HARFORD COMMUNITY COLLEGE
2007-2008

Consider Harford First
Information in this catalog applies to the 2007-2008 academic year. The publication is designed to provide accurate information about Harford Community College at the time of publication. It is not an irrevocable contract between the student and Harford Community College. 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.
Standing from left: H. McComas, B. Kelly, R. Streett, D. Wright, B. Stover
Seated: J. Sawyer, S. Mull, B. Barnes

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James F. LaCalle, Ed.D.
President/Secretary-Treasurer
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* 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 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 220-222 of this Catalog.

In order to ensure quality programs of instruction, the College may add or revise programs during the academic year. As a result, these additions or revisions may occur after the catalog printing and will not appear in this catalog. Please refer to the College's web site at www.harford.edu for the most up-to-date information or visit the Welcome Center in the Student Center.
Message From The President

Dear Students, Colleagues and Friends,

Harford Community College has seen many changes and much growth since it began as Harford Junior College in 1957 when it was founded as part of the state’s vision to bring higher education closer to all Maryland residents. In 2007, we look forward to celebrating our 50th Anniversary and have planned a series of special events to highlight this milestone.

The College continues to impress upon high school students and others interested in attending college that they should consider HCC as a first choice for their education. Harford’s faculty is superb, made up of full-time and adjunct professors who specialize in teaching and who bring real-world experience into their classrooms. Students don’t have to leave Harford County to pursue their educational goals. HCC offers more than 70 credit degree and certificate programs of study in addition to hundreds of noncredit courses.

The College takes pride in maintaining a beautiful and modern campus and is committed to updating facilities, equipment and technology. An exciting project that was completed last year was making the main campus completely wireless for Internet access.

Our tuition is very reasonable thanks to financial support from the State of Maryland and Harford County government. This support allows a student to pay only about one-third of the cost for a year’s education at the College. We offer a great education at an affordable price.

I encourage you to “Consider Harford First!”

Cordially,

James F. LaCalle, Ed.D.
President
General Information
# Academic Calendar 2007-2008

## August 2007
- 1  Deadline for December 2007 Graduation Application
- 3  Summer Sessions End

## September 2007
- 3  College Closed
- 4  Fall Semester Begins

## November 2007
- 21  No Classes – College Open
- 22  College Closed (November 22-23); Library Open (November 24-25)

## December 2007
- 3  Deadline for May 2008 Graduation Application
- 11  Fall Final Exams Begin (December 11-17)
- 17  Fall Semester Ends
- 22  College Closed (December 22-January 1)

## January 2008
- 2  College Re-Opens
- 21  College Closed
- 22  Spring Semester Begins

## March 2008
- 16  College Closed (March 16-23)

## May 2008
- 1  Deadline for August 2008 Graduation Application
- 5  Spring Final Exams Begin (May 5-10)
- 10  Spring Semester Ends
- 17  Annual Commencement Ceremony
- 26  College Closed
- 27  Summer Sessions Begin

## July 2008
- 4  College Closed

## August 2008
- 1  Deadline for December 2008 Graduation Application
- 1  Summer Sessions End

## Calendar

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Date labels:
- **Important Date**
- **College Open - No Classes**
- **College Closed**
- **College Closed; Library Open**
**Harford Community College** . . . founded in 1957 as a public community college, occupies 332 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 *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 their 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 ADVISORY COUNCIL

The Harford Community College Advisory Council addresses issues and makes recommendations to the President or appropriate vice president, being mindful of what is best for the institution and students, not focusing on the interests of a specific constituent group or other special interest.

In order to maintain a responsive and flexible, yet reliable and dependable, form of shared governance, the CAC will have as few standing committees as possible. Instead, it will form task forces as needed to deal with specific issues and disband them when their work is completed. The President must approve the formation of standing committees, but the CAC may form task forces as needed, in collaboration with the appropriate vice president.

The CAC and any of its standing committees or task forces will work collaboratively with the appropriate vice president(s) or other appropriate employees, depending on the issue being considered, in developing recommendations to be sent to the President. It is understood that these recommendations are just that, recommendations. The President will consider them in an open and unbiased manner, along with the recommendations of his/her senior staff. As needed, open forums of all College employees, coordinated through the CAC and appropriate vice president, may be called for broader input and discussion. The President will make decisions based on what he/she believes to be best for the institution and with direction from the Board of Trustees.
The Council, which represents administrators, faculty, staff, and students, is composed of nine members and one alternate from each constituent group. Members of the College Advisory Council include Cathy Boston (Co-Chair), Chris Heard (Co-Chair), Greg Deal, Lynn Lee, Laura Fox, Brandy Naughton, Steve Garey, Carmen Rivera, Tina Zimmerman, and Gene Popioleck. Alternatives are Nancy Dysard, Charolette Leake/Pat Cecala and Sara Gehring.

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 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. The department also provides contract training for government, business and industry.

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

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

HIGHER EDUCATION AND CONFERENCE CENTER

The Higher Education and Conference Center provides expanded higher education access to the citizens of northeastern Maryland. The Center is located on the HEAT campus at the juncture of I-95 and Route 22.

State-approved 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.

The Center’s 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 partner institutions that collect all tuition and fees and confer all degrees.


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. 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 2003 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. For more detailed behavioral expectations, see pages 8-14, “Code for Student Rights, Responsibilities, and Conduct.”

**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).

**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 Director for Human Resources at 410-836-4129.

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 Director for Human Resources at 410-836-4129. 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, personal vehicles, and parking lots (at least 30 feet from buildings). 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. The college’s Employee Assistance Program also offers smoking cessation programs free of charge for employees. Contact Human Resources at 410-836-4415.

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. The college’s Employee Assistance Program also offers smoking cessation programs free of charge for employees. Contact Human Resources at 410-836-4415.

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
In compliance with the Drug Free Workplace Act of 1988, the Drug Free Schools and Communities Act of 1986 and 1989, and the State of Maryland Executive Order 01.01, 1989 - Drug and Alcohol Free Workplace, HCC’s “Drug Free Workplace Policy,” the “Drug Use and Alcohol Abuse Prevention Policy,” and a “Drug-Free Campus Guide” are available to all from the College Life and Wellness Office.

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 to 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 non-credit 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.

J. The term “Charging Party” shall mean the Associate Vice President for Student Development (AVPSD) or his or her designee.

K. The term “Respondent” shall mean a student, former student, or applicant charged with a student conduct violation that has been referred to the Student Conduct Review Board.

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 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.

I. All students are subject to the Code of Student Conduct. Individuals who are not currently enrolled at the College remain subject to the Code of Conduct and the disciplinary and review process for misconduct that occurred during any period of enrollment, for misconduct that occurred during a period between any consecutive semesters, terms, or summer sessions for which they are enrolled, or for misconduct that occurred during the time after admission to the College but prior to first enrollment, and for statements, acts or omissions related to application for enrollment.

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 card or failure to furnish said identification upon the request of a College official. Failure of future students or visitors to possess photo identification or failure to furnish 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, and 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 wrongful, 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 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. Conduct Issues

VI. Procedures in Disciplinary Proceedings

Interim Suspension

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. The AVPSD shall impose minor sanctions such and will also notify the student of the minor sanctions in writing. Minor sanctions may be appealed in writing 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 – If after an investigation the AVPSD, based on reasonably reliable information, believes the student may have violated one or more provisions of the Code of Conduct, the AVPSD shall issue written notice to the student briefly describing the charges and scheduling an Administrative Conference. With at least two (2) working days prior notice to the student, the AVPSD shall conduct an Administrative Conference with the student and determine 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.

B. Conduct Issues

1. Disruptive Behavior During Instructional Time.

An instructor has the prerogative to suspend a student from the instructional setting for one instructional session when in the instructor’s judgment such action is warranted in the best and immediate interest of instruction. If the student refuses to leave the instructional setting, Campus Security will be notified. If the student does not comply with Campus Security, law enforcement authorities may be notified. The instructor will notify the Division supervisor, with a copy to the AVPSD for record keeping purposes, of the disruptive behavior in writing within twenty-four hours of the incident and will discuss the suspension with the Division supervisor as soon as possible after the action occurs in an attempt to resolve the issue prior to the next instructional session. If warranted the Division supervisor may assign the student to another section of the course or provide another instructional format.

If the instructor and the Division supervisor concur that the student should not be permitted to continue participating with the instructional activity, the Division supervisor will notify the AVPSD in writing of this recommendation and the instructor will complete and submit a written incident report to the AVPSD. The AVPSD will notify the student and proceed with a Student Code violation complaint against the student. The faculty member and Division supervisor will cooperate with the AVPSD who will conduct an administrative conference as described below to reach resolution. The AVPSD will notify the student of the sanction in writing, with a copy to the Division supervisor.

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 – If after an investigation the AVPSD, based on reasonably reliable information, believes the student may have violated one or more provisions of the Code of Conduct, the AVPSD shall issue written notice to the student briefly describing the charges and scheduling an Administrative Conference. With at least two (2) working days prior notice to the student, the AVPSD shall conduct an Administrative Conference with the student and determine 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.
INSTITUTIONAL PROFILE

General Information

D. Violation of Law and College Discipline

1. The College reserves the right to restrict the presence of and/or expel any person who may present a threat to any student or any person who is listed on the National or Maryland Department of Public Safety and Correctional Services Sex Offender Registry or with the Harford County Child Advocacy Unit.

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 or disclose records of disciplinary proceedings to parents or legal guardians of dependent students for any Code of Conduct violation.

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.

C. Discrimination or Harassment

If an allegation poses possible discrimination or harassment issues, the AVPSD will inform and involve the Director for Human Resources.

D. Violation of Law and College Discipline

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 chosen from and by the College Assembly membership. 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. The AVPSD shall act as the Charging Party to present the case to the SCRB. The AVPSD may appoint a staff member or a student to act as his or her designee in the matter.

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. Where a Respondent has been charged with multiple violations arising out of a single occurrence or a series of related offenses, a single hearing may be held on all violations. A Respondent may request a consolidated hearing of multiple violations of an unrelated nature. Where more than one Respondent is charged with a violation arising out of a single occurrence or out of connected multiple occurrences, or the same operative facts, a single hearing may be held for all Respondents charged. Such Respondents may request that their case be consolidated with others, or separated from others. The Charging Party shall have the opportunity to respond to any such requests, and the Chairperson of the SCRB shall make determinations regarding consolidation or separation.

E. The Respondent shall have a right to reasonable access to the hearing file maintained by the Charging Party with respect to the complaint. During normal operating hours, the Respondent is permitted to review the complaint and any related documents to be presented at the hearing. If the Respondent wishes to provide access to the file to other persons, the Respondent must make the request in writing as required by FERPA. Some materials may not be disclosed to the Respondent or otherwise available for his or her review, including personal notes or statements of College staff members or complainants.
F. 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. The Charging Party and the Respondent have the right to be assisted by an advisor who may come from within or outside of the College.

G. Both the Charging Party and the Respondent are responsible for presenting his or her own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing before the SCRB.

H. The Charging Party, the Respondent, and the SCRB shall have the privilege of presenting witnesses. Production of records and other exhibits may be required. Prospective witnesses, other than the complainant or Respondent, may be excluded from the hearing during testimony.

I. There shall be a single verbatim record, (tape recording), of all hearings before the SCRB. The record shall be the property of the College and will be maintained in accordance with FERPA guidelines, as is applicable.

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

K. After the hearing, the SCRB shall determine (by majority vote) whether the Respondent has violated each section of the Student Code that the Respondent 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. Once the SCRB determines whether the Respondent violated each section of the Student Code he/she is charged with violating, the SCRB will (by majority vote) choose one of the four 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 shall be submitted in writing to the Charging Party and the Respondent within ten (10) working days from the conclusion of the hearing.

L. 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.

M. 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 date of notice 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 three following actions: (1) uphold, (2) revise, or (3) dismiss, the sanction imposed by the SCRB. The decision of the Vice President shall be final.

N. Although SCRB proceedings are considered confidential, federal and State law permits, in some circumstances, the release of SCRB records. The decision and records of the SCRB may be disclosed to the parents or legal guardians of dependent students. In addition, the decision and records of the SCRB may be disclosed to the parents or legal guardians of any student under the age of 21 if the conduct violation involves possession or use of alcohol or a controlled substance. Finally, if the conduct violation involves any crime of violence, the decision of the SCRB may be disclosed to the victim(s) of such crime or offense. The terms used herein shall be interpreted and applied as is consistent with FERPA.

Hearing Procedures

A. The Chairperson of the SCRB shall conduct the hearing, make evidentiary rulings to ascertain that the Respondent has been duly notified of the charges, and that the parties are prepared to proceed. The Chairperson shall also administer an appropriate oath of honesty to all persons expected to be testifying at the hearing.

B. The Charging Party shall proceed first, and may present witnesses and/or other relevant evidence in support of the charge. The Respondent shall have the right to respond and to question any witnesses presented on behalf of the Charging Party; the Charging Party has the right to rebuttal.

C. After the Charging Party has concluded presenting his or her case, the Respondent shall then have the right to testify on behalf of him or herself and shall have the right to present witnesses and other evidence. The Charging Party shall have the right to respond and to question any witnesses presented on behalf of the Respondent; the Respondent shall have the right to rebuttal.

D. The hearings shall be conducted in accordance with the basic principles of due process afforded in administrative hearings. Only relevant testimony and evidence shall be admissible. Hearsay and circumstantial evidence are admissible. The SCRB will determine relevancy and admissibility of evidence and witnesses. Written statements or affidavits shall not be admitted into evidence unless signed under oath and witnessed by a College staff member.

E. The SCRB shall have the right to summon witnesses and may seek disciplinary enforcement if a witness refuses to attend or testify. Should the SCRB conclude that a fair hearing cannot proceed without the testimony of a particular witness, and, after good faith attempts are made, the witness fails to appear, the hearing may be postponed until the witness is able to appear.

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:

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

The burden of proof will rest upon the Charging Party (the AVPSD, or his or her designee), and a determination by the SCRB shall be made on the basis of whether it is more likely than not that the Respondent violated the Student Code as charged. 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.
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 affected 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.

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 composition, 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.
ACADEMIC INFORMATION

HONORS PROGRAM
The Honors Program is a selective program open to students who meet admissions requirements. To be eligible, new students must be eligible to enroll in college-level English and reading courses and must possess a minimum high school GPA of 3.2, or be recommended by a dean or Honors faculty. Current or transfer students must be eligible to enroll in college-level English and reading courses and must possess a minimum GPA of 3.2 in nine credits of college-level courses, or be recommended by a dean or Honors faculty member. Once admitted, students may select Honors courses along with courses unique to their degree programs. In order to be accepted into the program, eligible students must submit a program application to the Registration and Records Office. Once accepted, students must maintain a cumulative GPA of no less than 3.0 in Honors courses.

Students who successfully complete nine credits of Honors coursework with a 3.0 GPA will receive the “Honors” designation on their academic transcripts and be recognized at graduation. See the schedule of credit classes for the course listing.

DISTANCE LEARNING
The college currently offers approximately 70 courses and three degree programs online: General Studies, Business Administration and Computer Information Systems. As a member of Maryland Online (MOL), the college participates in course sharing with other Community Colleges in Maryland, providing students the opportunity to take classes throughout the state without leaving Harford County. A listing of all online courses offered can be found in the schedule of classes and online at http://www.harford.edu/online.

COMPRESSED COURSES
Compressed courses are offered over a shorter period of time than the traditional 15-week semester. They are designed for students with busy lives and are scheduled for 5 to 10 weeks (Special Sessions, Term 1 and 2, and Summer Sessions) or on weekends. These shorter format classes (most are 7 to 8 weeks in length) offer the same quality and content as full semester courses, but the same number of instructional hours as a 15-week semester are compressed into a 5, 7 or 10-week term.

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 compressed 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 TRANSCRIPT NOTATIONS**

Courses meeting HCC General Education requirements are automatically noted on the Harford Community College student transcript. The notation, “General Education Program Met” is automatically placed on associate degree graduates’ transcripts. Students who have completed the General Education program requirements but have not graduated can request this notation be placed on their transcript by completing a General Education Program Completion Form in the Registration and Records Office.

**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:

- **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

Only courses listed on the following pages satisfy requirements identified by the General Education course codes.

**GENERAL EDUCATION AA, AS, AND AAT DEGREE 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, 30-36 credits must fulfill the College’s General Education core requirements. The approved General Education courses appear on the following pages. The distribution of the 30-36 General Education credits must meet the following specifications:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Description</th>
<th>Credits</th>
<th>Req’d</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>6B</strong></td>
<td>Behavioral/Social Science</td>
<td></td>
<td>6</td>
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<tr>
<td></td>
<td>Students must complete:</td>
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<tr>
<td></td>
<td>• two courses in two different subjects as defined by</td>
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<td></td>
<td>the course alpha prefix, e.g., SOC, PSY, HIST, etc.,</td>
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<td></td>
<td>• courses that meet the additional requirements</td>
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<td>specified by their particular program of study.</td>
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<tr>
<td><strong>6E</strong></td>
<td>ENG 101 — English Composition</td>
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<td>3</td>
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<td></td>
<td>Students must complete this within the first 17</td>
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<td>credit hours of study.</td>
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<tr>
<td><strong>6H</strong></td>
<td>Arts/Humanities</td>
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<td>6</td>
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<tr>
<td></td>
<td>Students must complete:</td>
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<td></td>
<td>• two courses in two different subjects as defined by</td>
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<td></td>
<td>the course alpha prefix, e.g. ART, ENG, PHIL, etc.,</td>
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<td></td>
<td>• courses that meet the additional requirements</td>
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<td>specified by their particular program of study.</td>
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<tr>
<td><strong>6L</strong></td>
<td>Biological/Physical Laboratory Science</td>
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<td>7-8</td>
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<td></td>
<td>Students must complete:</td>
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<td></td>
<td>• one 4-credit science laboratory course Less</td>
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<td>and</td>
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<td>• one 3-credit science lab course or one 4-credit</td>
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<td>science lab course that meets the additional</td>
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<td>requirements specified by their particular program</td>
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<td>of study.</td>
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<td><strong>6M</strong></td>
<td>Mathematics</td>
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<td>3-4</td>
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<td>Students must complete one 3-4 credit mathematics</td>
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<td>course that meets the additional requirements</td>
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<td></td>
<td>specified by their particular program of study.</td>
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<tr>
<td><strong>6S</strong></td>
<td>Biological/Physical Science</td>
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<td>5-9</td>
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<td>Students may choose, according to the requirements</td>
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<td></td>
<td>specified by their particular program of study, any</td>
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<tr>
<td></td>
<td>course(s) from <strong>6B</strong> <strong>6H</strong> <strong>6I</strong> <strong>6L</strong> <strong>6M</strong> or</td>
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<td><strong>6S</strong> on the approved General Education course list</td>
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<td>to meet this requirement. A maximum of 8 credits from</td>
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<td><strong>6I</strong> Interdisciplinary and Emerging Issues may be</td>
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<td>used to fulfill General Education Elective credit.</td>
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</table>

Total 30 - 36 credits
GENERAL EDUCATION AAS DEGREE 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 the following pages of this catalog. The distribution of the 20+ General Education core credits must include at least one course from each of the following categories: [6B] [6E] [6H] [6L] and [6M]. 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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Code</th>
<th>Description</th>
<th>Credits</th>
<th>Req’d</th>
</tr>
</thead>
<tbody>
<tr>
<td>[6B]</td>
<td>Behavioral/Social Science</td>
<td>Students must complete 3 credits according to the specific requirements of their program of study.</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>[6E]</td>
<td>ENG 101 - English Composition</td>
<td>This requirement must be completed by all students within the first 17 credit hours of study.</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>[6H]</td>
<td>Arts/Humanities</td>
<td>Students must complete one 3-credit course according to the specific requirements of their program of study.</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>[6L]</td>
<td>Biological/Physical Laboratory Science</td>
<td>Students must complete one 4-credit course according to the specific requirements of their program of study.</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>[6M]</td>
<td>Mathematics</td>
<td>Students must complete one 3-4 credit course according to the specific requirements of their program of study.</td>
<td>3-4</td>
<td>3-4</td>
</tr>
</tbody>
</table>

General Education Electives

Students may choose, according to the requirements specified by their particular program of study, any courses from [6B] [6E] [6H] [6L] [6M] or [6S] on the approved General Education course list to meet this requirement. A maximum of 8 credits from [6H] Inter-disciplinary and Emerging Issues may be used to fulfill General Education Elective credit.

Total 20 - 36 credits

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.

[6B] 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
- ANTH 102 Introduction to Cultural Anthropology
- ECON 101 Macroeconomics
- ECON 102 Microeconomics
- ECON 105 United States Economic History
- ECON 106 Consumer Economics and Personal Finance
- ECON 107 Introduction to Economics
- GEOG 101 Physical Geography
- GEOG 102 Human Geography
- GEOG 103 World 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 112 History of Science from Plato to NATO
- HIST 202 The Twentieth Century World
- HIST 207 African-American History
- HIST 208 American Ethnic History
- PL 101 Introduction to Law
- PS 101 American National Government
- PS 102 State and Local Government
- PS 106 Introduction to Law
- PS 201 Introduction to International Relations
- PSY 101 General Psychology
- PSY 102 Human Development Across the Life Span
- PSY 205 Psychology of Women
- PSY 209 Social Psychology
- SOC 101 Introduction to Sociology
- SOC 102 Social Problems
- SOC 201 Marriage and the Family

* 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.

Denotes Diversity Course.

For more information see section entitled Diversity Course Graduation Requirement in this catalog.
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: 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
RELG 207 Literature and Religious Thought of the Old Testament 3
RELG 208 Literature and Religious Thought of the New Testament 3
RELG 210 Comparative Religion ..........................3
SPAN 203 Survey of Spanish Literature I ............3
SPAN 204 Survey of Spanish Literature II ..........3
THEA 101 Introduction to Theatre .......................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.

INTERDISCIPLINARY AND EMERGING ISSUES ELECTIVES

ART 108 Introduction to Digital Media ..................3
BA 101 Introduction to Business .......................3
CIS 102 Introduction to Information Sciences ..........3
CMST 101 Speech Fundamentals .........................3
CMST 105 Interpersonal Communication ................
CMST 106 Contemporary Health Issues ...............3
HLTH 101 Wellness Theory and Applications ..........3
HLTH 102 Environmental Health .......................3
HLTH 103 Contemporary Health Issues ...............3
IDS 101 Introduction to Leadership .....................3
IDS 201 Peace and Conflict: An Interdisciplinary Look 3

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 107 General Zoology ................................4
BIO 108 Human Body in Health & Disease ...........3
BIO 110 Introduction to Plant Science .................4
BIO 116 Human Body in Health & Disease Lab ........1
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 III .......................4
ES 105 Earth Science* .....................................3
ES 106 Earth Science Laboratory* .....................1
SCI 103 Physical Science I ................................3
SCI 106 Physical Science Course Observations and Investigations: Matter* ........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 BIO 108 and 116, or SCI 105 and 106, or SCI 107 and 108, or ES 105 and 106 must be completed.

MATHEMATICS ELECTIVES

MATH 101 College Algebra ................................3
MATH 102 Contemporary Mathematics .................3
MATH 103 Trigonometry ..................................3
MATH 109 Precalculus Mathematics ....................3
MATH 111 Introduction to Finite Mathematics ........3
MATH 203 Calculus I ......................................3
MATH 204 Calculus II ....................................4
MATH 211 Elements of Geometry .........................4
MATH 216 Introduction to Statistics ....................4

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
OTHER ELECTIVE OPTIONS

In addition, various curricula provide the opportunity for students to select elective courses from a broader range of disciplines than those listed under the General Education core requirements on pages 17-19.

Behavioral/Social Science Elective - Any course in anthropology, criminal justice, economics, geography, history, paralegal studies, political science, psychology, and sociology.

Humanities Elective - Any course in art, communication studies, drama, English, foreign languages, mass communications, music, philosophy, photography, religion, theatre, and visual and performing arts.

Biological/Physical Sciences Elective - Any course in astronomy, biology, chemistry, earth science, environmental studies, forensic science, physical science, and physics.

General Elective - Any 100 or 200 level course in any discipline.

DIVERSITY COURSE GRADUATION REQUIREMENT

To be eligible for an associate degree, new and readmitted students must complete one 3-credit diversity course. Approved Diversity Courses are denoted with a ☰ 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.

DIVERSITY APPROVED COURSE LIST

ANTH 101 Introduction to Physical Anthropology & Archaeology ☰
ANTH 102 Introduction to Cultural Anthropology & Archaeology ☰
ART 201 Survey of Art History I ☰
ART 202 Survey of Art History II ☰
CMST 105 Interpersonal Communication ☰
DRAMA 203 Survey of World Drama ☰
DRAMA 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 American Literature: Colonial Through the Civil War ☰
ENG 206 American Literature: Late 19th and 20th Centuries ☰
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 ☰
PSY 210 Comparative Religion ☰
SOC 101 Intro to Sociology ☰
SOC 102 Social Problems ☰
SOC 201 Marriage and the Family ☰

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 133 Aqua Yoga (1)
PE 136 Fitness Maintenance I (1)
PE 137 Fitness Maintenance II (1)
PE 138 Jogging (1)
PE 169 Aerobic Swimming (1)
PE 171 Aqua Run I (1)
PE 228 Weight Training (1)
PE 229 Advanced Weight Training (1)
PE 230 Fitness Walking (1)

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.

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 Institutions of Higher Education

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

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

.02 Definitions.
A. In this chapter, the following terms have the meanings indicated.
B. Terms defined.
   (1) “A.A. degree” means the Associate of Arts degree.
   (2) “A.A.S. degree” means the Associate of Applied Sciences degree.
   (3) “Arts” means courses that examine aesthetics and the development of the aesthetic form and explore the relationship between theory and practice. Courses in this area may include fine arts, performing and studio arts, appreciation of the arts, and history of the arts.
   (4) “A.S. degree” means the Associate of Sciences degree.
“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.

“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.02.02.16D(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. Not withstanding §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 according to the distribution as designated by the receiving institution. Except as provided in Regulation .03M of this chapter, the total general education credits for baccalaureate degree-granting public receiving institutions may not exceed 46 semester hours.

H. Student Responsibilities. A student is held:

(1) Accountable for the loss of credits that:
   (a) Result from changes in the student’s selection of the major program of study
   (b) Were earned for remedial course work, or
   (c) Exceed the total course credits accepted in transfer as allowed by this chapter; and

(2) Responsible for meeting all requirements of the academic program of the receiving institution.

.05 Transfer of 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;
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 mid-semester of the transfer student's first semester, if all official transcripts have been received at least 15 working days before mid-semester.
(2) If transcripts are submitted after 15 working days before mid-semester of a student's first semester, the receiving institution shall inform the student of credit denied within 20 working days of receipt of the official transcript.

B. A student believing that the receiving institution has denied the student transfer credits in violation of this chapter may initiate an appeal by contacting the receiving institution's transfer coordinator or other responsible official of the receiving institution within 20 working days of receiving notice of the denial of credit.

C. Response by Receiving Institution.
(1) A receiving institution shall:
   (a) Establish expeditious and simplified procedures governing the appeal of a denial of transfer of credit; and
   (b) Respond to a student's appeal within 10 working days.
(2) An institution may either grant or deny an appeal. The institution's reasons for denying the appeal shall be consistent with this chapter and conveyed to the student in written form.

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.

TRANSFER – ARTICULATION AGREEMENTS
To facilitate student transfer, Harford Community College has transfer articulation agreements with numerous colleges and universities throughout the state and region. These agreements have been carefully planned to ensure seamless transfer of credits with other higher education institutions such as Towson University, the University of Baltimore, and the University of Maryland University College. Personnel in the College’s Office of Advising, Career and Transfer Services are available in the Student Center or at 410-836-4301 to assist students with transfer. Students are encouraged to meet with advisors frequently to ensure that courses will transfer successfully.

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 there under. 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. 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, located in the Student Center, at the beginning of each academic semester.)

Information that HCC considers in the directory information category is as follows:

- Student Name
- Photographs
- Date of Birth
- On-Campus Email Address
- Academic Honors and Awards
- Program of Study
- Dates of Enrollment
- Full-Time/Part-Time Status
- Degrees/Certificates Awarded
- Participation in Officially Recognized Activities and Sports
The *Family Educational Rights and Privacy Act* (FERPA) affords students certain rights with respect to their education records. These rights include:

- The right to inspect and review the student’s education records within 45 days of the day the College receives a request for access. Students should submit to the Registration and Records Office a written request that identifies the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

- The right to request the amendment of the student’s education records that the student believes is inaccurate. Students may ask the College to amend a record that they believe is inaccurate. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

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Exceptions that permit disclosure without consent are:

- To school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; organizations conducting studies in order to improve instruction; or a student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

- To parents of a dependent student as defined by the Internal Revenue Code.

- To a person in response to a lawfully issued subpoena or court order.

For more information regarding FERPA, please contact the Registration and Records Office at 410-836-4222.

**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. The College prohibits the enrollment of individuals listed on the National or Maryland Department of Public Safety and Correctional Services Sex Offender Registry or with the Harford County Child Advocacy Unit.

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
401 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 at 410-836-4107.

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 while still attending high school. Before selecting any of these options, students should consult with their parent(s)/guardian(s) and the high school guidance counselor. Students will be enrolled at Harford Community College as undeclared students who are only taking courses.

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. Credits/transcripts will only be evaluated for students who have declared a program at HCC. 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). The transcript must be dated within the calendar year from the date it is submitted to HCC. 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. All General Education courses transferred in from a Maryland public institution are acceptable for credit with a grade of “D” or higher as long as the “D” grade was acceptable at the transfer institution. Courses for non-general education credit will be applicable to the student’s program and be transferred in as long as the cumulative GPA of the block of courses is 2.0 or higher.

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 designated as General Education Courses at HCC.

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, Arts/Humanities, Interdisciplinary or Emerging Issues general education requirement at the sending 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 academic, College admission requirements as well as requirements for the certificate of eligibility (I-20 Form) prior to applying for the F-1 Student Visa. The College reserves the right to determine the requirements for enrollment. Documentation required prior to admission and registration includes the following:

1. As there are no residence halls or dormitories on campus, each prospective international student must demonstrate the availability of residence with local family or friends. Such local sponsorship ensures assistance with housing, meals, transportation, social and religious practices, public services, medical care, shopping and adjustment to cultural change. **Students without local addresses will not be considered for enrollment.**

2. International Student Application, following deadlines:
   a. New (visa) credit students
      Fall admission June 1
      Spring admission November 1
      Summer admission March 1
   b. Transfer (visa) credit students
      Fall admission August 10
      Spring admission December 15
      Summer admission May 10

3. HCC Application for Enrollment

4. Verification of English language proficiency. In most cases, students are required to take the Test of English as a Foreign Language (TOEFL) and achieve a minimum score of 500 (standard test) or 173 (computer-based test). All international students who are admitted to HCC will be required to take the College's Academic Skills Assessment.

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 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 College

To avoid unnecessary duplication of courses and programs, Harford Community College participates in a varying number of articulated programs with other 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 prior to the beginning of the semester for which the student is requesting residency. 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.
General Information

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 than 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. Registered 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.

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 have already earned an Associate or Baccalaureate degree;
- From reading or English assessment if verbal/critical reading SAT score is 550 or higher or if they passed English Composition (ENG 101);
- From math assessment if math SAT score is 550 or higher 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).

Other exemptions may apply. Please contact the Test Center for more information at 410-836-4352.

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 Center to be considered for exemption.

All students who will still be enrolled in high school are also required to have an assessment of their reading, writing, math, and computer skills while attending HCC classes.

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 Center at 410-836-4352.

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

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.

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 transferring 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 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.

CANCELLATION 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, 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 successful 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>
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<tr>
<td>Microeconomics</td>
<td>3</td>
<td>ECON 102</td>
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<tr>
<td>Music Theory</td>
<td>3</td>
<td>MUS 103</td>
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<td>Psychology</td>
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<td>PSY 101</td>
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<td>Spanish Language</td>
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<td>SPAN 101-102</td>
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<tr>
<td>Spanish Literature</td>
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<td>SPAN 203-204</td>
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<tr>
<td>Statistics</td>
<td>3</td>
<td>MATH Elective</td>
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<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 successful 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 successfully 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 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:

- TECHNICAL AND CAREER EDUCATION

<table>
<thead>
<tr>
<th>Courses</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>Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 102 Intro. to Cultural Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>ASTR 151 Introduction to Astronomy</td>
<td>3</td>
</tr>
<tr>
<td>CHEM 103 Elements Organic &amp; Biochemistry</td>
<td>2</td>
</tr>
<tr>
<td>CHEM 111-</td>
<td></td>
</tr>
<tr>
<td>CHEM 112 General Chemistry I, II^</td>
<td>8</td>
</tr>
<tr>
<td>CJ 101 Into. to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>ECON 101 Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECON 102 Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECON 106 Consumer Economics and</td>
<td></td>
</tr>
<tr>
<td>Personal Finance</td>
<td>3</td>
</tr>
<tr>
<td>EN 101 English Composition*</td>
<td>3</td>
</tr>
<tr>
<td>EN 102 English Composition and Literature*</td>
<td>3</td>
</tr>
<tr>
<td>EN 203-204 English Literature:</td>
<td></td>
</tr>
<tr>
<td>Survey of English Literature I &amp; II</td>
<td>6</td>
</tr>
<tr>
<td>ENG 209 Technical Writing*</td>
<td>3</td>
</tr>
<tr>
<td>ENGR 101 Engineering Drawing I</td>
<td>2</td>
</tr>
<tr>
<td>ENGR 103 Engineering Graphics</td>
<td>4</td>
</tr>
<tr>
<td>ENGR 104 Statics</td>
<td>3</td>
</tr>
<tr>
<td>ENGR 201 Dynamics</td>
<td>3</td>
</tr>
<tr>
<td>ENGR 202 Mechanics of Materials</td>
<td>3</td>
</tr>
<tr>
<td>FR 101-102 Elementary French I, II</td>
<td>6</td>
</tr>
<tr>
<td>FR 201-202 Intermediate French I, II</td>
<td>6</td>
</tr>
<tr>
<td>GER 101-102 Elementary German I, II</td>
<td>6</td>
</tr>
<tr>
<td>GER 201-202 Intermediate German I, II</td>
<td>6</td>
</tr>
<tr>
<td>GEOG 102 Human Geography</td>
<td>3</td>
</tr>
<tr>
<td>HIST 101 History of Western Civilization I</td>
<td>3</td>
</tr>
<tr>
<td>HIST 102 History of Western Civilization II</td>
<td>3</td>
</tr>
<tr>
<td>HIST 103 History of the United States I</td>
<td>3</td>
</tr>
<tr>
<td>HIST 104 History of the United States II</td>
<td>3</td>
</tr>
<tr>
<td>MATH 101 College Algebra</td>
<td></td>
</tr>
<tr>
<td>MATH 109 Precalculus Mathematics</td>
<td>4</td>
</tr>
<tr>
<td>MATH 203 Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>MATH 216 Intro. to Statistics</td>
<td>4</td>
</tr>
<tr>
<td>Other MATH courses: See faculty division dean.</td>
<td></td>
</tr>
<tr>
<td>PHOTO 101 Photography I^</td>
<td>3</td>
</tr>
<tr>
<td>PS 101 American National Government</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101 General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY 102 Human Development Across the Lifespan</td>
<td>3</td>
</tr>
<tr>
<td>PSY 204 Abnormal Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY 207 Educational Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101 Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>SPAN 101-102 Elementary Spanish I, II</td>
<td>6</td>
</tr>
<tr>
<td>SPAN 201-202 Intermediate Spanish I, II</td>
<td>6</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

### 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.

### SERVICE MEMBERS OPPORTUNITY COLLEGE

The College is a member of SERVICE MEMBERS Opportunity Colleges (SOC), a consortium of national higher education associations that help meet the voluntary education needs of SERVICE MEMBERS 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 Service Track, Computer Information Systems, Computer Science, Criminal Justice, or General Studies. Resident credit of 15 hours is required. Contact the Aberdeen Proving Ground Center, 410-272-2338 or 410-306-2047 for additional information.
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. These agreements provide opportunities for students to receive college credit toward an HCC degree.

HIGH SCHOOL
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.

<table>
<thead>
<tr>
<th>COLLEGE</th>
<th>PROGRAM/DEGREE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anne Arundel Community College</td>
<td>Histotechnology/AAS</td>
</tr>
<tr>
<td>Austin Community College</td>
<td>Histotechnology/AAS</td>
</tr>
<tr>
<td>Broadcasting Institute of Maryland</td>
<td>Mass Communications – Production and Announcing in the Electronic Media/AAS Mass Communications – Advertising and Sales Promotion/AAS</td>
</tr>
<tr>
<td>Cecil Community College</td>
<td>Engineering/AS</td>
</tr>
<tr>
<td>Community College of Baltimore County</td>
<td>Histotechnology/AAS Electroneurodiagnostic Technology/AAS</td>
</tr>
<tr>
<td>Coppin State University</td>
<td>Histotechnology/AAS</td>
</tr>
<tr>
<td>Frederick Community College</td>
<td>Histotechnology/AAS</td>
</tr>
<tr>
<td>Institute of Applied Agriculture</td>
<td>Agricultural Business Management/</td>
</tr>
<tr>
<td>University of Maryland</td>
<td>Business Administration/AAS</td>
</tr>
<tr>
<td></td>
<td>Equine Business Management/AAS</td>
</tr>
<tr>
<td></td>
<td>Business Administration/AAS</td>
</tr>
<tr>
<td></td>
<td>Golf Course Management/</td>
</tr>
<tr>
<td></td>
<td>Business Administration/AAS</td>
</tr>
<tr>
<td></td>
<td>Landscape Management/</td>
</tr>
<tr>
<td></td>
<td>Business Administration/AAS</td>
</tr>
<tr>
<td></td>
<td>Turfgrass Management/</td>
</tr>
<tr>
<td></td>
<td>Business Admission/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 $35 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 ..............$77.00 per credit hour

Residents of Maryland outside...........$154.00 per credit hour

Harford County

Nonresidents of Maryland/ ...............$231.00 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 Fee ........................................$25
- Parking Citation..........................$50-$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. The HCC ID card is required to utilize library materials and computers on campus, for event discounts, and for access to various campus services and facilities. It may also be used as a debit card for food purchases. 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.

**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 served for a minimum of 24 months remaining to serve or has agreed in writing to serve for a minimum of 24 months.

**Maryland National Guard Dependents**

Dependent spouses and children of a member of the Maryland National Guard and Maryland Air Guard may request a tuition and fee waiver when a Guard member is called to active duty for a minimum period of six continuous months of service. Eligibility for the waiver for a given semester will be determined by the military status of the Guard member as of the start date of a regular fall or spring semester or the start date of the first summer session. Eligible students must provide a copy of the spouse’s/parent’s military orders to

**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 FEE**

A late fee is charged to students who register once the semester, term or session has begun and for other late submission transactions to be determined by the College. Late fees are not refundable.
active duty along with a photocopy of the dependent military identification card.

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.

Appeals for late graduation applications will be considered on a case-by-case basis. A $25 late fee will be applied.

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) or Integrated Reading and Writing (ENG 018). 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) or Integrated Reading and Writing (ENG 018).
   - **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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
</tr>
</tbody>
</table>

Letter grades for transitional studies courses (courses below 100 level) will be noted with an *.

Symbols

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>M</td>
<td>0</td>
</tr>
<tr>
<td>W</td>
<td>0</td>
</tr>
<tr>
<td>I</td>
<td>0</td>
</tr>
<tr>
<td>K</td>
<td>0</td>
</tr>
<tr>
<td>N</td>
<td>0</td>
</tr>
<tr>
<td>R</td>
<td>0</td>
</tr>
</tbody>
</table>

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.
ACADEMIC POLICIES

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 unless absent because of mandatory obligations (such as religious practice, jury duty, and military service), participation in authorized college extracurricular activities, or excused by the instructor. The student is responsible for contacting the instructor about the absence and completing the missed course work. Furthermore, it is the student’s responsibility to withdraw officially from any course which he/she ceases 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 \( C, D, F, M \) 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. 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.

<table>
<thead>
<tr>
<th>Total Cumulative GPA Hours</th>
<th>GOOD STANDING if GPA is 1.40 or higher</th>
<th>WARNING if GPA is below 1.40</th>
<th>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 42) 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.
ACADEMIC POLICIES

DROPPING FROM COURSES
Students must drop courses during the refund period to receive a full refund. Courses dropped during the refund period will not appear on the student’s official record. In order to drop from classes, students must complete and submit a Credit Schedule Form to the Registration and Records Office. Students may also drop courses online via SOLAR.

Students who cannot complete course requirements because of being called to active military duty or being mobilized should notify the Registration and Records Office. With appropriate documentation, courses will be dropped from the student’s schedule and a full refund of tuition and fees will be granted. Requests from prior semesters, sessions, or terms will not be granted.

WITHDRAWING FROM COURSES
After the refund period, students may withdraw from courses during the official withdrawal period. In order to withdraw from classes, students must complete and submit a Credit Schedule Form to the Registration and Records Office. Students may also withdraw online via SOLAR. The symbol W will appear on the student’s record if the following withdrawals 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. 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.

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 one 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.

**ENGLISH REQUIREMENTS**
Certificate or degree-seeking students completing ENG 012 (Basic Writing) or ENG 018 (Integrated Reading and Writing) must enroll in ENG 101 (English Composition) at their next registration. ENG 101 (English Composition) must be completed with a grade of \( D \) or better prior to earning 18 college-level credits. The 18 credits include transfer credits.

**MATHEMATICS REQUIREMENTS**
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 college-level mathematics course.

**TRANSITIONAL STUDIES**
Harford Community College expects competence in reading, writing, and mathematics 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 Center 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) or Integrated Reading and Writing (ENG 018). It is strongly recommended that students consult with an 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.

**APPLYING FOR FINANCIAL AID**

1. All students should apply for federal and state financial aid. Applications are electronic and students (and parents if the student is a dependent) should first apply for a Personal Identification Number (PIN) at www.PIN.ed.gov. The PIN is the electronic signature on the Free Application for Federal Student Aid (FAFSA). To complete the FAFSA, students should access www.fafsa.ed.gov. For the 2007-2008 academic year, students will use income information from 2006. The federal Student Aid Report (SAR) will be emailed to the student within one week of application.

2. Students should complete the FAFSA before March 1, so that they can be considered for Maryland State financial aid from the Maryland Office of Student Financial Assistance.
3. Once the Financial Aid Office at Harford Community College receives the student’s FAFSA information electronically, a letter will be mailed requesting additional information, including a copy of the student’s high school diploma. Students must promptly provide all additional documentation, such as tax returns, if requested.

4. Students applying for HCC scholarships must complete a separate scholarship application. Complete information about HCC scholarships is found in the Scholarship Brochure or at www.harford.edu.

5. Students applying for a Federal Stafford Loan must complete a separate application obtained at the Financial Aid Office and meet with the Financial Aid Loan Counselor.

**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 of the semester or term.

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 (saturation 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 withdraw 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 2006-07 academic year:

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition and Fees</td>
<td>$2,695</td>
</tr>
<tr>
<td>Books and Supplies</td>
<td>1,000</td>
</tr>
<tr>
<td>Transportation</td>
<td>1,500</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><strong>$8,195</strong></td>
</tr>
</tbody>
</table>

*Estimated Costs*

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

**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 2006-2007 is $4,050.

FEDERAL ACADEMIC COMPETITIVENESS GRANT PROGRAM
The Academic Competitiveness Grant is a new federal grant program for Pell eligible students who complete a rigorous secondary school program of study. Awards for 2006-2007 are $750 for students who graduated in 2006 and $1,300 for students who graduated in 2005 and have earned 24 or more college level credits at HCC with a GPA of 3.0 or higher.
**FEDERAL SUPPLEMENTAL OPPORTUNITY GRANT PROGRAM**

The Federal Supplemental 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 STAFFORD LOAN PROGRAM**

Federal Stafford Loans are low-interest loans made to students attending college at least half-time. Loans are made by a lender, such as a bank, credit union, or savings and loan association and are guaranteed by EdFund. The interest rate is 6.8%. Need-based Stafford Loans are made to students who demonstrate a financial need; interest does not accrue on these loans while the student is enrolled. The unsubsidized Stafford Loan is available to students who do not demonstrate a financial need; interest accrues on the loan from the date of disbursement.

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, HCC Financial Aid Form, and the PLUS Loan Request 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 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.

**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, the State Scholarship Administration, 410-260-4565, or at www.mhec.state.md.us. 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.

WORKFORCE SHORTAGE STUDENT ASSISTANCE GRANTS
This new state-funded program combines several state programs related to critical shortages in the workforce into one program. Eligible majors and employment fields will be determined annually. Both merit and need-based criteria are used in selecting recipients. These awards are up to $4,000 annually and students are urged to complete the FAFSA by March 1.

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.

TRANSFER SCHOLARSHIPS
Many four-year institutions award transfer scholarships to students transferring from community colleges. Transfer scholarship information is linked to the Harford Community College website, http://www.harford.edu/financialaid/pdf/CCTransferScholarshipGuide.pdf.

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 www.harford.edu or call 410-836-4301.

**CAREER SERVICES**

In addition to individual assistance, there are a variety of credit courses offered to help 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. Complementing these courses are the eDISCOVER Career Guidance and Information System and Maryland Workforce Exchange offered through the Susquehanna Workforce Centers. eDISCOVER is an interactive internet based program that provides information on occupations, schools, training institutions, scholarships, majors, job search, career planning, and military options. Maryland Workforce Exchange provides access to information about available jobs, career choices, education, training, the labor market, and other services available from a wide range of programs in the community and nationwide. There is also an extensive career resource library which houses both online and print materials related to all aspects of career and life planning. There are several computer workstations available, complete with state-of-the-art career technology software.

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.

**Job Search Services**

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 Maryland Workforce Exchange, is College Central Network. This recruitment website enables students and alumni 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. For more information about any of these services or to schedule an appointment, call 410-836-4301.

**DISABILITY SUPPORT SERVICES**

Students with learning, physical, or psychiatric disabilities may contact Disability Support Services (DSS) to arrange for reasonable academic accommodations. Current documentation of the disability must be provided prior to arrangement of accommodations for Academic Skills Assessment or College courses. Additional services include career services, academic advising, and individualized instruction in study skills. Training on and use of specialized adaptive computer software and hardware is also available. Call 410-836-4402 or TTY 410-836-4199 for information or to make an appointment.

**Grievance Procedure**

Harford Community College has established, through Disability Support Services (DSS), informal and formal grievance procedures to resolve differences regarding disability related accommodations. DSS provides for the equitable resolution of complaints by students with disabilities alleging a violation of their rights under the ADA and Section 504 of the Rehabilitation Act. Students can begin the informal grievance process by scheduling an appointment with the original evaluating DSS staff member in order to discuss their concerns. A formal grievance may be filed at any time with the Marketing, Development and Community Relations Division by calling 410-836-4409. An investigation into the complaint will be completed within a reasonable amount of time. For more information, call Disability Support Services at 410-836-4402 or TTY 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 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.

Tutoring
Tutoring Support Services offers individual and group tutoring on a limited basis for students demonstrating academic need. The last day to request tutoring coincides with the last day to withdraw from classes. Tutoring can be arranged by calling Tutoring Support Services at 410-836-4149 or visiting the Student Center.

Supplemental Instruction
Supplemental Instruction (SI) is a series of free weekly review sessions for HCC students taking historically difficult courses. Students have the opportunity to meet with an SI leader, another student who has successfully completed the course, to discuss important concepts and to improve study skills. Schedules and locations change throughout the academic year, and different courses are targeted during each semester. For additional information, call Tutoring Support Services, 410-836-4149, or visit the Student Center.

Service-Learning
Service-learning promotes student learning and development through participation in meaningful community service that meets the needs of the community, fosters civic responsibility, and provides structured opportunities for students to reflect on service experiences. 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, working with nonprofit organizations to design an advertising campaign, mentoring youth, developing educational materials, and conducting oral history interviews. For information, call 410-836-4301.

Co-Curricular Service-Learning
During the semester, the service-learning team in the College Life & Wellness Office offers monthly service opportunities in greater Baltimore, Harford County, Washington, D.C., and beyond. These events take place during a single day, during a weekend, or over spring break. Past events include a spring break eco-trip to the Everglades, a building project in San Antonio, helping to build Annie's playground in Fallston, and Hurricane Katrina relief in the Gulf region. For information, call 410-836-4140.

Rites of Passage Mentoring
Rites of Passage is a mentoring program designed for all first-time minority students. College employees and alumni serve as mentors to assist students with attaining academic and career goals. In addition, students and mentors participate in free social and cultural events sponsored by the College. Call 410-836-4224 for more information.

Child Care and Senior Care Center
A day care program is operated on campus by the YMCA for infants to age 5. Full-time and part-time care and kiddie college is available Monday through Friday during the day. The program includes breakfast, lunch, afternoon snack, and character curriculum. Full-time HCC students receive a 20% discount and part-time students a 10% discount. For more information, call 410-734-4775.

Day services for adults age 50 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 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 Center services. Information about testing services can be obtained at the Test Center; call 410-836-4352 or visit www.harford.edu/testing.

Library and Information Services
The library (http://www.harford.edu/Library) is a state of the art facility which provides comprehensive access to information in various formats, and instruction in how to find and use that information.

The library houses a book collection of over 55,000 volumes and a print periodical collection of over 300 titles. It is a selective U.S. Government Documents Depository providing information on a variety of topics, such as consumer information, technical reports, statistical data, legislative materials, etc.

The online catalog includes the holdings of the Harford County Public Library and is accessible through the library home page at www.harford.edu/library. Over 60 electronic databases offer access on and off campus to the full-text of thousands of periodical articles.

The Digital Library is located on the first level; as well as offering access to the online databases, it serves as a computer lab providing students with a wide variety of computer software and applications.

Quiet study rooms, most with viewing and listening equipment, are available on the third floor. Computer workstations are available on all three floors of the library; laptops, with wireless Internet access, are also available for student use in the library.
The library is open to the public. HCC students, faculty and staff, and County residents have borrowing privileges. HCC library cards are available at the circulation desk on the second level and are required to check out material. Students’ college-issued ID cards serve as their library card.

All three floors of the library 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 410-836-4000 ext. 7371 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>
</thead>
<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>
</tr>
<tr>
<td>Tennis (women)</td>
<td></td>
<td>Lacrosse (men)</td>
</tr>
<tr>
<td>Volleyball (women)</td>
<td></td>
<td>Lacrosse(women)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Softball (women)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tennis (men)</td>
</tr>
</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 410-836-4226.

**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, swimming pool, fitness center, gymnasium, and outdoor tennis, volleyball, and basketball courts.

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.

RECREATION ACTIVITIES
Harford Community College offers many sports clubs, intramurals, outdoor programs and trips through College Life or the Athletics Office. Activities include individual or team competitions on and off campus. These programs are designed to meet the leisure needs of students with an emphasis on lifetime fitness and wellness.

Recreational activities may include the use of all the fitness facilities on campus, provided that students present a valid HCC student ID card. The College has a wide variety of sporting equipment that can be borrowed at no cost, including basketballs, footballs, softball equipment, binoculars, soccer balls, volleyballs, and more.

Some of the current offerings at the College include: flag football, intramural basketball, field hockey, cheerleading, badminton, and more. Contact the College Life & Wellness Office at 410-836-4140 for further information.

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
- Anime Media Society
- Badminton
- Black Student Association
- Campus Christian Life Club
- Cheer and Dance Team
- College Democrats Club
- College Republicans Club
- Earth Arts Club
- Environmental Coalition
- Future Educators of America
- Future Interior Designers Organization
- Gamers Guild
- Gay, Lesbian, Bisexual, and Transgender Organization
- Historic Preservation Society
- History Club
- Improv Club
- Literary Magazine
- Martial Arts Club
- Multicultural Student Association
- Outdoor Adventure Club
- Paralegal Studies Association
- Phi Theta Kappa
- Political Awareness Association
- Students Against Destructive Decisions
- Student Art Gallery Association
- Student Athlete Advisory Club
- Student Government Association
- Student Nurses Association
- Taekwondo Club
- Students interested in joining or 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 college level credits at Harford Community College and maintained a 3.5 Grade Point Average (GPA) are invited to join Phi Theta Kappa, an international honor society of two-year colleges. Rho Beta, Harford’s chapter of Phi Theta Kappa, inducts new members each fall and spring.

In order to become members of Rho Beta, prospective members apply for membership and pay a one-time fee. Financial assistance is available for those who have financial need.

Members voluntarily plan activities to provide opportunities for the development of leadership, intellectual exchange of ideas and ideals, and participation in service projects.

Members must maintain a 3.2 GPA to be considered active members.

ORIENTATION
Orientation is encouraged for all new students seeking a degree or certificate from HCC. New Student Orientation is offered each Fall and Spring for newly enrolled students. 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.
SAFETY AND SECURITY

EMERGENCY RESPONSE PROCEDURES

Fire or Explosion: In the event of a fire or explosion, pull the building alarm. Leave the building by the nearest exit. Call ext. 272 and give details on the location of the fire. Campus Security will contact the fire department.

Fire Alarm: The signal for fire emergency is a continuously sounding bell. Each building has a separate fire alarm system. The systems are not tied to a central alarm. Building fire alarm boxes are located in the corridors of all buildings.

Evacuation: When an alarm sounds, observe the following procedures: remain calm; turn off motors, gas and laboratory equipment; close all windows and doors; use the nearest unobstructed exit; evacuate the room in an orderly manner; and move 100 feet from the building. Do not block roadways, walkways, or fire hydrants. Re-enter the building only when instructed to do so by the campus security or college official on the scene.

CAMPUS SECURITY

The Campus Security Office has the primary responsibility for serving the safety and security needs of the campus community. In meeting this responsibility, all campus buildings and facilities are patrolled and inspected regularly to ensure a safe and comfortable academic environment where learning is the central focus. Campus Security staff are on duty 24 hours a day, 365 days a year.

No community can be completely risk-free in today's society. Safety and security are everyone's responsibility. Therefore, the collective efforts of students and staff, in collaboration with Campus Security, 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. Students are required to abide by the Code for Student Rights, Responsibilities, and Conduct, as well as all College policies, regulations, and procedures.

WEAPONS / VIOLENCE PROHIBITIONS

All persons who enter any college property are prohibited from carrying a handgun, firearm, or prohibited weapon of any kind onto college property. Only persons affiliated with a law enforcement agency who are licensed to carry a weapon and have notified college officials are exempt from this prohibition.

Any and all forms of violence, threatening behavior, and/or verbal/non-verbal harassment that involve or affect Harford Community College or which occur on the college campus (or its satellites, off-site facilities or in any off-campus location that could be considered an extension of the workplace [i.e., official travel]) are prohibited. This includes threatening behavior, violent actions, and harassment by/against or between/among students, employees, supervisors, and visitors.

CAMPUS ACCESS LIMITATIONS

In accordance with the Education Article of the Maryland Code, Section 26-102, the president or her/his written designee may deny access to the buildings or grounds of the College to any person who: (a) is not a bona fide currently registered student or is not a current employee of the College and/or who does not have lawful business to pursue at the College, or (b) is suspended or expelled, or (c) acts in a disruptive manner.

All persons attending classes must be officially registered for those classes. Children (ages 12 and under) are not to be left unattended at anytime, under any circumstances.

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.

SEX OFFENDER REGISTRY

The College prohibits the enrollment of individuals listed on the National or Maryland Department of Public Safety and Correctional Services Sex Offender Registry or with the Harford County Child Advocacy Unit. A list of all known convicted sex offenders currently associated with HCC is available from at 410-836-4272.

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. The Campus Security office is located in the lower level of the Library and security staff are on duty 24/7.

Another HCC office that is available for assistance with reporting campus crime is Student Development at 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.

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 2004-2006.

ESCORT SERVICES
Campus Security operates an escort service at all times. The Escort Services vehicle is 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 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 other people are.
- 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.

<table>
<thead>
<tr>
<th>2007 HCC Crime Statistics*</th>
<th>On-Campus (1)</th>
<th>Public Property (2)</th>
<th>Non-Campus (3)</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>04</td>
<td>05</td>
<td>06</td>
</tr>
<tr>
<td><strong>Criminal Offenses</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Murder/Non-neglect manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>b. Negligent manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>c. Forcible sex offenses, including rape</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>d. Nonforcible sex offenses</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>e. Trespass</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>f. Aggravated assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>g. Burglary</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>h. Motor vehicle theft</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>i. Arson</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Hate Offenses</strong></td>
<td></td>
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</tr>
<tr>
<td>a. Murder/Non-neglect manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>b. Negligent manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>c. Forcible sex offenses, including rape</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>d. Nonforcible sex offenses</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>e. Trespass</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>f. Aggravated assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>g. Burglary</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>h. Motor vehicle theft</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>i. Arson</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>j. Any other crime involving bodily injury</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Arrests</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Illegal weapons possession</td>
<td>0</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>b. Liquor law violation</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>c. Drug law violation</td>
<td>0</td>
<td>1</td>
<td>0</td>
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<tr>
<td><strong>Disciplinary Actions/Judicial Referrals</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Illegal weapons possession</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>b. Liquor law violation</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>c. Drug law violation</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

* Provided in accordance with federal Campus Crime Act

(1) Main campus
(2) Areas near main campus
(3) Amoss Center, HEAT Center, and Edgewood CE classroom
PARKING AND TRAFFIC CONTROL POLICIES

In order to maintain an orderly flow of traffic, provide reasonable and convenient parking, and create a safe atmosphere for all persons at the College, the following guidelines apply to all students, employees, and visitors of Harford Community College. Certain parking lots have been designated for persons with handicapped parking permits, employees, students, visitors, and College vehicles.

Campus Security issues tickets for traffic and parking violations. High speed driving, reckless driving, and failure to yield to pedestrians may result in revocation of operating privileges on campus in addition to a fine of $150. The maximum speed limit on campus is 15 MPH. Pedestrians have the right-of-way at all times.

Open Parking Lots are available for all students and visitors and are designated by a letter (A, F, and T Lots).

Employee Lots are available for College employees who display a valid employee parking permit. The lots are designated by a single number (1-6 Lots).

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

There are more than 2,000 open and shared spaces 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 marquee at the corner of Thomas Run Road and Route 22 for traffic and parking information and avoid trying to access the lots indicated as FULL on the sign.

To avoid congestion, parking in the T lot or J north lot and walking to the desired location is suggested.

DISABLED PARKING

Disabled parking is clearly marked and is reserved for those displaying a valid state handicapped vehicle registration plate or permit, or a temporary HCC disabled permit. If no disabled parking is available, permit holders may park in any un-numbered employee space. Temporary HCC disabled permits are available in the Human Resources Office for HCC employees and in the Campus Security office for students and visitors. Requesters must submit a valid doctor’s note to obtain a temporary HCC disabled permit. The fine for illegally parking in a reserved disabled parking space is $150.

EMPLOYEE PARKING PERMITS

HCC employees must obtain a parking permit form the Human Resources Office (Chesapeake Center). Persons requesting an employee parking permit must provide proof of employment for the current semester. Work-study students, models, and tutors are NOT eligible to receive parking permits.

One permit is issued to each eligible employee and must hang from the rearview mirror when parking in signed employee spaces. Full-time employees are issued a non-expiring permit. Part-time employees are issued a permit that expires every six months. Part-time permits are valid January 1 through June 30 and July 1 through December 31.

The employee must display a valid parking permit to use employee parking. If an employee has multiple vehicles, it is her/his responsibility to insure the permit is properly displayed in whichever vehicle is parked on campus. Vehicles lacking permits or with improperly displayed permits will be ticketed.

Permits are the property of HCC and must be returned to the Human Resources Office upon termination of employment. Lost permits will be replaced at a cost of $15.

TEMPORARY PARKING PERMITS

Temporary parking permits for visitors are available in the Campus Security office (located in the Library) for short-term parking only. Vehicles lacking permits that are properly displayed will be ticketed.

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 or along roadways or on grass
• in any areas not designated by parallel lines
• for longer than 30 minutes in loading zones
• in any other area designated by Campus Security

TOWING

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

FINES AND FEES

<table>
<thead>
<tr>
<th>Violation</th>
<th>Fine</th>
</tr>
</thead>
<tbody>
<tr>
<td>Moving Violations</td>
<td></td>
</tr>
<tr>
<td>Speeding</td>
<td>$150</td>
</tr>
<tr>
<td>Operating a vehicle in a hazardous manner</td>
<td>$150</td>
</tr>
<tr>
<td>Violation of pedestrian right of way</td>
<td>$150</td>
</tr>
<tr>
<td>Parking Violations (improper parking in ...)</td>
<td></td>
</tr>
<tr>
<td>Fire Zone (red)</td>
<td>$150 + towing</td>
</tr>
<tr>
<td>Handicapped Space</td>
<td>$150</td>
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<tr>
<td>Yellow Curb Zone</td>
<td>$50</td>
</tr>
<tr>
<td>Signed No Parking Zone</td>
<td>$50</td>
</tr>
<tr>
<td>Permit-Required Zone (without permit)</td>
<td>$50</td>
</tr>
<tr>
<td>Loading Zone (30-minute zone)</td>
<td>$50</td>
</tr>
<tr>
<td>On Grass, in or along Roadways</td>
<td>$50</td>
</tr>
</tbody>
</table>

FINES ARE USED TO FUND SCHOLARSHIPS
FOR STUDENTS
COMPLIANCE MEASURES
Vehicle owners are responsible for all traffic-related fines regardless of who was driving the vehicle at the time of violation. 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.

APPEALS
Appeals of parking or traffic citations must be submitted within 180 days of the citation, using the Appeal of Traffic Violation Form available at the Welcome Center in the Student Center or at http://www.harford.edu/Department/Security. All decisions of the appeals committee are final.

BICYCLING, SKATING, AND SKATEBOARDING
Bicycling and bicycle commuting are encouraged, although riding on sidewalks and in the Quad area is not allowed. Skating and skateboarding are prohibited on all campus property.

DRUG AND ALCOHOL POLICY
Harford Community College is dedicated to maintaining an educational environment in which students may be prepared for an enriched and productive participation in society, and thus enhance the quality of community life. The College is committed to providing a campus that is free of illegal drug use, and drug and alcohol abuse, and in so doing, supports the Drug Free Schools and Communities Act of 1989. The Drug Free Schools and Communities Act states that the use of illegal drugs and the abuse of alcohol by students and campus members can significantly impede the learning process.

The College recognizes drug and alcohol abuse as an illness and a major health problem. The College also recognizes drug and alcohol abuse as a potential safety and security problem. Therefore, the College Life and Wellness office offers a number of educational programs throughout the year to encourage awareness among students, faculty, and staff about the hazards of drug and alcohol abuse.

SERVICES TO ASSIST STUDENTS
Staff are available in the Advising, Career, & Disability Services offices to assist students. Local referrals to community services are also available through Advising, Career, & Disability Services. Call 410-836-4357, 410-836-4402, or 410-836-4301.

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 (associate vice president for student development, vice president for student development and institutional effectiveness, and/or vice president for marketing, development 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.
OTHER SERVICES

COLLEGE STORE
The College Store, located on the lower level of the Student Center, sells textbooks and other course materials including computer software. Supplies, HCC clothing, convenience items, special book orders, postage stamps and college rings are also available. Used texts are repurchased each semester. Textbooks and other merchandise may be purchased online: bookstore.harford.edu. For more information call 410-836-4209.

DINING SERVICES AND CONFERENCING
Dining services are available at the Globe Café in the Student Center and the Joppa Café in Joppa Hall. The Cafés provide 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.

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.

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.

APPRENTICESHIP AND TECHNICAL TRAINING
The Center for Apprenticeship and Technical Training is dedicated to providing the latest information to upgrade performance and skills and prepare the student to meet changing work requirements imposed by technological advances and new federal and state regulations. Courses are taught by professionals from within each specific technological area. Working with an advisory board made up of faculty from the technical and business community, the center offers courses that change to meet the continuing demands of the technically oriented student. For more information, call 410-836-4398.

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 410-638-2576.

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 410-836-4170.
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 410-836-4170.

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 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 Public Safety Training Institute (PSTI) is designed to offer instructional programs that meet the professional continuing educational needs of the law enforcement and legal communities through special topic credit courses and noncredit continuing education courses. The Institute’s mission is to facilitate career enhancement and improve the effectiveness of local law enforcement and public safety agencies. For information, call 410-836-4398.

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, reference materials and mentoring to start-up and existing small businesses. The Center cooperates with SCORE, the Minority Business Development Program, the Veteran’s Business Development Program, 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 HECC Center at HEAT. 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. For more information, call 410-638-2576.

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.

VOCCATIONAL 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 classes 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, provides a forum of contemporary art through diverse programming. Exhibits by emerging and established artists as well as faculty and students support the institution’s educational mission by engaging the College community, Harford County and surrounding areas in an exchange of ideas centered on the arts. The Gallery produces six to eight exhibitions yearly, showcasing annual faculty and student shows that exhibit all media taught at the College; painting, drawing, sculpture, ceramics, photography, digital imaging, and printmaking. For more 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.

**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, Theatre, and Visual Communications. Each semester the division presents talented students in concert through various solo and ensemble performances. 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 a “Sunday Afternoon Concert Series,” 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.
FALL 06 STUDENT ART -- CERAMICS

Becky DiBella

Trista Stroback

Pamela Bailey

Alisha Garley
In order to ensure quality programs of instruction, the College may add or revise programs during the academic year. As a result, these additions or revisions may occur after the catalog printing and will not appear in this catalog. Please refer to the College’s web site at www.harford.edu for the most up-to-date information or visit the Welcome Center in the Student Center.
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 guide for the institution to which they plan to transfer.

ACCOUNTING ELECTIVES

Nine credit hours from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Sem. Hrs.</th>
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<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 107 ...Spreadsheet Applications for Accounting</td>
<td>1</td>
</tr>
<tr>
<td>ACCT 108 ...Computerized Accounting</td>
<td>3</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>
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<tr>
<td>ACCT 206 ...Cost Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 208 ...Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ENG 216 ...Business Communications</td>
<td>3</td>
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For more information, contact Prof. James Baker, 410-836-4374, jbaker@barford.edu; or academic advising, 410-836-4301.

DEGREE REQUIREMENTS

Recommended Course Sequence

- First Semester Sem. Hrs.
  ACCT 101 ....Accounting Principles I .................3
  BA 101 .......Introduction to Business ...........3
  ECON 102 ..Microeconomics .................3
  ENG 101 ......English Composition ..........3
  MATH 109 ..Precalculus Mathematics **
  or
  MATH 111 ..Intro. to Finite Math ..........3-4
  Physical Education Fitness elective ..........1
  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 ........3
  ECON 101 ..Macroeconomics *
  or
  Behavioral/Social Sci. elective ........3
  Arts/Humanities elective ........3
  Bio./Phys. Sci. elective ...........3-4
  Physical Education elective ..........1
  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 ..........4
  Semester Total ........................................17

- Fourth Semester Sem. Hrs.
  ACCT 212 ....Intermediate Accounting II ..........4
  Arts/Humanities elective ........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 (College Algebra) and MATH 103 (Trigonometry) may be substituted for MATH 109 (Precalculus Mathematics).
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</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>ACCT 102...Accounting Principles II</td>
<td>3</td>
</tr>
<tr>
<td>BA 210 ....Business Computer Applications</td>
<td>3</td>
</tr>
<tr>
<td>or CIS 145 ....Introduction to Microsoft Excel</td>
<td>3</td>
</tr>
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</table>

Nine to eleven credits 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 and Analysis</td>
<td>1</td>
</tr>
<tr>
<td>ACCT 107 ...Spreadsheet Applications for Accounting</td>
<td>1</td>
</tr>
<tr>
<td>ACCT 108...Computerized Accounting</td>
<td>3</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>
<tr>
<td>ACCT 211...Intermediate Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>ACCT 212...Intermediate Accounting II</td>
<td>4</td>
</tr>
<tr>
<td>ENG 216 ......Business Communications</td>
<td>3</td>
</tr>
</tbody>
</table>

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

To earn a certificate from HCC, students must complete or demonstrate exemption from the following courses: ENG 003 and ENG 012, or ENG 018; and MATH 001. See graduation requirement details in this catalog for further information.

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. James Baker, 410-836-4374, or the State: www.dllr.state.md.us/license/cpa/cpareq.html.
PROGRAM DESCRIPTION

Advances in technology continue to change agriculture in Maryland and across the nation. This technology can be used to ignite creative solutions to the challenge of protecting natural resources while managing productive, profitable businesses. Effective management and business skills can be applied to careers in feed or seed sales and service, nutrient management consulting, and crop and livestock production. The business skills emphasized in this program are an important part of success in any career area. Coupled with courses in agricultural mechanics and crop and animal science, students gain skills that are important for managing an effective agricultural enterprise. Internship experiences provide work with industry professionals and interaction with others in agriculture.

EMPLOYMENT INFORMATION

Agricultural business managers run businesses that make animal and plant products. Graduates of this program may find employment as sales representatives, pest control workers, farmer and farm managers, food production managers and food production researchers. Primary candidates for these positions will be graduates with associate and baccalaureate degrees in agricultural business and food marketing. Because consumers are expected to continue eating more meals outside of the home, the demand for food sales representatives, food buyers, and retail food service managers should remain strong. Graduates with both business skills and a technical background will be the most competitive for employment. The U.S. Bureau of Labor Statistics reports that employment of agricultural business and food marketing. Because consumers are expected to continue eating more meals outside of the home, the demand for food sales representatives, food buyers, and retail food service managers should remain strong. Graduates with both business skills and a technical background will be the most competitive for employment. The U.S. Bureau of Labor Statistics reports that employment in agricultural business management is expected to grow at a rapid rate.

For more information, contact Prof. John Mayhorne, 410-836-4382, jmayhorn@harford.edu; or HCC academic advising, 410-836-4301.

COURSES TO BE TAKEN AT HCC

Recommended Course Sequence

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>BA 101</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BA 108</td>
<td>Human Resource Management</td>
<td>3</td>
</tr>
<tr>
<td>BA 246</td>
<td>Legal Environment of Business</td>
<td>3</td>
</tr>
<tr>
<td>BA 209</td>
<td>Agricultural Marketing</td>
<td>3</td>
</tr>
<tr>
<td>CIS 102</td>
<td>Introduction to Information Sciences</td>
<td>3</td>
</tr>
<tr>
<td>CMST 105</td>
<td>Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>ECON 106</td>
<td>Consumer Economics &amp; Personal Finance</td>
<td>3</td>
</tr>
<tr>
<td>ENV 122</td>
<td>Introduction to Soil Sciences</td>
<td>3</td>
</tr>
<tr>
<td>MATH 101</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MATH 102</td>
<td>Contemporary Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 221</td>
<td>Business Ethics</td>
<td>3</td>
</tr>
<tr>
<td>BA 108</td>
<td>Human Resource Management</td>
<td>3</td>
</tr>
<tr>
<td>BA 206</td>
<td>Small Business Seminar I (HCC)</td>
<td>3</td>
</tr>
<tr>
<td>INAG 299A</td>
<td>Internship I</td>
<td>3</td>
</tr>
<tr>
<td>INAG 299B</td>
<td>Internship II</td>
<td>3</td>
</tr>
<tr>
<td>BA 272</td>
<td>Bus. Admin. Cooperative Education (HCC)</td>
<td>2</td>
</tr>
<tr>
<td>Total Credits Required for IAA Certificate and HCC Associate of Applied Sciences degree</td>
<td>62</td>
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COURSES TO BE TAKEN AT IAA

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLSC 101</td>
<td>Introduction to Crop Science</td>
<td>3</td>
</tr>
<tr>
<td>INAG 106</td>
<td>Pesticide Use and Safety</td>
<td>2</td>
</tr>
<tr>
<td>INAG 205</td>
<td>Analyzing Alternative Enterprises</td>
<td>3</td>
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<tr>
<td>ENBE 200</td>
<td>Fund. of Agricultural Mechanics</td>
<td>3</td>
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<tr>
<td>Recommended Electives (See list below)</td>
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<td>Total HCC Credits</td>
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RECOMMENDED ELECTIVES

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<tr>
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<th>Course Title</th>
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<tbody>
<tr>
<td>INAG 236</td>
<td>Spanish Communications</td>
<td>3</td>
</tr>
<tr>
<td>INAG 207</td>
<td>Power and Machinery</td>
<td>3</td>
</tr>
<tr>
<td>INAG 208</td>
<td>Seminar on ANSC</td>
<td>1</td>
</tr>
<tr>
<td>INAG 230</td>
<td>Employment Communications</td>
<td>1</td>
</tr>
<tr>
<td>INAG 216</td>
<td>Feeds and Feeding</td>
<td>3</td>
</tr>
<tr>
<td>INAG 107</td>
<td>Turfgrass Management</td>
<td>4</td>
</tr>
<tr>
<td>INAG 227</td>
<td>Arboriculture</td>
<td>3</td>
</tr>
<tr>
<td>ANSC 101</td>
<td>Introduction to Animal Science</td>
<td>3</td>
</tr>
</tbody>
</table>
**Programs of Instruction**

**ASSOCIATE OF APPLIED SCIENCES • TECHNICAL/PROFESSIONAL STUDIES**

**AGRICULTURAL STUDIES**

**Equine Business Management/Business Administration**

Harford Community College cooperates with the Institute of Applied Agriculture, University of Maryland, College Park, to offer this program. HCC offers general education courses to prepare students for transfer to the Institute of Applied Agriculture. The Institute of Applied Agriculture offers the subject-specific courses required for this program. HCC awards the Associate of Applied Sciences degree upon successful completion of the program.

**PROGRAM DESCRIPTION**

Students who enjoy horses are provided an opportunity to make a career out of that enjoyment through this program. The program opens a vast array of career possibilities that include pasture management, horse health, training and behavior, marketing, business finance, and the operation of businesses engaged in equine-related activities. Students will learn valuable business skills as well as up-to-date information on horse care, behavior, feeding practices and more. Hands-on experience and industry contacts are gained through internships at equine-related businesses. There are over 400 licensed stables in Maryland, and the horse industry contributes $1.6 billion to Maryland’s economy.

**EMPLOYMENT INFORMATION**

Equine business managers operate in businesses engaged in equine-related activities, manage pastures, maintain the health of horses and train. Graduates of this program may find employment as barn managers, horse farm managers, and equine sales representatives.

*For more information, contact Prof. John Mayhorne, 410-836-4382, jmayhorn@harford.edu; or HCC academic advising, 410-836-4301.*

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**COURSES TO BE TAKEN AT HCC**

**Recommended Course Sequence**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA 101</td>
<td>Introduction to Business</td>
<td></td>
</tr>
<tr>
<td>BA 108</td>
<td>Human Resource Management</td>
<td></td>
</tr>
<tr>
<td>BA 246</td>
<td>Legal Environment of Business</td>
<td></td>
</tr>
<tr>
<td>CMST 105</td>
<td>Interpersonal Communication</td>
<td></td>
</tr>
<tr>
<td>ECON 106</td>
<td>Consumer Economics &amp; Personal Finance</td>
<td></td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition</td>
<td></td>
</tr>
<tr>
<td>ENV 122</td>
<td>Introduction to Soil Sciences</td>
<td></td>
</tr>
<tr>
<td>MATH 101</td>
<td>College Algebra</td>
<td></td>
</tr>
<tr>
<td>MATH 102</td>
<td>Contemporary Mathematics</td>
<td></td>
</tr>
<tr>
<td>PHIL 221</td>
<td>Business Ethics</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Physical Education Fitness elective</td>
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<tr>
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<td>Total HCC Credits</td>
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**COURSES TO BE TAKEN AT IAA**

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANSC 101</td>
<td>Intro. to Animal Science</td>
<td></td>
</tr>
<tr>
<td>INAG 106</td>
<td>Pesticide Use and Safety</td>
<td></td>
</tr>
<tr>
<td>INAG 115</td>
<td>Horse Practicum (if needed)</td>
<td></td>
</tr>
<tr>
<td>INAG 116</td>
<td>Pasture Management &amp; Hay Production</td>
<td></td>
</tr>
<tr>
<td>INAG 117</td>
<td>Equine Nutrition</td>
<td></td>
</tr>
<tr>
<td>INAG 120</td>
<td>Equine Health Management</td>
<td></td>
</tr>
<tr>
<td>INAG 122</td>
<td>Equine Behavior</td>
<td></td>
</tr>
<tr>
<td>ANSC 232</td>
<td>Horse Management</td>
<td></td>
</tr>
<tr>
<td>INAG 233</td>
<td>Equine Reproduction Management</td>
<td></td>
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<tr>
<td>ENBE 200</td>
<td>Fundamentals of Agricultural Mechanics</td>
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</tr>
<tr>
<td>PLSC 101</td>
<td>Introduction to Crop Science (satisfies HCC requirement)</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Total Credits at IAA</td>
<td>29</td>
</tr>
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</table>

**COURSES TO BE TAKEN AT HCC OR IAA**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA 206</td>
<td>Small Business Seminar I (HCC)</td>
<td></td>
</tr>
<tr>
<td>INAG 204</td>
<td>Business Management</td>
<td></td>
</tr>
<tr>
<td>INAG 299A</td>
<td>Internship I</td>
<td></td>
</tr>
<tr>
<td>INAG 299B</td>
<td>Internship II</td>
<td></td>
</tr>
<tr>
<td>BA 272</td>
<td>Bus. Admin. Cooperative Education (HCC)</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Total Credits for IAA Certificate and HCC Associate of Applied Sciences Degree</td>
<td>66</td>
</tr>
</tbody>
</table>
Programs of Instruction

ASSOCIATE OF APPLIED SCIENCES • TECHNICAL/PROFESSIONAL STUDIES

Harford Community College cooperates with the Institute of Applied Agriculture, University of Maryland, College Park, to offer this program. HCC offers general education courses to prepare students for transfer to the Institute of Applied Agriculture. The Institute of Applied Agriculture offers the subject-specific courses required for this program. HCC awards the Associate of Applied Sciences degree upon successful completion of the program.

PROGRAM DESCRIPTION

Golf course superintendents/managers combine business and communication skills with science. They are part scientist, part executive, part environmentalist, and part golfer. Their expertise provides an outstanding playing surface for professional and recreational golfers. This expertise includes turfgrass science, pest control strategies, computer-driven irrigation systems, and state-of-the-art maintenance equipment. There are over 17,000 golf courses in the U.S. and over 200 in Maryland that require educated and experienced superintendents and managers. This program prepares students to enter this exciting career.

EMPLOYMENT INFORMATION

Golf course managers provide entertainment for patrons and direct the activities of crews that maintain the club buildings and equipment and keep the golf course in good condition. Graduates of this program may find employment as golf course operators, hospitality managers, and recreation managers. The U.S. Bureau of Labor Statistics reports that employment in golf course management is expected to grow at a moderate rate.

For more information, contact Prof. John Mayhorne, 410-836-4382, jmayborne@harford.edu; or HCC academic advising, 410-836-4301.

COURSES TO BE TAKEN AT HCC

Recommended Course Sequence

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA 101</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BA 108</td>
<td>Human Resource Management</td>
<td>3</td>
</tr>
<tr>
<td>BA 246</td>
<td>Legal Environment of Business</td>
<td>3</td>
</tr>
<tr>
<td>BIO 110</td>
<td>Introduction to Plant Science</td>
<td>4</td>
</tr>
<tr>
<td>CIS 102</td>
<td>Introduction to Information Sciences</td>
<td>3</td>
</tr>
<tr>
<td>CMST 105</td>
<td>Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>ECON 106</td>
<td>Consumer Economics &amp; Personal Finance</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENV 122</td>
<td>Introduction to Soil Sciences</td>
<td>3</td>
</tr>
<tr>
<td>MATH 101</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>MATH 102 Contemporary Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 221</td>
<td>Business Ethics</td>
<td>3</td>
</tr>
<tr>
<td>Physical Education elective</td>
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<tr>
<td>Physical Education elective</td>
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<tr>
<td>Total HCC Credits</td>
<td>36</td>
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COURSES TO BE TAKEN AT IAA

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>INAG 106</td>
<td>Pesticide Use and Safety</td>
<td>2</td>
</tr>
<tr>
<td>INAG 107</td>
<td>Turfgrass Management</td>
<td>4</td>
</tr>
<tr>
<td>INAG 113</td>
<td>Woody Ornamentals I</td>
<td>3</td>
</tr>
<tr>
<td>INAG 207</td>
<td>Power &amp; Machinery</td>
<td>3</td>
</tr>
<tr>
<td>INAG 214</td>
<td>Golf Course Management I</td>
<td>3</td>
</tr>
<tr>
<td>INAG 215</td>
<td>Golf Course Management II</td>
<td>3</td>
</tr>
<tr>
<td>INAG 226</td>
<td>Diseases of Ornamentals</td>
<td>3</td>
</tr>
<tr>
<td>INAG 231</td>
<td>Insects of Ornamentals and Turfgrass</td>
<td>3</td>
</tr>
<tr>
<td>INAG 235</td>
<td>Surv., Drain., and Irrigat. Practices</td>
<td>3</td>
</tr>
<tr>
<td>ENBE 200</td>
<td>Fund. of Agricultural Mechanics</td>
<td>3</td>
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<td>Total Credits at IAA</td>
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</table>

COURSES TO BE TAKEN AT HCC OR IAA

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>INAG 299A</td>
<td>Internship I</td>
<td>1</td>
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<tr>
<td>or</td>
<td>BA 272    Bus. Admin. Cooperative Education (HCC)</td>
<td>2</td>
</tr>
<tr>
<td>Total Credits for IAA Certificate and HCC Associate of Applied Sciences Degree</td>
<td>68</td>
<td></td>
</tr>
</tbody>
</table>
Harford Community College cooperates with The Institute of Applied Agriculture, University of Maryland, College Park, to offer this program. HCC offers general education courses to prepare students for transfer to The Institute of Applied Agriculture. The Institute of Applied Agriculture offers the subject-specific courses required for this program. HCC awards the Associate of Applied Sciences degree upon successful completion of the program.

PROGRAM DESCRIPTION

This program provides training in basic botany; landscape construction and maintenance; plant, weed, and insect identification; business and personnel management; computer applications and more. Students use the latest technology and software to plan, research, and complete projects. Internships at landscape companies offer hands-on experience and the opportunity to make industry contacts. Landscape companies do over $217.5 million in business in Maryland annually and jobs are plentiful.

EMPLOYMENT INFORMATION

Landscape managers design full-scale landscapes, use various construction and installation techniques, bid and estimate projects, care for and culture landscapes, and are able to identify plants. Graduates of this program may find employment as landscape designers, computer landscape designers, landscape installers, landscape maintenance specialists, sales representatives, marketers and crew foremen/women. The U.S. Bureau of Labor Statistics reports that employment in landscape management is expected to grow at a rapid rate.

For more information, contact Prof. John Mayborne, 410-836-4382, jmayborn@harford.edu; or HCC academic advising, 410-836-4301.
Harford Community College cooperates with The Institute of Applied Agriculture, University of Maryland, College Park, to offer this program. HCC offers general education courses to prepare students for transfer to The Institute of Applied Agriculture. The Institute of Applied Agriculture offers the subject-specific courses required for this program. HCC awards the Associate of Applied Sciences degree upon successful completion of the program.

**PROGRAM DESCRIPTION**

Turfgrass management requires science and business skills to satisfy the public’s demand for green lawns and playable and safe athletic fields. A combination of education and experience opens numerous doors in the area of Turfgrass management from professional ball fields to lawn care businesses. The program includes in-depth study of turfgrasses, soils, fertilizers and pesticides. Internships offer hands-on experience and the opportunity to make industry contacts. The Turfgrass industry is a growth industry, which generates $30 billion annually in the U.S. In Maryland, the Turfgrass industry contributes $1 billion to the State’s economy.

**EMPLOYMENT INFORMATION**

Turfgrass managers provide beautiful landscapes. These managers control weeds and pests and select, operate and maintain equipment, manage lawns, athletic fields, parks and grounds. Graduates of this program may find employment as golf course superintendents, assistant golf course superintendents, golf course maintenance specialists, grounds maintenance managers, lawn care technicians and sales representatives for golf course and turf management supplies. The U.S. Bureau of Labor Statistics reports that employment in Turfgrass management is expected to grow at a rapid rate.

For more information, contact Prof. John Mayhorne, 410-836-4382, jmayhorn@harford.edu; or HCC 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, dwrobel@harford.edu; or academic advising, 410-836-4301.

DEGREE REQUIREMENTS

Recommended Course Sequence

<table>
<thead>
<tr>
<th>Semester</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>• First Semester</td>
<td></td>
</tr>
<tr>
<td>BIO 120 ....General Biology</td>
<td>6L</td>
</tr>
<tr>
<td>CHEM 111 ....General Chemistry I</td>
<td>6L</td>
</tr>
<tr>
<td>ENG 101 ....English Composition</td>
<td>6E</td>
</tr>
<tr>
<td>CIS 102 ....Introduction to Information Sciences</td>
<td>6L</td>
</tr>
<tr>
<td>Behavioral/Soc. Sci. elective</td>
<td>6B</td>
</tr>
<tr>
<td>Semester Total</td>
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</tr>
<tr>
<td>• Second Semester</td>
<td></td>
</tr>
<tr>
<td>BIO 121 ....General Biology II</td>
<td>6L</td>
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<tr>
<td>CHEM 112 ....General Chemistry II A</td>
<td>6L</td>
</tr>
<tr>
<td>MATH 109 ....Precalculus Mathematics</td>
<td>6M</td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>MATH 203 ....Calculus I</td>
<td>6M</td>
</tr>
<tr>
<td>Physical Education elective</td>
<td></td>
</tr>
<tr>
<td>Behavioral/Soc. Sci. elective</td>
<td>6B</td>
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<tr>
<td>Semester Total</td>
<td></td>
</tr>
<tr>
<td>• Third Semester</td>
<td></td>
</tr>
<tr>
<td>CHEM 207 ....Organic Chemistry I</td>
<td></td>
</tr>
<tr>
<td>PHYS 101 ....Introductory Physics I</td>
<td>6L</td>
</tr>
<tr>
<td>MATH 203 ....Calculus I</td>
<td>6M</td>
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<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>MATH 204 ....Calculus II</td>
<td>6M</td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>Biology elective</td>
<td>6S</td>
</tr>
<tr>
<td>Arts/Humanities elective</td>
<td>6H</td>
</tr>
<tr>
<td>Physical Education Fitness elective</td>
<td></td>
</tr>
<tr>
<td>Semester Total</td>
<td></td>
</tr>
<tr>
<td>• Fourth Semester</td>
<td></td>
</tr>
<tr>
<td>CHEM 208 ....Organic Chemistry II</td>
<td></td>
</tr>
<tr>
<td>PHYS 102 ....Introductory Physics II</td>
<td>6L</td>
</tr>
<tr>
<td>Biology elective</td>
<td></td>
</tr>
<tr>
<td>Arts/Humanities elective</td>
<td>6H</td>
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<tr>
<td>Semester Total</td>
<td></td>
</tr>
<tr>
<td>Total Number of Credits</td>
<td></td>
</tr>
</tbody>
</table>

* A biology elective may be selected only if MATH 203 (Calculus I) has been completed.

** MATH 101 (College Algebra) and MATH 103 (Trigonometry) may be taken instead of MATH 109 (Precalculus Mathematics).

*** Biology electives should be chosen according 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 18-19.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
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<tbody>
<tr>
<td>6B</td>
<td>Behavioral/Social Science</td>
</tr>
<tr>
<td>6E</td>
<td>English Composition</td>
</tr>
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<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>Biological/Physical Science</td>
</tr>
<tr>
<td>6S</td>
<td>Behavioral/Social Science</td>
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<tr>
<td>6G</td>
<td>English Composition</td>
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<td>6H</td>
<td>Arts/Humanities</td>
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<tr>
<td>6I</td>
<td>Interdisciplinary and Emerging Issues</td>
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<td>6L</td>
<td>Biological/Physical Laboratory Science</td>
</tr>
<tr>
<td>6M</td>
<td>Biological/Physical Science</td>
</tr>
</tbody>
</table>

TO SATISFY THE GENERAL EDUCATION CORE REQUIREMENTS:

• Behavioral/Social Science and Arts/Humanities electives must be selected from two different disciplines.

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, English Composition, or Interdisciplinary and Emerging Issues course electives from those that also appear on the approved list of diversity courses (see page 20).
PROGRAM DESCRIPTION

The Building Preservation and Restoration program leads to the A.A.S. degree in Technical/Professional Studies. The program prepares students for a career in historic preservation, specifically focusing on the areas of preservation and restoration of historic buildings. Emphasis is placed on the use of theory and practice to solve preservation issues and problems.

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@barford.edu; or academic advising, 410-836-4301.

DEGREE REQUIREMENTS

Recommended Course Sequence

** Technical/Professional Studies Electives (Minimum of 9 credit hours of BPR courses and 6 credit hours of art required.)

- First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BPR 101 ..Introduction to Historic Preservation</td>
<td>3</td>
</tr>
<tr>
<td>BPR 102 ..Historic Research and Documentation</td>
<td>3</td>
</tr>
<tr>
<td>BPR 103 ..History of Building Materials and Technology</td>
<td>3</td>
</tr>
<tr>
<td>BPR 104 ..Shop Safety - Use of Power and Hand Tools</td>
<td>2</td>
</tr>
<tr>
<td>ENG 101 ..English Composition</td>
<td>3</td>
</tr>
<tr>
<td>MATH 102 ..Contemporary Mathematics</td>
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<tr>
<td>Semester Total</td>
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</table>

- Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Sem. Hrs.</th>
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</thead>
<tbody>
<tr>
<td>ART 203 ..American Art and Architecture</td>
<td>3</td>
</tr>
<tr>
<td>ANTH 101 ..Introduction to Physical Anthropology/Archaeology</td>
<td>3</td>
</tr>
<tr>
<td>ID 103 ..History of Furniture and Decorative Arts</td>
<td>3</td>
</tr>
<tr>
<td>Biological/Physical Lab Science elective</td>
<td>4</td>
</tr>
<tr>
<td>Physical Education elective</td>
<td>1</td>
</tr>
<tr>
<td>Technical/Professional Studies elective*</td>
<td>3</td>
</tr>
<tr>
<td>Semester Total</td>
<td>17</td>
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</tbody>
</table>

- Third Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BPR 107 ..Construction Management</td>
<td>2</td>
</tr>
<tr>
<td>PHOT 101 ..Photography I</td>
<td>3</td>
</tr>
<tr>
<td>PHOT 102 ..Photography II</td>
<td>1</td>
</tr>
<tr>
<td>Technical Professional Studies electives*</td>
<td>6</td>
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<tr>
<td>General Education elective* (see list)</td>
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- Fourth Semester

<table>
<thead>
<tr>
<th>Course</th>
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</thead>
<tbody>
<tr>
<td>BPR 291-296 Field Site Lab</td>
<td>1-6</td>
</tr>
<tr>
<td>Technical Professional Studies electives*</td>
<td>9</td>
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<td>General Education elective* (see list)</td>
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<td>Semester Total</td>
<td>13-19</td>
</tr>
<tr>
<td>Total Number of Credits</td>
<td>62-68</td>
</tr>
</tbody>
</table>

General Education Electives:

- CHEM 100 Chemistry for Changing Times 4
- CMST 101 Speech Fundamentals 3
- GEOG 201 Geography of the United States 3
- HIST 103 History of the United States I 3
- HIST 104 History of the United States II 3
- HIST 208 American Ethnic History 3
- SOC 101 Introduction to Sociology 3

*Technical Education Electives:

ART 122 Color Theory 3
BPR 105 Maintaining Historic Structures 3
BPR 106 Sustainable Building - Green Design 3
BPR 108 Historic Wall and Floor Finishes 1
BPR 201 Historic Carpenter 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
ID 116 Faux Finishes 1
# 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.

Note: The following codes identify courses which satisfy the General Education core requirements. For more information see pages 18-19.

- **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

## DEGREE REQUIREMENTS

### Recommended Course Sequence

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester</td>
<td>BA 101</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>BA 212</td>
<td>Internet Research</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>ECON 102</td>
<td>Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ENG 101</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MATH 111</td>
<td>Introduction to Finite Mathematics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MATH 109</td>
<td>Precalculus Mathematics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MATH 101</td>
<td>College Algebra</td>
<td>3-4</td>
</tr>
<tr>
<td></td>
<td>Bio./Phys. Lab Science elective</td>
<td>3-4</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Semester Total</td>
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<td>17-18</td>
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<table>
<thead>
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<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>BA 210</td>
<td>Business Computer Applications*</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>CIS 102</td>
<td>Intro. to Information Sciences</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ECON 101</td>
<td>Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ENG 102</td>
<td>English Composition and Literature*</td>
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</tr>
<tr>
<td></td>
<td>ENG 109</td>
<td>English Composition: Research Writing*</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MATH 216</td>
<td>Introduction to Statistics</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Bio./Phys. Science elective</td>
<td>3</td>
<td></td>
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<tr>
<td></td>
<td>Physical Education elective</td>
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<td></td>
<td>Semester Total</td>
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<table>
<thead>
<tr>
<th>Third Semester</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td></td>
<td>ACCT 101</td>
<td>Accounting Principles I</td>
<td>3</td>
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<tr>
<td></td>
<td>BA 205</td>
<td>Business Law</td>
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<tr>
<td></td>
<td>BA 246</td>
<td>Legal Environment of Business</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>CMST 101</td>
<td>Speech Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>CMST 106</td>
<td>Business/Professional Speech</td>
<td>3</td>
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<td>Arts/Humanities elective</td>
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<td></td>
<td>General Elective*</td>
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<td>Physical Education Fitness elective</td>
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<table>
<thead>
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<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td></td>
<td>ACCT 102</td>
<td>Accounting Principles II</td>
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<td>PSY 101</td>
<td>General Psychology</td>
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<td></td>
<td>Arts/Humanities elective</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>General electives*</td>
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<td></td>
</tr>
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</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.
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 [61] .................3</td>
<td></td>
</tr>
<tr>
<td>BA 212 .........Internet Research ..................................3</td>
<td></td>
</tr>
<tr>
<td>BA 210 .........Business Computer Applications* or</td>
<td></td>
</tr>
<tr>
<td>CIS 102 .........Introduction to Information Sciences [61] ..3</td>
<td></td>
</tr>
<tr>
<td>CMST 106 .........Business/Professional Speech or</td>
<td></td>
</tr>
<tr>
<td>CMST 105 .........Speech Fundamentals [61]** or</td>
<td></td>
</tr>
<tr>
<td>ECON 101 ....Macroeconomics [68] or</td>
<td></td>
</tr>
<tr>
<td>ECON 102 ....Microeconomics [68] .................................3</td>
<td></td>
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<tr>
<td>ENG 101 .......English Composition [68] ........................3</td>
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<tr>
<td>Physical Education Fitness elective ..........................1</td>
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<tr>
<td>** Students in Agricultural Business Track must take either</td>
<td></td>
</tr>
<tr>
<td>CMST 101 (Speech Fundamentals) or CMST 105 (Interpersonal Communication).</td>
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</table>

<table>
<thead>
<tr>
<th>• Second Semester</th>
<th>Sem. Hrs.</th>
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<tbody>
<tr>
<td>ACCT 101 ....Accounting Principles I ..........................3</td>
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</tr>
<tr>
<td>BA 107 .......Principles of Supervision or</td>
<td></td>
</tr>
<tr>
<td>BA 109 .......Principles of Management ..........................3</td>
<td></td>
</tr>
<tr>
<td>ENHC 216 ......Business Communications ..........................3</td>
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<tr>
<td>Bio./Phys. Lab Science elective [61] **.........................4</td>
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<tr>
<td>Mathematics [68] **** ........................................3-4</td>
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<td>Semester Total .....................................................16-17</td>
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</table>

** Required for Agricultural Business Track: BIO 100 (Fundamentals of Biology), BIO 120 (General Biology I), or BIO 110 (Introduction to Plant Science).

**** MATH 101 (College Algebra) or MATH 111 (Introduction to Finite Mathematics) required for the Manufacturing Track.

Agricultural Business Track

<table>
<thead>
<tr>
<th>• Third Semester</th>
<th>Sem. Hrs.</th>
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</thead>
<tbody>
<tr>
<td>BA 145 .......Farm and Agribusiness Management ..............3</td>
<td></td>
</tr>
<tr>
<td>BA 206 .......Small Business Seminar I ..........................3</td>
<td></td>
</tr>
<tr>
<td>BA 273-4 ....Cooperative Education or</td>
<td></td>
</tr>
<tr>
<td>Career-Based elective**** ......................................3-4</td>
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</tr>
<tr>
<td>General Education elective [68] [68] [61] [68] ................3-4</td>
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</tr>
<tr>
<td>Career Based elective**** ......................................3</td>
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<td>Semester Total .....................................................15-17</td>
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<table>
<thead>
<tr>
<th>• Fourth Semester</th>
<th>Sem. Hrs.</th>
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<tbody>
<tr>
<td>BA 209 .......Agricultural Marketing ............................3</td>
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</tr>
<tr>
<td>BA 225 .......Project Management ..................................3</td>
<td></td>
</tr>
<tr>
<td>BA 272-4 ....Cooperative Education or</td>
<td></td>
</tr>
<tr>
<td>Career-Based elective**** ......................................3-4</td>
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<td>Physical Education elective .................................1</td>
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<tr>
<td>Semester Total .....................................................14-18</td>
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</table>

Total Number of Credits ........................................62-69

**** Career-Based Electives

| BA 105 .......Professional Selling ................................3 |
| BA 211 .......Purchasing/Materials Management ............3 |
| BA 246 .......Legal Environment of Business ................3 |
| BIO 110 ....Introduction to Plant Science [61] ........4 |
| BPR 104 ....Shop Safety: Use of Power and Hand Tools ....2 |
| ELEC 105 ....Introduction to Electronics ......................4 |
| ENV 111 ....Human Ecology ........................................3 |
| ENV 122 ....Introduction to Soil Sciences ....................3 |
| SPAN 101 ....Elementary Spanish I ............................3 |

For more information, contact Prof. Sandra Ferriter, 410-836-4426, sferriter@harford.edu; Prof. Richard Miller, 410-836-4264, rmiller@harford.edu; or academic advising, 410-836-4301.
BUSINESS MANAGEMENT (continued)

Corporate Communications Track
• Third Semester

PHIL 221 ................................................. 3
Business electives * ...................................... 6
Corporate Communications electives** .............. 6
Physical Education elective ................................ 1
Semester Total .............................................. 16

• Fourth Semester

BA 225 ......Project Management ............................. 3
BA 273 ......Cooperative Education ........................... 3
Corporate Communications elective* .................... 3
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 3 courses from the following:

I. Art Electives:
ART 103 ......Introduction to Graphic Communication
ART 108 ......Introduction to Digital Media [6]
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 ......Introduction to Creative Writing
ENG 109 ......English Composition: Research Writing
ENG 209 ......Technical Writing
MC 201 ......Writing for the Electronic Media

Manufacturing Track
• Third Semester

ACCT 102 ....Accounting Principles II
ACCT 208 ....Managerial Accounting .......................... 3
BA 225 ......Project Management ........................... 3
BA 246 ......Legal Environment of Business .................. 3
BA 242 ......Introduction to International Business

Physical Education elective .................................. 1
Semester Total .............................................. 16

• Fourth Semester

ACCT 105 ....Financial Statement Interpretation & Analysis .......................... 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 Engineering Technology.

Office Systems Track
• Third Semester

CIS 106 ......Introduction to Microsoft Office .......................... 3
CIS 125 ......Document Processing: MS Word .................. 3
OS 113 ......Intermediate Keyboarding ...................... 3
OS 116 ......Communication Technologies .................. 4
Semester Total .............................................. 16

• Fourth Semester

CIS 254 ......Advanced Microsoft Office .......................... 3
CIS 114 ......Introduction to Computer User Support .......... 3
OS/CIS ......Elective***.......................................................... 3

General Education Electives ................................. 6-8
Physical Education elective .................................. 1
Semester Total .............................................. 16-18

Total Number of Credits .................................... 65-68

**** Any additional OS or CIS course.
### Retail Management Track

**• Third Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>BA 106</td>
<td>Principles of Retailing</td>
<td>3</td>
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<tr>
<td>BA 203</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>BA 225</td>
<td>Project Management</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>
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<td>Physical Education elective</td>
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Semester Total: 16

**• Fourth Semester**

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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<tr>
<td>BA 104</td>
<td>Advertising and Sales Promotion</td>
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<td>BA 105</td>
<td>Professional Selling</td>
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<tr>
<td>BA 273</td>
<td>Cooperative Education</td>
<td>3</td>
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<tr>
<td></td>
<td>Career-Based elective*</td>
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Semester Total: 15-16

Total Number of Credits: 64-66

**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**

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<thead>
<tr>
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<th>Course Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>ACCT 102</td>
<td>Principles of Accounting II</td>
<td>3</td>
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<tr>
<td>or</td>
<td>ACCT 208 Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BA 225</td>
<td>Project Management</td>
<td>3</td>
</tr>
<tr>
<td>BA 246</td>
<td>Legal Environment of Business</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 221</td>
<td>Business Ethics</td>
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<tr>
<td>CIS elective (not CIS 102)</td>
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Semester Total: 16

**• Fourth Semester**

<table>
<thead>
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<th>Course Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>ACCT 105</td>
<td>Financial Statement Interpretation and Analysis</td>
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<tr>
<td>BA 203</td>
<td>Principles of Marketing</td>
<td>3</td>
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<tr>
<td>or</td>
<td>BA 105 Professional Selling</td>
<td>3</td>
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<tr>
<td>BA 108</td>
<td>Human Resource Management</td>
<td>3</td>
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<td></td>
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<tr>
<td>PSY 105</td>
<td>Human Relations</td>
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<tr>
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<td>6-8</td>
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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 Engineering Technology.**

---

**Note:** The following codes identify courses which satisfy the General Education core requirements. For more information see pages 18-19.

- **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.

**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 20).
ADMINISTRATIVE OFFICE ASSISTANT CERTIFICATE

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).

ADMINISTRATIVE OFFICE ASSISTANT - CERTIFICATE

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 125</td>
<td>Document Processing: MS Word</td>
<td>3</td>
</tr>
<tr>
<td>CIS 102</td>
<td>Introduction to Information Sciences</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>OS 113</td>
<td>Intermediate Keyboarding</td>
<td>3</td>
</tr>
<tr>
<td>OS 116</td>
<td>Communication Technologies</td>
<td>4</td>
</tr>
<tr>
<td>OS/CIS elective or Cooperative Education</td>
<td>3-4</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total Number of Credits</td>
<td>19-20</td>
</tr>
</tbody>
</table>

For more information, contact Prof. Teri Weston, 410-836-4472, tweston@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 003 and ENG 012, or ENG 018; and MATH 001. See graduation requirement details in this catalog for further information.
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.

Note: The following codes identify courses which satisfy the General Education core requirements. For more information see pages 18-19.

- 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 OFFERED AT HCC

Recommended Course Sequence

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Sem. Hrs.</th>
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</thead>
<tbody>
<tr>
<td>CMST 101</td>
<td>Speech Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>CIS 102</td>
<td>Introduction to Information Sciences</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 101</td>
<td>Contemporary Health Issues</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>HIST 207</td>
<td>African-American History</td>
<td>3</td>
</tr>
<tr>
<td>PSY 205</td>
<td>Psychology of Women</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 208</td>
<td>Alcohol/Drugs: Impact on Behavior</td>
<td>3</td>
</tr>
<tr>
<td>PSY 204</td>
<td>Abnormal Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY 212</td>
<td>The Helping Relationship</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics elective</td>
<td>3-4</td>
<td></td>
</tr>
<tr>
<td>Bio./Phys. Lab Science elective</td>
<td>4</td>
<td></td>
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<tr>
<td>Total HCC Credits</td>
<td>37-38</td>
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</table>

CORE COURSES TO BE COMPLETED AT CCBC - DUNDALK CAMPUS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMDP 102</td>
<td>Issues in Addiction Counseling</td>
<td>3</td>
</tr>
<tr>
<td>CMDP 114</td>
<td>Theory and Practice of Group Counseling</td>
<td>4</td>
</tr>
<tr>
<td>CMDP 124</td>
<td>Delivery of Services</td>
<td>4</td>
</tr>
<tr>
<td>CMDP 173</td>
<td>Internship: CMDP</td>
<td>3</td>
</tr>
<tr>
<td>CMDP 210</td>
<td>Family Counseling</td>
<td>3</td>
</tr>
<tr>
<td>CMDP 211</td>
<td>Theories of Counseling</td>
<td>3</td>
</tr>
<tr>
<td>CMDP 213</td>
<td>Ethics in Chemical Dependency Counseling</td>
<td>3</td>
</tr>
<tr>
<td>CMDP 273</td>
<td>Internship: CMDP</td>
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<tr>
<td>Total CCBC - Dundalk Credits</td>
<td>24</td>
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</tr>
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</table>

Total Number of Credits……………………………………...61-62

For more information, contact Manolya Bayard, 410-836-4486, mbayar@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. One option for students in chemistry is to transfer to the University of Baltimore into the Forensic Studies, Forensic Science concentration. This program has an early admissions deadline and requires students to complete a criminal background and urinalysis check, and have a cross-institutional GPA of 3.0 or better, in addition to other requirements. Students interested in pursuing the Forensic Science concentration at the University of Baltimore will need to earn a B or better in each of the following: BIO 120, CHEM 112, CHEM 207, CHEM 208, PHYS 101 and PHYS 102. Interested students should contact academic advising for more information.

For more information, contact, Prof. Paul Santiago, 410-836-4166, psantiago@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.

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 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 20).

Note: The following codes identify courses which satisfy the General Education core requirements. For more information see pages 18-19.

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

Total Number of Credits: 64-67

CHEMISTRY - CALCULUS BASED PHYSICS

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>CHEM 111</td>
<td>General Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>ENG 101</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MATH 203</td>
<td>Calculus I</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Behavioral/Social Sci. elective</td>
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<tr>
<td></td>
<td>Physical Education Fitness elective</td>
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<td></td>
<td>Semester Total</td>
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<td>15</td>
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| Second   | CHEM 112    | General Chemistry II A      | 4       |
|          | ENG 109     | Research Writing            | 3       |
|          | MATH 204    | Calculus II                 | 4       |
|          | PHYS 203    | General Physics             |         |
|          | Mech. & Part. Dynamics |            | 3       |
|          | Arts/Humanities elective |          | 3       |
|          | Semester Total |                       | 17      |

| Third    | BIO 120     | General Biology I           | 4       |
|          | CHEM 207    | Organic Chemistry I         | 4       |
|          | MATH 206    | Calculus III                |         |
|          | or CIS 102  | Introduction to Information Sciences | 3-4 |
|          | or General Education elective |                   | 3-4 |
|          | PHYS 204    | General Physics             |         |
|          | Vibr., Waves, Heat, Elec & Magn. | 4       |
|          | Physical Education elective | 1       |
|          | Semester Total |                       | 16-17   |

| Fourth   | CHEM 208    | General Physics             | 4       |
|          | PHYS 205    | Electrodynamics, Light, Relativ. & Mod. Physics | 3-4 |
|          | or General Education elective |                   | 3-4 |
|          | CIS 102     | Introduction to Information Sciences | 3-4 |
|          | or General Education elective |                   | 3-4 |
|          | Arts/Humanities elective | 3       |
|          | Semester Total |                       | 16-18   |

Total Number of Credits: 64-67
## CHEMISTRY (continued)

### CHEMISTRY - NON CALCULUS BASED PHYSICS

#### DEGREE REQUIREMENTS

**Recommended Course Sequence**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Sem. Hrs.</th>
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</thead>
<tbody>
<tr>
<td>First</td>
<td>CHEM 111</td>
<td>General Chemistry I</td>
<td>4</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>MATH 109</td>
<td>Precalculus Mathematics</td>
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<td></td>
<td></td>
<td>Behavioral/Social Sci. elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Physical Education Fitness elective</td>
<td>1</td>
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<td></td>
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<td><strong>Semester Total</strong></td>
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<table>
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<th>Course Code</th>
<th>Course Title</th>
<th>Sem. Hrs.</th>
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<tr>
<td>Second</td>
<td>CHEM 112</td>
<td>General Chemistry II A</td>
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<tr>
<td></td>
<td>ENG 109</td>
<td>Research Writing</td>
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<tr>
<td></td>
<td>MATH 203</td>
<td>Calculus I</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>CIS 102</td>
<td>Introduction to Information Sciences</td>
<td>3</td>
</tr>
<tr>
<td></td>
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<td></td>
<td>Physical Education elective</td>
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<table>
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<th>Course Code</th>
<th>Course Title</th>
<th>Sem. Hrs.</th>
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<tr>
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<td>BIO 120</td>
<td>General Biology I</td>
<td>4</td>
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<td></td>
<td>CHEM 207</td>
<td>Organic Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>MATH 204</td>
<td>Calculus II</td>
<td>3</td>
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<tr>
<td></td>
<td></td>
<td>or General Education elective</td>
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<td></td>
<td>PHYS 101</td>
<td>Introductory Physics I</td>
<td>4</td>
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<th>Course Code</th>
<th>Course Title</th>
<th>Sem. Hrs.</th>
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<tbody>
<tr>
<td>Fourth</td>
<td>CHEM 208</td>
<td>Organic Chemistry II</td>
<td>4</td>
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<tr>
<td></td>
<td>PHYS 102</td>
<td>Introductory Physics II</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>General Education elective</td>
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<td>Arts/Humanities elective</td>
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<td></td>
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<tr>
<td></td>
<td></td>
<td><strong>Semester Total</strong></td>
<td><strong>17-18</strong></td>
</tr>
</tbody>
</table>

**Total Number of Credits** ............................................ **65-67**
PROGRAM DESCRIPTION

This program provides students with a sound knowledge of Computer Aided Design and Drafting (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 205, CIS 207, and CIS 221.

DEGREE REQUIREMENTS

Recommended Course Sequence

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CADD 101 .......Introduction to CADD ..................3</td>
<td></td>
</tr>
<tr>
<td>CIS 102 .......Intro. to Information Sciences (G) ....3</td>
<td></td>
</tr>
<tr>
<td>ENG 101 .......English Composition (E) ..............3</td>
<td></td>
</tr>
<tr>
<td>ENGR 101 ......Engineering Drawing I ..................2</td>
<td></td>
</tr>
<tr>
<td>MATH 101 ......College Algebra (G) ..................3</td>
<td></td>
</tr>
<tr>
<td>Physical Education Fitness elective ...............1</td>
<td></td>
</tr>
<tr>
<td>Semester Total ........................................15</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CADD 102 .......Intermediate CADD ......................3</td>
<td></td>
</tr>
<tr>
<td>CMST 101 .......Speech Fundamentals ..................3</td>
<td></td>
</tr>
<tr>
<td>MATH 103 ......Trigonometry (G) ......................3</td>
<td></td>
</tr>
<tr>
<td>Behavioral/Social Science elective (G) ............3</td>
<td></td>
</tr>
<tr>
<td>Career Based elective* .......................3</td>
<td></td>
</tr>
<tr>
<td>Physical Education elective ......................1</td>
<td></td>
</tr>
<tr>
<td>Semester Total ..........................................16</td>
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</table>

<table>
<thead>
<tr>
<th>Third Semester</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 209 ......Technical Writing .......................3</td>
<td></td>
</tr>
<tr>
<td>PHYS 101 ......Introductory Physics I (G) ...........4</td>
<td></td>
</tr>
<tr>
<td>CADD elective (see list) .....................3</td>
<td></td>
</tr>
<tr>
<td>Behavioral/Social Science elective (G) ..........3</td>
<td></td>
</tr>
<tr>
<td>Arts/Humanities elective (G) ..................3</td>
<td></td>
</tr>
<tr>
<td>Semester Total ........................................16</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fourth Semester</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID 206 .......Materials and Finishes ................3</td>
<td></td>
</tr>
<tr>
<td>ENGR 203 ......Engineering Materials ................3</td>
<td></td>
</tr>
<tr>
<td>CADD 252 ......Customizing AutoCAD ................3</td>
<td></td>
</tr>
</tbody>
</table>
| CADD 273 ......Cooperative Education: Computer Aided Design and Drafting
  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 18-19.

- 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 (G), (E), or (I) course electives from those that also appear on the approved list of diversity courses (see page 20).
COMPUTER INFORMATION SYSTEMS

PROGRAM DESCRIPTION

Computer Information Systems (CIS) 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 indicates 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 the 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 205 .........Intro. to Visual Basic.NET Programming
CIS 206 .........COBOL Computer Programming II
CIS 207 .........Advanced Visual Basic.NET Programming
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 222 .........Intro. to Visual Basic Programming
CIS 223 .........Introduction to Shell Programming
CIS 227 .........Advanced Visual Basic
CSI 131 .........Computer Science I (C Based)
CSI 132 .........Computer Science II (C++ Based)

*Any CIS course(s) may be taken to satisfy CSI/CIS electives.

DEGREE REQUIREMENTS

Recommended Course Sequence

• First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 101....Accounting Principles I</td>
<td>3</td>
</tr>
<tr>
<td>CIS 102 .......Intro. to Information Sciences</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101.....English Composition</td>
<td>3</td>
</tr>
<tr>
<td>MATH 101 ..College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MATH 109 ..Precalculus Math</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>MATH 111 ....Introduction to Finite Math</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>MATH 203 ....Calculus I</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>MATH 207 ....Calculus for Bus. &amp; Econ.</td>
<td>3-4</td>
</tr>
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<td>Semester Total</td>
<td>13-14</td>
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• Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Sem. Hrs.</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>CIS 205 .......Intro. to Visual Basic.NET Programming</td>
<td>4</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>17-18</td>
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• Third Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Sem. Hrs.</th>
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</thead>
<tbody>
<tr>
<td>CIS 104 .......Computer Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>CIS 135 .......Introduction to Networks</td>
<td>3</td>
</tr>
<tr>
<td>CIS 203 .......Computer Systems and Procedures</td>
<td>3</td>
</tr>
<tr>
<td>CIS 207 .......Advanced Visual Basic.NET Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS 221 .......C++ Programming Language</td>
<td>4</td>
</tr>
<tr>
<td>ENG 209 .......Technical Writing</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>
<td>17</td>
</tr>
</tbody>
</table>

• Fourth Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 273 .......Cooperative Education</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>CSI/CIS elective*</td>
<td>3-4</td>
</tr>
<tr>
<td>CSI/CIS Programming Language elective</td>
<td>3-4</td>
</tr>
<tr>
<td>CSI/CIS elective*</td>
<td>3-4</td>
</tr>
<tr>
<td>Behavioral/Social Science elective</td>
<td>3</td>
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<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. Dorothy Baumeister, 410-836-4439, dbaumes@harford.edu, Prof. John Mayhorne, 410-836-4382, jmaborn@harford.edu, or academic advising, 410-836-4301.
CERTIFICATES IN COMPUTER INFORMATION SYSTEMS

COMPUTER INFORMATION SYSTEMS CERTIFICATES

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. Dorothy Baumeister, 410-836-4439, dbaumeis@harford.edu; Prof. John Mayhorne, 410-836-4382, jmayhorn@harford.edu, or academic advising, 410-836-4301.

PROGRAMMING

Sem. Hrs.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA 101</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>CIS 102</td>
<td>Intro. to Information Sciences</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 205</td>
<td>Intro. to Visual Basic.NET Programming</td>
<td>4</td>
</tr>
<tr>
<td>CIS 115</td>
<td>Fundamentals of Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS 207</td>
<td>Advanced Visual Basic.NET Programming</td>
<td>4</td>
</tr>
<tr>
<td>CIS 221</td>
<td>C++ Programming Language</td>
<td>4</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENG 209</td>
<td>Technical Writing</td>
<td>3</td>
</tr>
<tr>
<td>Programming elective*</td>
<td>3-4</td>
<td></td>
</tr>
<tr>
<td>CIS elective*</td>
<td>3-4</td>
<td></td>
</tr>
</tbody>
</table>

Total Number of Credits............................................32-34

* Any CIS course(s) may be taken to satisfy the CIS elective.

** Programming electives include CIS 111, 201, 202, 205, 206, 207, 214, 215, 217, 219, 221, 224, 225, 227 and CSI 131 and 132.

SOFTWARE

Sem. Hrs.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA 101</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>CIS 102</td>
<td>Intro. to Information Sciences</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 118</td>
<td>Introduction to Microsoft Access</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 205</td>
<td>Intro. to Visual Basic.NET Programming</td>
<td>4</td>
</tr>
<tr>
<td>CIS 254</td>
<td>Advanced Microsoft Office</td>
<td>4</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENG 209</td>
<td>Technical Writing</td>
<td>3</td>
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<tr>
<td>OS 100</td>
<td>Keyboarding Basics</td>
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<tr>
<td>CSI/CIS elective*</td>
<td>3-4</td>
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</tbody>
</table>

Total Number of Credits............................................34-36

* Any CIS/CSI course(s) may be used to satisfy the CIS/CSI elective.

UNIX

Sem. Hrs.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 102</td>
<td>Intro. to Information Sciences</td>
<td>3</td>
</tr>
<tr>
<td>CIS 110</td>
<td>Introduction to UNIX/LINUX</td>
<td>4</td>
</tr>
<tr>
<td>CIS 111</td>
<td>C Programming Language</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>ENG 101</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENG 209</td>
<td>Technical Writing</td>
<td>3</td>
</tr>
<tr>
<td>CIS electives*</td>
<td>6-8</td>
<td></td>
</tr>
</tbody>
</table>

Total Number of Credits............................................30-32

* Any CIS course(s) may be used to satisfy the CIS electives.

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], [6E], or [6J] course electives from those that also appear on the approved list of diversity courses (see page 20).

Note: The following codes identify courses which satisfy the General Education core requirements. For more information see pages 18-19.

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Category</th>
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<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>

To earn a certificate from HCC, students must complete or demonstrate exemption from the following courses: ENG 003 and ENG 012, or ENG 018; and MATH 001. See graduation requirement details in this catalog for further information.
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.

TRANSFER INFORMATION

This program provides the first two years of a BS degree in Computer Science.

DUAL ADMISSIONS

One option for students interested in a bachelor’s degree is Harford Community College’s dual admissions program with the University of Maryland University College.

For more information, contact Prof. Dorothy Baumeister, 410-836-4439, dbaumeis@harford.edu; Prof. John Mayhorne, 410-836-4382, jmahorn@harford.edu; or academic advising, 410-836-4301.

CIS 102 (Introduction to Information Sciences) or equivalent work experience or knowledge must be documented prior to enrolling in CIS 115 (Fundamentals of Programming) and CIS 111 (C Programming Language).

Note: The following codes identify courses which satisfy the General Education core requirements. For more information see pages 18-19.

- **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.

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 20).

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>CIS 111</td>
<td>C Programming Language</td>
<td></td>
</tr>
<tr>
<td>CIS 115</td>
<td>Fundamentals of Programming</td>
<td></td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition (GE)</td>
<td></td>
</tr>
<tr>
<td>MATH 203</td>
<td>Calculus I (GM)</td>
<td></td>
</tr>
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</table>

CIS 111, CIS 115, ENG 101, MATH 203

Physical Education Fitness elective ..........................1
Semester Total ..................................................15

• Second Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 221</td>
<td>C++ Programming Language</td>
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</tr>
<tr>
<td>MATH 204</td>
<td>Calculus II (GM)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Arts/Humanities elective (GH)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Behavioral/Soc. Sci. elective (GB)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Bio./Phys. Science elective (GS)</td>
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</tbody>
</table>

CIS 221, MATH 204, Arts/Humanities, Behavioral/Soc. Sci., Bio./Phys. Science

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

• Third Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Sem. Hrs.</th>
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<tbody>
<tr>
<td>CSI 131</td>
<td>Computer Science I</td>
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<tr>
<td>CIS 201</td>
<td>Assembly Programming Language</td>
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<tr>
<td>MATH 206</td>
<td>Calculus III</td>
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<td></td>
<td>General elective</td>
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<tr>
<td></td>
<td>Bio./Phys. Lab Science elective (GS)</td>
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</table>

CSI 131, CIS 201, MATH 206, General, Bio./Phys. Lab Science

Physical Education elective ........................................1
Semester Total ..................................................16-17

• Fourth Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSI 132</td>
<td>Computer Science</td>
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</tr>
<tr>
<td>CIS 205</td>
<td>Introduction to Visual Basic.NET</td>
<td></td>
</tr>
<tr>
<td></td>
<td>General elective</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Bio./Phys. Science elective (GS)</td>
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<tr>
<td>MATH 210</td>
<td>Discrete Structures</td>
<td></td>
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<tr>
<td></td>
<td>General elective</td>
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</tbody>
</table>

CSI 132, CIS 205, MATH 210, General, Bio./Phys. Science

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

Total Number of Credits........................................64-66

* 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.

Students interested in forensic science as a major should reference the chemistry program in this Catalog.

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
  - CJ 101 .......Introduction to Criminal Justice ..............3
  - CJ 104 .......Procedural Law and Evidence .................3
  - ENG 101 ......English Composition (6E) ....................3
  - PS 101 ......American National Government 6B ..........3
  - PS 102 ......State and Local Government 6B .............3
  - SOC 101 ......Introduction to Sociology 6B 6 ........3
  - Physical Education Fitness elective ........................1
  - Semester Total .............................................16

- Second Semester
  - 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 (6B) ......................3
  - PSY 101 ......General Psychology 6B ......................3
  - Physical Education Elective ...............................1
  - Semester Total .............................................16

- Third Semester
  - CMST 101 ...Speech Fundamentals 61
  - or
  - CMST 105 ....Interpersonal Communication 61
  - PHIL 205 ......Ethics 6B .................................3
  - SOC 102 ......Social Problems 6B 6 .......................3
  - Bio./Phys. Lab Science elective 6L .......................4
  - Mathematics elective (6M) .................................3-4
  - Semester Total .............................................16-17

- Fourth Semester
  - BA 210 .......Business Computer Applications
  - or
  - CIS 102 .......Introduction to Information Sciences (61) ....3
  - CJ 213 .......Criminology ..................................3
  - Arts/Humanities elective 6B ...............................3
  - Bio/Phys. Science elective 6S .............................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.

Please Note:
CJ 104 (Procedural Law and Evidence) is usually offered only in Fall semester.
CJ 111 (Principles of Criminal Law) is usually offered only in Spring semester.
CRIMINAL JUSTICE - OPTION IN LEGAL STUDIES

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. One option for students interested in a bachelor’s degree is Harford Community College’s dual admissions program with University of Maryland University College. Another option is articulated credits from Harford Community College to the University of Baltimore. Students interested in transfer to baccalaureate programs with majors in criminal justice should pursue the A.A. degree option in criminal justice.

For more information, contact Prof. Avery Ward, 410-836-4361, or program advising, Dr. Clarence Terrill, 410-836-4315, 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 (B), (H), or (I) course electives from those that also appear on the approved list of diversity courses (see page 20).

DEGREE REQUIREMENTS

Recommended Course Sequence

<table>
<thead>
<tr>
<th>Course Sequence</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>• First Semester</td>
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<tr>
<td>CJ 101 ......Introduction to Criminal Justice ..........</td>
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<tr>
<td>ENG 101 .English Composition</td>
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<td>PS 101 .......American National Government (B)</td>
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<tr>
<td>or PS 102 ......State and Local Government (B)</td>
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<tr>
<td>or PS 106 ......Introduction to Law (B)</td>
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<tr>
<td>or PSY 101 ...General Psychology (B)</td>
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<td>Physical Education Fitness elective</td>
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<td>CJ 109 .....Police Organization and Administration....</td>
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<td>CJ 111 .....Principles of Criminal Law</td>
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<td>or CMST 105 Interpersonal Communication (G)</td>
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<td>Math elective (M)</td>
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<td>• Third Semester</td>
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<tr>
<td>CJ 104 .....Procedural Law and Evidence</td>
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<td>CJ 201 .....Police-Community Relations</td>
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<td>ENG 209 .Technical Writing</td>
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<td>SOC 102 .....Social Problems</td>
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<tr>
<td>• Fourth Semester</td>
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<tr>
<td>BA 210 .....Business Computer Applications</td>
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<td>CJ 213 .....Criminology</td>
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<td>Arts/Humanities elective (H)</td>
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<td>Take two of the following:</td>
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<tr>
<td>CJ 103 .....Introduction to Corrections</td>
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<tr>
<td>CJ 112 .....Introduction to Crime Scene Technology</td>
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<td>CJ 216 .....Terrorism</td>
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<td>CJ 283 .....Field Practicum in Criminal Justice</td>
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<td>FS 100 .....Basic Forensic Science (S)</td>
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<td>Total Number of Credits..................................</td>
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</table>

Please Note:

CJ 104 (Procedural Law and Evidence) is usually offered only in Fall semester.

CJ 111 (Principles of Criminal Law) is usually offered only in Spring semester.
DESIGN AND TECHNICAL THEATRE

PROGRAM DESCRIPTION

The Design and Technical Theatre A.A.S. degree offers students the opportunity to learn, train, and gain the specialized technical and artistic skills required to execute contemporary theatrical productions. Harford Community College faculty work with each student to create an artistic point of view within a professional work ethic appropriate for the theatre.

The major in Design and Technical Theatre is time-consuming and physically demanding. Participation in productions is a part of the educational program. All majors must participate in theatre activities on weekends and during the evening.

Between traveling road shows that perform at The Amoss Center and College and community productions on the thrust stage of the Chesapeake Center, students have the opportunity to work in all forms of theatre such as dramatic plays, musical theatre, ballet, and mime.

EMPLOYMENT AND TRANSFER INFORMATION

Graduates of this program can find employment opportunities with performing arts organizations and a variety of businesses and promoters involved in live theatrical and musical performances. Graduates may transfer to such institutions as Towson University and University of Maryland campuses in Baltimore County and College Park. 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 as early as possible in their academic career.

For more information, contact Dr. Ben Fisler, 410-836-4000, ext. 7625, bfisler@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>Credits</th>
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<tr>
<td>1st</td>
<td>ART 101</td>
<td>Fundamentals of 2D Design</td>
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<td>ENG 101</td>
<td>English Composition</td>
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<td>PSY 101</td>
<td>General Psychology</td>
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<td></td>
<td>THEA 101</td>
<td>Introduction to Theatre</td>
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<td></td>
<td>THEA 104</td>
<td>Stagecraft I</td>
<td>3</td>
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<td></td>
<td>P.E. Elective</td>
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<tr>
<td>2nd</td>
<td>ART 108</td>
<td>Intro to Digital Media</td>
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<td>CADD 101</td>
<td>Introduction to CADD</td>
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<td></td>
<td>ID 125</td>
<td>CADD for Interior Design</td>
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<td></td>
<td>DRAM 203</td>
<td>Survey of World Drama</td>
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<td>THEA 105</td>
<td>Stagecraft II</td>
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<td>THEA 279</td>
<td>Theatre Workshop I</td>
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<td>ART 122</td>
<td>Color Theory</td>
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<td></td>
<td>ID 103</td>
<td>History of Furniture and Decorative Arts</td>
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<td></td>
<td>ID 126</td>
<td>Advanced CADD for Interior Design</td>
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<td>MATH 102</td>
<td>Contemporary Mathematics</td>
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<td>THEA 202</td>
<td>Scene Design</td>
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<td>THEA 280</td>
<td>Theatre Workshop II</td>
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<tr>
<td>4th</td>
<td>ART 203</td>
<td>American Art and Architecture</td>
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<td>DRAM 204</td>
<td>Survey of Modern Drama</td>
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<td></td>
<td>ID 118</td>
<td>Design Drawing and Color Rendering</td>
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<td></td>
<td>THEA 281</td>
<td>Theatre Workshop III</td>
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<td>THEA 204</td>
<td>Costuming</td>
<td>3</td>
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<td>P.E. Elective</td>
<td>Physical Education Fitness</td>
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<td><strong>Semester Total</strong></td>
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</table>

Total Number of Credits: 63

TO SATISFY THE GENERAL EDUCATION CORE REQUIREMENTS:

- Behavioral/Social Science and Arts/Humanities electives must be selected from two different disciplines.
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 (61) ....................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
or
ENG 109 .....English Composition: Research Writing...........3
or
ENG 209 .....Technical Writing........................................3
or
ENG 216 .....Business Communications ................................3
HLTH 103 ..Wellness Theory and Applications (61) ..........3
PSY 105 .....Human Relations............................................3
PSY 207 .....Educational Psychology..................................3
SOC 101 .....Introduction to Sociology (6B) [D] ..............3

Note: The following codes identify courses which satisfy the General Education core requirements. For more information see pages 18-19.

-GB- Behavioral/Social Science
-GE- English Composition
-GH- Arts/Humanities
-GI- Interdisciplinary and Emerging Issues
-GL- Biological/Physical Laboratory Science
-GM- Mathematics
-GL- Biological/Physical Science

DEGREE REQUIREMENTS

Recommended Course Sequence

- First Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Sem. Hrs.</th>
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<tbody>
<tr>
<td>EDUC 103</td>
<td>The Young Child*</td>
<td>3</td>
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<tr>
<td>EDUC 104</td>
<td>Curriculum and Materials*</td>
<td>3</td>
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<tr>
<td>ENG 101</td>
<td>English Composition (6E)</td>
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<tr>
<td>PSY 101</td>
<td>General Psychology (6B)</td>
<td>3</td>
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<tr>
<td>Career-Based elective*</td>
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<td>Physical Education elective</td>
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- Second Semester

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<th>Course Title</th>
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<tbody>
<tr>
<td>CMST 101</td>
<td>Speech Fundamentals (61)</td>
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<tr>
<td>EDUC 208</td>
<td>Avenues to Children’s Literacy</td>
<td>3</td>
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<tr>
<td>EDUC 108</td>
<td>Classroom Management for Early Childhood ..3</td>
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<tr>
<td>MATH 102</td>
<td>Contemporary Math (6M)</td>
<td>3</td>
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<tr>
<td>or</td>
<td>MATH 101</td>
<td>College Algebra (6M)</td>
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<tr>
<td>Career-Based elective*</td>
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<tr>
<td>Physical Fitness Education elective</td>
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- Third Semester

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<tbody>
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<td>EDUC 200</td>
<td>Introduction to Child Care Admin................</td>
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<tr>
<td>EDUC 201</td>
<td>Field Placement I ..................................</td>
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<tr>
<td>EDUC 107</td>
<td>Intro. to Special Education .......................</td>
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<td>EDUC 110</td>
<td>Infant and Toddler Development ...................</td>
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<tr>
<td>or</td>
<td>EDUC 215</td>
<td>School-Age Child Care ................................</td>
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<td>Bio./Phys. Lab. Sci. elective</td>
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- Fourth Semester

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<td>EDUC 202</td>
<td>Field Placement II ..................................</td>
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<tr>
<td>EDUC 216</td>
<td>Child Health, Safety, and Nutrition .............</td>
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<tr>
<td>VPA 201</td>
<td>Visual and Performing Arts Survey (6H) ..........</td>
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<td>History elective (6B)</td>
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<td>Career-Based elective*</td>
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* EDUC 103 (The Young Child) and 104 (Materials and Curriculum in Early Childhood) 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 (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 20).
PROGRAM OF INSTRUCTION

ASSOCIATE OF APPLIED SCIENCES DEGREE

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.

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</th>
<th>Credits</th>
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<tr>
<td>BIO 103 Anatomy &amp; Physiology I</td>
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<tr>
<td>CHEM 103 Elements of Organic &amp; Biochemistry</td>
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<td>ELEC 105 Introduction to Electronics</td>
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<td>MATH 101 College Algebra</td>
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<td>PHYS 101 Introductory Physics I</td>
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- Second Semester

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<td>PHYS 102 Introductory Physics II</td>
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<td>ENG 101 English Composition</td>
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<td>PSY 101 General Psychology</td>
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- Third Semester

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- Fourth Semester

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</tr>
<tr>
<td></td>
<td></td>
<td>Physical Education elective</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Semester Total: 15</td>
</tr>
</tbody>
</table>

Total Number of Credits: 64

Note: The following codes identify courses which satisfy the General Education core requirements. For more information see pages 18-19.

<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. It is recommended that students select one of the 3-credit, 4-credit, or 6-credit course electives from those that also appear on the approved list of diversity courses (see page 20).
**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>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 111</td>
<td>General Chemistry I</td>
<td>4</td>
</tr>
<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>MATH 203</td>
<td>Calculus I</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Physical Education Fitness elective</td>
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<tbody>
<tr>
<td>CHEM 112</td>
<td>General Chemistry IIA</td>
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</tr>
<tr>
<td>ENGR 104</td>
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<td>MATH 204</td>
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<td>PHYS 203</td>
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<tr>
<td>ENGR 201</td>
<td>Dynamics</td>
<td>3</td>
</tr>
<tr>
<td>MATH 208</td>
<td>Elementary Differential Equations</td>
<td>3</td>
</tr>
<tr>
<td>PHYS 204</td>
<td>General Physics II</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Behavioral/Social Science elective</td>
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<tr>
<td></td>
<td>Arts/Humanities elective</td>
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<table>
<thead>
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<th>Course Title</th>
<th>Sem. Hrs.</th>
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</thead>
<tbody>
<tr>
<td>ENGR 202</td>
<td>Mechanics of Materials</td>
<td>3</td>
</tr>
<tr>
<td>MATH 206</td>
<td>Calculus III</td>
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<tr>
<td>PHYS 205</td>
<td>General Physics III</td>
<td>4</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.

**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 (GE), (GS), or (GI) course electives from those that also appear on the approved list of diversity courses (see page 20).
ENGINEERING TECHNOLOGY

PROGRAM DESCRIPTION

This program prepares students for employment in a variety of industries that use technicians or technology specialists to support engineering staff. A strong emphasis is placed on applications, problem solving, critical thinking, and communication skills. Upon graduation, students will be able to use project management processes to plan, organize, and carry out engineering technology projects. Graduates of this program will demonstrate knowledge of hydraulics, pneumatics, CADD, blueprint reading, electronics, and mechanics. Engineering and science courses are important parts of this program.

EMPLOYMENT INFORMATION

Governments, businesses, organizations, and private contractors connected to engineering research and technology fields recognize an ongoing need for skilled/trained engineering technicians and technologists. The U.S. Department of Labor reports that opportunities for engineering technicians will be best for individuals with an associate degree or extensive job training in engineering technology. Overall employment of engineering technicians and technologists is expected to increase as much as 17 percent for all occupations through 2014. A wide variety of job opportunities exist in manufacturing, electronics, production and processing, operations, and research and development.

For more information, contact Teri Weston, 410-836-4472, tweston@barford.edu; or academic advising, 410-836-4301.

To satisfy the General Education core requirements: The following codes identify courses which satisfy the General Education core requirements. For more information see pages 18-19.

- **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.

**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 20).

DEGREE REQUIREMENTS

Recommended Course Sequence

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Sem. Hrs.</th>
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<tbody>
<tr>
<td>First Semester</td>
<td>CIS 102</td>
<td>Introduction to Info. Science</td>
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<td>ENG 101</td>
<td>English Composition</td>
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<td></td>
<td>ENGR 101</td>
<td>Engineering Drawing I</td>
<td>2</td>
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<tr>
<td></td>
<td>ENGT 101</td>
<td>Intro. to Engineering Technology</td>
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<td></td>
<td>ENGT 102</td>
<td>Blueprint Reading</td>
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<td>MATH 103</td>
<td>Trigonometry</td>
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<table>
<thead>
<tr>
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<th>Course Code</th>
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<tr>
<td></td>
<td>CADD 101</td>
<td>Introduction to CADD</td>
<td>3</td>
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<td></td>
<td>CHEM 100</td>
<td>Chemistry for Changing Times</td>
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</tr>
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<td></td>
<td>CMST 105</td>
<td>Interpersonal Communication</td>
<td>3</td>
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<tr>
<td></td>
<td>ELEC 105</td>
<td>Introduction to Electronics</td>
<td>4</td>
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<tr>
<td></td>
<td>ENGT 104</td>
<td>Measurement and Testing*</td>
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<td>Physical Education elective</td>
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<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Third Semester</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Sem. Hrs.</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>ENGR 203</td>
<td>Engineering Materials</td>
<td>3</td>
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<tr>
<td></td>
<td>ENGT 105</td>
<td>Electrical Control Systems</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ENGT 201</td>
<td>Principles of Lean Thinking*</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ENGT 223</td>
<td>Principles of Mechanics and Problem Solving*</td>
<td>4</td>
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<td></td>
<td>PHIL 221</td>
<td>Business Ethics</td>
<td>3</td>
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<table>
<thead>
<tr>
<th>Fourth Semester</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Sem. Hrs.</th>
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<tbody>
<tr>
<td></td>
<td>BA 225</td>
<td>Project Management</td>
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<td></td>
<td>ENG 209</td>
<td>Technical Writing</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ENGT 107</td>
<td>Principles of Hydraulics/Pneumatics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>SCI 107</td>
<td>Physical Science II</td>
<td>3</td>
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<td></td>
<td>SCI 108</td>
<td>Physical Science Course Observations and Investigations: Energy</td>
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</tr>
<tr>
<td></td>
<td>Beh./Soc. Science elective</td>
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<td></td>
<td>Semester Total</td>
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<td>16</td>
</tr>
</tbody>
</table>

Total Number of Credits: 65

*Courses to be developed.
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 6H

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>DRAM 203 Survey of World Drama</td>
<td>3</td>
</tr>
<tr>
<td>DRAM 204 Survey of Modern Drama</td>
<td>3</td>
</tr>
<tr>
<td>ENG 201 World Literature: 800 B.C. to 1600</td>
<td>3</td>
</tr>
<tr>
<td>A.D.</td>
<td></td>
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<tr>
<td>ENG 202 World Literature: 1600 A.D. to Present</td>
<td>3</td>
</tr>
<tr>
<td>ENG 203 English Literature:</td>
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<tr>
<td>Survey of English Literature I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 204 English Literature:</td>
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</tr>
<tr>
<td>Survey of English Literature II</td>
<td>3</td>
</tr>
<tr>
<td>ENG 205 American Literature:</td>
<td></td>
</tr>
<tr>
<td>Colonial Through the Civil War</td>
<td>3</td>
</tr>
<tr>
<td>ENG 206 American Literature:</td>
<td></td>
</tr>
<tr>
<td>Late 19th and 20th Centuries</td>
<td>3</td>
</tr>
<tr>
<td>ENG 214 Great Writers: Lives and Works</td>
<td>3</td>
</tr>
<tr>
<td>ENG 215 Multicultural Literature:</td>
<td></td>
</tr>
<tr>
<td>The 20th Century</td>
<td>3</td>
</tr>
<tr>
<td>ENG 219 American Women Writers</td>
<td>3</td>
</tr>
<tr>
<td>ENG 233 African-American Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENG 234 Ethnic American Literature</td>
<td>3</td>
</tr>
<tr>
<td>RELG 207 Literature and Religious Thought</td>
<td>3</td>
</tr>
<tr>
<td>of the Old Testament</td>
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<tr>
<td>RELG 208 Literature and Religious Thought</td>
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<tr>
<td>of the New Testament</td>
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<tr>
<td>SPAN 203 Survey of Spanish Literature I</td>
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<tr>
<td>SPAN 204 Survey of Spanish Literature II</td>
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**LITERATURE ELECTIVES**

4H

DEGREE REQUIREMENTS

Recommended Course Sequence

• First Semester Sem. Hrs.
  CMST 101 .Speech Fundamentals 6H ..................................3
  ENG 101 English Composition 6E ...................................3
  HIST 101 History of Western Civilization I 6H 6E...........3
  or
  HIST 103 History of the United States I 6H 6E ..............3
  Mathematics elective 6M ........................................3-4
  Arts/Humanities elective 6E ....................................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 6H 6E ....6
  or
  HIST 104 History of the United States II 6H 6E ..........3
  Arts/Humanities elective 6E ....................................3
  General elective** ..............................................3
  Physical Education elective ...............................1
  Semester Total ..................................................16

• Third Semester Sem. Hrs.
  Behavioral/Social Sci. elective 6H ..........................3
  Bio./Phys. Lab Science elective 6L ............................4
  General elective** ..............................................3
  Literature electives 6H ........................................6
  Semester Total ..................................................16

• Fourth Semester Sem. Hrs.
  Bio./Phys. Sci. elective 6S ....................................3
  General elective** ..............................................3
  Arts/Humanities elective 6H ....................................3
  Literature electives 6H ........................................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. It is recommended that students select one of the 3-credit 6H, 6E, or 6I course electives from those that also appear on the approved list of diversity courses (see page 20).

TO SATISFY THE GENERAL EDUCATION CORE REQUIREMENTS:

• Behavioral/Social Science and Arts/Humanities electives must be selected from two different disciplines.
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.

### DEGREE REQUIREMENTS

#### Recommended Course Sequence

**First Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Sem. Hrs.</th>
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<tbody>
<tr>
<td>BIO 100 .....Fundamentals of Biology I (6L)</td>
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<tr>
<td>or 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 (6H)</td>
<td>3</td>
</tr>
<tr>
<td>ENV 111 .....Human Ecology (6H)</td>
<td>3</td>
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<tr>
<td>Arts/Humanities elective (6H)</td>
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<td>Semester Total</td>
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**Second Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Sem. Hrs.</th>
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</thead>
<tbody>
<tr>
<td>CHEM 112 ..General Chemistry II A (6L)</td>
<td>4</td>
</tr>
<tr>
<td>ENV 220 .....Principles of Environmental Analysis I</td>
<td>4</td>
</tr>
<tr>
<td>MATH 109 ..Precalculus Mathematics (6M)</td>
<td>4</td>
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<tr>
<td>Arts/Humanities elective (6H)</td>
<td>3</td>
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<tr>
<td>Behavioral/Social Science elective (6B)</td>
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**Third Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Sem. Hrs.</th>
</tr>
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<tbody>
<tr>
<td>CHEM 207 ..Organic Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>ENV 202 .....Environmental Law</td>
<td>3</td>
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<tr>
<td>ENV 221 .....Principles of Environmental Analysis II</td>
<td>4</td>
</tr>
<tr>
<td>or BIO 207 .....General Ecology</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 101 ...Introductory Physics I (6L)</td>
<td>4</td>
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<tr>
<td>Physical Education elective</td>
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<td>Semester Total</td>
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**Fourth Semester**

<table>
<thead>
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<th>Course</th>
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<tbody>
<tr>
<td>MATH 216 ..Introduction to Statistics (6M)</td>
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<tr>
<td>PHYS 102 ...Introductory Physics II (6L)</td>
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<tr>
<td>ENV 225 .....Environmental Problems - Assessment &amp; Evaluation **</td>
<td>4</td>
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<tr>
<td>or ENV 210 .....Intro to Hazardous Waste Management</td>
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<td>CIS elective</td>
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<td>Behavioral/Social Sci. elective (6B)</td>
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<td>Physical Education Fitness elective</td>
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<td>Semester Total</td>
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</table>

Total Number of Credits............................................66-67

- HIST 112 (History of Science from Plato to NATO) 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 18-19.

<table>
<thead>
<tr>
<th>Code</th>
<th>Requirement</th>
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<td>GB</td>
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<td>English Composition</td>
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<td>GH</td>
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<td>GI</td>
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<tr>
<td>GM</td>
<td>Mathematics</td>
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<tr>
<td>GS</td>
<td>Biological/Physical Science</td>
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</table>

**TO SATISFY THE GENERAL EDUCATION CORE REQUIREMENTS:**

- Behavioral/Social Science and Arts/Humanities electives must be selected from two different disciplines.

**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 20).
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.
- Comply 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 AND TRANSFER 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.

DUAL ADMISSIONS

One option for students interested in a bachelor’s degree is Harford Community College’s dual admissions program with the University of Maryland University College.

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 [6L, 6H], or [6L] course electives from those that also appear on the approved list of diversity courses (see page 20).

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>CHEM 111</td>
<td>General Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>CMST 101</td>
<td>Speech Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>ENV 111</td>
<td>Human Ecology</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>Behavioral/Social Science elective</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Physical Education Fitness elective</td>
<td>1</td>
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<td>Semester Total</td>
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</table>

- Second Semester
  
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 114</td>
<td>General Chemistry II B</td>
<td>4</td>
</tr>
<tr>
<td>or</td>
<td>CHEM 112..General Chemistry II A</td>
<td>4</td>
</tr>
<tr>
<td>ENV 220</td>
<td>Principles of Environmental Analysis I</td>
<td>4</td>
</tr>
<tr>
<td>ES 105</td>
<td>Earth Science</td>
<td>3</td>
</tr>
<tr>
<td>ES 106</td>
<td>Earth Science Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>MATH 109</td>
<td>Precalculus Mathematics</td>
<td>4</td>
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<td>Semester Total</td>
<td>16</td>
<td></td>
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</table>

- Third Semester
  
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENV 202</td>
<td>Environmental Law</td>
<td>3</td>
</tr>
<tr>
<td>ENV 221</td>
<td>Principles of Environmental Analysis II</td>
<td>4</td>
</tr>
<tr>
<td>MATH 216</td>
<td>Introduction to Statistics</td>
<td>4</td>
</tr>
<tr>
<td>ENV 271-274</td>
<td>Cooperative Education</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 207</td>
<td>Organic Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>or</td>
<td>CHEM 204..Analytical Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>Semester Total</td>
<td>15</td>
<td></td>
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</table>

- Fourth Semester
  
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 209</td>
<td>Technical Writing</td>
<td>3</td>
</tr>
<tr>
<td>ENV 210</td>
<td>Intro. to Hazardous Waste/Management</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>CIS elective**</td>
<td>3-4</td>
</tr>
<tr>
<td>ENV 225</td>
<td>Environmental Problems -</td>
<td>4</td>
</tr>
<tr>
<td>Assessment &amp; Evaluation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arts/Humanities elective</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Physical Education elective</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Semester Total</td>
<td>14-15</td>
<td></td>
</tr>
</tbody>
</table>

Total Number of Credits ............................................62-63

* HIST 112 (History of Science from Plato to NATO) recommended.

** Students going on to take CHEM 204 (Analytical Chemistry) or CHEM 207 (Organic Chemistry) should take CHEM 112 (General Chemistry II A) instead of CHEM 114 (General Chemistry II B).

*** ENV 210 (Introduction to Hazardous Waste/Management) will be required for most students. The CIS elective will be allowed only if the student has had the 40-hour training as described in 29 CFR 1910 and has had considerable work experience in environmental technology. This will include appropriate workshops, continuing education credits or courses in the discipline. Approval by the Program Coordinator or Department Dean will be required to use the CIS elective option.
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

• Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 111</td>
<td>General Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENV 111</td>
<td>Human Ecology</td>
<td>3</td>
</tr>
<tr>
<td>ENV 202</td>
<td>Environmental Law</td>
<td>3</td>
</tr>
<tr>
<td>ENV 210</td>
<td>Introduction to Hazardous Waste/</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Materials Management</td>
<td></td>
</tr>
<tr>
<td>ENV 220</td>
<td>Principles of Environmental Analysis I</td>
<td>4</td>
</tr>
<tr>
<td>ENV 221</td>
<td>Principles of Environmental Analysis II</td>
<td>4</td>
</tr>
<tr>
<td>ES 105</td>
<td>Earth Science</td>
<td>3</td>
</tr>
<tr>
<td>ES 106</td>
<td>Earth Science Laboratory</td>
<td>1</td>
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</tbody>
</table>

Total Number of Credits .................................................. 29

Note: The following codes identify courses which satisfy the General Education core requirements. For more information see pages 18-19.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
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<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>Biological/Physical Laboratory Science</td>
</tr>
<tr>
<td>GL</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 003 and ENG 012, or ENG 018; and MATH 001. See graduation requirement details in this catalog for further information.
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 2012. 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, UMC, UMBC, Towson University, University of the Arts in Philadelphia, Cleveland Institute of Art, Savannah College of Art and Design, Villa Julie, Notre Dame, 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; Asst. Prof. Heidi Neff, 410-836-4276; hneff@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>ART 101 ....Fundamentals of 2-D Design .................3</td>
<td></td>
</tr>
<tr>
<td>ART 107 ....Fundamentals of 3-D Design .................3</td>
<td></td>
</tr>
<tr>
<td>ART 111 ....Drawing I ....................................3</td>
<td></td>
</tr>
<tr>
<td>ENG 101.....English Composition (6) ...................3</td>
<td></td>
</tr>
<tr>
<td>Behavioral/Soc. Sci. elective (6) ....................3</td>
<td></td>
</tr>
<tr>
<td>Physical Education electives .........................1</td>
<td></td>
</tr>
<tr>
<td>Semester Total ........................................16</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 109 ......Sculpture I ................................3</td>
<td></td>
</tr>
<tr>
<td>ART 113 ......Painting I ..................................3</td>
<td></td>
</tr>
<tr>
<td>ART 122 ......Color Theory ................................3</td>
<td></td>
</tr>
<tr>
<td>Behavioral/Soc. Sci. elective (6) ....................3</td>
<td></td>
</tr>
<tr>
<td>Mathematics elective (6) ............................3-4</td>
<td></td>
</tr>
<tr>
<td>Physical Education elective .........................1</td>
<td></td>
</tr>
<tr>
<td>Semester Total ........................................16-17</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Third Semester</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 115 ......Ceramics I ...............................3</td>
<td></td>
</tr>
<tr>
<td>ART 201 .....Survey of Art History I (6) .......3</td>
<td></td>
</tr>
<tr>
<td>ART 213 .....Drawing II** ............................3</td>
<td></td>
</tr>
<tr>
<td>General Education electives (6) .....................3</td>
<td></td>
</tr>
<tr>
<td>Bio./Phys. Lab Science elective (6) ................4</td>
<td></td>
</tr>
<tr>
<td>Semester Total ........................................16</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fourth Semester</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 202 .....Survey of Art History II (6) .......3</td>
<td></td>
</tr>
<tr>
<td>Advanced Studio Course (see list) ................3</td>
<td></td>
</tr>
<tr>
<td>Advanced Studio Course (see list) ...............3</td>
<td></td>
</tr>
<tr>
<td>Bio./Phys. Sci. elective (6) ......................3</td>
<td></td>
</tr>
<tr>
<td>Arts/Humanities elective (6) .....................3</td>
<td></td>
</tr>
<tr>
<td>(other than Art) ......................................3</td>
<td></td>
</tr>
<tr>
<td>Semester Total ........................................15</td>
<td></td>
</tr>
</tbody>
</table>

Total Number of Credits ..................................63-64

* History of Western Civilization I and II are recommended as useful background courses for Survey of Art History I and II.

** These courses require prerequisites.
Example: Drawing I must be completed before Drawing II.

Students who wish to pursue further study in art may, with instructor permission, enroll in Independent Study.

TO SATISFY THE GENERAL EDUCATION CORE REQUIREMENTS:

- Behavioral/Social Science (6) and Arts/Humanities (6) electives must be selected from two different disciplines
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.

Students cannot graduate with a General Studies- Undecided major. Students need to declare General Studies or another major by the time they have accumulated 24 credits. To change a major, students need to fill out a Change in Academic Intent form.

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.

Note: The following codes identify courses which satisfy the General Education core requirements. For more information see pages 18-19.

- **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.

DEGREE REQUIREMENTS

<table>
<thead>
<tr>
<th>Course</th>
<th>Sem. Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMST 101..Speech Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101......English Composition</td>
<td>3</td>
</tr>
<tr>
<td>or ENG 102......English Composition and Literature</td>
<td>3</td>
</tr>
<tr>
<td>or ENG 109......English Composition: Research Writing</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 101....Contemporary Health Issues</td>
<td>3</td>
</tr>
<tr>
<td>or HLTH 103....Wellness Theory and Applications</td>
<td>3</td>
</tr>
<tr>
<td>or HLTH 104....Environmental Health</td>
<td>3</td>
</tr>
<tr>
<td>Behavioral/Soc. Sci. electives</td>
<td>6</td>
</tr>
<tr>
<td>History elective</td>
<td>3</td>
</tr>
<tr>
<td>Diversity elective*</td>
<td>3</td>
</tr>
<tr>
<td>Arts/Humanities electives</td>
<td>6</td>
</tr>
<tr>
<td>Mathematics elective</td>
<td>3</td>
</tr>
<tr>
<td>Bio./Phys. Lab Science electives</td>
<td>4</td>
</tr>
<tr>
<td>Bio./Phys. Science elective</td>
<td>3</td>
</tr>
<tr>
<td>Physical Education Fitness elective**</td>
<td>1</td>
</tr>
<tr>
<td>Physical Education elective*</td>
<td>1</td>
</tr>
<tr>
<td>General Education elective</td>
<td>3</td>
</tr>
<tr>
<td>General electives*</td>
<td>15-17</td>
</tr>
</tbody>
</table>

Minimum number of credits required ............................ 62

* 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 courses may not be counted toward the 12-credit concentration in a discipline.

+ Diversity course must be selected from the approved College listing. (See page 20.)
ASSOCIATE OF ARTS DEGREE • OPTION IN ARTS & SCIENCES

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.

Note: The following codes identify courses which satisfy the General Education core requirements. For more information see pages 18-19.

<table>
<thead>
<tr>
<th>Code</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>GB</td>
<td>Behavioral/Social Science</td>
</tr>
<tr>
<td>GE</td>
<td>English Composition</td>
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<td>GI</td>
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</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 General Education Core Requirements:
- Behavioral/Social Science and Arts/Humanities electives must be selected from two different disciplines;

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 20).

DEGREE REQUIREMENTS

Recommended Course Sequence

• First Semester Sem. Hrs.
  ENG 101 .English Composition (GE) .........................3
  HIST 101 .History of Western Civilization I (GB) (D) + ..................3
  or
  HIST 103 .History of United States I (GB) (D) + ..................3
  Bio./Phys. Lab Sci. elective (GL) .........................4
  General electives ............................................6
  Physical Education Fitness elective ..................1
  Semester Total ..............................................17

• Second Semester Sem. Hrs.
  ENG 109 .English Composition: Research Writing
  or
  ENG 102 .English Composition and Literature ..................3
  HIST 102 .History of Western Civilization II (GB) (D) + ..................3
  or
  HIST 104 .History of United States II (GB) (D) + ..................3
  Bio/Phys. Science elective (GS) .........................3
  General electives ............................................6
  Physical Education elective ..................1
  Semester Total ..............................................16

• Third Semester Sem. Hrs.
  History electives (GB) .........................6
  Arts/Humanities elective (GH) .........................3
  Mathematics elective (GM) .........................3-4
  Behavioral/Social Sci. elective (GB) ..................3
  Semester Total ........................................15-16

• Fourth Semester Sem. Hrs.
  History elective ..............................................3
  Arts/Humanities elective (GB) .........................3
  Behavioral/Social Sci. elective (GB) ..................3
  General electives ............................................6
  Semester Total ..............................................15

Total Number of Credits ........................................63-64

* Must complete sequence, 101-102 or 103-104.
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@barford.edu; or academic advising, 410-836-4301.

DEGREE REQUIREMENTS

Recommended Course Sequence

• First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 103 Anatomy and Physiology I</td>
<td>6L</td>
</tr>
<tr>
<td>ENG 101 English Composition</td>
<td>6E</td>
</tr>
<tr>
<td>Physics/Physical Science elect.</td>
<td>6S 6L</td>
</tr>
<tr>
<td>Behavioral/Social Science elective</td>
<td>6H</td>
</tr>
<tr>
<td>Mathematics elective (6M)</td>
<td>3-4</td>
</tr>
<tr>
<td>Semester Total</td>
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</table>

• Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHS 101 Medical Terminology and Ethics for Medical Office Assistants</td>
<td>3</td>
</tr>
<tr>
<td>BIO 104 Anatomy and Physiology II</td>
<td>6L</td>
</tr>
<tr>
<td>BIO 205 Microbiology</td>
<td>6L</td>
</tr>
<tr>
<td>Physical Education Fitness elective</td>
<td>1</td>
</tr>
<tr>
<td>General elective</td>
<td>3</td>
</tr>
<tr>
<td>Semester Total</td>
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• Third Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHS 150 Histology Practicum I</td>
<td>7</td>
</tr>
<tr>
<td>CHEM 111 General Chemistry I</td>
<td>6L</td>
</tr>
<tr>
<td>Behavioral/Social Science elective</td>
<td>6H</td>
</tr>
<tr>
<td>Physical Education elective</td>
<td>1</td>
</tr>
<tr>
<td>Semester Total</td>
<td>15</td>
</tr>
</tbody>
</table>

• Fourth Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHS 151 Histology Practicum II</td>
<td>7</td>
</tr>
<tr>
<td>CHEM 112 General Chemistry II-A</td>
<td>6L</td>
</tr>
<tr>
<td>CHEM 114 General Chemistry II-B</td>
<td>6L</td>
</tr>
<tr>
<td>ENG 209 Technical Writing</td>
<td>3</td>
</tr>
<tr>
<td>Arts/Humanities elective</td>
<td>3</td>
</tr>
<tr>
<td>Semester Total</td>
<td>17</td>
</tr>
</tbody>
</table>

Total Number of Credits: 63-65

* Recommend MATH 101 (College Algebra) or 216 (Introduction to Statistics).

Note: The following codes identify courses which satisfy the General Education core requirements. For more information see pages 18-19.

- 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 (6L) course electives from those that also appear on the approved list of diversity courses (see page 20).
ARTICULATED WITH THE COMMUNITY COLLEGE OF BALTIMORE COUNTY–DUNDALK CAMPUS

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.

Note: The following codes identify courses which satisfy the General Education core requirements. For more information see pages 18-19.

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>GB</td>
<td>Behavioral/Social Science</td>
<td></td>
</tr>
<tr>
<td>GE</td>
<td>English Composition</td>
<td></td>
</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>
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</table>

COURSES TO BE TAKEN AT HARFORD COMMUNITY COLLEGE

• General Education Electives

<table>
<thead>
<tr>
<th>Course</th>
<th>Sem. Hrs.</th>
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</thead>
<tbody>
<tr>
<td>CIS 102 Introduction to Information Sciences</td>
<td>61</td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>HLTH 103 Wellness Theory and Applications</td>
<td>61</td>
</tr>
<tr>
<td>CMST 101 Speech Fundamentals</td>
<td>61</td>
</tr>
<tr>
<td>ENG 101 English Composition</td>
<td>61</td>
</tr>
<tr>
<td>MATH 101 College Algebra</td>
<td>6M</td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>MATH 102 Contemporary Mathematics</td>
<td>6M</td>
</tr>
<tr>
<td>Arts/Humanities elective</td>
<td>61</td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>Behavioral/Social Science elective</td>
<td>61</td>
</tr>
<tr>
<td>Diversity Elective</td>
<td>61</td>
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</tbody>
</table>

Total Credits at HCC .................................. 18

COURSES TO BE TAKEN AT CCBC-DUNDALK

• General Education Electives

<table>
<thead>
<tr>
<th>Course</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 104 Botany</td>
<td>4</td>
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<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>
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</table>

Total Credits at CCBC-Dundalk .......................... 49

Total Credits Required for Degree .................... 67

* Students must complete at least one [6M] and one [6A]
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. Dorothy Baumeister, 410-836-4439, dbaumeis@harford.edu; Prof. John Mayhorne, 410-836-4382, jmayhorn@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>BA 101</td>
<td>Introduction to Business</td>
<td></td>
</tr>
<tr>
<td>CIS 102</td>
<td>Intro. to Information Sciences</td>
<td></td>
</tr>
<tr>
<td>ECON 102</td>
<td>Macroeconomics</td>
<td></td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition</td>
<td></td>
</tr>
<tr>
<td>MATH 111</td>
<td>Introduction to Finite Math</td>
<td></td>
</tr>
<tr>
<td>Physical Education Fitness elective</td>
<td></td>
<td></td>
</tr>
<tr>
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### Second Semester

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Sem. Hrs.</th>
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<tbody>
<tr>
<td>BA 109</td>
<td>Principles of Management</td>
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<tr>
<td>CIS 115</td>
<td>Fundamentals of Programming</td>
<td></td>
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<tr>
<td>ECON 101</td>
<td>Macroeconomics</td>
<td></td>
</tr>
<tr>
<td>MATH 203</td>
<td>Calculus I</td>
<td></td>
</tr>
<tr>
<td>MATH 207</td>
<td>Calculus for Bus. and Economics</td>
<td></td>
</tr>
<tr>
<td>MATH 216</td>
<td>Introduction to Statistics</td>
<td></td>
</tr>
<tr>
<td>Arts/Humanities elective</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Semester Total</strong></td>
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<td>16</td>
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</table>

### Third Semester

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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>ACCT 101</td>
<td>Accounting Principles I</td>
<td></td>
</tr>
<tr>
<td>CIS 111</td>
<td>C Programming Language</td>
<td></td>
</tr>
<tr>
<td>CIS 205</td>
<td>Introduction to Visual Basic.NET Programming</td>
<td></td>
</tr>
<tr>
<td>Bio./Phys. Lab Science elective</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Behavioral/Social Science elective</td>
<td></td>
<td></td>
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<td><strong>Semester Total</strong></td>
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### Fourth Semester

<table>
<thead>
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<th>Course Title</th>
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<tbody>
<tr>
<td>ACCT 102</td>
<td>Accounting Principles II</td>
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<tr>
<td>CIS 203</td>
<td>Computer Systems and Procedures</td>
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</tr>
<tr>
<td>CIS 207</td>
<td>Advanced Visual Basic.NET Programming</td>
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</tr>
<tr>
<td>CIS 221</td>
<td>C++ Programming Language</td>
<td></td>
</tr>
<tr>
<td>Bio./Phys. Science elective</td>
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<td></td>
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<tr>
<td>Physical Education elective</td>
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<tr>
<td><strong>Semester Total</strong></td>
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<td>14</td>
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</tbody>
</table>

Total Number of Credits............................................63-64

* Electives should be chosen according 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 18-19.

- **GB** Behavioral/Social Science
- **GI** Interdisciplinary and Emerging Issues
- **GE** English Composition
- **GH** Arts/Humanities
- **GM** Mathematics
- **GL** Biological/Physical Laboratory Science
- **G6** Biological/Physical Science

TO SATISFY THE GENERAL EDUCATION CORE REQUIREMENTS:
• Behavioral/Social Science and Arts/Humanities electives must be selected from two different disciplines.
INFORMATION SYSTEMS SECURITY

PROGRAM DESCRIPTION

This degree program prepares students to enter the high-demand field of information technology security. With the increase of viruses and other security breaches, companies need professionals who can protect their data and equipment from internal and external security threats. Students in this program gain hands-on experience with the latest hardware and software and learn to implement appropriate security policies and procedures. Students planning to transfer should select electives according to the requirements of the receiving institution.

EMPLOYMENT INFORMATION

The U.S. Bureau of Labor Statistics predicts increased growth through 2012 for computer support specialists due to the integration of sophisticated technologies and the need to implement security measures. A wide variety of job opportunities include technical support specialists, help-desk technicians, computer security specialists, and systems administrators.

For more information, contact Prof. Dorothy Baumeister, 410-836-4439, dbaumeis@harford.edu; Prof. John Mayhorne, 410-836-4382, jmayhorne@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 (D), (G), or (B) course electives from those that also appear on the approved list of diversity courses (see page 20).

DEGREE REQUIREMENTS

Recommended Course Sequence

• First Semester
<table>
<thead>
<tr>
<th>Course Sequence</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA 101...Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>CIS 102...Introduction to Info. Sciences</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101...English Composition</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 221...Business Ethics</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics elective</td>
<td>3-4</td>
</tr>
<tr>
<td>Physical Education Fitness elective</td>
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</tr>
<tr>
<td>Semester Total</td>
<td>16-17</td>
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• Second Semester
<table>
<thead>
<tr>
<th>Course Sequence</th>
<th>Sem. Hrs.</th>
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<tbody>
<tr>
<td>CIS 210...Fundamentals of Network Security</td>
<td>3</td>
</tr>
<tr>
<td>CIS 104...Computer Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>ISS 111...Cisco 1</td>
<td>4</td>
</tr>
<tr>
<td>ISS 112...Cisco 2</td>
<td>4</td>
</tr>
<tr>
<td>Behavioral/Social Science elective</td>
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</tr>
<tr>
<td>Semester Total</td>
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</table>

• Third Semester
<table>
<thead>
<tr>
<th>Course Sequence</th>
<th>Sem. Hrs.</th>
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</thead>
<tbody>
<tr>
<td>BA 225...Project Management</td>
<td>3</td>
</tr>
<tr>
<td>CIS 211...MS Windows Server 2003 Operating System</td>
<td>3</td>
</tr>
<tr>
<td>Physical Education elective</td>
<td>1</td>
</tr>
<tr>
<td>Cisco 3*</td>
<td>4</td>
</tr>
<tr>
<td>Cisco 4*</td>
<td>4</td>
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<tr>
<td>Hardening the Infrastructure</td>
<td>3</td>
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<td>Semester Total</td>
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• Fourth Semester
<table>
<thead>
<tr>
<th>Course Sequence</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 209...Technical Writing</td>
<td>3</td>
</tr>
<tr>
<td>Network Defense &amp; Countermeasures*</td>
<td>3</td>
</tr>
<tr>
<td>CIS/CSI Elective</td>
<td>3-4</td>
</tr>
<tr>
<td>Practicum Capstone*</td>
<td>3</td>
</tr>
<tr>
<td>Bio./Phys. Lab Science elective (GL)</td>
<td>4</td>
</tr>
<tr>
<td>Semester Total</td>
<td>16-17</td>
</tr>
</tbody>
</table>

Total Number of Credits | 67-69 |

* Course under development.
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. 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 Rhonda Deeg, 410-836-4000, ext. 7415, rdeeg@harford.edu; or academic advising, 410-836-4301.

ECON 101 ....Macroeconomics
ECON 102 ....Microeconomics
HIST 101 ......History of Western Civilization I [D] **
HIST 102 ......History of Western Civilization II [D] **
HIST 208 ......American Ethnic History [D]
PSY 101 ......General Psychology
SOC 101 ......Introduction to Sociology [D]

* Behavioral/Social Science General Education Elective [D] must be selected from above listing.

** Recommended for transfer.

*** Check with transfer institution for appropriate course.

DEGREE REQUIREMENTS

Recommended Course Sequence

• First Semester Sem. Hrs.
  ART 203....American Art & Architecture [D] 3
  ENG 101 ..English Composition [GE] 3
  ID 101 ......Introduction to Interior Design 3
  ID 103 ......History of Furniture and Decorative Arts 3
  Behavioral/Soc. Sci. elective [GB] ** 3
  Physical Education Fitness elective 1
  Semester Total..............................................16

• Second Semester Sem. Hrs.
  ART 122....Color Theory ........................................3
  ART 107 ....Fundamentals of 3-D Design 3
  ID 102 ......Space Planning and Drafting 3
  ID 118 ......Design Drawing and Color Rendering 3
  Math elective [GM] *** 3
  Physical Education elective 1
  Semester Total..............................................16

• Third Semester Sem. Hrs.
  ID 125 ......CADD for Interior Designers 3
  ID 203 ......Residential Interiors 3
  ID 205 ......Business Practices for Interior Designers 3
  ID 206 ......Materials and Finishes 3
  Interior Design elective 1
  Bio./Phys. Lab Science elective [GL] 4
  Semester Total..............................................17

• Fourth Semester Sem. Hrs.
  ID 204 ......Commercial Interiors 3
  ID 207 ......Building Systems and Structures 3
  ID 248 ......Internship
  or
  ID 273 ......Cooperative Education: Interior Design
  or
  Interior Design elective 3
  General Education electives [GB] [GH] [GI] [GM] [GS] 6
  Semester Total..............................................15

Total Number of Credits ............................................64

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 20).
INTERIOR DECORATING CERTIFICATE

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 Paul Labe, 410-836-4291, plabe@barford.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>ART 122</td>
<td>Color Theory</td>
<td>3</td>
</tr>
<tr>
<td>ID 101</td>
<td>Introduction to Interior Design</td>
<td>3</td>
</tr>
<tr>
<td>ID 102</td>
<td>Space Planning and Drafting</td>
<td>3</td>
</tr>
<tr>
<td>ID 103</td>
<td>History of Furniture and Decorative Arts</td>
<td>3</td>
</tr>
<tr>
<td>ID 118</td>
<td>Design Drawing and Color Rendering</td>
<td>3</td>
</tr>
<tr>
<td>ID 125</td>
<td>CADD for Interior Design</td>
<td>3</td>
</tr>
<tr>
<td>ID 203</td>
<td>Residential Interiors</td>
<td>3</td>
</tr>
<tr>
<td>ID 204</td>
<td>Commercial Interiors</td>
<td>3</td>
</tr>
<tr>
<td>ID 205</td>
<td>Business Practices for Interior Designers</td>
<td>3</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 003 and ENG 012, or ENG 018; and MATH 001. See graduation requirement details in this catalog for further information.

Note: The following codes identify courses which satisfy the General Education core requirements. For more information see pages 18-19.

<table>
<thead>
<tr>
<th>Code</th>
<th>Category</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>6B</td>
<td>Behavioral/Social Science</td>
<td>Course #6B</td>
</tr>
<tr>
<td>6E</td>
<td>English Composition</td>
<td>Course #6E</td>
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<tr>
<td>6H</td>
<td>Arts/Humanities</td>
<td>Course #6H</td>
</tr>
<tr>
<td>6I</td>
<td>Interdisciplinary and Emerging Issues</td>
<td>Course #6I</td>
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<tr>
<td>6L</td>
<td>Biological/Physical Laboratory Science</td>
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<tr>
<td>6M</td>
<td>Mathematics</td>
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</tr>
<tr>
<td>6S</td>
<td>Biological/Physical Science</td>
<td>Course #6S</td>
</tr>
</tbody>
</table>

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, 6E, or 6H) course electives from those that also appear on the approved list of diversity courses (see page 20).
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 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 Prof. Jenny Sheppard, 410-836-7336, jsheppar@harford.edu; or academic advising, 410-836-4301.

DEGREE REQUIREMENTS

Recommended Course Sequence

• First Semester Sem. Hrs.
  CIS 102............Introduction to Information Sciences [6] 3
  ENG 101............English Composition [6] .....................3
  MC 101............Introduction to Electronic Media ..............3
  MC 102............Audio Production.................................3
  MC 103............Television Studio Production ....................3
  Physical Education Fitness elective ............1
  Semester Total ........................................16

• Second Semester Sem. Hrs.
  MC 203 ...........Advanced Audio Production ....................3
  MC 204 ...........Video Production and Editing ..................3
  General elective* ......................................3
  Semester Total ........................................16

• Third Semester Sem. Hrs.
  MUS 222..........Popular Music of the United States [6H] 3
  or
  MC 293 ...........Independent Audio/Video Project
  MC 105 ...........Introduction to Journalism
  or
  MC 206 ...........History of Film [6H] ...........................3
  MC 104 ...........Electronic Media Performance ................3
  General elective* ......................................3
  Physical Education elective..........................1
  Semester Total ........................................16

• Fourth Semester Sem. Hrs.
  MC 201 ...........Writing for the Electronic Media ................3
  MC 283 ...........Field Project: Announcing/Production
                  in Electronic Media ........................................3
  General elective* ......................................3
  Mathematics elective [6H] ........................3
  Behavioral/Social Science elective [6H] ..3
  Semester Total ..................................15-16

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.
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 Prof. Jenny Sheppard, 410-836-7336, jsheppar@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>BA 104 ....Advertising and Sales Promotion</td>
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<tr>
<td>CIS 102......Intro. to Information Sciences</td>
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<tr>
<td>ENG 101 ..English Composition</td>
<td>6</td>
</tr>
<tr>
<td>MC 101 ....Introduction to Electronic Media</td>
<td>3</td>
</tr>
<tr>
<td>MC 102 ....Audio Production</td>
<td>3</td>
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<tr>
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<th>Sem. Hrs.</th>
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<tr>
<td>ART 101 ..Fundamentals of 2-D Design*</td>
<td>3</td>
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<td>or</td>
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</tr>
<tr>
<td>BA 105 ......Professional Selling*</td>
<td>3</td>
</tr>
<tr>
<td>BA 101 ......Introduction to Business</td>
<td>6</td>
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<td>Behavioral/Social Sci. elective</td>
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<td>Arts/Humanities elective</td>
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<th>Third Semester</th>
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<tr>
<td>ART 103....Introduction to Graphic Communications*</td>
<td>6</td>
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<td>or</td>
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</tr>
<tr>
<td>BA 203 .....Principles of Marketing*</td>
<td>6</td>
</tr>
<tr>
<td>CMST 101 Speech Fundamentals</td>
<td>6</td>
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<tr>
<td>MC 103 ....Television Studio Production</td>
<td>6</td>
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<td>Bio./Phys. Lab Sci. elective</td>
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<td>Behavioral/Social Sci. elective</td>
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<th>Fourth Semester</th>
<th>Sem. Hrs.</th>
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<tr>
<td>MC 201 ....Writing for the Electronic Media</td>
<td>3</td>
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<tr>
<td>MC 284 ...Field Project: Advertising and Sales Promotion</td>
<td>3</td>
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<tr>
<td>Mathematics elective</td>
<td>6</td>
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<tr>
<td>Arts/Humanities elective</td>
<td>6</td>
</tr>
<tr>
<td>General elective*</td>
<td>6</td>
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<td>Semester Total</td>
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</table>

Total Number of Credits | 63 |

Note: The following codes identify courses which satisfy the General Education core requirements. For more information see pages 18-19.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
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<tbody>
<tr>
<td>GB</td>
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<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. 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 20).

* 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.
### PROGRAMS OF INSTRUCTION

### 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</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 102</td>
<td>Intro. to Information Sciences</td>
</tr>
<tr>
<td>CMST 101</td>
<td>Speech Fundamentals</td>
</tr>
<tr>
<td>MC 293 or MC 101</td>
<td>Independent Audio/Video Project</td>
</tr>
<tr>
<td>MC 102</td>
<td>Audio Production</td>
</tr>
<tr>
<td>MC 103</td>
<td>Television Studio Production</td>
</tr>
<tr>
<td>MC 201</td>
<td>Writing for the Electronic Media</td>
</tr>
<tr>
<td>MC 203</td>
<td>Advanced Audio Production</td>
</tr>
<tr>
<td>MC 204</td>
<td>Video Production and Editing</td>
</tr>
<tr>
<td>MUS 222</td>
<td>Popular Music of the United States</td>
</tr>
<tr>
<td>MC 283</td>
<td>Field Project: Announcing/Production in Electronic Media</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 003 and ENG 012, or ENG 018; and MATH 001. See graduation requirement details in this catalog for further information.

For more information, contact Prof. Wayne Hepler, 410-836-4358, whepler@harford.edu; or academic advising, 410-836-4301.

#### 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 the Associate of Applied Sciences degree in Advertising/Sales. Certificate holders may expect to face employment competition.

**REQUIRED COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MC 101</td>
<td>Introduction to Electronic Media</td>
</tr>
<tr>
<td>MC 102</td>
<td>Audio Production</td>
</tr>
<tr>
<td>MC 103</td>
<td>Television Studio Production</td>
</tr>
<tr>
<td>MC 201</td>
<td>Writing for the Electronic Media</td>
</tr>
<tr>
<td>MC 284</td>
<td>Field Project: Advertising and Sales Promotion</td>
</tr>
<tr>
<td>BA 101</td>
<td>Introduction to Business</td>
</tr>
<tr>
<td>BA 104</td>
<td>Advertising and Sales Promotion</td>
</tr>
<tr>
<td>BA 105</td>
<td>Professional Selling*</td>
</tr>
<tr>
<td>BA 203</td>
<td>Principles of Marketing*</td>
</tr>
<tr>
<td>ART 101</td>
<td>Fundamentals of 2-D Design*</td>
</tr>
<tr>
<td>ART 103</td>
<td>Introduction to Graphic Communications*</td>
</tr>
<tr>
<td>CIS 102</td>
<td>Intro. to Information Sciences</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 003 and ENG 012, or ENG 018; and MATH 001. See graduation requirement details in this catalog for further information.
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.

Total Credits Required for Degree ..................................62

Note: The following codes identify courses which satisfy the General Education core requirements. For more information see pages 18-19.

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

ARTICULATED WITH THE COMMUNITY COLLEGE OF BALTIMORE COUNTY–ESSEX CAMPUS

COURSES TO BE TAKEN AT HARRFORD COMMUNITY COLLEGE

• General Education Electives Sem. Hrs.
  CMST 101 ...Speech Fundamentals [6] .........................3
  ENG 101 ......English Composition [6] .........................3
  HLTH 101 ....Contemporary Health Issues [6]
  or
  HLTH 103 ...Wellness Theory and Applications [6] ......3
  MATH 102 ....Contemporary Mathematics [6M] ............3
  Diversity Course (see list of approved courses) [6] ....3

  Total Credits at HCC.................................18

COURSES TO BE TAKEN AT CCBC-ESSEX CAMPUS

• General Education Electives Sem. Hrs.
  ALHL 115 ....Medical Terminology .............................3
  BIOL 109 .....Anatomy and Physiology .........................4
  HLTH 111 ....Stress Management .................................3
  MASS 101 ....Introduction to Massage ..........................2
  MASS 110 ....Musculoskeletal System/Structure................3
  MASS 210 ....Level I Massage ....................................5
  MASS 220 ....Level II Massage ...................................6
  MASS 222 ...Pathology for Massage Therapists ..............3
  MASS 225 ....Client Assessment ..................................3
  MASS 230 ....Level III Massage ................................6
  MASS 240 ....Seminar on Massage Therapy ....................3
  MASS 112 ....Movement Exploration for Massage Therapists ....3

  Total Credits at Essex ......................44

Total Credits Required for Degree ..................62
MATHEMATICS

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.

Note: The following codes identify courses which satisfy the General Education core requirements. For more information see pages 18-19.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>GB</td>
<td>Behavioral/Social Science</td>
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<td>Arts/Humanities</td>
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<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 GENERAL EDUCATION CORE REQUIREMENTS:

- Behavioral/Social Science and Arts/Humanities electives must be selected from two different disciplines.

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), (GE), or (GI) course electives from those that also appear on the approved list of diversity courses (see page 20).

DEGREE REQUIREMENTS

Recommended Course Sequence

| Semester | Course Code | Course Title | Sem. Hrs.
|----------|-------------|--------------|-----------
| First    | CIS 102     | Introduction to Information Sciences | 3
|          | ENG 101     | English Composition | 3
|          | MATH 203    | Calculus I | 4
|          | Arts/Humanities elective | 3
|          | Behavioral/Social Sci. elective | 3
|          | Semester Total | | 16 |
| Second   | CIS 115     | Fundamentals of Programming | 3
|          | MATH 204    | Calculus II | 4
|          | MATH 210    | Discrete Structures | 3
|          | PHYS 203    | General Physics: Mechanics and Particle Dynamics | 3
|          | Behavioral/Social Sci. elective | 3
|          | Semester Total | | 16 |
| Third    | CIS 111     | C Programming Language | 4
|          | MATH 206    | Calculus III | 4
|          | PHYS 204    | General Physics: Vibrations, Waves, Heat, Elec. and Magnetism | 4
|          | General Education electives | 3-4
|          | Physical Education Fitness elective | 1
|          | Semester Total | | 16-17 |
| Fourth   | CSI 131     | Computer Science I | 4
|          | MATH 217    | Linear Algebra | 4
|          | MATH 208    | Elementary Differential Equations or PHYS 205 | 4
|          | General Physics: Electrodynamics, Light, Relativity and Modern Physics | 4
|          | Arts/Humanities elective | 3
|          | Physical Education elective | 1
|          | Semester Total | | 16 |

Total Number of Credits | 64-65
ASSOCIATE OF APPLIED SCIENCES DEGREE

PROGRAM OF INSTRUCTION

ASSOCIATE OF APPLIED SCIENCES DEGREE

PROGRAM DESCRIPTION

The Associate of Applied Sciences degree in Medical Assisting at Harford Community College is a career program designed to prepare students for employment as a medical assistant immediately upon completing the course of studies. The program prepares students to work in an administrative and clinical capacity in a variety of medical office and clinical settings. Students learn the knowledge, technical skills and work ethic that are required for an entry level position in medical assisting. The program includes both classroom theory and clinical practice.

Administrative duties performed by medical assistants include general medical office procedures, such as updating and filing medical records, filling out insurance forms, scheduling appointments, arranging for hospital admissions and laboratory services, and handling billing and bookkeeping. Clinical duties include recording medical histories and vital signs, explaining treatment procedures to patients, preparing patients for examination and procedures, assisting the physician during the exam, and performing laboratory tests.

EMPLOYMENT INFORMATION

Medical assisting is one of the fastest growing health professional occupations in the United States. According to The Bureau of Labor Statistics, employment of medical assistants will continue to grow much faster than average through the year 2014 as the health care industry expands because of technological advances in medicine and the growth and aging of the population. It is anticipated that there will be over 2,000 medical assistant jobs in Maryland alone through 2010.

For more information, contact Dean Deborah Wrobel, 410-836-4240, dwrobel@harford.edu, or academic advising, 410-836-4301.

DEGREE REQUIREMENTS

Recommended Course Sequence

• First Semester

<table>
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<tr>
<th>Course</th>
<th>Title</th>
<th>Sem. Hrs.</th>
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<tbody>
<tr>
<td>AHS 101</td>
<td>Medical Terminology and Ethics</td>
<td>3</td>
</tr>
<tr>
<td>BIO 108</td>
<td>Human Body in Health and Disease</td>
<td>6</td>
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<td>and</td>
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<tr>
<td>BIO 116</td>
<td>Human Body in Health and Disease Lab</td>
<td>1</td>
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<td>or</td>
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<tr>
<td>BIO 103</td>
<td>Anatomy and Physiology I</td>
<td>4</td>
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<td>and</td>
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<tr>
<td>BIO 104</td>
<td>Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>CMST 105</td>
<td>Interpersonal Communications</td>
<td>3</td>
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<td>ENG 101</td>
<td>English Composition</td>
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<tr>
<td>MAS 120</td>
<td>Medical Assisting Fundamentals</td>
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<tr>
<td>OS 100</td>
<td>Keyboarding Basics</td>
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• Second Semester

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<tbody>
<tr>
<td>CIS 102</td>
<td>Introduction to Info. Sciences</td>
<td>3</td>
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<tr>
<td>MAS 122</td>
<td>Medical Assistant I</td>
<td>3</td>
</tr>
<tr>
<td>OS 135</td>
<td>Medical Office Systems</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101</td>
<td>General Psychology</td>
<td>3</td>
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• Third Semester

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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>MAS 124</td>
<td>Medical Assistant II</td>
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<tr>
<td>MAS 126</td>
<td>Medical Billing</td>
<td>4</td>
</tr>
<tr>
<td>MAS 127</td>
<td>Medical Coding</td>
<td>3</td>
</tr>
<tr>
<td>MAS 200</td>
<td>Lab Procedures for Medical Assistant</td>
<td>3</td>
</tr>
<tr>
<td>MAS 202</td>
<td>Pharmacology/Medicine Administration for MA</td>
<td>3</td>
</tr>
<tr>
<td>Physical Education Fitness elective</td>
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• Fourth Semester

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<td>Medical Assisting Externship</td>
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<tr>
<td>SOC 101</td>
<td>Introduction to Sociology</td>
<td>3</td>
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<td>Arts/Humanites Elective</td>
<td>3</td>
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<td>Physical Education elective</td>
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<td>Total Number of Credits</td>
<td></td>
<td>62-67</td>
</tr>
</tbody>
</table>

* Medical Assisting Externship requires 180 hours of unpaid work experience in a physician's office or clinical setting.
| Current Provider Level CPR and First Aid certification are required prior to starting this course.

Note: The following codes identify courses which satisfy the General Education core requirements. For more information see pages 18-19.

- 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], or [GI] course electives from those that also appear on the approved list of diversity courses (see page 20).
CERTIFICATE IN MEDICAL ASSISTING

PROGRAM DESCRIPTION

The Certificate in Medical Assisting at Harford Community College is a career program designed to prepare students for employment as a medical assistant immediately upon completing the course of studies. The program prepares students to work in an administrative and clinical capacity in a variety of medical office and clinical settings. Students learn the knowledge, technical skills and work ethic that are required for an entry level position in medical assisting. The program includes both classroom theory and clinical practice. The student who completes the certificate program has the option of earning the A.A.S. in Medical Assisting by completing the general education courses required by that degree program.

Administrative duties performed by medical assistants include general medical office procedures, such as updating and filing medical records, filling out insurance forms, scheduling appointments, arranging for hospital admissions and laboratory services, and handling billing and bookkeeping. Clinical duties include recording medical histories and vital signs, explaining treatment procedures to patients, preparing patients for examination and procedures, and assisting the physician during the exam. A medical assistant may also collect and prepare laboratory specimens and perform some basic laboratory tests, sterilize medical instruments, instruct patients about medications, prepare and administer medications as directed by a physician, draw blood, and prepare patients for procedures.

EMPLOYMENT INFORMATION

Medical assisting is one of the fastest growing health professional occupations in the United States. According to The Bureau of Labor Statistics, employment of medical assistants will continue to grow much faster than average through the year 2014 as the health care industry expands because of technological advances in medicine and the growth and aging of the population. It is anticipated that there will be over 2,000 medical assistant jobs in Maryland alone through 2010.

For more information, contact Dean Deborah Wrobel, 410-836-4240, dwobel@harford.edu, or academic advising, 410-836-4301.
CERTIFICATE IN TECHNICAL/PROFESSIONAL STUDIES

MEDICAL OFFICE ASSISTANT CERTIFICATE

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. Teri Weston, 410-836-4472, or academic advising, 410-836-4301.

REQUIRED COURSES

<table>
<thead>
<tr>
<th>Courses</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHS 101 ......Medical Terminology and Ethics</td>
<td>3</td>
</tr>
<tr>
<td>for Medical Office Assistants</td>
<td></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>OS 113 ......Intermediate Keyboarding</td>
<td>3</td>
</tr>
<tr>
<td>OS 135 ......Medical Office Systems</td>
<td>3</td>
</tr>
<tr>
<td>OS 235 ......Medical Transcription</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Number of Credits ................................................18

MEDICAL OFFICE ASSISTANT CERTIFICATE

To earn a certificate from HCC, students must complete or demonstrate exemption from the following courses: ENG 003 and ENG 012, or ENG 018; and MATH 001. See graduation requirement details in this catalog for further information.
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 Jan Brewer, 410-836-4000 ext. 7560, jbrewer@harford.edu; Dr. Alan Nemerofsky, CCBC-Essex Program Coordinator, 410-780-6429, anemerofsky@ccbc.md.edu; or HCC academic advising, 410-836-4301.

COURSES TO BE TAKEN AT HARFORD COMMUNITY COLLEGE

<table>
<thead>
<tr>
<th>General Education Requirements</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMST 101 ........Speech Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>MATH 102 .......Contemporary Mathematics</td>
<td></td>
</tr>
<tr>
<td>or MATH 216 ....Introduction to Statistics</td>
<td>3-4</td>
</tr>
<tr>
<td>ENG 101 ......English Composition</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 103 ....Wellness Theory and Applications</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101 ......Introduction to Sociology</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>General Education Elective</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diversity Course</td>
<td>3</td>
</tr>
</tbody>
</table>

(Diversity courses must be selected from the approved college listing - see page 20.)

Program Requirements

<table>
<thead>
<tr>
<th>Program Requirements</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC 104 ......Introduction to Social Work</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101 ........General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY 102 ........Human Development Across the Life Span</td>
<td>3</td>
</tr>
<tr>
<td>PSY 204 ......Abnormal Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY 205 ......Psychology of Women</td>
<td>3</td>
</tr>
<tr>
<td>PSY 212 ......The Helping Relationship</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credits at HCC ..................36-37

COURSES TO BE TAKEN AT CCBC-ESSEX CAMPUS

<table>
<thead>
<tr>
<th>Program Requirements</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 109 ........Human Anatomy and Physiology</td>
<td>4</td>
</tr>
<tr>
<td>MNTH 102 ...Fieldwork in Mental Health/Substance Abuse</td>
<td>3</td>
</tr>
<tr>
<td>MNTH 201 ...Directed Practicum/Mental Health I</td>
<td>4</td>
</tr>
<tr>
<td>MNTH 202 ...Directed Practicum/Mental Health II</td>
<td>4</td>
</tr>
<tr>
<td>MNTH 203 ...Clinical Practicum</td>
<td>4</td>
</tr>
<tr>
<td>MNTH 204 ...Pharmacology of Psychoactive Substances</td>
<td>3</td>
</tr>
<tr>
<td>MNTH 205 ...Techniques of Group Counseling</td>
<td>3</td>
</tr>
<tr>
<td>MNTH 207 ...Family Dynamics</td>
<td>3</td>
</tr>
<tr>
<td>MNTH 220 ...Crisis Intervention</td>
<td>3</td>
</tr>
<tr>
<td>PSY 220 ......Behavior Modification</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credits at Essex ..................31

Total Credits Required for Degree ..................67-68
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

ENG 101 ......English Composition [6] ....................3  
MUS 215 ......Intro to Electronic Music ..........................3  
MUS 201 ......The Art of Listening I [6] .....................3  
MUS 103 ......Music Theory I ............................................4  
MUS 105-114 ..Music Ensemble  
or  
MUS 118-121 ..Music Ensemble ..........................................1  
MUS 127-166 ..Applied Music  
or  
MUS 227-266 ..Applied Music ............................................2  
Physical Education Fitness elective ..............................1  
Semester Total ..........................................17

Behavioral/Social Science and Arts/Humanities electives must be selected from two different disciplines to satisfy the General Education core requirements. Courses in this program may require field trip(s). A reasonable alternative to the required field trip will be available.

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 [6], [6], or [6] course electives from those that also appear on the approved list of diversity courses (see page 20).

• Second Semester

MUS 202 ......The Art of Listening II [6] .....................3  
MUS 104 ......Music Theory II ............................................4  
MUS 179 ......Applied Music: Keyboard Theory I ............1  
MUS 105-114 ..Music Ensemble  
or  
MUS 118-121 ..Music Ensemble ..........................................1  
MUS 127-166 ..Applied Music  
or  
MUS 227-266 ..Applied Music ............................................2  
Behavioral/Social Science elective [6]* ..................3  
Mathematics elective [6] .....................3-4  
Semester Total ..........................................17-18

• Third Semester

HIST 101 ....History of Western Civilization I [6]  
or  
MUS 203 ......Music Theory III .....................................4  
MUS 279 ......Applied Music: Keyboard Theory II ............1  
MUS 205-214 ..Music Ensemble  
or  
MUS 218-221 ..Music Ensemble ..........................................1  
MUS 127-166 ..Applied Music  
or  
MUS 227-266 ..Applied Music ............................................2  
Physical Education elective ..............................1  
Semester Total ..........................................16

• Fourth Semester

MUS 127-166 ..Applied Music  
or  
MUS 227-266 ..Applied Music ............................................2  
MUS 204 ......Music Theory IV ............................................4  
MUS 205-214 ..Music Ensemble  
or  
MUS 218-221 ..Music Ensemble ..........................................1  
MUS 216 ......World Music [6]**  
or  
MUS 222 ......Popular Music of the US [6]**  
or  
MUS 223 ......Evolution of Jazz [6]** ....................3  
Arts/Humanities elective [6]** ....................3  
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 or in 15 months which includes two summer sessions if admitted to the Accelerated Program. 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 should 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. Graduates of the Practical Nursing Certificate option are eligible to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN).

A.S. Degree - Registered Nursing (RN)

The Associate of Sciences Degree Nursing Program prepares students for the licensure examination for registered nurses. The course of study includes both theory presentation and supervised clinical laboratory experience at affiliating health care agencies. Students are provided the opportunity to master the basic competencies necessary to practice as registered nurses. Graduates of the Associate of Sciences Degree Nursing Program are eligible to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). The program also provides opportunities to plan for career mobility through courses that articulate with selected baccalaureate nursing programs in the state of Maryland. This program offers daytime theory sections. Day and 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.
ASSOCIATE OF SCIENCES DEGREE • PRACTICAL NURSING CERTIFICATE OPTION

NURSING (continued)

ADMISSION REQUIREMENTS

A.S. Degree - Registered Nursing (RN)

Meeting with an academic advisor and/or attending pre-nursing seminars is strongly recommended.

To be considered for admission to the Associate Degree Nursing Program, students must meet the following criteria:

1. By April 1 for admission to the fall class, by October 1 for admission to the spring class, or by January 15 for admission to the summer accelerated class: complete and submit HCC enrollment application if not a current student, apply to the Nursing Program, and submit all official transcripts from other colleges.

2. Obtain satisfactory scores on the College Level Math Placement Test or successfully complete MATH 017 (Intermediate Algebra) or MATH 018 (Combined 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

To be considered for admission to the LPN to RN Transition course, students must meet the following criteria:

• Complete the following courses:
  ENG 101 – English Composition
  BIO 103 – Anatomy and Physiology I
  PSY 101 – General Psychology
  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

• Achieve a minimum grade point average of 2.50 on the courses applicable to the Associate of Sciences Degree Nursing Program.

• Provide verification of Practical Nurse license.

• Submit satisfactory health evaluation upon acceptance into the Nursing Program.

• Maintain good Academic Standing.

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 a written request for admission to the Nursing Program Administrator.

2. Submit the LPN to RN Admissions Application for the Associate Degree Nursing Program to the Nursing Office.

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 the LPN to RN Nursing Advisor.

2. Submit the Harford Community College enrollment application and official transcripts to the Office of Records and Registration.

3. Meet with the pre-nursing academic advisor to validate credits.
NURSING (continued)

4. After completion of the LPN to RN Transition course, submit the LPN to RN Admissions Application to the LPN to RN Nursing Advisor.

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 the LPN to RN Nursing Advisor.

2. Submit the Harford Community College enrollment application and official transcripts to the Office of Records and Registration.

3. Meet with the pre-nursing academic advisor to validate credits.

4. After completion of the LPN to RN Transition course, submit the LPN to RN Admissions Application to the LPN to RN Nursing Advisor.

For more information, contact Carolyn Crutchfield, MS, RN; Nursing Skills Lab and Simulation Center 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 need for a leave of absence from the program will require a written request for re-enrollment to the Nursing Program Administrator.

Every nursing student is permitted one course withdrawal or course failure, with the exception of Fundamentals of Nursing students. A student who withdraws failing or fails Fundamentals of Nursing must reapply to the Program as a new student. A student who fails a course other than Fundamentals of Nursing or withdraws failing may be readmitted to that course with the condition of a written contract signed by the student prior to the start of the semester. A student who does not abide by the contract may be dismissed from the Nursing Program.

When a student’s course grade is such that it is not possible for the student to pass a course with a clinical component, that student may no longer attend clinical.

A final grade of C or better and a 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 or if the clinical competencies for progression are not met, as determined by evaluation and documentation by the clinical nursing faculty. In this case, re-enrollment is determined by the nursing faculty.

Any student failing any 2 nursing courses will be dismissed from the Nursing Program. A student who has failed Fundamentals of Nursing and reapply and is accepted will have one course failure on record.

Students are expected to meet with Academic Advising to plan their course of study. Registration for Medical-Surgical Nursing III (NURS 211) requires concurrent registration of any remaining courses necessary for graduation.

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.

Annual PPD status and immunization and health records must be maintained and up-to-date throughout enrollment in the Nursing Program.

For more information, visit www.harford.edu/nursing or contact Laura Cianelli Putland, Nursing Program Administrator, 410-836-4438, lputland@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>BIO 103 ...Anatomy and Physiology I [6L] *</td>
<td>4</td>
</tr>
<tr>
<td>ENG 101 ...English Composition [6E] *</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101 ...General Psychology [6B]</td>
<td>3</td>
</tr>
</tbody>
</table>

Any two courses from the list of admissions/graduation requirements (see page 110): The following are suggested:

<table>
<thead>
<tr>
<th>Core Course</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC 101 ...Introduction to Sociology [6B] [8] **</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics elective [6M] **</td>
<td>3</td>
</tr>
</tbody>
</table>

Semester Total .................................................................. 16

| First Semester                                                      Sem. Hrs. |
|-------------------------------------------------------------------|-----------|
| BIO 104 ...Anatomy and Physiology II [6L] *                        | 4         |
| NURS 101 ...Fundamentals of Nursing*                               | 7         |
| PSY 102 ...Human Development Across the Life Span [6B]             | 3         |

Semester Total .................................................................. 14

| Second Semester Sem. Hrs. |
|--------------------------|----------------|
| BIO 205 ...Microbiology [6L] *                                   | 4         |
| NURS 103 ...Medical-Surgical Nursing I*                           | 4.5       |
| NURS 107 ...Mental Health Nursing*                                | 4         |
| NURS 112 ...Contemporary Issues in Nursing*                       | 1         |
| Physical Education Fitness elective                                | 1         |

Semester Total .................................................................. 14.5

| Third Semester                                                    Sem. Hrs. |
|------------------------------------------------------------------|-----------|
| NURS 208 ...Maternal-Child Nursing*                              | 5         |
| NURS 210 ...Medical-Surgical Nursing II*                          | 4.5       |
| Arts/Humanities elective [6H]                                     | 3         |

Semester Total .................................................................. 12.5

| Fourth Semester Sem. Hrs. |
|---------------------------|----------------|
| NURS 211 ...Leadership in Nursing*                               | 9         |
| NURS 212 ...Medical-Surgical Nursing III*                         | 1         |
| Arts/Humanities elective [6H]                                    | 3         |

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

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. Villa Julie College is one option for students. Villa Julie College will award 30 upper-division nursing credits to the registered nurse with an active, unencumbered Maryland nursing license upon enrollment into the RN to B.S. Option.

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, visit www.harford.edu/nursing, or contact Laura Cianelli Putland, Nursing Program Administrator, 410-836-4438, lputland@harford.edu; or academic advising, 410-836-4301.

Note: The following codes identify courses which satisfy the General Education core requirements. For more information see pages 18-19.

- [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 [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 20).
# Practical Nursing

## Certificate Requirements

<table>
<thead>
<tr>
<th>Prerequisite Semester</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 103 ..Anatomy and Physiology I [6]</td>
<td>4</td>
</tr>
<tr>
<td>ENG 101 ..English Composition [6]</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101 ..General Psychology [6]</td>
<td>3</td>
</tr>
</tbody>
</table>

Any two courses from the list of admissions/graduation requirements (see page 110): The following are suggested:

- SOC 101 ..Introduction to Sociology [6][8][10][12][14][16][18][20][22][24][26][28][30][32][34][36][38][40][42][44][46][48][50][52][54][56][58][60][62][64][66][68][70][72][74][76][78][80][82][84][86][88][90][92][94][96][98][100][102][104][106][108][110][112][114][116][118][120][122][124][126][128][130][132][134][136][138][140][142][144][146][148][150][152][154][156][158][160][162][164][166][168][170][172][174][176][178][180][182][184][186][188][190][192][194][196][198][200][202][204][206][208][210][212][214][216][218][220][222][224][226][228][230][232][234][236][238][240][242][244][246][248][250][252][254][256][258][260][262][264][266][268][270][272][274][276][278][280][282][284][286][288][290][292][294][296][298][300][302][304][306][308][310][312][314][316][318][320][322][324][326][328][330][332][334][336][338][340][342][344][346][348][350][352][354][356][358][360][362][364][366][368][370][372][374][376][378][380][382][384][386][388][390][392][394][396][398][400][402][404][406][408][410][412][414][416][418][420][422][424][426][428][430][432][434][436][438][440][442][444][446][448][450][452][454][456][458][460][462][464][466][468][470][472][474][476][478][480][482][484][486][488][490][492][494][496][498][500][502][504][506][508][510][512][514][516][518][520][522][524][526][528][530][532][534][536][538][540][542][544][546][548][550][552][554][556][558][560][562][564][566][568][570][572][574][576][578][580][582][584][586][588][590][592][594][596][598][600][602][604][606][608][610][612][614][616][618][620][622][624][626][628][630][632][634][636][638][640][642][644][646][648][650][652][654][656][658][660][662][664][666][668][670][672][674][676][678][680][682][684][686][688][690][692][694][696][698][700][702][704][706][708][710][712][714][716][718][720][722][724][726][728][730][732][734][736][738][740][742][744][746][748][750][752][754][756][758][760][762][764][766][768][770][772][774][776][778][780][782][784][786][788][790][792][794][796][798][800][802][804][806][808][810][812][814][816][818][820][822][824][826][828][830][832][834][836][838][840][842][844][846][848][850][852][854][856][858][860][862][864][866][868][870][872][874][876][878][880][882][884][886][888][890][892][894][896][898][900][902][904][906][908][910][912][914][916][918][920][922][924][926][928][930][932][934][936][938][940][942][944][946][948][950][952][954][956][958][960][962][964][966][968][970][972][974][976][978][980][982][984][986][988][990][992][994][996][998][1000] |

- First Semester
  - BIO 104 ..Anatomy and Physiology II [6] | 4 |
  - NURS 101 ..Fundamentals of Nursing | 7 |
  - PSY 102 ..Human Development Across 
    the Life Span [6] | 3 |

  **Semester Total** | 14 |

- Second Semester
  - 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 |

Total Number of Credits ................................................49

* A grade of C or better must be earned in these courses.

** Recommended courses from admissions requirements.

Students planning to return to the RN program immediately after PN summer session must complete BIO 205 in the second semester.

<table>
<thead>
<tr>
<th>Summer Session</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>PN 118 ..Maternal-Child Health for Practical Nursing</td>
<td>4</td>
</tr>
<tr>
<td>PN 121 ..Medical-Surgical Nursing for Practical Nursing</td>
<td>5</td>
</tr>
<tr>
<td>PN 122 ..Practical Nursing Issues</td>
<td>0.5</td>
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</tbody>
</table>

**Semester Total** | 9.5 |

To earn a certificate from HCC, students must complete or demonstrate exemption from the following courses: ENG 003 and ENG 012, or ENG 018; and MATH 001. See graduation requirement details in this catalog for further information.
PARALEGAL STUDIES

PROGRAM DESCRIPTION

A legal assistant or paralegal is a person, qualified by education, training, or work experience who is employed or retained by a lawyer, law office, corporation, governmental agency or other entity and who performs specifically delegated substantive legal work for which a lawyer is responsible. ABA Guideline G-103(d).

The objective of the Paralegal Studies Option of the Legal Studies Program is to educate and train laypersons to assist attorneys and other legal professionals in their daily tasks and thereby contribute to the fair, economical and efficient delivery of legal services. The program meets this objective by requiring students to successfully complete its curriculum. Upon completion of the program, opportunities for employment include law firms, legal departments of banks and other corporations as well as government agencies.

The Paralegal Studies Program is also designed for practicing paralegals who desire to advance their education. The program is approved by the American Bar Association.

EMPLOYMENT AND TRANSFER 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.

Students interested in transfer should consult an academic advisor early in their studies and before selecting elective courses. One option for students interested in a bachelor's degree is Harford Community College's dual admissions program with the University of Maryland University College.

For more information, contact Prof. Weston A. Park, 410-836-4434, wpark@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>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester</td>
<td>BA 210</td>
<td>Business Computer Applications</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ENG 101</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>PL 101</td>
<td>Introduction to Law</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>PL 105</td>
<td>Legal Research</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>PL 238</td>
<td>Law Practice &amp; Professional Conduct</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Physical Education elective</td>
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<th>Course Title</th>
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<tbody>
<tr>
<td></td>
<td>CMST 101</td>
<td>Speech Fundamentals</td>
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<tr>
<td>or</td>
<td>CMST 105</td>
<td>Interpersonal Communication</td>
<td>3</td>
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<tr>
<td></td>
<td>PL 106</td>
<td>Legal Writing</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>PL 124</td>
<td>Civil Litigation and Procedure</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>PS 101</td>
<td>American National Gov't</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>PS 102</td>
<td>State and Local Gov't</td>
<td>3</td>
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<tr>
<td></td>
<td>Math elective</td>
<td>3</td>
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<tr>
<td></td>
<td>Physical Education Fitness elective</td>
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* MATH 102 (Contemporary Mathematics) is recommended.

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<th>Course Code</th>
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<tbody>
<tr>
<td></td>
<td>ENG 209</td>
<td>Technical Writing</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>PL 203</td>
<td>Contract Law</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>PL 122</td>
<td>Torts &amp; Insurance Law</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Bio./Phys. Lab Science elective</td>
<td>4</td>
<td></td>
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<tr>
<td></td>
<td>Arts/Humanities elective</td>
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<td></td>
</tr>
<tr>
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<td>Semester Total</td>
<td>16</td>
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<table>
<thead>
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<th>Course Code</th>
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<th>Credits</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>PL 242</td>
<td>Real Estate Transactions</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>PL 248</td>
<td>Internship in Paralegal Studies</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>PL 273</td>
<td>Cooperative Education: Paralegal Studies</td>
<td>3</td>
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<tr>
<td></td>
<td>Paralegal Studies electives (see list)</td>
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Total Number of Credits: 62-64

PARALEGAL STUDIES ELECTIVES

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BA 205</td>
<td>Business Law</td>
<td>3</td>
</tr>
<tr>
<td>CJ 104</td>
<td>Procedural Law &amp; Evidence</td>
<td>3</td>
</tr>
<tr>
<td>CJ 111</td>
<td>Principles of Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>PL 201</td>
<td>Conflict Analysis and Resolution</td>
<td>3</td>
</tr>
<tr>
<td>PL 202</td>
<td>Bankruptcy and Collections Law</td>
<td>3</td>
</tr>
<tr>
<td>PL 233</td>
<td>Probate Practice and Procedure</td>
<td>2</td>
</tr>
<tr>
<td>PL 244</td>
<td>Family Law and Litigation</td>
<td>2</td>
</tr>
<tr>
<td>PL 246</td>
<td>Administrative Law and Procedure</td>
<td>3</td>
</tr>
</tbody>
</table>

Permission of the Paralegal Program Coordinator is required to transfer more than 8 credit hours of required paralegal courses. A maximum of 15 transfer credits will be allowed for all paralegal courses (required and electives).
PARALEGAL STUDIES CERTIFICATE

PROGRAM DESCRIPTION

A legal assistant or paralegal is a person, qualified by education, training, or work experience who is employed or retained by a lawyer, law office, corporation, governmental agency or other entity and who performs specifically delegated substantive legal work for which a lawyer is responsible. ABA Guideline G-103(d).

The objective of the Paralegal Studies Certificate of the Legal Studies Program is to educate and train laypersons to assist attorneys and other legal professionals in their daily tasks and thereby contribute to the fair, economical and efficient delivery of legal services. The program meets this objective by requiring students to successfully complete its curriculum. Upon completion of the program, opportunities for employment include law firms, legal departments of banks and other corporations as well as government agencies.

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.

For more information, contact Prof. Weston A. Park, 410-836-4434, wpark@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>BA 210</td>
<td>Business Computer Applications</td>
<td>3</td>
</tr>
<tr>
<td>PL 101</td>
<td>Introduction to Law</td>
<td>3</td>
</tr>
<tr>
<td>PL 105</td>
<td>Legal Research</td>
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<tr>
<td>PL 106</td>
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</tr>
<tr>
<td>PL 122</td>
<td>Torts &amp; Insurance Law</td>
<td>3</td>
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<td>PL 124</td>
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<td>Contract Law</td>
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<td>PL 238</td>
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<td>3</td>
</tr>
<tr>
<td>PL 242</td>
<td>Real Estate Transactions</td>
<td>3</td>
</tr>
<tr>
<td>PL 248</td>
<td>Internship in Paralegal Studies</td>
<td>3</td>
</tr>
<tr>
<td>PL 273</td>
<td>Cooperative Education: Paralegal Studies</td>
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</tr>
<tr>
<td></td>
<td>Paralegal Studies electives*</td>
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</tr>
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<td>Total</td>
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<td>35-37</td>
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</table>

PARALEGAL STUDIES ELECTIVES*

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Sem. Hrs.</th>
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<tbody>
<tr>
<td>BA 205</td>
<td>Business Law</td>
<td>3</td>
</tr>
<tr>
<td>CJ 104</td>
<td>Criminal Procedure &amp; Evidence</td>
<td>3</td>
</tr>
<tr>
<td>CJ 111</td>
<td>Principles of Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>PL 201</td>
<td>Conflict Analysis and Resolution</td>
<td>3</td>
</tr>
<tr>
<td>PL 202</td>
<td>Bankruptcy &amp; Collections Law</td>
<td>3</td>
</tr>
<tr>
<td>PL 233</td>
<td>Probate Practice and Procedure</td>
<td>2</td>
</tr>
<tr>
<td>PL 244</td>
<td>Family Law and Litigation</td>
<td>2</td>
</tr>
<tr>
<td>PL 246</td>
<td>Administrative Law and Procedure</td>
<td>3</td>
</tr>
</tbody>
</table>

*Permission of the Paralegal Program Coordinator is required to transfer more than 8 credit hours of required paralegal courses. A maximum of 15 transfer credits will be allowed for all paralegal courses (required and electives).

To earn a certificate from HCC, students must complete or demonstrate exemption from the following courses: ENG 003 and ENG 012, or ENG 018; and MATH 001. See graduation requirement details in this catalog for further information.
PERFORMING ARTS

PROGRAM DESCRIPTION

The Performing Arts Associate of Arts degree is designed to provide a broad liberal education as well as specialized professional training in which emphasis is placed on performance skills. Harford Community College faculty work with each student to create an artistic point of view within a professional work ethic appropriate for the theatre.

The major in performing arts is time-consuming and physically demanding. Participation in mainstage and studio productions is part of the educational program. All majors must participate in theatre activities on weekends and during the evening. Performance students work in all forms of theatre such as straight plays, workshops, musical theatre, ballet, and mime.

EMPLOYMENT AND TRANSFER INFORMATION

Graduates of this program may transfer to such institutions as Towson University and University of Maryland campuses in Baltimore County and College Park. 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 as early as possible in their academic careers. Graduates might also find employment opportunities with performing arts organizations and a variety of businesses and promoters involved in live theatrical and musical performances including live theater, cruise ship lines, and theme parks.

For more information, contact Dr. Ben Fisler, 410-836-4000, x7625, bfisler@harford.edu; or academic advising, 410-836-4301.

DEGREE REQUIREMENTS

Recommended Course Sequence

<table>
<thead>
<tr>
<th>Semester</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>• First Semester</td>
<td></td>
</tr>
<tr>
<td>ENG 101 ......English Composition</td>
<td>6E</td>
</tr>
<tr>
<td>PSY 101 ......General Psychology</td>
<td>6B</td>
</tr>
<tr>
<td>THEA 101 ....Introduction to Theatre</td>
<td>6H</td>
</tr>
<tr>
<td>THEA 102 ....Acting I</td>
<td></td>
</tr>
<tr>
<td>THEA 104 ....Stagecraft I</td>
<td></td>
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<tr>
<td>Physical Education Fitness elective</td>
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</tr>
<tr>
<td>Semester Total</td>
<td></td>
</tr>
<tr>
<td>• Second Semester</td>
<td></td>
</tr>
<tr>
<td>CMST 101....Speech Fundamentals</td>
<td>6I</td>
</tr>
<tr>
<td>MATH 102 ..Contemporary Math</td>
<td>6M</td>
</tr>
<tr>
<td>MC 206......History of Film</td>
<td>6H</td>
</tr>
<tr>
<td>THEA 103....Acting II</td>
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<tr>
<td>THEA 279....Theatre Workshop I</td>
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<td>Behavioral/Social Science elective</td>
<td>6B</td>
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<tr>
<td>Semester Total</td>
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</tr>
<tr>
<td>• Third Semester</td>
<td></td>
</tr>
<tr>
<td>ART 108 ......Intro to Digital Media</td>
<td>6I</td>
</tr>
<tr>
<td>DRAM 203 ..Survey of World Drama</td>
<td>6H</td>
</tr>
<tr>
<td>THEA 221....Vocal Performance for the Stage</td>
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<tr>
<td>THEA 222....Movement for the Actor</td>
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<td>THEA 280....Theatre Workshop II</td>
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<td>Bio./Phys. Science elective</td>
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<tr>
<td>• Fourth Semester</td>
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<tr>
<td>DRAM 204 ..Survey of Modern Drama</td>
<td>6H</td>
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<tr>
<td>PE 178......Dance Movement</td>
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<tr>
<td>THEA 201....Fundamentals of Play Directing</td>
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<tr>
<td>THEA 223....Makeup</td>
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<td>THEA 281....Theatre Workshop III</td>
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<td>Bio./Phys. Lab Science elective</td>
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</table>

Total Number of Credits | 63 |

Note: The following codes identify courses which satisfy the General Education core requirements. For more information see pages 18-19.

- 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

* Subject other than PSY as defined by the course alpha prefix, e.g., SOC, HIST, ANTH.
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</th>
<th>Sem. Hrs.</th>
</tr>
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<tbody>
<tr>
<td>ENG 101 ... English Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102 ... English Composition and Literature</td>
<td>3</td>
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<tr>
<td>HIST 101 ... History of Western Civilization I</td>
<td>3</td>
</tr>
<tr>
<td>HIST 102 ... History of Western Civilization II</td>
<td>3</td>
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<tr>
<td>PHIL 101 ... Introduction to Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 200 ... Principles of Logic</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 205 ... Ethics</td>
<td>3</td>
</tr>
<tr>
<td>RELG 210 ... Comparative Religion</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 220 ... Bioethics</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 221 ... Business Ethics</td>
<td>3</td>
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<td>Behavioral/Soc. Sci. electives</td>
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<td>Arts/Humanities electives</td>
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<tr>
<td>Bio./Phys. Sci. elective</td>
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<td>Mathematics elective</td>
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<td>Bio./Phys. Sci. Laboratory elective</td>
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<tr>
<td>General electives</td>
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<td>Total Number of Credits</td>
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</tbody>
</table>

*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 18-19.

- **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.

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 20).
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. 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 20).

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</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 101 ..........Fundamentals of 2-D Design</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101 ......English Composition (GE)</td>
<td>3</td>
</tr>
<tr>
<td>PHOT 101 ...Photography I (GB)</td>
<td>3</td>
</tr>
<tr>
<td>Behavioral/Social Science elective (GB)</td>
<td>3</td>
</tr>
<tr>
<td>Arts/Humanities elective (GH)</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>

- Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 102 ....History of Western Civilization II (GB, D)</td>
<td>3</td>
</tr>
<tr>
<td>or HIST 104 ....History of the United States II (GB, D)</td>
<td>3</td>
</tr>
<tr>
<td>PHOT 102 ...Photography II</td>
<td>3</td>
</tr>
<tr>
<td>PHOT 105 ...Photojournalism</td>
<td>3</td>
</tr>
<tr>
<td>PHOT 209 ...History of Photography (GH)</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics elective (GM)</td>
<td>3-4</td>
</tr>
<tr>
<td>Physical Education elective</td>
<td>1</td>
</tr>
<tr>
<td>Semester Total</td>
<td>16-17</td>
</tr>
</tbody>
</table>

- Third Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 202 ......Survey of Art History II (GB, D)</td>
<td>3</td>
</tr>
<tr>
<td>PHOT 201 ...Creative Photography</td>
<td>3</td>
</tr>
<tr>
<td>PHOT 205 ...Lighting I</td>
<td>3</td>
</tr>
<tr>
<td>Bio./Phys. Lab Science elective (GL)</td>
<td>4</td>
</tr>
<tr>
<td>Semester Total</td>
<td>17</td>
</tr>
</tbody>
</table>

- Fourth Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHOT 207 ...Lighting II</td>
<td>3</td>
</tr>
<tr>
<td>PHOT 203 ...Commercial Photography</td>
<td>4</td>
</tr>
<tr>
<td>or PHOT 230 ...Digital Imaging I</td>
<td>3</td>
</tr>
<tr>
<td>Bio./Phys. Sci. elective (GS)</td>
<td>3</td>
</tr>
<tr>
<td>General Education elective (GB, GM, GL, GS)</td>
<td>6</td>
</tr>
<tr>
<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</th>
<th>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>4</td>
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<tr>
<td>PHOT 105</td>
<td>Photojournalism</td>
<td>3</td>
</tr>
<tr>
<td>PHOT 201</td>
<td>Creative Photography</td>
<td>3</td>
</tr>
<tr>
<td>PHOT 203</td>
<td>Commercial Photography</td>
<td>4</td>
</tr>
<tr>
<td>PHOT 230</td>
<td>Digital Imaging I</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Number of Credits: 19-20

For more information, contact Prof. Chris Heard, 410-836-4350, cheard@harford.edu; or academic advising, 410-836-4301.

Note: The following codes identify courses which satisfy the General Education core requirements. For more information see pages 18-19.

- **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 003 and ENG 012, or ENG 018; and MATH 001. See graduation requirement details in this catalog for further information.
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 [8]. It is recommended that students select one of the 3-credit [6], [6], or [6] course electives from those that also appear on the approved list of diversity courses (see page 20).

DEGREE REQUIREMENTS

Recommended Course Sequence

<table>
<thead>
<tr>
<th>Semester</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester</td>
<td></td>
</tr>
<tr>
<td>CHEM 111 ..General Chemistry I [6] ..........</td>
<td>4</td>
</tr>
<tr>
<td>MATH 203 ..Calculus I [6] ..................</td>
<td>4</td>
</tr>
<tr>
<td>Physical Education Fitness elective ..........</td>
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</tr>
<tr>
<td>Semester Total.............................</td>
<td>15</td>
</tr>
<tr>
<td>Second Semester</td>
<td></td>
</tr>
<tr>
<td>CHEM 112 ..General Chemistry IIA [6] or CHEM 114 ..General Chemistry IIB [6] ..........</td>
<td>4</td>
</tr>
<tr>
<td>CIS 102 ........Introduction to Information Sciences [6] ....</td>
<td>3</td>
</tr>
<tr>
<td>MATH 204 ..Calculus II [6] ..................</td>
<td>4</td>
</tr>
<tr>
<td>Semester Total.............................</td>
<td>17</td>
</tr>
<tr>
<td>Third Semester</td>
<td></td>
</tr>
<tr>
<td>MATH 208 ..Elementary Differential Equations ..........</td>
<td>3</td>
</tr>
<tr>
<td>CIS/CSI elective ..................................</td>
<td>3-4</td>
</tr>
<tr>
<td>General elective* ................................</td>
<td>3</td>
</tr>
<tr>
<td>Semester Total.............................</td>
<td>16-17</td>
</tr>
<tr>
<td>Fourth Semester</td>
<td></td>
</tr>
<tr>
<td>MATH 206 ..Calculus III .....................</td>
<td>4</td>
</tr>
<tr>
<td>MATH 217 ..Linear Algebra ....................</td>
<td>4</td>
</tr>
<tr>
<td>Physical Education elective ..........</td>
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</tr>
<tr>
<td>Semester Total.............................</td>
<td>16</td>
</tr>
</tbody>
</table>

Total Number of Credits............................ | 64-65 |

* The general elective should be chosen to satisfy requirements of the institution to which transfer is planned. ENG 109 (English Composition: Research Writing) 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

<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>PS 101........American National Government</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101 ......General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Bio./Phys. Sci. elective</td>
<td>3</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</td>
</tr>
</tbody>
</table>

• Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 109......English Composition: Research Writing</td>
<td>3</td>
</tr>
<tr>
<td>PS 102..........State and Local Government</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101 ......Introduction to Sociology</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 elective</td>
<td>1</td>
</tr>
<tr>
<td>Semester Total</td>
<td>16-17</td>
</tr>
</tbody>
</table>

• Third Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 103 ....History of the United States I</td>
<td>3</td>
</tr>
<tr>
<td>PS 201........Intro. to International Relations</td>
<td>3</td>
</tr>
<tr>
<td>Behavioral/Soc. Sci. or Lang. elective</td>
<td>3</td>
</tr>
<tr>
<td>Arts/Humanities elective</td>
<td>3</td>
</tr>
<tr>
<td>Bio./Phys. Lab Sci. elective</td>
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</tr>
<tr>
<td>Semester Total</td>
<td>16</td>
</tr>
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</table>

• Fourth Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 104 ......History of the United States II</td>
<td>3</td>
</tr>
<tr>
<td>CMST 101 ..Speech Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>Behavioral/Soc. Sci. or Lang. elective</td>
<td>3</td>
</tr>
<tr>
<td>Arts/Humanities elective</td>
<td>3</td>
</tr>
<tr>
<td>General elective</td>
<td>3</td>
</tr>
<tr>
<td>Semester Total</td>
<td>15</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 18-19.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
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<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 GENERAL EDUCATION CORE REQUIREMENTS:

- Behavioral/Social Science and Arts/Humanities electives must be selected from two different disciplines.

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 20).
POLITICAL SCIENCE - INTERNATIONAL RELATIONS TRACK

PROGRAM DESCRIPTION

This option is designed primarily to prepare students for transfer to institutions with baccalaureate programs with majors in International Relations or Political Science.

EMPLOYMENT AND TRANSFER INFORMATION

The Political Science program – Track in International Relations prepares students for careers in government, foreign service, international organizations, trade, international business, teaching and research. Many liberal arts colleges and universities offer International Relations as a major, either as its own degree program or as an option under the Political Science 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 Dr. Stephanie Hallock, 410-836-4262, shallock@barford.edu; or academic advising, 410-836-4301.

DEGREE REQUIREMENTS

Recommended Course Sequence

**DEGREE REQUIREMENTS**

**Recommended Course Sequence**

**First Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101 English Composition</td>
<td>3</td>
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<tr>
<td>GEOG 103 World Regional Geography</td>
<td>3</td>
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<tr>
<td>PS 101 American National Government</td>
<td>3</td>
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<td>Bio./Phys. Sci. elective</td>
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<td>General elective**</td>
<td>3</td>
</tr>
<tr>
<td>Physical Education Fitness elective</td>
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<tr>
<td><strong>Semester Total</strong></td>
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</table>

**Second Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ECON 101 Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>ECON 102 Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ENG 109 English Composition: Research Writing</td>
<td>3</td>
</tr>
<tr>
<td>PS 201 Introduction to Int’l. Relations</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 elective</td>
<td>1</td>
</tr>
<tr>
<td><strong>Semester Total</strong></td>
<td><strong>16-17</strong></td>
</tr>
</tbody>
</table>

**Third Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 102 Intro. to Cultural Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>HIST 202 Twentieth Century World</td>
<td>3</td>
</tr>
<tr>
<td>Arts/Humanities elective</td>
<td>3</td>
</tr>
<tr>
<td>Bio./Phys.Lab Sci. elective</td>
<td>4</td>
</tr>
<tr>
<td>General elective**</td>
<td>3</td>
</tr>
<tr>
<td><strong>Semester Total</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

**Fourth Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMST 101 Speech Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>PS 203 Comparative Politics and Gov’t.</td>
<td>3</td>
</tr>
<tr>
<td>Arts/Humanities electives</td>
<td>3</td>
</tr>
<tr>
<td>General electives**</td>
<td>6</td>
</tr>
<tr>
<td><strong>Semester Total</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

**Total Number of Credits**

63-64 Credits

* RELG 210: (Comparative Religion) and/or PHIL 205: (Ethics) are strongly recommended.

** Foreign Language and/or BA 101: (Introduction to Business) and/or additional economics courses are strongly recommended based on the student’s career goals or transfer requirements.
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 Dr. Stephanie Hallock, 410-836-4262, shallock@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>ANTH 102</td>
<td>Introduction to Cultural Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>HIST 202</td>
<td>The Twentieth Century World</td>
<td>3</td>
</tr>
<tr>
<td>IDS 201</td>
<td>Peace and Conflict: An Interdisciplinary Look</td>
<td>3</td>
</tr>
<tr>
<td>PS 201</td>
<td>Introduction to International Relations</td>
<td>3</td>
</tr>
<tr>
<td>RELG 210</td>
<td>Comparative Religion</td>
<td>3</td>
</tr>
<tr>
<td>GEOG 102</td>
<td>Human Geography</td>
<td>3</td>
</tr>
<tr>
<td>GEOG 103</td>
<td>World Regional Geography</td>
<td>3</td>
</tr>
<tr>
<td>ART 202</td>
<td>Survey of Art History II</td>
<td>3</td>
</tr>
<tr>
<td>DRAM 204</td>
<td>Survey of Modern Drama</td>
<td>3</td>
</tr>
<tr>
<td>ENG 208</td>
<td>Contemporary Humanities</td>
<td>3</td>
</tr>
<tr>
<td>ENG 215</td>
<td>Multicultural Literature: The 20th Century</td>
<td>3</td>
</tr>
<tr>
<td>MUS 202</td>
<td>The Art of Listening II</td>
<td>3</td>
</tr>
<tr>
<td>Choose one from the following</td>
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<td></td>
</tr>
<tr>
<td>GEOG 102</td>
<td>Human Geography</td>
<td>3</td>
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<tr>
<td>GEOG 103</td>
<td>World Regional Geography</td>
<td>3</td>
</tr>
<tr>
<td>Choose one from the following</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ART 202</td>
<td>Survey of Art History II</td>
<td>3</td>
</tr>
<tr>
<td>DRAM 204</td>
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<tr>
<td>MUS 202</td>
<td>The Art of Listening II</td>
<td>3</td>
</tr>
<tr>
<td>Choose one from the following</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Any Intermediate Foreign Language</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>BA 242</td>
<td>Introduction to International Business</td>
<td>3</td>
</tr>
<tr>
<td>PS 283</td>
<td>Internship in Political Science</td>
<td>3</td>
</tr>
<tr>
<td>SOC 102</td>
<td>Social Problems</td>
<td>3</td>
</tr>
<tr>
<td>Total Number of Credits</td>
<td>27</td>
<td></td>
</tr>
</tbody>
</table>

Note: The following codes identify courses which satisfy the General Education core requirements. For more information see pages 18-19.

- 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.

To earn a certificate from HCC, students must complete or demonstrate exemption from the following courses: ENG 003 and ENG 012, or ENG 018; and MATH 001. See graduation requirement details in this catalog for further information.
Programs of Instruction

ASSOCIATE OF ARTS DEGREE • OPTION IN ARTS & SCIENCES

128

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 A.A. and B.A. degrees may be employed in community mental health agencies, crisis centers, correctional facilities, government agencies, and senior citizen centers. Degrees beyond the A.A. 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>
<td></td>
</tr>
<tr>
<td>CMST 101 .. Speech Fundamentals</td>
<td>6</td>
</tr>
<tr>
<td>ENG 101 ... English Composition</td>
<td>6</td>
</tr>
<tr>
<td>PSY 101 ... General Psychology</td>
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<tr>
<td>Biological Lab Science</td>
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<td>History elective</td>
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<td>Semester Total</td>
<td>16</td>
</tr>
<tr>
<td>Second Semester</td>
<td></td>
</tr>
<tr>
<td>ENG 109 ... English Comp.: Research Writing</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101 ... Introduction to Sociology</td>
<td>6</td>
</tr>
<tr>
<td>Biological/Phys. Sci. elective</td>
<td>3</td>
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<td>Psychology elective**</td>
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<td>General elective**</td>
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<td>Semester Total</td>
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<td></td>
</tr>
<tr>
<td>Arts/Humanities elective</td>
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<tr>
<td>Mathematics elective</td>
<td>3-4</td>
</tr>
<tr>
<td>Psychology elective**</td>
<td>3</td>
</tr>
<tr>
<td>General elective**</td>
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<tr>
<td>General Education elective</td>
<td>6</td>
</tr>
<tr>
<td>Physical Education Fitness elective</td>
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</tr>
<tr>
<td>Semester Total</td>
<td>16-17</td>
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<tr>
<td>Fourth Semester</td>
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<tr>
<td>Arts/Humanities elective</td>
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</tr>
<tr>
<td>Psychology elective**</td>
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<td>Semester Total</td>
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</tr>
<tr>
<td>Total Number of Credits</td>
<td>63-64</td>
</tr>
</tbody>
</table>

+ MATH 216 (Introduction to Statistics) is recommended.

* BIO 100 (Fundamentals of Biology) or BIO 120 (General Biology I) are 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. Manolya Bayar, 410-836-4486, mbayar@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.

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 20).
SCIENCE LABORATORY TECHNOLOGY

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.

EMPLOYMENT INFORMATION

Working with scientists and engineers, science laboratory technicians conduct research, design, and testing in the 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.

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 Sem. Hrs.
  BIO 120 ......General Biology I ........................................4
  CHEM 111 ..General Chemistry I .......................................4
  ENG 101......English Composition ......................................3
  General elective* ..................................................3
  Physical Education Fitness elective ............................1
  Semester Total..................................................15

- Second Semester Sem. Hrs.
  BIO 205 ......Microbiology ............................................4
  CHEM 112 ..General Chemistry II A ..................................4
  MATH 216 ..Introduction to Statistics ................................4
  Behavioral/Social Science elective ............................3
  Physical Education elective ......................................1
  Semester Total..................................................16

- Third Semester Sem. Hrs.
  CHEM 204 ..Analytical Chemistry ..................................4
  PHYS 101 ....Introductory Physics I ..................................4
  Arts/Humanities elective ..........................................3
  General electives*** ...........................................6
  Semester Total..................................................17

- Fourth Semester Sem. Hrs.
  BIO 206 ......Microtechniques .........................................4
  ENG 209......Technical Writing .......................................3
  PHYS 102 ....Introductory Physics II ................................4
  Behavioral/Social Science elective ............................3
  CIS elective .....................................................3
  Semester Total..................................................17

Total Number of Credits .............................................65

* MATH 109 (Precalculus Mathematics) or equivalent recommended.
** HIST 112 (History of Science from Plato to NATO) recommended.
*** Co-op recommended.

Note: The following codes identify courses which satisfy the General Education core requirements. For more information see pages 18-19.

   GB  Behavioral/Social Science
   GC  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, or GI) course electives from those that also appear on the approved list of diversity courses (see page 20).
**SOCIOLGY**

**PROGRAM DESCRIPTION**

The Sociology program prepares students for a wide variety of careers in government, business, and non-profit organizations, such as research and demography, clinical and counseling services, applied anthropology, and human services. Students can choose from three track concentrations that have been developed to facilitate transfer to baccalaureate programs in sociology, social work, or anthropology.

**EMPLOYMENT AND TRANSFER INFORMATION**

According to the Bureau of Labor Statistics, positions are expected to grow nationally through 2010. Employment for social workers, especially, is expected to increase faster than average (18-26%) through 2014. Students have options for transfer to many institutions, both in Maryland and across the United States.

For more information, contact Dr. Sharon Stowers, 410-836-4000, ext. 7189, stowers@harford.edu; or Jan Brewer, LCSW-C, 410-836-4000, ext. 7560, jbrewer@harford.edu, or academic advising, 410-836-4301.

**DEGREE REQUIREMENTS**

**Recommended Course Sequence**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Description</th>
<th>Credits</th>
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<tbody>
<tr>
<td>First Semester</td>
<td>SO 101 Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ENG 101 English Composition</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>PSY 101 General Psychology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Bio./Phys. Lab Science elective</td>
<td>4</td>
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<td></td>
<td>General elective+</td>
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<tr>
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<th>Course Description</th>
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<tbody>
<tr>
<td></td>
<td>SO 102 Social Problems</td>
<td>3</td>
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<tr>
<td></td>
<td>ENG 109 English Comp: Research Writing</td>
<td>3</td>
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<tr>
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<td>TRACK elective</td>
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</tr>
<tr>
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<td>Mathematics elective</td>
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</tr>
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<td></td>
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<table>
<thead>
<tr>
<th>Third Semester</th>
<th>Course Description</th>
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<tbody>
<tr>
<td></td>
<td>SO 201 Marriage and the Family</td>
<td>3</td>
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<tr>
<td></td>
<td>CMST 101 Speech Fundamentals</td>
<td>3</td>
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<td>TRACK elective</td>
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<tr>
<td></td>
<td>Arts/Humanities elective</td>
<td>3</td>
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<td></td>
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<td>Physical Education/Fitness elective</td>
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<td></td>
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<td>15-16</td>
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</table>

<table>
<thead>
<tr>
<th>Fourth Semester</th>
<th>Course Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>TRACK electives</td>
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</tr>
<tr>
<td></td>
<td>Arts/Humanities elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>History elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Bio/Phys. Sci. elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Physical Education elective</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Semester Total</td>
<td>16</td>
</tr>
</tbody>
</table>

Total Number of Credits: 63-64

Students are required to complete 12 credits in one of the following TRACKS:

- General Sociology
- Sociology/Anthropology
- Social Work

+ Electives should be chosen according to personal and career interests or to the requirements of the institution to which transfer is planned. It is suggested students take 3-9 credits of foreign language.

* BIO 100 (Fundamentals of Biology) or BIO 120 (General Biology) is recommended.

** MATH 216 (Introduction to Statistics) is recommended if transfer is planned.

*** History elective should be chosen to satisfy 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 18-19.

- **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.
### Program of Instruction

**ASSOCIATE OF ARTS DEGREE • OPTION IN ARTS & SCIENCES**

**SOCIOLOGY (continued)**

#### General Sociology Track

(12 Credits Required)

<table>
<thead>
<tr>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 101 Introduction to Physical Anthropology</td>
</tr>
<tr>
<td>ANTH 102 Introduction to Cultural Anthropology</td>
</tr>
<tr>
<td>ANTH 211 Archaeology of Maryland</td>
</tr>
<tr>
<td>ART 115 Ceramics I</td>
</tr>
<tr>
<td>CJ 101 Introduction to Criminal Justice</td>
</tr>
<tr>
<td>ECON 102 Microeconomics</td>
</tr>
<tr>
<td>GEOG 101 Physical Geography (archeology interest)</td>
</tr>
<tr>
<td>or GEOG 103 World Regional Geography (sociology/anthropology interest)</td>
</tr>
<tr>
<td>PS 101 American National Government</td>
</tr>
<tr>
<td>or PS 102 State and Local Government</td>
</tr>
<tr>
<td>PSY 208 Alcohol/Drugs: Impact on Behavior</td>
</tr>
<tr>
<td>PSY 212 The Helping Relationship</td>
</tr>
<tr>
<td>SOC 200 Introduction to Social Work</td>
</tr>
<tr>
<td>SOC 214 Juvenile Delinquency</td>
</tr>
</tbody>
</table>

#### Sociology/Anthropology Track

(12 Credits Required)

<table>
<thead>
<tr>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 101 Introduction to Physical Anthropology</td>
</tr>
<tr>
<td>ANTH 102 Introduction to Cultural Anthropology</td>
</tr>
<tr>
<td>ANTH 211 Archaeology of Maryland</td>
</tr>
<tr>
<td>ART 115 Ceramics I</td>
</tr>
<tr>
<td>GEOG 101 Physical Geography (archeology interest)</td>
</tr>
<tr>
<td>or GEOG 103 World Regional Geography (sociology/anthropology interest)</td>
</tr>
</tbody>
</table>

#### Social Work Track

(12 Credits Required)

<table>
<thead>
<tr>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required Courses:</td>
</tr>
<tr>
<td>SOC 200 Introduction to Social Work</td>
</tr>
<tr>
<td>SOC 214 Juvenile Delinquency</td>
</tr>
<tr>
<td>ECON 102 Microeconomics</td>
</tr>
<tr>
<td>or PS 101 American National Government</td>
</tr>
<tr>
<td>or PS 102 State and Local Government</td>
</tr>
<tr>
<td>Choose One Course:</td>
</tr>
<tr>
<td>SOC 213 Criminology</td>
</tr>
<tr>
<td>CJ 101 Introduction to Criminal Justice</td>
</tr>
<tr>
<td>PSY 208 Alcohol/Drugs: Impact on Behavior</td>
</tr>
<tr>
<td>PSY 212 The Helping Relationship</td>
</tr>
</tbody>
</table>

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*** Required Course
TEACHER EDUCATION - EARLY CHILDHOOD EDUCATION

PROGRAM DESCRIPTION

This program is designed to prepare students for transfer into a four-year college or university early childhood education program. Graduates with a four-year degree will be prepared to teach grades pre-k through three. High school preparation should include four units of English, three units of math, of which two should be algebra, and three units of science. Near completion of 45 credit hours students should plan to take Praxis I, the first part of the national teacher exam, which includes core English and math competencies. Information about Praxis can be obtained from the Test Center or the Dean of Educational Studies.

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 million to 2.7 million. The State of Maryland hires approximately 400 early childhood teachers each year. Some school systems (Harford County included) require this degree in order to teach preschool, kindergarten and/or first grade. In addition, by 2007-08, all local school systems are required to provide full-day kindergarten to all students and offer pre-kindergarten to economically-disadvantaged four-year-old children; this will result in additional teaching positions.

This program requires the successful completion of Praxis I, a portfolio, 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 to 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 at 410-836-4301.

*LITERATURE ELECTIVES (6H)

ENG 201.....World Literature: 800 B.C. to 1600 A.D. 
ENG 202 ....World Literature: 1600 A.D. to the Present 
ENG 203......English Literature: Old English Through Neoclassical 
ENG 204......English Literature: Romantic to the Present 
ENG 205......American Literature: Colonial Through the Civil War 
ENG 206......American Literature: Late 19th and 20th Centuries 
ENG 214......Great Writers: Lives and Works 
ENG 215......Multicultural Literature: The 20th Century 
ENG 219......American Women Writers 
ENG 233......African-American Literature 
ENG 234......Ethnic American Literature

DEGREE REQUIREMENTS

Recommended Course Sequence

** The Introduction to Special Education course required by Harford Community College is a necessary requirement of the College’s A.A.T. degree, but is not sufficient to meet all special education or inclusion course requirements for four-year teacher education programs. Students may be required to take additional special education or inclusion courses as a part of the requirements for a baccalaureate degree and teacher education certification at four-year institutions.

• First Semester  
EDUC 103....The Young Child ........................................3 
EDUC 113....Intro. to Early Childhood Education ............3 
ENG 101 ......English Composition [6H] ..........................3 
MATH 131 ..Concepts in Mathematics I ..........................4 
PSY 101......General Psychology [6H] ..........................3 
Physical Education Elective .....................................1 
Semester Total ..................................................17

• Second Semester  
BIO 100......Fundamentals of Biology [6H] .......................4 
EDUC 104....Materials and Curriculum in Early Childhood............................3 
GEOG 103 ..World Regional Geography [6H] ................3 
MATH 211 ..Elements of Geometry [6M] ........................4 
Literature Elective [6H] ........................................3 
Semester Total ..................................................17

• Third Semester  
CMST 101....Speech Fundamentals [6H] .........................4 
or 
CMST 105....Interpersonal Communication [6H] ............3 
EDUC 107....Introduction to Special Education** ...........3 
HIST 104.....History of the U.S. II ................................3 
MATH 216 ..Introduction to Statistics [6M] ....................4 
SCI 105 ......Physical Science I [6H] ..........................3 
SCI 106 ......Physical Science Course Observations and Investigations: Matter [6H] ........1 
Semester Total ..................................................17

• Fourth Semester  
EDUC 207....Processes and Acquisition of Reading ........3 
ES 107......Earth and Space Science ................................4 
SOC 101 .....Introduction to Sociology ............................3 
VPA 201 .....Visual and Performing Arts Survey [6H] ....3 
Physical Education Fitness Elective .........................1 
Semester Total ..................................................14

Total Number of Credits ........................................65
TEACHER EDUCATION – ELEMENTARY EDUCATION

PROGRAM DESCRIPTION

The A.A.T. 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 (6) (3 credits)**

Choose one of the following:

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<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 201</td>
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<tr>
<td>ENG 202</td>
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<td>ENG 206</td>
<td>6</td>
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<tr>
<td>ENG 214</td>
<td>6</td>
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<td>ENG 215</td>
<td>6</td>
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<td>ENG 219</td>
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</tr>
<tr>
<td>ENG 233</td>
<td>6</td>
</tr>
<tr>
<td>ENG 234</td>
<td>6</td>
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</tbody>
</table>

DEGREE REQUIREMENTS

Recommended Course Sequence

**First Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUC 101</td>
<td>3</td>
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<tr>
<td>ENG 101</td>
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<tr>
<td>MATH 131</td>
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<td>PSY 101</td>
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<tr>
<td>SCI 105/106</td>
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**Second Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 102</td>
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<td>MATH 211</td>
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</tr>
<tr>
<td>PSY 207</td>
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</tr>
<tr>
<td>Literature elective</td>
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**Third Semester**

<table>
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<tr>
<th>Course</th>
<th>Hours</th>
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<tbody>
<tr>
<td>CMST 101</td>
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<td>EDUC 107</td>
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<tr>
<td>HIST 104</td>
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<td>MATH 216</td>
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<tr>
<td>Physical Education Fitness elective</td>
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<td>Semester Total</td>
<td>17</td>
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</table>

**Fourth Semester**

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>EDUC 207</td>
<td>3</td>
</tr>
<tr>
<td>HLTH 103</td>
<td>3</td>
</tr>
<tr>
<td>PSY 202</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101</td>
<td>3</td>
</tr>
<tr>
<td>VPA 201</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>

Total Number of Credits 65

* The Introduction to Special Education course required by Harford Community College is a necessary requirement of the College's A.A.T. degree, but is not sufficient to meet all special education or inclusion course requirements for four-year teacher education programs. Students may be required to take additional special education or inclusion courses as a part of the requirements for a baccalaureate degree and teacher education certification at four-year institutions.
TEACHER EDUCATION – SECONDARY EDUCATION

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. One option for students interested in a bachelor’s degree in teacher education secondary, history, social science, or English is Harford Community College’s dual admissions program with University of Maryland University College. 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>Semester</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester</td>
<td>EDUC 101</td>
<td>Introduction to Education</td>
<td>3</td>
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<tr>
<td></td>
<td>ENG 101</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>PSY 101</td>
<td>General Psychology</td>
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<td></td>
<td></td>
<td>Mathematics elective</td>
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<td></td>
<td></td>
<td>General elective</td>
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<tr>
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<td></td>
<td>Physical Education Fitness elective</td>
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</tr>
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<td></td>
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<td>Semester Total</td>
<td>16-17</td>
</tr>
<tr>
<td>Second Semester</td>
<td>PSY 207</td>
<td>Educational Psychology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Behavioral/Social Science elective</td>
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<td></td>
<td></td>
<td>General elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
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<td>Semester Total</td>
<td>15-17</td>
</tr>
<tr>
<td>Third Semester</td>
<td>EDUC 107</td>
<td>Introduction to Special Education</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Behavioral/Social Science elective</td>
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<tr>
<td></td>
<td></td>
<td>Arts/Humanities elective</td>
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<td>General elective</td>
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<td>Semester Total</td>
<td>16-17</td>
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<tr>
<td>Fourth Semester</td>
<td>Bio./Physical Lab Science elective</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Arts/Humanities elective</td>
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<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.

Note: The following codes identify courses which satisfy the General Education core requirements. For more information see pages 18-19.

- 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.

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 GI) course electives from those that also appear on the approved list of diversity courses (see page 20).
## TEACHER EDUCATION – SECONDARY EDUCATION – CHEMISTRY

### PROGRAM DESCRIPTION

The A.A.T. degree program prepares students for transfer into a four-year college or university secondary education program. Students should plan to take Praxis I, the first part of the national teacher exam, which includes core English and math competencies, near completion of 15 credit hours. Information can be obtained from the Test Center.

### 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. Graduates with a four-year degree will be prepared to teach a specific discipline at the middle and high school levels. In Maryland, chemistry is a critical shortage area and employment opportunities to teach this discipline are great.

The program requires the successful completion of Praxis I and at least a 2.75 GPA. Because the program courses are chosen to fulfill predetermined outcomes, the entire program will transfer to four-year state and private colleges 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 at 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 [6]</td>
<td>4</td>
</tr>
<tr>
<td>EDUC 101... Introduction to Education</td>
<td>3</td>
</tr>
<tr>
<td>MATH 203 ..Calculus I [6M]</td>
<td>4</td>
</tr>
<tr>
<td>PSY 101...... General Psychology [6]</td>
<td>3</td>
</tr>
<tr>
<td><strong>Semester Total</strong></td>
<td><strong>17</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 112 ..General Chemistry IIA [6L]</td>
<td>4</td>
</tr>
<tr>
<td>CMST 101 ..Speech Fundamentals [6L]</td>
<td>3</td>
</tr>
<tr>
<td>MATH 204 ..Calculus II [6M]</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 203 ....General Physics: Mechan. &amp; Part. Dynamics [6S] ***</td>
<td>3</td>
</tr>
<tr>
<td>PSY 207...... Educational Psychology</td>
<td>3</td>
</tr>
<tr>
<td><strong>Semester Total</strong></td>
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</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>4</td>
</tr>
<tr>
<td>EDUC 107 ..Introduction to Special Education**</td>
<td>3</td>
</tr>
<tr>
<td>PHYS 204 ....General Physics: Vibr., Waves, Heat, Elec. &amp; Magn. [6L]</td>
<td>4</td>
</tr>
<tr>
<td>Arts/Humanities elective [6H] *</td>
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<tr>
<td>Physical Education elective</td>
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<td><strong>Semester Total</strong></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>4</td>
</tr>
<tr>
<td>PSY 216 ......Adolescent Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101 ......Introduction to Sociology [6H]</td>
<td>3</td>
</tr>
<tr>
<td>Arts/Humanities elective [6H] *</td>
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</tr>
<tr>
<td>Physical Education elective</td>
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<td><strong>Semester Total</strong></td>
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</tr>
<tr>
<td><strong>Total Number of Credits</strong></td>
<td><strong>63</strong></td>
</tr>
</tbody>
</table>

* Two [6H] courses in two different subjects as defined by the course alpha prefix, e.g., ENG, PHIL, etc., are required.

** The Introduction to Special Education course required by Harford Community College is a necessary requirement of the College's A.A.T. degree, but is not sufficient to meet all special education or inclusion course requirements for four-year teacher education programs. Students may be required to take additional special education or inclusion courses as a part of the requirements for a baccalaureate degree and teacher education certification at four-year institutions.

*** Two semesters of calculus-based physics (PHYS 203/204) will transfer to all institutions offering chemistry and secondary teaching certification, or two semesters of algebra-based physics (PHYS 101/102) will transfer to Towson, Hood, Columbia Union, Goucher, or Frostburg Universities.

### TO SATISFY THE GENERAL EDUCATION CORE REQUIREMENTS:

- Behavioral/Social Science: 6H
- English Composition: 6E
- Arts/Humanities: 6H
- 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 [6]. It is recommended that students select one of the 3-credit [6H], [6L], or [6L] course electives from those that also appear on the approved list of diversity courses (see page 20).
TEACHER EDUCATION - SECONDARY EDUCATION - MATHEMATICS

PROGRAM DESCRIPTION

This program is designed to prepare students for transfer into a four-year college or university secondary education program. High school preparation should include four units of English, four units of math, including pre-calculus, and four units of science consisting of physics and/or chemistry. Requirements of the program include successful completion of Praxis I (the first part of the national teacher exam) and at least a 2.75 GPA with no grade less than a C. Students should plan to take Praxis I at the completion of 15 credit hours. Information can be obtained from the Test Center.

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 million to 2.7 million. Additionally, the U.S. Department of Labor’s Bureau of Labor Statistics forecasts the need for teaching positions until 2010 at approximately 400,000 per year. Graduates with a four-year degree will be prepared to teach a specific discipline at the middle and high school levels. Math is a critical shortage area and employment opportunities to teach this discipline are numerous. Because the program courses are chosen to fulfill predetermined outcomes, the entire program will transfer to four-year state or private colleges 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.

For more information, contact academic advising at 410-836-4301.

Note: The following codes identify courses which satisfy the General Education core requirements. For more information see pages 18-19.

- 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

* Some transfer institutions accept PHYS 203/204 (calculus-based); some transfer institutions allow CHEM 111/112 or PHYS 101/102. Students should speak to an advisor at the transfer institution before choosing a PHYS or CHEM selection.

** See the English program description for a listing of literature electives.

Total Number of Credits.................................62-63

DEGREE REQUIREMENTS

Recommended Course Sequence

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Sem. Hrs.</th>
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<tbody>
<tr>
<td>EDUC 101...</td>
<td>Introduction to Education......................</td>
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<tr>
<td>ENG 101.....</td>
<td>English Composition ..........................</td>
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<tr>
<td>MATH 203...</td>
<td>Calculus I ....................................</td>
<td>4</td>
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<tr>
<td>PSY 101.....</td>
<td>General Psychology ...........................</td>
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<td>PHYS 101....</td>
<td>General Physics ................................</td>
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Semester Total ........................................ 14

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<td>Speech Fundamentals ..........................</td>
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<td>MATH 204...</td>
<td>Calculus II ....................................</td>
<td>4</td>
</tr>
<tr>
<td>MATH 217...</td>
<td>Linear Algebra ..................................</td>
<td>4</td>
</tr>
<tr>
<td>PSY 207.....</td>
<td>Educational Psychology .......................</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 107....</td>
<td>Introduction to Special Education** ..........</td>
<td>3</td>
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Semester Total ........................................ 17

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<tbody>
<tr>
<td>CHEM 111...</td>
<td>General Chemistry I ............................</td>
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<tr>
<td>PHYS 101...</td>
<td>Introductory Physics I ........................</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 203...</td>
<td>General Physics: Mechanics and Particle Dynamics</td>
<td>4</td>
</tr>
<tr>
<td>CIS 115.....</td>
<td>Fundamentals of Programming ...................</td>
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<tr>
<td>EDUC 107....</td>
<td>Introduction to Special Education** ..........</td>
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</tr>
<tr>
<td>MATH 206...</td>
<td>Calculus III ....................................</td>
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Semester Total ........................................ 14-15

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<td>CIS 111.....</td>
<td>C Programming Language .......................</td>
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</tr>
<tr>
<td>CHEM 112...</td>
<td>General Chemistry II A .......................</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 102...</td>
<td>Introductory Physics II .....................</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 204...</td>
<td>General Physics: Vibrations, Waves, Heat, Elec. and Magnetism</td>
<td>4</td>
</tr>
<tr>
<td>PSY 216.....</td>
<td>Adolescent Psychology .......................</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101.....</td>
<td>Introduction to Sociology .....................</td>
<td>3</td>
</tr>
</tbody>
</table>

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

*** The Introduction to Special Education course required by Harford Community College is a necessary requirement of the College’s A.A.T. degree, but is not sufficient to meet all special education or inclusion course requirements for four-year teacher education programs. Students may be required to take additional special education or inclusion courses as a part of the requirements for a baccalaureate degree and teacher education certification at four-year institutions.
TEACHER EDUCATION – SECONDARY EDUCATION – PHYSICS

PROGRAM DESCRIPTION

The A.A.T. degree program prepares students for transfer into a four-year college or university secondary education program. Students should plan to take Praxis I, the first part of the national teacher exam, which includes core English and math competencies, near completion of 15 credit hours. Information can be obtained from the Test Center.

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. Graduates with a four-year degree will be prepared to teach a specific discipline at the middle and high school levels. In Maryland, physics is a critical shortage area and employment opportunities to teach this discipline are great.

The program requires the successful completion of Praxis I and at least a 2.75 GPA. Because the program courses are chosen to fulfill predetermined outcomes, the entire program will transfer to four-year state and private colleges 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 at 410-836-4301.

DEGREE REQUIREMENTS

Recommended Course Sequence

• First Semester Sem. Hrs.

CHEM 111 ..General Chemistry I [6L] .........................4
EDUC 101... Introduction to Education .........................3
ENG 101.....English Composition [6E] ......................3
MATH 203 ..Calculus I [6M] ..................................4
PSY 101..... General Psychology [6B] .........................3
Physical Education Fitness elective ...........................1
Semester Total ..............................................18

• Second Semester Sem. Hrs.

CHEM 112 ..General Chemistry IIA [6L] .....................4
CMST 101 ..Speech Fundamentals [6L] ......................3
MATH 204 ..Calculus II [6M] ..................................4
PHYS 203 ....General Physics:
Mech. & Part. Dynamics [65] ..................................3
PSY 207..... Educational Psychology ..........................3
Semester Total ..............................................17

• Third Semester Sem. Hrs.

EDUC 107 ..Introduction to Special Education** ..........3
MATH 208 ..Elementary Differential Equations ............3
PHYS 204 ....General Physics:
Arts/Humanities elective [6H]* ..........................3
Physical Education elective ..................................1
Semester Total ..............................................14

• Fourth Semester Sem. Hrs.

PHYS 205 ....General Physics: Electrodynamics, Light
Relativity and Modern Physics [6L] ......................4
PSY 216 ......Adolescent Psychology .........................3
SOC 101 .....Introduction to Sociology [6B] ...............3
Arts/Humanities elective [6H]* ..........................3
Semester Total ..............................................13

Total Number of Credits ........................................62

Note: The following codes identify courses which satisfy the General Education core requirements. For more information see pages 18-19.

68 Behavioral/Social Science
6E English Composition
6H Arts/Humanities
#1 Interdisciplinary and Emerging Issues
6L Biological/Physical Laboratory Science
6M Mathematics
60 Biological/Physical Science

TO SATISFY THE GENERAL EDUCATION CORE REQUIREMENTS:
• Behavioral/Social Science and Arts/Humanities electives must be selected from two different disciplines.

TO SATISFY THE DIVERSITY REQUIREMENT:
Associate degree students must complete one 3-credit diversity course [8]. It is recommended that students select one of the 3-credit [8], [6H], or [6L] course electives from those that also appear on the approved list of diversity courses (see page 20).

Note: Two GH courses in two different subjects as defined by the course alpha prefix, e.g., ENG, PHIL, etc., are required.

** The Introduction to Special Education course required by Harford Community College is a necessary requirement of the College’s A.A.T. degree, but is not sufficient to meet all special education or inclusion course requirements for four-year teacher education programs. Students may be required to take additional special education or inclusion courses as a part of the requirements for a baccalaureate degree and teacher education certification at four-year institutions.
# 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.

**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.

## 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>

For more information, contact Prof. Sheila Allen, 410-836-4192, sallen@harford.edu, or academic advising, 410-836-4301.
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 Composition, behavioral/social sciences, biological/physical sciences with a lab, arts/humanities, 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.
- Physical education and fitness electives (2 credits).

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 pursuing 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 elective</td>
<td>3</td>
</tr>
<tr>
<td>Arts/Humanities elective</td>
<td>3</td>
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<tr>
<td>Mathematics elective</td>
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<tr>
<td>Biological/Physical Lab Science elec.</td>
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<tr>
<td>General Education electives</td>
<td>6</td>
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<tr>
<td>Physical Education Fitness elective</td>
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<tr>
<td>Core Technical/Prof. Courses</td>
<td>20-21</td>
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<tr>
<td>Technical/Professional electives</td>
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</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 18-19.

- **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 [GE], [GH], or [GI] course electives from those that also appear on the approved list of diversity courses (see page 20).
Programs of Instruction

VISUAL COMMUNICATIONS

PROGRAM DESCRIPTION

The Visual Communications program offers students specialized classes within graphic design, interactive and time-based media as well as digital imaging in the context of fine arts. This program prepares students with an intensive, hands-on, studio-based curriculum for transfer to a four-year college or entry into a career within the digital arts. Classes are taught by professional, exhibiting artists who have expertise within their disciplines by producing and creating artwork relative to the classes they teach.

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 through 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.

DEGREE REQUIREMENTS

Recommended Course Sequence

COMPREHENSIVE TRACK

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>ART 107</td>
<td>Fundamentals of 3-D Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 120</td>
<td>Introduction to Computer Graphics</td>
<td>3</td>
</tr>
<tr>
<td>ART 122</td>
<td>Color Theory</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition 6E</td>
<td>3</td>
</tr>
<tr>
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Second Semester

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Sem. Hrs.</th>
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</thead>
<tbody>
<tr>
<td>ART 111</td>
<td>Drawing I</td>
<td>3</td>
</tr>
<tr>
<td>ART 108</td>
<td>Introduction to Digital Media 6F</td>
<td>3</td>
</tr>
<tr>
<td>ART 103</td>
<td>Introduction to Graphic Communications</td>
<td>3</td>
</tr>
<tr>
<td>ART 109</td>
<td>Sculpture I</td>
<td>1</td>
</tr>
<tr>
<td>or</td>
<td>ART 115</td>
<td>Ceramics I</td>
</tr>
<tr>
<td>ART 201</td>
<td>Survey of Art History I 6H B</td>
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<tr>
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Third Semester

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<tbody>
<tr>
<td>ART 113</td>
<td>Painting I</td>
<td>3</td>
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<tr>
<td>ART 208</td>
<td>Intermediate Computer Graphics</td>
<td>3</td>
</tr>
<tr>
<td>PHOT 101</td>
<td>Photography I</td>
<td>3</td>
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<tr>
<td>Math elective</td>
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Fourth Semester

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Sem. Hrs.</th>
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</thead>
<tbody>
<tr>
<td>ART 207</td>
<td>Graphic Design</td>
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<tr>
<td>ART 232</td>
<td>Interactive Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 260</td>
<td>Multimedia I</td>
<td>3</td>
</tr>
<tr>
<td>ART 202</td>
<td>Survey of Art History II 6H B</td>
<td>3</td>
</tr>
<tr>
<td>Bio/Phys. Lab Science elective</td>
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</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 18-19.

| 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 |
### DIGITAL MEDIA TRACK

#### First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Sem. Hrs.</th>
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</thead>
<tbody>
<tr>
<td>ART 101</td>
<td>Fundamentals of 2-D Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 108</td>
<td>Introduction to Digital Media</td>
<td>3</td>
</tr>
<tr>
<td>ART 122</td>
<td>Introduction to Computer Graphics</td>
<td>3</td>
</tr>
<tr>
<td>ART 120</td>
<td>Color Theory</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition</td>
<td>3</td>
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<td>Physical Education Fitness elective</td>
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<td><strong>Semester Total</strong></td>
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#### Second Semester

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<thead>
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<th>Course</th>
<th>Title</th>
<th>Sem. Hrs.</th>
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</thead>
<tbody>
<tr>
<td>ART 120</td>
<td>Introduction to Computer Graphics</td>
<td>3</td>
</tr>
<tr>
<td>ART 101</td>
<td>Fundamentals of 2-D Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 103</td>
<td>Introduction to Graphic Communications</td>
<td>3</td>
</tr>
<tr>
<td>ART 111</td>
<td>Drawing I</td>
<td>3</td>
</tr>
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<td><strong>Semester Total</strong></td>
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#### Third Semester

<table>
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<th>Course</th>
<th>Title</th>
<th>Sem. Hrs.</th>
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</thead>
<tbody>
<tr>
<td>ART 207</td>
<td>Graphic Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 232</td>
<td>Interactive Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 207</td>
<td>Fundamentals of 3-D Design</td>
<td>3</td>
</tr>
<tr>
<td>Behavioral/English elective</td>
<td>3-4</td>
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#### Fourth Semester

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<tr>
<th>Course</th>
<th>Title</th>
<th>Sem. Hrs.</th>
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<tbody>
<tr>
<td>ART 230</td>
<td>2-D Computer Animation</td>
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</tr>
<tr>
<td>or ART 231</td>
<td>3-D Modeling and Animation</td>
<td>3</td>
</tr>
<tr>
<td>ART 260</td>
<td>Multimedia I</td>
<td>3</td>
</tr>
<tr>
<td>ART 229</td>
<td>Design for the Web</td>
<td>3</td>
</tr>
<tr>
<td>ART 202</td>
<td>Survey of Art History II</td>
<td>3</td>
</tr>
<tr>
<td>Bio/Physics Lab Science elective</td>
<td>4</td>
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<td><strong>Semester Total</strong></td>
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**Total Number of Credits**: 63-64

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### FOUNDATIONS CERTIFICATE

#### First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Sem. Hrs.</th>
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</thead>
<tbody>
<tr>
<td>ART 108</td>
<td>Introduction to Digital Media</td>
<td>3</td>
</tr>
<tr>
<td>ART 120</td>
<td>Introduction to Computer Graphics</td>
<td>3</td>
</tr>
<tr>
<td>ART 101</td>
<td>Fundamentals of 2-D Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 101</td>
<td>Fundamentals of 2-D Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 111</td>
<td>Drawing I</td>
<td>3</td>
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#### Second Semester

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<tbody>
<tr>
<td>ART 103</td>
<td>Introduction to Graphic Communications</td>
<td>3</td>
</tr>
<tr>
<td>ART 207</td>
<td>Graphic Design</td>
<td>3</td>
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<tr>
<td>ART 207</td>
<td>Graphic Design</td>
<td>3</td>
</tr>
<tr>
<td>CIS 136</td>
<td>Introduction to Internet Technologies</td>
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<tr>
<td>PHOT 101</td>
<td>Photography I</td>
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**Total Number of Credits**: 30

### DIGITAL MEDIA CERTIFICATE

#### First Semester

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</thead>
<tbody>
<tr>
<td>ART 208</td>
<td>Intermediate Computer Graphics</td>
<td>3</td>
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<tr>
<td>ART 230</td>
<td>2-D Computer Animation</td>
<td>3</td>
</tr>
<tr>
<td>ART 232</td>
<td>Interactive Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 260</td>
<td>Multimedia I</td>
<td>3</td>
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#### Second Semester

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<th>Title</th>
<th>Sem. Hrs.</th>
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<tbody>
<tr>
<td>ART 229</td>
<td>Design for the Web</td>
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<tr>
<td>ART 270</td>
<td>Multimedia II</td>
<td>3</td>
</tr>
<tr>
<td>ART 231</td>
<td>3-D Modeling and Animation</td>
<td>3</td>
</tr>
<tr>
<td>ART 233</td>
<td>Portfolio Workshop</td>
<td>3</td>
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<td><strong>Semester Total</strong></td>
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</table>

**Total Number of Credits**: 24

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**TO SATISFY THE DIVERSITY REQUIREMENT:**

Students must complete one 3-credit diversity course (see page 20).
ACCOUNTING

Accounting

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 qualifying score on the computer skills assessment and ACCT 101.

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 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 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. Prerequisites: CIS 102 or BA 210 or permission of instructor and ACCT 101.

ACCT 108 - Computerized Accounting (3 credits)
This course is an introduction to the concepts and uses of computerized accounting information systems. The student learns to apply accounting principles in recording business transactions and generating accounting reports and financial statements using general ledger accounting software. Three lecture hours per week. Prerequisites: CIS 011 or a qualifying score on the computer skills assessment and ACCT 101. Usually offered in spring semester.

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 qualifying score on the computer skills assessment and ACCT 102. Usually offered in fall semester.

Denotes General Education Course. For more information see pages 18-19.

Denotes Diversity Course. For more information see page 20.
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 qualifying score on the computer skills assessment and ACCT 211. Usually offered in spring semester.

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.

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. The student learns the fundamental techniques necessary to run a proper EEG on a patient. Thirty-three laboratory hours per week. Prerequisites: BIO 103, 104; PHYS 101, 102; ELEC 100. Permission of instructor required. Usually offered in fall 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) Immunohisto-chemistry, 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.
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.

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.

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.

ANTH 211 - The Archaeology of Maryland (3 credits)
In this course, bits of stone, pottery, bricks, and nails are used to piece together Maryland’s past. This course involves students in the discovery of Maryland’s “history in the ground” through a combination of classroom instruction, independent research, and participation in an archaeological excavation in Harford County, such as at the on-campus historic Hays-Heighe House site. Students develop analytical skills, knowledge of Maryland life from early prehistory through the 19th century, and an appreciation of historical and archaeological research. 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 hours and two laboratory hours per week. Course fee.

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 software. Two lecture hours and 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 hours and two laboratory 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 hours and two laboratory hours per week. Course fee.

ART 108 - Digital Media Culture (3 credits)
This course is an introduction to digital media and its culture. Through hands-on assignments, lectures, and readings, 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 using current software. Two lecture hours and two laboratory hours per week.
ART 109 - Sculpture I (3 credits)
This course is an introduction to 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 hours and two laboratory 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 hours and two laboratory hours per week. Course fee.

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 hours and two laboratory 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 hours and two laboratory hours per week. Course fee.

ART 120 - Digital Foundations I (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 using current software. 
Two lecture hours 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 hours and two laboratory hours per week. Course fee.

ART 201 - Survey of Art History I (3 credits)
This course is a study of prehistoric, 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 to the required field trip will be available. Three lecture hours per week.

ART 202 - Survey of Art History II (3 credits)
This course is a study of art from the Early Renaissance to the twenty-first 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 to the required field trip will be available. Three lecture hours per week.

ART 203 - American Art and Architecture (3 credits)
This course is a study of art and architecture in America from 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 to the required field trip will be available. Three lecture hours per week.

ART 204 - Typography I (3 credits)
This course is 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 graphic techniques, desktop publishing, and videographic imaging, as well as course practice in handlettering, sign-writing, transfer type, and copy-fitting. This course is taught in the Macintosh Digital Arts Lab using current software. 
Two lecture hours and two laboratory 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 software. 
Two lecture hours and two laboratory hours per week. Prerequisite: ART 103 or permission of instructor. Course fee.
ART 208 - Digital Foundations II (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 using current software. Two lecture hours and two laboratory hours per week. Prerequisite: ART 120 or permission of instructor. Course fee.

ART 213 - Drawing II (3 credits)
A study of the human figure and other observable forms, this course emphasizes the development of skills in the description of volume, spatial interval and the formal organization of the image. Through practice and critique, the student will extend his or her range of concept and expression in drawing. Two lecture hours and two laboratory hours per week. Prerequisite: ART 111. Course fee.

ART 214 - Painting II (3 credits)
A concentrated study of the human figure and other observable forms, this course emphasizes the spatial, compositional and expressive functions of color form. Through practice and critique, the student will extend his or her range of concept and expression in painting. Two lecture hours and two laboratory 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 hours and two laboratory 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 hours and two laboratory 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 hours and two laboratory 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 hours and two laboratory hours per week. Prerequisite: ART 115. 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 hours 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 hours 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 hours 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 hours 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 hours 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 hours 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 hours and two laboratory hours per week. Prerequisite: ART 219. Course fee.
ART 228 - Sculpture IV (3 credits)
This course is an advanced individualized study in the student's specialized area of interest in terms of subject, style and medium in sculpture. Emphasis is on developing a body of work for exhibit. Two lecture hours 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 using current software. Two lecture hours and two laboratory hours per week. Prerequisite: ART 227 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 using current software. Two lecture hours 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, compositing, 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 using current software. Two lecture hours and two laboratory hours per week. Prerequisites: ART 107 and ART 120 or permission of instructor. Course fee.

ART 232 - Interactive Design (3 credits)
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 using current software. Two lecture hours and two laboratory hours per week. Prerequisites: ART 101 and ART 103 or permission of instructor.

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, college art school program admissions, or gallery exhibition. 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 using current software. Two lecture hours 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 using current software. Two lecture hours and two laboratory hours per week. Prerequisites: ART 232 or permission of instructor. Course fee.

ART 270 - Multimedia II (3 credits)
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 using current software. Two lecture hours and two laboratory hours per week. Prerequisite: ART 229 or ART 260 or permission of instructor. Course fee.

GB GE GH GI GL GM GS

Denotes General Education Course.
For more information see pages 18-19.

B

Denotes Diversity Course.
For more information see page 20.
ART 283 - Commercial Art Field Project (3 credits)
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.

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 099 - Biology for Applied Health (0 credits)
This preparatory course is designed for students who plan to enroll in BIO 103, Anatomy and Physiology I. The course examines fundamental principles in general, organic, nuclear, and biochemical cell biology and genetics. The development of academic skills required for the study of the sciences are emphasized throughout the course. Two lectures and two laboratory hours per week. May not be used to meet the graduation requirements. Prerequisites: High school chemistry or CHEM 010. A qualifying score on Biology for Allied Health Assessment Test also meets the prerequisite requirements of BIO 103, Anatomy and Physiology. Course fee.

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 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 110 - Introduction to Plant Sciences (4 credits)
This course investigates the fundamentals of plant science. Included topics are plant anatomy and physiology, classification, genetics, ecology, and the importance of plants to society. Students conduct laboratory investigations, observe local plant communities, examine the relationships between plants and animals and evaluate the relationships between soil and plant health. Three lecture and three laboratory hours per week. Course fee. Field trips may be required.

BIO 116 - Human Body in Health and Disease Lab (1 credit)
This laboratory course provides hands-on learning using dissection, physiology exercises, models and slides, science technology, computer activities, and experimentation to reinforce the concepts in (BIO 108) Human Body in Health and Disease. Two laboratory hours per week. Co-requisite: BIO 108. Course fee.

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 concepts 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 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 emphasized. 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.

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. This course may require field trip(s). Three lecture hours per week.

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 laboratory 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 - Sustainable Building Design (3 credits)
This course examines sustainable building and green design. Emphasis is placed on building economics, design, materials, environmental, and health issues. Topics include LEED (Leadership in Energy & Environmental Design) principles integrated with historic preservation concepts. This course may require field trip(s). A reasonable alternative to the required field trip will be available. Two lecture hours and two laboratory hours per week. Course fee.

BPR 107 - 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 108 - Historic Wall and Floor Finishes (1 credit)
This hands-on course explores a variety of wall and floor finishes as they exist in historic buildings. Students study a historical overview of materials and use simple tools to learn production and installation. Demonstrations include wall covering, mosaic tiling, handcrafting tile, Repousse, Fresco painting, milk painting, and lime washing. Three hours per week for five weeks. Course Fee.

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. This course may require field trip(s). Two lecture hours and two laboratory hours per week. 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 to the required field trip will be available. Two lecture and two laboratory hours per week. Prerequisite: BPR 103 or permission of instructor.

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 laboratory 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 metal working 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. This course may require field trip(s). Two lecture hours and two laboratory hours per week. A reasonable alternative to the required field trip will be available. Prerequisite: 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 to the required field trip will be available. Prerequisite: BPR 103 or permission of instructor. Course Fee.
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 ma require field trip(s). A reasonable alternative to the required field trip will be available. Two lecture and two laboratory hours per week. Prerequisite: BPR 103,104 or permission of instructor. Course fee.

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.

Business Administration

BA 101 - Introduction to Business (3 credits)
This course introduces students to the American private enterprise system and the forms of businesses that operate within it. Students study the role of business in American society, international business activity, the impact of ethics and social responsibility on business, entrepreneurship and small business, and emerging trends in technology, organization, and management. Topics covered include economics, management, marketing, accounting, and financial management. 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. Prerequisite: BA 101 or permission of instructor. Three lecture hours per week.

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 145 - Farm and Agribusiness Management (3 credits)
This course introduces students to principles of effective farm and agribusiness management. Students examine the evolution of agriculture and agribusiness, learn application of business management tools, and analyze agribusiness management problems through case studies. Study includes the specific challenges facing farm and agribusiness managers, such as changes in weather conditions or government policies. Three lecture hours per week.

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 the Uniform Commercial Code as it applies to negotiable instruments and secured transactions. The course emphasizes agency, business organizations, and employment law. It examines creditors’ rights, bankruptcy, property law (real and personal), and estates. 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 208 - Retail Merchandising (3 credits)
This course is designed to give students interested in becoming a buyer or merchandising 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 209 - Agricultural Marketing (3 credits)
This course analyzes the agricultural marketing system from several perspectives. Students learn about the marketing process, food markets, international markets, pricing, food quality grading standards, and regulations in the food industry. The course addresses issues impacting commodity marketing in areas such as livestock, dairy, poultry, grain, cotton, textile, tobacco, fruits, and vegetables. Three lecture hours per week. Prerequisite: BA 101 or permission of instructor.

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, data base, 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 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 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 qualifying score on the math assessment or MATH 017 or MATH 018.

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 sources of law and the application of law to business. Areas examined include business crimes, contracts (under common law and the Uniform Commercial Code), sales, torts (including product liability), administrative, antitrust, environmental, and consumer protection laws. Three lecture hours per week.
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-base 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 and bases and buffers, nuclear chemistry with special emphasis given to organic chemistry, a study of the chemistry of carbon compound—hydrocarbons, alcohols, ketones, carbonylic 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 (4 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 (4 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 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.

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.

CMST 106 - Business & 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.

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 laboratory 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 laboratory 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 III: 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.
CIS 011 - Basic Computer Skills (0 credits)
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.

CIS 011 or a qualifying score on the computer skills assessment. Course fee.

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 011 or a qualifying score on the computer skills assessment. Course fee.

CIS 102 or permission of the instructor. 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 113 - Introduction to PowerPoint (3 credits)
This course presents the fundamentals of designing, creating, modifying and enhancing computerized presentations using Microsoft PowerPoint. The student examines 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 co-requisite 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.

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 the 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 the instructor. Course fee.

CIS 110 - 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 116 - Microsoft Project: Basic (1 credit)

CIS 114 - Introduction to Computer User Support (3 credits)

CIS 113 - Introduction to PowerPoint (3 credits)

CIS 115 - Fundamentals of Programming (3 credits)
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. Course fee.

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 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 207 - Advanced Visual Basic.NET Programming (4 credits)
This course provides the student with an advanced set of tools for programming with Visual Basic.Net. The student studies advanced object-oriented programming design and development techniques using Multitier programs, Web Forms, Web services, databases, and collections. Four lecture hours per week. Prerequisite: CIS 205 or permission of the instructor. Course fee.

Denotes General Education Course.
For more information see pages 18-19.

Denotes Diversity Course.
For more information see page 20.
CIS 210 - Fundamentals of Network Security (3 credits)
This course offers in-depth coverage of the current risks and threats to an organization's data as well as the strategies for safeguarding critical electronic assets. The course provides a foundation for those responsible for protecting network services, devices, traffic, and data. Additionally, Fundamentals of Network Security prepares students for further study in more specialized security fields. The course provides a foundation for those preparing for the Computing Technology Industry Association's (CompTIA) Security+ Certification exam. Three lecture hours per week. Prerequisite: CIS 135 or permission of the instructor. Course fee.

CIS 211 - MS Windows Server 2003 Operating System (3 credits)
This course provides an in-depth presentation of the capabilities of Windows 2003 Server. Topics include protocol configuration, name resolution, network services, remote access, routing, and security. The course provides a foundation for students interested in taking the Microsoft Certified Systems Engineer (MCSE) Server Certification exam. Three lecture hours per week. Prerequisite: CIS 104 or permission of the instructor. 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. Prerequisite: CIS 104 or permission of the 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 the 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. Prerequisite: 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 the 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.

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, nesting 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. Prerequisites: CIS 102, CIS 115, and CIS 224 or permission of instructor. Course fee.

CIS 247 - Advanced Microsoft Office (3 credits)
This course presents advanced concepts and techniques of Microsoft Office, including MS Word, MS Excel, MS Access and MS PowerPoint. Integration between software packages is emphasized and the role of the Internet is examined. Students solve a variety of advanced business problems. Three lecture hours per week with computers. Prerequisites: CIS 102, CIS 115 or permission of instructor. Course fee.

CIS 271-274 - 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.

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.

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 (same course as SOC 213) (3 credits)
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 counterterrorism 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.

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.

Drama

DRAM 203 - Survey of World Drama (3 credits) Denoted Diversity Course.
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.

DRAM 204 - Survey of Modern Drama (3 credits) Denotes General Education Course.
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) Denotes General Education Course.
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.

ECON 101 - Macroeconomics (3 credits) Denotes General Education Course.
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) Denotes Diversity Course.
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)  Three lecture hours per week.
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)  Three lecture hours per week.
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)  Three lecture hours per week.
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.

EDUC 101 - Introduction to Education (3 credits)  Three lecture hours per week.
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. Prerequisite: PSY 101 or permission of instructor.

EDUC 103 - The Young Child (3 credits)  Three lecture hours per week.
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)  Three lecture hours per week.
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 107 - Introduction to Special Education (3 credits)  Three lecture hours per week.
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)  Three lecture hours per week.
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)  Three lecture hours per week.
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)  Three lecture hours per week.
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 200.

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 uses criteria consistent with findings of scientific research to select, evaluate, and compare instructional programs and materials for teaching reading. Successful students are proficient in enabling students to become strategic, fluent, and independent readers using a variety of texts and other materials. They are prepared to involve parents and members of the school and surrounding community to promote reading both inside and outside of school. 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. Prerequisite: Students must be currently teaching or have permission of the Dean of the Educational Studies Division. Usually offered fall and spring semesters.

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 Dean of the Division. Usually offered in fall or spring semester.

EDUC 207 - Processes and Acquisition of Reading (3 credits)
This course is designed to assist pre-service and in-service teachers in understanding the reading acquisition process through observation and analysis of reading and written language development, and the study of current issues in reading research. Introduction to language structures including spoken syllables, phonemes, graphemes, and morphemes is included in this course. Participants apply knowledge of the core areas of language to reading acquisition in terms of first and second language acquisition, typical development and exceptionalities. 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. Usually offered in the fall and spring semesters.

EDUC 208 - Avenues to Children's Literacy (3 credits)
This course is designed to give the classroom teacher the ability to use a representative array of research-based instructional techniques and strategies in the area of reading. Instructional routines and strategies in the five major components of reading instruction (phonemic and phonological awareness, phonics, vocabulary, comprehension, and fluency) suitable for various age and ability groups are emphasized. 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 Dean of the Educational Studies Division. Usually offered fall and spring semesters.

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 Dean of the Division. Usually offered in fall or spring semester.
EDUC 211 - Assessment for Reading Instruction (3 credits)
This course is designed to assist pre-service and in-service teachers in becoming proficient consumers and users of classroom-based assessments and assessment data. Instruction focuses on building knowledge of the purposes of assessment, types of assessment tools, how to administer and use several valid, reliable, well-researched formal and informal assessments of reading and related skills, how to effectively interpret the results of assessments, and how to communicate assessment results in a variety of contexts. 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 Dean of the Educational Studies Division. Usually offered as needed.*

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 Dean of the Educational Studies Division. 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 Dean of the Educational Studies Division. 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 Dean of the Division. 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 EDUC 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 math assessment or MATH 017 or MATH 018.*

**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.*

**Denotes General Education Course.**
For more information see pages 18-19.

**Denotes Diversity Course.**
For more information see page 20.
ENGR 101 - Introduction to Engineering Technology
(3 credits)
This course introduces students to the history, responsibilities, and career opportunities within the engineering technology field. Emphasis is placed on critical thinking and problem-solving skills. Students study report writing, calculator usage, data collection and analysis, measurement systems, geometry, right triangle trigonometry, and basic computer skills, including word processing and spreadsheet applications. Also examined are the ethical standards that guide engineering practices. Three lecture hours per week. Prerequisite: Math 002 or qualifying score on the math assessment. Corequisite: CIS 102 or permission of instructor. Course fee. This course may require field trip(s). A reasonable alternative to the required field trip(s) will be available.

ENGT 102 - Blueprint Reading (1 credit)
This course examines the basic principles of blueprint reading. Topics include line types, orthographic projections, dimensioning methods, and notes. Students learn how to interpret different types of blueprints and schematics used in various engineering, technical or industrial environments. Students interpret the different types of standard symbols and abbreviations found on the drawings and schematics, such as electrical or mechanical drawings and wiring diagrams. One lecture hour per week.

ENGT 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 are covered. Topics include various number systems, programming fundamentals, timers, counters, sensors and their wiring, input/output modules and wiring, arithmetic instructions, and an overview of plant floor communications. Two lecture hours and two laboratory hours per week. Prerequisite(s): ELEC 105. Course fee.

ENGT 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 measurements of pressure flow, measurement systems, pumps, valves, filters, controlling pressure, fluid flow, actuators, seals, reservoirs, hoses, pneumatic controllers, and safety protocols. Two lecture hours and two laboratory hours per week. Prerequisites(s): ENGR 101. Course fee.
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.

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. Prerequisite: students must have successfully completed ENG 002 or received a qualifying score on the reading assessment.

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. 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. Prerequisite: students must have successfully completed ENG 001 or received a qualifying score on the writing assessment.

ENG 018 - Integrated Reading and Writing (0 credits)
Intended specifically for students who test into both ENG 012 and ENG 003, this course integrates reading, writing, and study skills instruction. Students study and apply basic reading and writing skills to read college-level textbooks effectively and to develop college-level writing skills. May not be used for graduation credit. Four lecture hours per week. Prerequisite: Qualifying score on the reading and writing assessments.

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.

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. Prerequisite: successful completion of ENG 059, ENG 001 or a qualifying score on the writing assessment.

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, ENG 018, or a qualifying score on the writing assessment and CIS 011, concurrent enrollment in CIS 011, or a qualifying score on the computer skills assessment.

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 - Introduction to Creative Writing (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 110, 113, 231, 232, 235, or 236 for courses at a more advanced level in poetry, fiction and creative non-fiction.

ENG 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.

Denotes General Education Course.
For more information see pages 18-19.

Denotes Diversity Course.
For more information see page 20.
ENG 110 - Poetry I (3 credits)
This introductory-level, genre-specific course requires students to participate in a series of weekly workshops designed to improve their skills in poetry. Students analyze market trends in poetry publications. *Three lecture hours per week.*
*Pre-requisite: minimum of C grade in ENG 107.*

ENG 113 - Fiction and Creative Nonfiction I (3 credits)
This introductory-level, genre-specific course requires students to participate in a series of weekly workshops designed to improve their skills in fiction and creative nonfiction. Students analyze market trends in literary publications. *Three lecture hours per week.*
*Pre-requisite: minimum of C grade in ENG 107.*

ENG 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.*
*Pre-requisite: minimum of C grade in ENG 101. Usually offered in fall semester.*

ENG 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.*
*Pre-requisite: minimum of C grade in ENG 101.*

ENG 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.*
*Pre-requisite: minimum of C grade in ENG 101.*

ENG 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.*
*Pre-requisite: minimum of C grade in ENG 101.*

ENG 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.*
*Pre-requisite: minimum of C grade in ENG 101. Usually offered in fall semester.*

ENG 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.*
*Pre-requisite: minimum of C grade in ENG 101.*

ENG 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.*
*Pre-requisite: minimum of C grade in ENG 101. Usually offered in fall semester.*

ENG 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.*
*Pre-requisite: minimum of C grade in ENG 101. Usually offered in spring semester.*

ENG 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.*
*Pre-requisites: minimum of C grade in ENG 101.*

ENG 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.*
*Pre-requisite: minimum of C grade in ENG 101.*

ENG 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.*
*Pre-requisite: 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 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 231 - Fiction and Creative Nonfiction II (3 credits)
This intermediate-level, genre-specific course requires students to participate in a series of weekly workshops designed to improve their skills in fiction and creative nonfiction. Students analyze market trends in order to send out their own work appropriately. Three lecture hours per week. Prerequisite: minimum of C grade in ENG 107 and ENG 113.

ENG 232 - Fiction and Creative Nonfiction III (3 credits)
This advanced-level, genre-specific course requires students to participate in a series of weekly workshops designed to improve their skills in poetry. Students analyze market trends in order to send out their own work appropriately. Students are responsible for editing the HCC literary magazine Feather and Talon. Three lecture hours per week. Prerequisites: minimum of C grade in ENG 107, ENG 110, and ENG 235.

Environmental Science

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 122 - Introduction to Soil Sciences (3 credits)
This course introduces the student to the fundamental principles of soil science. Topics include soil properties, soil fertility, and environmental concerns of using soils for agricultural production. Emphasis is placed upon the characteristics of Maryland soils which are similar to the soils in the Mid-Atlantic region. The importance of nutrient management and non-point source pollution of the Chesapeake Bay are covered. Two lecture hours and two laboratory hours per week. This course may require field trips. A reasonable alternative option to the required field trip will be available. Course fee.

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.

ENV 271 - 274 - Cooperative Education: Environmental Science (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.

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. Prerequisites: 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.

Denotes General Education Course.
For more information see pages 18-19.

Denotes Diversity Course.
For more information see page 20.
**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 that examines geographic features and areas, as well as their significance. *Three lecture hours per week.*

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**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.

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**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.

**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.*

**HLTH 105 - Introduction to Holistic Health (3 credits)**
This course explores the expanding field of holistic health therapies that address the interplay of body, mind, and spirit. It reviews modern health threats (stress, obesity, poor nutrition, inactivity, toxins). It examines how complementary and alternative medicine (CAM) contrasts with and supplements traditional Western medicine. A wide range of therapies—including yoga, massage, and acupuncture—is covered, along with lifestyle changes that promote wellness. *Three lecture hours per week.*

Denotes General Education Course. For more information see pages 18-19.

Denotes Diversity Course. For more information see page 20.
History

HIST 101 - History of Western Civilization I (3 credits) [68] [B]
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) [68] [B]
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) [68] [B]
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) [68] [B]
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 112 - History of Science from Plato to NATO (3 credits) [68]
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.

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) [68] [B]
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) [68] [B]
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) [68] [B]
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 210 - The Caribbean in World History (3 credits)
This course provides an overview of the history of the Caribbean, its culture, traditions and impact on world affairs. Patterns of colonization will chronicle the impact and substantive effects of European imperialism on past and present socioeconomic trends, political institutions and educational forms. The geography, topography and ecology of the Caribbean and its influence on the varied types of societies and their development are considered. Three lecture hours per week.
HISTORY • HUMAN DEVELOPMENT • INFORMATION SYSTEMS SECURITY • INTERDISCIPLINARY STUDIES

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 015 - Personal & Academic Development (0 credits)
This course is designed to help students identify and develop their career/life and academic goals. Students will clarify their interests and skills while developing effective academic and personal goal-setting techniques. This course also focuses on setting and achieving short-term academic goals, preparing for success in college through effective study skill techniques, and learning to accept responsibility for one’s behavior. May not be used to meet graduation requirements. Three lecture hours per week.

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.

Information Systems Security

ISS 111 - Cisco 1 (4 credits)
This course is the first of four courses leading to the Cisco Certified Network Associate (CCNA) designation and provides an introduction to computer networking. This course presents information on network terminology, fundamentals, media, cabling, Ethernet fundamentals, Transmissions Control Protocol/Internet Protocol (TCP/IP), and routing fundamentals. Three lecture hours and two lab hours per week. Prerequisite: CIS 102 or permission of the instructor. Course fee.

ISS 112 - Cisco 2 (4 credits)
This course is the second of four courses leading to the Cisco Certified Network Associate (CCNA) designation and provides an introduction to routers and routing basics. This course presents information on initial router configuration, Cisco Input/Output System (IOS) software management, routing protocol configuration, Transmission Control Protocol/Internet Protocol (TCP/IP), and access control lists (ACLs). Three lecture hours and two lab hours per week. Prerequisite: ISS 111 or permission of instructor. Course fee.

Interdisciplinary Studies

IDS 101 - Introduction to Leadership (3 credits)
This course is designed to provide students the opportunity to explore the concept of leadership and to develop their leadership skills. This course integrates readings from the humanities, experiential exercises, films, and contemporary readings on leadership. Students develop leadership skills through study, observation, and application. Three lecture hours per week.

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 hours 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 to the required field trip will be available. Two lecture hours 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 to the required field trip will be available. Three lecture hours per week. Course fee.

**ID 104 - Interior Design (3 credits)**
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 to the required field trip will be available.

**ID 105 - 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 to the required field trip will be available.

**ID 106 - 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 to the required field trip will be available.

**ID 107 - Furniture and Functional Design (3 credits)**
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 108 - Intro to Color in Design (1 credit)**
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 hours and two laboratory hours per week. Course fee.

**ID 109 - Interior Design Studio (3 credits)**
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 to the required field trip will be available.

**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 to the required field trip will be available.

**ID 111 - Bath 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 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 to the required field trip will be available.

**ID 113 - Intro to Commercial Interior Design (3 credits)**
Students gain a basic background in commercial 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 to the required field trip will be available.

**ID 114 - Commercial Design (3 credits)**
Students gain a basic background in commercial 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 to the required field trip will be available.

**ID 115 - Advanced Commercial Design (3 credits)**
Students gain a basic background in commercial 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 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 117 - Survey of 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 hours and two laboratory hours per week. Course fee.

**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. Course fee.

**ID 119 - 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 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 121 - Intro to Color in Design (1 credit)**
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 hours and two laboratory hours per week. Course fee.

**ID 122 - Commercial Design (3 credits)**
Students gain a basic background in commercial 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 to the required field trip will be available.

**ID 123 - Commercial Design (3 credits)**
Students gain a basic background in commercial 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 to the required field trip will be available.

**ID 124 - Advanced Commercial Design (3 credits)**
Students gain a basic background in commercial 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 to the required field trip will be available.

**ID 125 - CADD for Interior Design (3 credits)**
Interior design students and practicing professionals use AutoCAD to develop plans and drawings. Although AutoCAD 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 AutoCAD 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 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.

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Denotes General Education Course. For more information see pages 18-19.

Denotes Diversity Course. For more information see page 20.
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 to the required field trip will be available. Prerequisites: ID 118, ID 125 and ID 206, or permission of the 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 lecture hours per week. This course may require field trip(s). A reasonable alternative to the required field trip will be available. Prerequisites: ID 125 or permission of instructor. Usually offered in fall semester.

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 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 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.

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 lecture 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. Two lecture hours and two laboratory hours per week. This course may require field trip(s). A reasonable alternative to the required field trip will be available. 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. 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 interviews are typical projects with the possibility of airing on FM radio or cable television. Two lecture hours and two laboratory hours per week. Prerequisite: MC 102 or permission of instructor. Usually offered in fall semester. Course fee.

MC 105 - Introduction to Journalism (3 credits)
Students study the roles, responsibilities, and effects of print and broadcast journalism from broad historical and critical perspective. Related topics include the Internet, advertising, and public relations. Ethical standards, business constraints, and current trends in journalism are also considered. Students may shadow a professional journalist and write for the college newspaper. Three lecture hours per week.

MC 201 - Writing for the Electronic Media (3 credits)
This capstone course focuses on short-form writing for the electronic media, and the Internet, including television and radio commercials, web pages, press releases, outdoor advertising, and brochures for a local, non-profit agency. Students learn through assignments, lectures, quizzes, guest lectures, and a final multimedia campaign for a real client. Usually offered in Spring semester. Two lecture hours and two laboratory hours per week. Prerequisites: MC 102, MC 103.

MC 203 - 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 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. Course fee.

MC 206 - 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 to the required field trip will be available.

MC 207 - 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 laboratory hours per week. This course may require field trip(s). A reasonable alternative to the required field trip will be available. Prerequisites: MC 204; or ART 108 and ART 207.

MC 208 - 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 Associate degree 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. Minimum of nine hours per week or a total of 135 hours per semester of independent work and conference. 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. May not be used to meet graduation requirements. Three lecture hours per week. Prerequisite: students must have successfully completed MATH 001 or received a qualifying score on the math assessment.

MATH 010 - Pre-Algebra (0 credits)
This course provides students with a combined foundation in fundamentals of mathematics and basic algebraic expressions and equations that are necessary skills for the study of MATH 018. Topics include integers and their applications in fractions, decimals, percents, graphing, basic algebraic expressions and equations. May not be used to meet graduation requirements. Four lecture hours per week. Prerequisite: 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. 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 018 - Combined Algebra (0 credits)
This course provides students with a combined foundation in introductory and intermediate algebra topics that are necessary skills for the study of a college-level mathematics course. Topics include real numbers, equations and inequalities, coordinate grid topics, exponents and polynomials, factoring, rational expressions, roots and radicals, systems of equations and quadratic equations. May not be used for graduation credit. Four lecture hours per week. Prerequisite: qualifying score on the math assessment or MATH 010.

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 or MATH 018.

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. Three lecture hours per week. Prerequisite: qualifying score on the math assessment or MATH 017 or MATH 018.

MATH 103 - Trigonometry (3 credits)
This course provides a foundation for analytic geometry and calculus. Topics include functions, graph, 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 or MATH 018.
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: MATH 017 or qualifying score on the math assessment; 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 or MATH 018.

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, numeration systems, number theory, fundamental operations with whole numbers, integers, fractions and decimals, estimations and mental computation. Problem solving strategies are incorporated throughout the course. Four lecture hours per week. Prerequisite: qualifying score on the math assessment or MATH 017 or MATH 018.

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 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 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 or MATH 018.

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 or MATH 018.

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.
Medical Assisting

MAS 120 - Medical Assisting Fundamentals (3 credits)
This course introduces the student to medical assisting. Topics include choosing a career as a medical assistant; working in today's healthcare environment; understanding legal and ethical issues; communicating with clients, physicians and staff; emerging trends in medicine; and control and measurement of blood pressure. Emphasis throughout this course is placed on the professional standards of conduct essential to a career in medical assisting. Three lecture hours per week.

MAS 122 - Clinical Medical Assistant I (3 credits)
This course introduces the student to basic clinical skills performed by the medical assistant. Topics covered include the medical assistant's role in medical records and documentation, obtaining and documenting medical history, vital signs and anthropometric measurements, assisting with general exams, client teaching, medical asepsis and infection control, medical office emergencies, and life-span concepts. Emphasis throughout this course is places on the essential clinical skills for a successful career in medical assisting. Two lecture hours and two laboratory hours per week. Prerequisites: BIO 108/BIO 116 or BIO 103/BIO 104, MAS 120, AHS 101, Provider Level CPR/First Aid. Course fee.

MAS 124 - Clinical Medical Assistant II (4 credits)
This course focuses on advanced clinical skills for the medical assistant. Topics include principles and practices of surgical asepsis, minor surgical assisting, instrument identification and function, electrocardiography techniques, common medical specialty disorders, and medical assisting skills employed in the medical specialties. Emphasis is placed on clinical competence required for employment in medical specialty practice. Three lecture hours and two laboratory hours per week. Prerequisite: MAS 122. Course fee.

MAS 126 - Medical Billing (2 credits)
This course provides an overview of medical insurance billing and related software used in the healthcare industry. Topics include the health care environment, an introduction to medical claims coding, major insurance carriers and reimbursement methodologies, the life cycle of insurance claims, account receivables, and the use of proper insurance terminology. Practice management software is used so students can experience file building, data entry, electronic claims submission and report generation. Prerequisite: AHS 101 or permission of instructor.

MAS 127 - Medical Coding (3 credits)
This course provides students with a basic knowledge of the descriptive terms and identifying codes for valid reporting of medical services and procedures performed by physicians. The coding and classification of diseases, symptoms, operations and procedures are presented. Skills in analyzing medical records to identify data elements to be coded are developed. Legal and ethical considerations are discussed. Career opportunities and certification in coding are presented. Prerequisite: AHS 101 or permission of instructor.

MAS 200 - Laboratory Procedures for Medical Assistant (3 credits)
This course introduces students to the role of the medical assistant in the laboratory. Topics include an overview of the clinical laboratory, laboratory standards and regulations, laboratory safety, and the collection, processing, and diagnostic procedures associated with clinical chemistry, urinalysis, hematology, serology, immunohematology, and microbiology. Two lecture hours and two laboratory hours per week. Prerequisite: MAS 124. Course fee.

MAS 202 - Pharmacology for the Medical Assistant (3 credits)
This course integrates the principles and concepts of common pharmacologic interventions related to the practice of the Medical Assistant. Topics of study include dosage calculation, medication orders and errors, drug sources, schedules and dosages, medication preparation and administration. Emphasis is based on understanding of drug classification, drug action, reasons for administration, therapeutic effects, side effects, and client teaching for common medications. Two lecture hours and two lab hours per week. Prerequisite: MAS 120. Course fee.

MAS 210 - Medical Assistant Externship (4 credits)
This course provides students with 160 hours of required administrative and client care experience in a medical office and fifteen additional instructional hours focused on employment and certification preparation. The student integrates and applies knowledge and skills from prerequisite course work in an actual health care delivery setting. Administrative, clinical and laboratory skills are performed under the supervision of trained mentors to transition the student into the role of professional medical assistant. Fifteen instructional hours plus 160 hours of externship. Prerequisites: MAS 124, MAS 126, MAS 127, MAS 200, MAS 202, OS 135. Provider Level CPR/First Aid. Offered fall, spring and summer sessions.

Military Land Management

MLM 101 - Army and Base Operations I (3 credits)
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.
MLM 201 - Environmental Management and Training
Land Sustainment (3 credits)
This course examines the congruence of Army environmental regulations and federal environmental laws. Topics include the impact of military activities on the environment, Army policies specific to military land management and sustainment, and the impact and mitigation of encroachment on military installations. Three lecture hours per week. Prerequisite: MLM 101. Course fee.

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.

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: Commercial Voice (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. 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 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 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. 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 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 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 trips. A reasonable alternative 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. 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 which 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 for Healthcare Providers, 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 pathophysiologic responses of well-defined health problems. 
Four lecture and fourteen laboratory hours per week. Seven weeks. Prerequisites: current CPR Certification for Healthcare Providers, 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)
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. Prerequisites: Current CPR Certification for Healthcare Providers, NURS 101, BIO 104, PSY 102. BIO 205 is a prerequisite for NURS 208 and NURS 210. Course fee.

NURS 208 - Maternal-Child Nursing (5 credits)
Students use the nursing process to identify physiological and psychological stresses interfering 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. Prerequisites: Current CPR Certification for Healthcare Providers, NURS 105, NURS 107, NURS 112 and BIO 205. Course fee.

NURS 210 - Medical-Surgical Nursing II (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. Prerequisites: Current CPR Certification for Healthcare Providers, NURS 105, NURS 107, NURS 112, BIO 205. Course fee.

NURS 211 - Medical-Surgical Nursing III (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. Prerequisites: Current CPR Certification for Healthcare Providers, NURS 208, NURS 210. Co-requisite: NURS 212. Course fee.

NURS 212 - Leadership in Nursing (1 credit)
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 Healthcare Providers, NURS 208, NURS 210. Co-requisite: NURS 211.
Nursing - Practical

PN 118 - Maternal-Child Health for Practical Nursing (4 credits)
Students use the nursing process, within the scope of practical nursing, to identify physiological and psychological stresses interfering with the well-being of the childbearing woman, the newborn infant, and children. The emphasis of this course is on providing basic nursing care to assist the client to adapt to or eliminate stresses which interfere with maternal and child health. Six lecture and fourteen lab hours per week; five weeks; summer term only. Prerequisites: NURS 105, NURS 107, NURS 112. Current CPR Certification for Healthcare Providers. Corequisites: PN 121, PN 122. Course fee.

PN 121 - Medical-Surgical Nursing for Practical Nursing (5 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 and seven laboratory hours per week; ten weeks; summer term only. Prerequisites: NURS 105, NURS 107, NURS 112, Current CPR Certification for Healthcare Providers. Corequisite: PN 118 and PN 122. Course fee.

PN 122 - Practical Nursing Issues (.5 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. One hour per week; five weeks; summer term only. Prerequisite: NURS 105, NURS 107, NURS 112. Corequisites: PN 118 and 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.

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 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. Prerequisite: AHS 101, ENG 012 or acceptable score on English assessment, OS 113, 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. Prerequisite: CIS 254. Course fee.

Paralegal Studies

PL 101 - Introduction to Law (Same course as PS 106) (3 credits)
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 104 - Procedural Law and Evidence (3 credits)
This 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.

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, court memoranda, and appellate briefs. Three lecture hours per week. Prerequisites: ENG 101, PL 105, and BA 210.

PL 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.

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.

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 Conflict Analysis and Resolution.

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 203 - Contract Law (3 credits)
This course covers basic issues of the common law of contracts and the Uniform Commercial Code. Subjects covered include conditions precedent and subsequent, statute of frauds, offer, acceptance, consideration, breach, and remedies. The differences in these areas of law between the Uniform Commercial Code and the common law will be highlighted. Basic contract drafting will be learned and practiced. Three lecture hours per week. It is recommended that PL 101 be taken prior to or concurrently with this course.

PL 205 - Business Law (3 credits)
This course focuses on a study of the Uniform Commercial Code as it applies to negotiable instruments and secured transactions. This course emphasizes agency, business organizations, and employment law. It examines creditors’ rights, bankruptcy, property law (real and personal), and estates. Three lecture hours per week.

PL 206 - 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.

Denotes General Education Course.
For more information see pages 18-19.

Denotes Diversity Course.
For more information see page 20.
### Paralegal Studies

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>PL 238</td>
<td>Law Practice and Professional Conduct (3 credits)</td>
<td>3</td>
<td>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. <em>Three lecture hours per week.</em></td>
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<tr>
<td>PL 242</td>
<td>Real Estate Transactions (3 credits)</td>
<td>3</td>
<td>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. <em>Three lecture hours per week. Prerequisite: PL 101.</em></td>
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<tr>
<td>PL 244</td>
<td>Family Law and Litigation (2 credits)</td>
<td>2</td>
<td>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. <em>Two lecture hours per week. Prerequisites: PL 101 and PL 124.</em></td>
</tr>
<tr>
<td>PL 245</td>
<td>Legal Environment of Business (3 credits)</td>
<td>3</td>
<td>The student is introduced to the legal environment in which businesses operate. The course covers sources of law and the application of law to business. Areas examined include business crimes, contracts (under common law and the Uniform Commercial Code), sales torts (including product liability), administrative, antitrust, environmental, and consumer protection laws. <em>Three lecture hours per week. Prerequisite: PL 124.</em></td>
</tr>
<tr>
<td>PL 246</td>
<td>Administrative Law and Procedure (3 credits)</td>
<td>3</td>
<td>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. <em>Three lecture hours per week. Prerequisite: PL 124.</em></td>
</tr>
<tr>
<td>PL 248</td>
<td>Internship in Paralegal Studies (3 credits)</td>
<td>3</td>
<td>The internship is designed to provide students with experiences typical of those encountered by paralegals in the work setting. Students work 135 hours as interns in law offices, governmental agencies, or the court system and spend 5 hours in the classroom. <em>Prerequisites: PL 101, PL 105, PL 106, PL 124. Permission of the program coordinator is required.</em></td>
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### Philosophy

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHIL 101</td>
<td>Introduction to Philosophy (3 credits)</td>
<td>3</td>
<td>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. <em>Three lecture hours per week.</em></td>
</tr>
<tr>
<td>PHIL 200</td>
<td>Principles of Logic (3 credits)</td>
<td>3</td>
<td>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. <em>Three lecture hours per week.</em></td>
</tr>
<tr>
<td>PHIL 205</td>
<td>Ethics (3 credits)</td>
<td>3</td>
<td>This introductory course encompasses the prominent ethical theories of Western philosophy and considers the application of ethics to modern cases and current situations. <em>Three lecture hours per week.</em></td>
</tr>
<tr>
<td>PHIL 220</td>
<td>Bioethics (3 credits)</td>
<td>3</td>
<td>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. <em>Three lecture hours per week.</em></td>
</tr>
<tr>
<td>PHIL 221</td>
<td>Business Ethics (3 credits)</td>
<td>3</td>
<td>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. <em>Three lecture hours per week.</em></td>
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Photography

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 laboratory 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 laboratory 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 laboratory 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 laboratory 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 laboratory 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 laboratory 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 laboratory 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 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 using current software. Two lecture hours and two laboratory 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-basic 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 using current software. Two lecture and two laboratory hours per week. Prerequisite: PHOT 230 or permission of instructor. Course fee.
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.

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.

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.

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.

PE 131 - Beginning Badminton (1 credit)  
The course emphasizes the development of badminton's basic strokes, including high clears, drop shots, smash shots, drive shots, and serves. Strategy, scoring, rules of etiquette for both singles and doubles play are covered. Three-quarter lecture hour and one-half laboratory hour per week.

PE 133 - Aqua Yoga (1 credit)  
This course is designed to increase the student's strength, energy, endurance, and balance. Aqua yoga combines the benefits of traditional yoga with continuous movements for an efficient strength and aerobic workout in water. This course provides a total fitness workout that can be customized to suit athletic abilities and fitness goals. Swimming skills are not required. This course satisfies the college's fitness graduation requirement. Three-quarter lecture hour and one-half laboratory hours 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 138 - Jogging (1 credit)  
This course is designed to teach the components of a good jogging program in terms of jogging techniques, pace, equipment, prevention and care of injury, and resource material. Three-quarter lecture hour and one-half laboratory hour per week.

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.

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.
PE 154 - 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 and one-half laboratory hour per week.*

PE 160 - Beginning Swimming (1 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. In addition, water survival skills will be emphasized. *Three-quarter lecture hour and one-half-laboratory hour per week. Course fee.*

PE 161 - Intermediate Swimming (.5 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.*

PE 170 - Advanced Beginning Swimming (.5 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.*

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.*

PE 228 - Weight Training (1 credit)
This course provides the student with an introduction to weight training. Students learn the correct principles and techniques for a variety of progressive resistance exercises. *Three-quarter lecture hour and one-half laboratory hour per week.*

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.*
Physical Science

SCI 105 - Physical Science I (3 credits) 65
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. Three lecture hours per week.

SCI 106 - Physical Science Course Observations and Investigations: Matter (1 credit) 6L
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) 65
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. Prerequisite: SCI 106.

SCI 108 - Physical Science Course Observations and Investigations: Energy (1 credit) 6L
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) 65
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.

PHYS 101 - Introductory Physics I (4 credits) 6L
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. Usually offered in fall semester.

PHYS 102 - Introductory Physics II (4 credits) 6L
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.

PHYS 203 - General Physics: Mechanics and Particle Dynamics (3 credits) 65
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.

PHYS 204 - General Physics: Vibrations, Waves, Heat, Electricity and Magnetism (4 credits) 6L
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.

**Denotes General Education Course.**
For more information see pages 18-19.

**Denotes Diversity Course.**
For more information see page 20.
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.

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 (Same course as PL 101) (3 credits)
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.

PS 203 - Comparative Politics and Governments (3 credits)
This course introduces students to the comparative study of politics and governments. Following an overview of political systems, the instructor selects representative countries from both the developed and developing worlds and highlights issues including political culture, participation, government structures, and public policies in each. Using case studies, students engage in comparative political analysis of both historical processes and current issues facing countries domestically and internationally. Three lecture hours per week. Offered in spring semester.

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)
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)
This course studies the developing person across the life span from conception to death. Numerous theoretical perspectives are applied to studying biological, cognitive, 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.
Course Descriptions

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)
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 also 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. Three lecture hours per week. Usually offered in spring semester. Prerequisite: PSY 101.

PSY 209 - Social Psychology (3 credits)
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 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.

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. Three lecture hours per week. Usually offered in fall semester. Prerequisite: PSY 101 or permission of instructor.

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. Usually offered in the Spring semester. Prerequisite: PSY 101.

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.
**RELIGION • SOCIOLOGY • SPANISH**

**Course Descriptions**

**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 fall semester.*

**SOC 200 - 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 an intermediate 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.

THEA 201 - Fundamentals of Play Directing (3 credits)
This course introduces students to the basic techniques, principles, and genres of directing a theatrical production. Topics include: the director’s role, composition, script analysis, movement and rhythm, production preparation, and procedures. At the conclusion of the course, the student prepares a production for performance. Additional time outside of class for rehearsals is required. Prerequisites: THEA 102 and THEA 103. Three lecture hours per week.

THEA 204 - Costuming (3 credits)
This course introduces the basic principles of costume design and construction. Students explore costume patterning, construction methods, draping, sewing technique, equipment usage, and skills necessary to the entire costuming process. Students are expected to serve on a costume crew for one production during the semester. Two lecture hours and two laboratory hours per week. Prerequisites: THEA 101 and THEA 279. Course fee.

THEA 221 - Vocal Performance for the Stage (3 credits)
This course includes the study of voice production with extensive exercises in developing a wide range of controls in pitch, volume, diction, and quality to meet the standards of acting and media. Through a highly technical phonetic approach, students learn how to reduce their own and produce other American speech regionalisms and cultural accents. Two lecture hours and two laboratory hours per week. Prerequisites: CMST 101 and THEA 102.

Denotes General Education Course.
For more information see pages 18-19.

Denotes Diversity Course.
For more information see page 20.
THEA 222 - Movement for the Actor (3 credits)
This course introduces physical techniques that help develop a movement vocabulary for the actor. Starting with an examination of the body, the student applies the basic movement vocabulary and terminology of ballet, modern and jazz styles, mime, neutral mask, physical comedy (falls, lifts, timing, partnering), and scripted scenes with a strong physical component. This course may require field trip(s). A reasonable alternative option to the required field trips will be available. Two lecture hours and two lab hours per week. Prerequisites: THEA 101 and THEA 102.

THEA 223 - Makeup for the Performer (3 credits)
This course is a studio course in which students develop an understanding of the art of traditional makeup application predominately for the stage as well as for television and film. Through the use of cosmetics and prosthetics, students learn to execute corrective, character, and age makeup. Students are expected to serve on a makeup crew for one production during the semester. Two lecture hours and two laboratory hours per week. Prerequisites: THEA 101 and THEA 279. Course fee.

THEA 279-281 - Theatre Workshop I-III (1 credit)
This course is a practical application of classroom theory and technique demonstrated through crew and/or cast participation in a specific theatrical production to be presented on campus. Students elect or are assigned a task and work as a crew or cast member. Acting and/or dancing in a production is by audition only. Credit is awarded upon satisfactory completion of the task or role. Students are required to participate in productions. Two laboratory hours per week. Prerequisites: THEA 101, THEA 102, and THEA 104, or permission of instructor.

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). A reasonable alternative to the required field trip will be available. Three lecture hours per week. Usually offered in spring semester.
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<tr>
<td>Christel T. Vonderscheer</td>
<td>Interim Dean, Library and Instructional Resources</td>
</tr>
</tbody>
</table>
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

Sabum Anyangwe  
Computer Information Systems Faculty  
B.S., M.A., Bowie State University

Edward J. Augustitus  
Biology Faculty  
B.A., Alfred University  
M.S., Frostburg State University

Janice Avery  
Mathematics Faculty  
B.S., Tuskegee Institute  
M.A., University of Georgia

Sheldon B. Avery  
Professor, History  
B.A., Brooklyn College  
M.A., Ph.D., University of Georgia

Ellen Avitts  
Instructor of Art History  
B.F.A., University of Houston  
M.A., Rice University  
Ph. D., University of Delaware

J. Karen Baicy  
Nursing Faculty  
B.S., University of Maryland  
M.A., University of California at Los Angeles

James L. Baker, II  
Instructor of Accounting  
A.A., Harford Community College  
B.A., University of Baltimore

Dorothy B. Baumeister  
Associate Professor of Computer Information Systems  
B.S., Towson University  
M.I.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

Kimberly Bell  
Education Faculty  
B.S. & M.Ed., Towson University

Brenda M. Blackburn  
Associate Professor for Marketing, Development and Community Relations  
B.A., Gardner-Webb University  
M.P.A., North Carolina State University

Jan M. Brewer  
Sociology Faculty  
B.A., University of Maryland Baltimore County  
M.S.W., University of Maryland at Baltimore School of Social Work

Lorraine L. Bright  
Assistant Professor of Paralegal Studies  
B.A., Franklin and Marshall College  
J.D., University of Baltimore, School of Law

Claudia M. Brown  
English Faculty  
B.A., University of Maryland  
M.A., College of Notre Dame

Jerome Brown  
Mathematics Faculty  
B.S., Lincoln University  
M.S., University of Maryland College Park

Marilyn F. Brown, R.N.  
Assistant Professor of Nursing  
B.S., M.S.N., University of Delaware

Michele L. Catterton  
Mathematics Faculty  
B.S., Towson University  
M.S., McDaniel College

Abigail C. Chapin  
Computer Information Systems Faculty  
B.S., University of Maryland at College Park  
M.S., University of Virginia

Luba Chliwniak  
Vice President for Instruction  
A.A.S., Niagara College of Applied Arts & Technology  
B.A., M.Ed., Ph.D., University of Arizona

Linda D. Clary  
English/Speech Faculty  
B.S., M.S., Towson University

Judy A. Conway  
Director for Adult Developmental and Literacy Programs  
B.A., Towson University  
M.S., The Johns Hopkins University

Orlando Correa  
Associate Professor of Psychology  
B.S., City College of New York  
M.A., SUNY at Stony Brook

John L. Cox  
Vice President for Finance, Operations and Government Relations  
C.P.A., Virginia Board of Accountancy

Deborah Cruise  
Vice President for Student Development and Institutional Effectiveness  
A.S., Corning Community College  
B.S., Utica College of Syracuse University  
M.S., Elmira College  
Ph.D., The University of Texas at Austin

Joseph P. Cunningham  
Accounting Faculty  
B.S., Villanova University  
M.B.A., Widener University

James J. D’Amario  
Professor of Physics  
B.S., Loyola College  
M.S., University of Toledo  
Certificate of Advanced Study in Education, The Johns Hopkins University
FACULTY AND ADMINISTRATION (continued)

Gregory A. Deal
Associate Vice President for Campus Operations
B.S., University of Alaska, Fairbanks
M.S., University of Wyoming, Laramie
Ph.D., University of South Florida, Tampa

Rhonda L. Deeg
Coordinator for Building Preservation and Restoration and Interior Design Faculty
B.A., Central Michigan University
M.S., Eastern Michigan University

Denise C. Deel
Nursing Faculty
A.A., RN, Community College of Baltimore
B.S.N., M.A., College of Notre Dame

Louis F. Delattre
Mathematics Faculty
B.S., California University of Pennsylvania
M.A., Kent State University
M.S., University of Delaware

Jane L. Denbow
Director for Human Resources
B.S., M.A., Towson University

Victor Dodson
Director for Purchasing
B.A., University of Pittsburgh

Nancy Dysard
Director for Marketing and Public Relations
A.A., Harford Community College
B.S., Towson University

Michael J. Failla
Associate Professor of Mathematics
B.A., William Paterson College
M.S., Fairleigh Dickinson University

Sandra M. Ferriter
Associate Professor of Business Administration
B.S., University of Massachusetts
M.A.S., The Johns Hopkins University

Benjamin D. Fisler
Theater Faculty
B.A., DeSales University
M.A., University of Texas
Ph.D., University of Maryland at College Park

Richard S. Fordyce
Associate Professor of Health and Physical Education
B.S., M.S., Springfield College

Laura L. Fox
Associate Professor of English
B.A., Michigan State University
M.A., Humboldt State University

James F. Galbraith, Jr.
Associate Professor of English and Spanish
B.A., M.A., St. John’s University
M.L.A., The Johns Hopkins University

Mona P. Garrett
Assistant Professor of Nursing
B.S.N., M.S., University of Maryland

Sara Gehring
Assistant Professor of Mathematics
B.A., St. Mary’s College of Maryland
M.A., College of Notre Dame of Maryland

Robert J. Greger
Associate Professor of Mathematics and Computer Science
Certificate, Clarkson University
B.S., St. Francis College
M.S., Pennsylvania State University

Madelyn Gries
Assistant Professor of Nursing
B.S., St. John College
M.S., University of Delaware

Floyd M. Grimm, III
Professor of Biology
B.S., M.Ed., Bloomsburg University

Judith A. Grimm
Associate Professor of Nursing
B.S.N., College of St. Benedict
M.S.N., West Virginia University

Stephanie Hallock
History Faculty
B.A., Roanoke College
M.A., Virginia Polytechnic Institute and State University
Ph.D., University of Miami

Joy Hatch
Vice President for Information Technology
B.A., Barton College
M.S., M.B.A., Friends University
Ph.D., Nova Southeastern University

Christopher Heard
Assistant Professor of Photography
B.A., University of Alabama
M.F.A., San Francisco Art Institute

Linda M. Heil
Associate Professor of Communication Studies
B.S., M.S., Towson University

Carl E. Henderson
Associate Professor and Dean, Educational Studies
B.A., M.Ed., Towson University

Loretta E. Henderson
Professor and Dean, Humanistic Studies
B.A., St. Joseph College
M.A., University of Missouri
M.L.A., The Johns Hopkins University

Wayne A. Hepler
Associate Professor of Mass Communications
B.S., M.A., Ohio University

Patricia Hogan
Director for Community Education
A.A., Robert Morris College
B.S., Messiah College
M.B.A., Fairleigh Dickinson University

J. Ryker Hughes
Assistant Professor of Business Administration
B.A., Salisbury State College
M.A., Central Michigan University

Laura Hutton
Assistant Professor of Education
B.A., College of Notre Dame of MD
M.S., Johns Hopkins University

Tamalene J. Imbierowicz
Assistant Professor of Biology
B.S., M.S., Towson University
FACULTY AND ADMINISTRATION (continued)

Steven Iwanowski
Chemistry Faculty
B.S., Lebanon Valley College
M.S., University of Maryland at
College Park

Deborah A. Jaeger
Mathematics Faculty
B.A., Trenton State College
M.A., University of Maryland

Emily B. Jensen
Professor of English
B.S., College of Notre Dame
of Maryland
M.Ed., Towson University

Steve G. Johnson
CADD Faculty
(Computer Aided Design & Drafting)
B.A., University of Maryland
College Park

Christopher Jones
Assistant Professor of
Developmental/Transitional
Mathematics
B.S., M.S., Towson University

Kenneth L. Jones, Jr.
Associate Professor of Art
B.A., M.F.A., University of Delaware

James R. Karmel
Associate Professor of History
B.S., M.A., State University of
New York
Ph.D., University at Buffalo

Lawrence K. Kelly
Assistant Vice President for Finance
B.S., Loyola College
C.P.A., Maryland Association
of C.P.A.’s

Judith A. Kinshaw-Ellis
English/Writing Faculty
B.A., Iowa State University
M.S., University of Kansas

Stanley A. Kollar, Jr.
Professor of Biology
A.A., Cuyahoga Community College
B.A., M.A., University of California

Keith A. Kramer
Music Faculty
B.A., University of Maryland
Baltimore County
M.A., University of Maryland
College Park
D.M.A., University of Miami

Paul E. Labe, Jr.
Associate Professor and Dean,
Visual, Performing and Applied Arts
Interim Dean, Behavioral and
Social Sciences
B.M., M.M., Butler University

James F. LaCalle
President
B.S., Springfield College
M.Ed., The Johns Hopkins University
Ed.D., The American University

Lyne A. LaCalle
Associate Vice President for
Student Development
B.S., Shippensburg University
M.Ed., West Chester University

Jennifer Lassahn
Education Faculty
B.S., University of Dayton
M.S., St. Joseph’s University

Mary A. Leavens
Director for College and
Alumni Development
A.A., Harford Community College
B.S., University of Maryland

D. Lynn Lee
Director for Financial Aid
B.A., Mary Washington College
M.S., Central Michigan University

Theresa Libershal
Nursing Faculty
RN, Maryland General Hospital
School of Nursing
B.S.N., John Hopkins School
of Nursing
M.A., College of Notre Dame
of Maryland

Marlene Y. Lieb
Associate Vice President for Continuing
Education and Training
B.A., Bowling Green State University
M.S., The Johns Hopkins University

James L. Mason
Speech Faculty
B.A., Western State College
of Colorado
M.Ed.(2), Loyola College

John F. Mayhorne
Dean, Business, Computing
and Applied Technology
B.S., Towson University
M.A.S., Johns Hopkins University

Marilyn D. McCloskey
Instructor of Nursing
B.S., Loma Linda University School
of Nursing
M.S., University of Maryland School
of Nursing

James M. McFarland
Professor of Art
A.A., Delta College
B.F.A., M.F.A., Michigan
State University

Marguerite C. McKelvey
Nursing Faculty
B.S.N., University of Delaware
M.S.N., University of Pennsylvania

Dorothy E. Miller
Professor of English
B.S., M.Ed., Bloomsburg University
M.L.A., The Johns Hopkins University
Ed.D., Teachers College,
Columbia University

Richard V. Miller, Jr.
Professor of Business Administration
A.A., Hershey Junior College
B.S., M.Ed., Bloomsburg University

Frederick R. Mitchell
Professor of Psychology
B.A., Albright College
M.S., State University of New York
at Albany

Susan Muaddi-Darraj
Associate Professor of English
B.A., M.A., Rutgers University

Brandy A. Naughton
Director for Tutoring, Service-Learning,
and Disability Services
B.A., Bucknell University
M.A., University of Maryland
Heidi Neff  
Assistant Professor of Art  
B.F.A., University of Illinois  
M.F.A., M.A., University of Iowa  

Paul A. Nesbitt  
Computer Information Systems Faculty  
B.A., C.W. Post College of Long Island University  
M.S., Hofstra University  

Susan M. Nicolaides  
Director for Cultural Events and Performing Arts  
B.A., University of Maryland, College Park  

Yussef Noorisa  
Professor of Engineering  
B.S., Abaden Institute of Technology  
M.C.E., Ph.D., University of Delaware  

Ann Nwafor  
Psychology Faculty  
B.S., M.A., Towson University  
LCPC (Licensed Clinical Professional Counselor)  
CAS, Towson University  

Lisa A. Ovelman  
Mathematics/Engineering Faculty  
B.S., M.A., Pennsylvania State University  

Gary Owens  
Associate Professor of Philosophy and Religion  
B.S., Towson University  
Ph.D., Purdue University  

Weston Park  
Legal Studies Faculty  
B.A., Ohio University  
J.D., University of Baltimore School of Law  

Lynne Petzold  
Mathematics Faculty  
B.S., Miami University, Oxford, Ohio  
M.Ed., Towson State University  

Eugene B. Poppolek, Jr.  
Associate Professor of Psychology  
B.S., Frostburg State University  
M.S., Indiana University, Bloomington  

Michael D. Poulin  
Director for Business and Industry Training  
B.A., M.S., Eastern Illinois University  

Jonas Prida  
English Faculty  
B.A., University of Calgary  
M.A., University of Maine  
Ph. D., Tulane University  

Laura C. Putland  
Nursing Program Administrator and Assistant Professor of Nursing  
A.A., Community College of Baltimore County  
B.S.N., M.S., University of Maryland  

James A. Quigg  
Associate Professor of Counseling  
B.S., M.Ed., Pennsylvania State University  
M.Ed., Towson University  

Wendy M. Rappazo  
Associate Professor of Anatomy and Physiology  
B.S., State University of New York, Cortland  
M.S., University of Delaware  
M.S., Towson University  

Elizabeth E. Reeder  
Health and Wellness Faculty  
B.S., University of Maryland, College Park  
M.S., Towson University  
M.S., University of California Davis  

Diane L. Resides  
Associate Vice President for Student Development  
B.S., M.Ed, D.Ed., Pennsylvania State University  

Salvatore J. Rodano  
Professor of Earth Science, Physical Science and Physics  
B.S., University of Pennsylvania at Millersville  
M.A., The College of New Jersey  

Regina G. Rose  
Instructional Services Librarian  
B.S., Towson University  
M.S.L.S., Clarion University of Pennsylvania  

Fary F. Sami  
Associate Professor of Mathematics  
B.S., National University of Iran  
M.S., University of Missouri  

Meredyth J. Santangelo  
Assistant Professor of English  
B.A., Kent State University  
M.A., Youngstown State University  

Paul J. Santiago  
Professor of Chemistry  
B.A., M.S., State University of New York at Albany  

Jenny Gräf Sheppard  
Assistant Professor of Mass Communications  
B.A., Hampshire College, Amherst, MA  
M.F.A., School of the Art Institute of Chicago  

Anne O. Shugars  
Assistant Professor of Economics  
B.A., Loyola College  
M.B.A., Johns Hopkins University  

Mary K. Somers  
Assistant Professor and Librarian  
B.S., Western Maryland College  
M.L.S., University of Maryland at College Park  

Nancy Spence  
Business, Computing & Technology Faculty  
B.S., Salisbury State University  
M.Ed., Pennsylvania State University  

Bill M. Stiffler  
Professor of English  
B.A., M.A., Eastern Washington University  
Certificate, Carnegie Mellon University  

Sharon Stowers  
Assistant Professor of Sociology and Anthropology  
B.S., Rivier College  
M.Ed., Framingham State College  
Masters of Applied Anthropology – University of Maryland College Park  
Ph.D., University of Massachusetts  

J. Bonnie Sulzbach  
Director for Advising, Career, and Transfer Services  
B.S., M.S., Towson State University
FACULTY AND ADMINISTRATION
(continued)

Terry L. Surasky
Mathematics Faculty
B.S., Towson University
M.A., Loyola College

Clarence R. Terrill
Associate Professor of Criminal Justice
B.S., M.S., Ph.D., Michigan State University

Walter Thompson
Physics Faculty
B.S., University of Texas
M.A., The Johns Hopkins University

Lisa M. Tittle
Assistant Professor of Transitional Studies – English and Writing
B.S., Towson University
M.S., McDaniel College

Christel T. Vonderscheer
Director for Library Operations and Instructional Services
B.A., M.A.T., Georgia State University
M.L.S., University of Maryland, College Park

Avery W. Ward
Assistant Professor of Political Science
A.A., Harford Community College
B.A., Towson University
M.A., Wayne State University
J.D., University of Baltimore, School of Law

Colleen M. Webster
Professor of English
B.A., College of Notre Dame of Maryland
M.A., University of Delaware

Scott West
English Faculty
A.A., Harford Community College
B.A., Goucher College
M.A., Morgan State University

Deborah Wrobel
Dean, Nursing, Allied Health and Sciences
B.A., Merrimack College
M.S., The Johns Hopkins University

Tina Zimmerman
Professor of Nursing
B.S.N., Columbia Union College
M.S.N., St. Louis University

Lee Ann Anderson
Coordinator for Science Support Services
B.S., West Virginia Wesleyan College

Kathy J. Archer
Coordinator for Noncredit Allied Health Programs
A.D.N., Lincoln Trail College
B.S., College of St. Francis
M.S.N., University of Phoenix

Cindi Barber
Library Technical Services Supervisor

Daniel Barnhart
Coordinator for College Life and Wellness
A.A., Saint Leo University
B.S., James Madison University
M.A., Wake Forest University

Michael D. Blizzard
Student Development Specialist – Admissions
A.A., Harford Community College
B.S., Towson University

Catherine L. Boston
Manager, Health, Safety and Security
B.S., California State University, Northridge

Rodney Bourn
Coordinator for Professional Development
B.S., Towson University
M.S., The Johns Hopkins University

George E. Budelis
Student Development Specialist – Advising
A.A., Harford Community College
B.S., Towson University

Kathleen L. Burley
Coordinator for Physical Education and Outdoor Recreation
B.S., Salisbury University

Dana Casey
Student Development Specialist – Admissions
B.A., Villanova University
PROFESSIONAL STAFF (continued)

Patricia A. Cataldi-Cecala  
Technology Specialist  
A.A., Harford Community College

William O. Elliott  
Student Development Specialist  
B.A., M.A., University of Maryland

David W. Harvey  
Accounting Coordinator  
B.A., Elizabethtown College  
M.P.A., Loyola College

Nicolina Cedrone  
Financial Aid Specialist  
B.S., Towson University

Zongyin Q. Etzel  
Technology Specialist  
B.S., Changchun Institute of Optics and Fine Mechanics  
Ph.D., University of Delaware

Gary W. Helton  
Coordinator for WHFC-FM  
B.S., Towson University

Julia Cioccio  
Graphic Designer  
B.F.A., B.A., Edinboro University of Pennsylvania

Donna Feldman  
Technology Specialist  
B.S., M.S., Towson State University

Charles J. Henneman  
Accounting Coordinator  
B.S., Loyola College

Sandra Clark  
Coordinator for Noncredit Registration and Operations  
A.A., Community College of Baltimore County  
B.S., University of Maryland, University College

Cynthia T. Fischer  
Literacy Recruiter/Advisor  
B.A., College of Mount St. Joseph  
M.S., Towson University

Judy A. Herman  
Technology Specialist  
Certificate, A.A., Harford Community College  
B.S., University of Maryland, University College

Dana M. Coleman  
Library System Specialist  
B.S., Coppin State College

Stephen P. Garey  
Coordinator for Capital Projects and Grounds  
A.A., Community College of Baltimore County

Brian A. Hoover  
Theater Technical Director  
B.A., Youngstown State University

Leslie F. Connery  
Student Development Specialist – Instructional Support  
B.S., Towson University

Gregory Gibson  
Computer Technology Specialist  
A.A.S., Harford Community College  
B.S., University of Maryland Baltimore County

Paul T. Hunter  
Student Development Specialist – Advising and Career Services  
B.A., Frostburg State University  
M.A., Towson University

Carolyn Crutchfield  
Coordinator for Nursing Laboratory  
R.N., Church Home and Hospital  
B.S.N., M.S.N., University of Maryland at Baltimore

Donna C. Grove  
Coordinator for Athletics and Wellness  
B.S., East Stroudsburg University  
M.Ed., Millersville University of Pennsylvania

Lisha D. Jenkins  
Coordinator for Community Education–Senior Adults and Personal Enrichment  
A.A., Harford Community College  
B.A., College of Notre Dame of Maryland

Brandon Custer  
Student Development Specialist – Advising, Career & Transfer Services  
B.A., M.Ed., Indiana University of Pennsylvania

Brian J. Hammond  
Coordinator for Admissions  
B.A., University of Central Florida, Orlando Graduate Certification, The Johns Hopkins University

Eyvon M. Johnson  
Cultural Events and Performing Arts Specialist  
Certificate, Baltimore Culinary Arts Institute

Carol L. Darney  
Technology Specialist  
A.A., Community College of Baltimore County  
B.A., College of Notre Dame of Maryland

Larry C. Hannah  
Technology Specialist  
A.A., Harford Community College

Jeffrey D. Kanyuck  
Theater Technical Director

Jennifer Duff  
Assistant to the Vice President for Instruction  
B.A., Franklin Pierce College  
M.A., Pittsburg State University

Mark J. Hardman  
Database Administrator  
B.A., Mount Vernon Nazarene University

Matthew E. Karwowski  
Technology Specialist  
B.S., Georgia Institute of Technology

Lisha D. Jenkins  
Coordinator for Community Education–Senior Adults and Personal Enrichment  
A.A., Harford Community College  
B.A., College of Notre Dame of Maryland

David W. Harvey  
Accounting Coordinator  
B.A., Elizabethtown College  
M.P.A., Loyola College

Gary W. Helton  
Coordinator for WHFC-FM  
B.S., Towson University

Charles J. Henneman  
Accounting Coordinator  
B.S., Loyola College

Judy A. Herman  
Technology Specialist  
Certificate, A.A., Harford Community College  
B.S., University of Maryland, University College

Brian A. Hoover  
Theater Technical Director  
B.A., Youngstown State University

Paul T. Hunter  
Student Development Specialist – Advising and Career Services  
B.A., Frostburg State University  
M.A., Towson University

Lisha D. Jenkins  
Coordinator for Community Education–Senior Adults and Personal Enrichment  
A.A., Harford Community College  
B.A., College of Notre Dame of Maryland

Eyvon M. Johnson  
Cultural Events and Performing Arts Specialist  
Certificate, Baltimore Culinary Arts Institute

Jeffrey D. Kanyuck  
Theater Technical Director

Chester P. Karwowski  
Technology Specialist  
B.S., Georgia Institute of Technology

Matthew E. Karwowski  
Technology Specialist  
B.S., University of Maryland, College Park
Pamela A. Karwowski  
Coordinator for Corporate Computer Training  
A.A., Community College of Baltimore County  
B.S., University of Baltimore  

Kimbrough Kelly  
Student Development Specialist – Disability Support Services  
B.A., M.A., Coppin State University  

Margaret M. Kindsvatter  
Student Development Specialist – APG Services  
B.A., Pennsylvania State University  
M.Ed., Sul Ross State University  
M.S., Kansas State University  

Kathleen J. Konrad  
Coordinator for Accounting  
A.A., Harford Community College  

Ruth Kunselman  
Student Development Specialist – Financial Aid  
A.A.S., Rochester Institute of Technology  

Supawan Lertskrai  
Instructional Support Specialist  
B.S., Prince of Songkia University  
M.A., Ph.D., The University of Montana  

Nathan Lewan  
Computer Technology Specialist  
B.F.A., State University of NY Fredonia  

David S. Mack  
Student Development Specialist – Advising, Career and Transfer Services  
A.S., Ulster County Community College  
B.S., State University of NY New Paltz  
M.A., Johns Hopkins University  

Yuliya Malikova  
Institutional Research Analyst  
B.A., Pavlodar State University  
M.S., Central European University  
Ph.D., Florida Institute of Technology  

Katherine G. McGuire  
Grants Manager/Development Associate  
B.A., St. Bonaventure University  
M.M.S., Loyola College  

William Merryman  
Application Developer  
A.S., Harford Community College  
B.A., University of Maryland  

Theresa M. Morris  
Coordinator for Higher Education and Conference Center  
B.S., West Chester State University  
M.A., Central Michigan University  

Blake Napfel  
Technology Specialist  
A.A., Harford Community College  

Helen Nicewonger  
Student Development Specialist – Advising & Career Services  
B.S., Towson State University  

Bethany Pace  
Student Development Specialist – Admissions  
B.A., M.Ed., The Pennsylvania State University  

Lorraine C. Peniston  
Student Development Specialist – Disability Services  
B.A., M.A., Kean College of New Jersey  
Ph.D., University of New Mexico  

Elizabeth S. Rainey  
Student Development Specialist – Advising, Career and Transfer Services  
B.S., Michigan State University  
M.S., McDaniel College  

Duane Rhine  
Sportsplex Manager  
B.S., University of Maryland Baltimore County  

Carmen M. Rivera  
Coordinator for Records and Registration  
A.A., Harford Community College  
Certificate, Berkley School of Business  

Timothy C. Schneider  
Coordinator for Fitness, Health, and Physical Education  
B.S., Salisbury State University  
M.Ed., Goucher College  

Amy Spinnato  
Student Development Specialist – Financial Aid  
B.A., Loyola College  

Valerie T. Swain  
Coordinator for Assessment Services  
A.A., Harford Community College  
B.A., M.A., University of Baltimore  

Sheila A. Terry  
Assistant Director for Marketing and Public Relations  
B.S., Towson University  
M.S., The Johns Hopkins University  

David S. Toothe  
Manager for Technology Operations  
B.A., M.P.A., University of Baltimore  

Christine L. Townend  
Accounting Specialist  
B.B.A., Loyola College  

Jennie L. Towner  
Student Development Specialist – Tutoring  
B.A., M.Ed., Goucher College  

Dawn Volkart  
Student Development Specialist – Disability Services  
B.A., Salisbury State University  
M.A., Fordham University  

Jaclyn Walsh  
Coordinator for Youth Programs  
B.A., The Catholic University of America  

Donna M. Walters  
Technology Specialist  
A.A., Harford Community College  

Teresa L. Weston  
Coordinator for Applied Technologies  
B.A., Lakeland College  
M.S., The Johns Hopkins University  

Sharoll Williams-Love  
Student Development Specialist - Retention  
B.A., Emmanuel College
Rani E. Adams, B.S.
V. Maria Agosto-Martinez
Darlene Anderson, A.A., B.A., M.B.A.
Monta R. Baird
Danita L. Banks
Charles D. Beaver, A.A., A.S.
Kathleen A. Becker, B.A.
Elizabeth R. Bertier, A.A.
Mary E. Bethke
Theresa H. Brady
Carrie S. Brittain
Monica Brooks
Dorothy Cadden, Certificate, A.S.
Robert Caha, A.A.
Lisa K. Carlini, Certificate
Janice C. Cassidy, A.A., B.S.
Louis C. Claypoole
A. Ray Cochran
Cynthia A. Conroy, B.S.
Victoria Corkran
Michael D. Corso
Joseph R. Cote
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The Association sponsors numerous fundraising and outreach programs throughout the year to fund annual scholarships for students at HCC as well as those who have completed their studies and continuing on their graduate programs. Please visit the Alumni webpage at www.harford.edu for meeting dates, event schedules and member opportunities.

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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. Available on the HCC website.

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. Only credits that are currently non-applicable may be renewed. Approval is required before re-enrolling.

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 15-week course, before the first meeting of a special session course (Term 1, Term 2, and summer sessions), and up to the first day of the fall and spring semesters or summer session for online courses.

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 the transferability of an HCC course at a Maryland Public Institution of Higher Education, see recommended transfer programs for a major, and compare how their transcripts 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 $ will appear on the student's transcript instead of a grade.

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.

CAPP
Comprehensive Advising and Program Planning, a web-based degree audit system that allows students to determine their progress towards graduation, including course requirements. This online system is available on the HCC website and is accessed through SOLAR.

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 designation 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 fall or spring semester 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.

Faculty Advisor
Faculty members who help students with specific class Information, job market trends and career options within the major.
GLOSSARY (continued)

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, GE, GB, GE, GL, GM, and GS).

General Elective  
Any course at the 100 level or above.

Grade Point Average (GPA)  
The measure of a student's academic achievement that is calculated each semester and cumulatively. 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. A GPA calculator is available on the HCC website.

Honors Course  
Designated course that provides enriched learning, greater depth of analysis, synthesis, and evaluation of material. Students must apply to the Honors Program to be eligible to register for these courses.

Hybrid Course  
Course that combines face-to-face classroom instruction with computer-based, independent, or collaborative learning activities.

Laboratory Science  
A science course with a laboratory experience which fulfills degree requirements.

Late Fee  
A charge to students who register once the semester, term or session has begun and for other late submissions transactions determined by the College.

Linked Courses  
Two different courses which must be taken during the same semester. These courses allow students to get to know their peers and participate in collaborative learning projects.

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.

Online Course  
Course taught through the Internet. Online students should be independent learners, motivated and self-disciplined, and have necessary technical computer skills.

Part-Time Student  
A student registered for less than 12 credits in any given 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.

SOLAR  
Student Online Access to Resources, a web-based system that allows students to register, request transcripts, access course schedules and grades, view financial aid, and pay bills. This online system is available on the HCC website.

Sophomore  
A student who has successfully completed a minimum of 28 credit hours applicable to a degree.

Term  
A shortened period of instruction, which is shorter than a full semester; 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 must be in a sealed envelope and 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.

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, computer skills, 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 that is full. Should an opening occur, the student is automatically registered, and notified by Registration and Records.

Withdrawal  
To officially withdraw from a course or courses after the drop deadline but before the withdrawal deadline published in the schedule of classes. A symbol of W will appear on the student’s transcript in place of a grade.


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 410-836-4000 followed by the 3-digit extension number. Numbers with 4 digits can only be accessed by dialing 410-836-4000 or 410-879-8920 and following the prompts.

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(Required for Credit Courses Only)

1. Semester and Year to Begin Classes
   - Fall
   - Spring
   - Summer
   Year: __________

2. SSN/ID#
   ____________________________ – ___________ – ____________

3. Legal Name (As it appears on your Social Security Card)
   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
   ___________________________________________________________________________________

10. 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)
   - US Citizen
   - Non US Citizen (documentation required)
     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
   - 210230 Bel Air
   - 210234 C. Milton Wright
   - 210497 Edgewood
   - 210523 Fallston
   - 210998 Harford Christian
   - 210231 Harford Technical
   - 210635 Havre de Grace
   - 210233 John Carroll
   - 210673 Joppatowme
   - 210865 North Harford
   - 219100 Other MD High School*
   - 219200 MD GED
   - 219300 Out of State/Country High School
   - 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. Admit Type (check one)
- ☐ New (First time college student)
- ☐ Transfer (Previously attended or currently attending another college)
- ☐ Readmit (Previously enrolled at HCC, but not in the past 2 years. Give approximate dates of attendance)

19. At the time you start HCC classes, will you be a (check one)
- ☐ High School Student (if selected, skip to 21)
- ☐ GED Recipient
- ☐ High School Graduate
- ☐ College Graduate
- ☐ I do not hold a HS diploma or GED

20. Academic Program Goal (check one)
- ☐ Associate Degree (Circle a code below)
- ☐ Certificate (Circle code below)
- ☐ Undeclared - Only taking courses (may not be selected by Financial Aid and VA recipients)

21. Reason for Attending HCC (check one)
- ☐ Exploration of new career or academic area
- ☐ Preparation for immediate entry into a career
- ☐ Preparation for transfer to a four-year institution
- ☐ Update skills for job currently held
- ☐ Interest and self-enrichment

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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<table>
<thead>
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<th>Program</th>
</tr>
</thead>
<tbody>
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<td>GSU</td>
<td>Undecided (AA)</td>
</tr>
<tr>
<td>AGR</td>
<td>Agricultural Business Management/</td>
</tr>
<tr>
<td></td>
<td>Business Administration (AAS)**</td>
</tr>
<tr>
<td>EGN</td>
<td>Equine Business Management/</td>
</tr>
<tr>
<td></td>
<td>Business Administration (AAS)**</td>
</tr>
<tr>
<td>GCM</td>
<td>Golf Course Management/</td>
</tr>
<tr>
<td></td>
<td>Business Administration (AAS)**</td>
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<tr>
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<tr>
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<td>Medical Assisting (AAS)*</td>
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<tr>
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<tr>
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<td>Performing Arts (AA)</td>
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<td>Visual Communications Digital Media (AAS)</td>
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<td>MCAC</td>
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<td>VCDC</td>
<td>Visual Communications Digital Media Certificate</td>
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</table>
* Health Manpower Shortage Program
** Statewide Program
+ Articulated program with another community college

* GSU - General Studies (AA)
** AGR - Agricultural Business Management/ Business Administration (AAS)**
+ EGN - Equine Business Management/ Business Administration (AAS)**
- GCM - Golf Course Management/ Business Administration (AAS)**
- LND - Landscape Management/ Business Administration (AAS)**
- TGR - Turfgrass Management/ Business Administration (AAS)**
- CDNC - Chemical Dependency Counseling (AAS)+
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- MASC - Medical Assisting Certificate*
- MOAC - Medical Office Assistant Certificate**
# 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

(As it appears on your Social Security Card)

<table>
<thead>
<tr>
<th>Last</th>
<th>First</th>
<th>Middle Name</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
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</table>

## 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

<table>
<thead>
<tr>
<th>Month</th>
<th>Day</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

### 13. Citizenship (check as appropriate)

- [ ] US Citizen
- [ ] Non US Citizen (documentation required)
  - Specify Status/Visa Type: ___________________________
  - Country of Citizenship: ___________________________

### 14. Racial/Ethnic Background (check one)

- [ ] Caucasian 01
- [ ] African-American 02
- [ ] Hispanic 03
- [ ] Asian/Pacific Islander 04
- [ ] Native American/Alaskan Native 05
- [ ] Other 06

### 15. High School Attended (circle one)

<table>
<thead>
<tr>
<th>Institution Attended</th>
<th>State of Institution and Year</th>
<th>Degree Earned</th>
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</thead>
<tbody>
<tr>
<td>Aberdeen</td>
<td>210865 North Harford</td>
<td></td>
</tr>
<tr>
<td>Bel Air</td>
<td>219000 Other MD High School*</td>
<td></td>
</tr>
<tr>
<td>C. Milton Wright</td>
<td>210234 MD GED</td>
<td></td>
</tr>
<tr>
<td>Edgewood</td>
<td>210233 Out of State/GED</td>
<td></td>
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<tr>
<td>Fallston</td>
<td>210237 Home Schooled</td>
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<tr>
<td>Home Schooled</td>
<td>210234 Out of State/GED</td>
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* If other MD high school selected, specify school name: ___________________________

### 16. Date of HS or GED Graduation

(or expected HS or GED graduation)

<table>
<thead>
<tr>
<th>Month</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

### 17. List Any Other College or University Attended

Name of Institution Attended (start with last institution attended) State of Institution and Year Degree Earned

<table>
<thead>
<tr>
<th>Institution Attended</th>
<th>State of Institution and Year</th>
<th>Degree Earned</th>
</tr>
</thead>
<tbody>
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</tr>
</tbody>
</table>

* If other MD high school selected, specify school name: ___________________________
18. Admit Type (check one)
- [ ] New (First time college student)
- [ ] Transfer (Previously attended or currently attending another college)
- [ ] Readmit (Previously enrolled at HCC, but not in the past 2 years. Give approximate dates of attendance)

19. At the time you start HCC classes, will you be a (check one)
- [ ] High School Student (if selected, skip to 21)
- [ ] GED Recipient
- [ ] High School Graduate
- [ ] I do not hold a HS diploma or GED
- [ ] College Graduate

20. Academic Program Goal (check one)
- [ ] Associate Degree (Circle a code below)
- [ ] Certificate (Circle code below)
- [ ] Undeclared - Only taking courses (may not be selected by Financial Aid and VA recipients)

21. Reason for Attending HCC (check one)
1. [ ] Exploration of new career or academic area
2. [ ] Preparation for immediate entry into a career
3. [ ] Preparation for transfer to a four-year institution
4. [ ] Update skills for job currently held
5. [ ] Interest and self-enrichment

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 ________________