIGHER EDUCATION COMMISSION

STUDENT TRANSFER POLICIES

AUTHORIZATION

These Student Transfer Policies, as adopted by the Maryland Higher Education Commission on December 4, 1995, shall be effective and applicable to students first enrolling in Maryland public post-secondary educational institutions in Fall 1996, and thereafter.

APPLICABILITY OF POLICIES

These transfer policies and procedures apply to admission, credit transfer, program articulation, and related matters for undergraduate students who wish to transfer between Maryland public colleges and universities. The Maryland Higher Education Commission also recommends them to Maryland independent institutions.

RATIONALE

A major premise of the Maryland public higher education system is that a student should be able to progress from one segment of higher education to another without loss of time or unnecessary duplication of effort. The Maryland Higher Education Commission’s objective is to ensure that a student who intends to complete a baccalaureate degree and who begins his or her work at a community college, is able to move toward the completion of that degree by transferring to a baccalaureate degree-granting institution without loss of credit or unnecessary duplication of course content. At the same time, the Commission recognizes that some students change their educational objectives as they progress in their studies, indeed, sometimes because their studies expose them to new ideas and possibilities. These students should also be able to complete their general education courses and have them transfer without loss of credit.

One means of accomplishing this objective is through the development of recommended transfer programs between two- and four-year institutions. A recommended transfer program, developed by careful planning and agreement between specific two- and four-year institutions, is that recommended sequences of courses which a student takes at a community college will constitute the first two years of a baccalaureate degree program at a Maryland public institution of higher education.
The Maryland Higher Education Commission recognizes that students select institutions of higher education for a variety of reasons. These policies also recognize that each Maryland public college or university has a separate and distinct mission, and that each has the responsibility to establish and maintain standards of expectations for courses, programs, certificates, and degrees consistent with that mission. Nevertheless, effective and efficient transfer of credits between and among these institutions must occur within the larger context of the statewide structure of baccalaureate and community college education.

Successful and harmonious articulation depends upon:
- Firm agreement that the needs of the student should be a primary concern in developing articulation procedures, while maintaining the integrity of educational programs;
- Establishment of clear and equitable policies to assure optimum accessibility for transfer students with minimal loss of credits and minimal duplication of course content;
- Mechanisms for evaluating and resolving difficulties students may encounter in moving from one school to another;
- Free and continuous communications among institutions;
- Mutual respect for institutions and their missions;
- Adaptability, within a context of understanding that changes affect not only the institution making changes but also the students and institutions impacted by the changes;
- Free exchange of data among institutions;
- Timely exchange of information relative to students’ progress.

The intended principal benefactor is the student, whose uninterrupted progress toward a degree — based on successful academic performance — is best served by the open exchange of current information about programs, and is best protected by a clear transfer policy pertaining to the public segments of higher education in Maryland.

The State’s interests are similarly served through such a policy, which results in the optimal use of its higher education resources by reducing the costly duplication that results in the needless waste of the valuable time and effort of Maryland students, faculty, and administration.

Institutional interests and missions are also protected by this systematic approach, which permits them to incorporate into their academic planning more accurate projections about the programmatic backgrounds of transferring students.

In more specific ways this document’s purpose is to:
- Define broad areas of agreement among the public two-year and four-year institutions of higher education pertaining to facilitating the transfer of students within these segments;
- Provide a mechanism for continuous evaluation of programs, policies, procedures, and relationships affecting transfer of students;
- Provide such revisions as are needed to promote the academic success and general well-being of the transfer student;
- Provide a system of appeals beginning on the campus level to resolve difficulties that students experience in transfer.

While policies and procedures can be established which facilitate the transfer of students, it is the responsibility of the student, as the principal in the process, to know and follow the procedures defined.

**TITLE 13B**
**MARYLAND HIGHER EDUCATION COMMISSION**

Subtitle 06 GENERAL EDUCATION AND TRANSFER

Chapter 01 - Public Institution of Higher Education

Authority: Education Article, 11-201 - 11-206
Annotated Code of Maryland

**.01 Scope and Applicability.**
This chapter applies only to public institutions of higher education.

**.02 Definitions.**
A. In this chapter, the following terms have the meanings indicated.
B. Terms defined.
   1. “AA degree” means the Associate of Arts degree.
   2. “A.A.S. degree” means the Associate of Applied Sciences degree.
   3. “Arts” means courses that examine aesthetics and the development of the aesthetic form and explore the relationship between theory and practice. Courses in this area may include fine arts, performing and studio arts, appreciation of the arts, and history of the arts.
   4. “A.S. degree” means the Associate of Sciences degree.
   5. “Biological and physical sciences” means courses that examine living systems and the physical universe.
   6. “English composition courses” means courses that provide students with communication knowledge and skills appropriate to various writing situations, including intellectual inquiry and academic research.
   7. “General education” means the foundation of the higher education curriculum providing a coherent intellectual experience for all students.
   8. “General education program” means a program that is designed to:
      a. Introduce undergraduates to the fundamental knowledge, skills, and values that are essential to the study of academic disciplines;
      b. Encourage the pursuit of life-long learning; and
      c. Foster the development of educated members of the community and the world.
   9. “Humanities” means courses that examine the values and cultural heritage that establish the framework for inquiry into the meaning of life. Courses in the humanities may include the language, history, literature, and philosophy of Western and other cultures.
(10) “Mathematics” means courses that provide students with numerical, analytical, statistical, and problem-solving skills.

(11) “Native student” means a student whose initial college enrollment was at a given institution of higher education and who has not transferred to another institution of higher education since that initial enrollment.

(12) “Parallel program” means the program of study or courses at one institution of higher education which has comparable objectives as those at another higher education institution, for example, a transfer program in psychology in a community college is definable as a parallel program to a baccalaureate psychology program at a 4-year institution of higher education.

(13) “Receiving institution” means the institution of higher education at which a transfer student currently desires to enroll.

(14) “Recommended transfer program” means a planned program of courses, both general education and courses in the major, taken at a community college, which is applicable to a baccalaureate program at a receiving institution, and ordinarily the first 2 years of the baccalaureate degree.

(15) “Sending institution” means the institution of higher education of most recent previous enrollment by a transfer student at which transferable academic credit was earned.

(16) “Social and behavioral sciences” means courses that examine the psychology of individuals and the ways in which individuals, groups, or segments of society behave, function, and influence one another. The courses include, but are not limited to, subjects which focus on:
   (a) History and cultural diversity;
   (b) Concepts of groups, work, and political systems;
   (c) Applications of qualitative and quantitative data to social issues; and
   (d) Interdependence of individuals, society, and the physical environment.

(17) “Transfer student” means a student entering an institution for the first time having successfully completed a minimum of 12 semester hours at another institution which is applicable for credit at the institution the student is entering.

02-1 Admission of Transfer Students to Public Institutions

A. Admission to Institutions

(1) A student attending a public institution who has completed an A.A., A.A.S., or A.S. degree or who has completed 56 or more semester hours of credit, may not be denied direct transfer to another public institution if the student attained a cumulative grade point average of at least 2.0 on a 4.0 scale or its equivalent in parallel courses, except as provided in §A(4) of this regulation.

(2) A student attending a public institution who has not completed an A.A., A.A.S., or A.S. degree or who has completed fewer than 56 semester hours of credit, is eligible to transfer to a public institution regardless of the number of credit hours earned if the student:
   (a) Satisfied the admission criteria of the receiving public institution as a high school senior; and
   (b) Attained at least a cumulative grade point average of 2.0 on a 4.0 scale or its equivalent in parallel courses.

(3) A student attending a public institution who did not satisfy the admission criteria of a receiving public institution as a high school senior, but who has earned sufficient credits at a public institution to be classified by the receiving public institution as a sophomore, shall meet the stated admission criteria developed and published by the receiving public institution for transfer.

(4) If the number of students seeking admission exceeds the number that can be accommodated at a receiving public institution, admission decisions shall be:
   (a) Based on criteria developed and published by the receiving public institution; and
   (b) Made to provide fair and equal treatment for native and transfer students.

B. Admission to Programs

(1) A receiving public institution may require higher performance standards for admission to some programs if the standards and criteria for admission to the program:
   (a) Are developed and published by the receiving public institution; and
   (b) Maintain fair and equal treatment for native and transfer students.

(2) If the number of students seeking admission exceeds the number that can be accommodated in a particular professional or specialized program, admission decisions shall be:
   (a) Based on criteria developed and published by the receiving public institution; and
   (b) Made to provide fair and equal treatment for native and transfer students.

(3) Courses taken at a public institution as part of a recommended transfer program leading toward a baccalaureate degree shall be applicable to related programs at a receiving public institution granting the baccalaureate degree.

C. Receiving Institution Program Responsibility

(1) The faculty of a receiving public institution is responsible for development and determination of the program requirements in major fields of study for a baccalaureate degree, including courses in the major field of study taken in the lower division.

(2) A receiving public institution may set program requirements in major fields of study which simultaneously fulfill general education requirements.

(3) A receiving public institution, in developing lower division course work, shall exchange information with other public institutions to facilitate the transfer of credits into its programs.

.03 General Education Requirements for Public Institutions

A. While public institutions have the autonomy to design their general education program to meet their unique needs and mission, that program shall conform to the definitions and common standards in this chapter. A public institution shall satisfy the general education requirements by:

...
(1) Requiring each program leading to the A.A. or A.S. degree to include not less than 30 and not more than 36 semester hours, and each baccalaureate degree program to include no less than 40 and not more than 46 semester hours of required core courses, with the core requiring, at a minimum, course work in each of the following five areas:

   (a) Arts and humanities,
   (b) Social and behavioral sciences,
   (c) Biological and physical sciences,
   (d) Mathematics, and
   (e) English composition; or

(2) Conforming with COMAR 13B.02.16D(2)(b)—(c)

B. Each core course used to satisfy the distribution requirements of §A(1) of this regulation shall carry at least 3 semester hours.

C. General education programs of public institutions shall require at least:

   (1) One course in each of two disciplines in arts and humanities;
   (2) One course in each of two disciplines in social and behavioral sciences;
   (3) Two science courses, at least one of which shall be a laboratory course;
   (4) One course in mathematics at or above the level of college algebra; and
   (5) One course in English composition.

D. Interdisciplinary and Emerging Issues.

(1) In addition to the five required areas in §A of this regulation, a public institution may include up to 8 semester hours in a sixth category that addresses emerging issues that institutions have identified as essential to a full program of general education for their students. These courses may:

   (a) Be integrated into other general education courses or may be presented as separate courses; and
   (b) Include courses that:

      (i) Provide an interdisciplinary examination of issues across the five areas, or
      (ii) Address other categories of knowledge, skills, and values that lie outside of the five areas.

(2) Public institutions may not include the courses in this section in a general education program unless they provide academic content and rigor equivalent to the areas in §A(1) of this regulation.

E. General education programs leading to the A.A.S. degree shall include at least 20 semester hours from the same course list designated by the sending institution for the A.A. and A.S. degrees. The A.A.S. degree shall include at least one 3-semester-hour course from each of the five areas listed in §A(1) of this regulation.

F. A course in a discipline listed in more than one of the areas of general education may be applied only to one area of general education.

G. A public institution may allow a speech communication or foreign language course to be part of the arts and humanities category.

H. Composition and literature courses may be placed in the arts and humanities area if literature is included as part of the content of the course.

I. Public institutions may not include physical education skills courses as part of the general education requirements.

J. General education courses shall reflect current scholarship in the discipline and provide reference to theoretical frameworks and methods of inquiry appropriate to academic disciplines.

K. Courses that are theoretical may include applications, but all applications courses shall include theoretical components if they are to be included as meeting general education requirements.

L. Public institutions may incorporate knowledge and skills involving the use of quantitative data, effective writing, information retrieval, and information literacy when possible in the general education program.

M. Notwithstanding §A(1) of this regulation, a public 4-year institution may require 48 semester hours of required core courses if courses upon which the institution's curriculum is based carry 4 semester hours.

N. Public institutions shall develop systems to ensure that courses approved for inclusion on the list of general education courses are designed and assessed to comply with the requirements of this chapter.

.04 Transfer of General Education Credit.

A. A student transferring to one public institution from another public institution shall receive general education credit for work completed at the student's sending institution as provided by this chapter.

B. A completed general education program shall transfer without further review or approval by the receiving institution and without the need for a course-by-course match.

C. Courses that are defined as general education by one institution shall transfer as general education even if the receiving institution does not have that specific course or has not designated that course as general education.

D. The receiving institution shall give lower-division general education credits to a transferring student who has taken any part of the lower-division general education credits described in Regulation .03 of this chapter at a public institution for any general education courses successfully completed at the sending institution.

E. Except as provided in Regulation .03M of this chapter, a receiving institution may not require a transfer student who has completed the requisite number of general education credits at any public college or university to take, as a condition of graduation, more than 10–16 additional semester hours of general education and specific courses required of all students at the receiving institution, with the total number not to exceed 46 semester hours. This provision does not relieve students of the obligation to complete specific academic program requirements or course prerequisites required by a receiving institution.

F. A sending institution shall designate on or with the student transcript those courses that have met its general education requirements, as well as indicate whether the student has completed the general education program.

G. A.A.S. Degrees.

(1) While there may be variance in the numbers of hours of general education required for A.A., A.S., and A.A.S. degrees at a given institution, the courses identified as meeting general education requirements for all degrees shall come from the same general education course list and exclude technical or career courses.

(2) An A.A.S. student who transfers into a receiving institution with fewer than the total number of general education credits designated by the receiving institution shall complete the difference in credits
General Information

ACADEMIC INFORMATION

.05 Transfer of Nongeneral Education Program Credit.
A. Transfer to Another Public Institution.
   (1) Credit earned at any public institution in the State is transferable to any other public institution if the:
      (a) Credit is from a college or university parallel course or program;
      (b) Grades in the block of courses transferred average 2.0 or higher; and
      (c) Acceptance of the credit is consistent with the policies of the receiving institution governing native students following the same program.
   (2) If a native student’s “D” grade in a specific course is acceptable in a program, then a “D” earned by a transfer student in the same course at a sending institution is also acceptable in the program.
Conversely, if a native student is required to earn a grade of “C” or better in a required course, the transfer student shall also be required to earn a grade of “C” or better to meet the same requirement.
B. Credit earned in or transferred from a community college is limited to:
   (1) 1/2 the baccalaureate degree program requirement, but may not be more than 70 semester hours; and
   (2) The first two years of the undergraduate education experience.
C. Nontraditional Credit.
   (1) The assignment of credit for AP, CLEP, or other nationally recognized standardized examination scores presented by transfer students is determined according to the same standards that apply to native students in the receiving institution, and the assignment shall be consistent with the State minimum requirements.
   (2) Transfer of credit from the following areas shall be consistent with COMAR 13B.02.02. and shall be evaluated by the receiving institution on a course-by-course basis:
      (a) Technical courses from career programs;
      (b) Course credit awarded through articulation agreements with other segments or agencies;
      (c) Credit awarded for clinical practice or cooperative education experiences; and
      (d) Credit awarded for life and work experiences.
   (3) The basis for the awarding of the credit shall be indicated on the student’s transcript by the receiving institution.
   (4) The receiving institution shall inform a transfer student of the procedures for validation of course work for which there is no clear equivalency. Examples of validation procedures include ACE recommendations, portfolio assessment, credit through challenge, examinations, and satisfactory completion of the next course in sequence in the academic area.
   (5) The receiving baccalaureate degree-granting institution shall use validation procedures when a transferring student successfully completes a course at the lower-division level that the receiving institution offers at the upper-division level. The validated credits earned for the course shall be substituted for the upper-division course.
D. Program Articulation.
   (1) Recommended transfer programs shall be developed through consultation between the sending and receiving institutions. A recommended transfer program represents an agreement between the two institutions that allows students aspiring to the baccalaureate degree to plan their programs. These programs constitute freshman/sophomore level course work to be taken at the community college in fulfillment of the receiving institution’s lower division course work requirement.
   (2) Recommended transfer programs in effect at the time that this regulation takes effect, which conform to this chapter, may be retained.

.06 Academic Success and General Well-Being of Transfer Students.
A. Sending Institutions.
   (1) Community colleges shall encourage their students to complete the associate degree or to complete 56 hours in a recommended transfer program which includes both general education courses and courses applicable toward the program at the receiving institution.
   (2) Community college students are encouraged to choose as early as possible the institution and program into which they expect to transfer.
   (3) The sending institution shall:
      (a) Provide to community college students information about the specific transferability of courses at 4-year colleges;
      (b) Transmit information about transfer students who are capable of honors work or independent study to the receiving institution; and
      (c) Promptly supply the receiving institution with all the required documents if the student has met all financial and other obligations of the sending institution for transfer.
B. Receiving Institutions.
   (1) Admission requirements and curriculum prerequisites shall be stated explicitly in institutional publications.
   (2) A receiving institution shall admit transfer students from newly established public colleges that are functioning with the approval of the Maryland Higher Education Commission on the same basis as applicants from regionally accredited colleges.
   (3) A receiving institution shall evaluate the transcript of a degree-seeking transfer student as expeditiously as possible, and notify the student of the results not later than mid-semester of the student’s first semester of enrollment at the receiving institution, if all official transcripts have been received at least 15 working days before mid-semester. The receiving institution shall inform a student of the courses which are acceptable for transfer credit and the courses which are applicable to the student’s intended program of study.
(4) A receiving institution shall give a transfer student the option of satisfying institutional graduation requirements that were in effect at the receiving institution at the time the student enrolled as a freshman at the sending institution. In the case of major requirements, a transfer student may satisfy the major requirements in effect at the time when the student was identifiable as pursuing the recommended transfer program at the sending institution. These conditions are applicable to a student who has been continuously enrolled at the sending institution.

.07 Programmatic Currency.
A. A receiving institution shall provide to the community college current and accurate information on recommended transfer programs and the transferability status of courses. Community college students shall have access to this information.
B. Recommended transfer programs shall be developed with each community college whenever new baccalaureate programs are approved by the degree-granting institution.
C. When considering curricular changes, institutions shall notify each other of the proposed changes that might affect transfer students. An appropriate mechanism shall be created to ensure that both 2-year and 4-year public colleges provide input or comments to the institution proposing the change. Sufficient lead time shall be provided to effect the change with minimum disruption. Transfer students are not required to repeat equivalent coursework successfully completed at a community college.

.08 Transfer Mediation Committee.
A. There is a Transfer Mediation Committee, appointed by the Secretary, which is representative of the public 4-year colleges and universities and the community colleges.
B. Sending and receiving institutions that disagree on the transferability of general education courses as defined by this chapter shall submit their disagreements to the Transfer Mediation Committee. The Transfer Mediation Committee shall address general questions regarding existing or past courses only, not individual student cases, and shall also address questions raised by institutions about the acceptability of new general education courses. As appropriate, the Committee shall consult with faculty on curricular issues.
C. The findings of the Transfer Mediation Committee are considered binding on both parties.

.09 Appeal Process.
A. Notice of Denial of Transfer Credit by the Receiving Institution.
   (1) Except as provided in §A(2) of this regulation, a receiving institution shall inform a transfer student in writing of the denial of transfer credit not later than midsemester of the transfer student’s first semester, if all official transcripts have been received at least 15 working days before midsemester.
   (2) If transcripts are submitted after 15 working days before midsemester of a student’s first semester, the receiving institution shall inform the student of credit denied within 20 working days of receipt of the official transcript.
   (3) A receiving institution shall include in the notice of denial of transfer credit:
      (a) A statement of the student’s right to appeal; and
      (b) A notification that the appeal process is available in the institution’s catalog.
   (4) The statement of the student’s right to appeal the denial shall include notice of the time limitations in §B of this regulation.
B. A student believing that the receiving institution has denied the student transfer credits in violation of this chapter may initiate an appeal by contacting the receiving institution’s transfer coordinator. An appropriate mechanism shall be created to ensure that both 2-year and 4-year public colleges provide input or comments to the institution proposing the change. Sufficient lead time shall be provided to effect the change with minimum disruption. Transfer students are not required to repeat equivalent coursework successfully completed at a community college.
C. Response by Receiving Institution.
   (1) A receiving institution shall:
      (a) Establish expeditious and simplified procedures governing the appeal of a denial of transfer of credit; and
      (b) Respond to a student’s appeal within 10 working days.
   (2) An institution may either grant or deny an appeal. The institution’s reasons for denying the appeal shall be consistent with this chapter and conveyed to the student in written form.
   (3) Unless a student appeals to the sending institution, the written decision in §C(2) of this regulation constitutes the receiving institution’s final decision and is not subject to appeal.
D. Appeal to Sending Institution.
   (1) If a student has been denied transfer credit after an appeal to the receiving institution, the student may request the sending institution to intercede on the student’s behalf by contacting the transfer coordinator of the sending institution.
   (2) A student shall make an appeal to the sending institution within 10 working days of having received the decision of the receiving institution.
E. Consultation Between Sending and Receiving Institutions.
   (1) Representatives of the two institutions shall have 15 working days to resolve the issues involved in an appeal.
   (2) As a result of a consultation in this section, the receiving institution may affirm, modify, or reverse its earlier decision.
   (3) The receiving institution shall inform a student in writing of the result of the consultation.
   (4) The decision arising out of a consultation constitutes the final decision of the receiving institution and is not subject to appeal.

.10 Periodic Review.
A. Report by Receiving Institution.
   (1) A receiving institution shall report annually the progress of students who transfer from 2-year and 4-year institutions within the State to each community college and to the Secretary of the Maryland Higher Education Commission.
   (2) An annual report shall include ongoing reports on the subsequent academic success of enrolled transfer students, including graduation rates, by major subject areas.
   (3) A receiving institution shall include in the reports comparable information on the progress of native students.
B. Transfer Coordinator. A public institution of higher education shall designate a transfer coordinator, who serves as a resource person to transfer students at either the sending or receiving campus. The transfer coordinator is responsible for overseeing the application of the policies and procedures outlined in this chapter and interpreting transfer policies to the individual student and to the institution.
C. The Maryland Higher Education Commission shall establish a permanent Student Transfer Advisory Committee that meets regularly to review transfer issues and recommend policy changes as needed. The Student Transfer Advisory Committee shall address issues of interpretation and implementation of this chapter.

STUDENT RECORDS
Two educational records are maintained for all students. One record is the permanent academic record which contains a complete record of all coursework, transfer credits, academic status and degree(s) granted. The academic record is kept as a permanent record of the College.

The second record is the student folder which is kept for two years after the date of last enrollment. It generally contains the admission application, high school and/or college transcripts, letters the student may have sent to the College, copies of letters sent by the College to the student or individuals as requested by the student, test scores, advising records and academic appeal information.

TRANSFER GUARANTEE
Students who follow ARTSYS information for University System of Maryland institutions are assured that courses will transfer as indicated, with valid documentation. Students who experience difficulties in transferring courses should contact Academic Advising.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)
Harford Community College complies with the provisions of the Family Educational Rights and Privacy Act of 1974 and any regulations which may be promulgated thereunder. The purpose of this act is to allow the student to be aware of what educational records are kept by the College, to provide the student the right to inspect such records and ask for corrections, if necessary, and to control the release of such information to those who are not involved in the educational process. Disclosure of information is allowed without consent to school officials with legitimate educational interests. Under the Privacy Act, directory information is made available to anyone who requests it, unless the student specifically asks that this not be done. (Requests to withhold release of information must be submitted to the Registration and Records Office in writing.) The only information that HCC considers in the directory information category is as follows:

- Student Name
- Photographs
- Program of Study
- Dates of Enrollment
- Full-Time/Part-Time Status
- Degrees/Certificates Awarded
- Participation in Officially Recognized Activities and Sports
- Date of Birth
- On-Campus Email Address
- Academic Honors and Awards

Students can request a written notification from the Registration and Records Office.

Anyone who believes his or her rights have been abridged may file complaints with the Family Policy Compliance Office, Department of Education, Washington, DC 20202.

TRANSCRIPT OF ACADEMIC RECORD
Official academic records are kept on permanent file in the Registration and Records Office. All requests for transcripts must be submitted in writing or online. Telephone requests cannot be honored. Any financial obligation to the College must be cleared before a transcript will be released. There is a $5 charge per transcript copy.
ENROLLMENT INFORMATION

Harford Community College practices an open door policy of enrollment. Students are enrolled at the College without regard to race, color, religion, sex, sexual orientation, national origin, age, disability or any other characteristic protected by law. Some restrictions exist for applicants who are currently enrolled in high school, under 16 years of age, are not U.S. citizens, or are deemed incapable of exhibiting and practicing professional student behavior.

PERSONAL INJURY

At enrollment, students agree to assume the risks and liabilities entailed in any course requirement. The student releases and holds harmless Harford Community College, its trustees, faculties, and administration from any injury sustained through his/her actions or the actions of other students enrolled in the course.

READMISSION REQUIREMENT

A student whose work at Harford Community College has been interrupted for two or more years must file an application for re-enrollment with the Registration and Records Office. An application for re-enrollment may be subject to evaluation under certain circumstances. Readmitted students are required to follow the program requirements in effect for the academic year for which they are readmitted.

APPLICATION PROCEDURE

All students applying to the College should submit an application and transcripts, if required, to:

Registration and Records Office
Harford Community College
410 Thomas Run Road
Bel Air, Maryland 21015-1698

The Application for Enrollment is available at the back of this catalog. The online Application for Enrollment and additional information may also be obtained through the HCC homepage: www.harford.edu

Inquiries by email may be addressed to sendinfo@harford.edu or by phone to the Admissions Office.

Applications are accepted at any time. For best selection of courses, apply by June 1 for the Fall semester, November 1 for the Spring semester, and April 1 for the Summer sessions.

ENROLLMENT STATUS

Students are enrolled in the College based on their academic goal: 1) taking courses, 2) degree seeking, or 3) certificate seeking. In order to be eligible for financial aid consideration, students must declare that they are seeking a degree or certificate and must hold a high school diploma or GED.

TRANSCRIPT REQUIREMENTS

1. Send official high school or GED transcripts to the Registration and Records Office if:
   - Applying for financial aid.
   - Still enrolled in high school or have graduated within the last three years and the academic goal is an Associate degree or Certificate.

2. Send official college transcripts to the Registration and Records Office if:
   - Applying for veterans’ benefits, in which case Veterans Administration regulations require that student is an Associate degree or Certificate candidate.
   - Desire to have previous college credits evaluated for transfer to Harford Community College.
   - Did not graduate and want to determine if exempt from College’s mathematics, English, and computer assessment requirements.

3. If the student is enrolled at another college or university and is taking Harford Community College courses to transfer back to that institution, transcripts are not required. Proof of current enrollment at the home institution is required at the time of registration (valid college ID, copy of grades or letter from school official).

HIGH SCHOOL STUDENTS

High school juniors and seniors have four options by which they may attend Harford Community College. Before selecting any of these options, students should consult with their parent(s)/guardian(s) and the high school guidance counselor.

1. Waiver of Senior Year — Students may waive all of their senior year and still graduate with their high school class. Students must contact the high school guidance office to complete the Harford Public Schools Application for Waiver of Senior Year, which requires a student letter explaining reasons for applying for this waiver and a parent letter supporting the application. Students may be required to take HCC courses that match high school requirements that have not been met at the time the application for the waiver is submitted. Upon completion of the first year at HCC when the student has earned 24 college-level credits, the student will receive a high school diploma.

2. Dual Enrollment — Students may enroll in college credit courses and use these courses for high school graduation credit as well as college credit. Students must contact the high school guidance office to complete the Harford County Public Schools Application for Dual Enrollment at Harford Community College and to receive enrollment guidelines. Generally, students will be limited to earning two high school credits through HCC courses.
3. **Part-Time Attendance** — Students may enroll in college courses that meet during the regular school day and spend only a part of each day at the high school. When choosing this option, the HCC courses would not be used for high school transfer credit. Students must contact the high school guidance office to complete the Harford County Public Schools Application for Part-Time Attendance.

4. **Concurrent Enrollment** — Students may enroll in college courses that meet beyond the regular school day but choose not to use these courses for high school transfer credit. No Harford County Public Schools application is required.

Some restrictions exist for students under the age of 16. Contact the Coordinator for Admissions at 410-836-4379 for further detailed information regarding enrollment.

**TRANSFER STUDENTS**

A student may be enrolled with advanced standing from other accredited institutions. Transfer of credits will be considered on the basis of applicability to the student’s chosen program of study at Harford Community College. Students will be given thirty (30) days to appeal their evaluation before it is made official. A student must have an official transcript sent directly from the previous institution(s). It is the student’s responsibility to supply the Registration and Records Office with the appropriate catalog or course description if one is not already available. Up to fifteen credits of D work are eligible for transfer provided that the grades in the courses transferred average 2.0 or higher on a 4.0 grading scale.

Transfer students pursuing an associate degree or certificate are strongly encouraged to meet with an academic advisor prior to registering for credit courses. A review of assessment results, previous college credits, the length of time away from college, and academic standing at the previous institution should be taken into consideration when planning an appropriate course load.

A student is required to complete the last fifteen (15) credit hours in residency at HCC in order to graduate with an associate degree. The remaining credits can be transferred in from the following sources:

1. College-level coursework at accredited institutions
2. Credit by Examination
3. Military credit (including SOC program).

Exceptions to this will be considered through an appeal filed at the Registration and Records Office. Other sources of nontraditional learning are evaluated on a case-by-case basis.

**TRANSFER OF GENERAL EDUCATION COURSES FROM OTHER INSTITUTIONS**

Course work completed at other colleges and universities will be evaluated upon admission to the college. Courses that satisfied General Education requirements at the sending institution will be coded B-Behavioral/Social Science Elective, E-English Elective, H-Arts/Humanities Elective, I-Interdisciplinary and Emerging Issues Elective, L-Biological/Physical Laboratory Science Elective, M-Mathematics Elective, and S-Biological/Physical Science Elective.

Since it may be difficult to assess transfer credit from another institution unless adequate information is available, it is the student’s responsibility to supply the Registration and Records Office with a catalog from each institution previously attended.

Students who plan to take course work at other institutions after enrolling at HCC should have these courses approved in advance by an academic advisor. This process will assure that courses taken to meet program or General Education requirements will transfer to HCC. It is the student’s responsibility to secure approval prior to enrollment and have this documentation on file with the Registration and Records Office.

Refer to the complete Maryland Higher Education Commission Student Transfer Policies, reprinted in this Catalog.

**TRANSFER OF DIVERSITY COURSES FROM OTHER INSTITUTIONS**

The College recognizes courses completed at other colleges and universities as comparable to diversity courses completed at Harford Community College if these courses also satisfied a Behavioral/Social Science (B), Arts/Humanities (H), or Interdisciplinary or Emerging Issues (I) general education requirement at the home institution.

**NURSING STUDENTS**

After completing certain college requirements, students are considered for admission to the Nursing programs. The number of students who can be admitted to Nursing is limited by availability of clinical space at affiliating health care agencies. (For specific requirements, students should see the Nursing programs in this Catalog.)

**SPECIAL ADMISSION PROCEDURES FOR INTERNATIONAL STUDENTS**

**Non-Immigrant (F-1) Student and Other Visas**

The College is authorized under federal law to consider applications for enrollment of non-immigrant alien students in the F-1 visa status. Prospective students must satisfy
Programs

5. Declaration of financial resources to demonstrate ability to fund education, health insurance and living expenses. Students should not expect to find part-time employment on campus, as such jobs are scarce. International students must be enrolled full-time taking a minimum of 12 credits both fall and spring semesters.

6. Official transcripts approved by an authorized transcript evaluation service.

7. Demonstration of valid passport, I-94 card, current I-20ID form, if appropriate, and all other pertinent identification and documentation.

Visa Types and Tuition Rates

International students with other types of visas may also be eligible to attend the College. In addition to the standard application materials, students must present proof of immigration status and type. Tuition rates for international students are based on visa type and not on local residency. Permanent residents, resident aliens, officially recognized refugees and asylees and those in possession of A, J, L, or H visa types are charged in-county fees if residing in Harford County. Students with all other visa types, including F-1 and M-1, are charged out-of-country fees.

Note: The College follows the same guidelines for determining the tuition rates for international students enrolling in noncredit courses as in credit courses.

Cooperative Degree Programs

Harford Community College offers three types of cooperative degree programs. These programs are labeled as such in the “Programs of Instruction” section of this Catalog and on the HCC Application for Enrollment. More information about these cooperative programs is available at the Registration and Records Office or by calling 410-836-4222.

Articulated Programs With Another Community College

To avoid unnecessary duplication of courses and programs, Harford Community College participates in a varying number of articulated programs with other community colleges in the State. Approximately half of the required course work in these Articulated Programs is taken at HCC and half is taken at the partner institution. HCC students earn their degrees in Articulated Programs from the partner institution.

Statewide/Health Manpower Shortage Programs

The Maryland Higher Education Commission can approve a degree program as a Statewide or Health Manpower Shortage Program if the program is a specialized technical program that prepares students for immediate employment upon completion and if there is a broad-based demand for employees in the specialized field across the State. The Statewide designation allows students who do not reside in Harford County but are residents of Maryland to attend Harford Community College at in-county tuition rates. Students must declare the Statewide or the Health Manpower Shortage Program as their major. Contact the Financial Aid Office at 410-836-4257 for details.

Residence Policy

A student’s official residence is determined at the time of admission at Harford Community College. Therefore, all requests for change of residence must be made to the Coordinator for Registration and Records. The student will be required to sign a legally binding statement affirming financial independence and domicile for tuition classification purposes and submit documentation as required. The statement need not be notarized, but must be affirmed under penalty of perjury as being true, correct and complete to the best of the student’s knowledge and belief. Students who can verify through factual evidence that they are financially independent and domiciled within the State of Maryland and/or Harford County will be afforded the appropriate lower tuition rates.

Harford Community College must have the correct official place of residence for each student. Residence is defined in terms of the legal concept of “domicile.” In this context, domicile means a student’s permanent place of abode, where physical presence and possessions are maintained, and where the student intends to remain indefinitely. The domicile of the student who received more that one-half of financial support
from others in the most recently completed year is the domicile of the person contributing the greatest proportion of support, without regard to whether the parties are related by blood or marriage.

The following factors will be considered as substantiation for domicile:

1. Ownership or rental of local quarters.
2. Substantial, uninterrupted physical presence, including the months when the student is not in attendance at the College.
3. Maintenance in Maryland and in Harford County of all, or substantially all, of the student’s possessions.
4. Payment of Maryland State and local piggy-back income taxes on all income earned, including all income earned outside the State.
5. Registration to vote in Maryland and Harford County.
6. Registration of a motor vehicle in Maryland, with a local address specified, if the student owns or uses such a vehicle.
7. Possession of a valid Maryland driver’s license with a local address specified, if the student is licensed anywhere to drive a motor vehicle.

A student domiciled within Maryland and/or Harford County must have maintained that domicile for a period of not less than three months prior to the time of enrollment. Harford Community College will request documentation of any or all of the facts affirmed by the student in the statement of financial independence and domicile.

Military personnel and their dependents stationed at a military installation in Harford County are considered Harford County residents. Military personnel and their dependents stationed at a military installation elsewhere in the State of Maryland are considered residents of the State of Maryland.

All other persons are considered out-of-state residents.

Any questions about residence and tuition classifications should be referred to the Registration and Records Office.

**FULL-TIME STUDENTS**

Any student enrolled in twelve or more credit hours per semester is considered a full-time student. Full-time students are urged to limit employment to fifteen to twenty hours per week.

**PART-TIME STUDENTS**

Any student enrolled in fewer than twelve credit hours per semester is considered a part-time student. Students employed full-time are urged to enroll in no more than six credit hours per semester.

**ACADEMIC SKILLS ASSESSMENT**

All new degree and certificate-seeking students are required to have an assessment of their current skill level in reading, writing, math, and computer skills unless they are exempt. Students are exempt:

- From all assessments if they already earned an Associate or Baccalaureate degree;
- From reading assessment if verbal SAT score is 550 or better or if they passed English Composition (ENG 101);
- From English assessment if verbal SAT score is 550 or better or if they passed Basic Writing (ENG 012) or English Composition (ENG 101);
- From math assessment if math SAT score is 550 or better, or if they passed a college-level math course;
- From HCC computer skills assessment if they completed a computer information systems (CIS) course or business computer applications (BA 210).

Students who took the SATs effective March 2005 should contact the Academic Advising Office to determine exemption from the academic skills assessment.

New degree and certificate-seeking students must have approval from an academic advisor or faculty advisor before registering for classes. Course placements resulting from the Academic Skills Assessment are mandatory. Students must successfully complete their transitional studies course placements before enrolling in 100-200 level courses that require proficiency in that basic skill area. Academic Skills Assessment scores are valid for two years. If the appropriate course sequence is not begun within the two-year time period, the assessment must be repeated. SAT scores older than two years will not be used to exempt students from the Academic Skills Assessment. Official SAT scores must be forwarded to the Test and Assessment Center to be considered for exemption.

All non-degree seeking students planning to register for eight or more credits are also required to have an assessment of their reading, writing, math, and computer skills.

Students who want to take only English Composition, only a math course, or only a computer information systems course must have the related skill assessment, unless exempt.

Assessment scores from other colleges or ACT scores may meet assessment requirements. For more information, call the Test and Assessment Center at 410-836-4352.

All students are encouraged to meet with an academic advisor or a faculty advisor before registering for classes.

**ENGLISH PROFICIENCY**

A student whose first language is other than English will be required to take an examination to determine proficiency in English. If it is determined that a student is not adequately proficient in English, the College requires appropriate remedial or language training before the continuation of a program.
ACADEMIC ADVISING, CAREER AND TRANSFER SERVICES

Academic advisors and faculty advisors are available to help students attain their educational and career goals by planning academic programs, selecting courses, and preparing for transfer or employment. New students who are working toward an associate degree or certificate must have approval from an academic advisor prior to registration. All non-degree seeking students planning to register for eight or more credits are encouraged to meet with an academic advisor prior to each registration. Students with an intended major or plan of study may meet with an advisor to receive assistance in selecting appropriate classes and planning an academic program. Students who are uncertain about their major or plan of study may meet with a career counselor to receive assistance in developing educational and career goals.

Students are responsible for following their program and meeting graduation and transfer requirements. Students are encouraged to seek assistance from the advising staff if they have questions. However, meeting graduation and transfer requirements is ultimately the responsibility of the student.

REGISTRATION AND CLASS SCHEDULES

“Registration” refers to the process of enrolling in courses. Students who are not currently registered may register up to the start time of any course. All persons attending a course must be registered for that course. The registration procedures vary, depending upon whether a student is a new or continuing student with a goal of degree/certificate completion or a goal of taking courses. More specific information about registration is published in the Schedule of Classes, available as follows:

- Fall schedule available online in late February and on campus in late March.
- Spring schedule available online in early October and on campus in early November.
- Summer schedule available online in late February and on campus in late March.

REGISTRATION DEADLINE

Students who are not currently registered for any given semester may register up to the start time of any course.

ADDING COURSES AFTER INITIAL REGISTRATION

Students who have completed their initial registration by the start time of their courses may add 15-week courses up to the start of the second instructional session. For non 15-week courses, no additional registrations are allowed after the start time of the first instructional session.

CANCELATION OF REGISTRATION

The College reserves the right to cancel any registration for which a student has not complied with appropriate procedures, rules and regulations, and the financial requirements of the College.

STUDENT EMAIL ACCOUNTS

New students receive notification of their on-campus email account prior to the start date of their classes. Faculty and students use this email address to correspond with each other, and notices of campus activities, as well as important deadline dates, are sent to this address. As a result, students are responsible for accessing this email account on a regular basis.

ASSESSMENT FOR PRIOR LEARNING

Students at Harford Community College may earn academic credit toward graduation through a variety of non-traditional means, as well as through the traditional classroom learning experience. The College reserves the right to determine the kind and amount of credit granted through non-traditional learning programs, based on scores, percentile or evaluation established by the faculty. No more than thirty (30) credits may be earned through assessment for prior learning. No more than fifteen (15) of the thirty may be granted on examinations developed by the institution or on portfolio assessments. Those credits are entered on the HCC transcript but may not necessarily be accepted for transfer to another college or institution.

Any student planning to transfer to another institution should check the requirements of the receiving institution for policies regarding the acceptability of credits earned by non-traditional means.

COLLEGE CREDIT FOR PRIOR LEARNING THROUGH PORTFOLIO DEVELOPMENT AND ASSESSMENT

Students at Harford Community College who have significant college-level learning acquired through employment, hobbies, volunteer work, or independent (non-credited) study may develop a portfolio of learning and have that portfolio evaluated for credit by expert faculty evaluators. Students interested in submitting a portfolio must have permission of the Coordinator for Assessment Services and must enroll in and successfully complete APL 101 and APL 102. Portfolios may be submitted for no more than 15 credits; credit attempted must satisfy the learning objectives of courses described in this catalog. For more information, contact the Coordinator for Assessment Services at 410-836-4366.
ADVANCED PLACEMENT (AP)
Advanced Placement examination, a College Board program available annually to high school students, allows students to demonstrate college-level achievement. Students should submit AP results to the Registration and Records Office to receive credit for qualifying AP scores. Credit is posted to the student's transcript upon completion of any 3-credit course taken in attendance at HCC. AP exams that the College accepts and the equivalent courses for which credit is given are listed below. Because qualifying scores vary at institutions, students planning to transfer should check with the transfer institution to determine score requirements.

<table>
<thead>
<tr>
<th>Advanced Placement Test</th>
<th>Passing Grade</th>
<th>Equivalent HCC Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art History</td>
<td>3</td>
<td>ART 202</td>
</tr>
<tr>
<td>Art: Studio Art</td>
<td>3</td>
<td>Pending Review of Portfolio</td>
</tr>
<tr>
<td>Biology</td>
<td>3</td>
<td>BIO 100</td>
</tr>
<tr>
<td>Chemistry</td>
<td>3</td>
<td>CHEM 111-112</td>
</tr>
<tr>
<td>Computer Science</td>
<td>3</td>
<td>CSI 131-132</td>
</tr>
<tr>
<td>English Literature</td>
<td>3</td>
<td>ENG 101-102</td>
</tr>
<tr>
<td>Environmental Science</td>
<td>4</td>
<td>ENV 111</td>
</tr>
<tr>
<td>European History</td>
<td>3</td>
<td>HIST 101-102</td>
</tr>
<tr>
<td>French Language</td>
<td>3</td>
<td>FR 101-202</td>
</tr>
<tr>
<td>Macroeconomics</td>
<td>3</td>
<td>ECON 101</td>
</tr>
<tr>
<td>Mathematics: Calculus AB</td>
<td>3</td>
<td>MATH 203</td>
</tr>
<tr>
<td>Mathematics: Calculus BC</td>
<td>3</td>
<td>MATH 203-204</td>
</tr>
<tr>
<td>Microeconomics</td>
<td>3</td>
<td>ECON 102</td>
</tr>
<tr>
<td>Music Theory</td>
<td>3</td>
<td>MUS 103</td>
</tr>
<tr>
<td>Psychology</td>
<td>3</td>
<td>PSY 101</td>
</tr>
<tr>
<td>Spanish Language</td>
<td>3</td>
<td>SPAN 101-102</td>
</tr>
<tr>
<td>Spanish Literature</td>
<td>3</td>
<td>SPAN 203-204</td>
</tr>
<tr>
<td>Statistics</td>
<td>3</td>
<td>MATH Elective</td>
</tr>
<tr>
<td>U.S. Government and Politics</td>
<td>3</td>
<td>PS 101</td>
</tr>
<tr>
<td>U.S. History</td>
<td>3</td>
<td>HIST 103-104</td>
</tr>
</tbody>
</table>

INTERNATIONAL BACCALAUREATE ORGANIZATION (IBO)
International Baccalaureate Organization courses may be awarded credit for courses at Harford Community College. The minimum grade for granting credit is 4 for higher level IBO courses and 6 for standard level IBO courses. Students should submit official IBO transcripts to the Registration and Records Office for the transcript to be evaluated. Credit is posted to the student's transcript upon completion of any 3-credit course taken in attendance at HCC.

CREDIT BY EXAMINATION
Credit may be earned by examination through nationally normed testing programs including CLEP, DSST (DANTES), and Excelsior College for courses offered at Harford Community College. In addition, HCC students may earn credit for the satisfactory completion of tests developed by faculty members for some courses. Over one hundred HCC students participate in the Credit by Examination program during a year, and approximately 70 percent receive credit.

Credit by Examination is open to all current and former HCC students, as well as students at other colleges that accept this type of credit. A student may receive up to 30 credits by examination at HCC. To receive credit at HCC, a student must complete one three-credit course in residence before credit for courses taken by examination will be recorded on the student's academic record. Credit by Examination does not affect the student's grade point average (GPA). Contact the Test and Assessment Center or the Academic Advising Office for more information. Because credit by examination requirements vary at institutions, students planning to transfer should check with the transfer institution to determine which, if any, exams are accepted and what scores are accepted. For more information about credit by examination, visit www.harford.edu/testing.

DUPLICATION OF CREDIT POLICY
Students who have earned six or more credits in a specific discipline or area of study (except for experimental or studio credit) may not use elective credit awarded on the CLEP examination in that area for credit toward graduation. Areas of study are behavioral/social science, history, humanities, mathematics and natural/physical science.

TYPES OF EXAMINATIONS
Students may select from five CLEP tests to earn up to a total of twenty-one elective credits in four broad areas: social science and/or history (6 credits), mathematics (6 credits), natural science (6 credits), and humanities (3 credits). Students can also earn credit for English Composition (3 credits).

In addition, subject specific CLEP examinations are available, as well as some DSST, DANTES tests. Division examinations, designed by HCC faculty, are available for students who wish to challenge specific HCC courses.

Listed below are courses for which CLEP, DSST, DANTES, Excelsior College (formerly Regents College) or division examinations are available:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 101 Accounting Principles I</td>
<td>3</td>
</tr>
<tr>
<td>BA 101 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BA 106 Principles of Retailing</td>
<td>3</td>
</tr>
<tr>
<td>BA 109 Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>BA 203 Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>BA 210 Business Computer Applications</td>
<td>3</td>
</tr>
<tr>
<td>CIS 102 Introduction to Information Sciences</td>
<td>3</td>
</tr>
<tr>
<td>CIS 125 Document Processing: MS Word</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 103 The Young Child**</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 104 Materials and Curriculum in Early Childhood**</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 110 Infant and Toddler Development **</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 215 School-Age Child Care**</td>
<td>3</td>
</tr>
<tr>
<td>OS 100 Keyboarding Basics</td>
<td>1</td>
</tr>
<tr>
<td>OS 113 Intermediate Keyboarding</td>
<td>3</td>
</tr>
</tbody>
</table>

* Requires essay
** Requires proof of completion of non-college transcripted training or coursework and permission of Education Coordinator
^ Requires evidence of satisfactory lab experience
+ Requires a portfolio
### ARTS AND SCIENCES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 102</td>
<td>Intro. to Cultural Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>ASTR 151</td>
<td>Introduction to Astronomy</td>
<td>3</td>
</tr>
<tr>
<td>CHEM 103</td>
<td>Elements Organic &amp; Biochemistry</td>
<td>2</td>
</tr>
<tr>
<td>CHEM 111</td>
<td>General Chemistry I, II</td>
<td>8</td>
</tr>
<tr>
<td>CJ 101</td>
<td>Intro to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>ECON 101</td>
<td>Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECON 102</td>
<td>Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition*</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102</td>
<td>English Composition and Literature*</td>
<td>3</td>
</tr>
<tr>
<td>ENG 203-204</td>
<td>English Literature: Survey of English Literature I &amp; II</td>
<td>6</td>
</tr>
<tr>
<td>ENG 209</td>
<td>Technical Writing*</td>
<td>3</td>
</tr>
<tr>
<td>ENGR 101</td>
<td>Engineering Drawing I</td>
<td>2</td>
</tr>
<tr>
<td>ENGR 103</td>
<td>Engineering Graphics</td>
<td>4</td>
</tr>
<tr>
<td>ENGR 104</td>
<td>Statistics</td>
<td>3</td>
</tr>
<tr>
<td>ENGR 201</td>
<td>Dynamics</td>
<td>3</td>
</tr>
<tr>
<td>ENGR 202</td>
<td>Mechanics of Materials</td>
<td>3</td>
</tr>
<tr>
<td>FR 101-102</td>
<td>Elementary French I, II</td>
<td>6</td>
</tr>
<tr>
<td>FR 201-202</td>
<td>Intermediate French I, II</td>
<td>6</td>
</tr>
<tr>
<td>GER 101-102</td>
<td>Elementary German I, II</td>
<td>6</td>
</tr>
<tr>
<td>GER 201-202</td>
<td>Intermediate German I, II</td>
<td>6</td>
</tr>
<tr>
<td>GEOG 102</td>
<td>Human Geography</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 101</td>
<td>Contemporary Health Issues</td>
<td>3</td>
</tr>
<tr>
<td>HIST 101</td>
<td>History of Western Civilization I</td>
<td>3</td>
</tr>
<tr>
<td>HIST 102</td>
<td>History of Western Civilization II</td>
<td>3</td>
</tr>
<tr>
<td>HIST 103</td>
<td>History of the United States I</td>
<td>3</td>
</tr>
<tr>
<td>HIST 104</td>
<td>History of the United States II</td>
<td>3</td>
</tr>
<tr>
<td>MATH 101</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MATH 103</td>
<td>Trigonometry</td>
<td>3</td>
</tr>
<tr>
<td>MATH 109</td>
<td>Precalculus Mathematics</td>
<td>4</td>
</tr>
<tr>
<td>MATH 203</td>
<td>Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>MATH 216</td>
<td>Intro. to Statistics</td>
<td>4</td>
</tr>
</tbody>
</table>

Other MATH courses: See faculty division dean.

### CREDIT FOR TRAINING RECEIVED IN BUSINESS/INDUSTRY

Academic credit may be awarded for the completion of training programs which have been evaluated by the American Council on Education (ACE) or are recognized through an articulation agreement between the College and the training institution. Students should contact the Registration and Records Office to request an evaluation.

### CREDIT THROUGH CORRESPONDENCE

Students who have taken courses by correspondence through the Defense Activity Non-Traditional Education Support (DANTES) may receive credit. Courses taken under the former USAFI program are now reported through DANTES and may also be evaluated for credit. For further information, contact the Registration and Records Office, 410-836-4222.

In general, correspondence courses from other sources are not accepted for credit at Harford Community College.

### CREDIT FOR MILITARY TRAINING

Credit may be granted for a variety of formal military training. Evaluations will be completed for students who have earned three credit hours with HCC and have submitted all required military documentation (AARTS, SMART, CCAF, CART, DD Form 214). In awarding credit, the College follows the recommendations of the American Council on Education's (ACE) Guide to the Evaluation of Educational Experiences in the Armed Services. For further information, contact the Aberdeen Proving Ground Center, 410-272-2338 or 410-306-2047.

### SERVICEMEMBERS OPPORTUNITY COLLEGE

The College is a member of Servicemembers Opportunity Colleges (SOC), a consortium of national higher education associations that help meet the voluntary education needs of servicemembers and their family members. SOCAD and SOCMAR Agreements will be completed for military students and their family members after completion of three credit hours with HCC and a degree intention of either Accounting, Business Administration, Business Management, Computer Information Systems, Computer Science, Legal Studies, Criminal Justice, or General Studies. Resident credit of fifteen hours is required. Contact the Aberdeen Proving Ground Center, 410-272-2338 or 410-306-2047 for additional information.

* Requires essay
** Requires proof of completion of non-college transcripted training or coursework and permission of Education Coordinator
^ Requires evidence of satisfactory lab experience
+ Requires a portfolio
COLLEGE CREDIT FOR PRIOR LEARNING THROUGH ARTICULATED PROGRAMS

COLLEGE CREDIT FOR PRIOR LEARNING
Harford Community College has articulation agreements with high schools, training programs, and colleges as outlined below. These agreements provide opportunities for students to receive college credit toward an HCC degree.

HIGH SCHOOL
Harford County high school students who have completed course work in specific subject areas may be eligible to receive academic credit for this experience. Students may earn up to twelve credits for their high school experience. Specific information regarding the evaluation criteria and the validation process may be obtained from the Registration and Records Office.

HARFORD COUNTY TRAINING PROGRAMS
Harford Community College also has articulated agreements with the Harford County Electrical Contractor’s Association, the Harford County Sheriff’s Office Correctional Academy, the Harford County Sheriff’s Training Academy, and Aberdeen Proving Ground Child and Youth Services. For information, contact the Registration and Records Office, 410-836-4222.

COLLEGES

<table>
<thead>
<tr>
<th>COLLEGE</th>
<th>PROGRAM/DEGREE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anne Arundel Community College</td>
<td>Science Laboratory Technology/</td>
</tr>
<tr>
<td></td>
<td>Histotechnology Option/AAS</td>
</tr>
<tr>
<td>Austin Community College</td>
<td>Science Laboratory Technology/</td>
</tr>
<tr>
<td></td>
<td>Histotechnology Option/AAS</td>
</tr>
<tr>
<td>Broadcasting Institute of</td>
<td>Mass Communications – Production and</td>
</tr>
<tr>
<td>Maryland</td>
<td>Announcing in the Electronic Media/AAS</td>
</tr>
<tr>
<td></td>
<td>Mass Communications – Advertising and</td>
</tr>
<tr>
<td></td>
<td>Sales Promotion/AAS</td>
</tr>
<tr>
<td>Cecil Community College</td>
<td>Engineering/AS</td>
</tr>
<tr>
<td>Community College of</td>
<td>Science Laboratory Technology/</td>
</tr>
<tr>
<td>Baltimore County-Dundalk</td>
<td>Histotechnology Option/AAS</td>
</tr>
<tr>
<td>Community College of</td>
<td>Electroneurodiagnostic</td>
</tr>
<tr>
<td>Baltimore County-Essex</td>
<td>Technology/Technology/AAS</td>
</tr>
<tr>
<td>Coppin State University</td>
<td>Science Laboratory Technology/</td>
</tr>
<tr>
<td></td>
<td>Histotechnology Option/AAS</td>
</tr>
<tr>
<td>Frederick Community College</td>
<td>Science Laboratory Technology/</td>
</tr>
<tr>
<td></td>
<td>Histotechnology Option/AAS</td>
</tr>
</tbody>
</table>

TUITION AND FEES

Note that HCC tuition and fees are subject to change. Fees and other charges are payable in full to Harford Community College by the date listed in the current Schedule of Classes. A service charge of $25 will be assessed for each personal check that is not honored and is returned by the bank.

Full payment of tuition and fees for summer session courses must be made at the time of registration.

TUITION AND FEE SCALE

TUITION

Residents of Harford County ..............$75.00 per credit hour
Residents of Maryland outside ............$150.00 per credit hour
Harford County
Nonresidents of Maryland/ .................$225.00 per credit hour
Out-of-Country residents

Consolidated Service Fee...............Add 10% of tuition charges, based on the Harford County resident tuition rate. The fee supports services such as parking, new student assessment and orientation, schedule changes, and student activities.

ADDITIONAL FEES

Associate Degree Graduation ..................$25
Certificate Graduation ......................$25
Credit by Exam (Division Exams) ............$40
Late Registration ...........................$25
Parking Citation ................................$100-$150
Transcript (each copy) ........................$5
Returned Checks ............................$35

STUDENT IDENTIFICATION CARD

Possession of the official HCC student identification card is required of all credit students while on campus. Students can receive their card three business days after they have paid their bill. The ID card is required to utilize library materials and computers on campus, for event discounts, and for access to various campus facilities. Student identification cards are processed at the Library. For more information, call the College Life and Wellness Office at 410-836-4140 or the Library at 410-836-4268.

COURSE FEES

Many courses require additional instructional staff, special equipment, consumable supplies, large space requirements or small class size, resulting in an additional charge. The amount of the course fee varies and is reviewed regularly and is subject to change. Course descriptions indicate if a fee is applicable. Specific fees are listed in the Schedule of Classes.
**CREDIT CARDS**

HCC accepts Visa, MasterCard, Discover and American Express for payment of tuition, fees and books in person, online, by phone or by fax.

**LATE REGISTRATION FEE**

A fee is charged to students who register once the semester, term or session has begun. The fee is payable at the time of registration. This fee is not refundable.

**TUITION WAIVERS**

**Disability and Retirement**

Any resident of the State of Maryland who is retired from the work force by reason of total and permanent disability may register tuition-free for any class in which 10 or more paying students have enrolled. Students must provide certification of receipt of disability and retirement benefits under the Social Security Act, the Railroad Retirement Act, or the appropriate federal pension/retirement authority to receive this exemption. Note, however, that all courses have consolidated fees, and some courses have course fees which must be paid by all students.

**Employees of In-County Businesses**

Any full-time employee of a Harford County business may have the out-of-county or out-of-state tuition differential waived for credit classes. In-County tuition rates will apply if students provide proof of full-time employment on the employer’s official stationery with appropriate signature. Note, however, that all courses have consolidated fees, and some courses have course fees, which must be paid by all students.

**Maryland Foster Care Recipient**

Students who have resided in a foster-care home in Maryland are eligible for a waiver of tuition and fees not covered by other financial aid. The student must complete the FAFSA by March 1 of each year and be enrolled in a degree program. Call the Financial Aid Office at 410-836-4257 for information.

**Maryland National Guard**

Members of the Maryland National Guard are designated as “in state” and “in county” for residence purposes and are entitled to a waiver of 50 percent of the “in-county” tuition. Additionally, all fees for classes taken at Maryland National Guard sites are waived. Student and class fees will be charged for courses taken at non-Maryland National Guard locations. Eligible students must provide a letter from the Maryland Adjutant General certifying that the member of the Maryland National Guard has at least 24 months remaining to serve or has agreed in writing to serve for a minimum of 24 months.

**Senior Citizen**

Any resident of the State of Maryland who is 60 years of age or older by the start date of a State supported course shall be exempt from the payment of the tuition, provided course space is available. The tuition waiver does not apply to courses which are not State funded and require full tuition payment. These courses are identified in specific class schedules. Seniors should note that all fees must be paid regardless of the waiver of tuition. (See Code of Maryland Regulations, Title 16.16.106.) Given the popularity of computer training, for noncredit computer courses only, seniors may not register until the day before the course begins.

**REFUND POLICY**

Refunds will be granted to students withdrawing from the College or from individual credit courses according to the following policy. Refund checks will be mailed approximately four weeks from the date of withdrawal. Exceptions to the Refund Policy will be considered for documented extenuating circumstances, such as, but not limited to, serious illness/accident/medical condition/death in the immediate family, involuntary transfer or change in work hours by employer.

Students are required to submit a “Refund Exception Request” appeal form with appropriate documentation to the Registration and Records Office. This request will be reviewed by the Refund Exception Committee which meets monthly. Submission of the request does not guarantee a full or partial refund. Decisions made by the committee are final. Requests for refunds from prior semesters, sessions or terms will not be granted.

Students receiving any type of federal financial aid should check with the Financial Aid Office prior to withdrawal from courses.

**REFUND OF TUITION**

<table>
<thead>
<tr>
<th>Length of Term</th>
<th>100% Refund</th>
<th>No Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>13 Weeks through 15 Weeks</td>
<td>if official withdrawal is made within eight (8) calendar days from term start date (not first class meeting)</td>
<td>after the eighth (8th) calendar day of semester</td>
</tr>
<tr>
<td>9 Weeks through 12 Weeks</td>
<td>if official withdrawal is made within five (5) calendar days from term start date (not first class meeting)</td>
<td>after the fifth (5th) calendar day of semester</td>
</tr>
<tr>
<td>4 Weeks through 8 Weeks</td>
<td>if official withdrawal is made within three (3) calendar days from term start date (not first class meeting)</td>
<td>after the third (3rd) calendar day of semester</td>
</tr>
<tr>
<td>Less than 4 Weeks inclusive</td>
<td>if official withdrawal is made on last business day prior to first day of term (not first class meeting)</td>
<td>after the last business day prior to first day of term</td>
</tr>
</tbody>
</table>

**NOTE:**

Late registration fee is not refundable.

Information regarding refunds is available through the Registration and Records Office, 410-836-4222.
ACADEMIC POLICIES

GRADUATION REQUIREMENTS

Graduation Application

To be eligible to apply for graduation, students must

1. Declare their intended degree or Certificate program of study to the Registration and Records Office. Refer to “Regulations Governing Graduation.”
2. File an application for graduation in the Registration and Records Office no later than December 1 for May graduation, May 1 for August graduation, and August 1 for December graduation.

Requirements for the Associate Degree

To be eligible for an Associate degree, students must

1. Complete a minimum of 62 credit hours of college-level work, with a grade point average of 2.00 or higher.
2. Complete the last 15 credit hours at Harford Community College.
3. Complete general education, diversity, physical education, testing or examination as may be required, and degree requirements in each program of study in which the degree is to be awarded.
4. Be recommended by the Associate Vice President for Student Development for graduation.
5. Be conferred by the President and Board of Trustees of Harford Community College.

Requirements for Certificate

To be eligible for a Certificate, students must

1. Complete the required courses of an approved Certificate program with a grade point average of 2.00 or higher and such testing as may be required by the College.
2. Earn at least 50 percent of the credit hours, including the last semester, at Harford Community College.
3. Demonstrate basic competencies in English, reading and mathematics by completing the following:
   - **English**: Scoring at or above college level on the writing assessment or passing Basic Writing (ENG 012). The appropriate English course is determined by the specific Certificate program requirements.
   - **Reading**: Scoring at or above college level on the reading assessment or passing Reading and Understanding College Textbooks (ENG 003).
   - **Mathematics**: Scoring at or above the level of Introductory Algebra (MATH 002) or passing Fundamentals of Mathematics (MATH 001).
4. Be recommended by the Associate Vice President for Student Development for graduation.
5. Be conferred by the President and Board of Trustees of Harford Community College.

Requirements Applicable to All Students

Student Declaration of Degree or Certificate Program

Students who choose a degree or Certificate program upon admission to the College must follow the program requirements in effect for the academic year (September 1 to August 31) for which they are first admitted.

College Modification of Degree or Certificate Requirements

If the College changes the degree/certificate requirements after a student has been admitted/readmitted, the student may complete the graduation requirements in effect at the time of admission/readmission or may choose the full requirements of the new program. Students who decide to change to the revised program requirements must notify the Registration and Records Office of their intent to change to the current College Catalog.

Student Change of Program

Students who change their program must complete the full requirements of the new program published in the College Catalog for the academic year (September 1 to August 31) in which the change is made. Course substitutions, waivers, or in-residency appeals previously approved for a program of study will apply only to that program. A change in program may also change the transfer courses and credits that apply to a program of study. Students who decide to change their program of study must notify the Registration and Records Office of their intent.

Student Change of Educational Goal

Students who change their status from “Taking Courses” to seeking a degree or certificate must follow the program requirements in effect for the academic year (September 1 to August 31) in which the change is made. Students who change their status from “Taking Courses” to seeking a degree must complete the College Academic Skills Assessment before the change of educational goal can be officially processed. Students identified as needing to improve one or more basic skills will be required to enroll in the appropriate transitional studies course(s) prior to or concurrently with the program requirements. Students who decide to seek a degree or certificate must notify the Registration and Records Office of their intent to change their educational goal.

Changes in Graduation Requirements

If the College changes a program in a way that prevents a student from meeting the graduation requirements in effect at the time of the student’s admission, the change may necessitate appropriate course substitutions. Course substitutions must be appealed through an appeal form filed at the Registration and Records Office.

Double Major Declaration

With the exception of General Studies and Technical/Professional Studies, students may simultaneously pursue the requirements of two different programs. Pursuit of a double major should be discussed in its early stages with an advisor and must be declared on the Application for
Graduation. The student must follow the requirements in effect for the same year for both programs. Upon successful completion of the two programs, the appropriate diploma(s) will be awarded. Both majors will be announced at commencement ceremonies, and both will be annotated on the student’s transcript of record.

Failure to meet the requirements for one of the two declared programs will result in the awarding of a single major degree.

Existing institutional policies governing graduation requirements and residency will remain in effect.

Additional Degree or Certificate
After completion of a degree or certificate, students may earn a subsequent degree or certificate by meeting the program requirements for that degree or certificate. However, for each additional degree or certificate, the student must meet the residency requirement of an additional 15 credit hours for the Associate degree, or 50 percent of the credit hours for the Certificate since receipt of the last degree or certificate.

Students must maintain a minimum grade point average of 2.0 in all courses completed for the additional degree or certificate.

Awarding of Degrees and Certificates
Diplomas are conferred in August, December, and May of each year. May graduation requirements must be met by May 31; December graduation requirements must be met by December 31; August graduation requirements must be met by August 31. If the student has an outstanding financial obligation to the College, diplomas will not be issued until the obligation is resolved. The Registration and Records Office is authorized to issue letters of completion to students who need verification of program completion at other times. Formal commencement ceremonies are held once a year in May for all graduating classes within the academic year.

GRADES AND GRADE REPORTS
The following grading policy is in effect for all students, regardless of the year in which they enrolled at the College.

Deficiency reports for D or F academic performance are provided to students approximately at the midpoint of the 15-week course.

Official grades and symbols earned by students in each course will be recorded and, upon request from the student, will be issued to designated individuals or agencies after all final grade processing is complete. Grade information is also available online. If the student has an outstanding financial balance due payable to the College, grade reports and transcripts will not be issued until the obligation is resolved.

Grades | Quality Points
--- | ---
A — Excellent | 4
B — Good | 3
C — Average | 2
D — Poor | 1
F — Failure to meet course requirements | 0
Letter grades for transitional studies courses (courses below 100 level) will be noted with an *.

Symbols | Quality Points
--- | ---
M — Making Progress | 0
W — Withdrawal | 0
I — Incomplete | 0
K — Audit | 0
N — No Grade Provided | 0
R — Continuing Research | 0
M - Student is making progress but has not completed enough of the transitional studies course objectives to warrant an I grade. A second registration in the course is required and should be accomplished in the next semester. M grades will convert to F grades if not resolved within one calendar year. An M may not be awarded in a course a second time and may be awarded only for courses numbered below 100.

W - Indicates course withdrawal without a grade. Withdrawal can be initiated by the student or by the College. The symbol W is not used in computing the Grade Point Average (GPA).

I - Faculty member agrees that the student can meet course requirements without additional registration. The symbol I must be resolved by completing the requirements of the course within a period prescribed by the instructor, but in no case later than 60 days after the end of the semester in which the I was awarded. In the event the I is not resolved, the symbol will automatically convert to an F which will be used in computing the GPA.

K - Designates audit (not for credit). The symbol K will not be used in computing the GPA.

N - The N symbol is assigned by the Registration and Records Office in the event that a grade is not provided by the instructor. The N symbol must be resolved by the instructor.

R - Student is completing work on a portfolio and is awarded for satisfactory completion of APL 102, a continuing research component of the portfolio assessment program. Students may earn up to two R symbols. R is included in earned credits but is not used in computing GPA.

CHANGE OF FINAL GRADE
In cases where a student alleges that a final course grade was unjustified, the student first attempts to resolve the conflict with the instructor by initiating the appeal process in writing no later than 60 days after the conclusion of the semester or term in which the grade was awarded. With the appeal, the student must submit in writing his/her rationale supported by appropriate documentation. If the conflict cannot be resolved, the complaint shall be presented by the student to the division leader in which the course is offered and if necessary, the division leader may request documentation about the complaint. The decision of the division leader is final.
AUDIT
Students may register for audit (not for credit status) during any registration. Students may change from audit to credit only during the published schedule change period. Students may change from credit to audit with the instructor’s permission at any time before the official withdrawal deadline for the course. Audit courses require the same tuition and fees as regular credit courses. Students auditing a course will be expected to meet the requirements set by the instructor.

REPEATING COURSES
Students may repeat a course only one time. Students wishing to attempt a second repeat (third enrollment) must appeal to and receive the approval of an advising staff member or faculty advisor. If a student wishes a third repeat (fourth enrollment) he/she must complete an appeal form and file it with the Registration and Records Office for consideration. The student will be notified of the decision. Certain courses previously identified by the divisions (e.g. music ensembles, physical education activities, etc.) represent exceptions to the policy. Only the last grade earned in a repeated course will be used in computing the cumulative Grade Point Average (GPA). The symbol M is considered a repeat. Symbols W and K are not considered repeats.

Students who earn credit at another institution for a course they failed at HCC may use the transferred credit to satisfy the credit requirement for that particular course. In such cases the F grade will remain on the student’s permanent record, but will be marked with the notation TF (repeated in transfer) and will no longer affect the student’s GPA. Students must notify the Registration and Records Office and submit appropriate documentation.

ATTENDANCE
Students are expected to attend all instructional sessions. In the case of absence due to emergency (illness, death in the family, accident), religious holiday or participation in official College functions, it is the student’s responsibility to contact the instructor about the absence and missed course work. Further, it is the student’s responsibility to withdraw officially from any class which they cease to attend. Failure to withdraw could result in a grade of F.

FINAL EXAMINATIONS
Students are required to take the final examination in each course on the scheduled date at the end of each semester if credit is to be granted in the course. Permission for a special examination is at the discretion of the instructor.

Graded final examinations will be returned to the student or retained by the instructor through the end of the subsequent full semester following the administration of the examination. After this period, the completed examinations may be retained or destroyed at the discretion of the instructor.

Grade Point Average (GPA)

Semester Grade Point Average
The semester grade point average (GPA) is determined by multiplying the number of credit hours in each course successfully completed by the number of points corresponding to the final grade for the course. The total is then divided by the number of credit GPA hours completed during that semester. The GPA is computed only on college level credit courses completed at Harford Community College. Courses for which a symbol (M, W, I, K, N, R) is awarded will not be considered in calculating the GPA.

Cumulative Grade Point Average
The cumulative GPA is determined in the same manner as the semester GPA. In the case of repeated courses, only the last grade earned will be used in computing the cumulative GPA.

PRESIDENT’S LIST AND DEAN’S LIST
The President’s and Dean’s Lists Honors are awarded at the end of the fall and spring semesters. The following criteria will be used when recognizing scholarship of full- and part-time students.
1. Students who receive a grade of C, D, F, M, N or I in any course that semester are not eligible for honors.
2. Full-time: 12 college level* credits or more must be completed that semester for full-time honors.
3. Part-time: 12 college level* credits must be accumulated prior to the semester under consideration to be eligible for part-time honors, and six college level* credits must be completed in the current semester.
4. Credit-by-exam and transfer credit are not included. Students must have a 3.76 or higher GPA for placement on the President’s List (High Honors); a 3.50 to 3.75 GPA must be achieved for placement on the Dean’s List (Honors).

*Courses 100 level or above.

ACADEMIC STANDARDS FOR CREDIT STUDENTS
At the end of the fall and spring semesters and summer sessions, each student’s academic standing is reviewed. Academic Standing is determined by the relationship between a student’s GPA and the total cumulative GPA hours earned. There are four levels of academic standing: Good Academic Standing, Academic Warning, Academic Restriction, Academic Suspension.
GOOD ACADEMIC STANDING, ACADEMIC WARNING, AND ACADEMIC RESTRICTION

The following academic progress table is used to determine a student’s placement on Good Academic Standing, Academic Warning, and Academic Restriction.

**ACADEMIC PROGRESS TABLE**

<table>
<thead>
<tr>
<th>Total Cumulative GPA Hours Earned</th>
<th>Good Academic Standing if GPA is</th>
<th>Academic Warning if GPA is below</th>
<th>Academic Restriction if GPA is below</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.5 – 6.5</td>
<td>1.40 or higher</td>
<td>1.40</td>
<td>--</td>
</tr>
<tr>
<td>7.0 – 12.5</td>
<td>1.40 or higher</td>
<td>--</td>
<td>1.40</td>
</tr>
<tr>
<td>13.0 – 17.5</td>
<td>1.50 or higher</td>
<td>--</td>
<td>1.50</td>
</tr>
<tr>
<td>18.0 – 22.5</td>
<td>1.60 or higher</td>
<td>--</td>
<td>1.60</td>
</tr>
<tr>
<td>23.0 – 27.5</td>
<td>1.70 or higher</td>
<td>--</td>
<td>1.70</td>
</tr>
<tr>
<td>28.0 – 32.5</td>
<td>1.80 or higher</td>
<td>--</td>
<td>1.80</td>
</tr>
<tr>
<td>33.0 – 37.5</td>
<td>1.90 or higher</td>
<td>--</td>
<td>1.90</td>
</tr>
<tr>
<td>38.0 and above</td>
<td>2.00 or higher</td>
<td>--</td>
<td>2.00</td>
</tr>
</tbody>
</table>

**Good Academic Standing**

Students must maintain the minimum cumulative GPA as indicated on the table above to be placed in good academic standing. Students are required to earn a minimum GPA of 2.00 in order to be awarded an associate degree or a certificate.

During fall and spring semesters, students in good academic standing may register for a maximum of eighteen (18) credits which may include a combination of:

- Nine (9) credits during a seven (7) week session.
- Twelve (12) credits during a ten (10) week session.
- Six (6) credits during a five (5) week session.

During the entire summer session, students in good academic standing may register for a maximum of twelve (12) credits which may include a combination of six (6) credits during any single summer session. If the session dates overlap, no more than six (6) credits may be taken.

**Requests for Credit Overloads**

Students may submit appeals for credit overloads to an advising staff member. Appointments are required and may be made by calling 410-836-4301.

**Academic Warning**

Students placed on academic warning will have this fact noted on their grade reports, transcripts, and the compliance results and they are required to

- Meet with advising staff before registering for any credit or transitional studies course.
- Meet with advising staff before making any changes to their class schedule.

Placement on academic warning will continue until the student’s cumulative GPA increases above the level indicated on the Academic Progress Table.

**Academic Restriction**

Students placed on academic restriction will have this fact noted on their grade reports, transcripts, and the compliance results and they are required to

- Meet with advising staff before registering for any credit or transitional studies course.
- Meet with advising staff before making any changes to their class schedule.

Students placed on academic restriction may register for a maximum of seven (7) credits during fall and spring semesters and summer session.

Students who attain a 2.50 GPA or higher in at least six (6) college-level credits (courses numbered 100 or higher) during a restricted semester, yet fail to meet the minimum cumulative GPA on the Academic Progress Table, may appeal the seven-credit limit. Advising staff recommendation must accompany the appeal.

Placement on academic restriction will continue until the student’s cumulative GPA increases above the level indicated on the Academic Progress Table.

**ACADEMIC SUSPENSION**

After a student is on academic restriction for one semester and does not achieve the minimum GPA as listed on the Academic Suspension Table (page 44) during the next semester of enrollment, the student will then be placed on academic suspension.

- Students will not be placed on academic suspension at the end of any review period in which they have achieved a GPA of 2.00 or higher.
- Students placed on academic suspension for the first time after the spring or summer semesters will not be allowed to re-enroll until the following spring semester. Students placed on academic suspension for the first time after the fall semester will not be allowed to re-enroll until the following summer semester.
- After the semester of non-enrollment elapses:
  - Students requesting to be removed from their first academic suspension must see an advising staff member.
  - Students requesting to be removed from their second academic suspension must see an advising staff member and complete an Academic Appeal Form for submission to the Registration and Records Office. The student will be notified of the decision.
  - Students who are removed from academic suspension will be on academic restriction and may not register for more than seven (7) credits.
DROPPING AND WITHDRAWING FROM COURSES

Students may drop courses during the refund period and receive a full refund. Courses dropped during the refund period will not appear on the student's official record. After the refund period, students may withdraw from courses during the official withdraw period. In order to drop or withdraw from classes, students must complete and submit a Schedule Change Form to the Registration and Records Office. The symbol \( W \) will appear on a student's record if the following withdraws take place:

1. A student withdraws by the official withdrawal deadline which is approximately two-thirds through the semester, term, or session.

2. The College withdraws a student who has been identified by the official withdrawal deadline as never attending the class.

3. An instructor and the faculty division dean may approve a student's request for a withdrawal after the official withdrawal deadline but before the last day of the semester, term, or session for documented extenuating circumstances. These circumstances include, but are not limited to, serious illness, death in immediate family, involuntary transfer by one's employer, involuntary change of working hours, or assignment to active duty in the armed services.

   If the student believes the instructor and faculty division dean's denial of the withdrawal is inappropriate, the student has the right to appeal the late withdrawal to the Vice President for Instruction/designee whose decision is final.

4. By filing an appeal form with the Registration and Records Office, students may request a withdrawal after final grades are processed for documented extenuating circumstances such as, but not limited to, serious illness, death in the immediate family, involuntary transfer by one's employer, involuntary change of working hours, or assignment to active duty in the armed services. Requests for late withdrawal will only be considered if they are made within three years from the last date of the semester in which the course was taken.

ACADEMIC RENEWAL

Students may request to have up to 16 college-level credits of \( D \) or \( F \) grades designated as non-applicable on their permanent record. These grades must have been received in courses taken five or more years prior to the date of the request for academic renewal. Additionally, the student must complete a minimum of 12 college-level credits with a minimum of 2.5 cumulative GPA since the last semester for which the academic renewal is being requested. These credits can be earned at any college/university. Request for academic renewal can be made only once time. Under no circumstances will grades earned by a student at HCC be deleted from the student’s permanent record or be excluded from any transcripts sent by HCC.

It is recommended that students meet with an academic advisor to determine which courses are most appropriate for this request. If the student disagrees with the determination by the Registration and Records Office, the student has the right to appeal the decision by filing an appeal form with the Registration and Records Office. The student will be notified of the decision.

Students should be aware that academic renewal granted by this institution may not be recognized by other institutions to which they may transfer.

COLLEGE-WIDE REQUIREMENTS IN COMPOSITION

Students must meet certain minimum composition requirements for written work submitted in all courses. These requirements state:

1. All papers must demonstrate that the student has a reasonable degree of skill in presenting material in a clear and logical manner.

2. All papers must demonstrate college-level competence in grammar and in the mechanics of composition, spelling and punctuation.

3. All graduates must attain at least a \( D \) grade in ENG 101 (English Composition) or pass a standardized college-wide writing examination.

Grades on papers that are poorly written, regardless of the course, may be reduced for the quality of the writing alone; in extreme cases a failing grade in the course may be given for this reason alone.

ENGLISH PROFICIENCY

A student whose first language is other than English will be required to take an examination to determine proficiency in English. If it is determined that a student is not adequately proficient in English, the College requires appropriate remedial or language training before the continuation of a program.
General Information

TIME LIMITATION FOR ENGLISH COMPOSITION
Students enrolled in Associate degree programs are required to complete ENG 101 (English Composition) with a grade of D or better prior to earning eighteen credits. Students who have not met this requirement after completing seventeen credits will not be allowed to register unless their course requests include English Composition.

BASIC WRITING/ENGLISH COMPOSITION CONTINUITY
Students enrolled in associate degree and certificate programs with an ENG 101 (English Composition) requirement must enroll in English Composition at their next registration after successfully completing ENG 012 (Basic Writing). Students will not be allowed to register subsequent to passing Basic Writing unless their course requests include English Composition.

MATH CONTINUITY
Students who are enrolled in associate degree programs are encouraged to enroll in mathematics as soon as possible. Once students begin their required mathematics sequence as determined by their Academic Skills Assessment, enrollment in mathematics is recommended during subsequent fall and spring semesters until the student has passed a 100-200 level mathematics course.

TRANSITIONAL STUDIES
Harford Community College expects competence in reading, writing, and math as the necessary foundation for success in college. The Educational Studies Division offers transitional courses for students who demonstrate on the Academic Skills Assessment the need to improve one or more of the basic skills. Transitional courses provide a supportive instructional environment that allows students to attain the basic skills and attitudes to perform effectively in college-level study.

Transitional Studies courses are listed under the English, mathematics, human development and chemistry sections in the Schedule of Classes and begin with the number 0 or 00. These courses are used to determine full-time or part-time status; however, credits earned are shown as “0” on the student’s academic transcripts and cannot be applied toward fulfillment of a degree or certificate. Grades earned in transitional studies courses are not computed into the student’s GPA.

Students enrolling in transitional courses should allow one hour per week on campus in addition to class time. This time is necessary to complete tests and quizzes in the test lab and to take advantage of other support services.

If Academic Skills Assessment results indicate that a student needs to enroll in transitional courses, such courses must be completed prior to or concurrently with other college courses. If enrolled in a degree or certificate program with an English Composition (ENG 101) requirement, the student must enroll in these courses at the next registration after successfully completing Basic Writing (ENG 012). It is strongly recommended that students consult with a counselor or advisor before withdrawing from any Transitional Studies course.

PREREQUISITES
Prerequisites are courses that must be completed before attending a higher level course. Students can register for the next semester if presently enrolled in prerequisite course(s). If the student does not successfully complete the prerequisite, the College has the right to withdraw the student from the higher level course.

SUPPORT SERVICES

FINANCIAL AID
The Financial Aid Office provides assistance and counseling to students seeking financial aid. Assistance is available through grants, scholarships, loans and student employment. ALL STUDENTS MUST APPLY EACH YEAR FOR FINANCIAL AID.

Inquiries may be addressed:

Financial Aid Office
Harford Community College
401 Thomas Run Road
Bel Air, MD 21015-1698
410-836-4257

Financial aid information may also be obtained through www.harford.edu.

OBTAINING INFORMATION
Currently enrolled Harford Community College students seeking financial aid should contact or visit the Financial Aid Office for applications and information.

APPLYING FOR FINANCIAL AID
1. Complete and mail or send electronically the Free Application for Federal Student Aid (FAFSA). Allow 3-6 weeks for processing. The federal Student Aid Report (SAR) will be mailed directly to you. The FAFSA can be completed on the web at www.fafsa.ed.gov.

2. Deadlines: If planning to apply for a Maryland State Scholarship, the FAFSA must be mailed prior to March 1 for the upcoming academic year. At HCC, priority is given to students who complete the application process prior to March 15.

3. Submit the SAR to the Financial Aid Office along with a copy of high school diploma or GED certificate.
4. Complete and sign the HCC Financial Aid form.

5. Additional documentation may be required to determine need eligibility. This may include a Verification Worksheet, federal tax returns, W-2s, and any other pertinent taxed or untaxed income documentation. All inconsistencies must be clarified and corrected, if necessary.

6. The student must also be in good standing according to the National Student Loan Data System (NSLDS), which is indicated on the SAR. The NSLDS provides information about prior financial aid received, the amount(s) and program(s) from which aid was received, and if the student is in default or owes a refund on a Title IV loan or grant.

7. Students applying for HCC Scholarships must complete a separate scholarship application. The application is included in the HCC Scholarship Brochure and on the College’s website, www.harford.edu. The deadline for most scholarships is May 15 for the upcoming academic year, unless otherwise noted.

8. Students applying for Federal Stafford/PLUS loans must complete a separate application obtained at the Financial Aid Office or from the participating lender. Additionally, the student must complete the FAFSA and the Federal Family Education Loan (FFEL) application packet and provide all income documentation. A list of preferred lenders is found in the FFEL packet.

**STUDENT RESPONSIBILITIES**

1. Priority consideration for Federal Work Study and certain other federal programs is given to students who meet the deadlines of March 15 for the fall semester and November 15 for the spring semester.

2. Deadline dates for the Federal Pell Grant are less restrictive. Students must have their financial aid process finalized with the Financial Aid Office no later than their last day of enrollment.

3. Students may be eligible to receive grants, loans and/or student employment, but will receive such aid ONLY if funds are available and Satisfactory Academic Progress (completion rate of at least 67% and GPA 2.0) is maintained. Students should refer to the section Satisfactory Academic Progress for Students Receiving Financial Aid.

4. Once students have registered for classes and have been awarded financial aid, their financial aid will be credited to their accounts.

5. Students must notify the Registration and Records Office and the Financial Aid Office in writing of any changes in their schedule or their intent not to attend the College at any time before or during each semester. Failure to comply with the above could result in all tuition and fee charges being billed to the student.

6. Students receiving federal financial aid are expected to attend and complete their classes. Students who receive aid for classes which they never attend will have the aid voided. Students who withdrawal or stop attending all classes may owe a refund to the U.S. Department of Education.

**SELECTION OF STUDENTS TO RECEIVE ASSISTANCE**

Scholarship applications for awards funded through the College, the HCC Foundation and some private donors are reviewed by the Academic Honors and Scholarship Committee or by the scholarship donor. Decisions are based on the criteria established by the donor. The selection of students for federal grants and Federal Work Study is based on the criteria established by the program and the funds available to award.

Financial need is determined by the cost of education in relation to the amount reasonably expected to be contributed by parents, spouse and/or student. This contribution is determined by an analysis of the Free Application for Federal Student Aid (FAFSA). Estimated budget for a full-time in-county student living at home with parents for the 2005-06 academic year:

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition and Fees</td>
<td>$2,556</td>
</tr>
<tr>
<td>Books and Supplies</td>
<td>1,000</td>
</tr>
<tr>
<td>Transportation</td>
<td>1,200</td>
</tr>
<tr>
<td>Room and Board</td>
<td>2,000</td>
</tr>
<tr>
<td>Personal Expenses</td>
<td>1,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$7,756</td>
</tr>
</tbody>
</table>

*Estimated Costs

Estimated budgets for students not living at home with parents are available in the Financial Aid Office.

**TUITION REFUND POLICY, RETURN OF UNEARNED TITLE IV AID AND STUDENT RESPONSIBILITIES**

HCC Tuition Refund Policy: Complete information regarding the tuition refund policy and the semester or term refund deadlines is found in the Schedule of Classes and the Catalog.

Return of Unearned Title IV Aid: Students receiving federal financial aid who withdraw from all classes or who stop attending all classes may be required to repay to the U. S. Department of Education a portion of the federal aid funds received for the semester. Federal regulations require an institution to calculate the number of days the student attended during the semester to determine the portion or percentage of aid that was “earned.” “Unearned Title IV” aid must be reinstated to the federal programs. If student completes the withdrawal process, the repayment amount will be calculated using the actual date of withdrawal. If the student does not formally withdraw, but stops attending all classes, the last date of attendance will be used to determine the amount of unearned aid.

Students who withdraw from all classes or stop attending all classes and have received a Federal Stafford Loan will be required to repay the loan according to the terms and conditions of the loan.
Students who withdraw from all classes or stop attending all classes may incur an outstanding obligation to the College for institutional charges. Future enrollments will not be permitted until the obligation is satisfied. Additionally, students who owe a repayment to the U. S. Department of Education will not be eligible for future federal financial aid until the overpayment is settled or satisfactory repayment has been made with the U. S. Department of Education.

The Finance and Accounting Office will determine the amount to be repaid to the U. S. Department of Education and notify the student. The student may opt to repay the U. S. Department of Education through Harford Community College within 30 days, or may repay the Department of Education directly. Examples of Return of Unearned Title IV Refunds are available at the Financial Aid Office.

Student Responsibilities

- A student who is withdrawing from one or all classes must complete the appropriate withdrawal process at the Registration and Records Office.
- A student who withdraws from all classes or stops attending all classes is responsible for the repayment of all Unearned Title IV aid, as calculated by the Finance and Accounting Office using the formula mandated by the U.S. Department of Education.
- Failure to repay Unearned Title IV aid to HCC will result in the submission of the debt to the U.S. Department of Education and may result in a loss of eligibility for Title IV aid.
- Students who never attend any classes are not eligible for Title IV aid and will be responsible for the payment of all tuition and fees.

**SATISFACTORY ACADEMIC PROGRESS FOR STUDENTS RECEIVING FINANCIAL AID**

To receive federal financial aid, a student must be making Satisfactory Academic Progress in his or her course of study. Federal regulations require that a student’s progress be measured both quantitatively and qualitatively. That is, in addition to a minimum grade point average requirement, a student must complete a minimum percentage of course work by the end of each semester and must complete the degree or certificate requirements within a maximum time frame.

**Minimum Grade Point Average:** Students must maintain a cumulative grade point average of 2.0. Transitional course grades are calculated into this GPA for financial aid students.

**Minimum Completion Rate:** Students must successfully complete at least 67% of all attempted credit hours each semester. A successful completion is defined as the grade of A, B, C or D. The grades of F, M, N, W, I or K are not considered as successful completion of the attempted credits. If a student receives an I (Incomplete) grade for a course and later successfully completes the course, the student must notify the Financial Aid Office and request a review of his or her completion rate.

**Maximum Time Frame:** A student pursuing the Associate degree (66 credits) may attempt up to 99 credits (150% of degree requirement). At the end of each semester, the student must have cumulatively earned at least 67% of all credits attempted for that semester. If a student is pursuing a Certificate, the student may attempt a maximum of 150% of the required credits in the certificate program and must complete at least 67% of the attempted credits each semester.

**Financial Aid Probation and Termination:** Students who do not complete at least 67% of the attempted credits each semester or do not maintain a cumulative grade point average of 2.0 will be placed on Financial Aid Probation for the next semester of enrollment. At the end of the probation semester, they must have at least a 67% completion rate and a cumulative grade point average of at least 2.0. If they have not met these requirements, they will no longer be eligible to receive Title IV funds until they bring up their GPA to 2.0 and their completion rate to 67%. For the purposes of computing eligibility for financial aid funds, enrollment in Transitional Studies courses will be calculated into the cumulative grade point average.

**Appeal Process:** Students who have been terminated from the financial aid programs due to the Satisfactory Academic Progress policy have the right to appeal this decision. Students seeking to appeal the termination must complete a written appeal request and submit appropriate documentation of mitigating circumstances. The student will be notified of the decision within two weeks of the appeal receipt date.

**Reinstatement of Aid:** A student may be reinstated for receipt of Title IV funds through the appeal process or by increasing his or her completion rate and/or GPA to the minimum standards.

**FEDERAL FINANCIAL AID PROGRAMS (Title IV Aid)**

**Eligibility Criteria:** To receive any federal aid, the student must be a U.S. citizen or eligible non-citizen, be accepted for enrollment at HCC, maintain satisfactory academic progress, have a high school diploma or GED, have a valid Social Security number, register with the Selective Service if required, and sign a statement of educational purpose.

Students who have been convicted for possessing or selling illegal drugs may not be eligible for Title IV aid. Students who have questions regarding their eligibility should call 1-800-4FEDAID.

**FEDERAL PELL GRANT PROGRAM**

A Federal Pell Grant is a need-based grant awarded to undergraduate students who demonstrate a financial need. The amount of the grant depends on the Expected Family Contribution (EFC) and the number of credits for which the student enrolls. Students must complete the FAFSA to apply for this grant. All students are urged to apply. The maximum Federal Pell Grant amount for 2005-2006 is $4,050.
The amount of the loan is discussed with the loan coordinator in the Financial Aid Office. An analysis is made of the student's debt and income potential, debt management strategies, and alternate sources of aid, along with a complete review of the loan and repayment options. Students applying for Stafford Loans must be making satisfactory academic progress.

The College can refuse to certify a loan or can certify a loan for a reduced amount. The College reviews student loan applications with the student and provides to the student reasons for non-certification.

To apply for a Stafford Loan, a student must complete the FAFSA and the HCC FFEL Packet and an FFEL loan application.

PARENT PLUS LOAN PROGRAMS

Another option for students is to borrow the Parent Plus Loan. Students and parents who wish to apply for a PLUS loan must complete the FAFSA and the HCC Financial Aid Form. Once the information is submitted, the student and parent can meet with the loan counselor to discuss borrowing options. The final step of the PLUS process is to apply for the pre-approval PLUS loan and to submit a completed promissory note to the lender. Parents must use a lender on the Preferred Lender List. Once this step is completed, HCC can certify the loan.

FEDERAL SUPPLEMENTAL OPPORTUNITY GRANT PROGRAM

The Federal Suppemental Educational Opportunity Grant (FSEOG) is awarded to students who demonstrate exceptional financial need and who receive Federal Pell Grants. Awards are based on fund availability. The minimum FSEOG is $200 per academic year.

FEDERAL WORK STUDY PROGRAM

The Federal Work Study (FWS) program provides part-time jobs for students who have financial need, allowing them to earn money to help pay for educational expenses. Job assignments are based on the student's career goals, financial need, class schedule, academic progress and availability of funds. Students must be enrolled for at least 6 credits per semester and must complete the FAFSA to apply. Federal Work Study jobs may be on campus, in community service agencies or in the America Reads program.

STUDENT LOAN FUND, HARFORD COMMUNITY COLLEGE FOUNDATION, INC. (HCCF)

Since 1969, the Student Loan Fund has provided low interest, short-term loans to HCC students. Originally established by Senator William S. James as the Harford Educational Foundation, the Student Loan Fund is now part of the Harford Community College Foundation, Inc. In-County students generally can borrow up to $500 per semester from the Student Loan Fund.

Within the Student Loan Fund, a separate endowment is maintained to assist out-of-county students and students enrolling in noncredit courses. The Russell Hudson, Jr. Memorial Student Loan Fund was established through a bequest from the estate of Wanda I. Hudson for these purposes. The maximum amount a student can borrow under the Russell Hudson loan program is $400.

All loans must be repaid by the end of the semester. Normally, loan funds are used for tuition, fees and book costs. To be eligible to borrow under this program, the student must be employed full-time or must have a co-signer who is employed full-time. Proof of employment and earnings is required. Complete application information is available at the Financial Aid Office.

VETERANS’ SERVICES

Harford Community College is approved for the education of active duty military, National Guard and Selected Reserve veterans and their eligible dependents. VA educational benefits are available under several programs including the New GI Bill, VEAP, Selected Reserves, VA Vocational Rehabilitation, and Survivors and Dependents Educational Assistance. Students receiving VA educational benefits are responsible for the payment of all tuition, fees and textbook costs according to College billing dates. These charges will not be deferred because of non-receipt of VA checks. VA students must maintain academic progress to remain eligible for VA educational benefits. Due to the many rules and regulations of the Veterans Administration which may affect educational benefits, all students should contact the HCC Veterans' Affairs clerk at the Financial Aid Office prior to registration.

COLLEGE AND ALUMNI DEVELOPMENT

The College and Alumni Development Office supports the mission, vision and objectives of the College by coordinating the giving relationships among campus employees, students, community members, businesses and organizations.

Using its partnerships with the Harford Community College Foundation, Inc., and the Alumni and Friends Association, College Development will:
• Acknowledge charitable gifts; maintain circles of giving
• Serve as gift stewards; inform donors of the financial status and use of their donations
• Cultivate donor groups
• Participate as an active member of the Council for Resource Development

The Development Office is authorized to formally accept and acknowledge gifts for IRS purposes on behalf of the College and the HCC Foundation, Inc.

HCC FOUNDATION, INC., AND COLLEGE-SPONSORED SCHOLARSHIPS AND GRANTS

Scholarships and grants are funded by Harford Community College and the Harford Community College Foundation, Inc. to help HCC students attain their educational goals. The Harford Community College Foundation, Inc. partners with individuals, local businesses, corporations, and other foundations to secure scholarship and grant funds to meet the rising costs of education for HCC students. Recipients are selected by the College’s Academic Honors and Scholarship Committee unless otherwise noted. Financial need and academic potential/merit are among the criteria for these scholarships and grants. Most awards are based on a full academic year (fall and spring semesters).

Generally, the application deadline for fall semester awards is May 15; the deadline for spring semester awards is December 15. Some awards may have a different deadline, as indicated in the current Harford Community College and Harford Community College Foundation, Inc. Scholarship and Grant Program brochure. Visit the Financial Aid Office for a copy of the brochure and for scholarship and grant applications.

Most scholarships and grants are awarded to students who demonstrate a financial need, which is determined by the Federal government. All students applying for need-based awards must have a valid Student Aid Report (SAR) on file in the Financial Aid Office by the deadline date in order to be considered for the scholarship or grant.

COMMUNITY SCHOLARSHIPS

In addition to the scholarships listed in the Scholarship Brochure, direct awards to HCC students are available from local organizations. Students receiving grants or scholarships from outside organizations should contact the Financial Aid Office.

MARYLAND STATE SCHOLARSHIP PROGRAM

A variety of state scholarships are available to Maryland residents attending college in the state of Maryland. The FAFSA (Free Application for Federal Student Aid) is used to apply for most Maryland State Scholarships. Application information may be obtained from the Office of Financial Aid or the State Scholarship Administration, 410-260-4565. The most commonly received Maryland State Scholarships follow.

EDUCATIONAL ASSISTANCE GRANT

To be eligible for the Educational Assistance Grant, the student must have a financial need and be enrolled as a full-time student in a Maryland post-secondary institution. To apply, the student completes the FAFSA by March 1. The maximum Educational Assistance Grant is $3,000 per year.

GUARANTEED ACCESS GRANT

These grants are targeted toward low-income high school graduates who have completed a college prep course or an articulated Tech Prep program in a Maryland high school. Eligible students must have a minimum high school GPA of 2.5 and a family income that qualifies for the Federal Free Lunch program. To apply, the student must submit the FAFSA and a separate Guaranteed Access Grant application by March 1 and have the high school guidance counselor certify the eligibility requirements. The maximum award under this program is $9,200. For renewal, the student must continue to meet the income requirements and must have a minimum GPA of 2.0. The student must also be enrolled full-time.

SENATORIAL SCHOLARSHIP

Each Maryland State Senator selects recipients for Senatorial Scholarships. Eligible students must demonstrate financial need by submitting the FAFSA by March 1 and plan to attend a Maryland college. Some exceptions are made if the student is enrolling in a major that is not available in Maryland. These awards range from $200 to $2,000 per year and are renewable for up to four years.

DELEGATE SCHOLARSHIP

Each Maryland State Delegate awards Delegate Scholarships based on criteria determined by the Delegate. Application information can be obtained from the Delegate for the student’s district.

STATE NURSING SCHOLARSHIP

The purpose of this program is to provide financial assistance to full- or at least half-time Nursing students, and, if financial need exists, additional assistance for living (Living Expenses Grant). To be eligible for the State Nursing Scholarship, the applicant must have a minimum cumulative GPA of 3.0, be a resident of Maryland, be accepted into the Nursing Program, and be enrolled for a minimum of six credits. The student who receives this scholarship agrees to work as a nurse in the State of Maryland one year for each year of scholarship assistance. State Nursing Scholarships cover tuition and fees up to $1,500 per semester. Living Expense Grants are up to $1,500 per semester (in addition to the State Nursing Scholarship).

MARYLAND PART-TIME GRANT

These state funded grants are awarded by HCC to students who demonstrate financial need and are enrolled at least half-time in degree programs. The Maryland State Part-Time Grant is awarded based on the availability of funds.

HEALTH MANPOWER SHORTAGE PROGRAM TUITION REDUCTION FOR OUT-OF-STATE NURSING STUDENTS

Under this program, out-of-state Nursing students enter into a legally binding agreement with the State of Maryland under which the student promises to fulfill certain obligations in return for a reduction in tuition costs. Contact the Financial Aid Office for complete information regarding this program.
SUPPORT SERVICES

TRANSFER SCHOLARSHIPS
Many four-year institutions award transfer scholarships to students transferring from community colleges. The Financial Aid Office prepares and distributes a Transfer Scholarship Guide. Contact the HCC Financial Aid Office at 410-836-4258 or the HCC Academic Advising Office at 410-836-4301 for a copy of this guide.

ACADEMIC ADVISING AND TRANSFER SERVICES
The advising program at the College is designed to help students achieve their educational objectives. Academic advisors and faculty advisors help students plan academic programs, select courses and prepare for transfer or employment.

Students are encouraged to meet with an academic advisor prior to each registration. A series of one-stop sessions for new students is offered before each registration period. Current students are encouraged to meet with an advisor to receive assistance in selecting a major or planning an appropriate course of study.

Transfer information, curriculum guides and applications for a variety of colleges and universities are available in the Academic Advising Office. ARTSYS, a computerized transfer information program, contains accurate information about the transferability of HCC courses to all of the eleven colleges and universities in the University System of Maryland and several private colleges. On-campus visits, instant admit days, and pre-transfer advising sessions with representatives from many colleges and universities are held throughout the year. The Academic Advising Office also maintains a library of catalogs and literature on colleges and other training opportunities. All students who plan to transfer from HCC to upper division colleges or universities can benefit from this service.

Students are responsible for following their program and meeting graduation and transfer requirements. Students are encouraged to seek assistance from the advising staff if they have questions. Students should realize, however, that meeting graduation and transfer requirements is ultimately their responsibility.

For general questions you may email “ask an advisor” at askanadvisor@harford.edu or call 410-836-4301.

CAREER SERVICES
In addition to individual services, there are a variety of credit courses offered to assist students in developing the attitudes and skills essential to making effective career and life decisions. These courses incorporate several career assessment inventories and up-to-date technological resources.

Job Search Services provide students and graduates with the techniques necessary to look for full or part-time employment. Direction is also provided with resume writing, interviewing skills and related job search strategies. Complementing these services, and those available through eDISCOVER and CareerNet, is College Central Network. This recruitment website enables students and alumni/ae to build, maintain, and forward resumes, and to conduct job searches using a wide range of search criteria for free. The College Central Network recruitment website enables employers and recruiters to list job opportunities and search resumes of students and alumni/ae. For more information about any of these services, or to schedule an appointment, call 410-836-4301.

For more information about any of these services, or to schedule an appointment to meet with a staff member, call 410-836-4301.

 Cooperative Education/Internship Programs
The Cooperative Education/Internship Program provides students with a planned and supervised learning environment allowing them to apply classroom learning to the world of work. The program enables students to become better acquainted with both theory and practice in their chosen career field. Students earn college credit while working at a job related to their major. For more information regarding this program, call 410-836-4301.

DISABILITY SUPPORT SERVICES
Harford Community College is committed to serving students who have documented physical, learning, psychological, or other disabilities. Students who have a disability are responsible for contacting Disability Support Services and making an appointment to determine, on an individual basis, what services might best meet their needs. Current documentation of the disability must be provided prior to arrangement of accommodations for Academic Skills Assessment or college courses. Accommodations include but are not limited to, extended time for testing, training on and use of assistive technology, notetakers, and interpreters. Additional services include specialized career counseling, academic advising, study skills instruction, and personal and financial aid counseling. For more information regarding any of these services, or to schedule an appointment with DSS Staff, call 410-836-4402, or TTY at 410-836-4199.
TUTORING SUPPORT SERVICES
Tutoring Support Services (Student Center) provides a comprehensive tutoring program and study skills workshops for all students enrolled in credit bearing and Transitional Studies courses at HCC.

Math and Communications Skills Centers
Students may receive free tutorial assistance in the Math Center (Fallston Hall 104) and the Communications Skills Center (Fallston Hall 101) on a walk-in basis. The Centers also provide workshops on a variety of academic skills and subjects. The Math Center provides tutoring in mathematics and courses with a significant mathematical component. The Communications Skills Center provides tutoring in English courses and in the communications-based components (e.g. writing, reading, and presentations) of any college class. Call the Math Center at 410-836-4427 or the Communications Skills Center at 410-836-4429 for additional information.

Supplemental Instruction and Tutoring
Supplemental Instruction, a series of free weekly review sessions, and group tutoring is available for students enrolled in selected courses. Tutoring is available for students demonstrating academic need. The last day to request tutoring coincides with the last day to withdraw from classes. Call 410-836-4301 or TTY 410-836-4199 for additional information.

SERVICE-LEARNING
Service-Learning is a teaching method that promotes student learning and development through participation in meaningful community service that
- meets the needs of the community;
- fosters civic responsibility;
- is integrated into the academic curriculum or co-curricular activities;
- provides structured opportunities for students to reflect on service experiences.

Adapted from the National and Community Service Trust Act of 1993.
Service-Learning is a component of several courses offered at Harford Community College. In addition, co-curricular service-learning opportunities are available outside of the classroom. Examples of service-learning projects include, but are not limited to, preserving native plants, designing neighborhood playgrounds, teaching children to read, testing the local water quality, creating wheelchair ramps, preparing food for the homeless, developing urban community gardens, mentoring youth, and starting school recycling programs.
For information, call 410-836-4132.

Advising, Career, Transfer, Disability, and Service-Learning services are located in the Student Center. For information and office hours, call 410-836-4301 or 410-836-4402, or visit www.harford.edu.

MINORITY ACHIEVEMENT PROGRAM (M.A.P.)
M.A.P. is a program designed to improve the academic success, retention, and student satisfaction for all first-time, full-time minority students. The primary focus is to provide a caring, trusting mentoring relationship with a College employee to assist students with academic and personal growth. Mentors volunteer their time to guide and support students for a year towards their educational and personal goals. Call 410-836-4301 for additional information.

CHILD CARE AND SENIOR CARE CENTER
A day care program is operated on campus by the YMCA for children ages 2-5. Full-time and part-time care is available Monday through Friday during the day. The program includes breakfast, an afternoon snack and a weekly special events program. Full-time HCC students receive a 20% discount.
For more information, call 410-836-5075.

Day services for seniors age 54 and older are available in this same facility. The Family and Children's Services of Central Maryland operate the non-profit Adult Day Care Center.

Care is available Monday through Saturday during the day. Call 410-838-3222 for more information.

ASSESSMENT SERVICES
The Test and Assessment Center, located in Fallston Hall, offers the following services: Academic Skills Assessment for new students; credit by examination; instructional tests for transitional and distance learning courses; proctoring services for other institutions and credentialing agencies; and makeup examinations upon arrangement with instructors. Fees are assessed for some Test and Assessment Center services.
Information about testing services can be obtained at the Test and Assessment Center; call 410-836-4352 or visit www.harford.edu/testing.

LIBRARY AND INFORMATION SERVICES
The HCC Library houses a book collection of over 55,000 cataloged volumes, and a print periodical collection of over 400 titles.

The Library is fully automated. The online catalog, which includes the holdings of the Harford County Public Library, is accessible from anywhere on campus and from remote locations through the library’s web page: www.harford.edu/lib. Internet access, and a wide variety of electronic databases, many full-text, are accessible on campus; some databases allow remote access.

The Digital Library, located on the first level, gives access to the library’s databases and also serves as a computer lab, providing students with a wide selection of computer software and applications.
The library is a selective U.S. Government Documents Depository, representing many different subject areas including consumer information, technical reports, statistical data, legislative materials, research documents etc. in both print and electronic format.

The Information Literacy program includes subject specific classes for students, specialized workshops for faculty research assignment development and individual instruction. Learning outcomes for Information Literacy have been identified and are measured within the context of each class.

A wide variety of audiovisual and computing equipment is available for use in the library and for placement in classrooms. Quiet study rooms, some with viewing and listening equipment, are available.

The library is open to everyone. HCC students, faculty and staff and County residents over the age of 18 have borrowing privileges. An HCC library card is required to check out material. Cards are available at the circulation desk on the second level. Borrowed material may be returned in the book drop located on the first level of the building when the library is closed. All three floors of the building are handicapped accessible.

For further information, call 410-836-4268.

COLLEGE LIFE AND WELLNESS

The College Life and Wellness Office, 410-836-4140, provides wellness, co-curricular, leadership, recreational, social and cultural programs designed to enhance the campus environment. Students have the opportunity to meet, relax, and enjoy a variety of events.

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association (SGA) is the official representative body of the Harford Community College student community. SGA members have the opportunity to serve on various committees which provide hands-on training in decision-making, leadership, and communication skills. The organization advises the College’s administration, the faculty, and staff on matters pertaining to student interests and needs. The executive board is responsible for the overall management of the SGA. The SGA supports and finances student and College projects.

The Student Government Association also develops and implements a well-balanced program of activities designed to meet the intellectual, social, and recreational needs of students and the College community. SGA sponsored events include dances, lectures, special annual events, parties, presentations, and recreational/leisure activities. An important task of the SGA is the annual allocation of student activity funds, which support student clubs and College programs.

The Student Government Association welcomes and encourages student participation. One may become involved by attending an SGA meeting or by calling the SGA office at 410-836-4108 or 410-836-4140.

INTERCOLLEGIATE ATHLETICS

As an extension of the College’s commitment to provide students with opportunities for intellectual, emotional and physical development within the resources available to the College and consistent with sound educational policies, the athletic program provides all students with the opportunity to compete with other student athletes through a variety of intercollegiate teams.

The College’s intercollegiate athletics program is dedicated to the continued development of athletic skill and positive sports conduct in all students.

In keeping with the philosophy of the intercollegiate athletics program at Harford Community College:

- Each student athlete shall be viewed primarily as a student.
- Coaches shall be viewed as educators working in the athletic program and as members of the Student Development Division. Coaches shall provide experiences which contribute to the objectives of the total educational development of the individual.
- Administrators, coaches, student athletes and managers shall be required to reflect standards of behavior that bring credit to the College, their teams and themselves.
- Fairplay, teamwork, and an appreciation for the talents of others shall be accentuated.
- A supportive environment shall be provided which will allow each student to develop a higher skill level in competitive activities.
- As an integral component of the total educational program, intercollegiate athletics shall be subject to the general control of the Vice President of Student Development and Institutional Effectiveness.
- The effectiveness of the intercollegiate athletic program shall be evaluated periodically using criteria directly related to the educational mission of the College.

The College adheres to the Title IX regulations for the equal opportunity of women. Each of the intercollegiate athletic teams will be treated equitably in terms of equipment, use of facilities, travel, meals, rooms, etc. Each team is a representative of the College. All student athletes must meet the eligibility rules and regulations as established by the NJCAA and those established by HCC. Harford Community College is a member of the National Junior College Athletic Association and the Maryland Junior College Athletic Conference.

Full- and part-time students may be eligible to compete in the intercollegiate athletic program, which includes the following:

<table>
<thead>
<tr>
<th>Fall</th>
<th>Winter</th>
<th>Spring</th>
</tr>
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<tbody>
<tr>
<td>Soccer (men)</td>
<td>Basketball (men)</td>
<td>Baseball (men)</td>
</tr>
<tr>
<td>Soccer (women)</td>
<td>Basketball (women)</td>
<td>Golf (men)</td>
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<tr>
<td>Tennis (women)</td>
<td></td>
<td>Lacrosse (men)</td>
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<tr>
<td>Volleyball (women)</td>
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<td>Lacrosse (women)</td>
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<td></td>
<td></td>
<td>Softball (women)</td>
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<tr>
<td></td>
<td></td>
<td>Tennis (men)</td>
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</tbody>
</table>
HCC student athletes often represent the College in state, regional and national tournaments, and some student athletes have been selected to be part of Maryland JUCO and NJCAA Conference and all-region teams.

For more information about HCC’s sports programs, contact the Athletics and Wellness Office at 410-836-4321.

**WELLNESS ACTIVITIES AND FACILITIES**

One of the goals of the Wellness Services program is to meet the leisure time needs of students, with an emphasis on wellness. Students are encouraged to take part in programs scheduled each semester. For more information, call the Wellness Services Office at 410-836-4226.

**Wellness Facilities:** During the academic year, wellness facilities are available during specific hours for student use. These facilities include a walking track, tennis courts, swimming pool, fitness center and gymnasium.

**Equipment:** An assortment of recreation equipment is available for student use during specific hours in the Susquehanna Center.

Students have opportunities to participate in a variety of off-campus events. Some of these may include skiing, hiking, canoeing, mountain biking, white water rafting, horseback riding, and others. There are also special discounted tickets to various sporting and entertainment events. Contact the College Life and Wellness Office for further information at 410-836-4140.

**STUDENT PERFORMING ARTS**

Students interested in the performing arts have a number of opportunities outside the academic curricula. The Phoenix Festival Theater, Harford Dance Theatre, HCC Chamber Singers, and vocal and instrumental jazz ensembles welcome student interest and participation.

**SPECIAL INTEREST CLUBS**

All Special Interest Clubs are registered in the College Life and Wellness Office. Current clubs and activities may include:

- Actor’s Guild
- American Civil Liberties Union
- Bel Air Community Band
- Black Student Association
- Blue Connotations
- Campus Christian Life Club
- Choral Assembly
- College Democrats
- College Republicans
- Dance Club
- Environmental Coalition
- Equestrian Club
- Field Hockey Organization
- Future Educators Club
- Future Interior Designers Organization
- Gospel Choir
- Instrumental/Vocal Jazz Ensembles
- Lesbian, Gay, and Bisexual Organization
- Literary Magazine
- Multicultural Student Association
- Otaku Club
- Outdoor Adventure Club
- Paralegal Studies Association
- People for the Ethical Treatment of Animals
- Phi Theta Kappa
- Phoenix Festival Theater
- Political Awareness Association
- Spirituality Club
- Students Against Destructive Decisions
- Student Nurses Association
- Ultimate Frisbee
- Video Club
- WHFC-FM Radio Station

Students interested in forming a club should contact the College Life and Wellness Office or call 410-836-4140 for further information.

**PHI THETA KAPPA**

Students who have completed 12 credit hours and maintained a 3.5 Grade Point Average (with no grade of F) are invited to join Phi Theta Kappa, an international honor society of the two-year colleges.

In order to become members of Rho Beta, Harford’s chapter of Phi Theta Kappa, prospective members are invited to attend an orientation meeting and apply for membership. Rho Beta Chapter inducts new members each Fall and Spring. The activities of Phi Theta Kappa are designed to provide opportunity for the development of leadership and service, for an intellectual climate for exchange of ideas and ideals, for lively fellowship among scholars, and for stimulation of interest in continuing academic excellence.

**ORIENTATION**

Orientation is encouraged for all new students seeking a degree or certificate from HCC. Call the College Life and Wellness Office at 410-836-4140 for information.

**ALUMNI AND FRIENDS ASSOCIATION**

The Harford Community College Alumni and Friends Association maintains and strengthens communication with the College’s alumni and friends who aid the College in the fulfillment of its objectives. Members of the Association represent the broad constituency base of Harford Community College, including graduates, nongraduates, transfer students, continuing education students, and community friends. The Association annually raises money to support various programs including an Alumni and Friends Endowment Scholarship. For membership information, call 410-836-4428.
CAMPUS SECURITY

No community can be completely risk-free in today’s society. Safety and security is everyone’s responsibility; therefore the collective efforts of students and staff in collaboration with Campus Security, which is available 24/7, are necessary. Students, staff, and visitors are partners in maintaining an environment that is safe and conducive to the learning process. Everyone is asked to be alert, security conscious, and involved.

CRIME PREVENTION

One of the essential ingredients of any successful crime prevention program is an informed public. It is the intent of Harford Community College to inform students and staff in a timely manner of any criminal activity or security problem that may pose a reasonable threat to their physical safety.

The College Life and Wellness Office sponsors crime awareness/prevention programs from which information can be obtained. Notices of scheduled events are posted on bulletin boards throughout campus, placed in the student newspaper, and published in other schedules of events. Programs include forums on self-defense and lectures on prevention of date rape.

Campus facilities are accessible to students and staff during the College’s normal operating hours. Facilities are opened and monitored during non-operating hours for scheduled special events. When the College is closed, buildings and facilities are secured and inaccessible.

REPORTING CRIMINAL ACTIVITIES

Report any suspicious activity or emergency to the Campus Security Office by dialing ext. 272 from any campus phone or 410-836-4272 from an outside line.

Campus Security staff are on duty 24 hours a day 365 days a year. The office is located in the lower level of the Library.

Another HCC office that is available for assistance with reporting campus crime is Student Development, 410-836-4142, 410-836-4345, or 410-836-4233.

HCC will inform students and staff in a timely manner of any criminal activity or security situation that may pose a threat to the safety of persons on campus. Such information will be distributed through notices, electronic mail to staff, bulletin boards, or by HCC personnel.

HCC Campus Security staff are not commissioned officers and have no power to arrest. However, a close working relationship is maintained with the Harford County Sheriff’s Office, which will respond to any situation requiring a commissioned officer.

ESCORT SERVICES

Campus Security operates an escort service at all times. The Campus Security vehicle is well marked and operated by a uniformed security officer. Call ext. 272 from any campus phone for this service. ALL PERSONS ARE ENCOURAGED TO USE THIS SERVICE.

SECURITY TIPS

- Do not engage in conversation with people who make you feel threatened.
- Being alone and under the influence of alcohol and drugs makes you more of a target to assailants.
- Never drive (or ride with anyone) under the influence of alcohol and drugs.
- Lock your vehicle and store valuables and books in the trunk or out of sight.
- Walk with others to and from class when possible; there is safety in numbers.
- Use well-lighted areas and walkways.
- When walking to or from your vehicle, scan the area for suspicious subjects. If something makes you uncomfortable, walk to an area where there are other people.
- If you are confronted by an armed assailant, the decision to comply or resist is a personal one. Any property you may have is not worth your life.
- Keep your keys ready when approaching your vehicle to reduce the time it takes to enter.
- When driving at night, keep your doors locked and windows up.
- When stopped at a traffic signal, maintain space between you and the vehicle in front of you so you can pull away if necessary.
- Trust your intuition. Call Campus Security at ext. 272 to report any suspicious activity. Use the ESCORT SERVICE by dialing ext. 272 from any campus phone.

PUBLISHED CRIME REPORTS

In accordance with the Campus Security Act of 1990, HCC Crime Statistics are provided. Campus Security reported the following criminal offenses for the years 2002-2004.

Those listed on the National or Maryland Department of Public Safety and Correctional Services Sex Offender Registry are required to inform HCC Campus Security of this status upon enrollment at the College. A list of all known convicted sex offenders currently associated with HCC is available from Campus Security at 410-836-4272.

PARKING AND TRAFFIC CONTROL POLICIES

PEDESTRIANS HAVE THE RIGHT-OF-WAY AT ALL TIMES!

Traffic regulation on campus ensures an orderly flow of traffic, provides reasonable and convenient parking, and creates a safe atmosphere for all. Certain parking lots have been designated for persons with handicapped parking permits, employees, students, visitors, and College vehicles. For details, refer to “HCC Campus Parking, Traffic, and Related Regulations,” available from the Human Resources Office. Handicapped parking requires a valid state permit, state license plate designation, or a campus-issued handicapped permit. Spaces or lots designated for employees are reserved, and a parking permit is required to be displayed in the vehicle.
Open Parking Lots are available for all students and visitors and are designated by a letter (i.e., A, F, and T Lots).

Employee Lots require vehicles to display a valid employee parking permit and are designated by a single number (i.e., 1-6 Lots).

Shared Lots may be used by all and are designated by a letter (i.e., B, C, E, L, and J Lots). Signs are posted at spaces reserved for employees using valid parking permits. Spaces without signs are open to students and visitors.

DISABLED PARKING
Parking is available throughout campus to all persons displaying a valid state handicapped vehicle registration plate or permit, or a temporary HCC disabled permit. Temporary HCC disabled permits are available in the Campus Security Office for students and visitors. The fine for illegally parking in a reserved disabled parking space is $150.

PARKING PROHIBITIONS
Parking is prohibited:
- in employee or permit required spaces or lot without a valid permit,
- by any curbing painted red or yellow,
- where signs prohibit parking,
- in roadways or on grass,
- in any areas not designated by parallel lines or parking curbs,
- for longer than 30 minutes in loading zones,
- in any other area designated by Campus Security.

State law allows for towing of vehicles from fire lanes without warning or notification. Fire lanes will be clearly marked and this law is strictly enforced for the safety of the community.

Over 2000 open and shared parking spaces are available on the HCC campus. At key times each day, traffic and congestion on campus reach a peak. These times usually coincide with the starting and ending times of classes between 8:00 a.m. and 2:30 p.m., and between 6:00 p.m. and 7:30 p.m. Students planning to arrive for classes at these times should allow at least 20 minutes to locate a parking space and walk to the classroom location. Parking will not always be available adjacent to the classroom location. Students should watch the red LED sign at the corner of Thomas Run Road and Rt. 22 for traffic and parking information and avoid trying to access the lots indicated as FULL on the sign.

To avoid congestion, parking at the T lot and walking to the desired location are suggested.

COMPLIANCE MEASURES
Fines (between $50 and $150) are levied for each violation of traffic and related regulations. Fines must be paid before further registration and records activities and services will be provided. Failure to pay fines could also lead to action being taken by a commercial collection agency. Flagrant or continuous disregard for traffic regulations or the safety of others will result in revocation of vehicle operating privileges on campus. Accumulation of three (3) or more unpaid fines may result in the vehicle being towed. Fees for parking and traffic violations should be paid at the Cashier’s Office in the Student Center, or mailed to the Cashier’s Office, Harford Community College, 401 Thomas Run Road, Bel Air, MD 21015.

<table>
<thead>
<tr>
<th>2005 HCC Crime Statistics*</th>
<th>On-Campus (1)</th>
<th>Public Property (2)</th>
<th>Non-Campus (3)</th>
<th>Non-Police (4)</th>
</tr>
</thead>
<tbody>
<tr>
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<td>02 03 04</td>
<td>02 03 04</td>
<td>02 03 04</td>
<td>02 03 04</td>
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<tr>
<td><strong>Criminal Offenses</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Murder/Non-negligent manslaughter</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
</tr>
<tr>
<td>b. Forcible sex offenses, including rape</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
</tr>
<tr>
<td>c. Nonforcible sex offenses</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
</tr>
<tr>
<td>d. Robbery</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
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<tr>
<td>e. Aggravated assault</td>
<td>0 0 0</td>
<td>0 0 0</td>
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<td>0 0 0</td>
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<tr>
<td>f. Burglary</td>
<td>0 0 0</td>
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<tr>
<td>g. Motor vehicle theft</td>
<td>0 0 0</td>
<td>0 0 0</td>
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<tr>
<td>h. Arson</td>
<td>0 0 0</td>
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<td>0 0 0</td>
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<tr>
<td>i. Negligent manslaughter</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
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<tr>
<td><strong>Hate Offenses</strong></td>
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<tr>
<td>a. Murder/Non-negligent manslaughter</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
</tr>
<tr>
<td>b. Aggravated assault</td>
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<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
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<tr>
<td>c. All forcible sex offenses, including rape</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
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<tr>
<td>d. Forcible rape (subset of above)</td>
<td>0 0 0</td>
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<td>0 0 0</td>
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<tr>
<td>e. Arson</td>
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<tr>
<td>f. Negligent manslaughter</td>
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<td>0 0 0</td>
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<tr>
<td>g. Simple assault</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
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<tr>
<td><strong>Arrests</strong></td>
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</tr>
<tr>
<td>a. Liquor law violation</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
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<tr>
<td>b. Drug law violation</td>
<td>0 0 0</td>
<td>3 8 3</td>
<td>0 0 0</td>
<td>0 0 0</td>
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<tr>
<td>c. Illegal weapons possessions</td>
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<td>0 0 0</td>
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<tr>
<td><strong>Disciplinary Actions/Judicial Referrals</strong></td>
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<tr>
<td>a. Liquor law violation</td>
<td>0 1 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
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</tr>
<tr>
<td>b. Drug law violation</td>
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<tr>
<td>c. Illegal weapons possessions</td>
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<td>0 0 0</td>
<td>0 0 0</td>
</tr>
</tbody>
</table>

* Provided in accordance with the federal Campus Crime Act
(1) Main campus
(2) Areas near main campus
(3) Amoss Center, HEAT Center, & Edgewood CE classrooms
(4) Occurrences reported to HCC officials

Those listed on the National or Maryland Department of Public Safety and Correctional Services Sex Offender Registry are required to inform HCC Campus Security of this status upon enrollment at the College.

A list of all known convicted sex offenders currently associated with HCC is available from Campus Security at 410-836-4272.
**SEXUAL ASSAULT POLICY**

Harford Community College condemns sexual assault and rape. The College is committed to providing a working and learning environment in which all members of the academic community are free from crime and the fear it may elicit. Men and women of the campus community who commit these crimes are subject to severe sanctions through the campus judicial/disciplinary systems and/or the criminal justice system. Such sanctions include, but are not limited to: suspension from duty and/or enrollment, termination of employment and/or enrollment, criminal and/or civil prosecution.

Maryland Law Article 27, Section 461, 463, Rape/Sexual Offenses outlines what constitutes the offense(s) of sexual assault and the criminal penalties. Copies of the statute are available from the Security office. The Campus Security office is open 24 hours a day to assist victims of sexual assault. Security officers can be reached on campus by calling extension 272.

Complaints/incidents of sexual assault occurring at HCC or during the course of HCC sponsored activities must be reported to the HCC Security Office. The Security office, with the consent of the victim, will notify the Harford County Sheriff’s Office to conduct official criminal investigations of any charges of sexual assault. The Security office will also contact a staff member from the crisis intervention team, if available, to assist the victim through the reporting and referral process. Appropriate college administrators (assistant vice president for learning support, associate vice president for student development, vice president for student development and institutional effectiveness, and/or vice president for college and community relations) and/or division deans will also be notified of the incident(s). Precautions will be taken to involve only those persons with concrete knowledge of the incident or with a legitimate need-to-know.

At the request of the victim, Security officer(s) will arrange for transportation to Upper Chesapeake Medical Center for medical treatment. The hospital is equipped with Maryland State Police Sexual Assault Evidence Collection Kits. Victims of sexual assault will be referred to the Sexual Assault/Spousal Abuse Resource Center, Inc. (SARC) located in Bel Air, Maryland for counseling services.

After a campus sexual assault has been reported, and upon request of the victim, if feasible; transfer to alternative classes shall be made.

Disciplinary action(s) against employee violators of this policy shall be handled under existing College procedures as outlined in the Harford Community College Board of Trustees Practices and Procedures Manual. Disciplinary action(s) against student violators of this policy will be handled according to existing procedures outlined in the Harford Community College Student Code.

**APPEALS**

Appeals to parking or traffic violations must be submitted in writing to the Welcome Center in the Student Center, Harford Community College, 401 Thomas Run Road, Bel Air, MD 21015. All decisions of the appeals committee will be final.

**CAMPUS SPEED LIMIT**

The maximum speed limit on campus is 15 miles per hour. Speeding or reckless driving violations will result in revocation of vehicle operating privileges on campus.

**YIELD TO PEDESTRIANS AT ALL TIMES!**

**BUCKLE UP AND DRIVE SAFELY!**

**DRUG AND ALCOHOL POLICY**

- Harford Community College is dedicated to maintaining an educational environment in which students may prepare for a rich and productive role in society and, in so doing, enhance the quality of campus life. The College is committed to having a campus that is free of illegal drug use and alcohol abuse, and therefore supports the Drug-Free Schools and Communities Act of 1989.
- The College’s Code for Student Rights, Responsibilities, and Conduct states that the following misconduct is subject to disciplinary action: “Possession, consumption, sale, or serving of alcoholic beverages except as expressly permitted in writing by the College;” “Sale, distribution, use, or possession of illegal drugs or controlled dangerous substances as defined by Maryland law except as expressly permitted by law;” and “being under the influence of alcohol or illegal drugs.”
- The College recognizes drug and alcohol abuse as an illness, a major health problem, and a potential safety and security problem. In order to keep the College community informed, the College Life and Wellness Office coordinates a variety of educational programs throughout the year which address the issues of drug and alcohol abuse.

**SERVICES TO ASSIST STUDENTS**

- Staff are available in the Advising, Career and Disability Services offices to assist students in crisis situations. Call 410-836-4337, 410-836-4402, or 410-836-4301.
- Local referrals to mental health services are available through Advising, Career and Disability Services.

**SEXUAL ASSAULT POLICY**

Harford Community College condemns sexual assault and rape. The College is committed to providing a working and learning environment in which all members of the academic community are free from crime and the fear it may elicit. Men and women of the campus community who commit these crimes are subject to severe sanctions through the campus judicial/disciplinary systems and/or the criminal justice system. Such sanctions include, but are not limited to: suspension from...
DINING SERVICES AND CONFERENCING
Dining services are available at the Globe Café in the Student Center. The Café provides an array of continental breakfast foods, hot entrees, pizza, made-to-order sandwiches, subs, burgers, salad bar, desserts and beverages.

Meetings and conferences are provided through the College’s catering staff. Groups and organizations wishing to use College facilities may call 410-836-4117.

HOUSING
HCC does not have residence halls nor does it provide assistance in obtaining student housing. However, the College welcomes out-of-county, out-of-state, and international students to all programs, activities and events. As a service to students, the College Life and Wellness Office maintains information about available housing in the local community. Interested students may consult the listings during normal business hours with the understanding that the College assumes no responsibility for any landlord-tenant relationships which may follow. For more information, call 410-836-4140.

VOTER REGISTRATION
HCC encourages all students to register to vote. Voter registration applications are available in the College Life and Wellness Office, Library, and Disability Support Services. Students with a disability needing assistance completing the form may see a staff member in Disability Support Services. All other students may receive assistance in the College Life and Wellness Office.

CONTINUING EDUCATION AND TRAINING
Employee and Business Training Programs

ALLIED HEALTH/EMT
Allied Health courses are presented with a two-fold purpose. One area focuses on training individuals to gain new skills to enter the allied health profession; the second area focuses on updating skills of those already working in hospitals, nursing homes and specialized health areas. Courses range from Emergency Medical Technician Training (EMT-B), CPR and Geriatric Nursing Assistant training to Medical Billing Procedures.

COMPUTER TRAINING
The Continuing Education and Training Division offers open enrollment and on-site computer training for entry-level through advanced-level participants. Courses introduce students to the Internet as well as provide certification in A+, Cisco, Internet Technologies, Microsoft, and Oracle. Computer courses include all Microsoft Office applications. The full complement of Microsoft courses provides management and administration of LAN. For more information, call 410-836-4113.

HARFORD LEADERSHIP ACADEMY
The Harford Leadership Academy prepares Harford Countians for important civic leadership responsibilities with nonprofit, business and citizen organizations in Harford County. The Academy program focuses on developing and enhancing skills necessary for effective leadership in our rapidly changing community. The program prepares participants for positions of leadership, making them aware of community problem solving processes and preparing them for community service.

Harford Leadership Academy topics include leadership skills, social problems and social agencies, cultural diversity, economic and business development, the governmental/political process, Harford County history, the environment, education and workforce development, public safety, and volunteerism. The program is offered in the spring of each year. For information, call 410-836-4398.

MANAGEMENT AND SUPERVISION TRAINING COURSES
Courses are offered for managers and supervisors at all levels and provide training in various aspects of effective leadership. Offerings include training courses in the principles of management and supervision, customer service, motivation and human relations, strategic planning, goal-setting, interviewing, delegating, leadership and time management. For more information, call 410-836-4173.

PROFESSIONAL CERTIFICATION AND LICENSURE
Courses are designed to prepare students to apply for certification and licensure exams in a variety of occupational areas. Courses are also offered to fulfill continuing education requirements for relicensure and recertification. For information, call 410-836-4173.
PROFESSIONAL NETWORKING AND EDUCATION OPPORTUNITIES

Harford Community College takes a leadership role in facilitating a variety of collaborative groups comprised of Harford County businesses and government organizations. The primary role of all of these groups is to provide a means for business people to network with each other and to attend seminars on topics related to their work environments and specific areas of interest. Membership is open to everyone in Harford County. If interested, call for additional information.

The Environmental Managers Information Exchange (EMIX) provides a cost-effective, structured network for environmental and safety professionals. Members meet regularly to share ideas and provide needed education and training. For information, call 410-836-4172.

The Public Safety Training Institute (PSTI) is designed to offer instructional programs that meet the professional continuing educational needs of the law enforcement and public safety agencies. New classes begin monthly. Beginning and experienced motorcycle rider education courses are offered April through October. For information, call 410-836-4176.

The Harford Information Technology Network (HITN) provides opportunities for organizations to learn about emerging technologies and to share issues surrounding the technology industry. For information, call 410-638-2576.

The Harford Quality Network (HQN) is committed to improving the quality and organizational effectiveness of businesses and organizations in Harford County. The network meets monthly for presentations on organizational improvement, conducts on-site company visits, and serves as a conduit for members to network with other Harford County businesses and organizations. For information, call 410-836-4398.

The Harford County Transportation Network (HCTRAN) provides a cost-effective, structured network for environmental and safety professionals. Members meet regularly to share ideas and provide needed education and training. For information, call 410-836-4172.

The Susquehanna Human Resource Association (SHRA) promotes quality human resource services to meet the needs of member organizations and their employees through professional development, training, resource sharing, and networking. For information, call 410-836-4173.

SMALL BUSINESS DEVELOPMENT CENTER

The Continuing Education and Training Division houses the Small Business Development Center (SBDC) of Harford County. The SBDC provides free counseling, computer facilities, reference materials and mentoring to start-up and existing small businesses. The Center cooperates with SCORE, the Military Business Development Council, and the Women’s Business Program. The Division is also the training provider for small business clients. Courses are planned in cooperation with the partnering organizations and designed to teach the principles and practices involved in owning and operating a small business. For information, call 410-836-4237.

WORKFORCE DEVELOPMENT/TRAINING

The Continuing Education and Training Division designs, coordinates and conducts high quality, affordable training tailored to specific needs of business, industry, government agencies and other organizations.

College staff assess an organization’s needs to develop effective training programs and help the organization plan and improve operations. Credit and noncredit instruction meet each organization’s unique educational needs for professionals to keep pace with developments in their fields and to gain useful skills.

Instructors combine academic credentials and teaching experiences with practical business knowledge. Programs can be scheduled at business sites, on the College campus or at other area locations, including the HEAT Center. For more information, call 410-836-4398.

ONLINE COURSES

The College offers economical and convenient training through online courses. Online training offers a much broader variety of topics and issues than a traditional classroom course. Courses are flexible, learner-centered, use a modular format, and afford students more control of the pacing, sequence and style of interaction of their learning experience.

Community Education Programs

DRIVER EDUCATION/MOTORCYCLE SAFETY TRAINING

The Continuing Education and Training Division offers an MVA approved driver education course consisting of 30 hours of classroom and 6 hours of behind-the-wheel instruction. New classes begin monthly. Beginning and experienced motorcycle rider education courses are offered April through October. For information, call 410-836-4176.

PERSONAL DEVELOPMENT AND ENRICHMENT COURSES

The Continuing Education and Training Division offers continuing education courses that are responsive to the personal development and enrichment needs of the citizens of Harford County. A wide variety of courses is offered each semester, including, but not limited to, art, cooking, crafts/hobbies, financial planning, floral design, history, home and garden, language, motorcycle safety, music, parenting, photography and writing. In addition to academic credit courses, the Physical Education staff has developed an equally broad variety of noncredit physical education courses focusing on a variety of fitness/wellness related offerings and skill enhancement activities. For information, call 410-836-4176.
VOCATIONAL FOUNDATIONS TRAINING PROGRAM FOR THE DISABLED
In cooperation with the Maryland Department of Education–Division of Rehabilitation Services and the Susquehanna Workforce Network, the Vocational Foundations Training Program is designed to train and place individuals with disabilities in entry level positions in service occupations. For information, call 410-838-4332.

YOUTH COURSES
Courses are designed for children ages 3-17, as well as offerings for adult and child to attend together. Young learners can choose from a variety of courses that will provide age-appropriate learning experiences. Classes are held on campus and in community locations throughout the County. For information, call 410-836-4191.

YOUTH PROGRAMS – SUMMER
Full-day programs, as well as individual enrichment programs, are offered on the College campus each summer. For information, call 410-836-4191.

Literacy Programs

ADULT BASIC EDUCATION (ABE)
Adult Basic Education (ABE) is a free program designed to help adults learn or improve basic reading, writing, math and life skills. Classes provide individualized instruction at sites throughout the County. Adults should attend an advising session to determine program entry level. For information, call 410-836-4160.

ENGLISH AS A SECOND LANGUAGE (ESL)
The English As a Second Language program provides free classes to assist foreign-born adults develop essential English communication skills. Listening, speaking, reading and writing skills are developed through group and individual instruction. Students should attend an advising session to determine program entry level. For information, call 410-836-4160.

HIGH SCHOOL DIPLOMA PROGRAM (GED)
Designed for adults who wish to earn a Maryland high school diploma, the GED program provides instruction in the writing, reading, mathematics and test taking skills which prepare students for the General Educational Development (GED) test. For information, call 410-836-4160.

INMATE EDUCATION PROGRAM
The Harford Educational Learning Program (HELP) provides courses in basic skill review and GED preparation to eligible inmates at the Harford County Detention Center.

CULTURAL PROGRAMS

FINE ARTS CALENDAR
The College is the center of cultural and leisure activities in Harford County. HCC offers a Fine Arts Calendar which brings nationally known artists to Harford County as well as performances and exhibitions by local artists, students and faculty members. Through the programs, students, faculty and community residents enjoy fine cultural and artistic opportunities which are normally available only in more urban areas. Because the College is eager to share these cultural opportunities with all interested participants, admission prices are kept as modest as possible. HCC students with current student photo I.D. cards are entitled to one reduced ticket per performance in most cases. Information about these programs is published in HCC’s Fine Arts Calendar and through local newspapers and campus media. The HCC Fine Arts Calendar is made possible by:

- Grants from the Maryland State Arts Council, an agency funded by the State of Maryland and the National Endowment for the Arts
- Grants from the Maryland State Arts Council and the Harford County Government through the Harford County Cultural Arts Board
- Contributions from HCC student activity fees
- Contributions from the Harford Community College Foundation, Inc.
- Corporate and individual contributions

AMOSS CENTER
The Amoss Center is named in honor of the late Senator William H. Amoss, HCC alumnus and lifelong friend to the College. The Amoss Center addresses the cultural requirements of a rapidly growing community with eclectic interests. The 908-seat theater serves the needs of both the College and Harford Technical High School through a partnership with Harford County Public Schools. It provides a venue for large scale presentations sponsored by the College, including theater, ballet, orchestra, operettas and other expressions of artistry.

CHESAPEAKE GALLERY
The Chesapeake Gallery, located in the Student Center, showcases contemporary art. Primary tenets are education and exposure for students, the College community, and for the greater community of Harford County. The gallery produces six to eight exhibitions yearly, showcasing artists from the mid-Atlantic region. Student and faculty works are also displayed three times annually, exhibiting all media
taught at the College – painting, drawing, sculpture, ceramics, photography, digital imaging and printmaking. For information, call 410-836-4461.

**FAMILY SERIES**
The popular Family Series, featuring professional touring artists, is designed for ages kindergarten through adult. Programs include music, dance, drama, magic and puppetry.

**HARFORD DANCE THEATRE**
Harford Dance Theatre is a community dance company that provides local dancers at all levels, beginning through advanced, the opportunity to perform ballet, modern and jazz choreography. Through its four annual productions and master classes, HDT also provides the opportunity for set, lighting and costume designers to work in a professional environment.

**OBSERVATORY**
The Observatory is a joint sponsorship of the College and the Harford County Astronomical Society, designed to serve the interests and needs of Harford County residents. Classroom space and the Society’s large telescope are located in the Observatory. For information: www.harfordastro.org.

**PHOENIX FESTIVAL THEATER**
The Phoenix Festival Theater is a community theater offering local performers, as well as set, lighting and costume designers, an opportunity to experience theater through participation. In addition, PFT provides Harford Countians with high quality productions, including musicals, comedies and dramas.

**SPECIAL EVENTS SERIES**
The Special Events Series brings professional touring companies and nationally and internationally known artists to campus. The series presents a wide variety of programs including drama, dance and music.

**VISUAL, PERFORMING AND APPLIED ARTS**
The Visual, Performing and Applied Arts Division includes programs of study in Building Preservation and Restoration, Fine Art, Interior Design, Mass Communications, Music, Photography, and Visual Communications. Each semester the division presents talented students in concert through performances of the HCC Chamber Singers, Gates of Delirium and the Student Recital. There are student performance partnerships with the Bel Air Community Band, the Harford Choral Society, the Harford Youth Orchestra, the Harford String Orchestra and the Susquehanna Symphony Orchestra.

In addition, the Visual, Performing and Applied Arts Division sponsors an Evening of Jazz series featuring professional touring artists. Also included in the Jazz Series are “After Hours,” an artists-in-residence vocal jazz ensemble, the HCC vocal jazz ensemble, “Second Shift,” and HCC’s instrumental jazz ensemble, “Blue Connotations.” The division also sponsors music faculty recitals as well as faculty and student fine art, digital art, and photography exhibits both on and off campus.

**WHFC-FM**
91.1 WHFC-FM is Bel Air’s only radio station and the only public broadcaster in the County. From studios in Joppa Hall, WHFC-FM broadcasts an eclectic program selection to Harford County and southern Pennsylvania. Staffed entirely by volunteers from the HCC student body and the community, WHFC-FM offers a wide range of music and a variety of informative features and national talk shows and serves as a training ground for future media professionals, while delivering entertaining programs and vital information to the community. For information, call 410-836-4151.
Linda Wilkins

Veronica Smith-Hasebi

Janine Villanueva

Amy Kress
HCC STUDENT GALLERY

Ashley Schiotis

Jillian Branch

Maria Annegarn

Joan Preston
Programs of Instruction
ACCOUNTING

PROGRAM DESCRIPTION

Designed to prepare students to perform accounting activities for corporations, governmental agencies, nonprofit organizations or individuals, this program allows the student to focus on specific areas of interest in the accounting profession. Upon successful completion of the program, students will have a strong background in accounting principles and applications, as well as a strong general education experience.

EMPLOYMENT AND TRANSFER INFORMATION

Accounting personnel compile and analyze business records and prepare financial reports such as income statements, balance sheets, cost studies and tax reports. The major opportunity fields are government, industry and public accounting.

Employment of accountants is expected to grow about as fast as the average for all occupations through 2008. Most jobs require at least a Bachelor’s degree in accounting or a related field, and competition will be keen for the most prestigious jobs. Most employers prefer applicants who are familiar with computers and their applications in accounting. For beginning accounting and auditing positions in the Federal Government, 4 years of college are required (including 24 semester hours in accounting) or an equivalent combination of education and experience.

Accounting students who plan to transfer to a four-year institution should pursue the Associate degree in Business Administration. One opportunity for students interested in a Bachelor’s degree in accounting is the dual admissions program with University of Maryland University College. Interested students should consult an advisor and the transfer institution should pursue the appropriate course depending upon the four-year institution’s particular requirements.

ACCOUNTING ELECTIVES

Nine credit hours from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 104 ....Payroll Accounting</td>
<td>1</td>
</tr>
<tr>
<td>ACCT 105 ....Financial Statement Interpretation &amp; Analysis</td>
<td>1</td>
</tr>
<tr>
<td>ACCT 106 ....Computerized General Ledger</td>
<td>1</td>
</tr>
<tr>
<td>ACCT 107 ....Spreadsheet Applications for Accounting</td>
<td>1</td>
</tr>
<tr>
<td>ACCT 203 ....Tax Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 204 ....Tax Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 206 ....Cost Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 208 ....Managerial Accounting</td>
<td>3</td>
</tr>
</tbody>
</table>

For more information, contact Dr. Barbara Mull, 410-836-4382, bmull@harford.edu; Prof. Anita Ellzey, aellzey@harford.edu, 410-836-4374; or academic advising, 410-836-4301.

TO SATISFY THE DIVERSITY REQUIREMENT:

Associate degree students must complete one 3-credit diversity course [D]. It is recommended that students select one of the 3-credit [DB], [DH], or [DL] course electives from those that also appear on the approved list of diversity courses (see page 24).

DEGREE REQUIREMENTS

Recommended Course Sequence

• First Semester Sem Hrs.
  ACCT 101 ....Accounting Principles I .........................3
  BA 101 .........Introduction to Business .......................3
  ECON 102 ....Microeconomics [6B] ............................3
  ENG 101 .....English Composition [6E] .........................3
  MATH 109 ..Precalculus Mathematics [6M]**
  or
  MATH 111 ..Intro. to Finite Math [6M]* .....................3-4

  Semester Total .............................................16-17

• Second Semester Sem. Hrs.
  ACCT 102 ....Accounting Principles II .....................3
  BA 210 ........Business Computer Applications*
  or
  CIS 145 .......Introduction to Microsoft Excel
  or
  CIS 102 .......Intro. to Information Sciences [6L]* ..........3
  ECON 101 ..Macroeconomics [6B]*
  or
  Behavioral/Social Sci. elective [6B]* .......................3
  Arts/Humanities elective [6L]* ...............................3
  Bio./Phys. Sci. elective [6L] [6S]* ......................3-4

  Semester Total .............................................16-17

• Third Semester Sem. Hrs.
  ACCT 206 ...Cost Accounting
  or
  ACCT 208 ....Managerial Accounting .........................3
  ACCT 211 ....Intermediate Accounting I ...................4
  BA 246 ......Legal Environment of Business
  or
  BA 205 .......Business Law ................................3
  Accounting elective ........................................3
  Bio./Phys. Lab Science elective [6L]* ....................4

  Semester Total .............................................17

• Fourth Semester Sem. Hrs.
  ACCT 212 ....Intermediate Accounting II ...................4
  Arts/Humanities elective [6B]* .............................3
  Accounting electives ..................................6

  Semester Total .............................................13

Total Number of Credits ........................................62-64

* Students who plan to continue studies at a four-year institution should select the appropriate course depending upon the four-year institution’s particular requirements.

** MATH 101 and MATH 103 may be substituted for MATH 109.
ACCOUNTING CERTIFICATE

PROGRAM DESCRIPTION

The program is designed to provide students with specific skills needed for employment in the field of accounting and bookkeeping, in such positions as accounts receivable clerk or accounts payable clerk.

EMPLOYMENT INFORMATION

The U.S. Bureau of Labor Statistics predicts an average rate of growth in employment opportunities through 2008 for accounting graduates of four-year institutions. The number of entry level positions such as accounting clerks, payroll clerks and bookkeepers is expected to decline slightly through 2008. However, the high turnover and large number of jobs in the field ensure a large number of employment opportunities for job seekers. Students are advised to develop a working knowledge of accounting applications on the computer in addition to the requirements for a certificate.

REQUIRED COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 101</td>
<td>Accounting Principles I</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 102</td>
<td>Accounting Principles II</td>
<td>3</td>
</tr>
<tr>
<td>BA 210</td>
<td>Business Computer Applications</td>
<td>3</td>
</tr>
<tr>
<td>or CIS 145</td>
<td>Introduction to Microsoft Excel</td>
<td>3</td>
</tr>
</tbody>
</table>

Nine to eleven credits from the following:

- ACCT 104 ...Payroll Accounting ...........................................1
- ACCT 105 ...Financial Statement Interpretation and Analysis ..........1
- ACCT 106 ...Computerized General Ledger ..................................1
- ACCT 107 ...Spreadsheet Applications for Accounting ..................1
- ACCT 203 ...Tax Accounting I ...............................................3
- ACCT 204 ...Tax Accounting II ..............................................3
- ACCT 206 ...Cost Accounting .................................................3
- ACCT 208 ...Managerial Accounting ..........................................3
- ACCT 211 ...Intermediate Accounting I ......................................4
- ACCT 212 ...Intermediate Accounting II ....................................4

Total Number of Credits ..........................................................18-20

EDUCATIONAL REQUIREMENTS FOR THE CPA EXAMINATION

Candidates for the CPA must have completed 150 semester hours, including the attainment of a baccalaureate degree or higher. A minimum of 57 semester hours in accounting and related business subjects is required. This includes:

- A minimum of 27 semester hours of accounting, including at least 3 semester hours in each of the following:
  - Auditing
  - Financial Accounting (at least 9 hours)
  - Cost Accounting
  - U.S. Federal Income Tax
- A minimum of 30 semester hours in business related subjects, including 3 semester hours in each of the following:
  - Statistics
  - Business Ethics
  - Management
  - Marketing
  - U.S. Business Law
  - Economics (at least 6 hours)
  - Corporation or Business Finance
  - Written Communication
  - Oral Communication

These are the minimum requirements established by the State of Maryland. However, additional courses are recommended in order to prepare adequately for the CPA examination.

HCC offers all of the above courses except auditing and corporation or business finance.

For more information, contact Prof. Anita Ellzey, 410 836-4374, or the State: www.dllr.state.md.us/license/occprof/account.html.

To earn a certificate from HCC, students must complete or demonstrate exemption from the following courses: ENG 012, ENG 003, MATH 001. See page 40 for graduation requirement details.

For more information, contact Prof. Anita Ellzey, 410-836-4374, aellzey@harford.edu; or academic advising, 410-836-4301.
BIOLOGY

PROGRAM DESCRIPTION

This program offers biology and other natural and physical science related courses for students wishing to study biology. Biological scientists study the origin, development, characteristics and life processes of plant and animal life and their relationships to the environment. They may conduct basic research aimed at increasing our knowledge of living organisms or applied research.

EMPLOYMENT AND TRANSFER INFORMATION

Opportunities for those with a Bachelor’s or Master’s degree in biology are expected to increase due to the increased staffing requirements in new biotechnology companies. Other positions, to name a few, include high school biology teacher, technologist, and pharmaceutical researcher. More biological scientists will be needed, due to expected expansion in research related to health issues.

Students planning to transfer to a four-year college or university should check the requirements of that institution. If they are significantly different from the courses listed, students should consult with an advisor for academic guidance. It may be that a curriculum in General Studies should be followed.

For more information, contact Dean Deborah Wrobel, 410-836-4240, dwoobel@harford.edu; or academic advising, 410-836-4301.

DEGREE REQUIREMENTS

Recommended Course Sequence

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 120 .......General Biology I [6L]</td>
<td>.................4</td>
</tr>
<tr>
<td>CHEM 111 ......General Chemistry I [6L]</td>
<td>.................4</td>
</tr>
<tr>
<td>ENG 101 ......English Composition [6E]</td>
<td>.................3</td>
</tr>
<tr>
<td>Physical Education Fitness elective</td>
<td>.................1</td>
</tr>
<tr>
<td>Semester Total</td>
<td>..........................................15</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 121 .......General Biology II [6L]</td>
<td>.................4</td>
</tr>
<tr>
<td>CHEM 112 ......General Chemistry II A [6L]</td>
<td>.................4</td>
</tr>
<tr>
<td>MATH 109 ..Precalculus Mathematics [6M]**</td>
<td>or</td>
</tr>
<tr>
<td>MATH 203 ..Calculus I [6M]</td>
<td>.................4</td>
</tr>
<tr>
<td>Semester Total</td>
<td>..........................................15</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Third Semester</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 207 ..Organic Chemistry I</td>
<td>.................5</td>
</tr>
<tr>
<td>PHYS 101 ....Introductory Physics I [6L]</td>
<td>.................4</td>
</tr>
<tr>
<td>MATH 203 ..Calculus I [6M]</td>
<td>or</td>
</tr>
<tr>
<td>MATH 204 ..Calculus II [6M]</td>
<td>or</td>
</tr>
<tr>
<td>Arts/Humanities elective [6H]</td>
<td>.................3</td>
</tr>
<tr>
<td>Physical Education elective</td>
<td>.................1</td>
</tr>
<tr>
<td>Semester Total</td>
<td>..........................................17</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fourth Semester</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 208 ..Organic Chemistry II</td>
<td>.................5</td>
</tr>
<tr>
<td>PHYS 102 ....Introductory Physics II [6L]</td>
<td>.................4</td>
</tr>
<tr>
<td>Biology elective ***</td>
<td>.................4</td>
</tr>
<tr>
<td>Arts/Humanities elective [6H]</td>
<td>.................3</td>
</tr>
<tr>
<td>Semester Total</td>
<td>..........................................16</td>
</tr>
</tbody>
</table>

Total Number of Credits ................................................ 63

* A natural or physical science course may be selected only if MATH 203 has been completed.

** MATH 101 and 103 may be taken instead of MATH 109.

*** BIO 106 - General Botany [6L], BIO 107 - General Zoology [6L], BIO 205 - Microbiology [6L], or BIO 207 - General Ecology.

Note: The following codes identify courses which satisfy the General Education core requirements. For more information see pages 22-23.

- [6B] Behavioral/Social Science
- [6E] English Composition
- [6H] Arts/Humanities
- [6I] Interdisciplinary and Emerging Issues
- [6L] Biological/Physical Laboratory Science
- [6M] Mathematics
- [6S] Biological/Physical Science

TO SATISFY THE GENERAL EDUCATION CORE REQUIREMENTS:

- Behavioral/Social Science and Arts/Humanities electives must be selected from two different disciplines;
- A maximum of 8 credits from Interdisciplinary and Emerging Issues [6I] may be applied.

TO SATISFY THE DIVERSITY REQUIREMENT:

Associate degree students must complete one 3-credit diversity course [6]. It is recommended that students select one of the 3-credit [6B], [6H], or [6I] course electives from those that also appear on the approved list of diversity courses (see page 24).
Course is under development.

Vital to the program are the topics of conservation, sustainability, technique, and treatment of historic structures. Internships are available to students as an additional means of gaining hands-on learning experiences related to historic preservation (many offered during the summer semester). Courses in this program may include field trips. A reasonable alternative option to the required field trip will be available.

EMPLOYMENT INFORMATION

Career opportunities may include consultation, non-profit organizations, museum interpretation, and private and public sectors for a variety of jobs in construction management, maintenance, conservation, and craft specialization in the historic trades. Maryland and surrounding states enjoy strong preservation support both from local and statewide historic preservation organizations. For graduates of the Building Preservation and Restoration program possibilities include professional development, employment, skilled training, and articulation or transfer into four-year institutions.

Students planning to transfer to a four-year institution should seek advisement early in their studies at HCC before selecting elective courses.

For more information, contact Prof. Rhonda L. Deeg, 410-836-4000, ext. 7415, rdeeg@harford.edu; or academic advising, 410-836-4301.

*General Education Electives:
SOC 101 ......Introduction to Sociology 68 0 ..........3
HIST 103......History of the United States I 68 0 ..........3
HIST 104......History of the United States II 68 0 ..........3
HIST 208......American Ethnic History 68 0 ..........3
CHEM 100 ..Chemistry for Changing Times 68 ..........4
SPCH 101 ....Speech Fundamentals 68 ..........3
GEOG 201 ..Geography of the United States 68 ..........3

DEGREE REQUIREMENTS

Recommended Course Sequence

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>First</td>
<td>BPR 101 ...Introduction to Historic Preservation</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>BPR 102 ...Historic Research and Documentation</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>BPR 103 ...History of Building Materials and Technology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>BPR 104 ...Shop Safety - Use of Power and Hand Tools</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>ENG 101 ...English Composition 68</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MATH 102 ..Contemporary Mathematics 64</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Semester Total</td>
<td>17</td>
</tr>
<tr>
<td>Second</td>
<td>ID 103......History of Furniture and Decorative Arts</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ART 203 .....American Art and Architecture 68</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ANTH 101 ...Introduction to Physical Anthropology/Archaeology 68</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Biological/Physical Lab Science elective 64</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Physical Education elective</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Technical/Professional Studies elective**</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Semester Total</td>
<td>17</td>
</tr>
<tr>
<td>Third</td>
<td>BPR 107 .....Construction Management</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>PHOT 101...Photography I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Physical Education Fitness elective</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Technical Professional Studies electives**</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>General Education elective* (see list)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Semester Total</td>
<td>15</td>
</tr>
<tr>
<td>Fourth</td>
<td>BPR 291-296Field Site Lab</td>
<td>1-6</td>
</tr>
<tr>
<td></td>
<td>Technical Professional Studies electives**</td>
<td>9</td>
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<td></td>
<td>General Education elective* (see list)</td>
<td>3-4</td>
</tr>
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<td>13-19</td>
</tr>
<tr>
<td></td>
<td>Total Number of Credits</td>
<td>62-68</td>
</tr>
</tbody>
</table>

** Technical/Professional Studies Electives (Minimum of 9 credit hours of BPR courses and 6 credit hours of art required.)

BPR 105 .....Maintaining Historic Structures ...............3
BPR 106 .....Sustainable Building - Green Design* ...........2
BPR 108 .....Historic Wall and Floor Finishes ...............1
BPR 201 .....Historic Carpentry and Millwork ................3
BPR 202 .....Historic Masonry ....................................3
BPR 203 .....Stained Glass Restoration .........................3
BPR 204 .....Historic Metals ......................................3
BPR 205 .....Historic Plasterworks .............................3
BPR 206 .....Roofing Systems ......................................3
BPR 273 .....Co-operative Education ...........................3
BPR 281, 282, 283 ...Historic Preservation Internship ..1-3
ART 109 .....Sculpture I ...........................................3
ART 115 .....Ceramics I ...........................................3
ID 116 ......Faux Finishes .......................................1
ART 122 .....Color Theory .........................................3

+ Course is under development.
ASSOCIATE OF SCIENCES DEGREE

BUSINESS ADMINISTRATION

PROGRAM DESCRIPTION

This program is designed for students who wish to transfer to earn a baccalaureate degree in some area of business. Students who plan to transfer should consult an advisor for assistance in selecting courses appropriate for the transfer institution and program. The courses in this curriculum prepare students for later specialization in finance, human resource management, management, private and public accounting, marketing, merchandising and advertising. High school preparation should include four units of English and two units of algebra. Cooperative Education is available to students in this program as an additional means of receiving a hands-on learning experience related to Business Administration.

EMPLOYMENT AND TRANSFER INFORMATION

Transfer students should note that many business schools have selective admissions requirements. Cumulative grade point average and completion of specific course requirements are used as criteria for acceptance. One option for students is the dual admissions program with University of Maryland University College, in which students may transfer to Business Administration or Human Resource Management. Interested students should contact academic advising.

For more information, contact Prof. Richard Miller, 410-836-4264, rmiller@harford.edu; Prof. Sandra Ferriter, 410-836-4426, sferrite@harford.edu; or academic advising, 410-836-4301.

DEGREE REQUIREMENTS

Recommended Course Sequence

<table>
<thead>
<tr>
<th>Semester</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td><strong>Sem. Hrs.</strong></td>
</tr>
<tr>
<td>BA 101 .......Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BA 212 .......Internet Research</td>
<td>1</td>
</tr>
<tr>
<td>ECON 102 ..Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101 .....English Composition</td>
<td>3</td>
</tr>
<tr>
<td>MATH 101 ..Introduction to Finite Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>MATH 109 ..Precalculus Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>MATH 101 ..College Algebra</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Number of Credits** 65-66

* Electives should be chosen according to the institution to which transfer is planned. Additional Humanities or Social Science electives may be needed at some transfer institutions.

TO SATISFY THE GENERAL EDUCATION CORE REQUIREMENTS:

- Behavioral/Social Science and Arts/Humanities electives must be selected from two different disciplines;
- A maximum of 8 credits from Interdisciplinary and Emerging Issues may be applied.

TO SATISFY THE DIVERSITY REQUIREMENT:

Associate degree students must complete one 3-credit diversity course. It is recommended that students select one of the 3-credit Behavioral/Social Science, Arts/Humanities, or Interdisciplinary and Emerging Issues courses from those that also appear on the approved list of diversity courses (see page 24).
BUSINESS MANAGEMENT

PROGRAM DESCRIPTION

This program is designed to enable students who do not wish to transfer to a four-year institution to obtain knowledge and skills in the field of business. All students must complete first and second semester courses and then choose their concentration track in either agricultural business, corporate communications, manufacturing, office systems, retail management, or service.

EMPLOYMENT AND TRANSFER INFORMATION

This program prepares students for a business career by providing comprehensive skills for today's rapidly changing business environment. Opportunities in management, banking and finance, and a variety of other small business generalist employment settings will continue to increase.

Students in the agricultural business, corporate communications, manufacturing, and service tracks interested in earning a Bachelor's degree may transfer into Management Studies using the University of Maryland University College dual admissions program. Students in the retail track who are interested in earning a Bachelor's degree may transfer into the Marketing degree through this dual admissions program.

DEGREE REQUIREMENTS

Recommended Course Sequence

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA 101 .......Introduction to Business ..............................</td>
<td>3</td>
</tr>
<tr>
<td>BA 212 ......Internet Research ........................................</td>
<td>1</td>
</tr>
<tr>
<td>ECON 101 ..Macroeconomics</td>
<td>6H</td>
</tr>
<tr>
<td>or ECON 102 ..Microeconomics</td>
<td>6H</td>
</tr>
<tr>
<td>ENG 101 ......English Composition</td>
<td>6E</td>
</tr>
</tbody>
</table>
| or BA 210 ......Business Computer Applications*  
  or CIS 102 ......Introduction to Information Sciences | 6I* |
| or SPCH 106 ...Business/Professional Speech | 6I** |
| or SPCH 101 ...Speech Fundamentals | 6I** |
| CMST 105 ....Interpersonal Communication | 6I B** |
| or SEM 1055 ....Integrative Communication | 6I | 3 |
| Physical Education Fitness elective .............. | 1 |
| Semester Total .......................................... | 17 |

* Students in Office Systems Track must take CIS 102. All other students must take BA 210.
** Students in Agricultural Business Track must take either SPCH 101 or CMST 105.

<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 101 .......Accounting Principles I ..............................</td>
<td>3</td>
</tr>
<tr>
<td>ENG 216 ......Business Communications ..................................</td>
<td>3</td>
</tr>
<tr>
<td>BA 107 .......Principles of Management ..................................</td>
<td>3</td>
</tr>
<tr>
<td>or BA 109 ......Principles of Management ..................................</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics</td>
<td>GM</td>
</tr>
<tr>
<td>or Bio./Phys. Lab Science elective</td>
<td>6L ***</td>
</tr>
<tr>
<td>Semester Total ..........................................</td>
<td>16-17</td>
</tr>
</tbody>
</table>

*** Required for Agricultural Business Track: BIO 100 (Fundamentals of Biology), BIO 120 (General Biology I), or Introduction to Plant Science*.

Agricultural Business Track

<table>
<thead>
<tr>
<th>Third Semester</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA 206 ......Small Business Seminar I ..............................</td>
<td>3</td>
</tr>
<tr>
<td>BA 273-4 ....Cooperative Education or Career Based elective* ..........................</td>
<td>3-4</td>
</tr>
<tr>
<td>or Farm and Agribusiness Management* ..................................</td>
<td>3</td>
</tr>
<tr>
<td>or General Education elective</td>
<td>GB GM GS GL</td>
</tr>
<tr>
<td>or Career Based elective* ..................................</td>
<td>3</td>
</tr>
<tr>
<td>or Career Based elective* ..................................</td>
<td>3</td>
</tr>
<tr>
<td>or Semester Total ..........................................</td>
<td>15-17</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fourth Semester</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA 272-4 ....Cooperative Education ..............................</td>
<td>2-4</td>
</tr>
<tr>
<td>PHIL 221 .......Business Ethics</td>
<td>6H</td>
</tr>
<tr>
<td>or Agricultural Marketing* ..................................</td>
<td>3</td>
</tr>
<tr>
<td>or Career-Based elective (2)* ..................................</td>
<td>5-8</td>
</tr>
<tr>
<td>or Physical Education elective ..................................</td>
<td>1</td>
</tr>
<tr>
<td>or Semester Total ..........................................</td>
<td>14-19</td>
</tr>
</tbody>
</table>

Total Number of Credits............................................ | 62-70 |

**** Career-Based Electives

<table>
<thead>
<tr>
<th>Career-Based Electives</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA 105 ......Professional Selling ..................................</td>
</tr>
<tr>
<td>BA 111 ......Purchasing/Materials Management ..........</td>
</tr>
<tr>
<td>or BA 246 ......Legal Environment of Business ..................</td>
</tr>
<tr>
<td>or BPR 104 ....Shop Safety: Use of Power and Hand Tools ..........</td>
</tr>
<tr>
<td>or ELEC 105 ..Introduction to Electronics ..........................</td>
</tr>
<tr>
<td>or ENV 111 ...Human Ecology ..................................</td>
</tr>
<tr>
<td>or SPAN 101 ..Elementary Spanish I ..............................</td>
</tr>
<tr>
<td>or Introduction to Plant Science</td>
</tr>
<tr>
<td>or Introduction to Soil Sciences* ..................................</td>
</tr>
</tbody>
</table>

+ Course is under development

For more information, contact Prof. Sandra Ferriter, 410-836-4426, sferrite@barford.edu; Prof. Richard Miller, 410-836-4264, rmiller@barford.edu; or academic advising, 410-836-4301 or Prof. Mary Valenti, 410-836-4136, mvalenti@barford.edu.

TO SATISFY THE DIVERSITY REQUIREMENT:

Associate degree students must complete one 3-credit diversity course. It is recommended that students select one of the 3-credit | GB | GH | GI | course electives from those that also appear on the approved list of diversity courses (see page 24).
ASSOCIATE OF APPLIED SCIENCES DEGREE

Programs of Instruction

BUSINESS MANAGEMENT (continued)

Corporate Communications Track

• Third Semester
  Sem. Hrs.
  PHIL 221 ..Business Ethics ..........................3
  Business electives * ........................................6
  Corporate Communications electives** ........6
  Physical Education elective ...........................1
  Semester Total ............................................16

• Fourth Semester
  Sem. Hrs.
  BA 273 ......Cooperative Education .....................3
  Corporate Communications electives** ........6
  General Education electives
  ........................................6-8
  Semester Total ........................................15-17

Total Number of Credits: 64-67

* Business Electives – Choose 2 courses
  ACCT 208 Managerial Accounting
  BA 103 ......Public Relations
  BA 104 ......Advertising and Sales Promotion
  BA 105 ......Professional Selling
  BA 203 ......Principles of Marketing
  BA 242 ......Introduction to International Business

** Corporate Communications Electives –
Choose 4 courses from the following 3 areas:

I.  Art Electives:
  ART 103 ......Introduction to Graphic Communication
  ART 108 ......Introduction to Digital Media
  ART 207 ......Graphic Design
  PHOT 101 ......Photography I
  PHOT 105 ......Photojournalism

II. Technology Electives:
  CIS 106 ......Introduction to Microsoft Office
  CIS 113 ......Introduction to PowerPoint
  CIS 136 ......Introduction to Internet Technologies
  CIS 254 ......Advanced Microsoft Office
  MC 101 ......Introduction to Electronic Media

III. Writing Electives:
  ENG 107 ......Creative Writing I
  ENG 118 ......Creative Writing II
  ENG 217 ......Creative Writing III
  ENG 218 ......Creative Writing IV
  ENG 109 ......English Composition: Research Writing
  ENG 209 ......Technical Writing
  MC 201 ......Writing for the Electronic Media

Manufacturing Track

• Third Semester
  Sem. Hrs.
  ACCT 102 ....Accounting Principles II ..................3
  or
  ACCT 208 ....Managerial Accounting .....................3
  BA 246 ......Legal Environment of Business ................3
  BA 242 ......Introduction to International Business
  or
  Business and Tech. elective** ..........................3
  HPM 101 ......Intro. to High Perf. Manuf. .................3
  Arts/Humanities elective ..............................3
  Physical Education elective ...........................1
  Semester Total ............................................16

• Fourth Semester
  Sem. Hrs.
  ACCT 105 ....Financial Statement Interp. & Analy. ......1
  BA 244 ......Principles of Quality Improvement ..........3
  BA 111 ......Purchasing and Materials Management .......3
  General Education electives
  ........................................6-8
  Business and Technology elective ** ...............3
  Semester Total ........................................16-18

Total Number of Credits: 65-68

*** Business and Technology electives may include courses from the following areas: Accounting, Business Administration, Computer Aided Drafting and Design, Computer Information Systems, Economics, and High Performance Manufacturing.

Office Systems Track

• Third Semester
  Sem. Hrs.
  OS 113 ......Intermediate Keyboarding ..................3
  CIS 125 ......Document Processing: MS Word ...............3
  CIS 106 ......Introduction to Microsoft Office .............3
  PHIL 221 ..Business Ethics ..........................3
  OS 116 ......Communication Technologies .................4
  Semester Total ............................................16

• Fourth Semester
  Sem. Hrs.
  OS 273 ......Cooperative Education ......................3
  CIS 114 ......Introduction to Computer User Support .....3
  OS/CIS ......Elective* **** .................................3
  or
  OS 273 ......Cooperative Education ......................3
  General Education Elective
  ........................................6-8
  Physical Education elective ...........................1
  Semester Total ........................................16-18

Total Number of Credits: 65-68

**** Any additional OS or CIS course.
BUSINESS MANAGEMENT (continued)

Retail Management Track

• Third Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA 106</td>
<td>Principles of Retailing</td>
<td>3</td>
</tr>
<tr>
<td>BA 203</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>PSY 105</td>
<td>Human Relations</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 221</td>
<td>Business Ethics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>General Education elective</td>
<td>3-4</td>
</tr>
<tr>
<td></td>
<td>Physical Education elective</td>
<td>1</td>
</tr>
<tr>
<td>Semester Total</td>
<td></td>
<td>16-17</td>
</tr>
</tbody>
</table>

• Fourth Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA 104</td>
<td>Advertising and Sales Promotion</td>
<td>3</td>
</tr>
<tr>
<td>BA 105</td>
<td>Professional Selling</td>
<td>3</td>
</tr>
<tr>
<td>BA 273</td>
<td>Cooperative Education</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>General Education elective</td>
<td>3-4</td>
</tr>
<tr>
<td>Semester Total</td>
<td></td>
<td>15-16</td>
</tr>
</tbody>
</table>

Total Number of Credits: 64-67

* Career-Based Electives

ACCT 102 Accounting Principles II
BA 103 Public Relations
BA 108 Human Resource Management
BA 111 Purchasing and Materials Management
BA 206 Small Business Seminar I
BA 208 Retail Merchandising

Service Track

• Third Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 102</td>
<td>Principles of Accounting II</td>
<td></td>
</tr>
<tr>
<td>or</td>
<td>ACCT 208 Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BA 246</td>
<td>Legal Environment of Business</td>
<td>3</td>
</tr>
<tr>
<td>BA 242</td>
<td>Introduction to International Business</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Business and Tech. elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Arts/Humanities elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Physical Education elective</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>CIS elective (not CIS 102)</td>
<td>3</td>
</tr>
<tr>
<td>Semester Total</td>
<td></td>
<td>16-18</td>
</tr>
</tbody>
</table>

• Fourth Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 105</td>
<td>Interpretation and Analysis</td>
<td>1</td>
</tr>
<tr>
<td>BA 203</td>
<td>Principles of Marketing</td>
<td></td>
</tr>
<tr>
<td>or</td>
<td>BA 105 Professional Selling</td>
<td></td>
</tr>
<tr>
<td>PSY 105</td>
<td>Human Relations</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>General Education electives</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Business and Technology elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BA 108 Human Resource Management</td>
<td>3</td>
</tr>
<tr>
<td>Semester Total</td>
<td></td>
<td>16-18</td>
</tr>
</tbody>
</table>

Total Number of Credits: 65-68

** Business and Technology electives may include courses from the following areas: Accounting, Business Administration, Computer Aided Drafting and Design, Computer Information Systems, Economics, and High Performance Manufacturing.

Note: The following codes identify courses which satisfy the General Education core requirements. For more information see pages 22-23.

- 6B Behavioral/Social Science
- 6E English Composition
- 6H Arts/Humanities
- 6I Interdisciplinary and Emerging Issues
- 6L Biological/Physical Laboratory Science
- 6M Mathematics
- 6S Biological/Physical Science

TO SATISFY THE GENERAL EDUCATION CORE REQUIREMENTS:

- Behavioral/Social Science and Arts/Humanities electives must be selected from two different disciplines;
- A maximum of 8 credits from Interdisciplinary and Emerging Issues (6I) may be applied.

TO SATISFY THE DIVERSITY REQUIREMENT:

Associate degree students must complete one 3-credit diversity course (6). It is recommended that students select one of the 3-credit (6B), (6H), or (6I) course electives from those that also appear on the approved list of diversity courses (see page 24).
PROGRAM DESCRIPTION

Office support personnel possess a variety of titles and require an array of computer-based skills. Assistants frequently respond to internal and external inquiries regarding the status of transactions or the flow of information. This certificate program offers students the opportunity to acquire knowledge of document preparation techniques for productivity using computers, scanners, electronic communications and a variety of software applications. There is emphasis on accuracy, productivity, effective decision-making, and communications skills.

EMPLOYMENT INFORMATION

The Administrative Office Assistant certificate prepares students for employment as office support personnel. Among the job titles are office assistants, receptionists, customer service representatives, human resources assistants and sales support personnel. Demand for persons in these positions continues to be high. Changing technology and new ways of doing business require skills attainable through college-level courses.

ADMISSION INFORMATION

To register for Office Systems courses, students need to have completed ENG 012 (Basic Writing) or have a qualifying score on the writing assessment. This program of study also assumes that students have learned the touch method of keyboarding. If a student has not learned to key using the touch method, that skill can be acquired by enrolling in OS 100 (Keyboarding Basics).

<table>
<thead>
<tr>
<th>ADMINISTRATIVE OFFICE ASSISTANT - CERTIFICATE</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>OS 113 ..........Intermediate Keyboarding ..........3</td>
<td></td>
</tr>
<tr>
<td>OS 116 ..........Communication Technologies ..........4</td>
<td></td>
</tr>
<tr>
<td>CIS 125 ..........Document Processing: MS Word ..........3</td>
<td></td>
</tr>
<tr>
<td>ENG 101 ..........English Composition (GE) ..........3</td>
<td></td>
</tr>
<tr>
<td>CIS 102 ..........Introduction to Information Sciences (GE) ..........3</td>
<td></td>
</tr>
<tr>
<td>OS/CIS elective or Cooperative Education ..........3-4</td>
<td></td>
</tr>
<tr>
<td>Total Number of Credits ............................................19-20</td>
<td></td>
</tr>
</tbody>
</table>

To earn a certificate from HCC, students must complete or demonstrate exemption from the following courses: ENG 012, ENG 003, MATH 001. See page 40 for graduation requirement details.

For more information, contact Prof. Mary Valenti, 410-836-4136, mvalenti@harford.edu
ARTICULATED WITH THE COMMUNITY COLLEGE OF BALTIMORE COUNTY – DUNDALK CAMPUS

CHEMICAL DEPENDENCY COUNSELING

PROGRAM DESCRIPTION

Harford Community College cooperates with the Community College of Baltimore County-Dundalk Campus in offering a program that prepares students to counsel persons dependent on alcohol and/or drugs and to work with their families and associates. HCC offers core courses to prepare students for transfer to CCBC-Dundalk to complete the degree program. CCBC-Dundalk awards the Associate of Applied Sciences Degree upon successful completion of the program.

EMPLOYMENT INFORMATION

Substance abuse counselors provide counseling to individuals and families with substance abuse related issues. Duties may include interviewing patients, conducting group or individual counseling sessions, maintaining case records and presenting educational material to patients.

Substance abuse counselors work in hospitals, schools, mental health centers and rehabilitation clinics. Hours vary, and counselors may be scheduled for “on-call” duty on weekends and holidays.

Advancement for counselors without a baccalaureate degree is limited. Advanced degrees or certification as an alcoholism (C.A.C.) or chemical dependency counselor (C.C.D.C.) provide greater opportunity for career advancement.

ADMISSION TO THE PROGRAM

Students should maintain contact with CCBC-Dundalk to monitor their progress and suitability for enrollment in the Chemical Dependency Counseling program upon completion of courses taken at HCC.

CORE COURSES OFFERED AT HCC

Recommended Course Sequence

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 101</td>
<td>General Psychology</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition</td>
</tr>
<tr>
<td>PSY 102</td>
<td>Human Development Across the Life Span</td>
</tr>
<tr>
<td>ENG 102</td>
<td>English Composition and Literature</td>
</tr>
<tr>
<td>PSY 208</td>
<td>Alcohol/Drugs: Impact on Behavior</td>
</tr>
<tr>
<td>PSY 204</td>
<td>Abnormal Psychology</td>
</tr>
<tr>
<td>CIS 102</td>
<td>Introduction to Information Sciences</td>
</tr>
<tr>
<td>HLTH 101</td>
<td>Contemporary Health Issues</td>
</tr>
<tr>
<td>PSY 212</td>
<td>The Helping Relationship</td>
</tr>
<tr>
<td>SPCH 101</td>
<td>Speech Fundamentals</td>
</tr>
<tr>
<td>PSY 212</td>
<td>Group Counseling: Advanced</td>
</tr>
<tr>
<td>CMDP 102</td>
<td>Alcohol and Other Drug Dependence</td>
</tr>
<tr>
<td>CMDP 112</td>
<td>Group Counseling: Fundamental Principles</td>
</tr>
<tr>
<td>CMDP 124</td>
<td>Delivery of Services</td>
</tr>
<tr>
<td>CMDP 173</td>
<td>Internship: CMDP</td>
</tr>
<tr>
<td>CMDP 210</td>
<td>Family Counseling</td>
</tr>
<tr>
<td>CMDP 211</td>
<td>Theories of Counseling</td>
</tr>
<tr>
<td>CMDP 212</td>
<td>Group Counseling: Advanced</td>
</tr>
<tr>
<td>CMDP 213</td>
<td>Ethics in Chemical Dependency Counseling</td>
</tr>
<tr>
<td>CMDP 273</td>
<td>Internship: CMDP</td>
</tr>
</tbody>
</table>

Total HCC Credits: 37-38

Note: The following codes identify courses which satisfy the General Education core requirements. For more information see pages 22-23.

- **GB**: Behavioral/Social Science
- **GE**: English Composition
- **GH**: Arts/Humanities
- **GI**: Interdisciplinary and Emerging Issues
- **GL**: Biological/Physical Laboratory Science
- **GM**: Mathematics
- **GS**: Biological/Physical Science

CORE COURSES TO BE COMPLETED AT CCBC - DUNDALK CAMPUS

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMDP 102</td>
<td>Alcohol and Other Drug Dependence</td>
</tr>
<tr>
<td>CMDP 112</td>
<td>Group Counseling: Fundamental Principles</td>
</tr>
<tr>
<td>CMDP 124</td>
<td>Delivery of Services</td>
</tr>
<tr>
<td>CMDP 173</td>
<td>Internship: CMDP</td>
</tr>
<tr>
<td>CMDP 210</td>
<td>Family Counseling</td>
</tr>
<tr>
<td>CMDP 211</td>
<td>Theories of Counseling</td>
</tr>
<tr>
<td>CMDP 212</td>
<td>Group Counseling: Advanced</td>
</tr>
<tr>
<td>CMDP 213</td>
<td>Ethics in Chemical Dependency Counseling</td>
</tr>
<tr>
<td>CMDP 273</td>
<td>Internship: CMDP</td>
</tr>
</tbody>
</table>

Total CCBC - Dundalk Credits: 26

Total Number of Credits: 63-64

For more information, contact Dr. Sheldon Avery, 410-836-4375, davery@harford.edu; Dallas Dolan, 410-285-9783, ddolan@ccbcmd.edu; Marilyn Kuzsma, 410-285-9694, mkuzsma@ccbcmd.edu or academic advising, 410-836-4301.
CHEMISTRY

PROGRAM DESCRIPTION

This program offers a selection of chemistry and other natural, physical and related science courses for students wishing to pursue a program in chemistry. Chemists investigate the composition, structure and properties of substances and the transformations they undergo, through basic, as well as applied research toward the development of new products and methods of producing new materials.

TRANSFER INFORMATION

Students planning to transfer to a four-year college or university should check the requirements of that institution. If they differ significantly from those listed, students should consult with an advisor for academic guidance; it may be that a General Studies curriculum should be followed.

For more information, contact, Prof. Paul Santiago, 410-836-4166, psantiago@harford.edu; or academic advising, 410-836-4301.

DEGREE REQUIREMENTS

Recommended Course Sequence

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 111 ..General Chemistry I [6L]</td>
<td>4</td>
</tr>
<tr>
<td>ENG 101 ....English Composition [6E]</td>
<td>3</td>
</tr>
<tr>
<td>MATH 109 ..Precalculus Mathematics [GM]*</td>
<td>4</td>
</tr>
<tr>
<td>or MATH 203 ..Calculus I [GM]</td>
<td>4</td>
</tr>
<tr>
<td>Behavioral/Social Sci. elective [6B]</td>
<td>3</td>
</tr>
<tr>
<td>Semester Total</td>
<td>15</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 112 ..General Chemistry II A [6L]</td>
<td>4</td>
</tr>
<tr>
<td>ENG 109 ....Research Writing</td>
<td>3</td>
</tr>
<tr>
<td>MATH 203 ..Calculus I [GM]</td>
<td>4</td>
</tr>
<tr>
<td>or MATH 204 ..Calculus II [GM]</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 203 ....General Physics: Mech. &amp; Part. Dynamics [GS]</td>
<td>3</td>
</tr>
<tr>
<td>Arts/Humanities elective [6B]</td>
<td>3</td>
</tr>
<tr>
<td>Semester Total</td>
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</table>

<table>
<thead>
<tr>
<th>Third Semester</th>
<th>Sem. Hrs.</th>
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</thead>
<tbody>
<tr>
<td>CHEM 207 ..Organic Chemistry I</td>
<td>5</td>
</tr>
<tr>
<td>BIO 120 .....General Biology I [6L]</td>
<td>4</td>
</tr>
<tr>
<td>MATH 204 ..Calculus II [GM]</td>
<td>4</td>
</tr>
<tr>
<td>or MATH 208 ..Elementary Differential Equations</td>
<td>3-4</td>
</tr>
<tr>
<td>PHYS 204 ....General Physics: Vib., Waves, Heat, Elec &amp; Magn. [6L]</td>
<td>4</td>
</tr>
<tr>
<td>Semester Total</td>
<td>16-17</td>
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</table>

<table>
<thead>
<tr>
<th>Fourth Semester</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 208 ..Organic Chemistry II</td>
<td>5</td>
</tr>
<tr>
<td>PHYS 205 ....General Physics: Electrodynamics, Light, Relativ. &amp; Mod. Physics [6L]</td>
<td>4</td>
</tr>
<tr>
<td>or CIS elective **</td>
<td>3-4</td>
</tr>
<tr>
<td>Behavioral/Social Sci. elective [6B]</td>
<td>3</td>
</tr>
<tr>
<td>Arts/Humanities elective [6B]</td>
<td>3</td>
</tr>
<tr>
<td>Physical Education elective</td>
<td>1</td>
</tr>
<tr>
<td>Semester Total</td>
<td>15-16</td>
</tr>
</tbody>
</table>

Total Number of Credits: 63-65

* MATH 101 and 103 may be taken instead of MATH 109.

** CIS elective should be chosen according to the requirements of the institution to which transfer is planned.
COMPUTER AIDED DRAFTING AND DESIGN (CADD)

PROGRAM DESCRIPTION

This program provides students with a sound knowledge of Computer Aided Drafting and Design (CADD) through familiarization with the computer, peripheral devices and specialized software. This program prepares students to function as CADD technicians and skilled operators who assist engineers and architects in all design and drawing preparation phases.

EMPLOYMENT INFORMATION

CADD has generally replaced conventional drafting practices, with the number of CADD positions steadily increasing. Employment opportunities will continue to grow. Designers, architects, drafters, engineering technicians, and engineers will be required to operate CADD systems effectively and proficiently in order to be functional in their respective or prospective positions.

For more information, contact Steve Johnson, 410-836-4000, ext. 7615, sjohnson@harford.edu; or academic advising, 410-836-4301.

CADD ELECTIVES

ID 126 Advanced CADD for Interior Design
CADD 222 Geometric Dimensioning & Tolerancing
CADD 250 Solid Modeling
CADD 260 AutoLISP for AutoCAD
CADD 265 Solid Works

Certain CIS classes can be used as CADD electives. Recommended courses include CIS 111, CIS 118, CIS 135, CIS 145, CIS 221, CIS 224, and CIS 227.

DEGREE REQUIREMENTS

Recommended Course Sequence

• First Semester
  ENG 101 English Composition ..................................3
  MATH 101 College Algebra ........................................3
  CIS 102 Intro. to Information Sciences ......................3
  ENGR 101 Engineering Drawing I ..................................2
  CADD 101 Introduction to CADD ................................3
  Physical Education Fitness elective ........................1
  Semester Total ....................................................15

• Second Semester
  MATH 103 Trigonometry ..........................................3
  CADD 102 Intermediate CADD ..................................3
  SPCH 101 Speech Fundamentals ................................3
  Behavioral/Social Science elective ........................3
  Career Based elective* ........................................3
  Physical Education elective ................................1
  Semester Total ....................................................16

• Third Semester
  ENG 209 Technical Writing .......................................3
  PHYS 101 Introductory Physics I ................................4
  CADD elective (see list) ........................................3
  Behavioral/Social Science elective ........................3
  Arts/Humanities elective ....................................3
  Semester Total ....................................................16

• Fourth Semester
  ID 206 Materials and Finishes .................................3
  or
  ENGR 203 Engineering Materials ................................3
  CADD 252 Customizing AutoCAD .............................3
  CADD 273 Cooperative Education: Computer Aided Drafting and Design
  or
  CADD elective (see list) ....................................3
  CADD electives (see list) .................................6
  Semester Total ....................................................15

Total Number of Credits ........................................62

* Choose from any BUS, ACCT, CIS, ELEC or ID courses, except ID 125.

Note: The following codes identify courses which satisfy the General Education core requirements. For more information see pages 22-23.

6B Behavioral/Social Science
6E English Composition
6H Arts/Humanities
6I Interdisciplinary and Emerging Issues
6L Biological/Physical Laboratory Science
6M Mathematics
6S Biological/Physical Science

TO SATISFY THE DIVERSITY REQUIREMENT:

Associate degree students must complete one 3-credit diversity course [D]. It is recommended that students select one of the 3-credit [6B], [6H], or [6I] course electives from those that also appear on the approved list of diversity courses (see page 24).
COMPUTER INFORMATION SYSTEMS

PROGRAM DESCRIPTION

Computer Information Systems is the study of the use of computers in business applications. The CIS curriculum presents computer literacy, program design, programming languages and electives in software, network and Internet applications. CIS students may pursue careers as computer programmers, software specialists, computer user support specialists, network and Internet specialists.

EMPLOYMENT AND TRANSFER INFORMATION

The U.S. Industrial Outlook from the U.S. Department of Commerce forecasts an increased need for professional training services and software enhancements/modifications as primary revenue sources for computer professional services. The report indicated continuing growth of the computer industry.

The CIS program transfers well to four-year colleges, although it is a terminal degree designed to prepare students for entry level jobs in the computer field. One option for students interested in a Bachelor’s degree is HCC’s dual admissions program with University of Maryland University College. Interested students should contact academic advising.

SOFTWARE ELECTIVES

BA 210 ........Business Computer Applications
CADD 101 ....Introduction to CADD
CIS 104 ........Computer Operating Systems
CIS 106 ........Introduction to Microsoft Office
CIS 110 ........Introduction to UNIX/Linux
CIS 113 ........Introduction to PowerPoint
CIS 114 ........Introduction to Computer User Support
CIS 116 ........Microsoft Project: Basic
CIS 117 ........Microsoft Project: Advanced
CIS 118 ........Introduction to Microsoft Access
CIS 125 .........Document Processing: MS Word
CIS 135 .........Introduction to Networks
CIS 136 .........Introduction to Internet Technologies
CIS 145 .........Introduction to Microsoft Excel
CIS 254 ........Advanced Microsoft Office
ID 125 ..........CADD for Interior Design

CIS & CSI PROGRAMMING LANGUAGE ELECTIVES

CIS 111 ........C Programming Language
CIS 201 ........Assembly Programming Language
CIS 202 ........COBOL Computer Programming I
CIS 206 ........COBOL Computer Programming II
CIS 214 ........Java Programming Language
CIS 215 ........Advanced JAVA Programming
CIS 217 ........Introduction to Web Programming
CIS 219 ........Server-Side Web Programming
CIS 221 ........C++ Programming Language
CIS 224 ........Introduction to Visual Basic Programming
CIS 225 ........Introduction to Shell Programming
CIS 227 ........Advanced Visual Basic
CSCI 130 .......Computer Science I (C Based)
CSCI 132 .......Computer Science II (C++ Based)

DEGREE REQUIREMENTS

Recommended Course Sequence

• First Semester

<table>
<thead>
<tr>
<th>Course Sequence</th>
<th>Sem. Hrs.</th>
</tr>
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<tbody>
<tr>
<td>ACCT 101 ....Accounting Principles I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101 ....English Composition</td>
<td>3</td>
</tr>
<tr>
<td>CIS 102 ....Intro. Information Sciences</td>
<td>3</td>
</tr>
<tr>
<td>MATH 101 ....College Algebra</td>
<td>6</td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>MATH 111 ....Introduction to Finite Math</td>
<td>6</td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>MATH 203 ....Calculus I</td>
<td>6</td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>MATH 109 ....Precalculus Math</td>
<td>6</td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>MATH 207 ....Calculus for Bus. &amp; Econ.</td>
<td>3-4</td>
</tr>
<tr>
<td>Physical Education Fitness elective</td>
<td>1</td>
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<tr>
<td>Semester Total</td>
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• Second Semester

<table>
<thead>
<tr>
<th>Course Sequence</th>
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<tbody>
<tr>
<td>ACCT 102 ....Accounting Principles II</td>
<td>3</td>
</tr>
<tr>
<td>CIS 111 ....C Programming Language</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>CIS 224 ....Introduction to Visual Basic Prog.</td>
<td>4</td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>CIS 115 ....Fundamentals of Programming</td>
<td>3</td>
</tr>
<tr>
<td>Bio./Phys. Lab Science elective</td>
<td>4</td>
</tr>
<tr>
<td>Software elective</td>
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<td>Semester Total</td>
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• Third Semester

<table>
<thead>
<tr>
<th>Course Sequence</th>
<th>Sem. Hrs.</th>
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<tbody>
<tr>
<td>CIS 104 ....Computer Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>CIS 135 ....Introduction to Networks</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>CIS 221 ....C++ Programming Language</td>
<td>4</td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>CIS 227 ....Advanced Visual Basic</td>
<td>4</td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>ENG 209 ....Technical Writing</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>CIS 203 ....Computer Systems and Procedures</td>
<td>3</td>
</tr>
<tr>
<td>Arts/Humanities elective</td>
<td>3</td>
</tr>
<tr>
<td>Physical Education elective</td>
<td>1</td>
</tr>
<tr>
<td>Semester Total</td>
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• Fourth Semester

<table>
<thead>
<tr>
<th>Course Sequence</th>
<th>Sem. Hrs.</th>
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<tbody>
<tr>
<td>CSI/CIS Programming Language elective</td>
<td>3-4</td>
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<tr>
<td>CSI/CIS elective*</td>
<td>3-4</td>
</tr>
<tr>
<td>CIS 273 ....Cooperative Education</td>
<td></td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>CSI/CIS elective*</td>
<td>3-4</td>
</tr>
<tr>
<td>Behavioral/Social Science elective</td>
<td>3</td>
</tr>
<tr>
<td>General Education elective</td>
<td>3</td>
</tr>
<tr>
<td>Semester Total</td>
<td>15-18</td>
</tr>
</tbody>
</table>

Total Number of Credits: 62-67

For more information, contact Prof. Fred Liedlich, 410-836-4330, fliedlic@harford.edu; Prof. Dorothy Baumeister, 410-836-4439, dbaumeis@harford.edu, or academic advising, 410-836-4301.
CERTIFICATES IN COMPUTER INFORMATION SYSTEMS

PROGRAM DESCRIPTION

These certificate programs are recommended for those with a baccalaureate degree wishing to explore and/or make a career change to the computer field. The courses prepare students to solve business, administrative or statistical problems by determining what information and what mathematical and logical operations the computer will perform.

EMPLOYMENT INFORMATION

The U.S. Industrial Outlook from the U.S. Department of Commerce forecasts an increased need for professional training services and software enhancements/modifications as primary revenue sources for computer professional services. The report indicates continuing growth of the computer industry.

For more information, contact Prof. Fred Liedlich, 410-836-4330, fliedlic@harford.edu; Prof. Dorothy Baumeister, 410-836-4439, dbaumes@harford.edu; or academic advising, 410-836-4301.

PROGRAMMING

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CIS 102</td>
<td>Intro. to Information Sciences</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>BA 101</td>
<td>Introduction to Business</td>
<td></td>
</tr>
<tr>
<td>CIS 115</td>
<td>Fundamentals of Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS 104</td>
<td>Computer Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>CIS 111</td>
<td>C Programming Language</td>
<td>4</td>
</tr>
<tr>
<td>CIS 224</td>
<td>Intro. to Visual Basic Programming</td>
<td>4</td>
</tr>
<tr>
<td>CIS 221</td>
<td>C++ Programming Language</td>
<td>4</td>
</tr>
<tr>
<td>CIS 227</td>
<td>Advanced Visual Basic Programming</td>
<td>4</td>
</tr>
<tr>
<td>ENG 209</td>
<td>Technical Writing</td>
<td>3</td>
</tr>
<tr>
<td>Programming elective*</td>
<td>3-4</td>
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</tr>
<tr>
<td>CIS elective*</td>
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Total Number of Credits .................................... 32-34

SOFTWARE

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<tr>
<td>CIS 102</td>
<td>Intro. to Information Sciences</td>
<td>3</td>
</tr>
<tr>
<td>OS 100</td>
<td>Keyboarding Basics</td>
<td>1</td>
</tr>
<tr>
<td>BA 101</td>
<td>Introduction to Business</td>
<td></td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>CIS 104</td>
<td>Computer Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>CIS 115</td>
<td>Fundamentals of Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS 125</td>
<td>Document Processing: MS Word</td>
<td>3</td>
</tr>
<tr>
<td>CIS 145</td>
<td>Introduction to Microsoft Excel</td>
<td>3</td>
</tr>
<tr>
<td>CIS 224</td>
<td>Introduction to Visual Basic</td>
<td></td>
</tr>
<tr>
<td>or CIS 254</td>
<td>Advanced Microsoft Office</td>
<td>3-4</td>
</tr>
<tr>
<td>ENG 209</td>
<td>Technical Writing</td>
<td>3</td>
</tr>
<tr>
<td>CIS 118</td>
<td>Introduction to Microsoft Access</td>
<td>3</td>
</tr>
<tr>
<td>CSI/CIS elective*</td>
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Total Number of Credits .................................... 34-36

UNIX

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<th>Course Title</th>
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<td>CIS 102</td>
<td>Intro. to Information Sciences</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>CIS 110</td>
<td>Introduction to UNIX/LINUX</td>
<td>4</td>
</tr>
<tr>
<td>CIS 115</td>
<td>Fundamentals of Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS 225</td>
<td>Introduction to Shell Programming</td>
<td>4</td>
</tr>
<tr>
<td>CIS 111</td>
<td>C Programming Language</td>
<td>4</td>
</tr>
<tr>
<td>ENG 209</td>
<td>Technical Writing</td>
<td>3</td>
</tr>
<tr>
<td>CIS electives*</td>
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</table>

Total Number of Credits .................................... 30-32

Note: The following codes identify courses which satisfy the General Education core requirements. For more information see pages 22-23.

- GB Behavioral/Social Science
- GE English Composition
- GH Arts/Humanities
- GI Interdisciplinary and Emerging Issues
- GS Biological/Physical Science
- GM Mathematics

TO SATISFY THE DIVERSITY REQUIREMENT:

Associate degree students must complete one 3-credit diversity course [D]. It is recommended that students select one of the 3-credit [GB], [GH], or [GI] course electives from those that also appear on the approved list of diversity courses (see page 24).

To earn a certificate from HCC, students must complete or demonstrate exemption from the following courses: ENG 012, ENG 003, MATH 001 and CIS 011. See page 40 for graduation requirement details.
ASSOCIATE OF SCIENCES DEGREE

PROGRAMS OF INSTRUCTION

COMPUTER SCIENCE

PROGRAM DESCRIPTION

Computer Science is the study of the design, theory and programming of the computer system. The Computer Science program gives students an understanding of the problem-solving techniques used to program the computer as well as an understanding of the principles that govern the conceptual organization of the computer system and its processes. The program emphasizes the mathematical and scientific components of programming.

This program provides the first two years of a BS degree in Computer Science.

For more information, contact Prof. Barbara Mull, 410-836-4382, bmull@harford.edu; Prof. Bob Greger, 410-836-4274, rgreger@harford.edu; or academic advising, 410-836-4301.

CIS 102 or equivalent work experience or knowledge must be documented prior to enrolling in CIS 115, CIS 111, and CIS 104.

DEGREE REQUIREMENTS

Recommended Course Sequence

- First Semester
  - CIS 111 ......C Programming Language .........................4
  - CIS 115 ......Fundamentals of Programming .....................3
  - ENG 101 ......English Composition [GE] ..........................3
  - MATH 203 ......Calculus I [GM] .....................................4
  - Physical Education Fitness elective ............................1
  - Semester Total ..................................................15

- Second Semester
  - MATH 204 ......Calculus II [GM] ....................................4
  - CIS 104 ......Computer Operating Systems
    or General elective* .................................................3
  - CSI 131 ......Computer Science I ....................................4
    or Arts/Humanities elective [GH]* .........................3
    or Behavioral/Soc. Sci. elective [GB]* .................3
    - Semester Total .............................................17

- Third Semester
  - MATH 206 ......Calculus III
    or MATH 217 ......Linear Algebra
    or General elective* .............................................3-4
  - CSI 132 ......Computer Science II ..................................4
  - CIS 201 ......Assembly Programming Language ................4
    or Bio./Phys. Lab Science elective [GL]* ..................4
    or Physical Education elective ..........................1
    - Semester Total .............................................16-17

- Fourth Semester
  - MATH 210 ......Discrete Structures ................................3
  - CSI 215 ......Introduction to File Processing
    or CIS 221 ......C++ Programming Language
    or CIS 224 ......Introduction to Visual Basic Programming
    or General elective* .............................................3-4
    or Arts/Humanities elective [GH]* ..........................3
    or Bio./Phys. Science elective [GS]* .....................3
    or Behavioral/Soc. Sci. elective [GB]* ................3
    - Semester Total .............................................15-16

Total Number of Credits .................................................63-65

* General electives should be chosen based upon the requirements of the institution to which transfer is planned.
CRIMINAL JUSTICE

PROGRAM DESCRIPTION

The A.A. degree option in Criminal Justice is designed to prepare students for transfer to baccalaureate programs with majors in Criminal Justice. This option provides students an overview of various aspects of the Criminal Justice major and prepares students to complete the last two years at a four-year institution.

EMPLOYMENT AND TRANSFER INFORMATION

Students interested in criminal justice are employable in many areas of law enforcement. Some frequently chosen occupations are local, state and federal law enforcement officers, probation and parole officers, customs and immigration inspectors, fish and game wardens, park rangers, and correctional officers.

All of the above-mentioned criminal justice occupations are expected to experience a growth rate in openings higher than the average for all professions. The projected national average growth rate for all professions through 2012 is 1.4 percent but, for Criminal Justice careers, the growth rate is projected to be 11 percent for police officers, 7 percent for customs agents, and 8 percent for probation and parole officers.

Several Maryland colleges and universities offer majors in Criminal Justice. Graduates of this program may apply for transfer into many colleges or universities in Maryland or to public and private colleges nationwide.

For more information, contact Prof. Avery Ward, 410-836-4361, award@harford.edu; or academic advising 410-836-4301.

TO SATISFY THE GENERAL EDUCATION CORE REQUIREMENTS:

- Behavioral/Social Science and Arts/Humanities electives must be selected from two different disciplines;
- A maximum of 8 credits from Interdisciplinary and Emerging Issues may be applied.

TO SATISFY THE DIVERSITY REQUIREMENT:

Associate degree students must complete one 3-credit diversity course. It is recommended that students select one of the 3-credit Behavioral/Social Science, Arts/Humanities, or Interdisciplinary and Emerging Issues course electives from those that also appear on the approved list of diversity courses (see page 24).

DEGREE REQUIREMENTS

Recommended Course Sequence

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>First</td>
<td>CJ 101</td>
<td>Introduction to Criminal Justice</td>
<td>3</td>
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<td></td>
<td>CJ 104</td>
<td>Procedural Law and Evidence</td>
<td>3</td>
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<td></td>
<td>ENG 101</td>
<td>English Composition</td>
<td>3</td>
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<td></td>
<td>PS 101</td>
<td>American National Government</td>
<td>3</td>
</tr>
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<td></td>
<td>PS 102</td>
<td>State and Local Government</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>SOC 101</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Physical Education Fitness elective</td>
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</tr>
<tr>
<td>Semester Total</td>
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<td>16</td>
</tr>
</tbody>
</table>

| Second | CJ 103 | Introduction to Corrections | 3 |
| | CJ 111 | Principles of Criminal Law | 3 |
| | ENG 109 | English Composition: Research Writing | 3 |
| | PS 106 | Introduction to Law | 3 |
| | PSY 101 | General Psychology | 3 |
| | Physical Education Elective | 1 |
| Semester Total | | | 16 |

| Third | CMST 105 | Interpersonal Communication | 3 |
| or | SPCH 101 | Speech Fundamentals | 3 |
| or | PHIL 205 | Ethics | 3 |
| | SOC 102 | Social Problems | 3 |
| | Bio./Phys. Lab Science elective | 4 |
| | Mathematics elective | 3-4 |
| Semester Total | | | 16-17 |

| Fourth | BA 210 | Business Computer Applications | 3 |
| or | CIS 102 | Introduction to Information Sciences | 3 |
| | CJ 213 | Criminology | 3 |
| | Arts/Humanities elective | 3 |
| | Bio/Phys. Science elective | 3 |
| | General Elective* | 3 |
| Semester Total | | | 15 |

Total Number of Credits: 63-64

* General electives should be chosen based upon the requirements of the institution to which transfer is planned.
ASSOCIATE OF APPLIED SCIENCES DEGREE

Programs of Instruction

EARLY CHILDHOOD EDUCATION

PROGRAM DESCRIPTION

This program prepares students for employment in the child care industry in a management/leadership position. Students will have the opportunity to specialize in teaching or in site management of a child care center. There are two required field placement experiences (135 hours each) in teaching in a child care program/school and site management of a child care center.

EMPLOYMENT INFORMATION

The intent of the AAS degree in Early Childhood Education is to prepare people for employment in the child care industry, potentially in a management/leadership position. According to the Department of Human Resources, expansion of the child care industry in Harford County is anticipated in both the non-profit and for-profit sectors.

For more information, contact academic advising, 410-836-4301.

**CAREER-BASED ELECTIVES

CIS 102 ......Introduction to Information Sciences ..................3
EDUC 110 ..Infant and Toddler Development ....................3
EDUC 113 ..Introduction to Early Childhood Education ....3
EDUC 207 ..Processes and Acquisition of Reading ...........3
EDUC 215 ..School-Age Child Care ..................................3
ENG 102 ...English Composition and Literature .............3
ENG 109 ...English Composition: Research Writing ..........3
ENG 209 ...Technical Writing....................................3
EDUC 208 ....Materials for Teaching Reading .....................3
EDUC 108 ....Classroom Management for Early Childhood ..3
MATH 102 ..Contemporary Math ..................................3
or MATH 101 ..College Algebra ....................................3
PSY 101........General Psychology ................................3
or PSY 207 ......Educational Psychology..........................3
ENG 107 ....Intro. to Special Education ..........................3
EDUC 110 ....Infant and Toddler Development .................3
or EDUC 215 ....School-Age Child Care .........................3
Bio./Phys. Lab. elective .........................................4
Semester Total ...............................................16

• Second Semester Sem. Hrs.

EDUC 200 ....Introduction to Child Care Admin..................3
EDUC 201 ....Field Placement I ....................................3
EDUC 107 ....Intro. to Special Education .........................3
EDUC 110 ....Infant and Toddler Development .................3
or EDUC 215 ....School-Age Child Care .........................3
Bio./Phys. Lab. Sci. elective ..................................4
Semester Total ...............................................16

• Third Semester Sem. Hrs.

EDUC 202 ....Field Placement II ...................................3
VPA 201 ......Visual and Performing Arts Survey ............3
EDUC 216 ....Child Health, Safety, and Nutrition ..........3
or History elective .............................................3
Career-Based elective .........................................3
Semester Total ...............................................15

Total Number of Credits ...........................................63

* EDUC 103 and 104 meet the 90 classroom hours required by the Maryland State Child Care Administration.

TO SATISFY THE DIVERSITY REQUIREMENT:

Associate degree students must complete one 3-credit diversity course (B). It is recommended that students select one of the 3-credit [6B], [6H], or [6I] course electives from those that also appear on the approved list of diversity courses (see page 24).
ELECTRONEURODIAGNOSTIC TECHNOLOGY

PROGRAM DESCRIPTION

Graduates of the Electroneurodiagnostic Technology program are qualified to perform all aspects of electroencephalography testing and other related neurophysiological diagnostic procedures in hospitals or physicians' offices and in specialized areas such as the intensive care unit and the operating room.

Electroencephalograph (EEG) technicians operate specialized equipment which measures and records the electrical activity of the brain as a series of irregular lines on a continuous sheet of graph paper. The EEG tracings are used by physicians to evaluate brain disorders, such as epilepsy and tumors. EEGs are also used to assess damage and recovery after head injuries, cerebrovascular strokes and to detect certain conditions.

The program includes General Education courses, technical training and clinical experience in local health care facilities. The student will need to be able to work with patients in a number of clinical situations. After completion of the program and the required work experience, graduates are eligible for examination by the American Board of Registration for EEG Technologists to earn the designation of R.EEG T.

EMPLOYMENT INFORMATION

Employment of electroneurodiagnostic technologists is expected to continue to grow. Recent advances in clinical neuropathy have expanded the use of the EEG and have contributed to the increased demand for qualified technologists. Job placement services are available throughout the United States through the American Society of EEG Technologists.

TO SATISFY THE DIVERSITY REQUIREMENT:

Associate degree students must complete one 3-credit diversity course [6]. It is recommended that students select one of the 3-credit [6G], [6H], or [6L] course electives from those that also appear on the approved list of diversity courses (see page 24).

DEGREE REQUIREMENTS

Recommended Course Sequence

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>First</td>
<td>BIO 103</td>
<td>Anatomy &amp; Physiology I</td>
<td>4</td>
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<tr>
<td></td>
<td>CHEM 103</td>
<td>Elements of Organic &amp; Biochemistry</td>
<td>2</td>
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<td></td>
<td>ELEC 105</td>
<td>Introduction to Electronics</td>
<td>4</td>
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<tr>
<td></td>
<td>MATH 101</td>
<td>College Algebra</td>
<td>3</td>
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<td>PHYS 101</td>
<td>Introductory Physics I</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Semester Total</td>
<td>17</td>
</tr>
</tbody>
</table>

| Second   | BIO 104     | Anatomy & Physiology II             | 4       |
|          | PHYS 102    | Introductory Physics II             | 4       |
|          | ENG 101     | English Composition                 | 3       |
|          | PSY 101     | General Psychology                  | 3       |
|          |             | Physical Education Fitness elective | 1       |
|          |             | Semester Total                       | 15      |

| Third    | AHS 152     | EEG Practicum I                     | 11      |
|          | ENG 209     | Technical Writing                    | 3       |
|          |             | Behavioral/Social Science elective  | 3       |
|          |             | Semester Total                       | 17      |

| Fourth   | AHS 153     | EEG Practicum II                    | 11      |
|          |             | Arts/Humanities elective            | 3       |
|          |             | Physical Education elective         | 1       |
|          |             | Semester Total                       | 15      |

Total Number of Credits ........................................... 64

Note: The following codes identify courses which satisfy the General Education core requirements. For more information see pages 22-23.

- [6G] Behavioral/Social Science
- [6E] English Composition
- [6H] Arts/Humanities
- [6I] Interdisciplinary and Emerging Issues
- [6L] Biological/Physical Laboratory Science
- [6M] Mathematics
- [6S] Biological/Physical Science
ENGINEERING

PROGRAM DESCRIPTION

This curriculum is designed to meet the needs of students who plan to transfer to a college or university that grants a baccalaureate degree in engineering. Students should determine, as early as possible, the institution and area of engineering in which they expect to complete the remainder of their work, in order to help meet the specific requirements of that institution for their engineering field.

Prospective engineering students should pursue an academic program in high school to include four units of English, two units of physical science and four units of mathematics, including algebra, plane geometry and trigonometry. A unit of high school drafting is also desirable.

EMPLOYMENT AND TRANSFER INFORMATION

Engineers engage in a variety of activities. They develop electric power, water supply and waste disposal systems to meet the problems of urban living. They may design industrial machinery and equipment for manufacturers, the next decade’s automobiles or heating, air conditioning and ventilation equipment for more comfortable living. Other areas include the development of scientific equipment for oceanic and space research, the planning and supervision of building highway and rapid transit construction, and the design of consumer products such as television sets.

Graduates of this program have transferred to such schools as the University of Maryland, the University of Delaware and The Johns Hopkins University. At these universities, they have chosen areas of specialization including chemical, civil, electrical and mechanical engineering. Employment opportunities are expected to grow much faster than average due to the growing demand for technologically sophisticated equipment and machinery.

For more information, contact Dr. Yussef Noorisa, 410-836-4243, ynoorisa@harford.edu; or academic advising, 410-836-4301.

DEGREE REQUIREMENTS

Recommended Course Sequence

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Semester Hours</th>
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<tbody>
<tr>
<td>ENGR 103</td>
<td>Engineering Graphics</td>
<td>4</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>CHEM 111</td>
<td>General Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>MATH 203</td>
<td>Calculus I</td>
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• Second Semester

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<td>ENGR 104</td>
<td>Statics</td>
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<td>CHEM 112</td>
<td>General Chemistry II A</td>
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<td>PHYS 203</td>
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• Third Semester

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<th>Semester Hours</th>
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<tr>
<td>ENGR 201</td>
<td>Dynamics</td>
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<tr>
<td>MATH 208</td>
<td>Elementary Differential Equations</td>
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</tr>
<tr>
<td>PHYS 204</td>
<td>General Physics II</td>
<td>4</td>
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<tr>
<td>Behavioral/Social Science elective</td>
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• Fourth Semester

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<tr>
<td>ENGR 202</td>
<td>Mechanics of Materials</td>
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<td>MATH 206</td>
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<td>PHYS 205</td>
<td>General Physics III</td>
<td>4</td>
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<td>Behavioral/Social Science elective</td>
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<td>Arts/Humanities elective</td>
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<td></td>
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<tr>
<td>Semester Total</td>
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<td>17</td>
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</table>

Total Number of Credits | 64 |

TO SATISFY THE GENERAL EDUCATION CORE REQUIREMENTS:

• Behavioral/Social Science and Arts/Humanities electives must be selected from two different disciplines;
• A maximum of 8 credits from Interdisciplinary and Emerging Issues may be applied.

TO SATISFY THE DIVERSITY REQUIREMENT:

Associate degree students must complete one 3-credit diversity course. It is recommended that students select one of the 3-credit, or course electives from those that also appear on the approved list of diversity courses (see page 24).
ASSOCIATE OF ARTS DEGREE • OPTION IN ARTS & SCIENCES

ENGLISH

PROGRAM DESCRIPTION

This curriculum is designed for students in the arts and sciences who plan to transfer to a baccalaureate degree institution for their upper division major. The core courses provide a foundation in academic writing and literary studies.

EMPLOYMENT AND TRANSFER INFORMATION

An English degree provides an excellent basis for a wide variety of careers in law, education, business and politics, and the expanding fields in technology. While this English option meets the common requirements of most four-year institutions, students should be aware that each transfer institution has unique curricular requirements. Certain transfer institutions, for example, may require foreign languages. To facilitate transfer, students should consult with an academic advisor early in their studies at HCC and before selecting courses.

For more information, contact Prof. Loretta Henderson, 410-836-4401, lhenders@harford.edu; or academic advising, 410-836-4301.

*LITERATURE ELECTIVES [GH]

DRAM 203 Survey of World Drama [B] ..................3
DRAM 204 Survey of Modern Drama [B] .................3
ENG 201 ....World Literature: 800 B.C. to 1600 A.D. [B] 3
ENG 202 ....World Literature: 1600 A.D. to Present [B] 3
ENG 203 ..English Literature: Survey of English Literature I ................3
ENG 204 ..English Literature: Survey of English Literature II ................3
ENG 205 ....American Literature: Colonial Through the Civil War [B] ........3
ENG 206 ....American Literature: Late 19th and 20th Centuries [B] ........3
ENG 214 ....Great Writers: Lives and Works ............3
ENG 219 ....American Women Writers [B] ...............3
ENG 233 ....American-American Literature [B] ........3
ENG 234 ....Ethnic American Literature [B] ............3
RELG 207 ..Literature and Religious Thought of the Old Testament .................3
RELG 208 ..Literature and Religious Thought of the New Testament .................3
SPAN 203 ..Survey of Spanish Literature I ................3
SPAN 204 ..Survey of Spanish Literature II ................3

DEGREE REQUIREMENTS

Recommended Course Sequence

• First Semester Sem. Hrs.

ENG 101 ...English Composition [GE] ..................3
HIST 101 ....History of Western Civilization I [GB] 3
or
HIST 103 ....History of the United States I [GB] 3
Mathematics elective [GM] ..................3
SPCH 101 ..Speech Fundamentals [GL] ...............3
Arts/Humanities elective* ..................3
Physical Education Fitness elective ..................1
Semester Total ..................................16-17

• Second Semester Sem. Hrs.

ENG 102 ....English Composition and Literature .......3
ENG 109 ....English Composition: Research Writing ....3
HIST 102 ....History of Western Civilization II [GB] 3
or
HIST 104 ....History of the United States II [GB] 3
Arts/Humanities elective* ..................3
General elective* ..................3
Physical Education elective ..................1
Semester Total ..................................16

• Third Semester Sem. Hrs.

Behavioral/Social Sci. elective [GB] ...............3
Bio./Phys. Lab Science elective [GL] ............4
General elective* ..................3
Literature electives [GH] ..................6
Semester Total ..................................16

• Fourth Semester Sem. Hrs.

General elective* ..................3
Arts/Humanities elective [GH] ..................3
Literature electives [GH] ..................6
Semester Total ..................................15

Total Number of Credits ..................63-64

* See literature electives.
* * As advised for transfer. See transfer information note above.

TO SATISFY THE DIVERSITY REQUIREMENT:

Associate degree students must complete one 3-credit diversity course [B]. It is recommended that students select one of the 3-credit [GB], [GH], or [GI] course electives from those that also appear on the approved list of diversity courses (see page 24).

Note: The following codes identify courses which satisfy the General Education core requirements. For more information see pages 22-23.

[GB] Behavioral/Social Science
[GE] English Composition
[GH] Arts/Humanities
[GI] Interdisciplinary and Emerging Issues
[GL] Biological/Physical Laboratory Science
[GM] Mathematics
[GS] Biological/Physical Science

TO SATISFY THE GENERAL EDUCATION CORE REQUIREMENTS:

• Behavioral/Social Science and Arts/Humanities electives must be selected from two different disciplines;
• A maximum of 8 credits from Interdisciplinary and Emerging Issues [GI] may be applied.
ENVIRONMENTAL SCIENCE

PROGRAM DESCRIPTION

The AS degree in Environmental Science offers students the opportunity to transfer to a senior institution as well as to gain applied skills in order to compete in the job market for technical positions.

Graduates of this program will be able to:

• Understand the scientific principles and utilize the mathematical tools that are basic to supporting environmentally related work in science and technology.
• Explain environmental regulations in relationship to scientific principles and law and the impact of these regulations on business.
• Comply with the pertinent environmental regulations by understanding the scientific, technical and legal issues involved, and assist in developing environmental monitoring programs.
• Assist in the design and implementation of investigations and remedial actions at hazardous waste sites.
• Interpret environmental analysis to provide input to technical and process decisions.
• Transfer to an environmentally related curriculum at a four-year institution.

For more information, contact Prof. Stan Kollar, 410-836-4283, skollar@harford.edu; or academic advising, 410-836-4301.

TRANSFER INFORMATION

Students planning to transfer to a four-year college or university should check the degree requirements of that institution. If they differ significantly from those listed, students should consult with an advisor for academic guidance.

Recommended Course Sequence

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Details</th>
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<tbody>
<tr>
<td>First Semester</td>
<td>CHEM 111 ..General Chemistry I (6L) .................4</td>
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<td>ENG 101 ......English Composition (6E) ................3</td>
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<td></td>
<td>BIO 100 .......Fundamentals of Biology I (6L) or</td>
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<td></td>
<td>BIO 120 ......General Biology I (6L) .................4</td>
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<td></td>
<td>ENV 111 ......Human Ecology (6S) ........................3</td>
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<td>Arts/Humanities elective (6H) ......................3</td>
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<td>Semester Total ..........................................17</td>
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<tr>
<td>Second Semester</td>
<td>CHEM 112 ..General Chemistry II A (6L) .............4</td>
</tr>
<tr>
<td></td>
<td>ENV 220 ......Principles of Environmental Analysis I ....4</td>
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<tr>
<td></td>
<td>MATH 109 ..Precalculus Mathematics (6M) ............4</td>
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<td></td>
<td>Arts/Humanities elective (6H) ......................3</td>
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<td>Behavioral/Social Science elective (6B) ..........3</td>
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<td>Third Semester</td>
<td>CHEM 207 ..Organic Chemistry I ..........................5</td>
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<td></td>
<td>ENV 202 ......Environmental Law .......................3</td>
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<tr>
<td></td>
<td>ENV 221 ......Principles of Environmental Analysis II or</td>
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<td>BIO 207 ......General Ecology ..........................4</td>
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<tr>
<td></td>
<td>PHYS 101 ....Introductory Physics I (6L) ..............4</td>
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<tr>
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<td>Physical Education elective .......................1</td>
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<tr>
<td>Fourth Semester</td>
<td>PHYS 102 ....Introductory Physics II (6L) ............4</td>
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<tr>
<td></td>
<td>MATH 216 ..Introduction to Statistics (6M) ...........4</td>
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<tr>
<td></td>
<td>ENV 225 ......Environmental Problems - Assessment &amp; Evaluation** or</td>
</tr>
<tr>
<td></td>
<td>ENV 210 ......Intro to Hazardous Waste Management or</td>
</tr>
<tr>
<td></td>
<td>CIS elective ...........................................3-4</td>
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<td>Behavioral/Social Sci. elective (6B) ............3</td>
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<td>Physical Education Fitness elective ..............1</td>
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<td>Semester Total ..........................................15-16</td>
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</table>

Total Number of Credits.................................................67-68

* History of Science and Technology (HIST 106 or 112) recommended.

** Consult Program Director to ascertain which course(s) best suit individual needs.

Note: The following codes identify courses which satisfy the General Education core requirements. For more information see pages 22-23.

- 6B Behavioral/Social Science
- 6E English Composition
- 6H Arts/Humanities
- 6I Interdisciplinary and Emerging Issues
- 6L Biological/Physical Laboratory Science
- 6M Mathematics
- 6S Biological/Physical Science

TO SATISFY THE GENERAL EDUCATION CORE REQUIREMENTS:

• Behavioral/Social Science and Arts/Humanities electives must be selected from two different disciplines;
• A maximum of 8 credits from Interdisciplinary and Emerging Issues (6I) may be applied.

TO SATISFY THE DIVERSITY REQUIREMENT:

Associate degree students must complete one 3-credit diversity course (6B). It is recommended that students select one of the 3-credit (6B), (6H), or (6I) course electives
from those that also appear on the approved list of diversity courses (see page 24).
ENVIRONMENTAL TECHNOLOGY

PROGRAM DESCRIPTION

The Environmental Technology AAS degree offers students the opportunity to gain the skills necessary to become technicians who will be able to:

- Apply technical skills important in the environmental field to support important scientific and legal principles.
- Explain environmental regulations and understand the impact of these regulations on business.
- Provide technical support for established environmental monitoring programs.
- Provide technical assistance and support in remedial actions at hazardous waste sites.
- Collect technical data for environmental analysis.
- Apply with the pertinent environmental regulations by understanding the scientific, technical and legal issues involved and assisting in the development of environmental monitoring programs.
- Interpret environmental analysis to provide input to technical and process decisions.

EMPLOYMENT INFORMATION

Area employers and the Environmental Technology Advisory Committee indicate that positions as environmental technicians and scientists will be on the rise. Possible positions of employment include field service technician, laboratory technician, remediation technician and hazardous materials technician.

For more information, contact Prof. Stan Kollar, 410-836-4283, skollar@harford.edu; or academic advising, 410-836-4301.

Cooperative Education credits are recommended in this program. Consult with Program Coordinator.

TO SATISFY THE DIVERSITY REQUIREMENT:

Associate degree students must complete one 3-credit diversity course [B]. It is recommended that students select one of the 3-credit [GB], [H], or [G] course electives from those that also appear on the approved list of diversity courses (see page 24).
ENVIRONMENTAL TECHNOLOGY CERTIFICATE

PROGRAM DESCRIPTION

The Certificate in Environmental Technology is designed for students who would like to develop the initial skills needed to work as an environmental technician, but who do not have the time necessary for a full two-year program. It is an excellent way to obtain certification for changing careers or to gain initial employment in the field. Courses in the program can also act as a stepping stone to a two or four-year degree. A basic working knowledge of high school algebra is assumed and necessary, and students must score at a designated level on the Math Assessment Placement Test, or successfully complete MATH 002.

Students who complete this program will be able to:

• Apply technical skills important in the environmental field to both laboratory and field situations.
• Explain environmental regulations and understand their importance.
• Follow established environmental monitoring procedures and laboratory protocols.
• Provide technical assistance when dealing with hazardous materials.
• Collect technical data and samples for environmental analysis.

EMPLOYMENT INFORMATION

Area employers indicate that positions as environmental technicians and scientists will be in demand for the foreseeable future. Possible positions of employment include field service technician, laboratory technician, remediation technician and hazardous materials technician.

For more information, contact Prof. Stan Kollar, 410-836-4283, skollar@harford.edu; or academic advising, 410-836-4301.

CERTIFICATE REQUIREMENTS

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Sem. Hrs.</th>
</tr>
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<tbody>
<tr>
<td>CHEM 111 General Chemistry I</td>
<td>4</td>
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<tr>
<td>ENG 101 English Composition</td>
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<td>ENV 111 Human Ecology</td>
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<td>ENV 202 Environmental Law</td>
<td>3</td>
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<td>ENV 210 Introduction to Hazardous Waste/Materials Management</td>
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<td>ENV 220 Principles of Environmental Analysis I</td>
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<td>ENV 221 Principles of Environmental Analysis II</td>
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<tr>
<td>ES 105 Earth Science</td>
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<td>ES 106 Earth Science Laboratory</td>
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<td>Total Number of Credits</td>
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Note: The following codes identify courses which satisfy the General Education core requirements. For more information see pages 22-23.

- GB Behavioral/Social Science
- GE English Composition
- GH Arts/Humanities
- GI Interdisciplinary and Emerging Issues
- GL Biological/Physical Laboratory Science
- GM Mathematics
- GS Biological/Physical Science

To earn a certificate from HCC, students must complete or demonstrate exemption from the following courses: ENG 012, ENG 003, MATH 001. See page 40 for graduation requirement details.
ASSOCIATE OF ARTS DEGREE • OPTION IN ARTS & SCIENCES

FINE ART

PROGRAM DESCRIPTION

This program offers students an Associate of Arts degree, the first two years of a baccalaureate degree and preparation to transfer with junior status to a B.A. or B.F.A. Fine Art Program. This program also provides the community with the opportunity to study for personal enrichment.

EMPLOYMENT AND TRANSFER INFORMATION

According to the Bureau of Labor Statistics, employment of visual artists is expected to grow as fast as the average for all occupations through 2010. This program provides foundation requirements in both 2-D and 3-D studies upon which a student may build a career. This may include private studio work shown through a gallery; commissioned work such as portraits and murals; curatorial, installation, design and restoration projects for galleries and museums; teaching in schools and universities; theater set design; art criticism and art therapy. Together with these traditional applications, fine art graduates are offered educational opportunities that give them the flexibility to use their visual training in many related fields through electronic media to emerging markets in technology.

Graduates of this program have transferred to such institutions as Maryland Institute College of Art, The Corcoran School of Art, UMCP, UMBC, Towson University, University of the Arts in Philadelphia, Cleveland Institute of Art, Savannah College of Art and Design, and University of Delaware. Some art schools require portfolios for admission and financial aid consideration. HCC faculty are well versed in these requirements and assist students in portfolio preparation.

Students who plan to transfer to a four-year institution should check the requirements of that institution. If they are significantly different from the courses listed, students should consult with an advisor for academic guidance.

FIELD TRIP STATEMENT

Courses in this discipline may require field trip(s). A reasonable alternative to the required field trip will be available.

ADVANCED STUDIO COURSES

Students must choose two of the following three courses to fulfill the advanced studio requirements in the fourth semester.

- ART 214 ...Painting II*
- ART 219 ...Sculpture II*
- ART 220 ...Ceramics II*

For more information, contact Prof. James McFarland, 410-836-4247, jmcfarla@harford.edu; or academic advising, 410-836-4301.

DEGREE REQUIREMENTS

Recommended Course Sequence

• First Semester Sem. Hrs.
  ART 101 ......Fundamentals of 2-D Design ..................3
  ART 107 ......Fundamentals of 3-D Design ..................3
  ART 111 ......Drawing I ........................................3
  ENG 101......English Composition 6 total ..........3
  HIST 101 ....History of Western Civilization 6B 0
  or
  HIST 103 ...History of the United States I 6B 0 .........3
Physical Education Fitness elective ..........1
Semester Total ...........................................16

• Second Semester Sem. Hrs.
  ART 109 ......Sculpture I ......................................3
  ART 113 ......Painting I ........................................3
  ART 122 ......Color Theory ..................................3
  HIST 102 ....History of Western Civilization II 6B 0
  or
  HIST 104 ...History of the United States II 6B 0 .......3
Mathematics elective 6M ..................3-4
Physical Education elective ..........1
Semester Total .......................................16-17

• Third Semester Sem. Hrs.
  ART 213 ......Drawing II* ........................................3
  ART 201 ......Survey of Art History I (6B) 0 ...........3
  ART 115 ......Ceramics I .......................................3
  Behavioral/Soc. Sci. elective 6B ..................3
  (other than History)
  Bio./Phys. Lab Science elective 6L ............4
Semester Total .......................................16

• Fourth Semester Sem. Hrs.
  ART 202 ......Survey of Art History II (6B) 0 ..........3
  Advanced Studio Course (see list) .....................3
  Advanced Studio Course (see list) .....................3
  Arts/Humanities elective 6H ..................3
  (other than Art)
Semester Total .......................................15

Total Number of Credits ................................ 63-64

* Courses marked with an asterisk (*) have a prerequisite.
Example: Drawing I must be completed before Drawing II.

Students who wish to continue study beyond foundation courses may, with instructor permission, pursue courses through Independent Study.
GENERAL STUDIES

PROGRAM DESCRIPTION

The General Studies program permits students to explore various disciplines while developing an academic focus. It also allows them to tailor studies to meet the requirements of transfer institutions and provides them an opportunity to develop an occupational concentration.

Core requirements include courses in written and oral communication, mathematics, science, history, humanities, and health and physical education.

The requirement for a 12-credit concentration in a discipline assures a focus for exploratory students, while maintaining flexibility for transfer students. It also allows other students to develop the skills and abilities necessary for employment in fields in which the College does not have specified programs.

The 15-17 credits of general electives allow students to complete the concentration requirements and further explore areas of academic and personal interest.

Students should meet with an advisor during their first semester to outline a program which will meet their goals.

For more information, contact academic advising, 410-836-4301.

Note: HD 103: Career and Life Planning is a suggested elective for undecided students who are using General Studies to explore different majors.

DEGREE REQUIREMENTS

Sem. Hrs.

ENG 101....English Composition ** .........................3
ENG 102....English Composition and Literature or
ENG 109....English Composition: Research Writing ......3
HLTH 101....Contemporary Health Issues (61) or
HLTH 103....Wellness Theory and Applications (61) ......3
SPCH 101 ....Speech Fundamentals (61) .......................3
  Behavioral/Soc. Sci. elective (6B)* ..................6
  History elective (6B) ...................................3
  Diversity elective+ (B) ................................3
  Arts/Humanities elective (6B) .........................6
  Mathematics elective (6M) ............................3-4
  Bio./Phys. Lab Science elective (6L) .................4
  Bio./Phys. Science elective (6S) .....................3
  Physical Education Fitness elective** ..........1
  Physical Education elective*** .....................1
  General Education elective (6B) (6H) (6L) (6M) (6S) ..........3-4
  General electives** ..................................15-17

Minimum number of credits required ......................... 62

* Courses must be selected from Anthropology, Economics, Geography, Political Science, Psychology or Sociology.

** To ensure a level of concentration, a minimum of 12 credits of the total courses in this degree must be in a single discipline. A discipline is indicated in the Catalog by the prefix to the course number, e.g., PSY or ENG. English 101 and Physical Education electives will not count toward the 12-credit concentration. Any student who wishes to develop a concentration of study that differs from the 12-credit discipline format should consult with an academic advisor and must petition through the Registration and Records Office to do so. Students are strongly encouraged to begin this process at the completion of 28 credits, as any request for an exception to the 12-credit discipline must be made prior to the semester in which the student plans to graduate.

*** These classes may not be counted toward the 12-credit concentration in a discipline.

+ Diversity course must be selected from the approved college listing. (See page 24.)
PROGRAM DESCRIPTION

High performance manufacturing refers to a manufacturing environment committed to excellence, product quality, waste reduction and customer satisfaction. The High Performance Manufacturing AAS degree combines the study of business concepts and technical applications and is designed to prepare students for employment in businesses that are committed to continuous improvement and enhanced competitiveness.

EMPLOYMENT INFORMATION

The Bureau of Labor Statistics predicts an increase in job opportunities in manufacturing through the year 2012. A wide variety of job opportunities includes production associate, manufacturing manager, engineering assistant, line mechanic, customer service representative, and quality assurance representative.

For more information, contact Prof. Randy Jones, 410-836-4472, rjones@barford.edu; Dr. Barbara Mull, 410-836-4382, bmull@barford.edu; or academic advising, 410-836-4301.

DEGREE REQUIREMENTS

Recommended Course Sequence

• First Semester
  - CIS 102 Intro. to Information Sciences 6
  - ENG 101 English Composition 3
  - ELEC 105 Introduction to Electronics 4
  - HPM 101 Introduction to HPM 3
  - MATH 101 College Algebra 3

  Semester Total 16

• Second Semester
  - HPM 103 Principles of Mechanics 3
  - HPM 105 Electrical Control Systems 3
  - BA 244 Principles of Quality Improvement 3
  - CADD 101 Introduction to CADD 3
  - ENGR 101 Engineering Drawing I 2
  - Bio./Phys. Lab Science elective 4

  Semester Total 18

• Third Semester
  - ENG 209 Technical Writing 3
  - HPM 201 Manufacturing Proc. & Systems I 3
  - General elective 3
  - Arts/Humanities elective 3
  - Physical Education Fitness elective 1

  Semester Total 16

• Fourth Semester
  - HPM 273 Cooperative Education: HPM 3
  - BA 107 Principles of Supervision 3
  - HPM 202 Manufacturing Proc. & Systems II 3
  - Behavioral/Social Science elective 3
  - General Education elective 3
  - Physical Education elective 1

  Semester Total 16

Total Number of Credits 66

TO SATISFY THE DIVERSITY REQUIREMENT:

Associate degree students must complete one 3-credit diversity course [D]. It is recommended that students select one of the 3-credit [GB], [GH], or [GI] course electives from those that also appear on the approved list of diversity courses (see page 24).

Note: The following codes identify courses which satisfy the General Education core requirements. For more information see pages 22-23.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>6B</td>
<td>Behavioral/Social Science</td>
</tr>
<tr>
<td>6E</td>
<td>English Composition</td>
</tr>
<tr>
<td>6H</td>
<td>Arts/Humanities</td>
</tr>
<tr>
<td>6I</td>
<td>Interdisciplinary and Emerging Issues</td>
</tr>
<tr>
<td>6L</td>
<td>Biological/Physical Laboratory Science</td>
</tr>
<tr>
<td>6M</td>
<td>Mathematics</td>
</tr>
<tr>
<td>6S</td>
<td>Biological/Physical Science</td>
</tr>
</tbody>
</table>
CERTIFICATES IN HIGH PERFORMANCE MANUFACTURING

INDUSTRIAL MAINTENANCE MANAGEMENT CERTIFICATE

PROGRAM DESCRIPTION

The program provides students with specific skills required for employment in manufacturing and industrial environments, with emphasis on preventive maintenance and maintenance management of mechanical, electrical, hydraulic and pneumatic power distribution systems.

EMPLOYMENT INFORMATION

The technical applications related to the manufacturing environment require knowledge and experience in all phases of mechanical and electrical principles and operations. The Bureau of Labor Statistics predicts an increase in job opportunities through 2010. Numerous opportunities are reported for individuals with strong managerial, technical, analytical, and troubleshooting abilities. Opportunities include production associates, engineering assistants, quality assurance representatives, maintenance managers, facilities managers, and production planners.

REQUIRED COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGR 101</td>
<td>Engineering Drawing I</td>
<td>2</td>
</tr>
<tr>
<td>HPM 101</td>
<td>Intro to High Perform. Manufacturing</td>
<td>3</td>
</tr>
<tr>
<td>HPM 103</td>
<td>Principles of Mechanics</td>
<td>3</td>
</tr>
<tr>
<td>HPM 105</td>
<td>Electrical Control Systems</td>
<td>3</td>
</tr>
<tr>
<td>HPM 107</td>
<td>Prin. of Hydraulics and Pneumatics</td>
<td>3</td>
</tr>
<tr>
<td>ELEC 105</td>
<td>Introduction to Electronics</td>
<td>4</td>
</tr>
<tr>
<td>Total</td>
<td>Number of Credits</td>
<td>18</td>
</tr>
</tbody>
</table>

For more information, contact Prof. Randy Jones, 410-836-4472, rjones@harford.edu; Dr. Barbara Mull, 410-836-4382, bmull@harford.edu; or academic advising, 410-836-4301.

To earn a certificate from HCC, students must complete or demonstrate exemption from the following courses: ENG 012, ENG 003, MATH 001. See page 40 for graduation requirement details.

APPROVED STATEWIDE PROGRAM

PRODUCTION MANAGEMENT CERTIFICATE

PROGRAM DESCRIPTION

The program provides students with specific skills required for employment in manufacturing and industrial environments, with emphasis on operations management procedures, which include cost estimation and budgeting, product quality, and customer satisfaction as related to Total Quality organizations.

EMPLOYMENT INFORMATION

The technical applications related to the manufacturing environment require knowledge and experience in all phases of production and manufacturing operations. The Bureau of Labor Statistics predicts an increase in job opportunities through 2010. Numerous opportunities are reported for individuals with strong managerial, technical, analytical, and troubleshooting abilities. Opportunities include production associates, engineering assistants, quality assurance representatives, maintenance managers, facilities managers, logistics managers and manufacturing managers.

REQUIRED COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>BA 101</td>
<td>Introduction to Business</td>
<td>3</td>
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<tr>
<td>HPM 101</td>
<td>Intro to High Perform. Manufacturing</td>
<td>3</td>
</tr>
<tr>
<td>HPM 201</td>
<td>Manuf. Processes &amp; Systems I</td>
<td>3</td>
</tr>
<tr>
<td>HPM 202</td>
<td>Manuf. Processes &amp; Systems II</td>
<td>3</td>
</tr>
<tr>
<td>BA 244</td>
<td>Principles of Quality Improvement</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
<td>Number of Credits</td>
<td>18</td>
</tr>
</tbody>
</table>

For more information, contact Prof. Randy Jones, 410-836-4472, rjones@harford.edu; Dr. Barbara Mull, 410-836-4382; or academic advising, 410-836-4301.

To earn a certificate from HCC, students must complete or demonstrate exemption from the following courses: ENG 012, ENG 003, MATH 001. See page 40 for graduation requirement details.
HISTORY

PROGRAM DESCRIPTION

This option provides traditional freshman and sophomore year courses for history majors and other liberal arts majors transferring to four-year colleges or universities. The curriculum provides students with an understanding of their political, social, economic, intellectual, scientific and artistic heritage.

EMPLOYMENT INFORMATION

The history option helps prepare students for careers in teaching, government service, journalism, editing and other writing fields. Many employers hire history and other liberal arts majors for entry level management and sales positions.

TRANSFER INFORMATION

Students should be aware that each transfer institution has unique curricular requirements. To facilitate transfer, students should consult with an academic advisor early in their studies at HCC and before selecting elective courses.

For more information, contact Dr. Sheldon Avery, 410-836-4375, davery@harford.edu; or academic advising, 410-836-4301.

DEFERREED REQUIREMENTS

Recommended Course Sequence

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101 ..English Composition</td>
<td>6E</td>
</tr>
<tr>
<td>HIST 101 +History of Western Civilization I</td>
<td>6B</td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>HIST 103 +History of United States I</td>
<td>6B</td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>HIST 105 +History of Science and Tech. I</td>
<td>6B</td>
</tr>
<tr>
<td>Bio./Phys. Lab Sci. elective</td>
<td>6L</td>
</tr>
<tr>
<td>General electives</td>
<td></td>
</tr>
<tr>
<td>Physical Education Fitness elective</td>
<td></td>
</tr>
<tr>
<td>Semester Total</td>
<td></td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 109 ..English Composition: Research Writing</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>ENG 102 ..English Composition and Literature</td>
<td>3</td>
</tr>
<tr>
<td>HIST 102 +History of Western Civilization II</td>
<td>6B</td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>HIST 104 +History of United States II</td>
<td>6B</td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>HIST 106 +History of Science and Tech. II</td>
<td>6B</td>
</tr>
<tr>
<td>Bio/Phys. Science elective</td>
<td>6S</td>
</tr>
<tr>
<td>General electives</td>
<td></td>
</tr>
<tr>
<td>Physical Education elective</td>
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<tr>
<td>Semester Total</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Third Semester</th>
<th>Sem. Hrs.</th>
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</thead>
<tbody>
<tr>
<td>History electives</td>
<td>6B</td>
</tr>
<tr>
<td>Arts/Humanities elective</td>
<td>6H</td>
</tr>
<tr>
<td>Mathematics elective</td>
<td>6M</td>
</tr>
<tr>
<td>Behavioral/Social Sci. elective</td>
<td>6B</td>
</tr>
<tr>
<td>Semester Total</td>
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<table>
<thead>
<tr>
<th>Fourth Semester</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>History elective</td>
<td>3</td>
</tr>
<tr>
<td>Arts/Humanities elective</td>
<td>6H</td>
</tr>
<tr>
<td>Behavioral/Social Sci. elective</td>
<td>6B</td>
</tr>
<tr>
<td>General electives</td>
<td></td>
</tr>
<tr>
<td>Semester Total</td>
<td></td>
</tr>
</tbody>
</table>

Total Number of Credits | 63-64 |

* Must complete sequence, 101-102, 103-104, or 105-106.

Note: The following codes identify courses which satisfy the General Education core requirements. For more information see pages 22-23.

- 6B Behavioral/Social Science
- 6E English Composition
- 6H Arts/Humanities
- 6I Interdisciplinary and Emerging Issues
- 6L Biological/Physical Laboratory Science
- 6M Mathematics
- 6S Biological/Physical Science

TO SATISFY THE GENERAL EDUCATION CORE REQUIREMENTS:

- Behavioral/Social Science and Arts/Humanities electives must be selected from two different disciplines;
- A maximum of 8 credits from Interdisciplinary and Emerging Issues (6I) may be applied.

TO SATISFY THE DIVERSITY REQUIREMENT:

Associate degree students must complete one 3-credit diversity course (D). It is recommended that students select one of the 3-credit (6B), (6H), or (6I) course electives from those that also appear on the approved list of diversity courses (see page 24).
HISTOTECHNOLOGY

PROGRAM DESCRIPTION

This program is designed to prepare students in the essential skills, techniques and specialized competencies required in the field of histotechnology. Formal classroom instruction is supplemented by two semesters of part-time clinical laboratory experience in the instrumental and microscopic procedures required in histology techniques. Upon successful completion of this program, the student will be eligible for HT (ASCP) certification by the American Society of Clinical Pathologists.

The histotechnology program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), Chicago, IL 60631.

EMPLOYMENT INFORMATION

Histotechnicians assist pathologists preparing tissues removed in surgery or autopsy for microscopic examination. The U.S. Bureau of Labor Statistics reports a faster than average growth is expected in this career. Opportunities nationally are expected to continue to increase. In the Baltimore metropolitan area, the outlook for employment is favorable.

For more information, contact Prof. Floyd Grimm, 410-836-4372, fgrimm@harford.edu; or academic advising, 410-836-4301.

DEGREE REQUIREMENTS

Recommended Course Sequence

• First Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Semester Hrs.</th>
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</thead>
<tbody>
<tr>
<td>BIO 103</td>
<td>Anatomy and Physiology I</td>
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</tr>
<tr>
<td>ENG 101</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>PHYS/PHYS SCIENCE ELECTIVE</td>
<td></td>
<td>3-4</td>
</tr>
<tr>
<td>BEHAVIORAL/SOCIAL SCIENCE ELECTIVE</td>
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<td>3-4</td>
</tr>
<tr>
<td>Mathematics elective</td>
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<td>Semester Total</td>
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<td>16-18</td>
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• Second Semester

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Semester Hrs.</th>
</tr>
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<tbody>
<tr>
<td>AHS 101</td>
<td>Medical Terminology and Ethics for Medical Office Assistants</td>
<td>3</td>
</tr>
<tr>
<td>BIO 104</td>
<td>Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>BIO 205</td>
<td>Microbiology</td>
<td>4</td>
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<tr>
<td>PHYSICAL EDUCATION ELECTIVE</td>
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<tr>
<td>General elective</td>
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<tr>
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• Third Semester

<table>
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<th>Course Title</th>
<th>Semester Hrs.</th>
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</thead>
<tbody>
<tr>
<td>AHS 150</td>
<td>Histology Practicum I</td>
<td>7</td>
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<tr>
<td>CHEM 111</td>
<td>General Chemistry I</td>
<td>4</td>
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<tr>
<td>Behavioral/Social Science elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Physical Education elective</td>
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<tr>
<td>Semester Total</td>
<td></td>
<td>15</td>
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• Fourth Semester

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Semester Hrs.</th>
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</thead>
<tbody>
<tr>
<td>AHS 151</td>
<td>Histology Practicum II</td>
<td>7</td>
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<tr>
<td>CHEM 112</td>
<td>General Chemistry II-A</td>
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<tr>
<td>CHEM 114</td>
<td>General Chemistry II-B</td>
<td>4</td>
</tr>
<tr>
<td>ENG 209</td>
<td>Technical Writing</td>
<td>3</td>
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<tr>
<td>Arts/Humanities elective</td>
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<td>3</td>
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<tr>
<td>Semester Total</td>
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<td>17</td>
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</table>

Total Number of Credits............................................63-65

Note: The following codes identify courses which satisfy the General Education core requirements. For more information see pages 22-23.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
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<tbody>
<tr>
<td>GB</td>
<td>Behavioral/Social Science</td>
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<tr>
<td>GE</td>
<td>English Composition</td>
</tr>
<tr>
<td>GH</td>
<td>Arts/Humanities</td>
</tr>
<tr>
<td>GI</td>
<td>Interdisciplinary and Emerging Issues</td>
</tr>
<tr>
<td>GL</td>
<td>Biological/Physical Laboratory Science</td>
</tr>
<tr>
<td>GM</td>
<td>Mathematics</td>
</tr>
<tr>
<td>GS</td>
<td>Biological/Physical Science</td>
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</tbody>
</table>

TO SATISFY THE DIVERSITY REQUIREMENT:

Associate degree students must complete one 3-credit diversity course (D). It is recommended that students select one of the 3-credit (GB), (GE), or (GL) course electives from those that also appear on the approved list of diversity courses (see page 24).
HORTICULTURE

PROGRAM DESCRIPTION

Harford Community College cooperates with the Community College of Baltimore County-Dundalk Campus in offering this program in horticulture. HCC offers core courses to prepare students for transfer to CCBC-Dundalk to complete the degree program. CCBC-Dundalk awards the Associate of Applied Sciences Degree upon successful completion of the program.

EMPLOYMENT AND TRANSFER INFORMATION

This program is designed to prepare individuals to enter the growing and popular field of ornamental horticulture as a horticulture specialist. Students will gain a thorough knowledge and practical experience in three areas of ornamental horticulture: landscape design, installation and maintenance; turf and grounds maintenance; nursery and/or greenhouse production. 

For more information, contact Deborah R. Wrobel, Dean of Nursing, Allied Health, and Sciences at 410-836-4240, dwrobel@harford.edu, or academic advising, 410-836-4301.

COURSES TO BE TAKEN AT HARFORD COMMUNITY COLLEGE

<table>
<thead>
<tr>
<th>General Education Electives</th>
<th>Sem. Hrs.</th>
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</thead>
<tbody>
<tr>
<td>ENG 101 English Composition</td>
<td>3</td>
</tr>
<tr>
<td>or CIS 102 Introduction to Information Sciences</td>
<td>3</td>
</tr>
<tr>
<td>or HLTH 103 Wellness Theory and Applications</td>
<td>3</td>
</tr>
<tr>
<td>MATH 101 College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>or MATH 102 Contemporary Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>or SPCH 101 Speech Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>Arts/Humanities elective</td>
<td>3</td>
</tr>
<tr>
<td>or Behavioral/Social Science elective</td>
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</tr>
<tr>
<td>Diversity Elective</td>
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<tr>
<td>Total Credits at HCC</td>
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</table>

Note: The following codes identify courses which satisfy the General Education core requirements. For more information see pages 22-23.

- GB Behavioral/Social Science
- GE English Composition
- GH Arts/Humanities
- GI Interdisciplinary and Emerging Issues
- GL Biological/Physical Laboratory Science
- GM Mathematics
- GS Biological/Physical Science

COURSES TO BE TAKEN AT CCBC-DUNDALK

<table>
<thead>
<tr>
<th>General Education Electives</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 104 Botany</td>
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</tr>
<tr>
<td>HORT 103 Interior Plant Material</td>
<td>2</td>
</tr>
<tr>
<td>HORT 106 Plant Propagation and Production I</td>
<td>2</td>
</tr>
<tr>
<td>HORT 107 Basic Landscape Graphics</td>
<td>3</td>
</tr>
<tr>
<td>HORT 110 Woody Ornamentals I</td>
<td>3</td>
</tr>
<tr>
<td>HORT 111 Perennials and Grasses I</td>
<td>2</td>
</tr>
<tr>
<td>HORT 115 Soils and Fertilizers</td>
<td>3</td>
</tr>
<tr>
<td>HORT 117 Integrated Pest Management</td>
<td>3</td>
</tr>
<tr>
<td>HORT 124 Nursery and Greenhouse Management</td>
<td>3</td>
</tr>
<tr>
<td>HORT 125 Horticulture Business Management</td>
<td>3</td>
</tr>
<tr>
<td>HORT 134 Landscape Installation/ Construction/ Maintenance I</td>
<td>3</td>
</tr>
<tr>
<td>HORT 150 Horticulture Mechanics</td>
<td>3</td>
</tr>
<tr>
<td>HORT 181 Ornamental Horticulture Co-op</td>
<td>1</td>
</tr>
<tr>
<td>HORT 206 Plant Propagation and Production II</td>
<td>2</td>
</tr>
<tr>
<td>HORT 210 Woody Ornamentals II</td>
<td>3</td>
</tr>
<tr>
<td>HORT 224 Turf Management</td>
<td>3</td>
</tr>
<tr>
<td>HORT 230 Landscape Design</td>
<td>3</td>
</tr>
<tr>
<td>HORT 234 Landscape Installation/ Construction/ Maintenance II</td>
<td>3</td>
</tr>
<tr>
<td>Total Credits at CCBC-Dundalk</td>
<td>49</td>
</tr>
</tbody>
</table>

Total Credits Required for Degree ........................................67

* Students must complete at least one **GH** and one **GB** General Education course.
INFORMATION SYSTEMS MANAGEMENT

PROGRAM DESCRIPTION

Information Systems Management emphasizes business, organizational and management concepts as well as computer technology skills. Coursework in areas such as business fundamentals, accounting, finance, marketing, production, management, computer programming, systems analysis and design, database concepts, and management and data communications are typical for a degree in ISM. Students learn how to analyze, design and implement information systems that will provide managers with the information needed to make operational and strategic decisions for large and small companies.

EMPLOYMENT AND TRANSFER INFORMATION

The U.S. Industrial Outlook from the U.S. Department of Commerce forecasts an increased need for professional training services and software enhancements/modifications as primary revenue sources for computer professional services. The computer industry and computer related occupations continue to grow.

This program provides the first two years of a baccalaureate degree in Information Systems Management. After completion of the program, students are prepared to transfer to a four-year institution and specialize in Information Systems Management. Students have numerous opportunities for transfer. One option is the dual admissions program with University of Maryland University College. Interested students should contact academic advising.

For more information, contact Prof. Fred Liedlich, 410-836-4330, fliedlic@harford.edu; Prof. Dorothy Baumeister, 410-836-4439, dbaumeis@harford.edu; or academic advising, 410-836-4301.

DEGREE REQUIREMENTS

Recommended Course Sequence

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 102 ......Intro. to Information Sciences</td>
<td>3</td>
</tr>
<tr>
<td>BA 101 ......Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>ECON 102 ...Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101 ......English Composition</td>
<td>3</td>
</tr>
<tr>
<td>MATH 111 ..Introduction to Finite Math</td>
<td>3</td>
</tr>
<tr>
<td>MATH 101 ..College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MATH 109 ..Precalculus Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>Physical Education Fitness elective</td>
<td>1</td>
</tr>
<tr>
<td>Semester Total</td>
<td>16-17</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 115 .......Fundamentals of Programming</td>
<td>3</td>
</tr>
<tr>
<td>BA 109 .......Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>ECON 101 ..Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>MATH 203 ..Calculus I</td>
<td>3</td>
</tr>
<tr>
<td>MATH 207 ..Calculus for Bus. and Economics</td>
<td>3</td>
</tr>
<tr>
<td>MATH 216 ..Introduction to Statistics</td>
<td>4</td>
</tr>
<tr>
<td>Arts/Humanities elective</td>
<td>3</td>
</tr>
<tr>
<td>Semester Total</td>
<td>16</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Third Semester</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 111 ........C Programming Language</td>
<td>3</td>
</tr>
<tr>
<td>CIS 202 ......COBOL Computer Programming I</td>
<td>4</td>
</tr>
<tr>
<td>ACCT 101 ..Accounting Principles I</td>
<td>3</td>
</tr>
<tr>
<td>Arts/Humanities elective</td>
<td>3</td>
</tr>
<tr>
<td>Bio./Phys. Lab Science elective</td>
<td>4</td>
</tr>
<tr>
<td>Behavioral/Social Science elective</td>
<td>3</td>
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<tr>
<td>Semester Total</td>
<td>17</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fourth Semester</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 203 ......Computer Systems and Procedures</td>
<td>3</td>
</tr>
<tr>
<td>CIS 206 ......COBOL Computer Programming II</td>
<td>3</td>
</tr>
<tr>
<td>CIS 221 ......C++ Programming Language</td>
<td>4</td>
</tr>
<tr>
<td>ACCT 102...Accounting Principles II</td>
<td>3</td>
</tr>
<tr>
<td>Bio./Phys. Science elective</td>
<td>3</td>
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<tr>
<td>Physical Education elective</td>
<td>1</td>
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<tr>
<td>Semester Total</td>
<td>14</td>
</tr>
</tbody>
</table>

Total Number of Credits | 63-64 |

* Electives should be chosen according to the requirements of the institution to which transfer is planned.
INTERIOR DESIGN

PROGRAM DESCRIPTION

The Interior Design program prepares students for pre-professional assistant level employment in the field of interior design or transfer to a four-year institution. The preparation of creative graphic and oral presentations is emphasized. One unit of high school art or drafting is desirable. Internships and Cooperative Education are available to students as an additional means of receiving a hands-on learning experience related to interior design.

Students planning to transfer to a four-year college should seek advisement early in their studies at HCC. Courses in this discipline may require field trips. A reasonable alternative option to the required field trip will be available.

EMPLOYMENT INFORMATION

Interior designers plan the arrangement of building interiors and furnishings. They prepare space planning and drafting layouts for existing and proposed structures and design special built-in features. The U. S. Bureau of Labor Statistics reports that employment in design occupations is expected to grow at an average rate. Persons seeking beginning jobs are expected to face competition for entry level jobs. Job opportunities are principally available in metropolitan and suburban counties where Associate degree graduates can expect competition from those holding Bachelor’s degrees.

For more information, contact Prof. Richard Green, 410-836-4242, rgreen@harford.edu; or academic advising, 410-836-4301.

DEGREE REQUIREMENTS

Recommended Course Sequence

• First Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID 101</td>
<td>Introduction to Interior Design</td>
<td>3</td>
</tr>
<tr>
<td>ID 103</td>
<td>History of Furniture and Decorative Arts</td>
<td>3</td>
</tr>
<tr>
<td>ART 203</td>
<td>American Art &amp; Architecture</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>Behavioral/Soc. Sci. elective</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Physical Education elective</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

Semester Total ..............................................16

• Second Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID 102</td>
<td>Space Planning and Drafting</td>
<td>3</td>
</tr>
<tr>
<td>ID 118</td>
<td>Design Drawing and Color Rendering</td>
<td>3</td>
</tr>
<tr>
<td>ART 122</td>
<td>Color Theory</td>
<td>3</td>
</tr>
<tr>
<td>ART 107</td>
<td>Fundamentals of 3-D Design</td>
<td>3</td>
</tr>
<tr>
<td>Math elective (6G)*</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Physical Education elective</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

Semester Total ..............................................16

• Third Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID 125</td>
<td>CADD for Interior Designers</td>
<td>3</td>
</tr>
<tr>
<td>ID 203</td>
<td>Residential Interiors</td>
<td>3</td>
</tr>
<tr>
<td>ID 205</td>
<td>Business Practices for Interior Designers</td>
<td>3</td>
</tr>
<tr>
<td>ID 206</td>
<td>Materials and Finishes</td>
<td>3</td>
</tr>
<tr>
<td>Interior Design elective</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Bio./Phys. Lab Science elective (6L)</td>
<td>4</td>
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</table>

Semester Total ..............................................17

• Fourth Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID 204</td>
<td>Commercial Interiors</td>
<td>3</td>
</tr>
<tr>
<td>ID 207</td>
<td>Building Systems and Structures</td>
<td>3</td>
</tr>
<tr>
<td>ID 248</td>
<td>Internship</td>
<td>3</td>
</tr>
<tr>
<td>ID 273</td>
<td>Cooperative Education: Interior Design</td>
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</tr>
<tr>
<td>Interior Design elective</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>General Education electives (6G, 6H, 6L, 6M, 6S)</td>
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<td></td>
</tr>
</tbody>
</table>

Semester Total ..............................................15

Total Number of Credits ........................................64

TO SATISFY THE DIVERSITY REQUIREMENT:

Associate degree students must complete one 3-credit diversity course [B]. It is recommended that students select one of the 3-credit [6B], [6H], or [6I] course electives from those that also appear on the approved list of diversity courses (see page 24).
CERTIFICATE IN INTERIOR DECORATING

PROGRAM DESCRIPTION

The Certificate in Interior Decorating prepares students for employment in the field of decorating. The preparation of creative graphic and oral presentations is integral to the program. One unit of high school drafting is desirable.

Cooperative Education is available to students pursuing the decorating certificate as an additional means of receiving a hands-on learning experience related to interior decorating.

Courses in this discipline may require field trips. A reasonable alternative option to the required field trip will be available.

EMPLOYMENT INFORMATION

Interior decorators plan arrangement and selection of furnishings and aesthetic details in environments where people live and work. Job opportunities are available primarily in retail stores. Certificate holders can expect competition from those holding Associate degrees in Interior Design.

For more information, contact Prof. Richard Green, 410-836-4242, rgreen@harford.edu; or academic advising, 410-836-4301.

REQUIRED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID 101</td>
<td></td>
</tr>
<tr>
<td>ID 102</td>
<td></td>
</tr>
<tr>
<td>ID 103</td>
<td></td>
</tr>
<tr>
<td>ART 122</td>
<td></td>
</tr>
<tr>
<td>ID 118</td>
<td></td>
</tr>
<tr>
<td>ID 125</td>
<td></td>
</tr>
<tr>
<td>ID 203</td>
<td></td>
</tr>
<tr>
<td>ID 204</td>
<td></td>
</tr>
<tr>
<td>ID 205</td>
<td></td>
</tr>
</tbody>
</table>

Total Number of Credits ................................................24

To earn a certificate from HCC, students must complete or demonstrate exemption from the following courses: ENG 012, ENG 003, MATH 001. See page 40 for graduation requirement details.

Note: The following codes identify courses which satisfy the General Education core requirements. For more information see pages 22-23.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>GB</td>
<td>Behavioral/Social Science</td>
</tr>
<tr>
<td>GE</td>
<td>English Composition</td>
</tr>
<tr>
<td>GH</td>
<td>Arts/Humanities</td>
</tr>
<tr>
<td>GI</td>
<td>Interdisciplinary and Emerging Issues</td>
</tr>
<tr>
<td>GL</td>
<td>Biological/Physical Laboratory Science</td>
</tr>
<tr>
<td>GM</td>
<td>Mathematics</td>
</tr>
<tr>
<td>GS</td>
<td>Biological/Physical Science</td>
</tr>
</tbody>
</table>

TO SATISFY THE DIVERSITY REQUIREMENT:

Associate degree students must complete one 3-credit diversity course (D). It is recommended that students select one of the 3-credit (GB, GE, or GH) course electives from those that also appear on the approved list of diversity courses (see page 24).
LEGAL STUDIES – Criminal Justice Track

PROGRAM DESCRIPTION
The Criminal Justice track of the Legal Studies program prepares students for employment in a variety of criminal justice professions. Students interested in the Criminal Justice track will acquire knowledge enabling them to assess the criminal justice system and learn the occupational features of police work. This track is also designed for practicing professionals who desire to advance their education.

EMPLOYMENT AND TRANSFER INFORMATION
Students interested in criminal justice are employable in many areas of law enforcement. Some frequently chosen occupations are local, state and federal law enforcement officers, probation and parole officers, customs and immigration inspectors, fish and game wardens, park rangers, and correctional officers.

All of the above-mentioned criminal justice occupations are expected to experience a growth rate in openings higher than the average for all professions. The projected national average growth rate for all professions through 2012 is 1.4 percent, but for criminal justice careers, the growth rate is projected to be 11 percent for police officers, seven percent for customs agents, and eight percent for probation and parole officers.

Students interested in transfer should consult an academic advisor early in their studies and before selecting elective courses.

For more information, contact Prof. Avery Ward, 410-836-4361, award@harford.edu, or, for program advising, Dr. Clarence Terrill, 410-836-4315, cterrill@harford.edu, or academic advising, 410-836-4301.

DEGREE REQUIREMENTS

Recommended Course Sequence

**First Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJ 101</td>
<td>Introduction to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>PS 101</td>
<td>American National Government</td>
<td>3</td>
</tr>
<tr>
<td>or PS 102</td>
<td>State and Local Government</td>
<td>3</td>
</tr>
<tr>
<td>PS 106</td>
<td>Introduction to Law</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Physical Education Fitness elective</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td><strong>Semester Total</strong></td>
<td><strong>16</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Second Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJ 109</td>
<td>Police Organization and Administration</td>
<td>3</td>
</tr>
<tr>
<td>CJ 111</td>
<td>Principles of Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>or SPCH 101</td>
<td>Speech Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>Math elective</td>
<td></td>
<td>3-4</td>
</tr>
<tr>
<td><strong>Semester Total</strong></td>
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<td></td>
</tr>
</tbody>
</table>

**Third Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJ 104</td>
<td>Procedural Law and Evidence</td>
<td>3</td>
</tr>
<tr>
<td>CJ 201</td>
<td>Police-Community Relations</td>
<td>3</td>
</tr>
<tr>
<td>ENG 209</td>
<td>Technical Writing</td>
<td>3</td>
</tr>
<tr>
<td>SOC 102</td>
<td>Social Problems</td>
<td>3</td>
</tr>
<tr>
<td>Bio./Phys. Lab Science elective</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td><strong>Semester Total</strong></td>
<td><strong>16</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Fourth Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA 210</td>
<td>Business Computer Applications</td>
<td>3</td>
</tr>
<tr>
<td>CJ 213</td>
<td>Criminology</td>
<td>3</td>
</tr>
<tr>
<td>Physical Education elective</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Take two of the following:</td>
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<td></td>
</tr>
<tr>
<td>CJ 103</td>
<td>Introduction to Corrections</td>
<td>3</td>
</tr>
<tr>
<td>CJ 112</td>
<td>Introduction to Crime Scene Technology</td>
<td>3</td>
</tr>
<tr>
<td>CJ 216</td>
<td>Terrorism</td>
<td>3</td>
</tr>
<tr>
<td>CJ 283</td>
<td>Field Practicum in Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>FS 100</td>
<td>Basic Forensic Science</td>
<td>3</td>
</tr>
<tr>
<td><strong>Semester Total</strong></td>
<td><strong>16</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Total Number of Credits**.........................63-64

Note: The following codes identify courses which satisfy the General Education core requirements. For more information see pages 22-23.

- **GB** Behavioral/Social Science
- **GE** English Composition
- **GH** Arts/Humanities
- **GI** Interdisciplinary and Emerging Issues
- **GL** Biological/Physical Laboratory Science
- **GM** Mathematics
- **GS** Biological/Physical Science

TO SATISFY THE DIVERSITY REQUIREMENT:
Associate degree students must complete one 3-credit diversity course. It is recommended that students select one of the 3-credit **GB**, **GH**, or **GI** course electives from those that also appear on the approved list of diversity courses (see page 24).
LEGAL STUDIES – Paralegal Studies Track

PROGRAM DESCRIPTION
The Paralegal Studies track of the Legal Studies program prepares students for employment in a variety of paralegal professions. Students interested in the Paralegal Studies track will learn the knowledge and skills necessary to assist legal professionals either in law firms or legal departments of banks and businesses, as well as in government agencies. The Paralegal track is also designed for practicing professionals who desire to advance their education. The Paralegal Studies track of the Legal Studies program is approved by the American Bar Association.

EMPLOYMENT INFORMATION
The demand for employment as paralegals is good. The Bureau of Labor Statistics estimates a faster than average rate of growth in paralegal employment through 2010.

Students interested in transfer should consult an academic advisor early in their studies and before selecting elective courses.

For more information, contact Prof. Loraine Bright, 410-836-4214, lbright@barford.edu, or academic advising 410-836-4301.

DEGREE REQUIREMENTS
Recommended Course Sequence

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101 ..English Composition</td>
<td>3</td>
</tr>
<tr>
<td>PL 101 ......Introduction to Law</td>
<td>3</td>
</tr>
<tr>
<td>PL 105 ......Legal Research</td>
<td>3</td>
</tr>
<tr>
<td>PL 201 ......Conflict Analysis and Resolution</td>
<td>3</td>
</tr>
<tr>
<td>BA 210 ......Business Computer Applications</td>
<td>3</td>
</tr>
<tr>
<td>Physical Education elective</td>
<td>1</td>
</tr>
<tr>
<td>Semester Total</td>
<td>16</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPCH 101..Speech Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>or CMST 105 Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>PL 106 ......Legal Writing</td>
<td>3</td>
</tr>
<tr>
<td>PL 124 ......Civil Litigation and Procedure</td>
<td>3</td>
</tr>
<tr>
<td>PS 101........American National Gov't</td>
<td>3</td>
</tr>
<tr>
<td>or PS 102......State and Local Gov't</td>
<td>3</td>
</tr>
<tr>
<td>Math elective</td>
<td>3</td>
</tr>
<tr>
<td>Physical Education Fitness elective</td>
<td>1</td>
</tr>
<tr>
<td>Semester Total</td>
<td>16</td>
</tr>
</tbody>
</table>

* MATH 102 is recommended.

<table>
<thead>
<tr>
<th>Third Semester</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 209 ..Technical Writing</td>
<td>3</td>
</tr>
<tr>
<td>PL 238 ......Law Practice &amp; Prof. Cond.</td>
<td>3</td>
</tr>
<tr>
<td>PL 122 ......Torts &amp; Insurance</td>
<td>3</td>
</tr>
<tr>
<td>Bio./Phys. Lab Science elective</td>
<td>4</td>
</tr>
<tr>
<td>Arts/Humanities elective</td>
<td>3</td>
</tr>
<tr>
<td>Semester Total</td>
<td>16</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Fourth Semester</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>PL 248 ......Internship in Paralegal Studies</td>
<td>3</td>
</tr>
<tr>
<td>Paralegal Studies electives (see list)</td>
<td>8-10</td>
</tr>
<tr>
<td>General Education electives</td>
<td>3</td>
</tr>
<tr>
<td>Semester Total</td>
<td>14-16</td>
</tr>
</tbody>
</table>

Total Number of Credits | 62-64

PARALEGAL STUDIES ELECTIVES
BA 205 .....Business Law | 3 |
BA 246 ......Legal Environment of Business | 3 |
CJ 104 .....Procedural Law & Evidence | 3 |
CJ 111 .....Principles of Criminal Law | 3 |
ENV 202 ..Environmental Law | 3 |
PL 201 ......Conflict Analysis and Resolution | 3 |
PL 202 ......Bankruptcy and Collections Law | 3 |
PL 233 ......Probate Practice and Procedure | 2 |
PL 242 ......Real Estate Transactions | 3 |
PL 244 ......Family Law and Litigation | 2 |
PL 246 ......Administrative Law and Procedure | 2 |

Note: The following codes identify courses which satisfy the General Education core requirements. For more information see pages 22-23.

- Behavioral/Social Science: 6B
- English Composition: 6E
- Arts/Humanities: 6H
- Interdisciplinary and Emerging Issues: 6I
- Biological/Physical Laboratory Science: 6L
- Mathematics: 6M
- Biological/Physical Science: 6S

TO SATISFY THE GENERAL EDUCATION CORE REQUIREMENTS:
- Behavioral/Social Science and Arts/Humanities electives must be selected from two different disciplines;
- A maximum of 8 credits from Interdisciplinary and Emerging Issues may be applied.

TO SATISFY THE DIVERSITY REQUIREMENT:
Associate degree students must complete one 3-credit diversity course. It is recommended that students select one of the 3-credit (6B, 6H, or 6I) course electives from those that also appear on the approved list of diversity courses (see page 24).
LEGAL STUDIES – PARALEGAL STUDIES CERTIFICATE

PROGRAM DESCRIPTION

The Certificate in Paralegal Studies is designed to permit those students who desire to work in the legal field as paralegals, but who already have an associate or baccalaureate degree, to earn a recognized credential that would enhance their ability to secure employment.

Under the program description in the previous entry for Paralegal Studies is a detailed discussion of the field and opportunities for employment.

In the certificate option, students are required to have earned either an associate or baccalaureate degree in any field of study and to have completed an application for the program before enrolling. The certificate requires students to earn a total of 30 semester hours in paralegal coursework.

Like the A.A.S. degree program, the certificate option is approved by the American Bar Association.

EMPLOYMENT INFORMATION

The demand for paralegals is growing on the national, state, and local levels. The U.S. Department of Labor, Bureau of Labor Statistics predicts a much faster than average rate of growth for paralegal employment through 2010. In Harford County, rapid population growth has brought about a related need for legal services. The employment outlook for graduates of this program in Harford County and the surrounding area is good.

For more information, contact Prof. Loraine Bright, 410-836-4214, lbright@harford.edu, or academic advising, 410-836-4301.

REQUIRED COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>PL 101</td>
<td>Introduction to Law</td>
<td>3</td>
</tr>
<tr>
<td>PL 105</td>
<td>Legal Research</td>
<td>3</td>
</tr>
<tr>
<td>PL 106</td>
<td>Legal Writing</td>
<td>3</td>
</tr>
<tr>
<td>BA 210</td>
<td>Business Computer Applications</td>
<td>3</td>
</tr>
<tr>
<td>PL 122</td>
<td>Torts &amp; Insurance</td>
<td>3</td>
</tr>
<tr>
<td>PL 124</td>
<td>Civil Litigation and Procedure</td>
<td>3</td>
</tr>
<tr>
<td>PL 238</td>
<td>Law Practice &amp; Prof. Conduct</td>
<td>3</td>
</tr>
<tr>
<td>PL 248</td>
<td>Internship in Paralegal Studies</td>
<td></td>
</tr>
<tr>
<td>PL 273</td>
<td>Cooperative Education: Paralegal Studies</td>
<td>3</td>
</tr>
</tbody>
</table>

Paralegal Studies electives* ...........................................8-10
Total...............................................................................32-34

PARALEGAL ELECTIVES*

(choose any combination)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA 205</td>
<td>Business Law</td>
</tr>
<tr>
<td>BA 246</td>
<td>Legal Environment of Business</td>
</tr>
<tr>
<td>CJ 104</td>
<td>Criminal Procedure &amp; Evidence</td>
</tr>
<tr>
<td>CJ 111</td>
<td>Principles of Criminal Law</td>
</tr>
<tr>
<td>ENV 202</td>
<td>Environmental Law</td>
</tr>
<tr>
<td>PL 201</td>
<td>Conflict Analysis and Resolution</td>
</tr>
<tr>
<td>PL 233</td>
<td>Probate Practice and Procedure</td>
</tr>
<tr>
<td>PL 242</td>
<td>Real Estate Transactions</td>
</tr>
<tr>
<td>PL 244</td>
<td>Family Law and Litigation</td>
</tr>
<tr>
<td>PL 246</td>
<td>Administrative Law and Procedure</td>
</tr>
</tbody>
</table>

To earn a certificate from HCC, students must complete or demonstrate exemption from the following courses: ENG 012, ENG 003, MATH 001. See page 40 for graduation requirement details.
MASS COMMUNICATIONS
PRODUCTION AND ANNOUNCING IN THE ELECTRONIC MEDIA

PROGRAM DESCRIPTION

This program is designed to prepare students for entry level employment in electronic media and for transfer to four-year institutions. Emphasis is on electronic media operations, such as digital production, on-air performance, and multimedia writing.

Courses in this program may require field trips. A reasonable alternative option to the required field trip will be available.

EMPLOYMENT INFORMATION

Electronic media producers, editors, newscasters and announcers are employed by television and radio stations, as well as cable, computer and satellite systems. They shoot and edit videotape, write commercial copy, anchor news and sportscasts, and record performing artists, among other technical and creative endeavors.

The U.S. Bureau of Labor Statistics predicts above average employment growth among the digital media. To this end, the Mass Communications department is equipped with state-of-the-art Avid digital editing and ProTools type audio editing systems, as well as Sony DVCAM and mini-DV digital cameras.

Average growth is predicted among the traditional electronic media, for which the department is equipped with WHFC-91.1 FM, a TV studio and equipment, and limited access to the remote vehicle and cable channel of the Harford Cable Network.

For more information, contact Prof. Wayne Hepler, 410-836-4358, whepler@harford.edu; or academic advising, 410-836-4301.

DEGREE REQUIREMENTS

Recommended Course Sequence

- First Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>MC 101</td>
<td>Introduction to Electronic Media</td>
<td>3</td>
</tr>
<tr>
<td>MC 102</td>
<td>Audio Production</td>
<td>3</td>
</tr>
<tr>
<td>MC 103</td>
<td>Television Studio Production</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>CIS 102</td>
<td>Introduction to Information Sciences (3)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Physical Education Fitness elective</td>
<td>1</td>
</tr>
<tr>
<td>Semester Total</td>
<td></td>
<td>16</td>
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</tbody>
</table>

- Second Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Sem. Hrs.</th>
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</thead>
<tbody>
<tr>
<td>SPCH 101</td>
<td>Speech Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>MC 203</td>
<td>Advanced Audio Production</td>
<td>3</td>
</tr>
<tr>
<td>MC 204</td>
<td>Video Production and Editing</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Physical Science Lab elective</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>General elective*</td>
<td>3</td>
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<tr>
<td>Semester Total</td>
<td></td>
<td>16</td>
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</tbody>
</table>

- Third Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS 222</td>
<td>Popular Music of the United States (6)</td>
<td>3</td>
</tr>
<tr>
<td>MC 293</td>
<td>Independent Audio/Video Project</td>
<td>3</td>
</tr>
<tr>
<td>MC 105</td>
<td>Introduction to Journalism</td>
<td>3</td>
</tr>
<tr>
<td>MC 206</td>
<td>History of Film (6)</td>
<td>3</td>
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<tr>
<td>MC 104</td>
<td>Electronic Media Performance</td>
<td>3</td>
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<tr>
<td></td>
<td>Behavioral/Soc. Sci. elective (6)</td>
<td>3</td>
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<tr>
<td></td>
<td>General elective*</td>
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<tr>
<td></td>
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<td>1</td>
</tr>
<tr>
<td>Semester Total</td>
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<td>16</td>
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</table>

- Fourth Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Sem. Hrs.</th>
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</thead>
<tbody>
<tr>
<td>MC 201</td>
<td>Writing for the Electronic Media</td>
<td>3</td>
</tr>
<tr>
<td>MC 283</td>
<td>Field Project: Announcing/Production in Electronic Media</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>General elective*</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Mathematics elective (6)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Behavioral/Soc. Sci. elective (6)</td>
<td>3</td>
</tr>
<tr>
<td>Semester Total</td>
<td></td>
<td>15-16</td>
</tr>
</tbody>
</table>

Total Number of Credits                       63-64

* Choose General Electives upon advisement and according to personal or career interests or to the requirements of the institution to which transfer is planned.

Note: The following codes identify courses which satisfy the General Education core requirements. For more information see pages 22-23.

- GB Behavioral/Social Science
- GE English Composition
- GH Arts/Humanities
- GI Interdisciplinary and Emerging Issues
- GL Biological/Physical Laboratory Science
- GM Mathematics
- GS Biological/Physical Science

TO SATISFY THE DIVERSITY REQUIREMENT:

Associate degree students must complete one 3-credit diversity course (D). It is recommended that students select one of the 3-credit (GB, GH, GI), or GI course electives from those that also appear on the approved list of diversity courses (see page 24).
ASSOCIATE OF APPLIED SCIENCES DEGREE

MASS COMMUNICATIONS
ADVERTISING AND SALES PROMOTION

PROGRAM DESCRIPTION

Designed to prepare students for entry-level employment in advertising sales and promotion or for transfer to a four-year institution, this program emphasizes the business aspects of the media, including sales, advertising, marketing promotions, and management.

Courses in this program may require field trips. A reasonable alternative option to the field trip will be available.

EMPLOYMENT INFORMATION

Advertising account executives oversee the administration of stations, networks, cable and satellite operations, as well as commercial advertising campaigns. Typical activities in this career field include developing sales material, calling on clients, creating promotion campaigns, and developing multimedia presentations.

Entry-level positions in this field are promising. However, minimum standards and employment competition are high. Students are encouraged to prepare a portfolio and a résumé prior to seeking employment.

For more information, contact Prof. Wayne Hepler, 410-836-4358, whepler@harford.edu; or academic advising, 410-836-4301.

DEGREE REQUIREMENTS

Recommended Course Sequence

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td></td>
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</tr>
<tr>
<td>MC 101</td>
<td>Introduction to Electronic Media</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MC 102</td>
<td>Audio Production</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>BA 104</td>
<td>Advertising and Sales Promotion</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CIS 102</td>
<td>Intro. to Information Sciences</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Physical Education Fitness elective</td>
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<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td>16</td>
</tr>
<tr>
<td><strong>Second Semester</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BA 101</td>
<td>Introduction to Business</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ART 101</td>
<td>2-D Design*</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>or</td>
<td>BA 105 Professional Selling*</td>
<td>3</td>
<td></td>
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<tr>
<td>Behavioral/Social Sci. elective</td>
<td>6H</td>
<td></td>
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<tr>
<td>Arts/Humanities elective</td>
<td>6H</td>
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<td></td>
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<tr>
<td>General elective**</td>
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<td>3</td>
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<td><strong>Total</strong></td>
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<td>15</td>
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<tr>
<td><strong>Third Semester</strong></td>
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<td></td>
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</tr>
<tr>
<td>MC 103</td>
<td>Television Studio Production</td>
<td>3</td>
<td></td>
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<tr>
<td>SPCH 101</td>
<td>Speech Fundamentals</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ART 103</td>
<td>Introduction to Graphic Communications*</td>
<td>3</td>
<td></td>
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<tr>
<td>or</td>
<td>BA 203 Principles of Marketing*</td>
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<tr>
<td>Bio./Phys. Lab Sci. elective</td>
<td>6L</td>
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<tr>
<td>Behavioral/Social Sci. elective</td>
<td>6B</td>
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<tr>
<td><strong>Total</strong></td>
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<td>16</td>
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<tr>
<td><strong>Fourth Semester</strong></td>
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</tr>
<tr>
<td>MC 201</td>
<td>Writing for the Electronic Media</td>
<td>3</td>
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<tr>
<td>MC 284</td>
<td>Field Project: Advertising and Sales Promotion</td>
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<tr>
<td>Mathematics elective</td>
<td>6M</td>
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<tr>
<td>Arts/Humanities elective</td>
<td>6H</td>
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<tr>
<td>General elective**</td>
<td></td>
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<td><strong>Total</strong></td>
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<tr>
<td><strong>Total Number of Credits</strong></td>
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Note: The following codes identify courses which satisfy the General Education core requirements. For more information see pages 22-23.

<table>
<thead>
<tr>
<th>Code</th>
<th>Category</th>
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<tbody>
<tr>
<td>GB</td>
<td>Behavioral/Social Science</td>
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<tr>
<td>GE</td>
<td>English Composition</td>
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<tr>
<td>GH</td>
<td>Arts/Humanities</td>
</tr>
<tr>
<td>GI</td>
<td>Interdisciplinary and Emerging Issues</td>
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<tr>
<td>GL</td>
<td>Biological/Physical Laboratory Science</td>
</tr>
<tr>
<td>GM</td>
<td>Mathematics</td>
</tr>
<tr>
<td>GS</td>
<td>Biological/Physical Science</td>
</tr>
</tbody>
</table>

TO SATISFY THE DIVERSITY REQUIREMENT:

Associate degree students must complete one 3-credit diversity course. It is recommended that students select one of the 3-credit Behavioral/Social Science, Arts/Humanities, or Interdisciplinary and Emerging Issues course electives from those that also appear on the approved list of diversity courses (see page 24).

* Students, through advisement, may elect options toward Media Sales or toward Advertising Promotion. The selection of a General Elective in the final semester will depend upon the student’s choice of options in the second and third semesters.

** General Elective upon advisement and chosen according to personal or career interests or to the requirements of the institution to which transfer is planned.
**CERTIFICATES IN MASS COMMUNICATIONS**

**PRODUCTION AND ANNOUNCING IN THE ELECTRONIC MEDIA CERTIFICATE**

**PROGRAM DESCRIPTION**

This program is designed to prepare students for entry level employment in the electronic media and includes only those courses directly related to this field.

**EMPLOYMENT INFORMATION**

See Employment Information under Associate of Applied Sciences degree in Production and Announcing in the Electronic Media. Certificate holders may expect to face employment competition.

**REQUIRED COURSES**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Sem. Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>MC 101</td>
<td>Introduction to Electronic Media</td>
<td>3</td>
</tr>
<tr>
<td>MC 102</td>
<td>Audio Production</td>
<td>3</td>
</tr>
<tr>
<td>MC 103</td>
<td>Television Studio Production</td>
<td>3</td>
</tr>
<tr>
<td>MC 201</td>
<td>Writing for the Electronic Media</td>
<td>3</td>
</tr>
<tr>
<td>MC 203</td>
<td>Advanced Audio Production</td>
<td>3</td>
</tr>
<tr>
<td>MC 204</td>
<td>Video Production and Editing</td>
<td>3</td>
</tr>
<tr>
<td>MUS 222</td>
<td>Popular Music of the United States</td>
<td>3</td>
</tr>
<tr>
<td>MC 283</td>
<td>Field Project: Announcing/Production in Electronic Media</td>
<td>3</td>
</tr>
<tr>
<td>CIS 102</td>
<td>Intro. to Information Sciences</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 101</td>
<td>Speech Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>MC 293</td>
<td>Independent Audio/Video Project</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Number of Credits: 30

To earn a certificate from HCC, students must complete or demonstrate exemption from the following courses: ENG 012, ENG 003, MATH 001. See page 40 for graduation requirement details.

**ADVERTISING AND SALES PROMOTION CERTIFICATE**

**PROGRAM DESCRIPTION**

This program is designed to prepare students for entry level employment in broadcast sales and advertising and includes only those courses which are directly related to this field.

**EMPLOYMENT INFORMATION**

See Employment Information under Associate of Applied Sciences degree in Advertising/Sales. Certificate holders may expect to face employment competition.

**REQUIRED COURSES**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Sem. Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>MC 101</td>
<td>Introduction to Electronic Media</td>
<td>3</td>
</tr>
<tr>
<td>MC 102</td>
<td>Audio Production</td>
<td>3</td>
</tr>
<tr>
<td>MC 103</td>
<td>Television Studio Production</td>
<td>3</td>
</tr>
<tr>
<td>MC 201</td>
<td>Writing for the Electronic Media</td>
<td>3</td>
</tr>
<tr>
<td>MC 284</td>
<td>Field Project: Advertising and Sales Promotion</td>
<td>3</td>
</tr>
<tr>
<td>BA 101</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BA 104</td>
<td>Advertising and Sales Promotion</td>
<td>3</td>
</tr>
<tr>
<td>BA 105</td>
<td>Professional Selling</td>
<td></td>
</tr>
<tr>
<td>ART 101</td>
<td>Fundamentals of 2-D Design</td>
<td></td>
</tr>
<tr>
<td>ART 103</td>
<td>Introduction to Graphic Communications</td>
<td></td>
</tr>
<tr>
<td>CIS 102</td>
<td>Intro. to Information Sciences</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Number of Credits: 30

* Students, through advisement, may select options leading toward Media Sales or toward Advertising Promotion.

To earn a certificate from HCC, students must complete or demonstrate exemption from the following courses: ENG 012, ENG 003, MATH 001. See page 40 for graduation requirement details.
MASSAGE THERAPY

PROGRAM DESCRIPTION
Harford Community College cooperates with the Community College of Baltimore County-Essex Campus in offering this program that prepares students to work as professional massage therapists. HCC offers general education courses to prepare students for transfer to CCBC-Essex to complete the degree program.

CCBC-Essex awards the Associate of Applied Sciences degree upon successful completion of the program.

EMPLOYMENT AND TRANSFER INFORMATION
Massage Therapy graduates are prepared to attain national certification and Maryland state licensure. They are prepared to work in a variety of health settings including hospitals, clinics, doctor and chiropractor offices, wellness centers and fitness centers, as well as to establish their own private practice.

ADMISSION TO THE PROGRAM
This is a selective admissions program. Students completing the 18 credits at HCC are not automatically accepted to the program at CCBC-Essex but must apply through selective admission procedures established by CCBC-Essex.

For more information, contact the CCBC-Essex Program Coordinator at 410-780-6431 or HCC academic advising, 410-836-4301.

* Depending on interest, CCBC-Essex will offer Introduction to Massage (MASS 101) on the HCC campus.

Note: The following codes identify courses which satisfy the General Education core requirements. For more information see pages 22-23.

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Name</th>
<th>Sem. Hrs.</th>
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<tbody>
<tr>
<td>GB</td>
<td>Behavioral/Social Science</td>
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<tr>
<td>GE</td>
<td>English Composition</td>
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</tr>
<tr>
<td>GH</td>
<td>Arts/Humanities</td>
<td></td>
</tr>
<tr>
<td>GI</td>
<td>Interdisciplinary and Emerging Issues</td>
<td></td>
</tr>
<tr>
<td>GL</td>
<td>Biological/Physical Laboratory Science</td>
<td></td>
</tr>
<tr>
<td>GM</td>
<td>Mathematics</td>
<td></td>
</tr>
<tr>
<td>GS</td>
<td>Biological/Physical Science</td>
<td></td>
</tr>
</tbody>
</table>

COURSES TO BE TAKEN AT HARFORD COMMUNITY COLLEGE

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 101</td>
<td>Contemporary Health Issues</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>HLTH 103</td>
<td>Wellness Theory and Applications</td>
</tr>
<tr>
<td>MATH 102</td>
<td>Contemporary Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 101</td>
<td>Speech Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Diversity Course (see list of approved courses)</td>
<td>3</td>
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Total Credits at HCC: 18

COURSES TO BE TAKEN AT CCBC-ESSEX CAMPUS

<table>
<thead>
<tr>
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<th>Title</th>
<th>Sem. Hrs.</th>
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</thead>
<tbody>
<tr>
<td>ALHL 115</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 109</td>
<td>Anatomy and Physiology</td>
<td>4</td>
</tr>
<tr>
<td>HLTH 111</td>
<td>Stress Management</td>
<td>3</td>
</tr>
<tr>
<td>MASS 101</td>
<td>Introduction to Massage*</td>
<td>2</td>
</tr>
<tr>
<td>MASS 110</td>
<td>Musculoskeletal System/Structure</td>
<td>3</td>
</tr>
<tr>
<td>MASS 210</td>
<td>Level I Massage</td>
<td>5</td>
</tr>
<tr>
<td>MASS 220</td>
<td>Level II Massage</td>
<td>6</td>
</tr>
<tr>
<td>MASS 222</td>
<td>Pathology for Massage Therapists</td>
<td>3</td>
</tr>
<tr>
<td>MASS 225</td>
<td>Client Assessment</td>
<td>3</td>
</tr>
<tr>
<td>MASS 230</td>
<td>Level III Massage</td>
<td>6</td>
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<tr>
<td>MASS 240</td>
<td>Seminar on Massage Therapy</td>
<td>3</td>
</tr>
<tr>
<td>PEMJ 112</td>
<td>Body Movement</td>
<td>3</td>
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</table>

Total Credits at Essex: 44

Total Credits Required for Degree: 62
ASSOCIATE OF SCIENCES DEGREE • OPTION IN ARTS & SCIENCES

**PROGRAM DESCRIPTION**

This program provides a diversity of courses for students who wish to pursue a course of study in mathematics. Mathematicians deal with the relationships of quantities, magnitudes and forms through the use of numbers and symbols. They conduct research in fundamental mathematics and in the application of mathematical techniques to solve problems in other fields such as science and management.

**EMPLOYMENT AND TRANSFER INFORMATION**

According to the Bureau of Labor Statistics, opportunities for employment, both nationwide and in Maryland, are expected to increase about as fast as average through the next several years. A minimum of a Bachelor’s degree in mathematics is needed for prospective mathematicians. Mathematicians with a strong background in computer science, electrical or mechanical engineering or operations research should have good opportunities in the industry.

Students who plan to transfer to a four-year college or university should check the requirements of that institution. If they are significantly different from the courses listed, the student should consult with an academic advisor. It may be that a curriculum in General Studies should be followed.

For more information, contact academic advising, 410-836-4301.

**DEGREE REQUIREMENTS**

**Recommended Course Sequence**

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 203 ..Calculus I [GM]</td>
<td>4</td>
</tr>
<tr>
<td>CIS 102 ....Introduction to Information Sciences [GI]</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101 ......English Composition [GE]</td>
<td>3</td>
</tr>
<tr>
<td>Arts/Humanities elective [GH]</td>
<td>3</td>
</tr>
<tr>
<td>Behavioral/Social Sci. elective [GB]</td>
<td>3</td>
</tr>
<tr>
<td><strong>Semester Total</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 204 ..Calculus II [GM]</td>
<td>4</td>
</tr>
<tr>
<td>MATH 210 ..Discrete Structures</td>
<td>3</td>
</tr>
<tr>
<td>CIS 115 ....Fundamentals of Programming</td>
<td>3</td>
</tr>
<tr>
<td>PHYS 203 ....General Physics: Mechanics and Particle Dynamics [GS]</td>
<td>3</td>
</tr>
<tr>
<td>Behavioral/Social Sci. elective [GB]</td>
<td>3</td>
</tr>
<tr>
<td><strong>Semester Total</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Third Semester</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 206 ..Calculus III</td>
<td>4</td>
</tr>
<tr>
<td>CIS 111 ....C Programming Language</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 204 ....General Physics: Vibrations, Waves, Heat, Elec. and Magnetism [GL]</td>
<td>4</td>
</tr>
<tr>
<td>General Education electives [GB] [GE] [GH] [GI]</td>
<td>3-4</td>
</tr>
<tr>
<td>Physical Education Fitness elective</td>
<td>1</td>
</tr>
<tr>
<td><strong>Semester Total</strong></td>
<td><strong>16-17</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fourth Semester</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 217 ..Linear Algebra</td>
<td>4</td>
</tr>
<tr>
<td>MATH 208 ..Elementary Differential Equations</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 205 ....General Physics: Electrodynamics, Light, Relativity and Modern Physics [GL]</td>
<td>4</td>
</tr>
<tr>
<td>CSI 131........Computer Science I</td>
<td>4</td>
</tr>
<tr>
<td>Arts/Humanities elective [GB]</td>
<td>3</td>
</tr>
<tr>
<td>Physical Education elective</td>
<td>1</td>
</tr>
<tr>
<td><strong>Semester Total</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

**Total Number of Credits** | **64-65**

**Note:** The following codes identify courses which satisfy the General Education core requirements. For more information see pages 22-23.

- **GB** Behavioral/Social Science
- **GE** English Composition
- **GH** Arts/Humanities
- **GI** Interdisciplinary and Emerging Issues
- **GL** Biological/Physical Laboratory Science
- **GM** Mathematics
- **GS** Biological/Physical Science

**TO SATISFY THE GENERAL EDUCATION CORE REQUIREMENTS:**

- Behavioral/Social Science and Arts/Humanities electives must be selected from two different disciplines;
- A maximum of 8 credits from Interdisciplinary and Emerging Issues [GI] may be applied.

**TO SATISFY THE DIVERSITY REQUIREMENT:**

Associate degree students must complete one 3-credit diversity course [D]. It is recommended that students select one of the 3-credit [GB], [GH], or [GI] course electives from those that also appear on the approved list of diversity courses (see page 24).
ARTICULATED WITH THE COMMUNITY COLLEGE OF BALTIMORE COUNTY - ESSEX CAMPUS

MENTAL HEALTH – HUMAN SERVICES

PROGRAM DESCRIPTION

Harford Community College cooperates with the Community College of Baltimore County-Essex Campus in offering this program that trains mental health workers. HCC offers core courses to prepare students for transfer to CCBC-Essex to complete the degree program. CCBC-ESSEX awards the Associate of Applied Sciences Degree upon successful completion of the program.

EMPLOYMENT AND TRANSFER INFORMATION

Students graduating from the CCBC-ESSEX program are prepared for entry level employment in a variety of settings including mental health centers, residential programs for the developmentally disabled and mentally retarded, day rehabilitation programs for the mentally ill and disabled, day treatment programs for the aged, advocacy programs and mental hospitals. According to the Bureau of Labor Statistics, nationally these positions are expected to grow much faster than average through 2012, due mostly to growth in the elderly population. Projected growth in Maryland for this occupation is 60 percent for the same time period.

This program provides a sound foundation for students wishing to transfer to a baccalaureate level mental health curriculum. Students should consult with CCBC-ESSEX or an academic advisor for transfer information.

ADMISSION TO THE PROGRAM

Students may apply to the program after completing one semester at Harford Community College. Keeping in mind that HCC provides core curriculum only, students should contact CCBC-ESSEX directly for admission procedures and requirements.

For more information, contact Dr. Sheldon Avery, 410-836-4375, davery@harford.edu; Dr. Alan Nemerofsky, CCBC-ESSEX Program Coordinator, 410-780-6429, anemerofsky@ccbc.cc.md.us; or HCC academic advising, 410-836-4301.

COURSES TO BE TAKEN AT HARFORD COMMUNITY COLLEGE

General Education Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPCH 101</td>
<td>Speech Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>MATH 102</td>
<td>Contemporary Mathematics</td>
<td></td>
</tr>
<tr>
<td>MATH 216</td>
<td>Introduction to Statistics</td>
<td>3-4</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 103</td>
<td>Wellness Theory and Applications</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
</tbody>
</table>

Diversity Course ........................................................................................................3

Program Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC 104</td>
<td>Introduction to Social Work</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY 102</td>
<td>Human Development Across the Life Span</td>
<td>3</td>
</tr>
<tr>
<td>PSY 204</td>
<td>Abnormal Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY 205</td>
<td>Psychology of Women</td>
<td>3</td>
</tr>
<tr>
<td>PSY 212</td>
<td>The Helping Relationship</td>
<td>3</td>
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</tbody>
</table>

Total Credits at HCC ................................ 36-37

COURSES TO BE TAKEN AT CCBC-ESSEX CAMPUS

Program Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 109</td>
<td>Human Anatomy and Physiology</td>
<td>4</td>
</tr>
<tr>
<td>MNTH 102</td>
<td>Fieldwork in Mental Health/Substance Abuse</td>
<td>3</td>
</tr>
<tr>
<td>MNTH 201</td>
<td>Directed Practicum/Mental Health I</td>
<td>4</td>
</tr>
<tr>
<td>MNTH 202</td>
<td>Directed Practicum/Mental Health II</td>
<td>4</td>
</tr>
<tr>
<td>MNTH 203</td>
<td>Clinical Practicum</td>
<td>1</td>
</tr>
<tr>
<td>MNTH 204</td>
<td>Pharmacology of Psychoactive Substances</td>
<td>3</td>
</tr>
<tr>
<td>MNTH 205</td>
<td>Techniques of Group Counseling</td>
<td>3</td>
</tr>
<tr>
<td>MNTH 207</td>
<td>Family Dynamics</td>
<td>3</td>
</tr>
<tr>
<td>MNTH 220</td>
<td>Crisis Intervention</td>
<td>3</td>
</tr>
<tr>
<td>PSY 220</td>
<td>Behavior Modification</td>
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</table>

Total Credits at Essex................................ 31

Total Credits Required for Degree .......................67-68
ASSOCIATE OF ARTS DEGREE • OPTION IN ARTS & SCIENCES

MUSIC

PROGRAM DESCRIPTION

This program provides a variety of opportunities and courses for students who wish to study music either as preparation for a profession in one of the many career fields or for personal enrichment.

EMPLOYMENT AND TRANSFER INFORMATION

In addition to teaching and performance careers, music students have other career options, particularly if they combine their music major with courses in another field. There are employment possibilities in therapy, music management, booking agencies, sales, television, music libraries, recording and sound engineering, as well as digital-multimedia.

Although this program meets the first two years of requirements for music majors at most Maryland colleges, students who plan to transfer should check the requirements of the receiving institution. To facilitate transfer, students should consult with the music advisor early in their studies at HCC.

For more information, contact Prof. Paul E. Labe, Jr., 410-836-4291, plabe@harford.edu; or academic advising, 410-836-4301.

DEGREE REQUIREMENTS

Recommended Course Sequence

- First Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>MUS 215</td>
<td>Intro to Electronic Music</td>
<td>3</td>
</tr>
<tr>
<td>MUS 201</td>
<td>The Art of Listening I</td>
<td>3</td>
</tr>
<tr>
<td>MUS 103</td>
<td>Music Theory I</td>
<td>4</td>
</tr>
<tr>
<td>MUS 105-114</td>
<td>Music Ensemble</td>
<td>1</td>
</tr>
<tr>
<td>MUS 227-266</td>
<td>Applied Music</td>
<td>2</td>
</tr>
</tbody>
</table>

Semester Total: 17

- Second Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS 202</td>
<td>The Art of Listening II</td>
<td>3</td>
</tr>
<tr>
<td>MUS 104</td>
<td>Music Theory II</td>
<td>4</td>
</tr>
<tr>
<td>MUS 179</td>
<td>Applied Music: Keyboard Theory I</td>
<td>1</td>
</tr>
<tr>
<td>MUS 105-114</td>
<td>Music Ensemble</td>
<td>1</td>
</tr>
<tr>
<td>MUS 118-121</td>
<td>Music Ensemble</td>
<td>1</td>
</tr>
<tr>
<td>MUS 127-166</td>
<td>Applied Music</td>
<td>2</td>
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</tbody>
</table>

Semester Total: 17-18

- Third Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 101</td>
<td>History of Western Civilization I</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>HIST 103</td>
<td>History of the United States I</td>
</tr>
<tr>
<td>MUS 203</td>
<td>Music Theory III</td>
<td>4</td>
</tr>
<tr>
<td>MUS 279</td>
<td>Applied Music: Keyboard Theory II</td>
<td>1</td>
</tr>
<tr>
<td>MUS 205-214</td>
<td>Music Ensemble</td>
<td>2</td>
</tr>
<tr>
<td>MUS 218-221</td>
<td>Music Ensemble</td>
<td>1</td>
</tr>
<tr>
<td>MUS 127-166</td>
<td>Applied Music</td>
<td>2</td>
</tr>
<tr>
<td>MUS 227-266</td>
<td>Applied Music</td>
<td>2</td>
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</table>

Semester Total: 16

- Fourth Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS 127-166</td>
<td>Applied Music</td>
<td>2</td>
</tr>
<tr>
<td>MUS 227-266</td>
<td>Applied Music</td>
<td>2</td>
</tr>
<tr>
<td>MUS 204</td>
<td>Music Theory IV</td>
<td>4</td>
</tr>
<tr>
<td>MUS 205-214</td>
<td>Music Ensemble</td>
<td>2</td>
</tr>
<tr>
<td>MUS 218-221</td>
<td>Music Ensemble</td>
<td>1</td>
</tr>
<tr>
<td>MUS 216</td>
<td>World Music</td>
<td>2</td>
</tr>
<tr>
<td>MUS 222</td>
<td>Popular Music of the US</td>
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Semester Total: 16

Total Number of Credits: 66-67

- Second Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>MUS 202</td>
<td>The Art of Listening II</td>
<td>3</td>
</tr>
<tr>
<td>MUS 104</td>
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</tr>
<tr>
<td>MUS 179</td>
<td>Applied Music: Keyboard Theory I</td>
<td>1</td>
</tr>
<tr>
<td>MUS 105-114</td>
<td>Music Ensemble</td>
<td>1</td>
</tr>
<tr>
<td>MUS 118-121</td>
<td>Music Ensemble</td>
<td>1</td>
</tr>
<tr>
<td>MUS 127-166</td>
<td>Applied Music</td>
<td>2</td>
</tr>
<tr>
<td>MUS 227-266</td>
<td>Applied Music</td>
<td>2</td>
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Semester Total: 17-18

- Third Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>HIST 101</td>
<td>History of Western Civilization I</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>HIST 103</td>
<td>History of the United States I</td>
</tr>
<tr>
<td>MUS 203</td>
<td>Music Theory III</td>
<td>4</td>
</tr>
<tr>
<td>MUS 279</td>
<td>Applied Music: Keyboard Theory II</td>
<td>1</td>
</tr>
<tr>
<td>MUS 205-214</td>
<td>Music Ensemble</td>
<td>2</td>
</tr>
<tr>
<td>MUS 218-221</td>
<td>Music Ensemble</td>
<td>1</td>
</tr>
<tr>
<td>MUS 127-166</td>
<td>Applied Music</td>
<td>2</td>
</tr>
<tr>
<td>MUS 227-266</td>
<td>Applied Music</td>
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</table>

Semester Total: 16

- Fourth Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS 127-166</td>
<td>Applied Music</td>
<td>2</td>
</tr>
<tr>
<td>MUS 227-266</td>
<td>Applied Music</td>
<td>2</td>
</tr>
<tr>
<td>MUS 204</td>
<td>Music Theory IV</td>
<td>4</td>
</tr>
<tr>
<td>MUS 205-214</td>
<td>Music Ensemble</td>
<td>2</td>
</tr>
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</tr>
<tr>
<td>MUS 216</td>
<td>World Music</td>
<td>2</td>
</tr>
<tr>
<td>MUS 222</td>
<td>Popular Music of the US</td>
<td>2</td>
</tr>
</tbody>
</table>

Semester Total: 16

Total Number of Credits: 66-67

* Students preparing for a Bachelor of Science degree in Music Education should take PSY 101 (General Psychology).

** As advised for transfer or your personal interest.

*** As advised for transfer.
NURSING

ASSOCIATE OF SCIENCES (A.S.) DEGREE
WITH PRACTICAL NURSING CERTIFICATE OPTION

PROGRAM DESCRIPTION

General Overview

Harford Community College offers a nursing program which allows students to enroll in an Associate of Sciences Degree Nursing Program (RN) with the option of completing the Practical Nursing Certificate Program (PN). Students complete the nursing courses in four consecutive semesters without a summer session. Students wishing to participate in the PN Certificate Program will complete course work specific to practical nursing during the ten-week summer session following the completion of their first two semesters in the program. PN graduates have the option of matriculating immediately into the third semester of the Associate of Sciences Degree Nursing Program, or students may exit the Nursing Program and re-enter into the third semester within five years from the date of PN program completion.

Certificate - Practical Nursing (PN)

This program is designed to provide students with the competencies required to practice as a Licensed Practical Nurse. After successful completion of the second semester of the Associate of Sciences Degree Nursing Program, nursing students may enroll in the ten-week summer session to complete the nursing course requirements for the Practical Nursing Certificate. Students contemplating completing the PN nursing certificate must enroll in the fall-spring sequence of courses. Adequate enrollment will be required for these courses to be offered. The course of study includes both theory presentation and supervised clinical laboratory experience at affiliating health care agencies. The program offers daytime theory sections. Day or evening clinical sections may be required. Admission to the National Licensure Examination for Registered and Practical Nursing is determined by the Maryland Board of Nursing. By law, the Maryland Board of Nursing may deny licensure for a variety of reasons which may include conviction of a felony or crime involving moral turpitude, if the nature of the offense bears directly on the fitness of the person to practice nursing.

EMPLOYMENT INFORMATION

Certificate - Practical Nursing (PN)

The Licensed Practical Nurse (LPN) participates as a member of the health care team under the supervision of a licensed health care professional. LPN responsibilities include delivery of direct client care, promotion of health and rehabilitation, and the safeguarding of life and health in a variety of health care settings. Employment statistics continue to predict average growth rate for this occupation. Hospitals, nursing homes, and other health related facilities employ licensed practical nurses.

A.S. Degree - Registered Nursing (RN)

The registered nurse assumes a variety of responsibilities as a member of the health care team, including management of client care through assessment and documentation of symptoms, reactions, and the progress of clients. The nurse plans, implements, supervises, and evaluates activities directed toward health restoration, health promotion, health maintenance, and illness prevention. Employment opportunities for the registered nurse are available in national, metropolitan Baltimore, and local job markets. Future projections for employment of registered nurses are favorable, with practice opportunities in a variety of health care settings.
NURSING (continued)

ADMISSION REQUIREMENTS

A.S. Degree - Registered Nursing (RN)

To be considered for admission to the Associate Degree Nursing Program, students must meet the following criteria:

1. Complete and submit application to HCC if not a current student and the Nursing Application to the Records and Registration Office by April 1 for fall admission notification and October 1 for spring admission notification. Grades for courses in progress during the fall semester must be in the Nursing, Allied Health and Sciences Division no later than December 23 to be considered for spring admission.

2. Obtain satisfactory scores on the College Level Math Placement Test or successfully complete MATH 017 (Intermediate Algebra).

3. Complete a minimum of 16 college credits which must include:
   A. *ENG 101 - English Composition
      *BIO 103 - Anatomy and Physiology I
      PSY 101 - General Psychology
      AND
   B. Two courses from the following:
      *PSY 102 - Human Development Across the Life Span
      *BIO 104 - Anatomy and Physiology II
      *BIO 205 - Microbiology
      SOC 101 - Introduction to Sociology
      MATH elective requirement

   * A grade of C or better must be earned in these courses.

4. Achieve a minimum grade point average of 2.50 on the courses applicable to the Associate of Sciences Degree Nursing Program.

5. Submit satisfactory health evaluation upon acceptance into the Nursing Program.


The program is highly competitive and completion of the admission criteria may not result in admission to the program.

LPN TO RN ADMISSIONS

The LPN to RN sequence is an option for advanced standing in the Associate Degree Nursing Program for licensed practical nurses who meet specified criteria. Admission into the Nursing Program is based on space availability.

ADMISSION REQUIREMENTS

1. Meet all admission requirements for the Associate Degree Nursing Program.

2. Complete prerequisite course requirements prior to the semester requesting admission earning a grade of “C” or better.

3. Provide verification of Practical Nurse license.

ADMISSION PROCESS

LPN graduates of Harford Community College who have been out of the Nursing Program for more than one semester but not more than five years may be eligible to re-enter into the third semester of the Nursing Program.

1. Submit the application for the Associate Degree Nursing Program to the Office of Records and Registration by October 1 for spring semester admission and April 1 for fall semester admission.

2. Submit a written request for admission to the Nursing Program Administrator by the above dates.

LPN graduates who have graduated within the last five years from a Maryland Practical Nursing Program that participates in the statewide articulation model may be eligible to enter the third semester of the Nursing Program.

1. Meet with an academic advisor to validate credits.

2. Meet with the LPN to RN Nursing Advisor.

3. Submit the Harford Community College application and the application to the Associate Degree Nursing Program to the Office of Records and Registration by October 1 for spring semester admission and April 1 for fall semester admission.

4. Submit official transcripts.

5. Submit a written request for admission to the Nursing Program Administrator by the above dates.
NURSING (continued)

6. Credit for previously completed nursing courses may be granted after successful completion of the LPN to RN Transition course offered by Continuing Education and Training.

Graduates of an LPN program that has not been validated for statewide LPN-ADN articulation or those licensed practical nurses who have not graduated within the past five years may be eligible to enter the second semester of the Nursing Program.

1. Meet with an academic advisor to validate credits.

2. Meet with the LPN to RN Nursing Advisor.

3. Submit the Harford Community College application and the application to the Associate Degree Nursing Program to the Office of Records and Registration by October 1 for spring semester admission and April 1 for fall semester admission.

4. Submit official transcripts.

5. Submit a written request for admission to the Nursing Program Administrator by the above dates.

6. Credit for N101 will be granted after successful completion of the LPN to RN Transition course offered by Continuing Education and Training.

For more information, contact Carolyn Crutchfield, MS, RN; Nursing Lab Coordinator, LPN to RN Nursing Advisor, 410-836-4249.

NURSING PROGRESSION POLICY

The nature of the nursing curriculum, where one concept builds upon another, requires an orderly, sequential progression which follows the curriculum plan. Any break in this sequence of progression due to withdrawal, failure of a required course, failure to maintain a minimum GPA of 2.0 or any other reason will necessitate a written request for re-enrollment to the Division Dean of Nursing. The decision for readmission in the Nursing Program will be based on the following criteria:

A. Length of time absent from the Nursing Program,
B. Academic standing in nursing courses, and
C. Space available for student placement.

A final grade of C or better and satisfactory clinical evaluation must be achieved in all nursing courses. A student will receive a grade of F in any nursing course for unsafe/unsatisfactory clinical practice, as determined by evaluation and documentation by the clinical nursing instructor. In this case, re-enrollment is determined by the Nursing faculty. A student failing any two nursing courses will be dismissed from the Nursing Program.

It is necessary to maintain competency and currency in nursing skills and knowledge; therefore, a student must complete the Associate Degree Nursing Program within 5 semesters from enrollment in NURS 101 (Fundamentals of Nursing). Any absence of more than one semester without an attempt to re-enroll will necessitate reapplication to the Nursing Program. If accepted, the student will be enrolled in NURS 101 or may qualify for the option to challenge NURS 101.

Registration for NURS 211 (Medical-Surgical Nursing III) requires concurrent registration of any remaining courses necessary for graduation. Students are expected to meet with Academic Advising to plan their course of study.

CPR Certification by the American Heart Association for Health Care Providers or American Red Cross CPR for the Professional Rescuer is required and must be maintained throughout enrollment in the nursing program.

For more information, contact Deborah Wrobel, Dean of Nursing, Allied Health and Sciences, 410-836-4240, durobel@harford.edu; or academic advising, 410-836-4301.
# NURSING

## DEGREE REQUIREMENTS

### Recommended Course Sequence

<table>
<thead>
<tr>
<th>Prerequisite Semester</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101...English Composition $^{6E}$</td>
<td>3</td>
</tr>
<tr>
<td>BIO 103 ...Anatomy and Physiology I $^{6L}$</td>
<td>4</td>
</tr>
<tr>
<td>PSY 101 ...General Psychology $^{6B}$</td>
<td>3</td>
</tr>
<tr>
<td><strong>Any two courses from the list of admissions/graduation requirements (see page 110): The following are suggested:</strong></td>
<td></td>
</tr>
<tr>
<td>SOC 101 ...Introduction to Sociology $^{6B}$ $ ^^ {**} $</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics elective $ ^{6M} $ $ ^^ {**} $</td>
<td>3</td>
</tr>
<tr>
<td><strong>Semester Total</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 101 ...Fundamentals of Nursing$ ^* $</td>
<td>7</td>
</tr>
<tr>
<td>BIO 104 ...Anatomy and Physiology II $ ^{6L} $ $ ^* $</td>
<td>4</td>
</tr>
<tr>
<td>PSY 102 ...Human Development Across the Life Span $ ^{6B} $ $ ^* $</td>
<td>3</td>
</tr>
<tr>
<td><strong>Semester Total</strong></td>
<td><strong>14</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 105 ...Medical-Surgical Nursing I$ ^* $</td>
<td>4.5</td>
</tr>
<tr>
<td>NURS 107 ...Mental Health Nursing$ ^* $</td>
<td>4</td>
</tr>
<tr>
<td>NURS 112 ...Contemporary Issues in Nursing$ ^* $</td>
<td>1</td>
</tr>
<tr>
<td>BIO 205 ...Microbiology $ ^{6L} $ $ ^* $</td>
<td>4</td>
</tr>
<tr>
<td>Physical Education Fitness elective</td>
<td>1</td>
</tr>
<tr>
<td><strong>Semester Total</strong></td>
<td><strong>14.5</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Third Semester</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 208 ...Maternal-Child Nursing$ ^* $</td>
<td>5</td>
</tr>
<tr>
<td>NURS 210 ...Medical-Surgical Nursing II$ ^* $</td>
<td>4.5</td>
</tr>
<tr>
<td>Arts/Humanities elective $ ^{6H} $</td>
<td>3</td>
</tr>
<tr>
<td><strong>Semester Total</strong></td>
<td><strong>12.5</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fourth Semester</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 211 ...Medical-Surgical Nursing III$ ^* $</td>
<td>9</td>
</tr>
<tr>
<td>NURS 212 ...Leadership in Nursing$ ^* $</td>
<td>1</td>
</tr>
<tr>
<td>Arts/Humanities elective $ ^{6H} $</td>
<td>3</td>
</tr>
<tr>
<td><strong>Semester Total</strong></td>
<td><strong>13</strong></td>
</tr>
</tbody>
</table>

**Total Number of Credits** | **70**

* A grade of C or better must be earned in these courses.

** Recommended courses from admissions requirements.

Students planning to transfer credits to a baccalaureate nursing program are encouraged to confer with an academic advisor for the planning of their academic program of study.

A minimum of five semesters will be required to meet admission and degree requirements for the Associate Degree Program in Nursing Studies. Students who have major home/family or work responsibilities must be aware of the extensive time commitment required by nursing courses. Progression through the program may either follow a typical five-semester plan, or the plan may be modified to accommodate part-time study. However, progression through the nursing course must follow the orderly sequence, as outlined.

Students are encouraged to consult with an academic advisor to plan a schedule that will meet program requirements while taking into consideration student capabilities.

For more information, contact Deborah Wrobel, Dean of Nursing, Allied Health and Sciences, 410-836-4240, dwrobel@harford.edu; or academic advising, 410-836-4301.

**NOTE:**

CHEM 103 is a corequisite for BIO 103.

BIO 103 is a prerequisite for BIO 104.

---

**Note:** The following codes identify courses which satisfy the General Education core requirements. For more information see pages 22-23.

- $ ^{6B} $ Behavioral/Social Science
- $ ^{6E} $ English Composition
- $ ^{6H} $ Arts/Humanities
- $ ^{6I} $ Interdisciplinary and Emerging Issues
- $ ^{6L} $ Biological/Physical Laboratory Science
- $ ^{6M} $ Mathematics
- $ ^{6S} $ Biological/Physical Science

Arts/Humanities electives must be selected from two different disciplines to satisfy the General Education core requirements.

**TO SATISFY THE DIVERSITY REQUIREMENT:**

Associate degree students must complete one 3-credit diversity course $ ^{6D} $. It is recommended that students select one of the 3-credit $ ^{6B} $, $ ^{6H} $, or $ ^{6I} $ course electives from those that also appear on the approved list of diversity courses (see page 24).
# CERTIFICATE IN PRACTICAL NURSING

## PREREQUISITE and REQUIREMENTS

### • Prerequisite Semester  
Sem. Hrs.

- **ENG 101** English Composition (GL)\(^*\) ..........3  
- **BIO 103** Anatomy and Physiology I (GL)\(^*\) ..........4  
- **PSY 101** General Psychology (GB) .................3  

**Any two courses from the list of admissions/graduation requirements (see page 110):**  
- **SOC 101** Introduction to Sociology (GB)\(^*\) ..........3  
- Mathematics elective (GM)\(^*\) .................3  

Semester Total ...........................................16

### • First Semester  
Sem. Hrs.

- **NURS 101** Fundamentals of Nursing\(^*\) ..........7  
- **BIO 104** Anatomy and Physiology II (GL)\(^*\) ..........4  
- **PSY 102** Human Development Across the Life Span (GB)\(^*\) ..........3  

Semester Total ...........................................14

### • Second Semester  
Sem. Hrs.

- **NURS 105** Medical-Surgical Nursing I\(^*\) ..........4.5  
- **NURS 107** Mental Health Nursing\(^*\) ..........4  
- **NURS 112** Contemporary Issues in Nursing\(^*\) ..........1  

Semester Total ...........................................9.5

**NOTE:** CHEM 103 is a corequisite for BIO 103.  
BIO 103 is a prerequisite for BIO 104.

### • Summer Session  
Sem. Hrs.

- **PN 118** Maternal-Child Health for Practical Nursing\(^*\) ..........4  
- **PN 121** Medical-Surgical Nursing for Practical Nursing\(^*\) ..........5  
- **PN 122** Practical Nursing Issues\(^*\) ..........0.5  

Semester Total ...........................................9.5

Total Number of Credits ........................................49

* A grade of C or better must be earned in these courses.  
** Recommended courses from admissions requirements.

To earn a certificate from HCC, students must complete or demonstrate exemption from the following courses:  
- ENG 012, ENG 003, MATH 001. See page 40 for graduation requirement details.

Students planning to return to the RN program immediately after PN summer session must complete BIO 205 in the second semester.
# ASSOCIATE OF ARTS DEGREE • OPTION IN ARTS & SCIENCES

## PHILOSOPHY

### PROGRAM DESCRIPTION

This curriculum is designed for students in the arts and sciences who plan to transfer to a baccalaureate degree institution for their upper division major. The core courses constitute a foundation in the field of philosophy and challenge students to think clearly about issues and ideas derived not only from the historical Western intellectual heritage but also from present ideologies and problems.

### EMPLOYMENT AND TRANSFER INFORMATION

A philosophy degree provides an excellent basis on which to build careers in fields of government, law, teaching and theology. Students should be aware that each transfer institution has unique curricular requirements. To facilitate transfer, students should consult an academic advisor early in their studies at HCC and before selecting elective courses.

For more information, contact Dr. Gary Owens, 410-836-4454, gowens@harford.edu; or academic advising, 410-836-4301.

## DEGREE REQUIREMENTS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102</td>
<td>English Composition and Literature</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 101</td>
<td>Introduction to Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 200</td>
<td>Principles of Logic</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 205</td>
<td>Ethics</td>
<td>3</td>
</tr>
</tbody>
</table>

Either one, but only one, of the following two courses:

- PHIL 220 ..... Bioethics 6H .................................... 3
- PHIL 221 ..... Business Ethics 6H ............................. 3

RELG 210 ..... Comparative Religion 6H ........................... 3
HIST 101 ..... History of Western Civilization I 6H ........ 3
HIST 102 ..... History of Western Civilization II 6H .......... 3

Behavioral/Soc. Sci. elective 6H ............................. 3
Arts/Humanities electives 6H* ................................ 6
Bio./Phys. Sci. elective 6S .................................... 3
Mathematics elective 6M ........................................ 3-4
Bio./Phys.Sci. Laboratory elective 6L ...................... 4
General electives .............................................. 12
Physical Education Fitness elective ...................... 1
Physical Education elective ................................. 1

Total Number of Credits ........................................ 63-64

*NOTE: Only one ethics course may be used as an Arts/Humanities General Education elective. Additional ethics courses taken will count as general elective credits.

---

**Note:** The following codes identify courses which satisfy the General Education core requirements. For more information see pages 22-23.

- **GB** Behavioral/Social Science
- **GE** English Composition
- **GH** Arts/Humanities
- **GI** Interdisciplinary and Emerging Issues
- **GL** Biological/Physical Laboratory Science
- **GM** Mathematics
- **GS** Biological/Physical Science

**TO SATISFY THE GENERAL EDUCATION CORE REQUIREMENTS:**

- Behavioral/Social Science and Arts/Humanities electives must be selected from two different disciplines;
- A maximum of 8 credits from Interdisciplinary and Emerging Issues (GI) may be applied.

**TO SATISFY THE DIVERSITY REQUIREMENT:**

Associate degree students must complete one 3-credit diversity course (D). It is recommended that students select one of the 3-credit (GB, GH, or GI) course electives from those that also appear on the approved list of diversity courses (see page 24).
PHOTOGRAPHY

PROGRAM DESCRIPTION

This option is designed to prepare students to transfer with junior standing to a B.A. or B.F.A. photography program. It provides General Education courses, a broad range of training in black and white photography, and an introduction to color photography. Courses in this program may require field trips. A reasonable alternative option to the required field trip(s) will be available.

EMPLOYMENT AND TRANSFER INFORMATION

According to the U.S. Bureau of Labor Statistics, employment is expected to grow more slowly than average. Portrait and commercial photographers are likely to face keen competition. Areas such as law enforcement and scientific and medical research photography should offer the best opportunities.

Students should be aware that each transfer institution has unique curricular requirements. To facilitate transfer, students should consult with an academic advisor early in their studies at HCC and before selecting elective courses.

For more information, contact Prof. Chris Heard, 410-836-4350, cheard@harford.edu; or academic advising, 410-836-4301.

TO SATISFY THE DIVERSITY REQUIREMENT:

Associate degree students must complete one 3-credit diversity course B. It is recommended that students select one of the 3-credit GB, GH, or GI course electives from those that also appear on the approved list of diversity courses (see page 24).

Behavioral/Social Science and Arts/Humanities electives must be selected from two different disciplines to satisfy the General Education core requirements.

DEGREE REQUIREMENTS

Recommended Course Sequence

- First Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 101</td>
<td>Fundamentals of 2-D Design</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition</td>
<td>GB</td>
</tr>
<tr>
<td>PHOT 101</td>
<td>Photography I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Behavioral/Social Science elective</td>
<td>GB</td>
</tr>
<tr>
<td></td>
<td>Arts/Humanities elective</td>
<td>GB</td>
</tr>
<tr>
<td></td>
<td>Physical Education Fitness elective</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Semester Total</td>
<td>16</td>
</tr>
</tbody>
</table>

- Second Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 102</td>
<td>History of Western Civilization II</td>
<td>GB, D</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>HIST 104</td>
<td>History of the United States II</td>
<td>GB, D</td>
</tr>
<tr>
<td>PHOT 102</td>
<td>Photography II</td>
<td>3</td>
</tr>
<tr>
<td>PHOT 105</td>
<td>Photojournalism</td>
<td>3</td>
</tr>
<tr>
<td>PHOT 209</td>
<td>History of Photography</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Mathematics elective</td>
<td>GM</td>
</tr>
<tr>
<td></td>
<td>Physical Education elective</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Semester Total</td>
<td>16-17</td>
</tr>
</tbody>
</table>

- Third Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHOT 104</td>
<td>Color Photography I</td>
<td>4</td>
</tr>
<tr>
<td>PHOT 201</td>
<td>Creative Photography</td>
<td>3</td>
</tr>
<tr>
<td>PHOT 205</td>
<td>Lighting I</td>
<td>3</td>
</tr>
<tr>
<td>ART 202</td>
<td>Survey of Art History II</td>
<td>GB, D</td>
</tr>
<tr>
<td></td>
<td>Bio./Phys. Lab Science elective</td>
<td>GB</td>
</tr>
<tr>
<td></td>
<td>Semester Total</td>
<td>17</td>
</tr>
</tbody>
</table>

- Fourth Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHOT 207</td>
<td>Lighting II</td>
<td>3</td>
</tr>
<tr>
<td>PHOT 203</td>
<td>Commercial Photography</td>
<td>4</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHOT 230</td>
<td>Digital Imaging I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Bio./Phys. Sci. elective</td>
<td>GB</td>
</tr>
<tr>
<td></td>
<td>General Education elective</td>
<td>GB, GB, GB</td>
</tr>
<tr>
<td></td>
<td>Semester Total</td>
<td>15-16</td>
</tr>
</tbody>
</table>

Total Number of Credits............................................64-66
CERTIFICATE IN PHOTOGRAPHY

PHOTOGRAPHY CERTIFICATE

PROGRAM DESCRIPTION

Designed to prepare students for employment in the field of photography, this program focuses on the development of skills and competencies in the use of a variety of camera and darkroom equipment, and on the application of personal style and aesthetics to photographic processes. Certificate holders can expect competition from Associate of Arts graduates.

REQUIRED COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 101</td>
<td>Fundamentals of 2-D Design</td>
<td>3</td>
</tr>
<tr>
<td>PHOT 101</td>
<td>Photography I</td>
<td>3</td>
</tr>
<tr>
<td>PHOT 102</td>
<td>Photography II</td>
<td>3</td>
</tr>
<tr>
<td>PHOT 104</td>
<td>Color Photography</td>
<td></td>
</tr>
</tbody>
</table>

Two of the following:

PHOT 105    Photojournalism                  3
PHOT 201    Creative Photography            3
PHOT 203    Commercial Photography          4
PHOT 230    Digital Imaging I               3

Total Number of Credits: 19-20

Note: The following codes identify courses which satisfy the General Education core requirements. For more information see pages 22-23.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>GB</td>
<td>Behavioral/Social Science</td>
</tr>
<tr>
<td>GE</td>
<td>English Composition</td>
</tr>
<tr>
<td>GH</td>
<td>Arts/Humanities</td>
</tr>
<tr>
<td>GI</td>
<td>Interdisciplinary and Emerging Issues</td>
</tr>
<tr>
<td>GM</td>
<td>Mathematics</td>
</tr>
<tr>
<td>GS</td>
<td>Biological/Physical Science</td>
</tr>
</tbody>
</table>

To earn a certificate from HCC, students must complete or demonstrate exemption from the following courses: ENG 012, ENG 003, MATH 001. See page 40 for graduation requirement details.

For more information, contact Prof. Chris Heard, 410-836-4350, cbeard@harford.edu; or academic advising, 410-836-4301.
ASSOCIATE OF SCIENCES DEGREE • OPTIONS IN ARTS & SCIENCES

PHYSICS

PROGRAM DESCRIPTION

This program provides a diversity of courses for students wishing to pursue a course of study in physics. Physicists are concerned with the properties, changes and interactions of matter, energy and other physical phenomena. They conduct research into physical phenomena, develop theories and laws, and devise methods of applying the laws of physics to industry, medicine and other fields. Physicists may specialize in several areas such as solid state physics, nuclear physics, acoustical physics, and fluid and plasma physics.

EMPLOYMENT AND TRANSFER INFORMATION

Employment opportunities may be more numerous for those with an advanced degree, particularly graduates from programs preparing them for applied research and development, product design, and manufacturing positions in the industry. Many of these positions, however, will have titles other than physicist, such as engineer or computer scientist. Despite keen competition for traditional physics positions, individuals with a physics degree at any level will find their skills useful for entry into many other occupations.

Students planning to transfer to a four-year college or university should check the requirements of that institution. If they are significantly different from the courses listed, the student should consult an advisor for academic guidance and other curriculum options to follow such as General Studies.

For more information, contact Prof. Sal Rodano, 410-836-4254 srodano@harford.edu; or academic advising, 410-836-4301.

TO SATISFY THE DIVERSITY REQUIREMENT:
Associate degree students must complete one 3-credit diversity course (D). It is recommended that students select one of the 3-credit (GB), (GH), or (GI) course electives from those that also appear on the approved list of diversity courses (see page 24).

DEGREE REQUIREMENTS

Recommended Course Sequence

<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester</td>
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<tr>
<td>CHEM 111 ..General Chemistry I (6L)</td>
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<tr>
<td>ENG 101......English Composition (6E)</td>
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<tr>
<td>MATH 203 ..Calculus I (6M)</td>
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<tr>
<td>Behavioral/Social Sci. elective (6B)</td>
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</tr>
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<td>CHEM 112 ..General Chemistry IIA (6L)</td>
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<tr>
<td>CHEM 114 ..General Chemistry IIB (6L)</td>
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<tr>
<td>CIS 102 .......Introduction to Information Sciences (6L)</td>
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<td>MATH 204 ..Calculus II (6M)</td>
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<tr>
<td>PHYS 203 ....General Physics: Mechanics and Particle Dynamics (6S)</td>
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<tr>
<td>Arts/Humanities elective (6H)</td>
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<td>MATH 208 ..Elementary Differential Equations</td>
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<tr>
<td>PHYS 204 ....General Physics: Vibrations, Waves, Heat, Elec. and Magnetism (6L)</td>
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<td>Behavioral/Social Science elective (6B)</td>
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<tr>
<td>CIS/CSI elective</td>
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<td>General elective*</td>
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<td>16-17</td>
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<td>Fourth Semester</td>
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<tr>
<td>MATH 206 ..Calculus III</td>
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<tr>
<td>MATH 217 ..Linear Algebra</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 205 ....General Physics: Electrodynamics, Light, Relativity and Modern Physics (6L)</td>
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<tr>
<td>Arts/Humanities elective (6H)</td>
<td>3</td>
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<tr>
<td>Physical Education elective</td>
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<td>16</td>
</tr>
<tr>
<td>Total Number of Credits</td>
<td>64-65</td>
</tr>
</tbody>
</table>

* The general elective should be chosen to satisfy requirements of the institution to which transfer is planned. English Composition: Research Writing (ENG 109) is recommended.

Behavioral/Social Science and Arts/Humanities electives must be selected from two different disciplines to satisfy the General Education core requirements.
POLITICAL SCIENCE

PROGRAM DESCRIPTION

This option is designed primarily to prepare students for transfer to baccalaureate programs with majors in Political Science.

EMPLOYMENT AND TRANSFER INFORMATION

The Political Science program prepares students for careers in government, law, urban planning, teaching, foreign service and research. Liberal arts colleges and universities typically offer Political Science as a major. The political science courses at Harford are accepted for transfer to Maryland colleges and universities and to public and private institutions nationwide.

For more information, contact Prof. Avery Ward, 410-836-4361, award@harford.edu; or academic advising, 410-836-4301.

DEGREE REQUIREMENTS

Recommended Course Sequence

- First Semester
  - ENG 101......English Composition 6E .........................3
  - PS 101.......American National Government 6B ............3
  - PSY 101 ......General Psychology 6B ..........................3
  - Bio./Phys. Sci. elective 6S ....................................3
  - General elective ............................................3
  - Physical Education Fitness elective ..........................1
  - Semester Total ................................................16

- Second Semester
  - ENG 109......English Composition: Research Writing ......3
  - PS 102..........State and Local Government 6B .......... 3
  - SOC 101 ......Introduction to Sociology 6B 0 ............. 3
  - Mathematics elective 6M ....................................3
  - General elective .............................................3
  - Physical Education elective ..................................1
  - Semester Total .............................................16-17

- Third Semester
  - HIST 103 ....History of the United States I 6B 0 .......... 3
  - PS 201.......Intro. to International Relations 6B ......... 3
  - Behavioral/Soc.Sci. or Lang. elective ...................... 3
  - Arts/Humanities elective 6H ................................3
  - Bio./Phys.Lab Sci. elective 6L ..............................4
  - Semester Total .............................................16

- Fourth Semester
  - HIST 104 ....History of the United States II 6B 0 ....... 3
  - SPCH 101 ....Speech Fundamentals 61 ........................3
  - Behavioral/Soc.Sci. or Lang. elective ...................... 3
  - Arts/Humanities elective 6H ................................3
  - General elective .............................................3
  - Semester Total .............................................15

Total Number of Credits.............................................63-64

Note: The following codes identify courses which satisfy the General Education core requirements. For more information see pages 22-23.

- 6B Behavioral/Social Science
- 6E English Composition
- 6H Arts/Humanities
- 6I Interdisciplinary and Emerging Issues
- 6L Biological/Physical Laboratory Science
- 6M Mathematics
- 6S Biological/Physical Science

TO SATISFY THE GENERAL EDUCATION CORE REQUIREMENTS:
- Behavioral/Social Science and Arts/Humanities electives must be selected from two different disciplines;
- A maximum of 8 credits from Interdisciplinary and Emerging Issues 6I may be applied.

TO SATISFY THE DIVERSITY REQUIREMENT:
Associate degree students must complete one 3-credit diversity course 6. It is recommended that students select one of the 3-credit 6B, 6H, or 6I course electives from those that also appear on the approved list of diversity courses (see page 24).
GLOBAL STUDIES CERTIFICATE

PROGRAM DESCRIPTION

This Certificate in Global Studies provides students with an interdisciplinary and integrative analysis of contemporary international topics. The overall goal of the program is to assist students in achieving global competence. This is accomplished through student awareness of cultural sensitivity; appreciation of different values, attitudes and behaviors; and insights into global interconnectedness that are essential to life and career success. Specific areas include international conflict and cooperation, world peace and security, human rights and justice, international trade, humanitarian and environmental problems, religious and ethnic diversity, and cultural diffusion.

The program is designed for both returning students who would like further emphasis in these areas and new students who feel the need to obtain a global perspective.

EMPLOYMENT AND TRANSFER INFORMATION

This program prepares students for careers in government, law, non-profit organizations, businesses dealing with global markets, journalism, and other fields that require employees to have a global outlook.

Students pursuing the Associate of Arts degree in Political Science can seek this certificate simultaneously, thereby obtaining an emphasis in Global Studies. The A.A. degree is transferable to Maryland colleges and universities and to public and private institutions nationwide.

For more information, contact Prof. David J. Smith, 410-836-4434, dsmith@harford.edu; or academic advising, 410-836-4301.

REQUIRED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101 English Composition</td>
<td>3</td>
</tr>
<tr>
<td>IDS 201 Peace and Conflict: An Interdisciplinary Look</td>
<td>3</td>
</tr>
<tr>
<td>HIST 202 The Twentieth Century World</td>
<td>3</td>
</tr>
<tr>
<td>PS 201 Introduction to International Relations</td>
<td>3</td>
</tr>
<tr>
<td>ANTH 102 Introduction to Cultural Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>RELG 210 Comparative Religion</td>
<td>3</td>
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</table>

Choose one from the following:

- GEOG 102 Human Geography
- GEOG 103 World Regional Geography

Choose one from the following:

- ENG 208 Contemporary Humanities
- ENG 215 Multicultural Literature: The 20th Century
- DRAM 204 Survey of Modern Drama
- ART 202 Survey of Art History II
- MUS 202 The Art of Listening II

Choose one from the following:

- BA 242 Introduction to International Business
- SOC 102 Social Problems
- PS 283 Internship in Political Science

Total Number of Credits ................................................27

Note: The following codes identify courses which satisfy the General Education core requirements. For more information see pages 22-23.

- 6B Behavioral/Social Science
- 6E English Composition
- 6H Arts/Humanities
- 6I Interdisciplinary and Emerging Issues
- 6L Biological/Physical Laboratory Science
- 6M Mathematics
- 6S Biological/Physical Science

TO SATISFY THE GENERAL EDUCATION CORE REQUIREMENTS:

- Behavioral/Social Science and Arts/Humanities electives must be selected from two different disciplines;
- A maximum of 8 credits from Interdisciplinary and Emerging Issues may be applied.

To earn a certificate from HCC, students must complete or demonstrate exemption from the following courses: ENG 012, ENG 003, MATH 001. See page 40 for graduation requirement details.
ASSOCIATE OF ARTS DEGREE • OPTION IN ARTS & SCIENCES

PSYCHOLOGY

PROGRAM DESCRIPTION
This option is designed to prepare students for transfer to baccalaureate programs with major emphasis on psychology and the behavioral sciences. Students planning careers in a variety of related fields may also use this option as a general program guide.

EMPLOYMENT INFORMATION
Graduates with AA and BA degrees may be employed in community mental health agencies, crisis centers, correctional facilities, government agencies, and senior citizen centers. Degrees beyond the AA and experience are usually necessary for positions above entry level.

Those with a Master of Arts or Science degree may find employment in counseling centers, hospitals, law enforcement and other government agencies, primary and secondary schools, and community colleges.

Psychologists with a Ph.D. degree find employment in universities and colleges, research facilities, hospitals, mental health clinics and private and public counseling centers.

TRANSFER INFORMATION
Students should consult the catalog of the college or university to which they plan to transfer to determine appropriate electives and the number of psychology courses which transfer toward a major. Most colleges permit up to five three-credit psychology courses to be transferred. It often helps to complete the AA degree before transfer since most colleges will accept all credits if the degree is completed. Students must still meet department requirements at the transfer institution.

There are many opportunities for transfer. One option for the Bachelor’s in psychology is the dual admissions program with University of Maryland University College. Interested students should contact academic advising.

DEGREE REQUIREMENTS

Recommended Course Sequence

<table>
<thead>
<tr>
<th>Semester</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester</td>
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<tr>
<td>ENG 101 English Composition</td>
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<tr>
<td>PSY 101 General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 101 Speech Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>Biological Lab Science</td>
<td>4</td>
</tr>
<tr>
<td>History elective</td>
<td>3</td>
</tr>
<tr>
<td>Semester Total</td>
<td>16</td>
</tr>
</tbody>
</table>

| Second Semester | 15 |
| ENG 109 English Comp.: Research Writing | 3 |
| SOC 101 Introduction to Sociology | 3 |
| Biological/Phys. Sci. elective | 3 |
| Psychology elective | 3 |
| General elective | 3 |
| Semester Total | 15 |

| Third Semester | 16-17 |
| Arts/Humanities elective | 3 |
| Mathematics elective | 3-4 |
| Psychology elective | 3 |
| General elective | 3 |
| General Education elective | 3 |
| Physical Education Fitness elective | 1 |
| Semester Total | 16-17 |

| Fourth Semester | 16 |
| Arts/Humanities elective | 3 |
| Psychology elective | 6 |
| General electives | 6 |
| Physical Education elective | 1 |
| Semester Total | 16 |

Total Number of Credits: 63-64

* BIO 100 (Fundamentals of Biology) or BIO 120 (General Biology I) are recommended.
+ MATH 216 (Introduction to Statistics) is recommended.
** Electives should be chosen according to personal or career interests or to the requirements of the institution to which transfer is planned.
*** It is suggested that students choose from the following as part of their program of study:
SOC 102 (Social Problems), CIS 102 (Introduction to Information Sciences), and BIO 109 (Human Genetics).

For more information, contact Prof. Rick Mitchell, 410-836-4364, rmitchel@harford.edu; or academic advising, 410-836-4301.

Behavioral/Social Science and Arts/Humanities electives must be selected from two different disciplines to satisfy the General Education core requirements.

TO SATISFY THE DIVERSITY REQUIREMENT:
Associate degree students must complete one 3-credit diversity course. It is recommended that students select one of the 3-credit course electives from those that also appear on the approved list of diversity courses (see page 24).
ASSOCIATE OF APPLIED SCIENCES DEGREE

PROGRAM DESCRIPTION

The Science Laboratory Technology program prepares students in the techniques and skills needed for routine science laboratory work. By stressing the basic principles of the natural and physical sciences, with strong emphasis on analytical techniques and applications, the program prepares students for semiprofessional employment in chemical, biological and physical laboratories. High school preparation should include two units of algebra and one unit of science.

EMPLOYMENT INFORMATION

Working with scientists and engineers, science laboratory technicians conduct research, design, and testing in the design, development, sales, and utilization of various scientific products. Activities involved in the testing of products and processes often include measuring reactions, analyzing results and recording data which will be the basis for decisions and future research. Graduates of the program obtain jobs as laboratory technicians in biological, chemical and other scientific laboratories. The majority of local employment opportunities are with the federal government.

For more information, contact Prof. Floyd Grimm, 410-836-4372, fgrimm@barford.edu; or academic advising, 410-836-4301.

DEGREE REQUIREMENTS

Recommended Course Sequence

- First Semester  
CHEM 111 ..General Chemistry I [6L] ......................4  
ENG 101.....English Composition [6L] ..................3  
BIO 120 .....General Biology I [6L] ......................4  
General elective* ........................................3  
Physical Education Fitness elective ..........1  
Semester Total............................................15

- Second Semester  
CHEM 112 ..General Chemistry II A [6L] ...............4  
BIO 205 ......Microbiology [6L] .........................4  
MATH 216 ..Introduction to Statistics [6M] ..........4  
Behavioral/Social Science elective [6B] ** ....3  
Physical Education elective ......................1  
Semester Total............................................16

- Third Semester  
PHYS 101 ....Introductory Physics I [6L] ...............4  
CHEM 204 ..Analytical Chemistry .....................4  
Arts/Humanities elective [6H] .....................3  
General electives*** ..................................6  
Semester Total............................................17

- Fourth Semester  
PHYS 102 ....Introductory Physics II [6L] ..........4  
BIO 206 ......Microtechniques .........................4  
ENG 209.....Technical Writing .......................3  
Behavioral/Social Science elective [6B] ..........3  
CIS elective .............................................3  
Semester Total............................................17

Total Number of Credits ...........................................65

*   MATH 109 or equivalent recommended.  
**  HIST 105 or HIST 106 recommended.  
*** Co-op recommended.

TO SATISFY THE DIVERSITY REQUIREMENT:

Associate degree students must complete one 3-credit diversity course [D]. It is recommended that students select one of the 3-credit [6B], [6H], or [6L] course electives from those that also appear on the approved list of diversity courses (see page 24).

Note: The following codes identify courses which satisfy the General Education core requirements. For more information see pages 22-23.

<table>
<thead>
<tr>
<th>Code</th>
<th>Category</th>
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<tbody>
<tr>
<td>6B</td>
<td>Behavioral/Social Science</td>
</tr>
<tr>
<td>6L</td>
<td>English Composition</td>
</tr>
<tr>
<td>6H</td>
<td>Arts/Humanities</td>
</tr>
<tr>
<td>6I</td>
<td>Interdisciplinary and Emerging Issues</td>
</tr>
<tr>
<td>6L</td>
<td>Biological/Physical Laboratory Science</td>
</tr>
<tr>
<td>6M</td>
<td>Mathematics</td>
</tr>
<tr>
<td>6S</td>
<td>Biological/Physical Science</td>
</tr>
</tbody>
</table>
ASSOCIATE OF ARTS DEGREE • OPTION IN ARTS & SCIENCES

SOCIETY

PROGRAM DESCRIPTION

This program prepares students for transfer to baccalaureate programs in sociology, social policy, or women’s studies. Sociology as a major field of study prepares students for careers in both government and business, such as criminology and penology, research, social work, social policy, personnel work, demography and college teaching.

EMPLOYMENT AND TRANSFER INFORMATION

According to the Bureau of Labor Statistics, positions are expected to grow nationally by 19% through 2010, spurred by research in various fields. Growth in Maryland is projected to be similar. Opportunities will be best for Ph.D.s with training in areas such as clinical sociology, gerontology, criminology, demography, and quantitative research. Competition is expected to be keen for university positions.

Graduates of this program may transfer into any college in Maryland or to public and private institutions nationwide.

For more information, contact Dr. Sharon Stowers, 410-836-4000, ext. 7189, sstowers@harford.edu; or academic advising, 410-836-4301.

DEGREE REQUIREMENTS

Recommended Course Sequence

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Sem. Hrs.</th>
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<tbody>
<tr>
<td>SOC 101 ......Introduction to Sociology</td>
<td>6B B ..........3</td>
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<tr>
<td>ENG 101......English Composition</td>
<td>6E ..........3</td>
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<tr>
<td>SPCH 101 ....Speech Fundamentals</td>
<td>6L ..........3</td>
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<tr>
<td>Bio./Phys. Lab Science elective</td>
<td>6L ** ..........4</td>
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<tr>
<td>Physical Education Fitness elective</td>
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<tr>
<td>General elective+</td>
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<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Sem. Hrs.</th>
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<tbody>
<tr>
<td>SOC 102 ...Social Problems</td>
<td>6B B ..........3</td>
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<td>ENG 109......English Comp: Research Writing</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101 ......General Psychology</td>
<td>6B ..........3</td>
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<tr>
<td>Behavioral/Social Science elective</td>
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<td>Physical Education elective</td>
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<td>.................................16</td>
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<table>
<thead>
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<th>Third Semester</th>
<th>Sem. Hrs.</th>
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</thead>
<tbody>
<tr>
<td>SOC 201 ......Marriage and the Family</td>
<td>6B B ..........3</td>
</tr>
<tr>
<td>History elective</td>
<td>6L ** ..........3</td>
</tr>
<tr>
<td>Arts/Humanities elective</td>
<td>6H **** ..........3</td>
</tr>
<tr>
<td>Mathematics elective</td>
<td>6M *** ..........3-4</td>
</tr>
<tr>
<td>General elective+</td>
<td>3</td>
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<td>.................................15-16</td>
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<table>
<thead>
<tr>
<th>Fourth Semester</th>
<th>Sem. Hrs.</th>
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</thead>
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<tr>
<td>Arts/Humanities elective</td>
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<td>General electives+</td>
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</table>

Total Number of Credits............................63-64

* Electives should be chosen according to personal and career interests. It is suggested students take CIS 102 (Introduction to Information Sciences).

* HIST 208 (American Ethnic History) is recommended.

** BIO 100 (Fundamentals of Biology) or BIO 120 (General Biology I) is recommended.

*** MATH 216 (Introduction to Statistics) is recommended if transfer is planned.

**** ENG 219 (American Women Writers) is recommended for students interested in women’s studies.

Note: The following codes identify courses which satisfy the General Education core requirements. For more information see pages 22-23.

- 6B Behavioral/Social Science
- 6E English Composition
- 6H Arts/Humanities
- 6I Interdisciplinary and Emerging Issues
- 6L Biological/Physical Laboratory Science
- 6M Mathematics
- 6S Biological/Physical Science

TO SATISFY THE GENERAL EDUCATION CORE REQUIREMENTS:

- Behavioral/Social Science and Arts/Humanities electives must be selected from two different disciplines;
- A maximum of 8 credits from Interdisciplinary and Emerging Issues 6I may be applied.
TEACHER EDUCATION – EARLY CHILDHOOD EDUCATION TRANSFER

PROGRAM DESCRIPTION
This program prepares students for transfer into a four-year college or university early childhood education program. Graduates with this four-year degree will be prepared to teach pre-kindergarten through third grade. Electives should be chosen with consideration for the requirements of the institution to which transfer is planned. High school preparation should include four units of English, three units of math of which two should be algebra, and three units of science.

Students should plan to take Praxis I, the first part of the national teacher exam, near completion of 45 credit hours, which include core English and math competencies. Information can be obtained from the Test and Assessment Center or the Educational Studies Division.

EMPLOYMENT AND TRANSFER INFORMATION
According to the National Center for Education Statistics, the number of newly hired public school teachers needed by 2008-09 ranges from 1.7 - 2.7 million. Additionally, the U.S. Department of Labor’s Bureau of Labor Statistics forecasts the need for teaching positions through 2010 at approximately 400,000 per year.

Some school districts (including Harford County) require this degree in order to teach preschool, kindergarten and/or first grade. To facilitate transfer, students should consult with an academic advisor early in their studies at HCC and before selecting elective courses.

For more information, contact academic advising, 410-836-4301.

TEACHER EDUCATION BASED TRANSFER ELECTIVES
ART 101 ......Fundamentals of 2-D Design ..................3
ART 201 .....Survey of Art History I 6B D ..................3
ART 202 ......Survey of Art History II 6B D ..................3
CIS 102 ......Introduction to Information Sciences 61 ..................3
EDUC 104 ..Materials and Curriculum in Early Childhood ..................3
EDUC 105 ....Children’s Literature ..................3
EDUC 110 ....Infant and Toddler Development ..................3
EDUC 208 ....Materials for Teaching Reading ..................3
HLMH 101 ..Contemporary Health Issues 61 ..................3
MUS 101 .....Music Fundamentals 6B D
or
MUS 201 ....The Art of Listening I 6B D
or
MUS 202 ......The Art of Listening II 6B D ..................3
PS 101 ....American National Government 6B
or
SOC 101 ......Introduction to Sociology 6B D ..................3
RELG 210 ...Comparative Religion 6B D ..................3
SPCH 101 ....Speech Fundamentals 61 ..................3
Foreign Language including American Sign Language 3

TO SATISFY THE DIVERSITY REQUIREMENT:
Students must complete one 3-credit diversity course 6
(see page 24).

DEGREE REQUIREMENTS

Recommended Course Sequence

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
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<tr>
<td>First</td>
<td>ENG 101 ......English Composition 6E</td>
<td>3</td>
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<tr>
<td></td>
<td>PSY 101......General Psychology 6B</td>
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<tr>
<td></td>
<td>EDUC 113 ....Introduction to Early Childhood Education 3</td>
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<td></td>
<td>MATH 131 ..Concepts of Mathematics I 4</td>
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<td></td>
<td>Teacher Ed. Based Transfer Elective* 3</td>
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<tr>
<td>Second</td>
<td>MATH 211 ..Elements of Geometry 6M</td>
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<td></td>
<td>PSY 207 ......Educational Psychology 3</td>
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<tr>
<td></td>
<td>BIO 100.....Fundamentals of Biology 6L</td>
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<tr>
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<td>History elective * 6B ..................3</td>
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<td>Teacher Ed. Based Transfer Elective* 3</td>
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<tr>
<td>Third</td>
<td>MATH 216 ..Introduction to Statistics 6M</td>
<td>4</td>
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<tr>
<td></td>
<td>EDUC 103 ....The Young Child</td>
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<td>PSY 202 ......Child Psychology ........3</td>
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<td>SCI 105 ....Physical Science I 6S .....3</td>
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<td>SCI 106 ......Physical Science Course Observ. and Investigations: Matter 6L ..........1</td>
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<td></td>
<td>EDUC 107 ....Introduction to Special Education 3</td>
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<td>English elective* 3</td>
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<td></td>
<td>Semester Total ..........................17</td>
<td></td>
</tr>
<tr>
<td>Fourth</td>
<td>GEOG 101 ..Physical Geography 6B</td>
<td></td>
</tr>
<tr>
<td></td>
<td>or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>GEOG 102 ...Human Geography 6B D</td>
<td></td>
</tr>
<tr>
<td></td>
<td>or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>GEOG 103 ..World Regional Geography 6B D ..........3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>EDUC 207...Processes and Acquisition of Reading 3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Behavioral/Social Science 6B or Arts/Humanities electives 6H* ..........6</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Teacher Ed. Based Transfer Elective 6B 6H 61* ..................3</td>
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<tr>
<td></td>
<td>Physical Education Elective ..........1</td>
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<tr>
<td></td>
<td>Semester Total ..........................16</td>
<td></td>
</tr>
</tbody>
</table>

Total Number of Credits ........................................67

* Electives should be chosen with the requirements of the transfer institution in mind.
** Two GH courses from two different disciplines are required to graduate with the AA degree.
*** Recommended that students enroll in ENG 101 sections marked “Recommended for education majors preparing for the required Praxis Exam.”
TEACHER EDUCATION – ELEMENTARY

PROGRAM DESCRIPTION

The AAT degree program prepares students for transfer into a four-year college or university elementary education program. High school preparation should include four units of English, three units of math of which two should be algebra, and three units of science. Students should plan to take Praxis I, the first part of the national teacher exam, near completion of 45 credit hours, which includes core English and math competencies. Information can be obtained from the Test and Assessment Center or the Educational Studies Division.

EMPLOYMENT AND TRANSFER INFORMATION

According to the National Center for Education Statistics, the number of newly hired public school teachers needed by 2008-09 ranges from 1.7 - 2.7 million. Additionally, the U.S. Department of Labor’s Bureau of Labor Statistics forecasts the need for teaching positions through 2010 at approximately 400,000 per year.

The program requires the successful completion of Praxis I and at least a 2.75 GPA with no grade less than a C. Because the program courses are chosen to fulfill predetermined outcomes, the entire program will transfer to any four-year state or private college in Maryland; however, students are not guaranteed admission to any four-year institution and must apply and meet the criteria required by that particular institution. Additionally, courses in the program will transfer to private and public colleges nationwide.

For more information, contact academic advising, 410-836-4301.

**LITERATURE ELECTIVE 6H (3 credits)

Choose one of the following:

ENG 201 ..World Literature: 800 B.C. to 1600 A.D. 6H  B
ENG 202 ..World Literature: 1600 A.D. to the Present 6H  B
ENG 203 ..English Literature: Survey of Eng. Literature I 6H
ENG 204 ..English Literature: Survey of Eng. Literature II 6H
ENG 205 ..American Literature: Colonial Through the Civil War 6H  B
ENG 206 ..American Literature: Late 19th and 20th Centuries 6H  B
ENG 214 ..Great Writers: Lives and Works 6H
ENG 215 ..Multicultural Literature: The 20th Century 6H  B
ENG 219 ..American Women Writers 6H  B
ENG 233 ..African-American Literature 6H  B
ENG 234 ..American Ethnic Literature 6H  B

DEGREE REQUIREMENTS

Recommended Course Sequence

• First Semester  Sem. Hrs.

ENG 101......English Composition 6H* .........................3
PSY 101 ......General Psychology 6H  .........................3
EDUC 101...Introduction to Education 3
MATH 131...Concepts in Mathematics I .....................4
SCI 105/106 Physical Science I (6H) and Lab (6L) ...........4

Semester Total.............................................17

• Second Semester  Sem. Hrs.

MATH 211 ...Elements of Geometry 6M  .......................4
BIO 100 .....Fundamentals of Biology 6L ......................4
PSY 207 ......Educational Psychology 3
HIST 104 ....History of the U.S. II 6B  .........................3
Literature elective 6H**  .........................3

Semester Total .......................................... 17

• Third Semester  Sem. Hrs.

EDUC 107....Introduction to Special Education 3
MATH 216.. Introduction to Statistics 6M  .....................4
ES 107........Earth and Space Science 4
SPCH 101....Speech Fundamentals 6F  .......................3
Physical Education Fitness elective 1

Semester Total ..........................................15

• Fourth Semester  Sem. Hrs.

HLTH 103....Wellness Theory and Applications 6I  ..........3
EDUC 207....Processes and Acquisition of Reading 3
PSY 202 ......Child Psychology 3
SOC 101 ......Introduction to Sociology 4
VPA 201.....Visual and Performing Arts Survey 6H* .......3
Physical Education elective 1

Semester Total ..........................................16

Total Number of Credits ......................................65

* Recommended that students enroll in ENG 101 sections marked “recommended for education majors preparing for the required Praxis exam.”

** Recommended that students enroll in literature 6H sections marked “recommended for education majors preparing for the required Praxis exam.”
TEACHER EDUCATION – SECONDARY

PROGRAM DESCRIPTION

This program prepares students for transfer into a four-year college or university secondary education program. High school preparation should include four units of English; three units of math, of which two should be algebra; and three units of science.

Students should plan to take Praxis I, the first part of the national teacher exam, before completion of 45 credit hours, which includes core English and math competencies. Information can be obtained from the Test and Assessment Center or the Educational Studies Division.

EMPLOYMENT AND TRANSFER INFORMATION

According to the National Center for Education Statistics, the number of newly hired public school teachers needed by 2008-09 ranges from 1.7 - 2.7 million. Additionally, the U.S. Department of Labor’s Bureau of Labor Statistics forecasts the need for teaching positions through 2012 at more than 20,000 per year in the state of Maryland.

Past graduates of this program have transferred to all of the four-year state colleges in Maryland and to private and public colleges nationwide. To facilitate transfer, students should consult with an academic advisor early in their studies at HCC and before selecting elective courses.

For more information, contact academic advising, 410-836-4301.

DEGREE REQUIREMENTS

Recommended Course Sequence

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101...English Composition</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101......General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 101...Introduction to Education</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics elective</td>
<td>3-4</td>
</tr>
<tr>
<td>General elective*</td>
<td>3</td>
</tr>
<tr>
<td>Physical Education Fitness elective</td>
<td>1</td>
</tr>
<tr>
<td>Semester Total</td>
<td>16-17</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 207......Educational Psychology</td>
<td>3</td>
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<tr>
<td>Arts/Humanities/Bio./Phys.Sci./</td>
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</tr>
<tr>
<td>Math/Interdisciplinary elective</td>
<td>6-8</td>
</tr>
<tr>
<td>Behavioral/Social Science elective</td>
<td>3</td>
</tr>
<tr>
<td>General elective**</td>
<td>3</td>
</tr>
<tr>
<td>Semester Total</td>
<td>15-17</td>
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</table>

<table>
<thead>
<tr>
<th>Third Semester</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUC 107...Introduction to Special Education</td>
<td>3</td>
</tr>
<tr>
<td>Behavioral/Social Science elective</td>
<td>3</td>
</tr>
<tr>
<td>Bio./Phys. Science elective</td>
<td>3-4</td>
</tr>
<tr>
<td>Arts/Humanities elective</td>
<td>3</td>
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<tr>
<td>General elective **</td>
<td>3</td>
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<td>Physical Education elective</td>
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<tr>
<td>Semester Total</td>
<td>16-17</td>
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</table>

<table>
<thead>
<tr>
<th>Fourth Semester</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bio./Physical Lab Science elective</td>
<td>4</td>
</tr>
<tr>
<td>Arts/Humanities/Bio./Phys. Science/</td>
<td></td>
</tr>
<tr>
<td>Math/Interdisciplinary elective</td>
<td>3</td>
</tr>
<tr>
<td>Behavioral/Social Science elective*</td>
<td>3</td>
</tr>
<tr>
<td>General elective**</td>
<td>3</td>
</tr>
<tr>
<td>Semester Total</td>
<td>16</td>
</tr>
</tbody>
</table>

Total Number of Credits ..................63-66

* General Education courses should be selected with consideration of the requirements of the college to which the student plans to transfer. Students should select these courses with the assistance of an advisor.

** General electives are designed for special courses in the area of specialization. See an advisor for appropriate selection.

*** Recommended that students enroll in ENG 101 sections marked “recommended for education majors preparing for the required Praxis exam.”

Note: The following codes identify courses which satisfy the General Education core requirements. For more information see pages 22-23.

- 6B Behavioral/Social Science
- 6G English Composition
- 6H Arts/Humanities
- 6I Interdisciplinary and Emerging Issues
- 6L Biological/Physical Laboratory Science
- 6M Mathematics
- 6M Biological/Physical Science

TO SATISFY THE GENERAL EDUCATION CORE REQUIREMENTS:

- Behavioral/Social Science and Arts/Humanities electives must be selected from two different disciplines;
- A maximum of 8 credits from Interdisciplinary and Emerging Issues (6I) may be applied.

TO SATISFY THE DIVERSITY REQUIREMENT:

Associate degree students must complete one 3-credit diversity course (6D). It is recommended that students select one of the 3-credit (6B), (6H), or (6I) course electives from those that also appear on the approved list of diversity courses (see page 24).
PROFESSIONAL EDUCATION COURSES
FOR MARYLAND CERTIFICATION

HARFORD COMMUNITY COLLEGE CERTIFICATE

This certificate is awarded by Harford Community College and does not constitute a certificate issued by the Maryland State Department of Education. It is primarily designed for provisional teachers seeking secondary certification. Persons who already have a bachelor’s degree in an area other than education and wish to become certified teachers in Maryland may take the courses but will still need to acquire an experiential component before an initial teaching certificate is awarded by the State of Maryland.

The following chart displays the professional education courses required by the Maryland State Department of Education to attain certification. Harford Community College equivalents are shown next to the state requirements. More information about Maryland teaching certification can be found at the Maryland State Department of Education’s web site: www.msde.state.md.us.

SECONDARY CERTIFICATE

CONTENT MASTERY or SECONDARY CERTIFICATE (N-12) and (7-12)

<table>
<thead>
<tr>
<th>MSDE Course Requirement</th>
<th>Harford Community College Course Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child Development</td>
<td>PSY 102 Human Development Across the Life Span</td>
</tr>
<tr>
<td>Human Learning</td>
<td>PSY 207 Educational Psychology</td>
</tr>
<tr>
<td>Teaching Methodology</td>
<td>EDUC 212 Effective Teaching Methodology</td>
</tr>
<tr>
<td>Inclusion of Special Needs Student Population</td>
<td>EDUC 107 Introduction to Special Education</td>
</tr>
<tr>
<td>Assessment of Students</td>
<td>EDUC 213 Classroom Assessment of Students</td>
</tr>
<tr>
<td>Teaching Reading in the Secondary Content Areas I</td>
<td>EDUC 206 Teaching Reading in the Content Areas: Part I</td>
</tr>
<tr>
<td>Teaching Reading in the Secondary Content Areas II</td>
<td>EDUC 209 Teaching Reading in the Content Areas: Part II</td>
</tr>
</tbody>
</table>

NOTE:
- All certification areas require Maryland passing scores on the Praxis I: Academic Skills Assessments.
- All certification areas require documented teaching experience before an initial certification is awarded.
- Most certification areas require Maryland passing scores on the Praxis II: Subject Assessments.
- Additional professional education courses may be required in some certification areas.
- All certification areas require a bachelor’s or higher degree and/or a required number of credits on the certification content area.

For more information, contact Prof. Sheila Allen, 410-836-4192, sallen@harford.edu, or academic advising, 410-836-4301.
TECHNICAL/PROFESSIONAL STUDIES

PROGRAM DESCRIPTION

This program of study enables students to combine courses from various disciplines to meet employment training and retraining requirements. The highly flexible program consists of four components:

- General Education courses (22-23 credits) in English, behavioral/social sciences, physical/natural sciences with a lab, humanities survey, mathematics, interdisciplinary and emerging issues.
- Core technical/professional courses (20-21 credits) based on the student's learning goals.
- Technical/professional electives (18-20) credits.
- Two credit physical education graduation requirement.

Technical/professional core courses are selected from at least two disciplines that will provide competence in the declared areas of study. Technical/professional electives are selected to complement the core. These courses may be any college-approved credit courses. For example, a student aspiring to become a daycare center manager might select a core of courses in business and early childhood education. The electives could consist of additional courses in education, marketing, accounting or law. A student interested in becoming a legal office administrator could take core courses in Office Systems and Legal Studies. Electives in Accounting, Computer Information Systems, Office Systems and Legal Studies might be appropriate.

Students pursing this degree are required to seek assistance from the appropriate Faculty Advisor or Faculty Division Dean to develop a learning plan and concentration area. The approved written plan must be on file in the Academic Advising Office.

DEGREE REQUIREMENTS

Recommended Course Sequence


<table>
<thead>
<tr>
<th>Course</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101...English Composition</td>
<td>3</td>
</tr>
<tr>
<td>Behavioral/Social Science elec.</td>
<td>3</td>
</tr>
<tr>
<td>Arts/Humanities elective</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics elective</td>
<td>3-4</td>
</tr>
<tr>
<td>Biological/Physical Lab Science elec.</td>
<td>4</td>
</tr>
<tr>
<td>General Education electives</td>
<td>6</td>
</tr>
<tr>
<td>Physical Education Fitness elect</td>
<td>1</td>
</tr>
<tr>
<td>Physical Education elective</td>
<td>1</td>
</tr>
<tr>
<td>Core Technical/Prof. Courses</td>
<td>20-21</td>
</tr>
<tr>
<td>Technical/Professional electives</td>
<td>18-20</td>
</tr>
</tbody>
</table>

Total Number of Credits.................................62-66

For more information, contact academic advising, 410-836-4301.

Note: The following codes identify courses which satisfy the General Education core requirements. For more information see pages 22-23.

- Behavioral/Social Science
- English Composition
- Arts/Humanities
- Interdisciplinary and Emerging Issues
- Biological/Physical Laboratory Science
- Mathematics
- Biological/Physical Science

TO SATISFY THE DIVERSITY REQUIREMENT:

Associate degree students must complete one 3-credit diversity course (D). It is recommended that students select one of the 3-credit (6B), (6H), or (6I) course electives from those that also appear on the approved list of diversity courses (see page 24).
CERTIFICATE IN TECHNICAL/PROFESSIONAL STUDIES

PROGRAM DESCRIPTION

In this program, students acquire knowledge of medical terminology and office skills for general secretarial duty in hospitals, physicians’ offices, medical labs and clinics. The medical office assistant engages in activities such as greeting patients, answering the telephone, scheduling appointments, operating office equipment, issuing medical bills, and processing medical documentation.

EMPLOYMENT INFORMATION

Medical, legal and executive secretaries account for almost half of all secretaries and administrative assistants in the U.S. Locations for employment opportunities include hospitals, nursing homes, medical group practices, clinics, and home health agencies. Employment growth in the health services industries should lead to average growth for medical office assistants.

ADMISSION INFORMATION

To be successful in this program, it is recommended that students complete Basic Writing (ENG 012) and Reading and Understanding College Textbooks (ENG 003) or have a qualifying score on the writing and reading assessment tests. This program also assumes that students have learned the touch method of keyboarding. If a student has not learned to key using the touch method, that skill can be acquired by enrolling in Keyboarding Basics (OS 100).

For more information, contact Prof. Mary Valenti, 410-836-4136, or academic advising, 410-836-4301.

REQUIRED COURSES

<table>
<thead>
<tr>
<th>Courses</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>OS 113 ........Intermediate Keyboarding............................3</td>
<td></td>
</tr>
<tr>
<td>CIS 102 ........Introduction to Information Sciences (61) ....3</td>
<td></td>
</tr>
<tr>
<td>CIS 125 ........Document Processing: MS Word .....................3</td>
<td></td>
</tr>
<tr>
<td>AHS 101 ......Medical Terminology and Ethics for Medical Office Assistants ............3</td>
<td></td>
</tr>
<tr>
<td>OS 135 ........Medical Office Systems ................................3</td>
<td></td>
</tr>
<tr>
<td>OS 235 ........Medical Transcription ................................3</td>
<td></td>
</tr>
</tbody>
</table>

Total Number of Credits ................................................18

To earn a certificate from HCC, students must complete or demonstrate exemption from the following courses: ENG 012, ENG 003, MATH 001. See page 40 for graduation requirement details.
VISUAL COMMUNICATIONS

PROGRAM DESCRIPTION

Visual Communications prepares students for careers in digital media arts.

Two tracks in the Associate of Applied Sciences program qualify students for professional careers or to transfer to a four-year college with junior status. The Comprehensive Track (VCCM) is a combination of graphic design, digital arts, and traditional art classes while introducing aspects of interactive design. The Digital Media track (VCDM) focuses on interactive design and includes courses in digital arts and new media. Both tracks stress a strong foundation in 2-D and 3-D studies, the use of natural media as well as the design and production skills required to work professionally.

EMPLOYMENT AND TRANSFER INFORMATION

The U.S. Bureau of Labor Statistics states, “…employment of visual artists, overall, is expected to grow faster than average for all occupations though 2010. Demand for the work of graphic artists will be strong as producers of information, goods, and services put increasing emphasis on visual appeal in product design, advertising, marketing and television. The explosive growth of the Internet is expected to provide many additional opportunities for graphic artists.”

The U.S. Bureau of Labor Statistics predicts a 29 percent employment increase through 2010. Opportunities for career employment in digital media include web design, multimedia design, photography, film and video, archivalists, graphic design, print media, industrial design, animation, fine art and public relations among others. Employment is usually secured by the presentation of a portfolio which shows evidence of appropriate skills and talent. The art faculty will assist students in the development of such a portfolio.

Students who plan to transfer to a four-year institution should check the requirements of that institution. If they are significantly different from the courses listed, students should consult with an academic advisor. Some art schools have selective admission requirements and may require a portfolio for entrance.

FIELD TRIP STATEMENT

Courses in this program may require field trip(s). A reasonable alternative to the required field trip will be available.

For more information, contact Prof. Kenneth Jones, 410-836-4326, kjones@harford.edu; Prof. James McFarland, 410-836-4247, jmcfarla@harford.edu; or academic advising, 410-836-4301.
## VISUAL COMMUNICATIONS (continued)

### DEGREE REQUIREMENTS (continued)

**Recommended Course Sequence**

#### DIGITAL MEDIA TRACK

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 101 ....Fundamentals of 2-D Design ..........</td>
<td>3</td>
</tr>
<tr>
<td>ART 108 .....Introduction to Digital Media [GI]</td>
<td>3</td>
</tr>
<tr>
<td>ART 120 .....Introduction to Computer Graphics</td>
<td>3</td>
</tr>
<tr>
<td>ART 122 .....Color Theory</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101 .....English Composition [GE]</td>
<td>3</td>
</tr>
<tr>
<td>Physical Education Fitness elective</td>
<td>1</td>
</tr>
<tr>
<td><strong>Semester Total</strong></td>
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</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 136 ......Introduction to Internet Technologies</td>
<td>3</td>
</tr>
<tr>
<td>ART 208 .....Intermediate Computer Graphics</td>
<td>3</td>
</tr>
<tr>
<td>ART 107 .....Fundamentals of 3-D Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 103 .....Fundamentals of 2-D Design</td>
<td>3</td>
</tr>
<tr>
<td>PHOT 101 .....Photography I</td>
<td>3</td>
</tr>
<tr>
<td>ART 201 .....Survey of Art History I [GH]</td>
<td>3</td>
</tr>
<tr>
<td>Physical Education elective</td>
<td>1</td>
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<table>
<thead>
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<tbody>
<tr>
<td>ART 207 .....Graphic Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 232 .....Interactive Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 230 .....2-D Computer Animation</td>
<td>3</td>
</tr>
<tr>
<td>ART 231 .....3-D Modeling and Animation</td>
<td>3</td>
</tr>
<tr>
<td><strong>Behavioral/Social Science elective [GB]</strong></td>
<td>3</td>
</tr>
<tr>
<td><strong>Math elective [GM]</strong></td>
<td>3-4</td>
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<td><strong>Semester Total</strong></td>
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<tr>
<th>Fourth Semester</th>
<th>Sem. Hrs.</th>
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<tbody>
<tr>
<td>ART 230 .....2-D Computer Animation</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>ART 231 .....3-D Modeling and Animation</td>
<td>3</td>
</tr>
<tr>
<td>ART 260 .....Multimedia I</td>
<td>3</td>
</tr>
<tr>
<td>ART 229 .....Design for the Web</td>
<td>3</td>
</tr>
<tr>
<td>ART 202 .....Survey of Art History II [HI]</td>
<td>3</td>
</tr>
<tr>
<td>Bio/Phys. Lab Science elective [GE]</td>
<td>3</td>
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<tr>
<td><strong>Semester Total</strong></td>
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</tbody>
</table>

**Total Number of Credits** ............................................ 63-64

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### CERTIFICATE REQUIREMENTS

**Recommended Course Sequence**

#### FOUNDATIONS CERTIFICATE

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 108 .....Introduction to Digital Media</td>
<td>3</td>
</tr>
<tr>
<td>ART 120 .....Introduction to Computer Graphics</td>
<td>3</td>
</tr>
<tr>
<td>ART 103 .....Introduction to Graphic Communication</td>
<td>3</td>
</tr>
<tr>
<td>ART 101 .....Fundamentals of 2-D Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 111 .....Drawing I</td>
<td>3</td>
</tr>
<tr>
<td><strong>Semester Total</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 136 .....Introduction to Internet Technologies</td>
<td>3</td>
</tr>
<tr>
<td>ART 107 .....Fundamentals of 3-D Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 122 .....Color Theory</td>
<td>3</td>
</tr>
<tr>
<td>ART 207 .....Graphic Design</td>
<td>3</td>
</tr>
<tr>
<td>PHOT 101 .....Photography I</td>
<td>3</td>
</tr>
<tr>
<td><strong>Semester Total</strong></td>
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</table>

**Total Number of Credits** ............................................ 30

#### DIGITAL MEDIA CERTIFICATE

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Sem. Hrs.</th>
</tr>
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<tbody>
<tr>
<td>ART 208 .....Intermediate Computer Graphics</td>
<td>3</td>
</tr>
<tr>
<td>ART 230 .....2-D Computer Animation</td>
<td>3</td>
</tr>
<tr>
<td>ART 232 .....Interactive Design</td>
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<td>ART 260 .....Multimedia I</td>
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<td><strong>Semester Total</strong></td>
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<th>Second Semester</th>
<th>Sem. Hrs.</th>
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<td>ART 229 .....Design for the Web</td>
<td>3</td>
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<tr>
<td>ART 270 .....Multimedia II</td>
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<td>ART 231 .....3-D Modeling and Animation</td>
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<tr>
<td>ART 233 .....Portfolio Workshop</td>
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<td><strong>Semester Total</strong></td>
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</tbody>
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**Total Number of Credits** ............................................ 24

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To earn a certificate from HCC, students must complete or demonstrate exemption from the following courses:

- ENG 012, ENG 003, MATH 001. See page 40 for graduation requirement details.

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### TO SATISFY THE DIVERSITY REQUIREMENT:

Students must complete one 3-credit diversity course [D] (see page 24).
Course Descriptions
ACCOUNTING

Course Descriptions

ACCT 101 - Accounting Principles I (3 credits)
This course is an introduction to accounting theory and practice with an emphasis on accounting for assets. The complete accounting cycle is presented and end-of-period financial reports are prepared. Three lecture hours per week.

ACCT 102 - Accounting Principles II (3 credits)
This course focuses on accounting for the corporate form of organization. Emphasis is placed on the corporate capital structure, investments, liabilities, the cash flow statement, budgeting and managerial accounting for costs. Three lecture hours per week. Prerequisite: CIS 011 or a qualifying score on the computer skills assessment and ACCT 101. Course fee.

ACCT 104 - Payroll Accounting (1 credit)
This course introduces the student to the personnel and payroll records that provide the information required by the numerous laws affecting the operation of a payroll system. The student prepares state and federal tax forms and documents and appropriate internal records to support those documents. One lecture hour per week. Prerequisite: ACCT 101.

ACCT 105 - Financial Statement and Interpretation and Analysis (1 credit)
This course introduces the student to the elements of financial reporting and the techniques used to analyze and interpret financial statements. One lecture hour per week. Prerequisite: ACCT 101.

ACCT 106 - Computerized General Ledger (1 credit)
Students learn to apply fundamental accounting principles to a computerized environment through the use of a general ledger software package. Students set up the chart of accounts for a business, record transactions, and prepare end-of-year period reports. One lecture hour per week. Prerequisite: CIS 011 or a qualifying score on the computer skills assessment and ACCT 101. Course fee.

ACCT 107 - Spreadsheet Applications for Accounting (1 credit)
This course introduces spreadsheets as an accounting tool. Students learn to design and prepare electronic spreadsheets used in solving accounting problems and making managerial decisions. One lecture hour per week. Prerequisite: CIS 102 or BA 210 or permission of instructor and ACCT 101.

ACCT 203 - Tax Accounting I (3 credits)
This course provides the student with an exposure to federal taxation and laws governing gross income, deductions, credits, and other areas relating to individual taxpayers, as well as familiarity with tax forms and concepts. Three lecture hours per week. Prerequisite: ACCT 101 or permission of instructor. Usually offered in fall semester.

ACCT 204 - Tax Accounting II (3 credits)
This course provides an exposure to the federal tax laws governing partnerships, corporations, and employers and Maryland state tax laws and forms. Time permitting, additional areas and types of taxation will be discussed. Three lecture hours per week; one semester. Prerequisite: ACCT 203 (ACCT 102 is strongly suggested). Usually offered in spring semester.

ACCT 206 - Cost Accounting (3 credits)
This course is the study of cost accounting with emphasis on cost accumulation, the flow of costs through the accounts, cost allocation and control in job order, process, and activity-based cost systems. Three lecture hours per week. Prerequisite: ACCT 102 and one unit of high school algebra or MATH 002 or equivalent. Usually offered in fall semester.

ACCT 208 - Managerial Accounting (3 credits)
This course emphasizes planning and control, stressing the cost-benefit philosophy. Managerial accounting deals with providing information to internal decision-makers through (1) routine reporting to management, primarily for planning and control, and (2) special reporting to management, primarily for long-range planning and nonrecurring decisions. Three lecture hours per week. Prerequisite: CIS 011 or a qualifying score on the computer skills assessment and ACCT 101. Usually offered in spring semester. Students are expected to perform basic algebraic calculations in this course.

ACCT 211 - Intermediate Accounting I (4 credits)
This course provides an in-depth application of the generally accepted accounting principles to cash, short-term investments, receivables, inventories, current liabilities, long-term liabilities, plant assets, and intangible assets, along with a review of basic accounting theory and statement preparation. Four lecture hours per week. Prerequisite: CIS 011 or a qualifying score on the computer skills assessment and ACCT 102. Usually offered in fall semester.

ACCT 212 - Intermediate Accounting II (4 credits)
This course provides an in-depth application of the generally accepted accounting principles to investments, stockholders’ equity, revenue recognition, accounting for income taxes, pension costs, leases, accounting changes and error analysis, the calculation and presentation of earnings per share, and the statement of cash flows. Four lecture hours per week. Prerequisite: CIS 011 or a qualifying score on the computer skills assessment and ACCT 211. Usually offered in spring semester.

Denotes General Education Course. For more information see pages 22-23.

Denotes Diversity Course. For more information see page 24.
ACCOUNTING • ALLIED HEALTH • AMERICAN SIGN LANGUAGE

ACCT 271-274 - Cooperative Education:
Accounting (1-4 credits)
Cooperative Education experiences are work-based learning experiences with an employer for a specific period of time. The experience may be paid and must be related to the career and specific curriculum in which the student is enrolled. It is an opportunity for the student to supplement/integrate classroom learning with learning from a related work setting. A student registers for one to four credits of Cooperative Education in the curriculum in which he/she is enrolled. Prerequisite: approval of program coordinator. Course fee.

Allied Health Sciences

AHS 101 - Medical Terminology and Ethics for Medical Office Assistants (3 credits)
The student will develop a working knowledge of medical terminology, spelling and word-building, and develop an understanding of some of the more common legal and ethical problems encountered in medical office practice today. Three lecture hours per week.

AHS 150 - Histology Practicum I (7 credits)
This course involves an individual assignment in a cooperating hospital histology laboratory to provide the student with the opportunity to learn the histological procedures used in a clinical laboratory. Particular emphasis is placed on the preparation and sectioning of tissues for staining. Twenty-one laboratory hours per week. Prerequisites: BIO 103, 104, 205 and AHS 101. Permission of instructor required.

AHS 151 - Histology Practicum II (7 credits)
This course involves an individual assignment in a cooperating hospital laboratory to provide the student with the opportunity to refine those skills acquired in AHS 150 in a clinical setting. Particular emphasis is placed on staining procedures and tissue identification. Twenty-one laboratory hours per week. Prerequisite: AHS 150. Permission of instructor required. Usually offered in spring semester.

AHS 152 - Electroencephalographic Practicum I (11 credits)
This course is designed for students in the EEG program. Students spend 33 hours per week in a clinical setting refining and expanding on the fundamental skills learned in AHS 152. Thirty-three laboratory hours per week. Prerequisite: Completion of AHS 152 with a minimum grade of C and permission of instructor. Usually offered in spring semester.

AHS 153 - Electroencephalographic Practicum II (11 credits)
This course is designed for students in the EEG program. The student spends 33 hours per week in a clinical setting refining and expanding on the fundamental skills learned in AHS 152. Thirty-three laboratory hours per week. Prerequisite: Completion of AHS 152 with a minimum grade of C and permission of instructor. Usually offered in spring semester.

AHS 160 - Advanced Histotechnology Practicum (2 credits)
This course involves an individualized advanced clinical experience in a cooperating hospital laboratory to provide the opportunity to complete the requirements for the practical portion of the Histology Technician Registry Examination. Emphasis is on advanced techniques in tissue processing, routine staining and special staining. Eighteen hospital laboratory hours per week. Prerequisites: AHS 150 and 151. Permission of instructor required. Offered in first five weeks of summer session.

AHS 161, 162, 163 - Histotechnology Seminar (1-3 credits)
A series of lectures and discussions on current and emerging procedures in the field of histotechnology. Each class meeting will be devoted to a new procedure. Possible topics: 1) Special Stains, 2) Immunohistochemistry, 3) Electron Microscopy. Prerequisite: one laboratory course in biology or chemistry and permission of instructor.

American Sign Language

ASL 101 - American Sign Language I (3 credits)
Students learn American Sign Language basic syntax and vocabulary, enabling them to communicate effectively with members of the deaf community. This course is designed for hearing persons. Three lecture hours per week. No prerequisites. (Formerly SPCH 201; students who have received credit for SPCH 201 cannot receive credit for ASL 101.)

ASL 102 - American Sign Language II (3 credits)
Building on the skills developed in American Sign Language I, students expand their sign vocabulary and knowledge of syntax. Students also become familiar with the subculture of the deaf community. This course is designed for hearing persons. Three lecture hours per week. Prerequisite: ASL 101 or equivalent, or permission of instructor. (Formerly SPCH 202; students who have received credit for SPCH 202 cannot receive credit for ASL 102.)
ASL 201 - American Sign Language III (3 credits)
Students continue to refine and develop their sign vocabulary and knowledge of syntax at an advanced level. Students also experience the subculture of the deaf community. This course is designed for hearing persons. **Three lecture hours per week.**
**Prerequisite:** ASL 102 or equivalent, or permission of instructor. (Formerly SPCH 203; students who have received credit for SPCH 203 cannot receive credit for ASL 201.)

**Anthropology**

ANTH 101 - Introduction to Physical Anthropology and Archaeology (3 credits)
This course is an introduction to the origins and development of humans, emphasizing physical evolution and cultural development. Consideration is given to the principles and concepts of physical anthropology and interpretation of archeological discoveries. **Three lecture hours per week.**

ANTH 102 - Introduction to Cultural Anthropology (3 credits)
The focus of this course is an objective examination of the wide variations of human cultures using the scientific method. Cross-cultural analysis of kinship, stratification, association, age/sex groups and cultural change is stressed. **Three lecture hours per week.**

**Art**

ART 101 - Fundamentals of 2-D Design (3 credits)
Fundamentals of 2-D Design is the introductory study of the formal elements of art — line, value, texture, shape, form, space, color and composition — as they relate to visual organization on the two-dimensional plane (all graphic art forms). Course work includes lecture, studio work and critique for both art majors and non-art majors. **Two lecture and two studio hours per week.**

ART 103 - Introduction to Graphic Communications (3 credits)
This course is an introduction to graphic design concepts and the application of design principles in the creation of visual communication, primarily for print media. Concepts include fundamentals of type use, creation of graphics, graphic and type integration, layout design, preparation of art for reproduction, and fundamentals of the printing process. This course is taught in the Macintosh Digital Arts lab using current industry standard software. **Two lecture hours, two laboratory hours per week.**
**Prerequisite:** ART 120 or permission of instructor. **Course fee.**

ART 106 - Mixed Media (3 credits)
The course provides an opportunity to expand existing knowledge of basic fundamentals involved in art. By exploring various media, students are encouraged to develop flexible attitudes and skills with drawing, painting and collage projects. The exercises are directed at stimulating creativity and encouraging personal vision, integrating traditional media, found objects, photographs and new possibilities. The course focuses on historical, international and contemporary references. **Two lecture and two studio hours per week.**
**Course fee.**

ART 107 - Fundamentals of 3-D Design (3 credits)
Fundamentals of 3-D Design is an introductory course in the study of the formal elements of art — line, plane, mass, volume, texture, color, and composition — as they relate to form in space. Various materials and processes are used throughout the course. Course work includes lecture, studio work and critique for both art majors and non-majors. **Two lecture and two studio hours per week.**

ART 108 - Introduction to Digital Media (3 credits)
This course is an introduction to electronic imaging media and its culture. Through lectures, readings, surveys, demonstrations and field trips students learn the language of new media and its many applications within the fine arts. Topics include media theory, history of the computer, digital imaging, interdisciplinary arts, net art and the use of computer technologies in the creation of fine art. This course is taught in the Macintosh Digital Arts Lab. **Three lecture hours per week.**

ART 109 - Sculpture I (3 credits)
This course introduces a variety of sculptural concepts, techniques and processes. Emphasis is on the development of an understanding of sculpture through the use of various media and methods including clay modeling, plaster casting and fabrication with wood and other materials. **Two lecture and two studio hours per week.**
**Course fee.**

ART 111 - Drawing I (3 credits)
This course is an introduction to basic drawing media including pencil, charcoal, pen and ink, and traditional techniques of rendering through the study of the human figure, landscape, still life and architectural forms. **Two lecture and two studio hours per week.**

ART 113 - Painting I (3 credits)
This course is an introduction to basic painting concepts and media using oil and/or acrylic, and techniques in preparing canvas or other support, color theory and mixing through the study of the human figure, landscape, still life and architectural forms. **Two lecture and two studio hours per week.**
**Course fee.**
ART 115 - Ceramics I (3 credits)
This course provides an opportunity to learn the fundamentals of working with clay. Emphasis is on hand building techniques used in creating ceramic forms. The course includes an introduction to glaze formulation and application and various firing processes. *Two lecture and two studio hours per week. Course fee.*

ART 120 - Introduction to Computer Graphics (3 credits)
This course establishes the foundation for all other computer-based classes within the Visual Communications Program. Students are introduced to the computer as an art-making tool. Through a series of lectures, demonstrations and studio work, students learn basic computer navigation/practices, scanning, printing, and a variety of select software packages used for image creation/manipulation, graphics and page layout. This course is taught in the Macintosh Digital Arts Lab. *Two lecture and two laboratory hours per week. Course fee.*

ART 122 - Color Theory (3 credits)
Through a series of lectures, demonstrations, visual/ technical projects and critiques, students learn the theory and application of the physical and psychological effects of color. Topics include the mixing of pigments, computer color issues, color systems and light. *Two lecture and two laboratory hours per week. Course fee.*

ART 201 - Survey of Art History I (3 credits) [GH] [D]
This course is a study of ancient and medieval art from a cultural perspective. The recognition of major art works and styles is emphasized. The development of art concepts and techniques is considered. *This course may require field trip(s). A reasonable alternative option to the required field trip will be available. Three lecture hours per week.*

ART 202 - Survey of Art History II (3 credits) [GH] [D]
Survey of Art History II is the study of art from the Renaissance to the twentieth century from a cultural perspective. The recognition of major art works and styles is emphasized. The development of art concepts and techniques is considered. *This course may require field trip(s). A reasonable alternative option to the required field trip will be available. Three lecture hours per week.*

ART 203 - American Art and Architecture (3 credits) [GH]
This course is a study of art and architecture in America from the Colonial era to today. Contributions of Americans to world art, the role of art in American life, and the work of outstanding artists and architects are stressed. The recognition of major art works and styles is emphasized. The development of art concepts and techniques is considered. *This course may require field trip(s). A reasonable alternative option to the required field trip will be available. Three lecture hours per week.*

ART 204 - Letterform & Typography on the MAC (3 credits)
A study of the genesis and evolution of alphabets, typeface and typographic design, this course analyzes the graphic designer’s working relationship with the commercial printing industry. Emphasis on computer graphics techniques, desktop publishing, and videographic imaging, as well as course practice in hand-lettering, sign-writing, transfer type, and copy-fitting. This course is taught in the Macintosh Digital Arts Lab. *Two lecture and two studio hours per week. Course fee.*

ART 207 - Graphic Design (3 credits)
This course continues the development of visual communication skills begun in ART 103. Emphasis is on creative problem solving and the creation, execution and presentation of graphic design primarily for print media. This course is taught in the Macintosh Digital Arts Lab using current industry standard software. *Two lecture and two laboratory hours per week. Prerequisite: ART 103 or permission of instructor. Course fee.*

ART 208 - Intermediate Computer Graphics (3 credits)
This course refines the students’ understanding of the computer and digital imaging software as art-making tools. Through a series of lectures, demonstrations, visual/conceptual problem-solving projects and critiques, students expand their technical and aesthetic skills in the creation and manipulation of digital images, design and text. Emphasis is placed on visual content development strategies for both print and digital media. This course is taught in the Macintosh Digital Arts Lab. *Two lecture and two laboratory hours per week. Prerequisite: ART 120 or permission of instructor. Course fee.*

ART 213 - Drawing II (3 credits)
A study of human figure, landscape, still life and architectural forms, this course emphasizes the development of skills in the description of volume, spatial interval and the formal organization of the image. *Two lecture and two studio hours per week. Prerequisite: ART 111. Course fee.*

ART 214 - Painting II (3 credits)
A concentrated study of the human figure, landscape, still life and architectural form, this course emphasizes the spatial, compositional and expressive functions of color form. *Two lecture and two studio hours per week. Prerequisite: ART 113. Course fee.*
ART 217 - Watercolor (3 credits)
This course introduces various approaches to transparent watercolor and mixed media. It provides opportunities for experimentation with techniques, design, composition and color. Painting of the figure, landscape and interiors are studied. **Two lecture and two studio hours per week. Course fee.**

ART 218 - Printmaking (3 credits)
This course is an introductory study of a variety of printmaking processes including relief printing, intaglio, collagraph and monoprinting. Emphasis is on the development of technical facility in printmaking methods, and on an understanding of the aesthetic differences between various types of printed images. **Two lecture and two studio hours per week.** Course fee.

ART 219 - Sculpture II (3 credits)
This course is a continued development of sculptural concepts, techniques and processes. Emphasis is on further technical development in modeling, casting and fabrication, using a variety of methods and materials, as well as on the continued exploration of sculpture as an art form. **Two lecture and two studio hours per week. Prerequisite: ART 109. Course fee.**

ART 220 - Ceramics II (3 credits)
A continuation of the development begun in Ceramics I, this course emphasizes wheel thrown forms and an increased study of glaze formulation and firing processes. **Two lecture and two studio hours per week. Prerequisite: ART 109. Course fee.**

ART 221 - Drawing III (3 credits)
This course emphasizes the development of personal expressive means through independent research and technical experimentation. **Two lecture and two laboratory hours per week. Prerequisite: ART 213. Course fee.**

ART 222 - Drawing IV (3 credits)
Advanced individualized study of the student's specialized interests in terms of subject, style and medium in drawing, course emphasizes developing professional work and methods of exhibiting and marketing. **Two lecture and two laboratory hours per week. Prerequisite: ART 221. Course fee.**

ART 223 - Painting III (3 credits)
Emphasis is placed on creative initiative, technical experimentation and independent research. **Two lecture and two laboratory hours per week. Prerequisite: ART 214. Course fee.**

ART 224 - Painting IV (3 credits)
An advanced, individualized study of the student's particular interests, this course emphasizes developing professional work and methods of exhibiting and marketing. **Two lecture and two laboratory hours per week. Prerequisite: ART 223. Course fee.**

ART 225 - Ceramics III (3 credits)
This course provides specialization in the student's particular area of interest with emphasis on a more detailed study of glaze formulation and firing cycles. **Two lecture and two laboratory hours per week. Prerequisite: ART 220. Course fee.**

ART 226 - Ceramics IV (3 credits)
This course is an advanced individualized study in the student's particular area of interest. Emphasis is on developing a body of work for exhibit. **Two lecture and two laboratory hours per week. Prerequisite: ART 225. Course fee.**

ART 227 - Sculpture III (3 credits)
A continuation of the development of sculptural ideas, techniques and methods, this course emphasizes choosing and combining materials in order to best suit the development of individual sculptural ideas. **Two lecture and two laboratory hours per week. Prerequisite: ART 219. Course fee.**

ART 228 - Sculpture IV (3 credits)
An advanced individualized study in the student’s specialized area of interest in terms of subject, style and medium in sculpture, this course emphasizes developing a body of work for exhibit. **Two lectures and two laboratory hours per week. Prerequisite: ART 227. Course fee.**

ART 229 - Design for the Web (3 credits)
This course expands the students' knowledge, skills and aesthetics in the use of digital media. Through a series of lectures, demonstrations, visual/conceptual problem-solving projects and critiques, students will learn the principles and techniques involved in planning, designing, and creating Web sites using visual HTML editing software. Emphasis is placed on design principles and aesthetics as they apply to Web page development. This course is taught in the Macintosh Digital Arts Lab. **Two lecture and two laboratory hours per week. Prerequisite: ART 232 or permission of instructor. Course fee.**

ART 230 - 2-D Computer Animation (3 credits)
This course expands the students' knowledge, skills and aesthetics in the use of digital media. Through a series of lectures, demonstrations, visual/conceptual problem-solving projects and critiques, students learn the principles and techniques for creating 2-D computer animations. Topics include vector-graphic animation, bit-mapped animation, and the use of montage, collage, motion and transformations as forms of expression. This course is taught in the Macintosh Digital Arts Lab. **Two lecture and two laboratory hours per week. Prerequisites: ART 101 and ART 120 or permission of instructor. Course fee.**
ART 231 - 3-D Modeling and Animation (3 credits)
This course expands the students’ knowledge, skills and aesthetics in the use of digital media. Through a series of lectures, demonstrations, visual/conceptual problem-solving projects and critiques, students learn the principles and techniques for creating 3-D computer models and animations. Topics include 3-D modeling, rendering, composting, animation, and an investigation of perception and illusion as it pertains to 3-D on the computer. This course is taught in the Macintosh Digital Arts Lab. Two lecture and two laboratory hours per week. Prerequisites: ART 107 and ART 120 or permission of instructor. Course fee.

ART 232 - Interactive Design (3 credits)
(software to be listed in schedule of classes)
This course is designed to expand the students’ knowledge, skills and aesthetics in the use of digital media. Through a series of lectures, demonstrations, visual/communication problem-solving projects and critiques, students will learn to plan, design and communicate using interactive media. Emphasis is placed on the processes and techniques for creating intuitive and aesthetically engaging graphical user interfaces. This course is taught in the Macintosh Digital Arts Lab. Two lecture and two laboratory hours per week. Prerequisites: ART 107 and ART 103 or permission of instructor. Course fee.

ART 233 - Portfolio Workshop (3 credits)
This course surrounds the preparation of both a traditional and digital fine arts portfolio. Students apply their aesthetic and technical skills in the development of a self-promotional portfolio for the job market or college art school program admissions. Topics include resume production and an examination of the methods for researching and contacting potential employers, networking and exhibiting opportunities in the fine arts. This course is taught in the Macintosh Digital Arts Lab. Two lecture and two laboratory hours per week. Prerequisite: ART 229 or ART 260 or permission of instructor. Course fee.

ART 251 - 258 - Ceramics Workshop I-VIII (1 credit)
Eight one-credit courses are designed for the experienced ceramic artist to create a forum for the exchange of aesthetic, philosophical and technical ideas and theories. Along with creating personal work, students contribute to the development of a professional studio ambiance and structure with responsibilities for kiln firing, glaze formulation, exhibits, shows and sales. Students must purchase all materials used. Two laboratory hours per week. Prerequisite: ART 226 or permission of instructor. Course fee.

ART 260 - Multimedia I (3 credits)
This course expands the students’ knowledge, skills and aesthetics in the use of digital media. Through a series of lectures, demonstrations, visual/conceptual problem-solving projects and critiques, students learn the principles and techniques involved in multimedia production. Emphasis will be on creating time-based, linear and non-linear, interactive multimedia designs. Topics include designing for multimedia, interactivity, linear and non-linear narratives and an introduction to multimedia programming. This course is taught in the Macintosh Digital Arts Lab. Two lecture and two laboratory hours per week. Prerequisites: ART 232 or permission of instructor. Course fee.

ART 270 - Multimedia II (3 credits)
(software to be listed in schedule of classes)
This course builds on the students’ knowledge, skills and aesthetics learned in Multimedia I. Through a series of lectures, demonstrations, visual/conceptual problem-solving projects and critiques, students learn additional skills in developing content for multimedia presentations. Topics include intermediate multimedia programming, digital audio, digital video and preparing multimedia for the Web. This course is taught in the Macintosh Digital Arts Lab. Two lecture and two laboratory hours per week. Prerequisite: ART 260 or permission of instructor. Course fee.

ART 283 - Commercial Art Field Project (3)
Commercial Art Field Project is an individual assignment in a selected local commercial art studio which provides the student with experience in practical applications of previously studied processes and techniques. Total of 135 hours per semester of independent work and conferences. Prerequisites: ART 204, ART 207 and ENG 209.

Assessment for Prior Learning

APL 101 - Portfolio Development (2 credits)
Students learn how to identify, analyze, and document prior experiential learning for academic credit in a portfolio format. Essential portfolio components include a chronological record of life experiences since high school, a life experience analysis of college level learning and documented evidence that this learning has occurred. Students also identify and equate their knowledge of courses taught at Harford Community College. Two lecture hours per week. Prerequisite: ENG 101 and permission of the Coordinator of Assessment Services. Course fee.

APL 102 - Portfolio Development Seminar (1 credit)
In this seminar, students work one-on-one with the instructor to develop a comprehensive portfolio. Students develop appropriate goal statements, chronological tables, autobiographies, and delineation of college-level learning for each course to be assessed for credit. One lecture hour per week. Prerequisite: APL 101. Course fee.
Astronomy

ASTR 151 - Introduction to Astronomy (3 credits)
A course in the fundamentals of descriptive astronomy is especially appropriate for nonscience majors. Students study the solar system, stars, nebulae, galaxies, and universe and their relation to the earth. Three lecture hours per week.

ASTR 152 - Sky and Telescope Laboratory (1 credit)
An introductory laboratory course in the fundamental measurement techniques of astronomy, this course is especially appropriate for nonscience majors. Instruction focuses on selected portions of the solar system, nebulae and galaxies. Two laboratory hours per week. Prerequisite: ASTR 151; ASTR 151 may also be taken concurrently. Course fee.

Biology

BIO 100 - Fundamentals of Biology (4 credits)
In this introductory course for nonscience majors, a general survey of the characteristics of life is presented, including such topics as cellular biology, metabolism, organ systems, genetics, development, evolution, behavior and ecology. A brief examination of both the plant and animal kingdoms is presented. NOTE: BIO 100 will not satisfy the science requirement for science majors. Two lecture hours and four laboratory hours per week. Course fee.

BIO 103 - Anatomy and Physiology I (4 credits)
This is an introductory course for nursing, allied health and physical education majors. The human body is presented as a structural and functional entity. Specific topics include cells, tissues, membranes and glands; genetics and embryology; skeletal and muscular systems; the nervous system and sense organs. Three lecture hours and three laboratory hours per week. Corequisite: CHEM 103. Course fee.

BIO 104 - Anatomy and Physiology II (4 credits)
A continuation of BIO 103, the course covers circulatory, respiratory, digestive, reproductive, urinary and endocrine systems; fluid, electrolyte and acid-based balance; metabolism and temperature regulation. Three lecture hours and three laboratory hours per week. Prerequisite: BIO 103. Course fee.

BIO 106 - General Botany (4 credits)
This introduction to the plant kingdom includes a survey of the morphology, anatomy and physiology of plants within the framework of evolution and ecology. The primary course emphasis is on physiological processes, their ecological relevance, and surveying the various plant taxa. Two lecture-discussion hours and four laboratory hours per week. Prerequisite: BIO 120 or permission of instructor. Course fee. Usually offered in spring semester.

BIO 107 - General Zoology (4 credits)
This introduction to the animal kingdom includes a survey of the taxonomy, morphology, anatomy and physiology of animals using selected organisms. Primary laboratory emphasis is concerned with physiological processes, survey of phyla and field studies. Two lecture-discussion hours and four laboratory hours per week. Prerequisite: BIO 120 or permission of instructor. Course fee. Usually offered in spring semester.

BIO 108 - Human Body in Health and Disease (3 credits)
Designed for nonscience majors, this course includes a survey of the structure and function of human body systems and the disorders in those systems which result from disease processes. Three lecture hours per week.

BIO 109 - Human Genetics (3 credits)
This is an introductory genetics course for nonscience majors emphasizing the fundamental genetic concepts and how they affect humans. Topics such as genetic engineering, genetic diseases and gene repair are discussed. Three lecture hours per week. Prerequisite: high school biology.

BIO 120 - General Biology I (4 credits)
An introduction to biology (cellular/molecular) for the science major. Basic biological principles common to plants and animals, cell structure and biochemical processes, heredity, embryology and immunology are presented. Laboratory emphasizes open-ended experimental methods of inquiry. Three lecture-discussion hours and three laboratory hours per week. Prerequisite: high school chemistry or CHEM 010. Course fee.

BIO 121 - General Biology II (4 credits)
An introduction to biology (organismic/evolutionary) for the science major. This course emphasizes basic biological principles common to plant and animal diversity, evolution, population biology, behavior and ecology. Laboratory emphasizes open-ended experimental methods of inquiry and field studies. Three lecture-discussion hours and three laboratory hours per week. Prerequisite: high school chemistry or CHEM 010 and General Biology I. Course fee.

BIO 205 - Microbiology (4 credits)
This course is for those students requiring a college level microbiology course. The general characteristics of microorganisms are presented, emphasizing host-parasite relationships, details of morphology and physiology, methods of control and problems of virulence. Consideration is given to the nonpathogenic forms. The laboratory parallels the discussion and provides experience in microbial technique. Two lecture-discussion hours and four laboratory hours per week. Prerequisite: BIO 103, BIO 120 or permission of instructor. Course fee.
BIO 206 - Microtechniques (4 credits)
This course is designed for students in the laboratory science technology program. It is an introduction to the theory and techniques of histological preparations, tissue culturing and instrumental biological analysis. Two lecture hours and four laboratory hours per week. Prerequisite: BIO 205 (may be taken concurrently) or permission of instructor. Course fee. Usually offered in spring semester.

BIO 207 - General Ecology (4 credits)
An ecology course for science majors, with discussion on the concepts involved in the study of organisms in relationship to their environments. Plant, animal and human ecology are covered. Emphasis is placed on the application of ecological principles to contemporary problems. Techniques and instrumentation used in solving ecological problems are also stressed. Two lecture-discussion hours and four laboratory hours per week. Prerequisite: BIO 100, BIO 120 or permission of instructor. Course fee.

BIO 210 - Nutrition (3 credits)
A basic nutrition course for nursing students or those in related health fields. The functions of the nutrients, their utilization throughout the various stages of life, and the effects of nutrient excesses and deficiencies are studied. Current nutritional topics are discussed, including food fallacies, weight control, and cultural, social and psychological influences on food habits. Three lecture hours per week. Prerequisite: BIO 104 or BIO 100, or permission of instructor.

Building Preservation and Restoration

BPR 101 - Introduction to Historic Preservation (3 credits)
This course introduces the student to the field of historic preservation, examining the history and theory of preservation in America. Course work includes historical aspects, the issue of sustainability, state and local guidelines, preservation standards, career opportunities, and professional practices. Three lecture hours per week. This course may require field trip(s).

BPR 102 - Historic Research and Documentation (3 credits)
This course includes proper techniques to conduct historic research using deed searches, oral interviews, written histories, photographs, tax records, Sanborn maps and other sources. The study of documentation procedures will involve various techniques such as photography, measured drawings, and computer technology. Students visit and document a local historic site. This course may require field trip(s). Two lecture hours and two laboratory hours per week. Prerequisite or corequisite: BPR 101 or permission of instructor. Course fee.

BPR 103 - History of Building Materials and Technology (3 credits)
This course introduces the student to historic building materials and their relationship as individual systems working as a whole. An overview may include materials and techniques used to construct buildings from Colonial times to present. The impact of technology is discussed. This course may require field trip(s). Two lecture hours and two laboratory hours per week. Course fee.

BPR 104 - Shop Safety: Use of Power and Hand Tools (2 credits)
This course introduces the student to various power and hand tools used for basic house construction and carpentry work. Emphasis is placed on safety procedures and proper tool usage. Students have the opportunity to familiarize themselves with tools through a hands-on classroom wood project. One lecture hour and two lab hours per week. Course fee.

BPR 105 - Maintaining Historic Structures (3 credits)
This course studies repair and maintenance methodologies of building systems. Emphasis is placed on proper inspection techniques, developing cyclical and routine maintenance plans, and ways to evaluate or mitigate further building deterioration. Three lecture hours per week. This course may require field trip(s). Prerequisite: BPR 103 or permission of instructor.

BPR 106 - Construction Management (2 credits)
This course prepares students for the business of preservation construction with respect to historic buildings. Topics include company organization, estimating, bidding, contract documents, labor law relations, project scheduling, insurance and bonding. Two lecture hours per week.

BPR 107 - Historic Wall and Floor Finishes (1 credit)
This course covers interior wall finishes as they exist in historic structures. Emphasis is placed on proper restoration and maintenance techniques. Students learn how to apply a variety of wallpaper, ceramic tile, and other historic finish treatments. One lecture and one laboratory hour per week for 8 weeks. Course fee.

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BPR 201 - Historic Carpentry and Millwork (3 credits)
This course is designed to prepare students with the skills to analyze, evaluate, recommend and complete repairs associated with the use of wood as a building material. Special attention is paid to the repair and re-creation of historic wood ornamental details as well as the workshop skills necessary to complete projects successfully. Two lecture hours and two lab hours per week. This course may require field trip(s). Prerequisite: BPR 103, 104 or permission of instructor. Course fee.

BPR 202 - Historic Masonry (3 credits)
This course examines the various types of masonry materials used in historic buildings including brick, stone, terra cotta and concrete. The various deterioration processes that afflict masonry and current approaches toward preservation are covered. Manufacturing, quarrying practices, tool identification and proper cleaning techniques are also covered. This course may require field trip(s). A reasonable alternative option to the required field trip will be available. Two lecture and two laboratory hours per week. Prerequisite: BPR 103 or permission of instructor. Course fee.

BPR 203 - Stained Glass Restoration (3 credits)
This course explores and examines the use of stained glass in historic structures. Methodologies used for glass construction, repair, and maintenance are emphasized. Topics include the history of stained glass, construction techniques, restoration principles, and maintenance guidelines. Two lecture hours and two lab hours per week. This course may require field trip(s). Prerequisite: BPR 103 or permission of instructor. Course fee.

BPR 204 – Historic Metals (3 credits)
In this course, students study the history of metalworking technology and style. Students examine the use of metals in historic building construction, metal deterioration processes, and the methods used for the repair and maintenance of metal. The creation and repair of iron, copper, aluminum, zinc, tin, and lead architectural elements is emphasized along with developing traditional iron working skills. Two lecture hours and two laboratory hours per week. This course may require field trip(s). A reasonable alternative option to the required field trip will be available. Prerequisites: BPR 103 and BPR 104 or permission of instructor. Course fee.

BPR 205 – Historic Plasterworks (3 credits)
In this course, students study the use of exterior and interior plaster finishes on historic structures. Origins and identification of regional styles are also examined. Historic and modern compositions, application techniques, processes of deterioration, and proper conservation methodology are emphasized. Replication of historic flat plaster and composition ornament are also covered in a laboratory setting. Two lecture hours and two laboratory hours per week. This course may require field trip(s). A reasonable alternative option to the required field trip will be available. Prerequisite: BPR 103 or permission of instructor. Course fee.

BPR 206 - Roofing Systems (3 credits)
This course examines historic roofing materials. Various application techniques include emphasis on diagnosing roof failures and the development and implementation of repair methodology. Wood shake and shingle, slate, clay tile, metal seam, and various contemporary materials are studied. This course may require field trip(s). A reasonable alternative option to the required field trip will be available. Two lecture and two laboratory hours per week. Prerequisite: BPR 103 and BPR 104 or permission of instructor. Course fee.

BPR 281, 282, 283 - Historic Preservation Internships (1-3 credits)
Internships provide students with experiences typical of those encountered by historic preservationists in the field. Students work as interns in a variety of locations based on student interest for a specified number of hours. Internships may be paid or non-paid work experiences. Prerequisite: BPR 101, BPR 102, BPR 103, or permission of instructor.

BPR 291-296 – Field Site Lab (1-6 credits)
This course is a practical application of classroom theory and technique on historic preservation projects that are campus or community related. Typical course time schedules are on a case-by-case basis and may include travel. Prerequisites: BPR 101, 102, 103, 104 or permission of instructor.

The following course is currently under development:

BPR 106 - Sustainable Building – Green Design (3 credits)
This course examines the sustainable technology of building with green design with LEED (Leadership in Energy & Environmental Design) principles. Emphasis will focus on why building green conserves renewable resources, diverts waste by recycling, and reduces energy consumption, as well as pollution in manufacturing. This course may require field trip(s). One lecture and two laboratory hours per week. Course fee.

Business Administration

BA 101 - Introduction to Business (3 credits)
An introductory survey course familiarizes students with various forms of business organizations, with the role of business in the American society, and with the interrelationships of the functional areas of business enterprises. Three lecture hours per week.

BA 103 - Public Relations (3 credits)
Students explore the basic concepts of public relations and its relationship to mass communication media and advertising. Students have the opportunity to acquire the basic skills necessary to conduct public relations projects. Three lecture hours per week.
BA 104 - Advertising and Sales Promotion (3 credits)
Students study the importance of advertising and sales promotion to both consumers and industry. The choice of media and creative strategy as it relates to the consumer and product/service is discussed. Also included is the role of research in the development of the advertising message. Students examine how to judge what and how well an ad communicates to consumers. Three lecture hours per week.

BA 105 - Professional Selling (3 credits)
Students study the principles upon which successful selling is based. Topics covered: sales in our economy, opportunities in selling, analysis of buyer motives and product selection, the sales process and ethics in selling. Three lecture hours per week. Usually offered in the evening during fall semester and in the day during spring semester.

BA 106 - Principles of Retailing (3 credits)
This course takes a middle management approach, with emphasis in six major areas: (1) the retail environment and the consumer; (2) human resource management; (3) retail institutions; (4) researching the location; (5) merchandising mix; and (6) retail promotion. Three lecture hours per week. Usually offered in fall semester.

BA 107 - Principles of Supervision (3 credits)
This course offers insight into effective management for first-time supervisors or those who will hold supervisory positions. The course identifies the needs and realities of the supervisor’s working world and deals with such responsibilities as work planning, interviewing, selecting, training, motivating, developing and appraising employees. Emphasis is placed on providing specific guidance for tasks generally assigned to supervisors. Three lecture hours per week.

BA 108 - Human Resource Management (3 credits)
This course includes a survey of personnel procedures, employee management relations, collective bargaining, grievance procedures, wage and salary administration, manpower development, human relations and organizational development. Three lecture hours per week. Usually offered in spring semester.

BA 109 - Principles of Management (3 credits)
This introductory management course enables students to identify and describe the major functions of management which include planning, organizing, motivating and controlling. Students participate in individual and group activities providing practice in exercising these functions. Attention also focuses on the ideas, thoughts and theories of major contributors to the field of management such as Drucker, Maslow, Herzberg, McGregor and McClelland. Three lecture hours per week. Prerequisite: BA 101 or permission of instructor.

BA 111 - Purchasing and Materials Management (3 credits)
This course looks at the role of purchasing in industry and government with topics including organization, personnel selections, pricing, negotiation and quality assurance. The student learns the process of inventory management, value engineering, make-or-buy, traffic management and purchasing of capital equipment. Ethical decision making, policy and procedures in the purchasing industry, legal aspects, and computer-based inventory systems are an integral part of this course. Three lecture hours per week. Usually offered in fall semester.

BA 203 - Principles of Marketing (3 credits)
The student is introduced to marketing decision making. The course begins at product/service design, moves through pricing, distribution and promotion and ends at the customer’s hands. Case studies and real-life examples help to illustrate marketing concepts. Three lecture hours per week.

BA 205 - Business Law (3 credits)
This course focuses on a study of Articles 2, 3, 4 and 9 of the Uniform Commercial Code (type of commercial paper, negotiability, liability, banking system, security, liens, regulating risk of loss, performance, warranties and remedies), contracts, creditors’ rights, bankruptcy, forms of business organization and government regulation of business. Three lecture hours per week.

BA 206 - Small Business Seminar I (3 credits)
This course is designed for those who want to go into business for themselves and for those already in business for themselves who wish to strengthen their entrepreneurial and management skills. In this first course, students receive an overview of entrepreneurship followed by a comprehensive study of the steps of starting a new small business venture. Three lecture hours per week. Usually offered in fall semester.

BA 207 - Small Business Seminar II (3 credits)
This course is the second semester of a program designed to improve the managerial skills of present and prospective small business entrepreneurs. Students analyze and discuss the problems connected with managing an ongoing venture. Problems are in the areas of accounting, planning and controlling, financing, marketing, credit and collection, human relations, purchasing and inventories, taxation, insurance and social responsibilities. Three lecture hours per week. Prerequisite: BA 206.

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BA 208 - Retail Merchandising (3 credits)
This course is designed to give students interested in becoming a buyer or merchandise manager the background and knowledge necessary to profitably buy merchandise. Emphasis is on the techniques and internal planning that take place within a retail organization in order to present merchandise to the customer. The course is given from the buyer's point of view with the accent on exercises that reflect real-life situations. Three lecture hours per week. Prerequisite: BA 106 or permission of instructor. Usually offered in spring semester.

BA 210 - Business Computer Applications (3 credits)
This course introduces the student to the uses of the PC for analysis, critical thinking, problem-solving, electronic data management and for the reporting/presentation of results. Business, accounting, and financial problems and application are emphasized. Students develop competence with word processor, database, spreadsheet, charting, graphics and communications tools in a visually-oriented computing environment. Integration of the tools or packages is emphasized. Three lecture hours per week. Prerequisite: CIS 011 or a qualifying score on the computer skills assessment. Course fee.

BA 212 - Internet Research (1 credit)
This course provides the novice, as well as the experienced microcomputer user, with a working knowledge of the World Wide Web to do research and tap an abundance of resources available on the Internet. One lecture hour per week. Prerequisite: CIS 011 or a qualifying score on the computer skills assessment. Course fee.

BA 225 - Project Management (3 credits)
This course addresses the basic nature of successful project management. Emphasis is placed on project planning, Work Breakdown Structures, time and resource management, and cost estimation in industries such as public administration, business, engineering, manufacturing, health care, construction, and information systems. Three lecture hours per week. Prerequisites: Successful completion of 30 credit hours or permission of instructor and MATH 101 or MATH 111.

BA 242 - Introduction to International Business (3 credits)
In this introductory course in international business, the student acquires an overview of current international business patterns, different social systems within countries as they affect trade, and the major theories which explain how trade develops. The student is also introduced to material about how institutions, countries and individual corporate strategy are affected by trade patterns. Three lecture hours per week. Prerequisite: BA 101 or permission of instructor.

BA 244 - Principles of Quality Improvement (3 credits)
This course introduces the basic principles and techniques of quality improvement. It provides the basic concepts, terminology and history of quality improvement and management, with emphasis on relevant costs and benefits of quality improvements, and organization policies and procedures as they relate to quality enhancement. Three lecture hours per week. Prerequisite: BA 101 or permission of instructor.

BA 246 - Legal Environment of Business (3 credits)
The student is introduced to the legal environment in which businesses operate. The course covers business organizations and the application of law in the areas of property, contracts, sales, tort, agency, securities, antitrust, environment, employment, product liability and consumer protection. Three lecture hours per week.

BA 271-274 - Cooperative Education: Business (1-4 credits)
Cooperative Education experiences are work-based learning experiences with an employer for a specific period of time. The experience may be paid and must be related to the career and specific curriculum in which the student is enrolled. It is an opportunity for the student to supplement/integrate classroom learning with learning from a related work setting. A student registers for one to four credits of Cooperative Education in the curriculum in which he/she is enrolled. Prerequisite: approval of program coordinator. Course fee.

Chemistry

CHEM 010 - Preparatory Chemistry (0 credits)
This preparatory course is designed to permit access to other science courses. Basic principles of atomic structure and chemical change are presented as a foundation for the study of freshman chemistry or biology. An individualized program of lessons and classroom participation allows a student to move through the material at his own pace. May not be used to meet the graduation requirements. Three lecture hours per week. Prerequisite: one unit of high school algebra or permission of instructor.

CHEM 100 - Chemistry for Changing Times (4 credits)
A course for nonscience majors which allows students to enter the fascinating world of chemistry, the science of molecular change. Students gain an understanding of basic chemical principles and applications that promote an appreciation for the interface between chemistry, technology and society. Topics include air and water pollution, the natural world of organic-biochemistry, food, agriculture, nutrition, synthetic materials, drugs, medicine, nuclear power and radioactivity. Three lecture hours and two laboratory hours per week. Course fee.
CHEM 103 - Elements of Organic and Biochemistry (2 credits)
This introductory survey course in organic and biochemistry is designed primarily for students in Allied Health career programs. One lecture hour and two laboratory hours per week. Prerequisite: high school chemistry or CHEM 010.

CHEM 111 - General Chemistry I (4 credits)
An introduction for students requiring a full year of chemistry. The structure of matter and its behavior from a chemical perspective is presented. Topics include atomic and molecular structure, chemical bonding, stoichiometry, periodic relationships, principles of chemical reactions, and properties of state and solutions. The laboratory illustrates the principles discussed in lecture. Three lecture hours and three laboratory hours per week. Prerequisite: two units of high school algebra or MATH 017. In addition, it is recommended that students have completed one year of high school chemistry or CHEM 010. Course fee.

CHEM 112 - General Chemistry II A (4 credits)
The second semester course for students who require a full year of chemistry. Topics are chemical thermodynamics, kinetics, chemical equilibrium, electrochemistry, acid-based theory, nuclear reactions, and an introduction to basic principles and structures in organic and biochemistry. The laboratory consists of applications of topics discussed in lecture and introduction to the qualitative analysis of some common metals and nonmetals. Three lecture hours and three laboratory hours per week. Prerequisite: CHEM 111. Course fee.

CHEM 114 - General Chemistry II B (4 credits)
The second semester course for students who require one year of chemistry for transfer to Nursing or Physical Therapy. A survey of additional chemical principles, acids, bases and buffers, nuclear chemistry with special emphasis given to organic chemistry, a study of the chemistry of carbon compound—hydrocarbons, alcohols, aldehydes, ketones, carboxylic acids, and esters—and the chemistry of the major classes of biologically important compounds. Three lecture hours and three laboratory hours per week. Prerequisite: CHEM 111. Usually offered in spring semester. Course fee.

CHEM 204 - Analytical Chemistry (4 credits)
An introduction to the basic theories and techniques of analytical chemistry for the science major. Gravimetric, volumetric, and common instrumental techniques are included. Two lecture hours and four laboratory hours per week. Prerequisite: CHEM 112 or permission of instructor. Usually offered in fall semester. Course fee.

CHEM 207 - Organic Chemistry I (5 credits)
This course, along with CHEM 208, presents a comprehensive survey of organic chemistry. The first semester stresses the physical and chemical properties of aliphatic and aromatic hydrocarbons. Emphasis is given to organic nomenclature, synthesis, stereochemistry, reaction mechanisms and spectroscopy of organic compounds. The laboratory illustrates the common techniques used in the preparation, purification and characterization of typical compounds. Three lecture hours and five laboratory hours per week. Prerequisite: CHEM 112 or permission of instructor. Course fee. Usually offered in fall semester.

CHEM 208 - Organic Chemistry II (5 credits)
A continuation of CHEM 207, this course covers the alcohols, ethers, aldehydes, ketones, carboxylic acids, and their derivatives and selected special topics. Syntheses and reaction mechanisms are stressed throughout the course. The laboratory includes organic syntheses and an introduction to organic qualitative analysis. Three lecture hours and five laboratory hours per week. Course fee. Prerequisite: CHEM 207 or permission of instructor. Usually offered in spring semester.

Communication Studies

CMST 105 - Interpersonal Communication (3 credits)
This course explores the basic elements of interpersonal communication and provides students with the foundation for effective dyadic communication skills to establish and maintain personal and professional relationships. Culture and its influence on communication are highlighted throughout the course. Students are provided opportunities to refine their interpersonal communication skills through role-plays and other activities. Three lecture hours per week. Prerequisite: CIS 011 or concurrent enrollment in CIS 011 or a qualifying score on the computer skills assessment.

Computer Aided Drafting and Design

CADD 101 - Introduction to CADD (3 credits)
The content of the basic course includes learning CADD commands and working with the user-interface. File maintenance and plotting are used to create two-dimensional design models in a micro-CAD environment using AutoCAD software. Two lecture hours and two lab hours per week. Offered in fall and spring semesters. Course fee.
CADD 102 - Intermediate CADD (3 credits)
A continuation of Introduction to CADD with main emphasis on using CADD software to produce two- and introductory three-dimensional drawings followed by development of surface and elementary solid modeling (AME). Two lecture hours and two laboratory hours per week. Prerequisite: CADD 101. Offered in fall and spring semesters. Course fee.

CADD 222 - Geometric Dimensioning and Tolerancing (3 credits)
An in-depth print reading course stressing the rules and methods used to interpret engineering drawings according to ANSI Y14.5M-1999 standards. Two lecture hours and two lab hours per week. Prerequisite: CADD 102. Course fee.

CADD 250 - Solid Modeling (3 credits)
This course provides the student with the skills to develop three-dimensional solid models of a mechanical nature. Students learn to generate complex composite solids by performing Boolean operations on solid primitives. This building block approach to modeling utilizes constructive solid geometry and boundary representation concepts as the basis for defining the model. Two lecture hours and two lab hours per week. Prerequisite: CADD 102. Course fee.

CADD 252 - Customizing AutoCAD (3 credits)
This course explores the variety of tools that AutoCAD provides to customize the drawing environment. Students learn to set and understand system variables, customize the screen environment, create and install custom menus, and write simple AutoLISP programs. Two lecture hours and two lab hours per week. Prerequisite: CADD 102 or permission of instructor. Usually offered in fall semester. Course fee.

CADD 260 - AutoLISP for AutoCAD (3 credits)
AutoLISP for AutoCAD is a continuation of Customizing AutoCAD. The primary focus is on building a functional knowledge of the AutoLISP programming language and applying it to uses within AutoCAD. Students develop new AutoCAD commands and functions to automate the CADD process. Two lecture hours and two laboratory hours per week. Prerequisites: CADD 102 and CADD 252 or permission of instructor. Course fee.

CADD 265 - Solidworks (3 credits)
This course is an introductory course in the use of Solidworks CADD software. It focuses on developing an understanding of the program interface and methods of developing 3-dimensional solid models. Students produce a series of 3D models to test and explore the various methods of assembling a model in Solidworks. Two lecture hours and two laboratory hours per week. Course fee.

CADD 271-274 - Cooperative Education: Computer Aided Drafting and Design (1-4 credits)
Cooperative Education experiences are work-based learning experiences with an employer for a specific period of time. The experience may be paid and must be related to the career and specific curriculum in which the student is enrolled. It is an opportunity for the student to supplement/integrate classroom learning with learning from a related work setting. A student registers for one to four credits of Cooperative Education in the curriculum in which he/she is enrolled. Prerequisite: approval of program coordinator. Course fee.

Computer Information Systems

CIS 011 - Basic Computer Skills (0 credit)
This course is designed to develop the basic computer skills needed as preparation for college courses requiring facility with basic computer applications. The course focuses on computer navigation skills, word processing and file management skills, email, and Internet navigation. May not be used to meet graduation requirements. One lecture hour per week; 0 credits.

CIS 102 - Introduction to Information Sciences (3 credits)
This is a survey course of the characteristics, functions and applications of computers. It includes the concepts and principles of problem solving and computer programming. Emphasis is placed on microcomputers and application software packages, such as word processors, spreadsheets, and graphics. Three lecture hours per week. Prerequisite: CIS 101 or a qualifying score on the computer skills assessment. Course fee.

CIS 104 - Computer Operating Systems (3 credits)
This course examines the importance of computer operating systems. Discussion includes how basic computer concepts relate to an operating system and what functions the systems perform. Operating systems for PCs and UNIX-based systems are discussed. Three lecture hours per week. Prerequisites: CIS 102 and CIS 115. Course fee.

CIS 106 - Introduction to Microsoft Office (3 credits)
This course presents the principles of a family of application software. The student examines and uses Microsoft word processing, spreadsheet, presentation, and data base software to design and implement solutions to business problems. Three lecture hours per week. Prerequisite: CIS 102 or permission of instructor. Course fee.
CIS 110 - Introduction to UNIX/Linux (4 credits)
This is an introductory course designed for users of UNIX. It is taught using the Linux operating system. The student learns to create, remove, edit and rename files, directories and subdirectories; compose, send, receive and print electronic messages; and compose, edit and format short text files using the UNIX editors. The UNIX shell, kernel and utility programs are covered. Shell programming is introduced. Four lecture hours per week. Course fee.

CIS 111 - C Programming Language (4 credits)
This course in computer programming uses the C language. The student learns to define, solve, code, enter, test, debug and document programming problems. Four lecture hours per week. Prerequisite: CIS 102 or permission of the instructor. Corequisite: CIS 115. Course fee.

CIS 112 - Introduction to Database Management (3 credits)
This course in computer information systems introduces database concepts. The student learns to define, design, create, modify, update, and query databases with respect to integrity, security, and confidentiality. The student learns to document and test database queries and applications. Three lecture hours per week. Prerequisite: CIS 102 or permission of instructor. Course fee.

CIS 113 - Introduction to PowerPoint (3 credits)
This course presents the fundamentals of designing, creating, modifying and enhancing computerized presentations using Microsoft PowerPoint. The student examinies the various applications for computerized presentations and employs advanced techniques including links to other applications and multimedia elements. Three lecture hours per week. Prerequisite: CIS 102 or permission of the instructor. Course fee.

CIS 114 - Introduction to Computer User Support (3 credits)
This course introduces the responsibilities of a computer user support specialist and emphasizes PC troubleshooting. Students examine how to support, communicate with, and train non-computer professionals to use computers effectively. Students develop problem-solving skills and install, configure and troubleshoot microcomputers. Three lecture hours per week. Prerequisite: CIS 102. Course fee.

CIS 115 - Fundamentals of Programming (3 credits)
This course is designed to develop problem solving skills in relation to designing computer programs. The student examines and uses program development techniques by developing hierarchy charts, flowcharts and pseudocode to solve common programming problems. This course is a corequisite for programming languages classes. It is strongly recommended that students complete CIS 115 prior to taking a programming language. Three lecture hours per week. Prerequisite: CIS 102 or permission of instructor. Course fee.

CIS 116 - Microsoft Project: Basic (1 credit)
This course introduces students to the basic fundamentals of Microsoft Project software. Addressed are the basic systematic applications and techniques used to manage projects efficiently, including planning, scheduling, and controlling organizational activities; task management, resource management, and cost estimation. One lecture hour per week. Prerequisite: CIS 102 or permission of instructor. Course fee.

CIS 117 - Microsoft Project: Advanced (1 credit)
This course covers advanced procedures involved in the use of Microsoft Project software, including applications that are used to manage projects efficiently with respect to schedules, resources, time and cost constraints, and controls. Fundamentals of managing multiple projects, formatting, printing, and customizing projects are introduced. One lecture hour per week. Prerequisite: CIS 116 or permission of instructor. Course fee.

CIS 118 - Introduction to Microsoft Access (3 credits)
This course provides an introduction to databases, including database design, creation, joining, tables, forms, reports, labels and queries. The student solves a variety of business problems using database products to design and create database files, locate and edit data, organize and display data, and modify and expand a database. Three lecture hours per week. Prerequisite: CIS 102 or permission of instructor. Course fee.

CIS 125 - Document Processing: MS Word (3 credits)
Students use word processing software as a tool to prepare various business letters, memos, tables and reports. Decision-making skills are used to evaluate document formats and mailability. Course projects emphasize both the application of written communication skills and the ability to produce quality documents efficiently. Three lecture hours per week. Prerequisite: CIS 102. Course fee.

CIS 135 - Introduction to Networks (3 credits)
This course presents the principles of data communications and computer networks. The student examines and uses network hardware, topologies, communications protocols and network operating systems, emphasizing Novell networks for the microcomputer environment. Students also explore network management concepts. Three lecture hours per week. Prerequisite: CIS 102 or permission of instructor.

CIS 136 - Introduction to Internet Technologies (3 credits)
This course presents the applications and technologies of the Internet. The student examines the history, current issues and functions of the Internet and examines and uses Internet technologies including Web browsers, XHTML, FTP, HTML, TCP/IP, CSS and Java-script. The student explores strategies for successful Web site development and designs and creates Web sites. Three lecture hours per week, one semester. Prerequisite: CIS 102 or permission of the instructor. Course fee.
CIS 145 - Introduction to Microsoft Excel (3 credits)
This course presents an introduction to Microsoft Excel, including designing structured spreadsheets, building formulas and functions, using spreadsheet publishing techniques, creating charts and a spreadsheet database. Also examined are advanced topics such as integrating Excel with other products and macros. Emphasis is placed on designing structured spreadsheets and developing spreadsheet solutions for a variety of business problems. Three lecture hours per week with computers. Prerequisite: CIS 102 or permission of instructor. Course fee.

CIS 201 - Assembly Programming Language (4 credits)
This course covers the characteristics and functions of a microcomputer Assembly language. The student learns how to solve application problems using Assembly language. Laboratory consists of coding, keying and debugging programs. Four lecture hours per week. Prerequisite: CIS 102 or permission of the instructor. Corequisite: CIS 115. Course fee.

CIS 202 - COBOL Computer Programming I (4 credits)
This course is designed to develop programming techniques for solving business problems using the Common Business Oriented Language. Laboratory consists of designing, coding, debugging and documenting programs. Four lecture hours per week. Prerequisite: CIS 102 or the permission of the instructor. Corequisite: CIS 115. Course fee.

CIS 203 - Computer Systems and Procedures (3 credits)
This course presents the principles of the Systems Development Life Cycle (SDLC): systems planning, analysis, design, implementation, and operation/support. Students apply systems analysis skills, techniques, and concepts by analyzing case studies. The role of the systems analyst in developing IT (Information Technology) projects such as a payroll system, a student information database system, or a health care system is discussed. Three lecture hours per week. Prerequisites: CIS 102, CIS 115, plus nine credits in CIS electives, including a programming language.

CIS 205 - Introduction to Visual Basic.NET Programming (4 credits)
This course is an introduction to application programming using Visual Basic.NET. The students learn the fundamentals of object-oriented technology and learn to define, solve, code, enter, test, and document programs. Topics include Graphical User Interface (GUI) controls and design concepts, calculations, decisions, menus, sub procedures, object-oriented programming, lists and loops, arrays, accessing database files, and creating Web forms. Four lecture hours per week. Prerequisite: CIS 102 or permission of the instructor. Corequisite: CIS 115. Course fee.

CIS 206 - COBOL Computer Programming II (4 credits)
This course teaches structured COBOL programming techniques for solving business problems. Laboratory consists of designing coding, debugging, executing, and documenting programs. Four lecture hours. Prerequisite: CIS 202. Course fee.

CIS 214 - Java Programming Language (4 credits)
This course in computer programming uses the Java language. The student learns the fundamentals of object-oriented technology and learns to define, solve, code, enter, test, and document programming problems. Four lecture hours per week. Prerequisites: CIS 102, CIS 115 and CIS 111 or permission of instructor. Course fee.

CIS 215 - Advanced Java Programming (4 credits)
This course develops advanced concepts in the Java programming language. The student studies programming design and development techniques in object-oriented technology using graphics, exception handling, multithreading and input/output streams. Four lecture hours per week. Prerequisite: CIS 214 or permission of instructor. Course fee.

CIS 217 - Introduction to Web Programming (3 credits)
This course is an introduction to the development of programs for the web. Students study good programming design and development techniques for the web using advanced HTML, DHTML, Java Script, and Pearl. Three lecture hours per week. Prerequisites: CIS 115 and CIS 136 or permission of instructor. Course fee.

CIS 219 - Server-Side Web Programming (4 credits)
This course introduces the basic principles of developing Server-Side Web programs. Students learn to design, develop, test and debug Web applications using Server-Side technologies. Four lecture hours per week. Prerequisite: CIS 217 or permission of instructor. Course fee.

CIS 221 - C++ Programming Language (4 credits)
This course in computer programming uses the C++ language. The student learns the fundamentals of object-oriented technology and learns to define, solve, code, enter, test and document programming problems. Four lecture hours per week. Prerequisites: CIS 102, CIS 115 and CIS 111 or permission of instructor. Course fee.

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CIS 224 - Introduction to Visual BASIC Programming (4 credits) (Formerly CIS 226)
This course introduces students to Windows application programming using Visual BASIC for Windows. Students learn the fundamentals of programming in the Visual BASIC environment. Topics include Visual BASIC controls, assigning properties to controls, managing projects, designing an interface, working with text, graphic files, and data types, debugging and error handling, customizing menus, interfacing with databases, and general application design, development, and methodology. Four lecture hours per week. Prerequisite: CIS 102 or permission of instructor. Corequisite: CIS 115. Course fee.

CIS 225 - Introduction to Shell Programming (4 credits)
An introductory course designed for those knowledgeable in the UNIX operating system. Students create Shell programs as an interpreted programming language and write programs using UNIX commands. In addition, students modify and debug programs using shell variables, commands, arguments, filter, looping, positional parameters, naming and debugging procedures. Four lecture hours per week. Prerequisite: CIS 110. Corequisite: CIS 115. Course fee.

CIS 227 - Advanced Visual BASIC (4 credits)
This course provides the student with an advanced set of tools for programming in the Visual BASIC for Windows environment. Topics include Visual BASIC keyboard events, Windows common controls, ActiveX controls, class modules, multiple MDI forms, error handling and debugging, customized menus, and OLE and DLL methodology. Four lecture hours per week. Prerequisite: CIS 102, CIS 115, and CIS 224 or permission of instructor. Course fee.

CIS 227-274- Cooperative Education: Computer Information Systems (1-4 credits)
Cooperative Education experiences are work-based learning experiences with an employer for a specific period of time. The experience may be paid and must be related to the career and specific curriculum in which the student is enrolled. It is an opportunity for the student to supplement/integrate classroom learning with learning from a related work setting. A student registers for one to four credits of Cooperative Education in the curriculum in which he/she is enrolled. Prerequisite: approval of program coordinator. Course fee.

CIS 271-274 - Cooperative Education: Computer Information Systems (3 credits)
The experience may be paid and must be related to the career and specific curriculum in which he/she is enrolled. Four lecture hours per week. Prerequisite: CIS 102 or permission of instructor. Corequisite: CIS 115. Course fee.

CIS 283 - Practicum in Computer Information Systems (3 credits)
An individual assignment is given to the student in a selected local computer installation in cooperation with the installation management to provide the student with an overview of practical information systems. On-the-job training assignments are based on the student's abilities and interests. Minimum of nine hours per week or a total of 135 hours per semester of independent work and conference. Prerequisites: CIS 102, 202, 206 or permission of instructor.

Computer Science

CSI 131 - Computer Science I (4 credits)
This is the first course in a sequence of two courses in computer science utilizing the syntax and semantics of the C programming language. The course provides an introduction to the principles of program design and development using procedural programming and data abstraction, provides an introduction to program testing, and introduces elementary object-oriented programming. Four lecture hours per week. Usually offered in spring semester. Prerequisites: MATH 109 and CIS 111. Corequisite: MATH 203.

CSI 132 - Computer Science II (4 credits)
The second in a two-course sequence in computer science utilizing the syntax and semantics of the object-oriented C++ programming language. Topics include classes, dynamic data structure, overloading, inheritance, stream input/output and file processing. Four lecture hours per week. Usually offered in fall semester. Prerequisites: CSI 131 and MATH 203. Corequisite: MATH 204.

CSI 215 - Introduction to File Processing (4 credits)
This course deals with the theory and application of data structures. The concept of linear and nonlinear structures (i.e., stacks, queues, lists, trees, graphs) are presented in their application in the manipulation of strings, sequential files, indexed sequential files and random files. Four lecture hours per week. Usually offered in spring semester. Prerequisite: CSI 132.

Criminal Justice

CJ 101 - Introduction to Criminal Justice (3 credits)
This course is an introduction to the criminal justice system from its ancient origins to reform in England and its present development in the United States. The course covers agencies involved in the administration of justice at all levels of government. Students are oriented to the purposes, requirements and opportunities in this field. Three lecture hours per week.
CJ 103 - Introduction to Corrections (3 credits)
This course is a study of the treatment, security, custody and discipline of the convicted law violator. The course covers the development of correctional theory and practice, philosophical and social frameworks, the administrative function, community-based corrections, and the analysis of the correctional client. Three lecture hours per week.

CJ 104 - Procedural Law and Evidence (3 credits)
The constitutional aspects of arrest, search and seizure are considered, together with interrogation and confession, self-incrimination and right to counsel. Students learn rules of evidence as they apply to law enforcement officers in the performance of their investigatory duties and their testimony in court. Three lecture hours per week.

CJ 109 - Police Organization and Administration (3 credits)
The purpose and activities of the police component of the criminal justice system are examined. Included is an analysis of the following concepts, issues or problems: police organization and management; the functions of the police; the relationship of police operations to function, including patrol, investigation, traffic, juvenile service and special units; and the evaluation of police effectiveness, budgeting and utilization of resources. Three lecture hours per week. Prerequisite: CJ 101 or permission of instructor.

CJ 111 - Principles of Criminal Law (3 credits)
The substantive law is discussed: how and why laws are created with emphasis on specific offenses against persons and property. Also covered: what constitutes a violation of the law and how police must satisfy the legal requirements imposed by the elements of the statutes so that the state may successfully prosecute a criminal case. Landmark U.S. Supreme Court and selected state court cases are studied. Three lecture hours per week.

CJ 112 - Introduction to Crime Scene Technology (3 credits)
This course is an introduction to crime scene investigation techniques. Emphasis is placed on how to collect and preserve physical evidence, examine the evidence and record the crime scene. Three lecture hours per week.

CJ 201 - Police-Community Relations (3 credits)
Social complexities and problems facing today’s police officer are studied in light of the sociological factors operating in urban, suburban and rural areas. Also included are police-community relations programs such as review boards and civil disorder control procedures. Three lecture hours per week.

CJ 213 - Criminology (3 credits) (same course as SOC 213)
Criminology is a sociological study of the causes of crime and the relationships between criminal behavior and various social factors such as age, sex, race, religion, socioeconomic status, etc. Included are studies of crime rates, white-collar crime and victimless crimes. Three lecture hours per week. Prerequisite: SOC 101.

CJ 214 - Police Problems and Practices (3 credits)
This course is designed to analyze the traditional and contemporary issues and problems in the law enforcement community. Topics include such areas as police corruption, use of deadly force, computer crime, terrorism and other forms of criminal behavior. Three lecture hours per week.

CJ 215 - Police Conduct (3 credits)
This course analyzes the decision-making process in criminal justice as it relates to discretion, due process, truthfulness, corruption and discrimination. Three lecture hours per week.

CJ 216 - Terrorism (3 credits)
This course reviews the history, the current state of affairs, and the potential future of terrorism in the world. Students will become familiar with what terrorism and counter terrorism are and how our society and the individual are dealing with the threats. Three lecture hours per week.

CJ 283 - Field Practicum in Criminal Justice (3 credits)
This is a program of supervised, on-the-job experience, selected in accordance with the career objective of the student. The goal of this course is to provide the student an opportunity to earn college credit for performing direct service to the community and simultaneously applying classroom learning to daily situations such as interviewing clients, collecting data, and working with public service workers in police departments, courts, juvenile service, states attorney’s office, corrections, etc. Nine classroom discussion hours per semester; one hundred laboratory hours. Prerequisite: CJ 101 or permission of instructor.

Drama

DRAM 203 - Survey of World Drama (3 credits)
This course is a chronological and critical study of the development of drama from the early Greeks until the Restoration. Students explore a broad range of dramatic works from around the world. Three lecture hours per week. Prerequisite: minimum of C grade in ENG 101. Usually offered in fall semester.
**Drama**

**DRAM 204 - Survey of Modern Drama (3 credits)**

This course is a chronological and critical study of the development of drama from the nineteenth and twentieth centuries. Students explore a broad range of dramatic works from around the world. *Three lecture hours per week.*

*Prerequisite: minimum of C grade in ENG 101. Usually offered in spring semester.*

**Earth Science**

**ES 105 - Earth Science (3 credits)**

A survey of the physical earth for nonscience majors is presented with emphasis on the waters and the atmosphere, including principles and concepts of geology; plate tectonics; environmental phenomena; earthquakes, volcanoes, seismic sea waves, landslides, surface processes, earth resources, wastes and hazards. Designed for students who share with the scientist the curiosity, wonder, and interest in the earth and the atmospheric changes. *Three lecture hours per week.*

**ES 106 - Earth Science Laboratory (1 credit)**

This is an introductory laboratory course in the fundamentals of earth science and is especially appropriate for students new to earth science. Topics include earthquakes, hydrology, geology, weather phenomena and the oceans. *Two laboratory hours per week. Prerequisite: ES 105 or permission of instructor. ES 105 may be taken concurrently. Course fee.*

**ES 107 - Earth and Space Science (4 credits)**

This course provides an exploration of selected topics in the earth and astronomical sciences. Studies will include plate tectonics, hydrologic cycle, earth history, earth resources, and fundamental characteristics of stars, galaxies, and planets. Students will investigate how this all fits together and our place in the universe. The course is taught in a “hands-on,” inquiry based, constructivist method. *Three lecture and two lab hours per week. Students completing ES 107 cannot earn credit for graduation for ES 105/106 or ASTR 151/152. Course meets Associate of Arts in Teaching (AAT) degree requirements. Course fee.*

**Economics**

**ECON 101 - Macroeconomics (3 credits)**

Macroeconomics is an introduction to economic principles with emphasis on the analysis of aggregate income and employment. Topics include theory of income and employment, role of money and banking system, monetary and fiscal policies, and the problems of economic growth and fluctuations. *Three lecture hours per week.* *Students completing ECON 101 or 102 cannot earn graduation credit for ECON 107. It is recommended that students complete ECON 102 prior to ECON 101.*

**ECON 102 - Microeconomics (3 credits)**

Microeconomics deals with resource allocation under the price system, price and output determination when markets are characterized by perfect and imperfect competition, and price and employment determination in the resource market. Current problems of poverty, environment, energy and urbanization are analyzed. *Three lecture hours per week. Students completing ECON 101 or 102 cannot earn graduation credit for ECON 107. It is recommended that students complete ECON 102 prior to ECON 101.*

**ECON 105 - United States Economic History (3 credits)**

This course is a history of the U.S. economic development from Colonial times to the present in a world context. Major topics are geography and natural resources, the agrarian age, the factory system, the industrial revolution, and the new post world war society. *Three lecture hours per week.*

**ECON 106 - Consumer Economics and Personal Finance (3 credits)**

This course studies economic theory as it applies to consumer decision making. Theory will be complemented by practical examples of consumer decisions on investing, saving and budgeting. Use of credit, insurance, housing, career and retirement planning within the decision-making process will be emphasized. *Three lecture hours per week.*

**ECON 107 - Introduction to Economics (3 credits)**

This course is an introduction to modern macro and microeconomic theory and practice. The micro concepts of supply and demand, cost structure, profit maximization and wage determination make up the first half of the course. The remainder covers macroeconomic problems of unemployment and inflation with theoretical and applied policy solutions: fiscal, monetary and supply-side. *Three lecture hours per week. Students completing ECON 101 or 102 cannot earn graduation credit for ECON 107.*
EDUCATION

Course Descriptions

Education

EDUC 101 - Introduction to Education (3 credits)
This course is a survey of the role of education in America. Consideration is given to basic philosophies underlying the requirements of effective learning – teaching situations, developmental aspects of school age children, current trends in education, and the selection of education as a profession. Participants should anticipate spending the equivalent of four days in field placement with a minimum of 30 hours in a public school classroom. Three lecture hours per week.

EDUC 103 - The Young Child (3 credits)
This course is designed to provide students with knowledge to meet the needs of the young child from birth to age eight. Emphasis is on the practical aspects of caring for young children, creating environmental settings instrumental in providing optimal development, and developing guidelines for selecting quality child care and educational programs. Readings and discussions on special concerns and current issues in the field of child development are offered. The course is designed to train parents, foster care parents, family and group day care providers, nursery and primary teachers, and others. When taken with EDUC 104, the 90 classroom-hours program required by the Maryland Department of Resources, Child Care Administration will be met. Three lecture hours per week.

EDUC 104 - Materials and Curriculum in Early Childhood (3 credits)
This course is designed for parents, teachers, day care operators, prospective parents or teachers, and others interested in working with children. Through varied instructional materials and activities, students learn various means of stimulating the intellectual, physical, social and emotional development of children through eight years of age. When taken with EDUC 103, the 90 classroom-hours program required by the Maryland Department of Resources, Child Care Administration will be met. Three lecture hours per week.

EDUC 105 - Children's Literature (3 credits)
Upon successful completion of this course, students are able to appraise books designed for children through age 12, identify book-based media available for young children, and employ activities designed to heighten the enjoyment children gain through books. Three lecture hours per week.

EDUC 107 - Introduction to Special Education (3 credits)
This course provides a basic overview and understanding of special education programs and their design. Handicapping conditions and their characteristics are explained and discussed. Participants should anticipate spending the equivalent of four days in field placement with a minimum of 30 hours in a public school special education setting. This course meets the requirement of three credits in special education for Maryland teachers seeking new or continuing certification. Three lecture hours per week. Prerequisite: EDUC 101 and PSY 207 or permission of instructor.

EDUC 108 - Classroom Management: Early Childhood (3 credits)
This course focuses on the theories and skills necessary for classroom management in an early childhood setting. Students are introduced to specific skills that support classroom management, including problem solving skills, record keeping, and observational and evaluation skills, while emphasizing child development issues. This course is designed for people working with children in daycare centers, nursery schools, prekindergarten, and kindergarten. Three lecture hours per week. Prerequisite: PSY 101 or permission of instructor.

EDUC 110 - Infant and Toddler Development (3 credits)
This course is designed to provide an in-depth examination of human development from birth through age three years. Emphasis is placed on theories of development, the effect of the environment, the role of caregivers, health and safety issues, and contemporary issues. Three lecture hours per week. Prerequisites: EDUC 103 and EDUC 104. Twenty hours of field placement in a child care center is required.

EDUC 113 – Introduction to Early Childhood Education (3 credits)
This course introduces students to the early childhood profession. It provides a historical perspective as well as current issues and trends in the field. Various roles of the early childhood professional are presented. Participants should anticipate spending the equivalent of four days in field placement with a minimum of 30 hours in an early childhood public school classroom. Three lecture hours per week.

EDUC 200 - Introduction to Child Care Administration (3 credits)
This course addresses the management skills necessary when functioning as a site manager in a child care facility. Students are introduced to training of staff, accounting for funds, purchasing, recruiting, staffing, budgeting, communicating with parents, fundraising, locating community resources and making positive referrals. Three lecture hours per week. Prerequisite: EDUC 108 or permission of instructor.

EDUC 201 - Field Placement I (3 credits)
The field placement experience requires that the student spend a minimum of 135 hours in a child care setting teaching under the supervision of a site manager and a faculty member. This experience is intended to offer the student hands-on experience teaching classes under supervision in a child care environment. Prerequisite: EDUC 108.

For more information see pages 22-23.

Denotes General Education Course.

Denotes Diversity Course.

For more information see page 24.
EDUC 202 - Field Placement II (3 credits)
This field placement experience requires that the student spend a minimum of 135 hours in a child care setting in a mentoring relationship with a site manager and a faculty member. This experience emphasizes the hands-on experience of managing a child care facility under the supervision of a certified day care manager and a faculty member. Prerequisites: EDUC 200 and EDUC 201.

EDUC 205 – Instruction of Reading (3 credits)
This course focuses on the teaching of reading to pre-kindergarten through elementary school students. Specifically, students use a variety of developmentally appropriate word recognition and comprehension strategies and learn how to implement a balanced literacy program that fosters interests, motivation, and positive attitudes/perceptions about all aspects of literacy. Students also learn about and use appropriate early identification and intervention strategies. This course is approved by the Maryland State Department of Education for individuals seeking re-certification and is intended for early childhood, elementary, and special education teachers. Three lecture hours per week. Prerequisite: Students must be currently teaching or have permission of the instructor. Usually offered in fall or spring semester.

EDUC 206 – Teaching Reading in the Content Areas: Part I (3 credits)
This course provides the participants with the knowledge and skills necessary to enable their students to read content-area textbooks. Participants learn and use a variety of strategies to develop intrinsic motivation in students and use instructional strategies appropriate to discipline textbooks. Participants also learn about and use a variety of methods for assessing content-area literacy to plan instruction and communicate with students, parents, and allied professionals. This course is approved by the Maryland State Department of Education for individuals seeking re-certification and is intended for secondary content area, special education and N-12 teachers. Three lecture hours per week. Prerequisite: Students must be currently teaching or have permission of the instructor. Usually offered in fall or spring semester.

EDUC 207 – Processes and Acquisition of Reading (3 credits)
This course examines the theories, processes and acquisition of reading and language arts as well as cognitive, linguistic, social and physiological factors involved in oral and written language development. Participants learn about the process of language development, including the impact of phonemic awareness, and how the brain responds to reading acquisition. This course is approved by the Maryland State Department of Education for individuals seeking initial certification and re-certification and is intended for early childhood, elementary, and special education teachers. Three lecture hours per week.

EDUC 208 – Materials for Teaching Reading (3 credits)
This course exposes participants to a variety of materials to be used for the three purposes of reading. Participants learn how to use materials to support long-term motivation for reading, how to select and evaluate materials, and how to use the expertise of members of the community and parents to help fulfill the goals of the reading program. This course is approved by the Maryland State Department of Education for individuals seeking recertification and is intended for early childhood, elementary, and special education teachers. Three lecture hours per week. Prerequisite: Students must be currently teaching or have permission of the instructor. Usually offered in fall or spring semester.

EDUC 209 – Teaching Reading in the Content Areas: Part II (3 credits)
Designed for secondary teachers in all content areas, the course expands on Teaching Reading in the Content Areas: Part I and focuses on reading strategies used in content-area instruction. The emphasis is on student acquisition of content-area reading. Participants implement and evaluate a coherent literacy plan. Participants also implement reading and writing strategies that promote student mastery of subject content. This course is approved by the Maryland State Department of Education for individuals seeking re-certification and is intended for secondary content area, special education and N-12 teachers. Three lecture hours per week. Prerequisite: Students must be currently teaching or have permission of the instructor. Usually offered in fall or spring semester.

EDUC 211 – Assessment for Reading Instruction (3 credits)
This course helps participants develop an understanding of various reading assessment instruments and their appropriate uses and purposes. Participants learn to make educational decisions based upon data provided by local and/or state assessments and communicate reading assessment results using clear, concrete language. This course is approved by the Maryland State Department of Education for individuals seeking recertification and is intended for early childhood, elementary, and special education teachers. Three lecture hours per week. Prerequisite: Students must be currently teaching or have permission of the instructor. Usually offered in fall or spring semester.

EDUC 212 – Effective Teaching Methodology (3 credits)
This course introduces students to a broad spectrum of instructional methodologies for use in today’s classrooms and to the frameworks that will guide their instructional decisions. Students learn to design instruction to meet the needs of diverse student populations and to apply instructional techniques to manage and teach these children. Three credit hours per week. Prerequisite: Students must be currently teaching or have permission of the instructor. Usually offered in summer session.
EDUC 213 – Classroom Assessment of Students (3 credits)
This course provides students with knowledge about both formal and informal assessment principles and applications and how these help in making decisions about their teaching and student learning. Participants learn the concepts and applications of various methods of assessment as well as the reasons and cautions that are inherent in the assessments they construct and interpret. Three lecture hours per week.
Prerequisite: Students must be currently teaching or have permission of the instructor. Usually offered in summer session.

EDUC 214 - Classroom Mentoring (1 credit)
This course is intended for new or provisional teachers in the public school system. Students have an opportunity to discuss lesson plans, student behavior, classroom management, and any other topic of importance during their first year teaching. The instructor is in contact with the students’ assigned public school mentors and acts as resource for the students. One lecture/discussion hour per week. Prerequisite: Students must be currently teaching or have the permission of the instructor. Usually offered in fall and spring semesters.

EDUC 215 - School-Age Child Care (3 credits)
This course focuses on the child from ages five through twelve. Emphasis is placed on theories of physical, cognitive, and psychosocial development as well as approaches in program planning, curriculum development, and selection of age-appropriate materials and methods through which educational outcomes are attained. Elements of professionalism are also presented. Three lecture hours per week. Prerequisites: EDUC 103 and 104.

EDUC 216 - Child Health, Safety and Nutrition (3 credits)
This course examines the health, safety, and nutritional needs of children in the child care setting. It provides students with information concerning health and nutrition policies, the creation of safe learning environments, the development of lesson plans, and current issues in health, safety, and nutrition. Three lecture hours per week. Prerequisites: EDUC 103 and EDUC 104.

Electronics

ELEC 105 - Introduction to Electronics (4 credits)
This course provides a broad introduction to electronics. It focuses on DC and AC circuit fundamentals, including electrical components, voltage, current, resistance, Ohm’s Law, energy and power, series circuits, parallel circuits, series-parallel circuits, capacitors, inductors, and transformers, RC, RL, RLC circuits and the application of circuit theorems in AC analysis. Three lecture hours; two lab hours. Prerequisite: qualifying score on the College’s Algebra II placement test or Math 017. Course fee.

Engineering

ENGR 101 - Engineering Drawing I (2 credits)
The fundamental principles of the graphic language are presented. Students acquire the necessary drafting skills to produce technical drawings. Topics include lettering, geometric construction, sketching, multiview projection, sectional views, auxiliary views, dimensioning and tolerancing. Two lecture hours and two laboratory hours per week. Usually offered in fall semester.

ENGR 103 - Engineering Graphics (4 credits)
The fundamentals of engineering drawings, AutoCAD basics, Fortran programming, spreadsheets, word processing, and Mathcad are presented in this course and are used in a design project. The topics in engineering drawing and AutoCAD include multiview, sections views, isometric pictorial and dimensioning. Fortran topics include algorithms, variables, arrays and do loops. Selected topics from spreadsheets and word processing are studied. The Mathcad topics include creating and solving simple equations, and producing two dimensional plots. Two lecture hours and four laboratory hours per week. Prerequisite: qualifying score on the College’s placement test, or MATH 017 and trigonometry. Usually offered in fall and spring semesters.

ENGR 104 - Statics (3 credits)
Using the vector approach and free body diagrams, this course deals with formulation and application of the laws governing the equilibrium of physical objects under the influence of general forces. The major topics include application of vector diagrams, equilibrium force systems, analysis of frames and trusses, internal forces in beams, friction, centroids, moments of inertia and fluid statics. Three lecture hours per week. Prerequisites: ENGR 103 and MATH 203. Usually offered in spring semester and summer session.

ENGR 201 - Dynamics (3 credits)
Students learn to formulate and apply the laws governing the motion of physical objects under the influence of general forces. Topics are Newton’s laws of motion; multidimensional motion of particles and rigid bodies; kinematics and kinetics of particles, energy and momentum methods for particles; and mechanical vibrations. Three hours per week. Prerequisites: ENGR 104 and PHYS 203. Usually offered in fall semester.

ENGR 202 - Mechanics of Materials (3 credits)
The fundamentals of strength and deformation of various materials are presented in this course. The main topics covered are axial stress and deformation of bars, strains and generalized Hooke’s law, torsional stress and deformation in shafts, stress and deformation in beams, compound stresses, pressure vessels, statically indeterminate problems, and columns. Three lecture hours and one laboratory hour per week. Prerequisites: ENGR 104 and MATH 204. Usually offered in spring semester.
ENGR 203 - Engineering Materials (3 credits)
This course is an introduction to a broad spectrum of engineering materials used in various industries. Emphasis is on the types, properties, production, and application of the materials. The topics include selection of materials, availability, elastic moduli, yield strength and ductility, hardness, fracture, toughness, fatigue, corrosion, deformation, and a CADD design project to incorporate various engineering materials. Three lecture hours per week. Usually offered in spring semester.

English

ENG 001 - Introductory Writing (0 credits)
This course is designed to develop sentence writing skills needed as preparation for ENG 012. It concentrates on grammar and mechanics, sentence combining and editing skills. In order to ensure proper placement, students are asked to write a sample paragraph on the first day of class. May not be used to meet graduation requirements. Three lecture hours per week; 0 credits. Course fee.

ENG 002 - Reading Power and Comprehension (0 credits)
This course is required of students who score below a determined minimum reading level on the standardized reading placement test. The emphasis is on vocabulary development, word attack skills, literal reading skills and critical reading skills. May not be used to meet graduation requirements. Three contact hours per week; 0 credits.

ENG 003 - Reading and Understanding College Textbooks (0 credits)
This course is required of students who score within a determined range on the standardized reading placement test. Students study and apply basic skills needed to read college-level textbooks effectively and efficiently. May not be used to meet graduation requirements. Three contact hours per week; 0 credits. Prerequisite: students must have successfully completed ENG 002 or received a qualifying score on the reading assessment.

ENG 012 - Basic Writing (0 credits)
This course is designed to develop the basic writing skills needed as preparation for English 101: English Composition. ENG 012 concentrates on paragraph organization and development with some emphasis on vocabulary and grammar. In order to ensure proper placement, students are asked to write a sample essay the first day of class. May not be used to meet graduation requirements. Three contact hours per week; 0 credits. Prerequisite: students must have successfully completed ENG 001 or received a qualifying score on the writing assessment. Course fee.

ENG 059 - ESL Introductory Writing (0 credits)
Intended specifically for ESL students, the course is designed to develop sentence-level communication skills needed as preparation for ENG 060 or 012 and concentrates on vocabulary, grammar and mechanics, as well as sentence combining and editing skills. May not be used to meet graduation requirements. Three contact hours per week; 0 credits. Course fee.

ENG 060 - ESL Basic Writing (0 credits)
Intended specifically for ESL students, the course is designed to develop basic writing skills needed as preparation for the college composition course and concentrates on paragraph organization and development with emphasis on vocabulary and grammar. May not be used to meet graduation requirements. Three contact hours per week; 0 credits. Prerequisite: Successful completion of ENG 059, ENG 001, or a qualifying score on the writing assessment. Course fee.

ENG 101 - English Composition (3 credits)
This course is designed to develop mature writing skills in the essay form, including the documented essay. Through writing a series of essays in a variety of modes, such as the argumentative essay, the process analysis, the research paper, and the summary analysis, students achieve proficiency in presenting and supporting their own ideas and incorporating the ideas of others into their essays. Three lecture hours per week. Prerequisites: ENG 012 or qualifying score on the writing assessment; CIS 011 or concurrent enrollment in CIS 011 or a qualifying score on the computer skills assessment. Course fee.

ENG 102 - English Composition and Literature (3 credits)
This course focuses on the critical analysis of literary genres, emphasizing poetry, short fiction and drama. Students explore literary works from various cultures through discussions and critical writing activities. Three lecture hours per week. Prerequisite: minimum of C grade in ENG 101.

ENG 107 - Creative Writing I (3 credits)
This course is an introduction to creative writing beyond the boundaries of standard composition. Students explore narrative and expository techniques, short stories, plays and poetry. Three lecture hours per week. Prerequisite: minimum of C grade in ENG 101. Refer to ENG 118, 217, or 218 for courses at a more advanced level.

Denotes General Education Course.
For more information see pages 22-23.

Denotes Diversity Course.
For more information see page 24.
EN 109 - English Composition: Research Writing (3 credits)
This course emphasizes the use of exposition and argumentation, along with library research and documentation techniques, in developing research reports, term papers, lab reports and other analytical writing. This course is recommended for those desiring to transfer to a four-year institution or those desiring additional training in writing skills. Three lecture hours per week.
Prerequisite: minimum of C grade in ENG 101. Course fee.

EN 118 - Creative Writing II (3 credits)
This intermediate course in creative writing requires students to participate in a series of weekly workshops designed to improve their skills in one or two selected genres. Three lecture hours per week. Prerequisite: ENG 107. Refer to ENG 217 or 218 for courses at a more advanced level.

EN 201 - World Literature: 800 B.C. to 1600 A.D. (3 credits)
This course examines selected major works from the Old Testament and African legends to Cervantes and Shakespeare. It traces the origins and developments of Western concepts and conflicts as revealed in the great literature of the Western world. Three lecture hours per week. Prerequisite: minimum of C grade in ENG 101. Usually offered in fall semester.

EN 202 - World Literature: 1600 A.D. to the Present (3 credits)
This course examines shifts in values and concerns as reflected in the literature from the end of the Renaissance to the present. Study includes the writings of Voltaire, Dostoevsky and Kafka. Three lecture hours per week. Prerequisite: minimum of C grade in ENG 101.

EN 203 - English Literature: Survey of English Literature I (3 credits)
This course is a chronological and critical study of writers, Anglo-Saxon through Neoclassical, and their personal, literary and cultural importance. Three lecture hours per week. Prerequisite: minimum of C grade in ENG 101.

EN 204 - English Literature: Survey of English Literature II (3 credits)
This course is a chronological and critical study of English writers, Romantic to the present, and their personal, literary and cultural importance. Three lecture hours per week. Prerequisite: minimum of C grade in ENG 101.

EN 205 - American Literature: Colonial Through the Civil War (3 credits)
This course examines major American writers, Colonial through the Civil War periods, as well as cultural and philosophic ideas reflected in the literature of the periods. Three lecture hours per week. Prerequisite: minimum of C grade in ENG 101. Usually offered in fall semester.

EN 206 - American Literature: Late 19th and 20th Centuries (3 credits)
This course examines the major American writers of the late 19th and 20th centuries as well as cultural and philosophic ideas reflected in the literature of these periods. Three lecture hours per week. Prerequisite: minimum of C grade in ENG 101.

EN 207 - Perspectives in Humanities (3 credits)
This course is a chronological exploration of dominant styles and ideas in architecture, art, philosophy, music and literature from Western and Non-Western cultures from antiquity to the Renaissance. Emphasis is given to the study of concrete examples and the critical processes used to understand these works and their current relevance. Three lecture hours per week. Prerequisite: minimum of C grade in ENG 101. Usually offered in fall semester.

EN 208 - Contemporary Humanities (3 credits)
This course is a retrospective view of influential architects, artists, composers and writers of the 20th century whose ideas have been recognized and synthesized in the post modern culture. Emphasis is on the creative contributions of the individuals and the analytical processes used to understand these works. Three lecture hours per week. Prerequisite: minimum of C grade in ENG 101. Usually offered in spring semester.

EN 209 - Technical Writing (3 credits)
This course emphasizes types of technically oriented, practical report writing skills necessary to develop progress reports, proposals and recommendation reports. Through individual assignments students learn the techniques of definition, description of a mechanism and a process, clarification, analysis and interpretation. Three lecture hours per week. Prerequisites: minimum of C grade in ENG 101. Course fee.

EN 214 - Great Writers: Lives and Works (3 credits)
This course provides an opportunity for study in some depth of the work of three major writers and at the same time, through biographical and critical materials, of the lives and periods which shaped their different visions. Consideration is given as well to what makes a writer “great,” in the sense both of artistic excellence and cultural impact. Three lecture hours per week. Prerequisite: minimum of C grade in ENG 101.

EN 215 - Multicultural Literature: The 20th Century (3 credits)
This course emphasizes the critical study of 20th century literature from around the world, including representative works of Asia, Africa, and Latin America. Three lecture hours per week. Prerequisite: minimum of C grade in ENG 101.
ENG 216 - Business Communications (3 credits)
Designed for the student who must communicate effectively in a business environment, this course emphasizes the principles common to written and oral communications. Topics include the nature of the communication process; listening, planning and writing; preparing correspondence, agreements and reports; communicating about employment; records of oral communications; and management of written communications. Three lecture hours per week. Prerequisite: minimum of C grade in ENG 101.

ENG 217 - Creative Writing III (3 credits)
This advanced course in creative writing requires students to participate in a series of weekly workshops designed to improve their skills in one or two selected genres. Three lecture hours per week. Prerequisite: ENG 216.

ENG 218 - Creative Writing IV (3 credits)
In this advanced course in creative writing, students produce professional works within their chosen genre(s) and submit them for publication. Students also critique other writers’ works, including submissions to the College literary magazine. Three lecture hours per week. Prerequisite: ENG 217.

ENG 219 - American Women Writers (3 credits)
This course is a chronological and critical study of American women writers from the 19th and 20th centuries. The selections reflect the cultural diversity of society and literature in the United States. Three lecture hours per week. Prerequisite: minimum of C grade in ENG 101.

ENG 233 - African-American Literature (3 credits)
This course is a survey of African-American literature from the mid-19th century until the present. Selected works include slave narratives, folklore, fiction, poetry and drama. The works are examined in historical context and in their relationship to the political, social and intellectual milieux in which they were produced. Three lecture hours per week. Prerequisite: minimum of C grade in ENG 101.

ENG 234 - Ethnic American Literature (3 credits)
This course emphasizes the critical study of literature written by diverse American authors, including works by African-, Asian-, Hispanic-, European-, Native-Americans and emerging ethnic writers. Three lecture hours per week. Prerequisite: minimum of C grade in ENG 101.

ENV 111 - Human Ecology (3 credits)
This course is a basic human ecology course for the general student, presenting the basic principles of ecology as related to use and misuse of the environment. Environmental problems and proposed solutions are studied and discussed. Three lecture-discussion hours per week.

ENV 202 - Environmental Law (3 credits)
This course explores fundamental legal concepts relevant to environmental issues, including the relationship between statutes, regulations and court decisions. Various forms of enforcement used in environmental rules are discussed, such as command and control, liability and information disclosure. Specific issues include a survey of environmental statutes; regulations and case law; environmental audits and assessments; role of attorneys; unauthorized practice of law; and ethical conflicts between the attorney and the role of the scientist. Three lecture hours per week. Usually offered in fall semester.

ENV 210 - Introduction to Hazardous Waste/Materials Management (4 credits)
This course provides education and training to prepare the student to work with hazardous materials and hazardous waste, safely and in full compliance with the law. Topics include an overview of the Resource Conservation and Recovery Act, the Superfund Amendment and Reauthorization Act, Occupational Safety and Health Administration regulations, basic chemistry of hazardous materials, hazardous waste management and spill response procedures. Three lecture hours and three lab hours per week. Prerequisite: Chemistry 111. Usually offered in spring semester. Course fee.

ENV 220 - Principles of Environmental Analysis I (4 credits)
This course teaches proper environmental sampling techniques, data collection methodology, field instrumentation and laboratory sample testing, quality assurance and documentation. Groundwater, physical, chemical, and biological characterization of aquatic systems, priority pollutant analysis, and treatment technologies for toxic and hazardous wastes are covered. Field experiences are required. Some topics may integrate between this course and ENV 221. Two lecture hours and four lab hours per week. Prerequisite: CHEM 111. Usually offered in spring semester. Course fee.

ENV 221 - Principles of Environmental Analysis II (4 credits)
This course is a companion to ENV 220. Environmental sampling techniques, data collection methodologies, field instrumentation, and laboratory sample testing are explored with emphasis on atmospherics, noise and radiological monitoring, soil analysis, biological community structure evaluation, and pollution prevention. Two lecture hours and four lab hours per week. Prerequisite: CHEM 111. Usually offered in fall semester. Course fee.
ENV 225 - Environmental Problems - Assessment and Evaluation (4 credits)
This is a capstone course in which students study an environmental problem and design a program which involves monitoring, analysis, instrumentation, data collection and synthesis of information into a report. The students provide oral and written presentations of their methodology, data and conclusions. Two lecture hours and four lab hours per week.
Prerequisites: ENV 111, MATH 216, ENV 220 and ENV 221. Usually offered in spring semester. Course fee.

Forensic Science

FS 100 - Basic Forensic Science (3 credits)
A survey of the scientific principles employed by the forensic scientist in the evaluation of physical evidence associated with crime. This course is designed as an introduction to the crime laboratory and the techniques utilized by the forensic scientists in such areas as drug identification, forensic serology, hair and fiber identification, gunshot residues and other areas of forensic interest, as well as the principles involved in the collection and preservation of such evidence. Three lecture hours per week. Prerequisite: none required; it is recommended that the student have a high school or a college biology and/or chemistry course.

French

FR 101 – Elementary French I (3 credits)
This course develops communicative proficiency in French at the elementary level. Students also gain insights into French-speaking cultures. It is primarily designed for students who have never studied French. Three lecture hours per week. No prerequisite. Usually offered in fall semester.

FR 102 – Elementary French II (3 credits)
This course continues to develop communicative proficiency in French at the elementary level. Students also explore aspects of the French culture. Three lecture hours per week. Prerequisite: FR 101 or equivalent, or permission of instructor. Usually offered in spring semester.

FR 201 – Intermediate French I (3 credits)
This course continues to develop language skills in French at an advanced level. Cultural materials are also integrated into course content and activities. Three lecture hours per week. Prerequisite: FR 102 or equivalent, or permission of instructor. Usually offered in fall semester.

FR 202 – Intermediate French II (3 credits)
This course emphasizes the continued refinement and development of language skills in French at an advanced level. Students also discuss cultural materials. Three lecture hours per week. Prerequisite: FR 201 or equivalent, or permission of instructor. Usually offered in spring semester.

General Science

GS 271-274 I-IV - Cooperative Education: Scientific Studies (1-4 credits)
Cooperative Education experiences are work-based learning experiences with an employer for a specific period of time. The experience may be paid and must be related to the career and specific curriculum in which the student is enrolled. It is an opportunity for the student to supplement/integrate classroom learning with learning from a related work setting. A student registers for one to four credits of Cooperative Education in the curriculum in which he/she is enrolled. Prerequisite: approval of program coordinator. Course fee.

Geography

GEOG 101 - Physical Geography (3 credits)
Course emphasis includes basic physical elements of geography, including map reading and interpretation, as well as climate, landforms, soil and natural resources and their integrated patterns of world distribution. Three lecture hours per week.

GEOG 102 - Human Geography (3 credits)
This course features basic cultural elements of geography including population distribution, settlement, land use patterns and their correlation with the physical elements of the world. Three lecture hours per week.

GEOG 103 - World Regional Geography (3 credits)
This course is a survey of world geographical regions. It will identify several geographic features and areas, as well as their significance. Three lecture hours per week.

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Denotes General Education Course.
For more information see pages 22-23.

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Denotes Diversity Course.
For more information see page 24.
GEOG 201 - Geography of the United States (3 credits)
This course is an overview of the historical development and current trends within the United States, followed by a region-by-region study focused on the interrelationship of natural and human-made environments. The Northeast corridor, South and West are emphasized. *Three lecture hours per week.*

German

GER 101 - Elementary German I (3 credits)
This course develops communicative proficiency in German at the elementary level. Students also gain insights into German-speaking cultures. It is primarily designed for students who have never studied German. *Three lecture hours per week. No prerequisite. Usually offered in fall semester.*

GER 102 - Elementary German II (3 credits)
This course continues to develop communicative proficiency in German at the elementary level. Students also explore aspects of the German culture. *Three lecture hours per week. Prerequisite: GER 101 or equivalent, or permission of instructor. Usually offered in spring semester.*

GER 201 - Intermediate German I (3 credits)
This course continues to develop language skills in German at an advanced level. Cultural materials are also integrated into course content and activities. *Three lecture hours per week. Prerequisite: GER 102 or equivalent, or permission of instructor. Usually offered in fall semester.*

GER 202 - Intermediate German II (3 credits)
This course emphasizes the continued refinement and development of language skills in German at an advanced level. Students also discuss cultural materials. *Three lecture hours per week. Prerequisites: GER 201 or equivalent, or permission of instructor. Usually offered in spring semester.*

Health

HLTH 101 - Contemporary Health Issues (3 credits)
This course presents an overview of current health issues and problems facing our society. Topics include emergency care and CPR; prevention, recognition and treatment of chronic and communicable disease; aging, marriage and family lifestyles and choices; recognition and treatment of mental disorders; and stress management. The course emphasizes the current objectives published by the U.S. Department of Health. *This course does not meet the physical activity requirements for graduation. Three lecture hours per week. Usually offered in fall and spring semesters.*

HLTH 103 - Wellness Theory and Applications (3 credits)
This course combines two elements: the theoretical study of wellness and the application of wellness concepts. Topics include cardiovascular health, body composition, physical fitness, weight control, stress management, sexually transmitted diseases, addictive behaviors and chronic diseases. Other topics include teaching perceptual motor skills and fundamental movements. In a laboratory setting, students assess and evaluate their personal wellness state, and practice strategies (including a fitness program) to achieve an optimal level of wellness. This course does not satisfy the fitness requirement for graduation. *Two lecture hours and two laboratory hours per week. Usually offered in fall and spring semesters. Course fee.*

HLTH 104 - Environmental Health (3 credits)
This course examines, from an interdisciplinary and global perspective, the health of the environment and how it affects human health. It addresses such issues as ozone depletion, global warming, human hunger, water pollution and shortages, and other indications of global malaise. Solutions are discussed and evaluated. *An alternative assignment will be offered for those unable to attend the required field trip. Three lecture hours per week. Course fee.*

High Performance Manufacturing

HPM 101 - Introduction to High Performance Manufacturing (3 credits)
This course provides the student with an introduction to the high performance manufacturing environment. This environment comprises work settings committed to excellence, product quality, and customer satisfaction. The nature and context of operations management, the design of products, facilities and jobs, and the selection of alternative manufacturing processes are presented within the high performance manufacturing context. *Three lecture hours per week.*

HPM 103 - Principles of Mechanics (3 credits)
This course introduces students to mechanical principles. The course enables students to understand the interrelationships of forces within systems, and to understand how these forces can be minimized or exploited for a desired effect. *Two lecture hours and two lab hours per week. Prerequisites: HPM 101 and a qualifying score on the College’s Algebra II Placement test or MATH 017. Course fee.*
**HIGH PERFORMANCE MANUFACTURING • HISTORY**

**HPM 105 - Electrical Control Systems (3 credits)**
This course covers the basic concepts needed to understand the operation and programming techniques common to most Programmable Logic Controllers (PLC). An overview of Programmable Logic Controllers and the different number systems will be covered. The student receives hands-on experience using and programming a variety of controllers. Topics include various number systems, programming fundamentals, timers, counters, sensors and their wiring, input/output modules and wiring, arithmetic instructions, an overview of plant floor communication, installation and troubleshooting PLCs. *Two lecture hours and two laboratory hours per week. Prerequisites: HPM 101 and ELEC 105. Course fee.*

**HPM 107 - Principles of Hydraulics and Pneumatics (3 credits)**
This course covers the basic concepts needed to understand the operation and design of hydraulic and pneumatic systems. Topics include Pascal’s Law, measurement of pressure flow measurement systems, pumps, valves, filters, compressors, controlling pressure, fluid flow, actuators, seals, reservoirs, piping, hoses, connectors, pneumatic controllers, sequencing applications, and safety protocols. *Two lecture hours and two laboratory hours per week. Prerequisites: HPM 101 AND ENGR 101. Course fee.*

**HPM 201 - Manufacturing Processes and Systems I (3 credits)**
This course focuses on the use of new strategies for managing the supply chain. It includes a study of forecasting techniques, operations planning activities, inventory systems and their management, and operations scheduling. *Three lecture hours per week. Prerequisite: HPM 101 and a qualifying score on the College’s Algebra II placement test or MATH 017.*

**HPM 202 - Manufacturing Processes and Systems II (3 credits)**
This course deals with the nature of manufacturing costs, estimating those costs, preparing and monitoring a manufacturing budget, refining presentation/reporting skills, workplace safety practices, and the need for and development of international standards in manufacturing. *Three lecture hours per week. Prerequisites: ENG 209 or permission of the instructor and HPM 201.*

**HPM 273 - Cooperative Education: HPM (3 credits)**
Cooperative Education experiences are work-based learning experiences with an employer for a specific period of time. The experience may be paid and must be related to the career and specific curriculum in which the student is enrolled. It is an opportunity for the student to supplement/integrate classroom learning with learning from a related work setting. A student registers for one to four credits of Cooperative Education in the curriculum in which he/she is enrolled. *Prerequisite: approval of program coordinator. Course fee.*

**History**

**HIST 101 - History of Western Civilization I (3 credits)**
This course is the story of Western Civilization from its foundations in the ancient Near East and the Mediterranean societies through the Middle Ages and the Renaissance to the industrial and colonial world of the mid-eighteenth century. The roles of women, children and the family are noted along with political, economic, religious and other intellectual concerns throughout Europe. *Three lecture hours per week.*

**HIST 102 - History of Western Civilization II (3 credits)**
This course is the continuation of the saga of European politics, culture and intellectual progression from c.1740 to the recent past. Impact by European nations on the rest of the world and the reverse is noted through examination of nineteenth and twentieth century imperialism, the expansion of science and technology, and social and religious movements. *Three lecture hours per week.*

**HIST 103 - History of the United States I (3 credits)**
This course is a survey of the political, social, economic and intellectual issues of American history from the early settlements to the era of the Civil War and Reconstruction. *Three lecture hours per week.*

**HIST 104 - History of the United States II (3 credits)**
This course is a study of the broad cross-currents of American political, cultural, diplomatic and socioeconomic developments from the end of the Civil War to the present, with special reference to America’s role in world leadership, the quest for peace and security, and the social revolution within the United States since 1945. *Three lecture hours per week.*

**HIST 105 - History of Science and Technology to 1750 (3 credits)**
This course brings together the worlds of science and history. It traces the development of Western civilization from ancient Egypt and Greece to the era of Isaac Newton by studying the historical setting, scientific discoveries, and technological innovations of each age. *Three lecture hours per week. Students completing HIST 105 or HIST 106 cannot earn credit for graduation for HIST 112.*

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Denotes Diversity Course.
For more information see page 24.
HIST 106 - History of Science and Technology Since 1750 (3 credits)
This course brings together the worlds of science and history. It traces the development of Western civilization from 1750 to the present by studying the cultural setting, scientific discoveries, and technology innovations of each age. The course begins with the Age of Newton and ends with the Nuclear Age and space exploration. Three lecture hours per week. Students completing HIST 105 or HIST 106 cannot earn credit for graduation for HIST 112.

HIST 112 - History of Science from Plato to NATO (3 credits)
This course is a one-semester survey of the development of science as a body of knowledge, a set of practices, and a group of practitioners from the civilizations of the ancient Near East through the world of the late twentieth century. Theoretical and practical advances in science and technology are studied in their political, economic, social and intellectual contexts. Three lecture hours per week. Students completing HIST 105 or HIST 106 cannot earn credit for graduation for HIST 112.

HIST 201 - Maryland State and Local History (3 credits)
This course presents an overview of Maryland's historical experience with special reference to Harford County. Topics include early European contact with Native Americans; English colonial beginnings; post-Revolutionary economic, social and political changes; sectionalism and the Civil War; industrialization and twentieth century developments. Students learn through hands-on archival research. Three lecture hours per week.

HIST 202 - The Twentieth Century World (3 credits)
This course covers world history since 1900. Topics include the World Wars; the rise of Communism, Fascism and religious fundamentalism; the Cold War; emergence of Third World nations; the United Nations, and other international agencies seeking protection of the disadvantaged. The environment, the women's movement, the scientific and technical revolution, and the search for peace are also studied. Three lecture hours per week.

HIST 203 - History of American Military Policy (3 credits)
This course is a critical analysis and evaluation of the concept of national defense. The relationship of national defense to the cultural, political and diplomatic aspects of American history is explored, as well as the impact of the confrontation of ideologies upon the apparatus of national defense and upon the American people and their government. Three lecture hours per week.

HIST 204 - History of Russia (3 credits)
This course is an analysis and assessment of the history and development of Russia, its people, customs, culture and diplomacy since 1815. Three lecture hours per week.

HIST 207 - African-American History (3 credits)
This course is an assessment and appreciation of the African-American experience from Colonial times to the present. The role of Black Americans in shaping America is stressed. Three lecture hours per week.

HIST 208 - American Ethnic History (3 credits)
All Americans are “ethnic” and have some racial, religious, national or cultural roots in at least one other culture. This course examines the American ethnic experience from Colonial times to the present. Students study how various racial and ethnic groups have influenced American social, economic and political development. Students have an opportunity to trace their own family and ethnic heritage. Three lecture hours per week.

HIST 211 - History of Africa (3 credits)
This course is a one-semester introductory survey of the history of Africa from ancient to modern times. It surveys the medieval kingdoms, empires, states, and its peoples and diverse cultures. Pre-Colonial and post-Colonial systems are examined. Three lecture hours per week.

**Human Development**

HD 103 - Career and Life Planning (3 credits)
This course is designed to assist each student to become more aware of the processes of career and life planning and their relationship to interests, values, abilities and goals. It prepares the student to establish, change or confirm career goals through investigation and integration of the theory of the developmental process of career decision-making, self-analysis and a survey of career information. Three lecture hours per week. Course fee.

HD 110 - Success in College and Beyond (1 credit)
This course is designed to help students develop and refine skills necessary for success in college and in life. While encouraging students to take responsibility for their behavior, it provides practice in a variety of strategies that can lead students to greater academic, professional, and personal success. Students examine study skill strategies, creative and critical thinking, and personal self-management. In addition, students are encouraged to explore and change self-defeating behaviors which may diminish their ability to succeed. Permission of instructor required.

HD 111 - Personalized Career Exploration (1 credit)
This course provides individualized assistance to students in developing skills, competencies, and knowledge essential to career exploration and decision making. Students fulfill a learning contract based on needs for self-assessment and occupational research. Minimum of five hours with instructor and twenty hours of lab and research assignments. Permission of instructor required.
Interdisciplinary Studies

IDS 201 - Peace and Conflict: An Interdisciplinary Look (3 credits)
This course provides a basic introduction to the emerging field of peace and conflict studies. Because of the variety of interpersonal, professional, political, and international arenas where conflict arises, this course takes an interdisciplinary approach to the subject. Disciplines that may be examined include but are not limited to business, history, international affairs, law, literature, philosophy, political science, psychology, religion, science, sociology, and the visual and performing arts. Specific issues include the roots and causes of conflict, symptoms and dynamics of conflict, and responses to conflict. This course may require field trip(s). A reasonable alternative option to the required field trip will be available. Three lecture hours per week. Prerequisite: ENG 101.

Interior Design

ID 101 - Introduction to Interior Design (3 credits)
This introductory study of the interior design profession includes planning, design basics and concepts, appreciating and evaluating good design in a variety of styles, and working methods. Students complete projects including selecting fabrics, wall and floor coverings, furniture and accessories, and drafting floor plans. This course may require field trip(s). A reasonable alternative option to the required field trip will be available. Two lecture and two laboratory hours per week. Course fee.

ID 102 - Space Planning and Drafting (3 credits)
The student is introduced to the concepts and processes of space planning, including physical and psychological aspects, programming, codes and universal design. Design concepts are developed verbally, graphically and by written statements. Working from the fundamental drafting and lettering skills learned in ID 101, students develop complex floor, reflected ceiling and electrical plans and elevations in their design solutions. This course may require field trip(s). A reasonable alternative option to the required field trip will be available. Prerequisites: Permission of instructor. Two lecture and two laboratory hours per week. Course fee.

ID 103 - History of Furniture and Decorative Arts (3 credits)
Furniture, interiors, architecture, methods and materials from ancient times to the 20th century are studied. Field trips to museums and/or historic homes are included. Students develop their own reference files. This course may require field trip(s). A reasonable alternative option to the required field trip will be available. Three lecture hours per week. Course fee.

ID 110 - Kitchen Design (1 credit)
Students gain a basic background in kitchen design including cabinets and appliances. In the design process the client’s needs and lifestyle are given high priority, along with budget considerations. This course may require field trip(s). A reasonable alternative option to the required field trip will be available.

ID 112 - Bathroom Design (1 credit)
Students gain a basic background in bathroom design, including fixtures and specialty items. In the design process the client’s needs and lifestyle are given high priority, along with budget considerations. This course may require field trip(s). A reasonable alternative option to the required field trip will be available.

ID 116 - Faux Finishes (1 credit)
Students learn to apply a variety of hand-painted faux finishes on walls and furniture using simple tools and hands-on techniques. Demonstrations may include, but are not limited to, French wash, marbleizing, veining, rag rolling, combing, stippling, wood graining, pickling, antiquing, sponging, textural effects, texture paint and glazing. Three hours per week for five weeks.

ID 118 - Design Drawing and Color Rendering (3 credits)
Students develop freehand sketching techniques specific to design drawing and learn how to use the techniques in developing freehand perspective drawing skills. Students will also learn how to use both of the above techniques to develop color renderings of their design. Three lecture hours per week. This course may require field trip(s). A reasonable alternative option to the required field trip will be available.

ID 120 - Merchandising for Interior Design (1 credit)
Students are introduced to professional sales techniques, including assessing client needs, lifestyles and budgets; creating sketches to illustrate design concepts to buyers; and distinguishing among quality levels of furnishings, wall and floor coverings. Three hours per week for five weeks.

ID 125 - CADD for Interior Design (3 credits)
Interior design students and practicing professionals use AutoCADD to develop plans and drawings. Although AutoCADD is used, the concepts are the same for any CADD software. Two lecture hours and two laboratory hours per week. Prerequisite: ID 102 or permission of instructor. Usually offered in fall semester. Course fee.
ID 126 - Advanced CADD for Interior Design (3 credits)
Students apply basic AutoCADD knowledge to the design environment with emphasis on the way CADD changes both the design process and the production of drawings in today’s design firms. Two lecture hours and two laboratory hours per week. Prerequisite: ID 125 or permission of instructor. Usually offered in spring semester. Course fee.

ID 203 - Residential Interiors (3 credits)
Aspects of residential interior design including space planning, furniture selection and arrangement, effective utilization of color, lighting, fabrics, finishes, and wall, floor and window treatments are used to create 2-D and 3-D projects. Students practice the skills necessary to communicate design solutions through oral and graphic presentations. Two lecture hours and two laboratory hours per week. This course may require field trip(s). A reasonable alternative option to the required field trip will be available. Prerequisites: ID 118 and ID 125, or permission of instructor. Usually offered in fall semester. Course fee.

ID 204 - Commercial Interiors (3 credits)
All aspects of commercial and institutional design are studied. Students design effective and creative 2-D and 3-D responses to client programs by focusing on space planning, equipment and furniture selection and arrangement, utilization of color, lighting, fabrics and wall, floor and window treatments. Students practice the skills necessary to communicate design solutions through oral and graphic presentations. Two lecture hours and two laboratory hours per week. This course may require field trip(s). A reasonable alternative option to the required field trip will be available. Prerequisites: ID 118, ID 125 and ID 206, or permission of instructor. Usually offered in spring semester. Course fee.

ID 205 - Business Practices for Interior Designers (3 credits)
Students develop knowledge of the professional interior design organizations, codes of ethics, business formation, staffing procedures and the paperwork pertaining to the practice of interior design. Students apply this knowledge while completing one residential and/or one commercial project during the semester, from initial client contact through presentation. Oral and graphic skills are emphasized throughout the course. Three hours per week. This course may require field trip(s). A reasonable alternative option to the required field trip will be available. Prerequisites: ID 125 or permission of instructor.

ID 206 - Materials and Finishes (3 credits)
This course is a comprehensive study of textiles, furniture and interior finish materials, their characteristics, life expectancies, and methods for estimating quantities and costs. Three lecture hours per week. This course may require field trip(s). A reasonable alternative option to the required field trip will be available. Usually offered in fall semester.

ID 207 - Building Systems and Structures (3 credits)
Interior building systems are surveyed, including mechanical, electrical and water, as well as construction methods for residential and light commercial buildings and interiors. Aspects of building setting as it relates to topography, climate and sensory factors are explored. Three lecture hours per week. This course may require field trip(s). A reasonable alternative option to the required field trip will be available. Prerequisites: ID 125, ID 206 or permission of instructor. Usually offered in spring semester. Course fee.

ID 248 - Internship in Interior Design (3 credits)
Internships provide students with experiences typical of those encountered by interior designers in the work setting. Students will work a total of 135 hours as interns in residential, commercial or architectural interior design settings. Nine hours studio per week. Prerequisites: ID 118, ID 125 and corequisites ID 203, ID 205 or 206.

ID 271-274 - Cooperative Education: Interior Design (1-4 credits)
Cooperative Education experiences are work-based learning experiences with an employer for a specific period of time. The experience may be paid and must be related to the career and specific curriculum in which the student is enrolled. It is an opportunity for the student to supplement/integrate classroom learning with learning from a related work setting. A student registers for one to four credits of Cooperative Education in the curriculum in which he/she is enrolled. Prerequisite: approval of program coordinator. Course fee.

Mass Communications

MC 101 - Introduction to Electronic Media (3 credits)
This course is an introduction to the physical, financial, social and governmental controls of radio, television, cable and satellite. Students study the history of radio and television, basic radio and television technology, programming, and the business side of the industries, including sales practices, ratings, personnel and careers in the electronic media and related fields. Classroom learning consists of lecture, discussion, listening and viewing assignments, game shows and occasional guests. Students may elect to work in some capacity on WHFC, the College’s radio station, or Harford Cable Network, the Harford County public access cable TV station, or to write a term paper. Three hours per week.
MC 102 - Audio Production (3 credits)
This course focuses on a basic survey of audio production techniques. Students work individually and in groups on assignments aimed at developing skills in announcing, tape editing, commercial and public service announcement production, and interviewing. Students also prepare an audition tape. Emphasis is placed on talent and technical ability in audio production. Students use WHFC facilities for the preparation of production assignments. Two lecture hours and two laboratory hours per week. This course may require field trip(s). A reasonable alternative option to the required field trip will be available. Prerequisite: none, but MC 101 is preferred. Course fee.

MC 103 - Television Studio Production (3 credits)
This is an introductory course in the fundamentals of television studio production and the operation of television equipment commonly found in a studio setting. Students explore fundamental usage of studios and equipment, and will operate cameras, TV audio, video controls systems, TV lighting and basic set design. Students participate individually and in groups in productions such as news and commercials, as well as interviews, some of which may air on the local cable system. Two lecture hours and two laboratory hours per week. Prerequisite: none, but MC 101 is preferred. Course fee.

MC 104 - Electronic Media Performance (3 credits)
This hands-on course introduces students to the preparation and execution of media performance skills. Students learn how to improve their vocal and visual presentation, record performances typical of the industry, and critique classroom and professional performances. Newscasts, commercials and performances typical of the industry, and critique classroom and professional performances. Newscasts, commercials and performances typical of the industry. Students work individually and in groups on pre-production, and interviewing. Students also prepare an audition tape. Emphasis is placed on talent and technical ability in audio production. Students use WHFC facilities for the preparation of production assignments. Two lecture hours and two laboratory hours per week. This course may require field trip(s). A reasonable alternative option to the required field trip will be available. Prerequisite: none, but MC 101 is preferred. Course fee.

MC 105 - Introduction to Journalism (3 credits)
The field of print media, electronic journalism and related fields is studied from an historical and critical perspective. Students study the role and responsibilities of the press in a free society. Ethical standards and business constraints are considered along with current trends in journalistic practices. Three lecture hours per week. Prerequisite: ENG 101.

MC 201 - Writing for the Electronic Media (3 credits)
This course focuses on writing common to the electronic media, including commercials, news and the Web. Students learn fundamental skills through numerous writing assignments and the study of professional video, audio and print examples. Three hours per week. Prerequisite: MC 101. Course fee.

MC 202 - Advanced Audio Production (3 credits)
Advanced Audio Production is an in-depth study of audio/sound/hearing and the application of audio principles to various media. Other topics include digital editing, mixing and multi-tracking; studios and acoustics; equipment needs such as consoles, microphones, speakers and recorders; the processing of signals; and on-location recording. Students learn through lecture/discussion and through hands-on usage of advanced equipment. Student projects may be prepared for WHFC programming. Two lecture hours and two laboratory hours per week. Prerequisite: MC 102. Usually offered in spring semester. Course fee.

MC 203 - Video Production and Editing (3 credits)
This course is an advanced study and practicum in video production. Students are involved in pre-production, production and post-production, including an introduction to digital editing. Lecture/discussion ranges widely from the practical study of equipment usage to broader concepts such as video language and its application to modern video production. Two lecture hours and two laboratory hours per week. Prerequisite: MC 103 or permission of instructor. Usually offered in fall semester (evening) and spring semester (evening). Course fee.

MC 204 - Video Production and Editing (3 credits)
This course is an advanced study and practicum in video production. Students are involved in pre-production, production and post-production, including an introduction to digital editing. Lecture/discussion ranges widely from the practical study of equipment usage to broader concepts such as video language and its application to modern video production. Two lecture hours and two laboratory hours per week. Prerequisite: MC 103 or permission of instructor. Usually offered in fall semester (evening) and spring semester (evening). Course fee.

MC 205 - History of Film (3 credits)
This course is a chronological survey of film from the technological development stage, through the silent era, to the studio dominated years, to the present day. Emphasis is placed on the appreciation of today's films through viewing of films important to the development of film expression. Two lecture hours and two laboratory hours per week. This course may require field trip(s). A reasonable alternative option to the required field trip will be available.

MC 206 - Digital Video I (3 credits)
This course concentrates on principles, production, and editing of digital video. Students are involved in all aspects of digital production including shooting, digitizing and editing video on a digital nonlinear system. Student projects progress from simple to complex. Two lecture hours and two lab hours per week. This course may require field trip(s). A reasonable alternative option to the required field trip will be available. Prerequisites: MC 204; or ART 108 and ART 207.

MC 207 - Writing for the College Newspaper, I (3 credits)
This course is designed to train prospective student journalists in the organization, design and production of a college newspaper. Students learn how to write in standard journalistic style, become familiar with ethical and legal standards in the publication of a newspaper, and exhibit expertise in the areas of newspaper design, business management, advertising, photography, editing, and copyreading. All students work toward the production of the campus newspaper, The Harford Owl. Three lecture hours per week. Prerequisites: Minimum of a C grade earned in ENG 101 or permission of the instructor.
MC 209 - Writing for the College Newspaper, II (3 credits)
This course is designed to refine the journalistic skills of prospective student journalists in the organization, design and production of a student newspaper. Students review how to write in accepted journalistic style, continue to apply ethical and legal standards in the publication of a newspaper, and exhibit expertise in the areas of newspaper design, business management, advertising, photography, editing, and copyreading. All students help supervise the production of the campus newspaper, The Harford Owl. Three lecture hours per week. Prerequisites: Minimum of at least a C grade earned in MC 208 or permission of the instructor.

MC 283 - Field Project: Announcing/Production in Electronic Media (3 credits)
Students receive individual assignments at a selected job site in the area of electronic media desired by the student. Intended as a capstone course for the two-year and Certificate programs, this course offers the student an opportunity to actually work in a professional environment prior to graduation. Minimum of nine hours per week or a total of 135 hours per semester of independent work and conference. Prerequisite: permission of instructor.

MC 284 - Field Project: Advertising and Sales Promotion (3 credits)
Students receive individual assignments at a selected job site in the area of advertising or sales promotion desired by the student. Intended as a capstone course for the Associate degree and Certificate programs, this course offers the student the opportunity to actually work in a professional environment prior to graduation. Minimum of nine hours per week or a total of 135 hours per semester of independent work and conference. Prerequisite: permission of instructor.

MC 293 - Independent Audio/Video Project (3 credits)
This course is an advanced practicum course in audio or video production. In consultation with the instructor, students select an audio or video production project of complexity and challenge to complete within the semester. Execution of the project is on an independent study basis with the instructor guiding and instructing the student throughout. One hour lecture/discussion, four hours laboratory per week. Prerequisites: MC 203 and MC 204. Course fee.

Mathematics

MATH 001 - Fundamentals of Mathematics (0 credits)
This course provides the student with the foundation in arithmetic that is necessary for a study of MATH 002. It includes whole number concepts, fractions, decimals, percents, ratios and proportions and signed numbers. May not be used to meet graduation requirements. Three lecture hours per week.

MATH 002 - Introductory Algebra (0 credits)
This course provides the student with the foundation in elementary algebra that is necessary for MATH 017 and CHEM 010. It includes a study of real rational numbers, equations, polynomials, factoring, algebraic fractions and graphing. Outside class time is needed for testing. May not be used to meet graduation requirements. Three lecture hours per week; 0 credits. Prerequisite: students must have successfully completed MATH 001 or received a qualifying score on the math assessment.

MATH 017 - Intermediate Algebra (0 credits)
This course provides students with the foundation in intermediate algebra that is necessary for the study of a college-level mathematics course. It includes a study of equations and inequalities, exponents and polynomials, rational expressions, roots and radicals, and systems. Outside class time is needed for testing. TI83 graphing calculators are recommended for use in the course. May not be used to meet graduation requirements. Three lecture hours per week. Prerequisite: students must have successfully completed MATH 002 or achieved a qualifying score on the math assessment.

MATH 101 - College Algebra (3 credits)
This course emphasizes the mathematical developments of graphs, relations (including the conic sections), functions, inequalities, polynomials, inverse functions, matrices and determinants, complex numbers, and sequences and series. Three lecture hours per week. Prerequisite: qualifying score on the math assessment or MATH 017.

MATH 102 - Contemporary Mathematics (3 credits)
This survey course of contemporary mathematics and applications is intended for non-math, non-science majors. Topics include introductory probability and statistics, modern geometry, systems of numeration, financial management, and mathematical models. Prerequisite: qualifying score on the math assessment or MATH 017.

MATH 103 - Trigonometry (3 credits)
This course provides a foundation for analytic geometry and calculus. Topics include functions, graphs, trigonometric functions of angles and real numbers, degree and radian measure, right triangle applications, identities, inverse functions, analytical trigonometry and trigonometric equations. Three lecture hours per week. Prerequisite: qualifying score on the math assessment or MATH 017.

For more information see pages 22-23.

Denotes General Education Course.

Denotes Diversity Course.
For more information see page 24.
MATH 109 - Precalculus Mathematics (4 credits)
This course provides a rigorous preparation for calculus, supplying a review of the fundamentals of algebra followed by the study of functions, exponential and logarithmic functions, trigonometric functions, angles and triangles, analytic trigonometry with applications, polynomials and rational functions, and other topics in algebra. Four lecture hours per week. Prerequisite: qualifying score on the math assessment, or MATH 017 and MATH 103.

MATH 111 - Introduction to Finite Mathematics (3 credits)
This course is designed for students in Business Management, Computer Information Systems and other appropriate transfer programs. Topics include graphing linear functions, systems of linear equations, linear programming, matrices and Markov chains, game theory, counting techniques, probability, logic and logic circuits. Three lecture hours per week. Prerequisite: qualifying score on the math assessment or MATH 017.

MATH 131 - Concepts in Mathematics I (4 credits)
This course is designed to meet the needs of prospective elementary school teachers. It reflects the philosophy of the NCTM Standards of School Mathematics. Topics include sets, functions, equations, logic, number systems, number theory, fundamental operations with whole numbers, integers, fractions and decimals, estimations and mental computation. Problem solving strategies are incorporated throughout the course. Prerequisite: qualifying score on the math assessment or MATH 017.

MATH 203 - Calculus I (4 credits)
This course is an introduction to calculus with analytic geometry. It includes a study of functions, limits, differentiation, integration, and applications of differentiation and integration. Four lecture hours per week. Prerequisite: MATH 109 or MATH 101 and MATH 103, or equivalent.

MATH 204 - Calculus II (4 credits)
This course continues the study of calculus with analytic geometry. It includes logarithmic, exponential, inverse, and hyperbolic functions, techniques of integration, improper integrals, infinite series and conic sections. Four lecture hours per week. Prerequisite: MATH 203.

MATH 205 - Computer Applications in Calculus (1 credit)
The student investigates various properties of calculus by writing and running computer programs in the C++ language. Two laboratory hours per week. Prerequisites: MATH 203 and CSI 131. Usually offered in spring semester.

MATH 206 - Calculus III (4 credits)
This course provides students with the basic concepts of the calculus of vector functions. Topical categories include partial derivatives and multiple integrals with applications, line and surface integrals, and Green’s Theorem. Four lecture hours per week. Prerequisite: MATH 204.

MATH 207 - Calculus for Business and Economics (4 credits)
This course provides the student with the various techniques needed to apply the ideas of differential and integral calculus to situations in economics, business and social science. The emphasis is on applications, with theory kept to a minimum. Four lecture hours per week. Prerequisites: MATH 101, MATH 103, MATH 109 or MATH 111.

MATH 208 - Elementary Differential Equations (3 credits)
This course provides the student with the fundamentals of ordinary differential equations. Topical categories include first order differential equations, high order linear differential equations with constant coefficients and applications, the Laplace Transform, the Taylor Series and numerical methods. Three lecture hours per week. Prerequisite: MATH 204.

MATH 210 - Discrete Structures (3 credits)
This course develops the basic mathematical background and maturity for use in later Computer Science courses. Topics include proof by induction, axiomatic definition, sets, graphs, programs and recursion. Three lecture hours per week. Prerequisite: MATH 203 or permission of instructor. Usually offered in spring semester.

MATH 211 - Elements of Geometry (4 credits)
This course explores geometric concepts inductively and deductively. Topics include two- and three-dimensional geometry using techniques of synthetic, coordinate and transformational geometries, measurement and the use of technology to explore geometric concepts. Four lecture hours per week. Prerequisite: Qualifying score on the Math Assessment Placement Test or Math 017. Usually offered in spring semester.

MATH 216 - Introduction to Statistics (4 credits)
This course provides the student with the fundamental concepts and methods of statistical analysis. Course topics: descriptive statistics; probability concepts; the binomial and normal distributions; sampling distributions; confidence intervals; hypothesis tests; linear correlation and regression; and Student’s t, chi-square and F-distributions. Use of the computer as a tool for solving problems is integrated throughout the course. Four lecture hours per week. Prerequisite: qualifying score on the math assessment or MATH 017.
MATH 217 - Linear Algebra (4 credits)
This course presents basic concepts of linear algebra. Included are systems of linear equations, vector space, matrices, determinants, linear transformations, eigenvalues, and eigenvectors. 

Four lecture hours per week. Prerequisite: MATH 203. Usually offered in spring semester.

Military Land Management

MLM 101 – Army and Base Operations I
This course introduces students to the unique environment surrounding today’s military. Social, environmental, and managerial issues involved in the operation of a large governmental organization are emphasized. Topics include the organizational structure of the Army, values and guiding principles of Army philosophy, customs and traditions, management principles, and environmental stewardship. The Army’s responsibilities under Title 10 of the U.S. Code are examined. 

Three lecture hours per week.

Music

MUS 101 - Music Fundamentals (3 credits)
Music Fundamentals includes the study of basic elements of music theory, rhythmic and pitch notation, major and minor scale intervals, basic chord structures, melodic and rhythmic dictation, as well as an introduction to the keyboard and singing. 

Three lecture hours per week. Usually offered in spring semester.

MUS 103 - Music Theory I (4 credits)
Music Theory I is the study of the basic principles of chordal structure and progression including four-part writing of diatonic harmony; sight-singing, dictation, and keyboard exercises; rhythmic drills with basic conducting patterns; and a study of elementary music forms. 

Three lecture hours and two laboratory hours per week. Usually offered in fall semester.

MUS 104 - Music Theory II (4 credits)
Music Theory II is a study of the advanced principles of elementary chordal structure and progression including four-part writing of diatonic chords in root position and inversion. This course provides exercises in sight-singing, dictation and keyboard; rhythmic drills; and a study of music forms. 

Three lecture hours and two laboratory hours per week. Prerequisite: MUS 103. Usually offered in spring semester.

MUS 105, 106; 205, 206 - Chorus (1 credit each)
The chorus performs both sacred and secular works from the 16th century to the present. Vocal problems are given attention. Members are expected to participate in concerts, Broadway-type productions, television appearances, etc., as scheduled by the director. 

One lecture hour and two laboratory hours per week. Prerequisites: permission of instructor and/or an audition.

MUS 107, 108; 207, 208 - Chamber Singers (1 credit each)
The Chamber Singers perform sacred and secular vocal chamber music from the 16th century to the present. Students develop vocal techniques. Participation in concerts, theater productions, and other appearances, as scheduled, is required. 

One lecture hour and two laboratory hours per week. Prerequisites: permission of instructor and/or an audition.

MUS 109, 110; 209, 210 - Band (1 credit each)
The Band provides practice in basic musicianship, intonation and tone color. It is a study of various types and styles of music written or arranged for band. Students are prepared for public performances. 

One lecture hour and two laboratory hours per week. Prerequisites: previous instrumental experience and/or an audition.

MUS 111, 112; 211, 212 - Jazz Ensemble (1 credit each) “Blue Connotations” performs instrumental jazz from the earliest to contemporary forms. Students develop instrumental techniques and participate in concerts, theater productions and other appearances, as scheduled. 

One lecture hour and two laboratory hours per week. Prerequisites: permission of instructor and/or an audition.

MUS 113, 114; 213, 214 - Percussion Ensemble (1 credit each)
This course consists of the performance of percussion repertoire, and the development of techniques on various percussion instruments. Participation in concerts, theater productions and other appearances, as scheduled, is required. 

One lecture hour and two laboratory hours per week. Prerequisites: permission of instructor and/or an audition.

MUS 115 - Class Piano I (1 credit)
This course is an introduction to basic theory and its application to the keyboard including notation, scales, chords and elementary piano skills. Grade one level piano pieces are used. 

One lecture hour and one laboratory hour per week. Course fee.
MUS 118, 119; 218, 219 - Vocal Jazz Ensemble (1 credit each)
“Second Shift” performs vocal jazz from the earliest to contemporary forms. Students develop vocal jazz techniques. Participation is required in concerts, theater productions and other appearances, as scheduled. One lecture hour and one laboratory hour per week. Prerequisite: permission of instructor and/or an audition.

MUS 120, 121; 220, 221 - Orchestra (1 credit each)
The orchestra performs the great orchestral masterpieces as well as new orchestral literature. Students gain practice in basic musicianship, intonation, tone, color and sensitivity. Students are prepared for public performance. One lecture hour and two laboratory hours per week. Prerequisite: permission of instructor and/or an audition.

MUS 127-166; 227-266 - Applied Music (2 credits each)
These courses provide instruction in voice or instrument for students who wish to pursue a music program on an individualized basis intended for solo performance, or for students who wish to transfer to a program leading to a degree in music, or for other students with musical background and interest. Students may choose either from the traditional repertoire or from a jazz/rock show repertoire. One half-hour lesson and seven hours of practice per week. Prerequisites: for Applied Music Piano, completion of MUS 115 and 116 or the equivalent; for other than Piano, permission of instructor and/or audition. Course fee.

MUS 127-130; 227-230 - Commercial Voice
MUS 131-134; 231-234 - Woodwinds
MUS 135-138; 235-238 - Brass
MUS 139-142; 239-242 - Percussion
MUS 143-146; 243-246 - Strings
MUS 147-150; 247-250 - Keyboard
MUS 151-154; 251-254 - Voice
MUS 155-158; 255-258 - Guitar
MUS 159-162; 259-262 - Electric Bass
MUS 163-166; 263-266 - Electric Guitar

MUS 167-170; 267-270 - Applied Music: Composition (2 credits each)
This course provides individualized instruction in vocal/instrumental composition and arranging for students who wish to pursue a music degree, or for those with musical background and interest. One half-hour lesson and seven hours of work per week. Prerequisite: permission of instructor. Course fee.

MUS 171-174; 271-274 - Applied Music: Improvisation (2 credits each)
This course provides individualized instruction in Jazz Theory and Vocal/Instrumental improvisation for students who wish to pursue a music degree, or for other students with musical background and interests. One half-hour lesson and seven hours of work per week. Prerequisite: permission of instructor. Course fee.

MUS 179 - Applied Music: Keyboard Theory I (1 credit)
This course is designed to develop specific theoretical skills to be realized on the keyboard. Subjects include all varieties of chords, figured bass realization and scales. Total contact hours per week: 30 minutes individual lesson is scheduled biweekly with the instructor per regular semester. An additional 3 1/2 hours of practice per week is expected. Prerequisite: MUS 104 or corequisite, or permission of instructor. Usually offered in spring semester. Course fee.

MUS 201 - The Art of Listening I (3 credits)
Art of Listening I is an introductory study of music styles, media and forms as they exist in our culture from ancient times to the early 19th century through a survey of standard concert repertory and its historical development. Special emphasis is placed on aural identification. Three lecture hours per week. This course may require field trip(s). A reasonable alternative option to the required field trip will be available.

MUS 202 - The Art of Listening II (3 credits)
Art of Listening II is an introductory study of music styles, media and forms as they exist in our culture from the early 19th century to the present through a survey of standard concert repertory and its historical development. Special emphasis is placed on aural identification. Three lecture hours per week. This course may require field trip(s). A reasonable alternative option to the required field trip will be available.

MUS 203 - Music Theory III (4 credits)
Music Theory III is a study of chromatic harmony. Stylistic differences between 18th and 19th century practices will be studied. Some original composition is encouraged. The course includes sight-singing, dictation and keyboard exercises; rhythmic drills; and study of music forms. Three lecture hours and two laboratory hours per week. Prerequisite: MUS 104 or equivalent. Usually offered in fall semester.

MUS 204 - Music Theory IV (4 credits)
Music Theory IV is a study of advanced chromatic harmony and 20th century compositional techniques. Original compositions are required. Includes sight-singing, dictation and keyboard exercises; rhythmic drills; and study of music forms. Three lecture hours and two laboratory hours per week. Prerequisite: MUS 203 or equivalent. Usually offered in spring semester.

MUS 215 - Introduction to Electronic Music (3 credits)
Students are able to create interesting electronic musical compositions through introductory studies of notation and sequencing software programs. Projects include computer-generated scores and compositions generated with MIDI, digital audio and digital synthesis. Two lecture hours and two laboratory hours per week. Usually offered in fall semester. Course fee.
MUS 216 - World Music (3 credits)  
World music has a broad scope within the realm of the music from other cultures, with the emphasis on music from cultures other than Western European. Students consider a variety of works from a variety of cultures across the globe by representative performers and composers. This course may require field trip(s). A reasonable alternative option to the required field trip will be available. Three lecture hours per week.

MUS 222 - Popular Music of the United States (3 credits)  
The history of popular music in the United States is studied from the standpoint of cultural impact. This course includes the study of the origins of a “popular” audience, through the late 19th century; the development of Jazz, Ragtime, Blues, Tin-Pan-Alley, show music, Swing, motion picture music, Country, protest music, Rock and Roll, Folk and Rock. Students are required to participate in listening assignments representative of the various stages of the development of popular music. Three lecture hours per week. This course may require field trip(s). A reasonable alternative option to the required field trip will be available.

MUS 223 - Evolution of Jazz (3 credits)  
Evolution of Jazz is a general introductory course exploring the history and development of jazz music in the United States over its century-long history and from its African and American precursors to its present-day practice throughout the world. The basic structural elements of music are introduced to provide a foundation for critical listening and discussion. Three lecture hours per week. This course may require field trip(s). A reasonable alternative option to the field trip will be available.

MUS 279 - Applied Music Keyboard Theory II (1 credit)  
This course is a continuation of MUS 179 and is designed to develop specific theoretical skills to be realized on the keyboard. Subjects include all varieties of chords, figured bass realization, transposition, choral score reading and scales. Total contact hours per week: 30 minutes individual lesson is scheduled biweekly with the instructor per regular semester. An additional 3 1/2 hours of practice per week is expected. Prerequisite: MUS 179. Usually offered in fall semester. Course fee.

Nursing - Registered

NURS 101 – Fundamentals of Nursing (7 credits)  
Students use the nursing process to provide fundamental nursing care to clients throughout the life span to adapt to or eliminate stresses that interfere with meeting basic needs. Correlated clinical experiences provide practice of skills and beginning nursing care. Four lecture and twelve laboratory hours per week. Prerequisites: admission to the Nursing Program, current CPR Certification, BIO 103, ENG 101 and PSY 101. Corequisites: BIO 104 & PSY 102. Course fee.

NURS 105 – Medical-Surgical Nursing I (4.5 credits)  
Students use the nursing process to identify physiological and psychological stresses interfering with the well-being of clients throughout the life span. The emphasis is on assisting clients to adapt to or eliminate stresses related to pathophysiological responses of well-defined health problems. Four lecture and fourteen laboratory hours per week; seven weeks. Prerequisites: current CPR Certification, NURS 101, BIO 104, PSY 102. BIO 205 is a prerequisite for NURS 208 and NURS 210. Course fee.

NURS 107 – Mental Health Nursing (4 credits)  
Formerly NURS 207 – Psychiatric Nursing (4 credits)  
Students use the nursing process to apply mental health concepts across the life span. This course emphasizes interpersonal relationships, lifestyle issues, communication, and coping with stress as well as specific psychiatric diagnoses and the nursing care of clients with mental health issues. Four lecture and thirteen laboratory hours per week; seven weeks. Course fee. Prerequisites: Current CPR Certification for Health Care Providers, NURS 101, BIO 104, PSY 102.

NURS 112 – Contemporary Issues in Nursing (1 credit)  
Formerly NURS 206 – Professional Issues in Nursing (2 credits)  
Students are introduced to the professional roles and responsibilities of the registered nurse. Educational and professional development for registered nursing, legal and ethical issues related to nursing practice, and contemporary political-socioeconomic influences affecting nursing practice and healthcare are addressed. These concepts provide the foundation for registered nursing practice. Two lecture hours per week; seven weeks. Prerequisites: Current CPR Certification for Health Care Providers, NURS 101, PSY 102, BIO 104. Corequisite: NURS 105 or NURS 107.

NURS 208 – Maternal-Child Nursing (5 credits)  
Students use the nursing process to identify physiological and psychological stressors that interfere with the well-being of childbearing women, newborn infants, and children. This course emphasizes providing nursing care to assist the client in adapting to or eliminating stresses that interfere with maternal and child health. Five lecture and fourteen laboratory hours per week; seven weeks. Course fee. Prerequisites: Current CPR Certification for Health Care Providers, NURS 105, NURS 107, NURS 112, BIO 205.
NURSING • OFFICE SYSTEMS

Course Descriptions

NURS 210 – Medical-Surgical Nursing II (4.5 credits)
Formerly NURS 106 - Medical-Surgical Nursing IB (4.5 credits)
Students use the nursing process to provide nursing care for clients throughout the life span who are experiencing complex physiological and psychological stressors interfering with well-being. Four lecture and fourteen laboratory hours per week; seven weeks. Course fee. Prerequisites: Current CPR Certification for Health Care Providers, NURS 105, NURS 107, NURS 112, BIO 205.

NURS 211 – Medical-Surgical Nursing III (9 credits)
Formerly NURS 209 - Medical-Surgical Nursing II (9 credits)
Students use the nursing process to provide nursing care for clients throughout the life span who are experiencing multiple and complex physiological and psychological stressors interfering with well-being. Four lecture and fifteen laboratory hours per week. Course fee. Prerequisites: Current CPR Certification for Health Care Providers, NURS 208, NURS 210. Corequisite: NURS 212.

NURS 212 – Leadership in Nursing (1 credit)
Formerly NURS 206 – Professional Issues in Nursing (2 credits)
In this course, students prepare to function competently and effectively in the role of a professional nurse, manager, client educator, and advocate. The concepts of leadership, management, delegation, and evidence-based practice are presented with corresponding clinical applications in Medical-Surgical Nursing III (NURS 211). Two lecture hours per week; seven weeks. Prerequisites: Current CPR Certification for Health Care Providers, NURS 208, NURS 210. Corequisite: NURS 212.

PN 121 – Medical-Surgical Nursing for Practical Nursing (5 credits)
Formerly PN 119 Mental Health Concepts and Medical-Surgical Nursing (4 credits)
Within the scope of practical nursing, students use the nursing process in a structured setting to provide nursing care for clients who are experiencing acute or chronic physiological stressors throughout the life span and help promote physiological and psychological well-being. Five lecture hours and seven laboratory hours per week; ten weeks; summer term only. Course fee. Prerequisites: NURS 105, NURS 107, NURS 112, current CPR Certification for Health Care Providers. Corequisite: PN 118, PN 122.

PN 122 – Practical Nursing Issues (.5 credit)
Formerly PN 120 Practical Nursing Issues (1 credit)
This course provides students with information about issues and trends that influence their careers in practical nursing. Content includes the development of nursing, legal and ethical issues affecting nursing, and career opportunities and challenges. Ninety minutes per week; five weeks; summer term only. Prerequisite: NURS 105, NURS 107, NURS 112. Corequisites: PN 118, PN 121.

Office Systems

OS 100 - Keyboarding Basics (1 credit)
Keyboarding Basics teaches students to operate the computer keyboard by touch and begin development of acceptable speed and accuracy levels. Recommended for students who have not had formal keyboarding instruction or as a refresher for students returning to the work force in an office setting. Credit for prior learning is available. Fifteen hours of instruction. Course fee.

OS 113 - Intermediate Keyboarding (3 credits)
This course emphasizes the development of speed and accuracy with alphabetic, numeric and symbolic copy and proofreading techniques. Assignments are customized to the individual student’s skill level. One lecture hour, two laboratory hours per week, and two random laboratory hours per week. Prerequisites: OS 100 or credit by assessment or permission of instructor. Course fee.

Denotes General Education Course.
For more information see pages 22-23.

Denotes Diversity Course.
For more information see page 24.
OS 116 - Communication Technologies (4 credits)
This course introduces students to the fast-paced world of end-user communication technology and telecommunications. Students acquire knowledge of the fundamentals of electronic mail, voice processing, teleconferencing, wireless communication, and related technologies. The course includes student use of speech recognition software. *Four lecture hours per week.* Prerequisite: CIS 102. Course fee.

OS 135 - Medical Office Systems (3 credits)
Office administration in a medical setting requires human relations skills, confidentiality and computer software proficiency. The role and responsibilities of the medical office assistant are explored through simulations and application of office systems theory. Topics include the ethical and legal responsibilities of handling patient records, preparation of medical records, billing and insurance forms, professional reports, scheduling and communications. *Two lecture hours, two laboratory hours per week.* Prerequisite: CIS 011 or a qualifying score on the computer skills assessment. Course fee.

OS 235 - Medical Transcription (3 credits)
Students master transcription techniques and apply medical terminology and English language usage to prepare medical documents. Documents illustrate appropriate medical report forms, use of reference materials and computer software. Knowledge of software productivity techniques is essential for successful transcription. *Three lecture hours per week.* Prerequisites: AHS 101, ENG 012 or acceptable score on English assessment, OS 113, and CIS 011 or a qualifying score on the computer skills assessment. Course fee.

OS 245 - End User Technology Solutions (3 credits)
This course provides a comprehensive overview of technology solutions for the organizational end user environment. Emphasis is on the development of business applications using several software packages, including desktop publishing and project management. *Two lecture hours, two laboratory hours per week.* Prerequisites: CIS 254. Course fee.

PL 105 - Legal Research (3 credits)
This course focuses on the theories, procedures, and resources used for solving legal problems through research. The student becomes familiar with the various legal publications found in a typical law library and learns to use those resources to develop and execute a plan for the solution of legal problems. Students explore electronic research programs. *Three lecture hours per week.* It is recommended that PL 101 be taken prior to or concurrently with Legal Research.

PL 106 - Legal Writing (3 credits)
This course builds on the knowledge students have acquired in Legal Research. The skills developed in that course are applied to the tasks of case analysis and legal writing. Students are exposed to the methods of analyzing and briefing cases and statutes. The principles of technical legal writing are taught and applied in legal correspondence, instruments, office memoranda, pleadings, and court memoranda. *Three lecture hours per week.* Prerequisites: ENG 101, PL 105, and BA 210. Course fee.

PL 122 - Torts and Insurance (3 credits)
This course covers the areas of unintentional and intentional torts, and torts based on strict liability. Topics include damages, defenses, and the application of insurance law. Emphasis is placed on the academic as well as the practical aspects of a tort practice. *Three lecture hours per week.* Prerequisite: PL 101.

PL 124 - Civil Litigation and Procedure (3 credits)
This course focuses on both the procedural and substantive aspects of civil litigation. The student becomes familiar with Maryland and federal court procedure, structure, personnel, pleadings, discovery, and other topics. In addition, students study the issues of jurisdiction and evidence. Emphasis is placed on the typical litigation tasks that paralegals are assigned including drafting pleadings, investigation, preparing witnesses, and reviewing records. *Three lecture hours per week.* Prerequisite: PL 101.

PL 201 - Conflict Analysis and Resolution (3 credits)
This course focuses on the study of conflict in both interpersonal and professional contexts. Students examine the sources, symptoms, dynamics, and ramifications of conflict. In addition, the current methods of resolving conflict and disputes are closely examined. Students are given the opportunity to employ specific conflict resolution techniques that can be applied in legal, business, multicultural, and personal settings. Emphasis is placed on examining negotiation, mediation, and arbitration. *Three lecture hours per week.* It is recommended that PL 101 be taken prior to or concurrently with this course.

Paralegal Studies

PL 101 - Introduction to Law (3 credits) (Same course as PS 106)
This course introduces students to basic legal concepts, principles, and procedures. It is designed to provide the student with an understanding of the structure of the U.S. legal system including the role of the judicial, legislative, and executive branches; the history of law in the United States; the role of attorneys, law enforcement and other legal professionals; ethical and professional issues facing legal professionals; basic categories of law; litigation principles; and alternative dispute resolutions. *Three lecture hours per week.*
PL 202 - Bankruptcy and Collections Law (3 credits)
This course focuses on the paralegal's duties in the area of bankruptcy and collection law. Students become familiar with procedural as well as substantive bankruptcy law. In addition, students learn about the law of debtor/creditor relations, collection of judgments, secured transactions, and electronic filing. Three lecture hours per week.

PL 233 - Probate Practice and Procedure (2 credits)
This course covers the areas of estate planning and probate procedure. The student becomes familiar with the ways an estate can be planned through the use of wills, trusts, and powers of attorney. Medical decisions are discussed through the use of the living will and medical power of attorney. Probate procedure is covered with an emphasis on Maryland procedure. Tax considerations of both estate planning and probate are considered. Two lecture hours per week. Prerequisite: PL 101.

PL 238 - Law Practice and Professional Conduct (3 credits)
This course covers the fundamentals of law office management and professional conduct. Subjects include basic principles and structure of management, employment opportunities for paralegals, timekeeping and accounting systems, marketing issues, administrative and substantive systems in the law office and law library, employee and client relations, law practice technology, and paralegal and attorney ethics. Three lecture hours per week.

PL 242 - Real Estate Transactions (3 credits)
This course covers issues related to the ownership of real property, real estate finance, and the landlord/tenant relationship. Emphasis is on the practical aspects of real estate and landlord/tenant practice, including settlement, title search, recordation, zoning, lease drafting, and lease enforcement. Three lecture hours per week. Prerequisite: PL 101.

PL 244 - Family Law and Litigation (2 credits)
This course covers the rights and responsibilities of parents, children, and spouses in the context of the family. Topics include the traditional areas of divorce, custody, support, and adoption. Newer areas such as pre-nuptial agreements, surrogacy, the legal rights of women, and divorce mediation are also considered. Litigation issues related to all topics will be addressed. Two lecture hours per week. Prerequisites: PL 101 and PL 124.

PL 246 - Administrative Law and Procedure (2 credits)
This course provides an overview of the functions and procedures of federal and state administrative law. Special focus is placed on using the Internet and legal research in various state and federal agencies. Topics include the Administrative Procedure Act, rulemaking, hearing procedure, state and federal applications, privacy issues, and the Freedom of Information Act. Two lecture hours per week. Prerequisite: PL 124.

PL 248 - Internship in Paralegal Studies (3 credits)
The internship is designed to provide students with experiences typical of those encountered by paralegals in the work setting. Students work 100 hours as interns in law offices, governmental agencies, or the court system and spend 5 hours in the classroom. Prerequisites: PL 101, PL 105, PL 106, PL 124. Permission of the program coordinator is required.

PL 273 - Cooperative Education: Paralegal Studies (3 credits)
Cooperative Education experiences are work-based learning experiences with an employer for a specific period of time. The experience may be paid and must be related to the career and specific curriculum in which the student is enrolled. It is an opportunity for the student to supplement/integrate classroom learning with learning from a related work setting. A student registers for one to four credits of Cooperative Education in the curriculum in which he/she is enrolled. Prerequisites: PL 101, PL 105, PL 106, and PL 124. Permission of the program coordinator is required.

Philosophy

PHIL 101 - Introduction to Philosophy (3 credits)
This course is a study of some of the major questions and issues arising in philosophy. Course content includes selected philosophers' views on the nature of knowledge, the existence of God, ethical values and the role of the State. Three lecture hours per week.

PHIL 200 - Principles of Logic (3 credits)
Students examine selected principles of formal and informal logic with the purpose of developing the ability to think critically, reason clearly and use language precisely. The course provides students with theoretical and practical reasoning skills needed to construct sound arguments and evaluate the arguments of others. Three lecture hours per week.
PHILOSOPHY • PHOTOGRAPHY

PHIL 205 - Ethics (3 credits)  
This introductory course encompasses the prominent ethical theories of Western philosophy and considers the application of ethics to modern cases and current situations. Three lecture hours per week.

PHIL 220 - Bioethics (3 credits)  
The course covers pertinent ethical theories and applies them to cases drawn from several health care fields. Students gain philosophical understanding and ethical techniques necessary to identify and deal with such issues in theory and practice. Three lecture hours per week.

PHIL 221 - Business Ethics (3 credits)  
This course covers appropriate ethical theories and applies them to current cases and issues that originate in the world of business. Students in this course gain philosophical background and ethical techniques necessary to identify and deal intelligently with such issues. Three lecture hours per week.

PHOT 101 - Photography I (3 credits)  
Photography I is a basic course in black-and-white photography and darkroom techniques designed for students with or without experience. A 35mm camera with manual option is required. Two lecture hours and two studio hours per week. Course fee.

PHOT 102 - Photography II (3 credits)  
Photography II is an advanced course in photographic techniques, styles and aesthetics. Negative and print quality is emphasized through study of the zone system. Two lecture hours and two studio hours per week. Prerequisite: PHOT 101 or permission of instructor. Course fee.

PHOT 103 - Darkroom Workshop (3 credits)  
The Darkroom Workshop is an individualized course in darkroom techniques. Students may experiment with a variety of films, papers and processes. The course concentrates on refining the photographic process with individualized supervision in the darkroom. One lecture hour and four laboratory hours per week. Prerequisite: PHOT 101 or permission of instructor. Course fee. Usually offered in summer session.

PHOT 104 - Color Photography I (4 credits)  
Color Photography is an introduction to exposure with color film and color darkroom techniques. Emphasis is on learning and applying darkroom processes and procedures leading to production of high quality color photographs. Two lecture hours and four studio hours per week. Prerequisite: PHOT 102. Course fee.

PHOT 105 - Photojournalism (3 credits)  
Photojournalism is an introduction to the uses of photography as a journalistic tool. A portfolio based on a semester-long project is required. Two lecture hours and two studio hours per week. Prerequisite: PHOT 101 or permission of instructor. Course fee.

PHOT 201 - Creative Photography (3 credits)  
Creative Photography emphasizes the development of self-expression and style. The student develops aesthetically and technically, culminating in the production of a high-quality personalized portfolio. Two lecture hours and two studio hours per week. Prerequisite: PHOT 102. Course fee.

PHOT 203 - Commercial Photography (4 credits)  
The 4x5 view camera is used to produce a high-quality commercial portfolio. The subject matter includes studio work such as table top and portrait. In addition, interior and exterior architectural photographs are required. Two lecture hours and four studio hours per week. Prerequisites: PHOT 101, 102, 104, 205, 207, or permission of instructor. Course fee.

PHOT 204 - Advanced Color Photography (4 credits)  
Advanced Color Photography concentrates on color photographic theory, techniques and aesthetics. Emphasis is on self-expression and style, culminating in the production of high-quality portfolios. Students may repeat the course for a more individualized curriculum. Two lecture hours and four studio hours per week. Prerequisite: PHOT 104. Course fee.

PHOT 205 - Lighting I (3 credits)  
This is an advanced individualized course concentrating on formal and informal studio portraiture with quartz and strobe lights. Two lecture hours and two laboratory hours per week. Prerequisites: PHOT 101 and 102. Course fee.

PHOT 207 - Lighting II (3 credits)  
This is an advanced individualized course concentrating on photographic lighting using studio strobe lights and quartz lights. There is extensive studio work with objects and still lifes. Two lecture hours and two laboratory hours per week. Prerequisites: PHOT 101 and 102. Course fee.
PHOT 209 - The History of Photography (3 credits)
The History of Photography is a survey of the development of photography from its prehistory through today. The course includes the study of the interrelationships between photography and the other visual arts, the effects of changing technologies on the photographic image, and the contributions of major photographers and art movements, as well as historical perspectives. Three lecture hours per week. This course may require field trip(s). A reasonable alternative option to the required field trip will be available.

PHOT 230 - Digital Imaging I (3 credits)
Digital Imaging I introduces students to digital imaging systems, software and processes. Students learn fundamental skills necessary in the creation of digital art using scanners, cameras, printing and output devices. Course work includes lecture, studio work and critique. This course is taught in the Macintosh Digital Arts Lab. Two lecture and two studio hours per week. Prerequisites: Photography majors - PHOT 102 or permission of instructor. Course fee.

PHOT 231 - Digital Imaging II (3 credits)
Digital Imaging II continues the development introduced in Digital Imaging I. Students learn in-depth processes of image manipulation to create complex photographic-based imagery culminating in the production of a fine art portfolio. Course work includes lecture, studio work and critique. This course is taught in the Macintosh Digital Arts Lab. Two lecture and two studio hours per week. Prerequisite: Photography Majors - PHOT 230 or permission of instructor. Course fee.

PHOT 271-274 - Cooperative Education: Photography (1-4 credits)
Cooperative Education is a work experience with an employer for a specific period of time. The experience is related to the career and specific curriculum in which the student is enrolled. It is an opportunity for the student to supplement classroom learning with learning in a related work setting. A student registers for one to four credits. While on co-op placement, the student may be compensated by the employer. Eight to forty hours per week at co-op placement site. Prerequisite: PHOT 101 and approval of program coordinator. Course fee.

Physical Education

PE 101 - Beginning Tennis (1 credit)
The major course focus is development of the basic fundamentals of the forehand, backhand and serve in tennis, with discussion of tennis rules and etiquette. Three-quarter lecture hour and one-half laboratory hour per week. Course fee.

PE 102 - Intermediate Tennis (1 credit)
Intermediate tennis focuses on the strategy in singles and doubles play. The student taking this course should be proficient in the basic fundamentals of the forehand, backhand and serve. Three-quarter lecture hour and one-half laboratory hour per week. Course fee.

PE 104 - Beginning Bowling (1 credit)
Students develop skills that enable them to enjoy the game of bowling. Instruction covers the selection and care of bowling equipment, scoring and bowling etiquette. Three-quarter lecture hour and one-half laboratory hour per week. Course fee.

PE 107 - Beginning Golf (1 credit)
This course covers the basic skills of grip, stance and swing, as well as club selection and hitting techniques. Rules and regulations of golf are covered, as well as equipment purchase. Three-quarter lecture hour and one-half laboratory hour per week. Course fee.

PE 108 - Intermediate Golf (1 credit)
Intermediate golf stresses the refinement of the necessary shots. Playing strategy and rules interpretation are taught on an actual golf course. It is recommended that students have their own golf equipment. Three-quarter lecture hour and one-half laboratory hour per week. Course fee.

PE 130 Introduction to Hiking (1 credit)
This course is an introduction to hiking techniques. Students learn how to prepare for and participate in instructor-led hikes of increasing distance at off-campus locations. Pre-hiking conditioning, map-reading skills, and appropriate nutrition and clothing are discussed. The course introduces students to local hiking opportunities as well as ways hiking can enhance wellness. Students are required to provide their own transportation to various hiking locations in the county. Three-quarter lecture hour and one-half laboratory hour per week.
PHYSICAL EDUCATION

PE 131 Beginning Badminton
The course emphasizes the development of badminton’s basic strokes, including high clears, drop shots, smash shots, drive shots, and serves. Strategy, scoring, and rules of etiquette for both singles and doubles play are covered. Three-quarter lecture hour and one-half laboratory hour per week. Course fee.

PE 136 - Fitness Maintenance I (1 credit)
This course enables students to participate in a physical fitness program designed to improve cardiovascular conditioning as a result of a comprehensive fitness evaluation. Regular exercise, coupled with instructional consultation, provides students with the ability to reach their physical fitness potential. Optional testing and evaluation determine progress and program reconsideration. Three laboratory hours per week. Course fee.

PE 137 - Fitness Maintenance II (1 credit)
Students continue to develop and enhance their level of physical fitness beyond the level attained in PE 136. It is mandatory that a person participate in a fitness program that combines cardiovascular conditioning with strength and flexibility exercises. Optional testing is administered to monitor stabilization and/or progress. Three-quarter lecture hour and one-half laboratory hour per week. Prerequisite: PE 136. Course fee.

PE 150 - Aikido I (1 credit)
This course teaches the basic movements of self-defense which do not require great amounts of physical strength. Paired partner practice is used to learn movements that respond to a given attack with a specific defense. Upon completion of twenty-four hours of instruction, the student will have accumulated half the required practice time necessary to qualify for first belt-fifth kyu level of proficiency. Skills taught come under the auspices of the United States Aikido Federation Test requirement guidelines. Three-quarter lecture hour and one-half laboratory hour per week. Course fee.

PE 151 - Aikido II (1 credit)
This course includes advanced techniques of aikido and is a continuation of PE 150. Three-quarter lecture hour and one-half laboratory hour per week. Prerequisite: PE 150. Course fee.

PE 153 - Karate (1 credit)
This course is designed to teach techniques used in learning how to defend oneself. Methods include kicks, blocks, and combination of movements involved in the sport of karate. Upon completion of the course, students will have learned approximately two-thirds of the skills necessary for a yellow karate belt, the first level of proficiency. Three-quarter lecture hour and one-half laboratory hour per week. Course fee.

PE 154 - Beginning Hatha Yoga (1 credit)
This course emphasizes a systematic method to attain emotional harmony, physical health, and mental peace. The course provides instruction related to proper care of the body under the control of the mind. Instruction deals with body posture, cleansing processes, deep relaxation, breath control, and mental concentration. The goal of the course is to develop a supple and relaxed body, increase vitality, promote radiant health, and assist in achieving physical and spiritual wellness. Three-quarter lecture hour and one-half laboratory hour per week. Course fee.

PE 160 - Beginning Swimming (1/2 credit)
This course is designed for non-swimmers and those students with little experience in the water. Crawl stroke, elementary backstroke, floating, and rhythmic breathing are stressed. One laboratory hour per week. Course fee.

PE 161 - Intermediate Swimming (1/2 credit)
The student must be able to swim twenty-five yards with each of the four basic strokes (crawl, breast, side, elementary, back). Increasing the swimmer’s strengths and endurance in the water are stressed. Other swimming and water safety skills are also covered. One laboratory hour per week. Course fee.

PE 166 - Beginning Sailing (1 credit)
This course is designed to teach a person, regardless of swimming ability and without any prior knowledge, how to rig sails, get underway, return and dock a sailboat using the following types of course information: points of sailing, rigging, weather conditions, rules of the road, knot tying, sailing terminology and safety. Three-quarter lecture hour and one-half laboratory hour per week. Course fee.

PE 169 - Aerobic Swimming (1 credit)
Designed for students who wish to improve their level of physical fitness and cardiovascular/respiratory efficiency through exercise and physical activities in the water. This course provides students a comfortable and enjoyable means of exercise due to the body’s buoyancy and weightlessness in the water. Three-quarter lecture hour and one-half laboratory hour per week. Course fee.

GB GE GH GI GL GM GS
Denotes General Education Course.
For more information see pages 22-23.

D
Denotes Diversity Course.
For more information see page 24.
PE 170 - Advanced Beginning Swimming (1/2 credit)
Designed for students who know how to swim and float but wish to refine the crawl stroke and learn the elementary backstroke. Treading water, survival floating and underwater swimming are taught, as well as mouth-to-mouth resuscitation and other safety skills. One laboratory hour per week. Prerequisite: PE 160. Course fee.

PE 171 - Aqua Run I (1 credit)
Aqua Run has proven to be an effective means of achieving total body conditioning for people of all fitness abilities. Each component of fitness is stressed, with special emphasis on cardiovascular efficiency improvement. Since exercises are done in deep water, many of the physical demands associated with dry land aerobic activities are eliminated. Three-quarter lecture hour and one-half laboratory hour per week. Course fee.

PE 178 - Dance Movement (1 credit)
Study of beginning ballet techniques including basic floor and barre exercises for those with little or no previous dance training. This course includes introduction of other dance forms, such as character and jazz. Three-quarter lecture hour and one-half laboratory hour per week. Course fee.

PE 204 - Beginning Volleyball (1 credit)
This course gives the student a thorough knowledge of the game of volleyball and an opportunity to learn the skills involved in playing the game. Three-quarter lecture hour and one-half laboratory hour per week. Course fee.

PE 228 - Weight Training (1 credit)
This course provides the student with an introduction to weight training. Student learns the correct principles and techniques for a variety of progressive resistance exercises. Three-quarter lecture hour and one-half laboratory hour per week. Course fee.

PE 229 - Advanced Weight Training (1 credit)
The student learns a variety of advanced free weight exercises as well as correct safety techniques. Emphasis is placed on a ratio of high sets and low repetitions to promote rapid strength gain. Three-quarter lecture hour and one-half laboratory hour per week. Prerequisite: PE 228. Course fee.

PE 230 - Fitness Walking (1 credit)
Fitness walking is designed to teach the components and benefits of a good walking program in terms of equipment, techniques of walking, pace, prevention and care of injuries, and resource material. Three-quarter lecture hour and one-half laboratory hour per week. Course fee.

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**Physical Science**

SCI 105 - Physical Science I (3 credits)
Physical Science I is a development of physical science for nonscience majors. Insight into the methods of scientific investigation is stressed. Topics include motion and force, energy and energy transfer, properties of matter, heat, electricity, magnetism, and light. Emphasis is on building process skills and content understanding using a “hands on” inquiry based teaching methodology. Insight into the structure, the beauty and the power of the physical sciences is stressed throughout the course. Course meets AAT (Associate of Arts in Teaching) degree requirements.

SCI 106 - Physical Science Course Observations and Investigations: Matter (1 credit)
An introductory laboratory course in the basic techniques of measurements and analysis of the motion of bodies, heat properties of bodies and the characteristics of waves. Two laboratory hours per week. Usually offered in fall semester. Prerequisite: SCI 105. SCI 105 may also be taken concurrently. Course fee.

SCI 107 - Physical Science II (3 credits)
Physical Science II is a development of physical science for nonscience majors. Insight into the methods of scientific investigation is stressed with emphasis on the electromagnetic spectrum, nuclear phenomena, the nature of solid matter, and the impact of science, computer and technology on twenty-first century humans. Forces in matter, moving charges, atomic models, crystal structure, chemical reactions and environmental consequences are studied. Three lecture hours per week. Usually offered in spring semester.

SCI 108 - Physical Science Course Observations and Investigations: Energy (1 credit)
This is an introductory laboratory course in the basic techniques of measurements and analysis of the electrical properties of bodies and the properties of atoms. Two laboratory hours per week. Usually offered in spring semester. Prerequisite: SCI 107. SCI 107 may also be taken concurrently. Course fee.
Physics

PHYS 100 - Physics Today (3 credits)  
This course is a nonmathematical survey of physics particularly appropriate for the nonscience student. The relevant aspects of physics in the interactions between humans, society and the environment are stressed throughout the course to provide an understanding of our world and ourselves. Discussion ranges from the color of dragonflies to nuclear reactors. Matter and energy are studied from the concept of what keeps it all together to what blows it apart. Three lecture/discussion/demonstration hours per week. Course fee.

PHYS 101 - Introductory Physics I (4 credits)  
This course is for students requiring noncalculus based physics. It is a presentation of the fundamentals of physics emphasizing mechanics, heat and wave motion. Physics is treated as a living, expanding adventure that can turn you on to a more perceptive view of physical reality. Insight into the structure, the beauty and the importance of physics is achieved by study and discussion of the central ideas and principles of physics and their relation to the everyday environment. Three lecture hours, one hour discussion/problem session, and two laboratory hours per week. Prerequisite: MATH 109 or equivalent (may be taken concurrently). Usually offered in fall semester. Course fee.

PHYS 102 - Introductory Physics II (4 credits)  
This course is for students requiring noncalculus based physics, presenting fundamentals of physics including electromagnetism, relativity, structure of matter, atomic and nuclear physics. Three lecture hours, one hour discussion/problem session, and two laboratory hours per week. Prerequisite: PHYS 101. Usually offered in spring semester. Course fee.

PHYS 203 - General Physics: Mechanics and Particle Dynamics (3 credits)  
This course is the first semester of a calculus-based general physics course sequence. Laws of motion, force and energy; and principles of mechanics, collisions, linear momentum, rotation and gravitation are studied and used for problem solving. Three lecture hours and one hour discussion/problem session per week. Prerequisite: MATH 203. Usually offered in spring semester. Course fee.

PHYS 204 - General Physics: Vibrations, Waves, Heat, Electricity and Magnetism (4 credits)  
This second semester of a calculus-based general physics course sequence covers vibrations, waves and fluids; heat, kinetic theory and thermodynamics; electrostatics, circuits and magnetism. Three lecture hours, three laboratory hours, and one hour discussion/problem session per week. Prerequisites: PHYS 203 and MATH 204. Usually offered in fall semester. Course fee.

PHYS 205 - General Physics: Electrodynamics, Light Relativity and Modern Physics (4 credits)  
This third semester of a calculus-based general physics sequence covers electrodynamics, Maxwell’s equations, electromagnetic waves, geometrical optics, interference and diffraction, special theory of relativity, and modern physics. Three lecture hours, three laboratory hours, and one hour discussion/problem session per week. Prerequisite: PHYS 204. Usually offered in spring semester. Course fee.

Political Science

PS 101 - American National Government (3 credits)  
Students participate in an analysis of American national politics. Topics include the Constitution, political parties, interest groups, Congress, the Presidency, the Judiciary and recent public policies. Special consideration is given to the individual's relationship with the national government and to the factors influencing decision-making in the national government. Three lecture hours per week.

PS 102 - State and Local Government (3 credits)  
Students participate in analysis of state and local government, politics and policies. Topics include theory, intergovernmental regulations, state constitutions, political parties, interest groups, legislatures, executives, courts, subdivision governments, metropolitan politics and current issues. An effort is made to understand variables and pressures involved in state and local governmental decision-making, especially in Maryland and Harford County. Three lecture hours per week.

PS 106 - Introduction to Law (3 credits)  
(Same course as PL 101)  
This course introduces students to basic legal concepts, principles, and procedures. It is designed to provide the student with an understanding of the structure of the U.S. legal system including the role of the judicial, legislative, and executive branches; the history of law in the United States; the role of attorneys, law enforcement and other legal professionals; ethical and professional issues facing legal professionals; basic categories of law; litigation principles; and alternative dispute resolutions. Three lecture hours per week.

PS 201 - Introduction to International Relations (3 credits)  
This course has two major goals. One goal is to survey contemporary international issues so that students have a comprehensive understanding of issues in the Middle East, China, Russia, Africa and other areas of current interest. A second goal is to introduce students to the methods and objectives of foreign policy-making, the theory of the balance of power, the principles of international law and organization, and the development of regional integration such as in Europe. Lectures, class discussions and films are used as instructional techniques. Three lecture hours per week. Usually offered in spring semester.
POLITICAL SCIENCE • PSYCHOLOGY

Course Descriptions

PS 281-286 - Political Science Internship (1-6 credits)
Students work as interns in governmental agencies, in elected officials' offices or on political campaigns. The purpose of the internship includes providing students with practical experiences in politics and government, and giving to students the opportunity to determine if they desire a career in government. A wide variety of field placements exists. Prerequisite: permission of instructors.

Psychology

PSY 101 - General Psychology (3 credits) [GB]
A broad spectrum of research and theoretical concepts are presented to provide a balanced understanding of human behavior. Topics include the biological basis of behavior, human development, personality, health and wellness, learning and memory, social diversity, abnormal behavior and therapy. Three lecture hours per week.

PSY 102 - Human Development Across the Life Span (3 credits) [GB]
This course studies the developing person across the life span from conception to death. Numerous theoretical perspectives are applied to studying biological, cognitive, and psychosocial change. Emphasis is given to the role of genetic influences as well the specific environmental contexts in which development occurs. Three lecture hours per week. Prerequisite: PSY 101.

PSY 105 - Human Relations (3 credits)
This course is a learning experience designed to provide students with skills necessary to develop a sensitivity to others, to become more effective listeners, and to convey awareness, understanding and patience. Students may become more effective in dealing with many different kinds of people in groups, organizations and in the community. This course is especially recommended for persons in business, technical and service career fields that require an effective skill level in interpersonal relations and communications. Three lecture hours per week.

PSY 202 - Child Psychology (3 credits)
This course studies the developing person from conception through adolescence. Current research and applications are used to explain biosocial, psychosocial and cognitive development. The importance of specific environmental contexts in development is emphasized. Topics include bonding and attachment, language development, abuse and neglect, parenting, gender role development, problems and challenges of adolescence, and moral development. Three lecture hours per week. Prerequisite: PSY 101.

PSY 204 - Abnormal Psychology (3 credits)
This course presents the study of abnormal behavior including anxiety, mood disorders, schizophrenia, substance abuse disorder, and other DSM IV categories. Topics include diagnosis, classification, causes, prevention and treatment modalities with emphasis on eclectic, biological, and cognitive models, as well as cultural influences, community needs and resources. Three hours per week. Prerequisite: PSY 101.

PSY 205 - Psychology of Women (3 credits) [GB][B]
This course is a survey of the socialization, gender role development, mental health, special concerns and life span changes of women. The relationship of psychology to the position and roles of women is examined from a cross-cultural perspective. Three lecture hours per week. Usually offered in spring semester.

PSY 207 - Educational Psychology (3 credits)
Educational Psychology focuses on the learning process and related ideas such as development, individual differences, cognition, effective learning environments, motivation and exceptionalities. Emphasis is placed on studying the development of effective teaching-learning relationships in the American school environment. Connections among a variety of disciplines are stressed, as well as links to the real world beyond the classroom. Three lecture hours per week. Prerequisite: PSY 101.

PSY 208 - Alcohol/Drugs: Impact on Behavior (3 credits)
This course studies the physiological and psychological effects of alcohol and depressants, psychoactive drugs, stimulants and hallucinogens on the user and abuser. Topics include the effects of drugs taken in combination, drug classification, absorption, distribution, metabolism, half-life, tolerance, cross-tolerance and elimination. Prerequisite: PSY 101. Three lecture hours per week. Usually offered in spring semester.

PSY 209 - Social Psychology (3 credits) [GB][B]
This course incorporates psychological and sociological theory and research as applied to contemporary group situations. A wide range of issues concerning human experience in group settings is explored, including interpersonal group situations. A wide range of issues concerning human experience in group settings is explored, including interpersonal attraction, gender-roles and sexism, cross-cultural and within cultural differences, attitude formation based on group membership, prejudice, conflict, power and aggression between groups, pro-social behavior and group conformity. Three lecture hours per week. Prerequisite: PSY 101.

[GB] [GE] [GH] [GI] [GL] [GM] [GS]
Denotes General Education Course.
For more information see pages 22-23.

[B]
Denotes Diversity Course.
For more information see page 24.
PSY 210 - Industrial and Organizational Psychology (3 credits)
Using the contributions from researchers in psychology, sociology and other behavioral sciences, this course seeks to explain and understand behavior in the workplace. A broad range of issues is explored, including organizational behavior, motivation, learning, attitudes and job satisfaction, socialization, power, stress and group structures and effectiveness. The course is designed for behavioral science majors, and those in the workplace who want to update their management, supervisory or interpersonal skills. Three lecture hours per week. Usually offered in spring semester.

PSY 212 - The Helping Relationship (3 credits)
This is an introductory counseling skills course that emphasizes developing skills and techniques to facilitate the helping process, through an understanding of helping theory and the dynamics of the helping relationship. Helper self-development will be achieved via in-class exercises and the use of a pseudo-client. Prerequisite: PSY 101 or permission of instructor. Usually offered in fall semester.

PSY 216 - Adolescent Psychology (3 credits)
This course presents the period of adolescence as a distinct stage in the lifespan, with its own unique biological, psychosocial, and cognitive issues. Current theoretical perspectives and research findings are used to explain and explore such topics as the challenges of puberty, identity development, risk taking behavior, intimate relationships, and the impact of cultural variables on adolescent development. Three lecture hours per week. Prerequisite: PSY 101. Usually offered in the spring semester.

Religion

RELG 207 - Literature and Religious Thought of the Old Testament (3 credits)
This course is a survey and analysis of the literature and religion of the Old Testament within the context of the ancient Near East. Three lecture hours per week.

RELG 208 - Literature and Religious Thought of the New Testament (3 credits)
This course is a survey and analysis of early Christian literature, the “New Testament” and religion within the context of the eastern Mediterranean world. Three lecture hours per week.

RELG 210 - Comparative Religion (3 credits)
This course is a comparative overview of the most prominent living religions. Attention is given to how believers express their faith in behavior as well as belief. Limited time is given to contemporary, nontraditional religions and philosophies. Three lecture hours per week.

Sociology

SOC 101 - Introduction to Sociology (3 credits)
This course is the scientific study of society. Detailed consideration is given to culture, social control and deviation, social groups, social instruction, social stratification, ethnic minorities, demography, the community, social change and collective behavior. Three lecture hours per week.

SOC 102 - Social Problems (3 credits)
This course places major emphasis on a variety of contemporary American and world social and cultural issues – ranging from social justice issues and diversity (gender, race, and social class) to criminal justice issues and violence to global concerns such as the ecological system, war, and terrorism. Analysis of multiple causation and past historical origins are connected to contemporary problems. Three lecture hours per week. Usually offered in spring semester.

SOC 104 - Introduction to Social Work (3 credits)
The study of social work as a professional endeavor is the focus of this class. Students explore the scope of social welfare in connection with social change, social control and the relationship between services and clients. This course is of value to sociology and psychology majors who intend to work as mental health aides or in other allied areas. Three lecture hours per week. Prerequisite: SOC 101, PSY 101 recommended.

SOC 201 - Marriage and the Family (3 credits)
This course provides analysis of the social institution of the family through theory and research in the field. Emphasis is placed on the social organization of the family in its structure and its function, including detailed consideration of historical cultural factors, social class elements, premarital matters, marriage adjustment and the family life cycle. Three lecture hours per week.

SOC 213 - Criminology (3 credits)
This course provides a sociological study of the causes of crime and the relationships between criminal behavior and various social factors such as age, sex, race, religion, socioeconomic status, etc. Included also are studies of crime rates, white-collar crime and victimless crimes. Three lecture hours per week. Prerequisite: SOC 101.

SOC 214 - Juvenile Delinquency (3 credits)
The student is introduced to the nature and extent of juvenile delinquency. Emphasis is placed on the causative factors involved and methods of control and prevention. Special attention is given to the relationship between delinquency and the social structure. Three lecture hours per week.
Spanish

SPAN 101 - Elementary Spanish I (3 credits)
This course develops communicative proficiency in Spanish at the elementary level. Students also gain insights into Spanish-speaking cultures. It is primarily designed for students who have never studied Spanish. **Three lecture hours per week. No prerequisite. Usually offered in fall semester.**

SPAN 102 - Elementary Spanish II (3 credits)
This course continues to develop communicative proficiency in Spanish at the elementary level. Students also explore aspects of the Spanish culture. **Three lecture hours per week. Prerequisite: SPAN 101 or equivalent, or permission of instructor. Usually offered in spring semester.**

SPAN 201 - Intermediate Spanish I (3 credits)
This course continues to develop language skills in Spanish at an advanced level. Cultural materials are also integrated into course content and activities. **Three lecture hours per week. Prerequisite: SPAN 102 or equivalent, or permission of instructor. Usually offered in fall semester.**

SPAN 202 - Intermediate Spanish II (3 credits)
This course emphasizes the continued refinement and development of language skills in Spanish at an advanced level. Students also discuss cultural materials. **Three lecture hours per week. Prerequisite: SPAN 201 or equivalent, or permission of instructor. Usually offered in spring semester.**

SPAN 203 - Survey of Spanish Literature I (3 credits)
This course is a study of Spanish culture, civilization and literature from the Middle Ages to the 1800s. All work is in Spanish. **Three lecture hours per week. Prerequisite: SPAN 202 or equivalent, or permission of instructor. Usually offered in fall semester.**

SPAN 204 - Survey of Spanish Literature II (3 credits)
This course is a study of Spanish culture, civilization and literature from 1800 to the present. All work is in Spanish. **Three lecture hours per week. Prerequisite: SPAN 202 or equivalent, or permission of instructor. Usually offered in spring semester.**

Speech

SPCH 101 - Speech Fundamentals (3 credits)
Students develop skills in this performance-based course of public communication concepts and techniques, including audience analysis, topic selection and research, organization of speech materials, delivery skills, and critical evaluation of speeches. **Three lecture hours per week.**

SPCH 106 - Business and Professional Speech (3 credits)
This course is designed to teach skills necessary for effective oral presentations in business and professional settings. Students present a variety of presentational forms including those for meetings, informative and persuasive speeches, and technical presentations. All activities are designed to provide maximum opportunity for practical application of skills learned. **Three lecture hours per week.**

Visual and Performing Arts

VPA 201 - Visual and Performing Arts Survey (3 credits)
This course introduces students to the areas of visual arts, dance, music and theater through an exploration of representative works. This experience enhances self-expression and provides a better understanding of the human experience. This course may require field trip(s). **Three lecture hours per week. Usually offered in spring semester.**
COLLEGE ADMINISTRATION

James F. LaCalle...........................................Interim President
Luba Chliwniak ........................................Vice President for Instruction
John L. Cox..............................................Vice President for Finance, Operations and Government Relations
Deborah Cruise ........................................Vice President for Student Development and Institutional Effectiveness
Wanda S. Hutchinson .......................Vice President for College and Community Relations
Judy A. Conway...............Interim Associate Vice President for Continuing Education and Training
Lynne A. LaCalle .........................Associate Vice President for Student Development and Institutional Effectiveness
Diane L. Resides .........................Associate Vice President for Student Development and Institutional Effectiveness
Gregory A. Deal .........................Assistant Vice President for Campus Operations
Lawrence K. Kelly ...........Assistant Vice President for Finance
Joy Hatch .......................Chief Information Technology Officer

Mary A. Leavens..........................Director for College and Alumni Development
D. Lynn Lee..............................Director for Financial Aid
Marlene Y. Lieb..........................Director for Business and Industry Training
Louis A. Marseilles..............Director for Technology
Susan M. Nicolaides ..........Director for Cultural Events and Performing Arts
Kaye K. Ramach...........Director for Community Education
Brandy A. Robertson ....Director for Tutoring, Service-Learning, and Disability Services
J. Thomas Robinson ..........Director for Ancillary Services
Dorothy T. Roller......................Director for Publications and Public Information
Judy H. Schaffer......................Director for Purchasing
J. Bonnie Sulzbach..........Director for Advising, Career, and Transfer Services
Christel T. Vonderscheer ......Associate Director for Library and Information Services
Deborah Wrobel......................Dean for Nursing, Allied Health & Sciences
FACULTY AND ADMINISTRATION

Sheila A. Allen  
Professor of Transitional Studies – Reading and Writing  
B.S., M.Ed., Indiana University

Austin K. Amegashie  
Associate Professor of Geography  
B.A., University of Liberia  
M.A., Ph.D., University of Florida

Carol Andersen  
Visiting Professor of Nursing  
B.S.N., Grand View College School of Nursing  
M.S.N., University of Iowa College of Nursing

Sabum Anyangwe  
Visiting Professor of Computer Information Systems  
B.S., M.A., Bowie State University

Janice Avery  
Visiting Professor of Mathematics  
B.S., Tuskegee Institute  
M.A., University of Georgia

Sheldon B. Avery  
Professor and Dean, Social Sciences  
B.A., Brooklyn College  
M.A., Ph.D., University of Oregon

Dorothy B. Baumeister  
Associate Professor of Computer Information Systems  
B.S., Towson University  
M.L.A., M.S., The Johns Hopkins University

Manolya Bayar  
Associate Professor of Psychology and Sociology  
B.S., M.A., City College of New York  
M.A., Fordham University

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<th>Institutional Affiliation 2</th>
<th>Institutional Affiliation 3</th>
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B.A., Emmanuel College

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M.S., University of Wisconsin
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The Foundation assists Harford Community College and the advancement of public higher education by broadening the base of support and communication with private donors and public agencies. Through friend raising, advocacy, and fundraising efforts, the Foundation sustains the College with financial and personal contributions for educational programs developed by the College community and approved by the Board of Trustees.

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The Harford Community College Foundation, Inc. (HCCF) is a not for profit (501)(c)(3) corporation. Its purpose is to receive and administer private gifts, bequests and donations to benefit Harford’s students and to enhance the quality of teaching and learning at the College. Gifts to the Foundation support programs and activities not funded through traditional sources.

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<td>Barbara Voshell</td>
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<td>Donna Youngberg, Chair</td>
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<td>Amy Young-Buckler</td>
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<td>Miguel Zambrano</td>
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<td>Jerame Zamostny</td>
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Caroline D. Gallaher, Esquire

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U.S. Department of the Army
APG

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Harford County Public Defender’s Office

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Fountain Green Elementary School
Harford County Public Schools

John J. Tobin
Forensic Science Lab
Maryland State Police

Harford County Public Schools
GLOSSARY

**Academic Advising**
Process to review and assess student progress and future plans regarding programs and courses of study at HCC or intentions to transfer. Usually based on current transcript, high school grades, assessment scores, interview and previous college study. Advising takes place all year, not just before graduation.

**Academic Calendar**
A calendar of events, due dates and deadlines pertaining to instruction, registration, examinations and holidays for each academic year.

**Academic Renewal**
Process of having up to 16 college level credits of D or F grades designated as non-applicable on one’s permanent record. The grades must have been received in courses five or more years prior to the request. Additionally, students must complete a minimum of 12 college level credits with a minimum 2.5 cumulative GPA since the last semester for which the renewal is requested.

**Academic Restriction**
An academic status which limits a student to no more than seven credits in a regular semester or in a summer session, whenever a minimum grade average has not been achieved. Advisor approval is required before registering for any course.

**Academic Skills Assessments**
Assessments in reading, English, math, and computer skills, which determine initial placement in entry level classes.

**Academic Suspension**
Suspension (for one semester – fall or spring) of students on academic restriction who fail to achieve a minimum grade point average. Approval is required before re-enrolling.

**Academic Warning**
Academic status for students who have completed from 0.5 to 6.5 credits at less than a 1.4 GPA. Advisor approval is required before registering for any course.

**Add (a course)**
Addition of a course to student schedule. A currently enrolled student may add a course at any time before the second meeting of a spring and fall semester 15-week course and before the first meeting of a special session course (10-week, 5-week, term 1, term 2, summer session, Weekend College).

**Advisor**
Member of the College staff trained to assist students with academic decisions. Academic advisors or faculty advisors provide academic advice.

**Articulation Agreement**
An official agreement between a high school, a community college, and/or a four-year institution which stipulates the transferability of specific courses and/or degrees.

**ARTSYS**
A computerized information program developed by the University System of Maryland through which students can check on the transferability of an HCC course at a Maryland Public Institution of Higher Education, see recommended transfer programs for a major, and compare how the transcript will be evaluated by other colleges.

**Associate Degree**
A degree consisting of at least 62 credits which includes General Education requirements, major courses and electives. HCC awards the following degrees: Associate of Arts, Associate of Sciences, Associate of Applied Sciences, and Associate of Arts in Teaching.

**Audit**
To register for and attend a course without receiving credit. Regular class attendance is expected, and normal tuition and fees apply. A symbol of K will appear on the student’s transcript.

**Baccalaureate/Bachelor's Degree**
An academic degree conferred by a college or university upon a person who has successfully completed all required courses, usually a program of study consisting of at least 120 credits.

**Canceled Course**
A course which will not be offered during the semester/term after being listed in the Schedule of Classes.

**Certificate**
A series of courses in a career area designed to teach specific skills.

**Closed Course**
A course that has the maximum number of students enrolled.

**Commencement**
The May graduation ceremony at which degrees or certificates are conferred for the academic year.

**Concentration**
The discipline or subject area in which the student chooses to focus his/her academic work in the General Studies degree.

**Corequisite**
A course which must be completed before or at the same time as another course.

**Course Reference Number (CRN)**
Numeric description for a section of a particular course.

**Credit**
A unit of measure used by colleges to count and record coursework completed by a student. Each credit is a unit of time, approximately 750 minutes.

**Curriculum (also called Program of Study)**
A series of courses in a particular field of study fulfilling requirements for a certificate or degree.

**Curriculum Check-Off Sheet**
An advising aid which enables a student to keep track of courses completed and those still needed to be completed in a program of study.

**Dean's List**
A list published at the end of the fall and spring semesters of students whose grade point averages (not including courses with 0 as the first digit) are 3.5 to 3.75.

**Degree Requirements**
The courses a student must complete to receive a degree.

**Diversity Course**
An approved 3-credit course which fulfills the College’s Diversity Graduation requirement for the Associate Degree.
Drop (a course)
Officially dropping from a class before the deadline published in the Schedule of Classes. A dropped course will not appear on the student's transcripts.

Education
Long term inquiry into broad or narrow fields of learning, usually associated with arts, sciences, research and application of ideas, concepts, ways of knowing, advancing society and perpetual intellectual development.

Faculty Advisor
Faculty members who help students with specific class information, job market trends and career options within the major.

Fees
The amount charged to cover special course costs, including laboratory, special equipment and related materials.

Freshman
A student who has successfully completed 27.5 or fewer credits applicable to a degree.

Full-Time Student
A student enrolled in 12 or more credits during a semester.

General Education Elective
A course selected from the approved General Education core (GB, GB, GI, GL, GM and GS).

General Elective
Any 100 or 200 level course.

Grade Point Average (GPA)
A measure of a student's academic achievement for a semester, computed by dividing the sum of quality points by the total GPA hours.

Laboratory Science
A science course with a laboratory experience which fulfills degree requirements.

Late Registration Fee
An additional fee assessed if initial registration is completed on or after the first day of classes.

Non-Registrants
Individuals who are not registered for any classes by the first day of the semester, term, or session. These students may register up to the start time of any class.

Part-Time Student
A student registered for less than 12 credits a semester.

Plagiarism
Representing the work of another as one's own.

Prerequisite
A course which must be completed before enrolling in a more advanced course.

President's List
A list published at the end of the fall and spring semesters of students whose grade point averages are 3.76 or higher.

Registration
The process by which students officially enroll in their courses. This includes the assessment and collection of tuition and fees.

Schedule Change
Change to a student's class schedule caused by the student or the College. This change may be a course add or drop, or a change in class meeting time. Schedule adjustments must be processed in the Office of Registration and Records.

Semester
A period of 15 weeks of instruction offered during fall or spring.

Sophomore
A student who has successfully completed a minimum of 28 credit hours applicable to a degree.

Term
A shortened period of instruction, usually 5, 7, 8, or 10 weeks.

TF Grade
Used to code an F grade when transferred credit is used to satisfy the course requirement. The F grade no longer affects the student's GPA.

Training
Short term, skill specific applications usually associated with job or career assignments.

Transcript
A copy of a student's academic history. An official transcript in a sealed envelope must bear the institution's seal, date and an appropriate signature. A transcript not meeting these requirements is considered unofficial and is not used as part of a student's permanent record.

Transfer Guide
A list of HCC courses that will be accepted for transfer credit by a specific college or university. Transfer guides are different for each major at each institution.

Transitional Studies Courses
Courses required for students who demonstrate on the Academic Skills Assessment the need to improve in a basic skill. The basic skills include reading, writing, and mathematics. These courses do not bear college credit, but count toward full-time student status and financial aid eligibility. Transitional studies courses allow students the opportunity to attain the basic skills and attitudes needed to perform successfully in college-level courses.

Tuition
The amount of money charged for each credit for which a student registers. Tuition is established by the College's Board of Trustees.

Wait List
The process by which a student is placed on a wait list for a course section. Should an opening occur, the student is automatically registered.

Withdrawal
To officially withdraw from a course or courses before the deadline published in the schedule of classes. A symbol of W will appear on the student's transcript.
**TELEPHONE DIRECTORY**

410-836-4000 • 410-879-8920

All extensions may be reached from an on-campus phone by dialing the 3-digit extension number, or from an off-campus phone by dialing 410-836-4 followed by the 3-digit extension number. Numbers with 4 digits can only be accessed by dialing 410-836-4000 and asking for the extension, or 410-879-8920 and following the prompts.

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Application for Enrollment

(Required for Credit Courses Only)

1. Semester and Year to Begin Classes

☐ Fall  ☐ Spring  ☐ Summer  Year________

2. SSN/ID#

_________________________ – _______________ – ________________

3. Legal Name

Last ___________________________ First ___________________________ Middle Name ___________________________

4. Address

House/Apt. # and Street________________________________________

City ___________________________ State __________ Zip ____________

5. County of Residence

________________________________________

6. Military Status (if applicable check one)

☐ Active Duty  ☐ Family of Active Duty Member

7. Home Phone

________________________________________

8. Other:    ☐ Cell    ☐ Pager    ☐ Business

9. Home Email Address

________________________________________

Business Email Address

________________________________________

10. In Case of Emergency, Contact:

Name________________________________________ Emergency Phone________________________________

11. Gender (check one)

☐ Female  ☐ Male

12. Birth Date

Month ______ Day ______ Year ______

13. Citizenship (check as appropriate)

☐ US Citizen  ☐ Non US Citizen Specify Status/Visa Type____________________________

Country of Citizenship____________________________

14. Racial/Ethnic Background (check one)

☐ Caucasian 01  ☐ Hispanic 03  ☐ Native American/Alaskan Native 05

☐ African-American 02  ☐ Asian/Pacific Islander 04  ☐ Other 06

15. High School Attended (circle one)

210000 Aberdeen  210998 Harford Christian  210865 North Harford

210230 Bel Air  210231 Harford Technical  219100 Other MD High School*

210234 C. Milton Wright  210635 Havre de Grace  219200 MD GED

210497 Edgewood  210233 John Carroll  219300 Out of State/Country High School

210523 Fallston  210673 Joppatowne  219400 Out of State GED

219501 Home Schooled

* If other MD high school selected, specify school name: __________________________

16. Date of HS or GED Graduation

(or expected HS or GED graduation)

Month ______ Year ______

17. List Any Other College or University Attended

Name of Institution Attended (start with last institution attended) State of Institution and Year Degree Earned

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________
### Educational Background

18. **Academic Intent**
- [ ] Taking Courses—Not working toward a degree, certificate or transfer (Program Code 0000)
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- [ ] Associate Degree (Select program code – See below)
- [ ] Certificate (Select program code – See below)

19. **Admit Type**
- [ ] New (First time college student)
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#### Program Codes

**BEHAVIORAL AND SOCIAL SCIENCES**
- CDCN: Chemical Dependency Counseling (AAS)
- CJUS: Criminal Justice (AA)
- GLC: Global Studies Certificate
- HIST: History (AA)
- LSCJ: Legal Studies–Criminal Justice (AAS)
- LSPL: Legal Studies–Paralegal (AAS)
- LSPG: Legal Studies–Paralegal Certificate
- MHHS: Mental Health–Human Services (AAS)+
- PS: Political Science (AA)
- PSY: Psychology (AA)
- SOC: Sociology (AA)

**EDUCATIONAL STUDIES**
- ECE: Early Childhood Education (AAS)
- TES: Teacher Education Secondary (AA)
- TSC: Teacher Education Secondary Certificate
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- TEL: Teacher Education Elementary (AAT)

**GENERAL AND UNDECLARED STUDIES**
- GS: General Studies (AA)
- GSU: General Studies Undecided (AA)
- TPS: Technical/Professional Studies (AAS)**

**HUMANITIES**
- ENG: English (AA)
- PHIL: Philosophy (AA)

**NURSING AND ALLIED HEALTH**
- ELND: Electroneurodiagnostic Technology (AAS)**
- HSTT: Histotechnology (AAS)**
- MOAC: Medical Office Assistant Certificate**
- MST: Massage Therapy (AAS)+
- NURP: Nursing (A*)

**SCIENCE AND MATHEMATICS**
- BIO: Biology (AS)
- CHEM: Chemistry (AS)
- ENGR: Engineering (AS)
- ENV: Environmental Science (AS)
- EVTC: Environmental Technology Certificate
- ENVT: Environmental Technology (AAS)
- HORT: Horticulture (AAS)+
- MATH: Mathematics (AS)
- PHYS: Physics (AS)
- SLT: Science Laboratory Technology (AAS)**

**TECHNOLOGY**
- CADD: Computer Aided Drafting and Design (AAS)
- HPM: High Performance Manufacturing (AAS)**
- HPMC: HPM–Production Mgmt. Certificate**

**VISUAL, PERFORMING AND APPLIED ARTS**
- ART: Fine Arts (AA)
- BPR: Bldg. Preservation and Restoration (AAS)**
- ID: Interior Design (AAS)
- IDC: Interior Decorating Certificate
- MCAD: Mass Communications–Advertising Sales Promotion (AAS)
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- MCAC: Mass Communications–Advertising Sales Promotion Certificate
- MCBC: Mass Communications–Production/Announcing in the Electronic Media Certificate
- MUS: Music (AA)
- PHOT: Photography (AA)
- PHOC: Photography Certificate
- VCCM: Visual Communications Comprehensive (AAS)
- VCDM: Visual Communications Digital Media (AAS)
- VCFC: Visual Communications Foundations Certificate
- VCDC: Visual Communications Digital Media Certificate

**UNDECLARED**
- 0000: Undeclared—Only taking courses

* Health Manpower Shortage Program
** Statewide Program
+ Articulated program with another community college

### Educational Level at Time of HCC Enrollment

- [ ] Do Not Hold HS Diploma or GED (NO)
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20. **Educational Level at Time of HCC Enrollment** (check one)

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By applying to Harford Community College, I accept and agree to abide by the policies and regulations of HCC. I understand that violation of these regulations may subject me to penalties and sanctions. I certify that the information on this application form is accurate and complete. Failure to provide accurate information may be just cause for dismissal from the College.

**STUDENT SIGNATURE** ____________________________  **DATE** ____________________________

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**INIT.** ____________________________  **DATE** ____________________________
Application for Enrollment
(Required for Credit Courses Only)

1. Semester and Year to Begin Classes
   - Fall
   - Spring
   - Summer
   Year _______

2. SSN/ID#
   ___________________ – ___________________ – ___________________

3. Legal Name
   Last
   First
   Middle Name

4. Address
   House/Apt. # and Street
   City
   State
   Zip

5. County of Residence

6. Military Status (if applicable check one)
   - Active Duty
   - Family of Active Duty Member

7. Home Phone

8. Other:
   - Cell
   - Pager
   - Business

9. Home Email Address
   Business Email Address

10. In Case of Emergency, Contact:
    Name ____________________________ Emergency Phone ____________________________

PERSONAL INFORMATION

11. Gender (check one)
   - Female
   - Male

12. Birth Date
    Month _______ Day _______ Year _______

13. Citizenship (check as appropriate)
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   - Non US Citizen
   Specify Status/Visa Type ____________________________
   Country of Citizenship ____________________________

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- Medical Office Assistant Certificate
- Interior Decorating Certificate
- HPM–Industrial Maint. Mgmt. Certificate (May not be selected by VA and Financial Aid recipients)
- HPM–Production Mgmt. Certificate
- Mental Health–Human Services (AAS+)
- Legal Studies–Paralegal Certificate
- Teacher Education Elementary (AA)
- Interior Design (AAS)
- Visual Communications Digital Media (AAS)
- Computer Information Systems UNIX
- Business Management–Office Assistant Certificate
- Business Management–Retail Management (AAS)
- Business Management–Service (AAS)
- Business Administration (AS)
- Business Administration (AA)
- Business Management (AAS)
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- Business Management–Retail
- Business Management–Service (AAS)
- Computer Information Systems (AAS)
- Computer Information Systems Programming Certificate
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